

Corpus Christi Catholic School

Building the Body of Christ One Student at a Time



Parent-Student Handbook 2016-2017

While intended to be as complete and helpful as possible, no handbook can address all of the issues that may be encountered in a school year. The judgment of the administration will be used to decide issues not covered in this handbook. The administration of Corpus Christi Catholic School reserves to itself the right to interpret, amend or change the contents of this handbook at any time. Students, parents and guardians will be informed of any changes to this handbook.

(Updated: 8/11/2016 12:16 PM)

TABLE OF CONTENTS

Mission Statement	5
Philosophy Statement of Catholic Schools	5
Statement of Vision	6
Parental Roles, Rights, and Responsibilities	
Role of Parents	7
Rights of Non-Custodial Parents	7
Administration of School Business	
Initial Acceptance Policy	8
Registration and Tuition	9
Payment Policy	9
Arbitration of Disputes Policy	10
School Programs	
Religious Activities	10
Academics	11
Evaluation	12-14
Report Cards	
Grading Practices	
Mid-Quarter Reports	
Conferences	
Testing	
Special Program Process	
Promotion/Retention	
Awards	14
Homework	15
Discipline and Conduct Policies	
Expected Standards of Behavior	16
The Discipline Process	17-20
Drug Policy	20
Personal Electronic Device Policy	20

Harassment Policies	
Bullying Policy	21-24
Sexual harassment policy	25
Child and Adolescent Protection Policy	25
Policy for Communication with Minors	25-26
Duty to Report Child Abuse	27
Cell Phone Policy	27
Weapons Policy	27-28
Student Network/ Internet Acceptable Use Policy	28
Network/Internet Rules	28-29
Media Policy	29
Uniforms and Appearance	30-32
School Rules and Regulations	
Daily Schedule	33
Tardies and Early Dismissals	33
Absences	33
Make-up work for vacation absences	34
Morning and Afternoon Supervision	34
Guests	35
Weather	35
Class Parties, Birthday Parties, Invitations	35
Dances	35
Student Programs	36-37
School Services	37
Student Health Guidelines	38
Field Trips Guidelines	39
Special Events	40
Organizations	
Booster Club	41
Room Mothers/Fathers	41
Parent Teacher Organization (PTO)	42
School Advisory Committee	42
Parent Volunteers	42

Correspondence and Communication

Parent Teacher Communications	42
Announcements	43
Telephone Usage	43
Messages Home – Cougar Connection	43
Calendar	44
Classroom Newsletters	44

Carpool

Carpool Rules	44
Carpool Diagram	46

Mission Statement

Archdiocese of Mobile Mission Statement

Catholic Schools in the Archdiocese of Mobile accept the challenge to participate in Jesus' teaching mission by offering opportunities for active faith life, providing quality educational programs, promoting the growth and development of the whole person, accepting diversity of all people, while sharing the learning experience with parents as active partners.

Philosophy statement of Catholic schools of the Archdiocese of Mobile

The Archdiocese of Mobile charges Catholic schools with the mission of providing Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

Catholic Schools will:

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values
- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;
- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity, while welcoming students of all faiths;
- produce graduates who possess a comprehensive understanding of the world, recognize the need for service to others and commit to excellence in their chosen vocations.

Corpus Christi Catholic School Mission Statement

Corpus Christi Catholic School serves students in pre-kindergarten through eighth grade. Established in 1958 by Corpus Christi Parish, the school is committed to building the Body of Christ. It seeks to integrate the teachings of the inspired Word of God with a sense of Christian fellowship and service to community. Corpus Christi Catholic School is committed to high academic performance in a Christian setting, laying the foundation for a productive, faith-filled life. Dedicated faculty and staff nurture every child by providing opportunities to grow in faith, achieve academic success and serve others as disciples of Jesus.

Corpus Christi Catholic School: Building the Body of Christ, one student at a time.

Statement of Vision

Corpus Christi Catholic School is committed to provide an education based on the teachings of Jesus Christ in an environment that supports faith development and academic success. The administration, faculty, and parents of Corpus Christi Catholic School will...

- provide the foundation for students to live their Catholic faith.
- nourish a Catholic identity through student participation in school, church, and community service.
- develop a strong, challenging curriculum which exceeds common core standards
- provide the most innovative technology available for students and faculty.
- develop students with positive self-esteem, respect for all, self-discipline, and the skills needed to meet the challenges of the 21st century.
- ensure a safe, secure, and attractive environment.

We believe...

A positive Catholic identity is evident through student participation in school, church, and the community.

The daily religion lessons, sacramental programs, and opportunities for service offered in Catholic schools provide for the continual development of our faith.

Teachers and students are committed to continuous improvement necessary to meet the challenges of the 21st century.

Through self-discipline, students develop positive self-esteem, respect for all, and the skills needed to interact as articulate global citizens.

The learning process enables students to become confident, self-directed learners.

Each student is a unique individual with varied needs.

Positive relationships between students and faculty will enhance the learning environment.

A safe and attractive environment contributes to student learning.

PARENTAL ROLES, RIGHTS, AND RESPONSIBILITIES

Role of Parents

Parents have the God-given natural right to educate their children. They are acknowledged as the first and foremost educators of their children. Parents have an obligation to raise their children in an atmosphere of love and respect that is reinforced by the school to produce exemplary Christian citizens.

1. As a primary role model for their children, parents will demonstrate Christian values that are the foundation of the Catholic faith and school.
2. Parents will maintain open communication with their children's teachers and schedule conferences to discuss issues that they feel may be in question between a teacher and the child. They will not negatively empower children by talking about a teacher in front of them.
3. Parents will teach children to respect the dignity of all human beings. Parents will not allow children to talk about or put down teachers or classmates.
4. Parents will teach children respect, responsibility, and resourcefulness. Children who respect teachers, pay attention. Children who accept responsibility do quality work at all times. Children who are resourceful will not give up when the going gets tough. Such children are better learners.
5. Parents will take a responsible attitude toward the support of the school. If they have a problem, they will discuss the issue with a teacher or administrator. They will work together with the school to make Corpus Christi Catholic School the best.

In conclusion, parents will encourage children to be respectful, responsible, and resourceful. Working as a team, supportive parents, dedicated teachers, and a strong spiritual foundation give children the tools they need to succeed. In support of Corpus Christi Catholic School, all parents must agree that these guidelines are essential and will abide by these codes.

Rights of Non-Custodial Parents

At the time of registration, parents shall provide accurate information regarding custodial care of the student and visitation rights. Upon request, parents shall furnish to the administrator a copy of any relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to apprise the school of any change in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third party access to the child.

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child and, upon where written request, may receive copies of all notices relating to the school and school activities. The non-custodial parent is responsible for any costs incurred by the school relating to these provisions (i.e. postage).

ADMINISTRATION OF SCHOOL BUSINESS

Initial Acceptance Policy

Children applying to attend Corpus Christi School will be accepted according to the following order

- 1.1A Catholic children of parishioners of Corpus Christi contributing to Corpus Christi Parish at least the minimum tithe with children currently attending or who have graduated from Corpus Christi School.
- 1.1B Catholic children of parishioners of Corpus Christi contributing to Corpus Christi Parish at least the minimum tithe without children currently attending, or who have graduated from Corpus Christi School.
- 1.2A Catholic children of parishioners of Corpus Christi not contributing to Corpus Christi Parish at least the minimum tithe with children currently attending, or who have graduated from Corpus Christi School.
- 1.2B Catholic children of parishioners of Corpus Christi not contributing to Corpus Christi Parish at least the minimum tithe without children currently attending, or who have graduated from Corpus Christi School.
- 2.1A Catholic children of non-parishioners of Corpus Christi contributing to Corpus Christi Parish at least the minimum tithe with children currently attending, or who have graduated from Corpus Christi School.
- 2.1B Catholic children of non-parishioners of Corpus Christi contributing to Corpus Christi Parish at least the minimum tithe without children currently attending, or who have graduated from Corpus Christi School.
- 2.2A Catholic children of non-parishioners of Corpus Christi not contributing to Corpus Christi Parish at least the minimum tithe with children currently attending, or who have graduated from Corpus Christi School.
- 2.2B Catholic children of non-parishioners of Corpus Christi not contributing to Corpus Christi Parish at least the minimum tithe without children currently attending, or who have graduated from Corpus Christi School.
- 3.0A Non-Catholic children with children currently attending or who have graduated from Corpus Christi School.
- 3.0B Non-Catholic children without children currently attending or who have graduated from Corpus Christi School.

In order to be considered a current minimum-contributing parishioner, you must be registered with the Church by completing a census form and contribute the minimum tithe in accordance with the policy.

Registration and Tuition

Applications for registration are accepted at all times throughout the year. Spaces are filled as they become available according to our School Initial Acceptance Policy. Tuition rates and fees are available by contacting the school office during school hours.

Payment policy For Tuition, Fees and Assessment

Parents have three options to pay tuition, fees and assessment:

1. **Monthly:** Tuition will be drafted from checking or savings account on the 5th or 20th of each month beginning AUGUST through MAY.
 - a. **Academic fees** will be drafted on the 5th or 20th of JULY.
 - b. **Assessment** will be drafted on the 5th or 20th of OCTOBER and MARCH.
 - c. **Resource room** fee will be drafted on the 5th or 20th beginning in September and as needed throughout
 2. **Annual payment:** All tuition, academic fees, and assessment due AUGUST 1.
 3. **Semi-annual:** First half tuition, half assessment, and ALL academic fees due AUGUST 1. Second half tuition and half assessment due JANUARY 1.
- If an account is more than 45 days delinquent, the student's place in school may be forfeited.
 - No family will be accepted for registration for the coming year unless tuition, fees and assessment payments, including late charges and returned check charges are current through February of the current school year. Report cards, diplomas, and transcripts will not be issued unless all payments are paid by May 20th.
 - No student will be allowed to enter school at the beginning of a school year if a balance is due from the previous year. In order to secure entry into school, the balance from the previous year and tuition, fees, and assessment payments for the first three (3) months of the new school year must be paid.
 - We request that you take careful notice of these collection policies. If you should have a question, please contact the bookkeeper at the school office.



Arbitration of Disputes Policy

Any disputes arising out of or relating to this Agreement, performance under this Agreement, or the breach thereof, including all disputes of any nature relating to my child's enrollment and attendance at this school, and including but not limited to the threshold questions of arbitrability and the formation of this arbitration agreement, shall be finally resolved by binding arbitration administered by the American Arbitration Association under its rules, and judgement upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be conducted in the English language in the city of Mobile, Alabama, applying the laws of the State of Alabama. There shall be one arbitrator who shall be selected in accordance with the procedures of the American Arbitration Association. Each party shall pay one half of the cost of the arbitrator. In no event shall punitive damages be awardable by the arbitrator in favor of either party, unless specifically authorized by applicable statute. This provision is continuing in nature and shall remain in force throughout the entire period of my child's enrollment at this school.

SCHOOL PROGRAMS

Religious Activities

Religion is the core subject of the curriculum and permeates the entire curriculum. The Religion Program includes instruction by the classroom and religion teachers. It affords the opportunity to live and practice Christian principles. All students are expected to participate fully in all aspects of the religious program. Non-Catholic students, however, may not participate in the actual reception of the Sacraments. We firmly believe that the religious learning experiences must go beyond the school day. The school uses the religious training begun by the parents in the home as a basis from which to foster the spirit of Christianity. Also, the participation of our school parents adds great value to our weekly liturgies and sacramental programs.

The children attend special liturgies and Mass regularly. Second grade students are prepared to receive the sacraments of First Reconciliation and First Eucharist. K through seventh grades, with the exception of second grade, receives instruction in a sexuality program, which is presented in accordance with the teachings of the Catholic Church.

Many other religious activities and celebrations are scheduled throughout the year. Receptions are held following First Reconciliation, First Eucharist, and Confirmation. (As part of the parish community, we encourage your support in furnishing refreshments for these receptions. Please cooperate with the Room Mothers if you are contacted.)

Academics

Our Catholic faith is the foundation upon which every aspect of our curriculum is built. The teachings of Jesus are at the heart of our curriculum. It is our faith in Him that guides our efforts to meet the academic, physical, emotional, and spiritual needs of our children while meeting and exceeding all requirements of the State of Alabama and the Office of Catholic Schools.

Our curriculum is made up of core academic subjects, as well as computer education, physical education, and fine arts. Requirements based on national standards or objectives, standards established by the State of Alabama in its Course of Study, and learner expectations developed by the Office of Catholic Schools (OCS), provide students with a challenging program that is accredited by the Southern Association of Colleges and Schools (SACS).

Evaluation

Report Cards - Pupil report cards present a concise picture of achievement and conduct in all subject areas. The parent and child should review each report to note strengths and weaknesses. The report cards should never be used to compare a student with another, but rather as a tool by which students can compete with themselves to achieve their highest potential. Report cards are issued quarterly. They are not returned to the school.

Grading Practices

Kindergarten

Academic and Self--discipline Skills Progress Codes:

- C** Demonstrates consistently and independently After a skill is taught, the student is able to perform the skill or activity independently.
- S** Demonstrates sometimes with support The student has not yet mastered the objective and needs assistance from the teacher when asked to apply the skill or perform the activity.
- N** Needs continued development

Blank space indicates not assessed during the marking period.

Some children are not ready to master a skill. This indicator does not mean the student is not learning or unable to learn or choosing not to learn. It does mean that the child needs more time to develop before being able to master the skill.

All skills on the progress report should at least be introduced by the fourth quarter.

Grades 1-2

Grading Scale: Reading, Writing, Mathematics

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60 – 69
- F 59 and below

Skills

- Reading
 - Comprehension/Listening
 - Phonics
 - Oral Expression/Fluency
- Writing
 - Handwriting
 - Communicating Ideas
 - Punctuation
 - Spelling
 - Grammar
- Math
 - Concepts
 - Computation
 - Problem Solving/Communication
 - Measurement/Data
 - Geometry

Skills Codes

- ✓ Student struggling with skill
The student needs considerable assistance for skill being taught.
- ✓ Student below grade level with skill
The student is performing below grade level with continuous teacher assistance.

Grading Scale:

Religion, Social Studies, Science

- 4 Meeting targets and performing above expectations
- 3 Meeting targets
- 2 Working towards targets with continuing assistance
- 1 Needs more time to develop

PE, Art, Music, Foreign Language, Computer

- S Successful
- N Needs improvement

Evaluating Conduct:

- O Outstanding
- G Good
- I Inconsistent
- U Unsatisfactory

Grades 3-8

Grading Scales/Codes:

- Religion, Reading/Literature, English/Writing, Mathematics, Social Studies, Science, Physical Education*
 - A 90 – 100
 - B 80 – 89
 - C 70 – 79
 - D 60 – 69
 - F 59 and below

*PE teachers use S or N in Grades 3-5. Students in Grades 6-8 receive a letter grade.

- Art, Music, Computer, Foreign Language
 - S Successful
 - N Needs improvement

Evaluating Conduct:

- O Outstanding
- G Good
- I Inconsistent
- U Unsatisfactory

Components for Grades

Grades are determined using 3-5 components with no one component weighted more than 40%.

Semester Exams- Students in grades 6-8 take semester exams. Exam grades, which count as two test grades, are averaged into the second and fourth quarter grades.

Mid-Quarter Reports - Mid-Quarter Reports are sent home with students in grades 3-8 who have a C average or below. (Parents may request progress reports and teachers may send individual reports home at any time either deems it necessary.) These give an indication of work efforts before the progress report itself is issued. They are signed by the parent and returned to the teacher.

Conferences - Parent-teacher conferences are held after the first and third progress report periods, but may be scheduled at any other time as needs warrant. These conferences give the parent and teacher a chance to discuss the individual student's progress.

Testing - The Archdiocesan testing program provides for ability and achievement testing. Students in grades 2-8 take the Iowa Test of Basic Skills. In addition, the Cognitive Abilities Test is taken in 4th and 7th grades.

Special Program Process - “Special Program” is only used when a student is performing one or more grades below present placement in language arts and/or math. Standardized test scores and/or psychological evaluations may be used to determine the need of a special program.

1. Instructional materials for a special program may/may not be the same as those used in the classroom.
2. The instructor of the special program (i.e., resource teacher, other classroom teacher) will give the student’s report card grade.
3. The instructor’s name, if other than the classroom teacher, is placed next to the subject on the report card.
4. “Special Program” notation is used on the report card. An asterisk (*) is used following the letter grade achieved in the defined special program subjects (reading, writing, and/or math).
5. A copy of the “Special Program” Form 6 should be kept in the student’s cumulative file. When a student’s records are transferred to another school, the special program Form 6 should be sent with these records.

Promotion/ Retention - In decisions to “Promote or Retain” a student, the following factors must be considered:

1. Current report card grades
 - Grades 1 and 2: A yearly average of “F” in Reading, Writing, or Math
 - Grades 3-8: A yearly average of “F” in two core academic areas in grades 3-8. (Religion, English, Reading, Math, Social Studies and Science)
2. Past academic records, previous grade retention, standardized tests, CoGat scores
3. Age, emotional development and social skills of student
4. Present grade placement
5. Present family history: divorce, death, siblings, etc. and parent support
6. Regular attendance
7. Approval of the principal

Awards

Recognizing academic success is an important aspect of school life. Each quarter, students are recognized for achieving high academic standards.

Book-it Award - Students in grade K-2 may receive an award for the books that they read during a six-month period.

Upward Bound Program - The Upward Bound Program recognizes students in grades 4-8 who improve their grades in one or more subjects while maintaining all other grades.

Honor Roll - Grades 4-8 a minimum of 5 “A’s”, the rest “B’s”, and nothing below an “S” in Art, Music, Special classes, Spanish. Students must have a “G” in conduct.

Principal's List – This award is given to a student who receives all “A’s” and “S’s” for the quarter and nothing below a “G” in conduct.

Academic Excellence - This will be awarded to any student who has achieved the Principal's List all four quarters of the school year.

Christian Attitude Award- This award is given quarterly to two students in each class who consistently display Christian values, attitudes, and actions.

Cougar of the Month-This award, sponsored by the school’s business partners in Education, recognizes an outstanding primary, elementary, and Jr. High student.

Accelerated Reader (AR) - Students in grades 3-7 are recognized for reaching their AR goals all four quarters.

Homework

Homework is an integral part of the school program. It is designed to supplement, complement, and reinforce classroom teaching and learning. Since individual differences cause student performance to vary greatly, it is impossible to set strict time limits on the amount of homework given. If a child, working steadily, cannot complete the work in a reasonable amount of time, the parent and teacher should meet to discuss the problem.

Since each student is expected to complete all homework assignments, failure to do so will alter the student's grade for the term. Parents are encouraged to take an active interest in homework assignments in order to detect problems in understanding, but should **NOT** feel free to excuse a child from doing homework in order that he or she may attend a party, a game/practice, or any other social event. Participation in sports and other extracurricular activities is encouraged, but should not interfere with schoolwork. These afternoon activities are not excuses for inadequate preparation for class. Parents should strive to balance a child's activities to provide sufficient study time as well as time for leisure and family activities.

Types of homework assignments include, but are not limited to the following:

1. Complete unfinished classroom assignments.
2. Additional practice to strengthen new skills introduced in class.
3. Researching long-term or short-term projects.
4. Extended classroom reading.
5. Study material for a test.
6. Other assignments as specified by the teacher.

Assignments, with the exception of homework, will be lowered one letter grade for each day the assignment is late. After three days, the child will receive a zero. Teachers may require students to redo an assignment if it is not submitted in a satisfactory manner.

Homework is to be done the night it is assigned unless the teacher gives prior permission for it not to be completed. Homework that is not turned in the following day or whenever it is due will be given a ZERO.

Homework assignment pads are required for grades 2-8.

Homework Page - Homework is posted on Rediker plus portals. Follow the link on our website.

Homework for Absent Students - To request homework, you **must** call the school office by 9:00. Assignments may be picked up after 2:30.

Make-up Work -Students who are absent due to illness must complete missed class work/homework within three days of return to school. Work missed because of vacation is due upon return to school.

DISCIPLINE AND CONDUCT

Expected Standards of Behavior

Students are expected to conduct themselves as Corpus Christi Catholic School students and to exhibit the behaviors expected of them. Conduct that is detrimental to the mission of Corpus Christi Catholic School or the reputation of the school is prohibited. **Such behavior, whether inside or outside of school, is subject to disciplinary action. In addition, photos or captions on a student's or parent's social media platform that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.**

Philosophy: Discipline is an integral part of the teaching process. In fact, learning can be best achieved in an orderly classroom.

Objective: The objective is to ensure a positive, safe, and productive learning environment.

Students are to:

- Obey school rules
- Use their time wisely
- Be considerate of others
- Be prepared; return homework, reading books, assignments, etc.
- Be honest and truthful

General Rules

- Students will be honest in their words and actions at all times.
- Students will respect teachers and classmates.
- Students will walk quietly in all areas of the campus and Church.
- Students will follow directions the first time they are given.
- Students may leave the campus only with parental permission and must be signed out through the office.
- Students will deposit trash in the trashcans provided.
- Students will observe and respect the personal space of others.
- Students will refrain from any kind of physical contact with another student while at school.

Hallway

- Students will maintain silence when walking in the halls so as not to disturb other classes.
- Students will keep their hands to themselves and avoid touching the wall and any pictures or other decorations on the wall.

Cafeteria

- Students will speak softly while in the cafeteria.
- Students will clean up their space after eating.
- Students will remain seated at their assigned table while in the cafeteria.
- Students will walk, not run in the cafeteria.
- Soft drinks are not allowed.

Play-Area

- Students will refrain from physical contact with other students and follow playground rules while on the playground.

-

Lockers

- Individual lockers are provided for the convenience of all students.
- The school reserves the right to open lockers when deemed necessary by school administration.
- Students are discouraged from storing expensive items in their lockers.
- Only students in 8th grade may put personal locks on school lockers. Locks must be combination locks. The combination must be given to the homeroom teacher.
- RIGHT TO SEARCH: The school is the co-tenant of lockers and desks and reserves the right to search them at any time without notice. Book bags, purses, gym bags, etc. are also subject to search without notice.

The Discipline Process

Definition of Terms:

Discipline Conference - A Discipline Conference will be held for any of the following reasons:

1. Any Category III infractions
2. Two or more detentions
3. Chronic infringements of any rule

Afterschool Detention - Detention is held for students in grades 3-8 from 3:00-4:00 on Thursdays. Supervision of detention is rotated among the teachers.

Detentions may be postponed **ONLY** with the principal's or assistant principal's permission.

Lunch Detention - Lunch detention will be held during the student's regular lunch wave. Students will

sit at a designated table in the cafeteria under the supervision of a teacher. Students will eat in silence and will return to their classroom with the teacher.

In-School Suspension - A student who receives in-school suspension will remain at school, but will be isolated from his/her classmates during the suspension period. Credit will be given for work completed during in-school suspension.

Out-of-School Suspension - A student who is suspended from school will not be allowed on campus during school hours or participate in any school activities. A conference will be held with the student, parents, and the principal upon the return to school. Students will not receive any credit for work missed during a suspension. This includes tests, projects, classwork, and homework. Students who are suspended will be placed on behavior probation for a period to be determined by the principal.

Disciplinary Probation -A student may be placed on behavior probation as a result of repeated and serious disregard of school rules. The student will not be allowed to attend field trips, special events/programs, or participate in out-of-uniform days until behavioral probation is completed. The principal determines length of probation.

Expulsion - Expulsion is removal of the student from Corpus Christi School. A final appeal may be made in writing to the Pastor within 10 days of notification of expulsion. Appeals may be made if there is a question of procedure or if substantial new information is available. The written request must include a statement giving the specific reason/reasons for the appeal.

Discipline Procedures

Kindergarten-Second Grade

Each teacher implements a conduct and discipline system that is developmentally appropriate for the student's age level. The approaches in each class include incentives for good behavior as well as consequences for inappropriate behavior. All discipline plans will be fully discussed at individual grade level parent meetings and a written plan will be provided by each teacher. Conduct systems may be changed or modified to meet the needs of the students throughout the school year.

Incentives may include, but are not limited to

- Daily rewards, treats, stickers, etc.
- Participation in rewarding activities

Consequences may include, but are not limited to

- Verbal warnings
- Loss of privileges
- Exclusion from activities
- Conference with parents as deemed necessary
- Referral to the office which may result in detentions, suspension, etc.

NOTE: A student may progress further than one step at a time depending on the student action or behavior. This will be determined by the teacher and administration.

Third-Eighth Grade

Level of categories

All incidents are handled individually.

Category I: Category I infractions are handled by the teacher, who will issue a discipline report. A copy of this form will be sent home via the student for the parent to sign and return the next day. Three reports will result in a detention.

1. Failure to follow individual teacher's classroom rules
2. Eating or drinking without permission during or between classes
3. Possession or use of distracting items such as toys, trading cards, electronic games, I-pods, beeping watches, cell phones, perfume, etc., during school hours. These items are subject to confiscation.
4. Writing on self, clothing, or any other's personal property
5. Excessive talking
6. Horseplay and wrestling

Category II: The individual teacher handles Category II infractions with documentation by a Discipline Report form. A copy of the form will be sent home via the student for the parent to sign. The second copy will be kept on file. The teacher will contact the parent within two days of the date of the Discipline Report form.

Category II infractions **WILL** result in a detention.

Lunch Detention

1. Using mean or rude names for other students
2. Throwing or kicking any object that could result in student injury or damage to property
3. Failure to be in assigned class without prior permission
4. Students who chew gum on campus AT ANY TIME will be assigned a lunch detention where they will scrape gum off desks, chairs, and the sidewalks

Afterschool Detention

1. Showing disrespect for authority
2. Showing disrespect to school or student property
3. Cheating, plagiarism, or forgery
4. Violation of the Acceptable Use Policy
5. Violation of Cell Phone Policy

Category III: These offenses will subject the student to suspension, disciplinary probation, or expulsion as approved by the principal.

1. Engaging in any threatening behavior. Threatening behavior includes physical, verbal, emotional, or written threats
2. Showing disrespect to adults and fellow students
 - Malicious name-calling
 - Vulgar or profane language
 - Obscene gestures
3. Sending or displaying offensive or threatening messages or pictures via computer or cell phone
4. Fighting
5. Possession of a weapon or instrument used as a weapon
6. Possession or consumption of tobacco, alcohol, or any other drug
7. Conduct detrimental to the reputation of the school
8. Immorality in talk or action

Note: The repetition of any offense may move the student to the next step in the discipline process. Teachers, in consultation with the principal, may invoke any step or any penalty in the discipline process for any offenses or accumulation of offenses. The administration of Corpus Christi School reserves the right to discipline its students for inappropriate behaviors that may occur off-campus outside of school hours. This includes any conduct that is detrimental to the reputation of our school.

Drug Policy

It is strictly forbidden for any student to use, distribute or possess drugs, including alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, controlled substances, paraphernalia or any material represented to be an imitation of alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, or controlled substances on school premises, in a school owned vehicle, or during any school-sponsored function. In addition, the possession, use or distribution of electronic cigarettes, vapor or other substitute forms of cigarettes is also prohibited on school premises, in a school owned vehicle or during any school-sponsored function. Any student found to be under the influence or in possession of said drugs will be subject to disciplinary action.

Personal Electronic Device Policy

Corpus Christi Catholic School supports the safe and responsible use of personal electronic devices in ethical and legal ways. The use of these twenty-first century learning tools should be focused on academic learning whether as part of classwork.

The following provisions regarding personal electronic devices have been made for the safety and well-being of all students.

- Students may only use personal electronic devices with the permission of the classroom teacher.
- All personal electronic devices-eReaders, iPads, tablets- should be placed in airplane mode while on school property. This allows the use of Wi-Fi on the devices that would be channeled through the school server and allow filtering of Internet material through the school filtering device.
- The school reserves the right to limit the use of personal electronic devices to prevent the disruption to the learning environment.
- The school is not responsible for lost or stolen devices, as well as any device that is damaged or broken on the school campus.

HARASSMENT POLICIES

Bullying Policy

Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith. Corpus Christi Catholic School is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of Corpus Christi Catholic School to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

Corpus Christi Catholic School will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person /persons towards another person. Violation of this policy will be cause for disciplinary action.

Definition:

Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power; it may include verbal, physical, written or electronic conduct/communication that is repeated.

Bullying may include but not be limited to physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

Scope:

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

Reporting Breach of Policy:

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences, or parent or other student witnesses any incident of bullying, the incident must be

promptly reported to the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation. Report forms will be retained at school until the students involved leave the school.

Disciplinary Action:

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

Education:

In order to ensure that a safe, healthy, caring, respectful learning environment exists for all students in Corpus Christi Catholic School, educating students, teachers, and parents about the policy must take place annually. Therefore, Corpus Christi Catholic School will file an annual Bully Education Plan with the Department of Catholic Education by September 15 of each school year. The plan will include educational components for students, teachers and parents.

Corpus Christi Catholic School Bullying Report Form

*Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication **that is repeated.***

Date of report:

Initial report made to:

Person(s) reporting:

Date(s) of incident (s):

Type (Mark with "X" all that apply)

Verbal

Physical

Emotional

Social Media

Other

Persons involved: 1.

2.

3.

4.

5.

Where did this occur?

Has this happened before?

Dates?

Additional information available, such as, letters, screenshots, photos or other?
If yes, please provide copies.

Explain this incident?

Describe what you have done to resolve or what do you think would resolve this problem?

Parent signature: _____ Student signature: _____

OFFICE USE:

Received by:

Date:

Corpus Christi Catholic School

Incident Response Form

Date of report: _____

Students involved: _____

Description of incident: _____

Response/follow-up by: _____

Check actions taken to investigate:

- _____ Written notice to parent/guardian
- _____ Interviewed targeted student
- _____ Interviewed alleged offender(s)
- _____ Interviewed others who were present
- _____ Witness(s) statements collected in writing
- _____ Interviewed teacher/staff who were present
- _____ Contacted parent (s) of all involved
- _____ Additional items collected _____
- _____ Conference with parent of targeted student Date _____
- _____ Conference with parent of offending student Date _____

Actions taken to alleviate the problem:

- _____ Alerted staff and teachers about situation
- _____ Monitor students' interactions with each other, separate when possible
- _____ Targeted student referred to school counselor
- _____ Referred offending student to school counselor
- _____ Disciplined offending student Action taken _____
- _____ Apology from offending student to targeted student
- _____ Offending student referred to outside counseling
- _____ Follow-up conference with parent of targeted student: Date _____
- _____ Follow-up call with parent of targeted student: Date _____
- _____ Follow-up conference with parent of offending student: Date _____
- _____ Follow-up call with parent of offending student: Date _____

Additional notes: _____

Sexual Harassment Policy

The administrator and staff of Corpus Christi Catholic School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. Corpus Christi Catholic School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of peer sexual harassment include, but are not limited to, verbal or written taunting, bullying, intimidating, hostile or other offensive conducts; jokes, stories, pictures, cartoons, drawings, or objects which are offensive, annoy, abuse or demean and individual or group.

Child and Adolescent Protection Policy

In a pastoral effort to respond to a heightened need for the protection of our children, the Archdiocese of Mobile is requiring a catechesis be given to children in all grades of our Catholic Schools and Parish Religious Education Programs. This catechesis is required to be completed during Respect Life Week, the first week in October each school year. Principles for Child Protection Catechesis, Teaching Objectives for Parents and Teachers and Learning Objectives for Students form the foundation for lessons to be taught in the classroom to support parents in providing the education and guidance children need to be safe.

All priests, deacons, school administrators, teachers, youth ministers, parish catechists, support personnel, coaches and volunteers will be required to attend training in the prevention and recognition of all forms of abuse against children. In addition, parents will be given information to help provide their children the guidance needed to be safe. Finally, all persons who work with children in the Archdiocese of Mobile will be required to have background checks.

Policy for Communications with Minors

All who serve the mission of the Catholic Church within the ministries of the Archdiocese of Mobile must comply with this “Policy for Electronic Communication with Minors” and with the “Child Protection Policy” issued by the Archdiocese. In case of conflict between the two policies, the “Child Protection Policy” shall govern. As dictated in the Child Protection Policy, a minor is an individual who is 18 years of age or younger.

This policy covers all forms of electronic communication, including but not limited to: social media platforms, blogs, websites, phones and related devices, e-mail, texting, video conferencing and/or streaming, etc.

When communicating electronically with minors:

- The pastor, principal or supervisor (in non-parish or school entities) must approve of all methods of communication utilized for communication with minors. The primary purpose of any approved platform is for providing information and communication related to a ministry or event and not for socialization or other personal interaction.
- Parents must be notified of all methods of communication that are used in each particular ministry and must be granted access to participate in such communications.

- When communicating in mass, another adult within the ministry must be included in the recipient list. The originator and the other adult cannot be related.
- No one-on-one communication between an adult and a minor can take place. In the case where a minor contacts an adult and a response is necessary, the adult must include another unrelated adult within the ministry on the response.
- Acceptable delivery time span for all forms of electronic communication is 6:30am to 9pm. Communication outside of these acceptable delivery hours may be used only in emergency situations or to communicate time-sensitive information related to the ministry or event.
- Avoid any communication which might be construed as having sexual overtones. Do not reply to any such communication received from minors; notify your pastor/principal/supervisor immediately, make and keep a copy of the inappropriate communication, and share the copy of the inappropriate communication with your supervisor within 24 hours.
- Communication from minors which conveys the potential of harm to themselves or others can be attended to immediately, regardless of the hour. Notify your pastor/principal/supervisor immediately. Counseling is not appropriate for electronic communication.

Policies specific to platform types:

Via Social Media and other web-based platforms:

- All interactions must be through ministry accounts, never personal accounts.
- Accounts must be monitored by at least two adults of the organization, one of which must be an employee of the parish, school, ministry or archdiocese. Names of sites used, usernames and passwords/codes for access to the site must be given to the pastor, principal or supervisor and/or their designate.
- Identifying information and/or photo or video depiction of minors web-based platforms may only be used with parental permission.
- Age guidelines established by the web-based platform must be followed.
- Platforms which allow content to “disappear” are not permitted.
- Care must be exercised when utilizing platforms which allow for streaming video in real time, with respect to privacy issues and possible conflicts with Catholic belief and values. Via phones and related devices:
- Parents of students 8th grade and younger must give prior written permission for their children to be included in group ministry communication. In regards to personal social media accounts:
- If an employee, cleric or volunteer identifies himself/herself with a ministry of the Archdiocese, the following must be reasonably prominent: “The views expressed on this website are mine alone and do not necessarily reflect the views of the Archdiocese of Mobile and all its entities.”
- Any information that causes embarrassment to the Archdiocese and all its entities must be avoided.
- Archdiocesan, parish and school trademarks or logos may not be used as personally identifying features.
- Employees or volunteers of the Archdiocese and its entities may not initiate or respond to personal social media requests involving minors where no relationship outside of the ministry had been previously established.

Archdiocese of Mobile-2016

Duty to Report Child Abuse

All SUSPECTED instances of child abuse or neglect will be reported as required by State law. Reporting procedures established by the Mobile Archdiocese are followed when making reports to the Department of Human Resources.

Cell Phone Policy

Cell phones are allowed provided the following:

- Cell phones must be kept in their backpack.
- They may not be carried on their person.
- They must be off.
- They may not be used at any time during the school day for any reason. Emergency calls to parents must be placed in the office.
- They may not be used during after school care.

Any violation of this policy will result in the phone being taken. Parents may retrieve the confiscated cell phone from the principal. Any further violation, the phone will be confiscated and can be picked up from the principal on the last day of school.

The school reserves the right to search cell phones that are confiscated due to concern regarding actions or behavior.

Weapons Policy

Our Lord Jesus Christ came that we might have life and have it in all fullness. Therefore, Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic Schools provide a safe academic and social environment for their students, teachers, staff, and parents. The possession of dangerous weapons is a threat to the health, safety and well being of students, teachers, staff, and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

DANGEROUS WEAPON:

A dangerous weapon is a firearm anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle, or shotgun; or a switchblade knife, gravity knife, stiletto, sword or dagger; any billy, blackjack, bludgeon, or metal knuckles.

If a violation of this policy occurs, the principal should immediately notify the Superintendent. Any student found to be in possession of a dangerous weapon or facsimile of, shall be expelled or suspended. The principal of the school where the violation occurred shall determine whether the student shall be expelled or suspended. Suspension from the school where the violation occurred should last to the end of the current school year. The student may return to his home school at the beginning of the next calendar school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

The steps and procedures used when the Weapons Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Immediately notify the Superintendent.
- Contact Parents.
- Suspend child from school immediately pending investigation.
- Complete an investigation as soon as possible.
- Discipline student according to Archdiocesan policy.
- Should student be expelled for a firearm violation, it should be reported to law enforcement.
- Should student be expelled for a firearm violation, it should be noted in any student records transferred to any other school.

Archdiocese of Mobile 2014

Student Network/ Internet Acceptable Use Policy (AUP)

We are pleased to offer students of Corpus Christi Catholic School access to several network services including the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to their teacher.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Corpus Christi School supports and respects each family's right to decide whether or not to apply for access.

All student activity on the network/Internet is controlled. Several monitoring aspects include:

- Each student has his or her own user account and password.
- Internet access is done while in the presence of a teacher.
- In the computer lab, all computer screens are visible from the teacher's desk.
- Software protection from Internet sites is utilized.
- Network activity (including the Internet) is logged. (This enables teachers to determine who was using the system, when, and what they were doing.)

Network/Internet Rules

Students are responsible for good behavior on the school computer network just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. It is presumed that users will comply with school standards and will honor the agreements they have signed. Access is a privilege - not a right. Access entails responsibility.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Sending or receiving email (unless instructed by teachers)
- Using chat rooms
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Sanctions

1. Violations will result in a loss of access.
2. Additional disciplinary action will be taken keeping in line with existing practice regarding inappropriate language, behavior, or materials viewed

Media Policy

Guidelines for Use of Televisions in Classrooms

1. Teachers must have permission from the Principal prior to watching live television news events or programs.

2. Videos that support and enhance the curriculum and offer enrichment for students may be used as part of a multi-media approach to teaching.
3. On special occasions, non-educational videos may be shown with the Principal's approval.

UNIFORMS AND APPEARANCE

Uniform Requirements for Girls

Girls in grades **K3-5** wear plaid jumpers, white short-sleeve Peter Pan blouses. Girls in grades 6-8 wear plaid skirts and white short, or long-sleeve Oxford blouses. The length of jumpers and skirts may be no shorter than two inches above the knee. Girls in K3-3 must wear SOLID WHITE athletic shoes, with no designs or logos. Girls in grades 4-8 wear Dirty Bucs. All girls, K3-8 may wear white, mid-calf length crew socks or tennis-style socks. Cougar paw tennis sock is optional.

Uniform Requirements for Boys

Boys in grades **K3-5th grade** wear navy trousers, white waffle short-sleeve shirts with navy and khaki stripes on the collar, a black belt and white socks. Boys in grades **K3-3rd grade** may wear optional navy walking shorts. **K3-3rd grade** boys wear solid WHITE athletic shoes, with no logos or designs and white crew socks. Grade **4 & 5** boys wear Dirty Bucs with navy crew socks. Boys in grades **6-8** wear khaki trousers, white short-sleeve or long-sleeve Oxford shirts, brown socks, a brown braided belt, and Dirty Bucs. They must wear the uniform tie on Mass days. No anklet, tennis-style socks, or athletic/sports socks may be worn.

The decision to grant an excused uniform exemption rests solely with the Principal. Ordinarily only medical excuses will be granted for students who need to be out-of-uniform, this includes shoes. Notes must come from a medical doctor (MD). The school also reserves the right to determine the suitability of dress/grooming for all school functions and to require corrective action when deemed necessary. Students who are out of uniform, who do not wear the uniform correctly, who wear uniforms that do not fit properly or which are not properly maintained, or who are in violation of dress/grooming codes are subject to disciplinary action.

P.E. Uniform

Girls in K3-3 wear solid navy shorts under jumpers for P.E. Girls and boys in 4-8 wear the orange uniform shorts with cougar logo and white T-shirt with cougar logo.

Rules that apply to all students

The complete uniform is the only acceptable attire for all students in grades K3 - 8. **All students must purchase either a uniform sweatshirt or fleece.** Students will not be allowed to wear non-uniform jackets unless the weather is extremely cold and additional outerwear is needed. White, black, or navy tights may be worn on cold days. Girls may wear the PE sweatpants under their skirts during extremely cold weather. Uniform items must be purchased at Zoghby's Uniforms.

Shoes may not have any design. Athletic shoes are not acceptable for school attire at any time in grades 4-8 except for physical education, and these must be clean and presentable. When school shoes are being repaired, a note must be presented to the homeroom teacher.

UNIFORMS OR UNIFORM SHOES THAT HAVE BEEN MARKED ON OR DRAWN ON ARE NOT CONSIDERED REGULATION AND MAY NOT BE WORN IN SCHOOL AT ANY TIME. UNIFORM SHOES ARE TO BE CLEAN, AND IN GOOD REPAIR.

Shirts and blouses must be neatly tucked in at all times during the school day until 3:30. Boys' belts and girls' waistbands must be visible. T-shirts or P. E. shirt may not be visible under uniform shirts or blouses. Only solid white T-shirts may be worn.

Guidelines for Out-of-Uniform Day Attire

On out-of-uniform days, all students will wear appropriate dress for a Catholic School. All clothing must be modest, in good taste, and appropriate for school wear. Shorts may be worn if they are a proper length, that is, with an inseam of at least 6 inches. Short skirts, tank tops, spaghetti strap tops, strapless tops, half shirts, midriff shirts, and see through jerseys are not allowed. Clothing that demonstrates a lack of reverence for ideals of Christianity or disrespect to any one individual or group of individuals is not allowed. Excessive makeup is not allowed. Remember! When in doubt, don't wear it! These guidelines apply to all Corpus Christi Catholic School events.

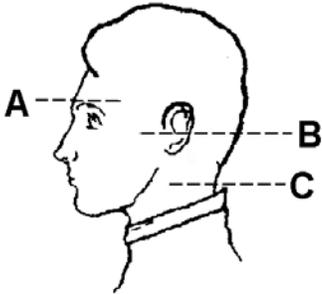
***The school reserves the right to determine suitability of dress and grooming for all school functions, including field trips. In general, hairstyles or manner of dress that interfere with learning or create disorder are prohibited.**

***Violation of the out-of-uniform policy will result in detention.**



Student Appearance

A student's hair should be clean, conservatively styled, neatly trimmed and well groomed. Faddish or extreme hairstyles are not permitted. The following diagram illustrates and defines the proper hair regulations for males:



- Hair should not extend below the eyebrows on the forehead. **(A)**
- Hair should not extend below the middle of the ear. **(B)**
- Hair should not extend below the top of the collar of the uniform shirt. **(C)**
- Hair that is curly or wavy must be neat, and follow the same guidelines
- Students in K-7 are not permitted to wear make-up or fingernail polish to school. Eighth grade girls may wear **light** make-up and nail polish. **Shirts and blouses must be tucked in at all times. The length of jumpers and skirts will be no shorter than three inches above knees.**

Reminder: In keeping with our atmosphere of a disciplined Catholic school, students will be allowed to wear only Christian jewelry appropriate to maintaining that atmosphere. **Specifically, one watch, one ring, one pair earrings that fit on ear lobes (no dangling earrings), and one simple chain with Christian religious medallion (no necklaces).** Boys may not wear earrings. Bracelets are not allowed.



SCHOOL RULES AND REGULATIONS

Daily Schedule

First bell rings 7:45 a.m.

Tardy bell rings 7:55 a.m.

Dismissal bell rings 3:00 p.m.

Attendance Guidelines

Tardies

Parents should make every effort to have their students arrive on time for school and remain for the full day. Daily attendance is required except for illness or emergency. A student must be present in class for 3 academic hours in order to be marked present. Tardiness and absences can be detrimental to a child's work and progress. If a student is tardy, they must present a parent or doctor/dentist note to have the tardy excused. **The only acceptable excused tardy will be with a doctor's excuse, traffic accident, or at the principal's discretion.**

Should a student's tardies/early dismissals (excused and unexcused) exceed 10 days, the parent/guardian will receive a warning letter from the school administration. Tardies that exceed 30 will result in a mandatory conference between the parent/guardian and an administrative team, as determined by the principal. In addition, the local truancy officers may be notified.

Early Dismissal

Students who have an early dismissal must be checked out by 2:40. Students may not be picked up between 2:40 and 3:00.

Every 10 tardy/early dismissals, will convert to one absence.

Absences

For an absence to be excused, the parent/guardian of the student must send a written note with the student when he/she returns to school. Students must be present for one-half of the school day to be counted as a day on roll.

Absences will be excused for:

- Illness
- Death in the immediate family
- Emergency conditions as determined by the principal
- Out of town trips with prior consent of the principal

Students are allowed up to, but not exceeding 10 excused absences for the school year.

Should a student exceed a total of 10 excused/unexcused absences per school year, the parent/guardian will be contacted by the school to determine the reasons for the additional absences. Should it be determined that the additional absences are due to extenuating circumstances, the principal may make exceptions to the 10 allowed absences.

Should a student exceed a total of 15 excused/unexcused absences per school year, a mandatory conference must be held between the parent/guardian and an administrative team, as determined by the principal.

Should a student exceed a total of 20 excused/unexcused absences per one school year, the local truancy authorities may be contacted. The school administration will follow the recommendations of the truancy authorities. The Office of Catholic Schools will be notified of all students who exceed 20 absences.

Parents will be notified when their child is in danger of failing because of repeated absences. State law mandates that a student who has in excess of 16 absences (excused or unexcused) may be retained in present grade at the discretion of the principal.

Make-up Work for Vacation Absences

Attendance at school is essential to a successful school year. We rely on parents to avoid unnecessary absences from school. In the case of an extended absence of two or more days due to a trip or vacation, **parents must submit written notification to the principal at least five (5) days in advance for the absences to be excused. The principal will notify the teacher.** It is then the responsibility of the student/parent to make arrangements with the teacher for assignments. If teachers assign work before the absence, the work is due the day the student returns to school and tests must be taken within two (2) days of return. If the student does not receive work before the absence, the student will have three (3) days to make up work and take tests. Work that is not completed within the required time will receive a zero (0). Teachers will make every effort to give students all missed assignments but they will not repeat any missed instruction.

Morning and Afternoon Supervision

The school does not assume responsibility for supervision except at appointed times. Students arriving before or staying after supervision do so at their own risk. Supervision by school staff begins at 7:30 a.m. and ends at 3:30 p.m. Students arriving before 7:30 a.m. will be supervised in the Cougar Den by a Corpus Christi employee. Prior to 7:00, supervision will be available at the Child Development Center for a daily fee of \$3.00. In accordance with school policy, parents will be contacted and a warning issued for students left unattended after supervision ends at 3:30. The second offense will result in the child being sent to the Extended Day Program. The parent will be charged the annual registration fee, as well as the daily fee per occurrence.

Students participating in sports or other extra-curricular activities after school are to report directly to the area of participation **no earlier than 10 minutes before the scheduled time and must leave the property immediately following the activity unless the parent or guardian is present.**

Guests

Students who wish to bring a guest to campus during school hours should request permission for the visit from the office prior to the visit. Guests should be suitably dressed. Students enrolled in Mobile/Baldwin County public or private schools are generally not allowed campus visitations. The office must approve exceptions to this general prohibition.

Weather

The decision to cancel classes due to adverse weather conditions is made by the Superintendent's Office and communicated to the mass media through established channels, usually within minutes after the decision is made. Appropriate announcements are then broadcast. When threatening weather conditions exist, stay tuned to the mass media. It is important to remember that we will not necessarily do the same thing as the public schools. They have things to consider, such as buses driving in severe weather, which is not an issue for us. Public schools may cancel school or dismiss early, but the Catholic Schools may not. It is important to listen to the media for information about Catholic Schools. Archbishop Rodi, and Ms. Byrd, our superintendent, will make the decision and will notify the principals who in turn will notify the parents as quickly as possible. You will receive a notice from school. In the event of an early dismissal, it is asked that you not call the school. That ties up the phone and causes disruptions in the office

Class Parties

Each class is able to have a Halloween and Christmas party. The Room Mothers and teacher coordinate the party. Parties last 45 minutes allowing 15 minutes for clean-up prior to dismissal.

Birthday parties

Students may celebrate their birthdays with their class by bringing in a small treat for each child. The teacher will determine the best time to share the treat.

Invitations

In order to avoid unintentional embarrassment to a student, invitations to social events may not be passed out at school unless all students in the room are going to be invited. Exceptions to this are all-girl or all-boy events to which all of the girls/boys in the room are invited. Groups of students may not be dismissed from school early to attend a party. At such parties it is the responsibility of the parents and chaperones to enforce proper behavior.

Dances

Corpus Christi Catholic School does not sponsor dances.



STUDENT PROGRAMS

Rainbows Program - Students in grades K-8 may participate in the Rainbows Program, a program for children who have lost a parent or sibling through death or divorce. Parents are requested to contact the school counselor if they would like their child to participate in Rainbows.

Scouts - Daisies, Brownies, Girl Scouts, Tiger Cubs, Cub Scouts, Webelos, and Boy Scouts are represented at Corpus Christi School. Scout leaders receive leader training through the local scout chapters.

Band - Students in grades 5-8 may participate in the band program.

Student Leadership Committee (SLC) - The committee is made up of qualified representatives from grades 4-8 who are elected by their class. It provides the students with an opportunity to begin learning some of the principles of leadership, to exercise or experience self-government, and to participate in service projects. To be eligible to run for SIC students must:

1. Maintain satisfactory conduct for the current school year. SIC members are positive student role models and this must be reflected in their behavior.
2. Have at least a B average for the current school year.
3. Not have more than 2 detentions.
4. Receive no D's or F's on the current year's progress report.
5. Have approval from four teachers regarding positive Christian attitudes.
6. Have parent's permission.

Members of the SLC must continue throughout the school year to meet the above-mentioned criteria. Failure to do so will result in replacement by a class alternate.

Buddy Program - The Buddy Program is a peer counseling program that pairs older students with younger students. The program is conducted during the second semester and covers such topics as self-esteem, making friends, drug prevention, and conflict resolution.

Positive Self-Esteem Programs -This program includes classroom guidance given by the school counselor. Topics include Anger Management, Making and Keeping Friends, How to be a Responsible Student, Peer Pressure, Alcohol and Drug Education.

Red Ribbon Week - This national program takes place in October. Students spend the week learning about the dangers of drugs. The week is culminates with a Fun Run to celebrate healthy lifestyles.

Computer Club - The computer club is offered to students in grades 3-8. The purpose is to offer students the opportunity to develop mature competitive attitudes, lasting friendships and Christian character to complement our school's academic program. Our goal is to create computer-generated projects and to compete in Technology Fairs.

Drama Club – This club is open to 7th & 8th grade students. Meetings are held one day each week.

Scholar's Bowl – The Scholastic Bowl Team is a competitive academic team comprised of 5th - 8th graders. Tryouts are held in the spring for the following year. The teams participate in four competitive after school tournaments and one Saturday Super Tournament at the end of the season.

Yearbook – This club is open to 8th grade students. They participate during and after school hours helping to create this book of memories for the school families.

Joan of Arc Pro-Life Club – Open to 7th and 8th grade students. The club's mission is to help students deepen their respect for human life from the beginning of life at conception until the end of life at a natural death. Students will participate in parish Pro-life activities and take part in the Life Chain.

CCN- Corpus Christi News is a weekly student produced news program.

Cougar Quarterly- The student created school newspaper is published each quarter.

National Junior Honor Society – The National Junior Honor Society recognizes outstanding seventh and eighth grade students who demonstrate excellence in scholarship, service, leadership, character, and citizenship. Members develop these virtues through participation in school activities and community service.

SCHOOL SERVICES

Media Center - The library collection has been entered on a database and there are three computer stations available for searching. Circulation is computerized. On line encyclopedias are available to the students for research projects. The director coordinates the school's instructional resource center and its various types of media. Materials are readily available to teachers and students. Students visit the center on a regular basis and also at the direction of the teacher for special projects. Students are responsible for returning books on time or pay a late fee. The student must replace damaged or lost books.

Counselor – A kindergarten through eighth grade school counseling program is an integral part to the total educational process. Student, teacher and parent needs must be met in order to facilitate learning in the optimum educational environment. Counselors in Catholic schools enhance the learning environment by providing many services. Among these are: individual and small group counseling, coordination of school/community outreach, teacher support, parent support, academic support of the student, promotion of a healthy Christian lifestyle, coordination of the bullying and sexual harassment curriculum and coordination of the Archdiocese of Mobile's Children and Adolescents Protection Program. In addition, school counselors are

required by law to report suspected abuse or neglect. Finally, school counselors meet the developmental and educational needs of students through classroom guidance. These needs have been identified by the Alabama Department of Education. They are personal development, educational development, social development and career development. By targeting these areas of development, school counselors can help their students meet the demands of school as well as the demands of our world today. A curriculum to guide counselors in the education of their students in the four development components is provided. It is based on the 2003 Alabama State Plan for guidance standards and includes objectives to be met for each component.

Resource Room - The Resource program provides assistance to children with special learning needs. A primary, elementary and a junior high resource teacher work closely with classroom teachers to provide the optimum learning experience for all students. A copy of a current psychological/educational evaluation must be on file in the office for a child to receive academic accommodations, such as taking tests in the resource room or extended test taking time. An additional fee is required.

STUDENT HEALTH GUIDELINES

Health

Immunizations

All students enrolled at Corpus Christi Catholic School must have current immunizations. An exemption to this policy will be made in the event that a student has an illness that would compromise his/her life by being immunized. Non-Catholics who have a religious exemption who provide the proper immunization form will also be exempt.

Medication, prescription or non-prescription, is given to students only with a prescription signed by a physician. The parent/guardian must supply all medication with the prescription. Medicines must be left in the Health Room in the original containers, with explicit written directions for administration. It is important for school personnel to know when children are placed on medication, or when their medication or dosage is changed. Please keep us informed in this area.

An emergency notification number must be supplied for use when the parents cannot be reached. Also, when parents are out of town, and a third party is caring for their children, the necessary names and telephone numbers should be given to the school. We make every attempt to contact the parents when a child becomes ill at school. However, there are occasions when this is not possible. The emergency notification number is then used to try to locate the parents or find someone to care for the child until the parents can be reached.

When children do not feel well in the morning, **PLEASE KEEP THEM AT HOME.** While it is admirable that they would want to "try to make it through the day," they run the risk of possible infection to others. **Children who have had a fever, vomiting or diarrhea should be kept at home for 24 hours after their temperature has returned to normal and there is no more vomiting or diarrhea. Students with fever, vomiting or diarrhea will be sent home.**

Health Room

Full-time personnel assist students who become ill or are injured during the school day. The Health Room administers all medication. A doctor's prescription is required for all medicine administered. This includes both prescription and over-the-counter medication.

Peanut Butter/Peanut Products

In most classes, students may bring peanut butter and peanut products for lunch. However, a number of students have peanut allergies so severe that hospitalization has occurred because of a reaction to peanut butter and/or peanut products. When this is the case, we will designate a classroom *peanut free*. *If you have been notified by your child's teacher that a student in the class has a peanut allergy, you may not send any peanut products to school with your child for snack.* This also applies to snacks and lunches for field trips. This includes anything made with peanut butter or peanut products.

We have a special table, *the peanut-free table*, in the cafeteria for students with peanut allergies. Students who have anything with peanuts may not sit at that table. Students are encouraged to wash their hands after eating peanut butter at lunch, since students with a severe allergy are often affected by just touching someone who has had peanut butter or by even smelling peanut butter.

FIELD TRIP GUIDELINES

Students are given the opportunity to enhance their academic and cultural development through field trips. Opportunities to attend plays, symphonies, art exhibits, museums, special movies, and community exhibits, etc. occur throughout the school year. Field trips are a privilege. A student must have shown that they can behave at school before they are allowed to attend field trips. A bus may be rented with children paying a small amount to cover the cost. However, in most instances the school depends on parents for transportation and help with supervising students. We also ask that parents participating with field trips not bring younger children with them. As a chaperone, your help and attention are needed for the students. Refunds will not be issued.

Field Trip Chaperone Rules

Volunteering to chaperone for a school field trip is a very important job. Teachers depend on parents to assist in maintaining order and keeping children safe. Please keep the following rules in mind when going on a class excursion.

1. All parents/volunteers must receive Child and Adolescent Protection Policy training before a field trip.
2. If assigned a group, you must stay with the group at all times. Students should never be left unattended.
3. Siblings are not allowed on field trips.
4. Chaperones must maintain order on the bus or in cars. No walking around or loud talk is permitted on the bus.
5. If personal vehicles are driven, a current insurance record must be on file in the office.
(\$100,000/\$300,000)

6. Chaperones must make sure students are following the guidelines established by the facility that is being visited.
7. No stops or detours may be made that are not noted on the parent permission form.

Your help and support is greatly appreciated by the teachers!

SPECIAL EVENTS AT CORPUS CHRISTI CATHOLIC SCHOOL

Blessing of the Animals - The Blessing of the Animals is held on or around the feast day of St. Francis of Assisi in October. Students are invited to bring their pets to be blessed by the parish priests.

Christ the King - Christ the King is an Archdiocesan-wide celebration of the feast of Christ the King. It is usually celebrated on a Sunday in the fall. Students are encouraged to attend with their parents. Students in grades 4-8 participate in a poster contest to encourage vocations.

Toy Bowl - Toy Bowl is a day of championship games in CYO football and soccer. Students are encouraged to sell tickets to promote and support the event. The eighth grade girls compete to become Toy Bowl Queen by selling tickets. Proceeds from these ticket sales help support the Archdiocesan athletic program.

Grandparents' Day - Grandparents are invited to a special school mass followed by a reception in their honor. Open house is held so they may visit their grandchildren's classrooms.

Civic Oration Contest - A speech contest is held each year for all students in grades 5-8. The winners of the classroom competition present their speeches at a school-wide contest. This provides our students with the incentive and opportunity to practice their public speaking skills.

Catholic Schools' Week - Catholic Schools' Week is a week set aside to celebrate and recognize Catholic Schools. Special activities such as an annual art exhibit at the mall, an Open House, and other activities take place at this time.

St. Jude Math-a-thon -The Math-a-thon gives students an opportunity to raise money for St. Jude's Children's Hospital. Sponsors donate money based on successful completion of a series of Math problems.

Mardi Gras Parade - During the Mardi Gras season the fourth grade presents a Mardi Gras Parade. After researching the history of Mardi Gras in the classroom, students design their own floats.

Easter Egg Hunt - At Easter time, the kindergarten and first grades participate in an Easter Egg Hunt.

Field Day - Little Field Day is an athletic competition among all Corpus Christi students. The student population is divided into four teams for the on-campus track and field-related activities. Field Day is held on a regular school day. Parents are urged to come and share this day with their child.

May Crowning - We honor our Blessed Mother in May with May crowning. Students gather around the statue of Mary in the grotto for this ceremony. Parents are invited to attend.

Book Fair - Book Fairs allow students and their families the opportunity to buy quality books at an economical price. Proceeds from the Fair are used to enrich the library collection for all students. Parents are encouraged to volunteer to help during the Fair.

Living Stations - The seventh grade presents a mime presentation of the Stations of the Cross during Holy Week. Parents are asked to join us in witnessing this moving experience.

Walk-ins - Parents are invited to walk their children to class at 7:45 and stay through Morning Prayer and announcements.

School Pictures - School pictures are taken twice a year. Students are IN uniform for fall pictures and OUT of uniform for spring pictures.

Spelling Bee- Students in grades 5-8 compete in a spelling contest. The winner and runner-up compete in the Mobile Catholic School Spelling Bee.

Talent Show The SLC sponsors an annual talent show for students in grades 4-8.

ORGANIZATIONS AND VOLUNTEER OPPORTUNITIES

Booster Club

The after school athletic program is coordinated by the Corpus Christi Booster Club, which offers several sports programs. Soccer and football are offered for all students in grades 2-8. Girls can participate in volleyball in grades 5-8 and cheerleading in grades 2-8. The "Super Stars" Basketball and Soccer Skills Program is available for all children in grades K-1, followed by regulation CYO basketball for all students in grades 2-8. The Booster Club organization is comprised of volunteer parents, coaches, and elected officers. A yearly fundraiser is held to purchase sports equipment. All parents are encouraged to join and participate. Additional information concerning this club and its programs is published in the church bulletins and is also sent home with the students. You may telephone the Church office to obtain the names of contact people with the Booster Club.

Room Mothers/ Fathers

The Room Mother Chairperson(s) coordinates this organization. She (they) organizes activities with the Head Room Mother for each class and the Room Mother Assistants. Activities include class parties, school receptions, field trips, fundraisers, and other projects deemed necessary by either the teachers or the principal. The classroom teachers select Head Room Parents and assistants.

Parent Teacher Organization (PTO)

The PTO is a service organization that enables the school community of adults to become more aware of educational changes and trends and to share ideas and concerns. PTO dues are paid along with academic fees.

School Advisory Committee

The School Advisory Committee is a duly constituted elected committee whose authority is derived from the Ordinary of the Diocese and the Archdiocesan Board of Education. Called into being by Corpus Christi Parish, it has the specific mission of providing quality Catholic education for all those children in the parish whose parents desire to take advantage of such an opportunity. *The three main responsibilities of the board are finances, policy-making, and development/public relations.*

Parent Volunteers

Parent volunteers make an invaluable contribution to the success of our school program. Some tell stories and play games with students in the primary grades. Some help with art or music. Others lend support during school projects such as Book Fair or other fundraisers. Parents with unique skills or experience help in various ways. Parents assist with projects such as, landscaping, playground maintenance, computer technology, foreign language, special education resource, and guest lectures. Those who wish to volunteer are encouraged to do so by calling the Public Relations office. Parents with special talents or experiences are urged to discuss sharing these with the appropriate teacher. Those gifted in grant writing, and wishing to help, may contact a School Advisory Committee member or respond to the Time & Talents request form.

CORRESPONDENCE AND COMMUNICATION

Parent Teacher Communications

Communication between parents and teachers is an important and integral part of Corpus Christi Catholic School.

1. The procedure to arrange a meeting with a particular teacher is to call the school office or to send a note/e-mail to the teacher requesting such a meeting. Such a note or phone call should include more than one time over the next several days that a parent is available to meet.
2. Immediately before school or after school is not an appropriate time to have unscheduled discussions with a teacher. All teachers have duties both before and after school. A teacher may arrange to meet with parents before or after school or even during the school day, but such a meeting or discussion needs to be arranged in advance. When approached by parents before or after school wanting a meeting, teachers have been instructed to ask the parent to send a note/e-mail or to call the office to arrange a mutually convenient time for a meeting.
3. Discussions between teachers and parents should not take place in front of students unless both parties agree that a particular student needs to be present.

4. If at all possible, within 24 hours, teachers will acknowledge parent calls or messages.
5. Complaints should be handled at the lowest possible level. Persons with concerns should first attempt to address the concern with the teacher. Only after such attempts have failed, should the assistant principal or principal be contacted.

Announcements

Persons wishing to have information announced in the morning over the intercom are to write them on the appropriate forms available in the office and place the forms in the announcement box. Announcements should be turned in on the day prior to when they are to be announced. They should be signed, dated, and approved by the Principal.

Telephone usage

In order to keep the school office telephone available for emergency and business calls, students may not make calls except for an unforeseen reason of a pressing nature. Children will not be allowed to call parents for items left at home. Children should have after school plans and carpool plans discussed with their parents before leaving for school in the morning. Only vital telephone messages will be delivered to students.

Messages home

Cougar Connection (formerly called "Kiddie Mail") - The "Cougar Connection" system is used to send messages home from the school office on the first and third Monday of the month. Cougar Connection information is also posted on the school's website.

We welcome parents to submit items for consideration to be included in Cougar Connection. All items to be included in Cougar Connection **must be submitted to the school office on, or before, the Thursday before distribution**. Once approved, a copy must be sent to the PR Director as an email attachment for the online version of Cougar Connection (see below for the email address). Items WILL NOT BE accepted after the Thursday deadline. Late items will be held for the following mailing of Cougar Connection.

Items will be approved for inclusion in Cougar Connection if the items are deemed to substantially benefit and not conflict with student involvement in School, Parish, and Archdiocesan activities. Items must also benefit the students academically, athletically, artistically, or spiritually.

Other items that are automatically approved for inclusion in Cougar Connection are:

- items that are official school business
- items regarding approved fundraising programs

Items which are primarily intended to advertise a business or result in business or personal profit and which do not substantially benefit the student(s), School, or Parish will not be allowed in Cougar Connection.

PR Director email: sgillis@corpuschristiparish.com Please include "Cougar Connection" in the subject line.

Calendar

At the beginning of the school year, parents are furnished with a calendar for that school year. The school also publishes and distributes to families a monthly calendar containing information on upcoming events. Parents wishing to include information of general interest to the school on the monthly calendar should provide this information to the office no later than five working days before the end of the month.

Classroom Newsletters

Each grade PreK-3 teacher will use a weekly newsletter of some form to keep parents advised of special happenings in the classroom. Teachers in grades 4-8 keep parents involved through newsletters.

Other Ways to Stay Informed

Constant Contact allows the Principal to send e-news (emails) to you. You can forward these emails to grandparents and others who may be interested in our school and students. Go to the school website to find a link to enroll if you are not already receiving emails.

Alerts are sent in times of emergencies, such as early closing of school due to bad weather. In the event of school closing due to hurricane or other serious event, you will receive an alert from Superintendent Gwen Byrd.

CARPOOL PROCEDURES

K5-8

There will be one option for carpool drop off and pickup. This procedure is for the protection of our students. We have had several near misses in our parking lot and want everyone to arrive at school and leave for home safely.

In the mornings, all students K5 -8 must be dropped off in the designated carpool line behind the gym in the back lot. The exception is K5, whose parents may park in the lower lot August 17-19 and walk their child to the primary breezeway. After the first week, all K5 students should unload in the regular carpool.

On the rare occasion that you need to come in the office at morning drop off, please enter the campus through the carpool line, unload your children, and parallel park outside the school office.

We ask all parents follow this procedure beginning the first day of school.

For afternoon pick-up, all K5-8 students will be dismissed from the back lot behind the gym. All parents will need to follow the carpool procedure for picking up their children (see map.)

K3 AND K4

Parents of K3 and K4 students may park in the lot across the street beside the rectory. In the morning, parents should walk their students to the hallway near their classroom between 7:30 and 7:45. A teacher will be there to supervise them until the bell rings. In the afternoon, K4 students will be walked over to the preschool building at 2:45. Weather permitting, the K3 and K4 children who do not go to afterschool care will wait on the sidewalk. Parents will be directed to pull in and stop, where their child will be buckled into the car by a teacher. Parents will then exit by the church to McKenna Dr. (see map). If they are picking up older students, they will then proceed to the lot behind the gym to the general carpool line to pick them up. All preschool students should be picked up by 3:10.

CARPOOL AND TRAFFIC REMINDERS

- EVERYONE IS EXPECTED TO GO THROUGH THE CARPOOL LINE.
- Do not park in front of the rectory. Those spaces are for people who have business at the rectory.
- Do not park along the street or in anyone's yard. Please respect our neighbor's property.
- Do not block the entrance to the lower lot in the afternoon. Cars must have access to that lot so that traffic does not back up on McKenna Dr.
- Cars parked in the driveway behind the church will be in the second carpool wave.
- Encourage your children to come to your car as quickly as possible in the afternoon so that we can begin releasing cars.
- Turn off your cell phones before entering the parking lot. Do not turn them on again until you have left the school grounds.
- Obey the School Zone speed limit-15 mph on McKenna Dr.
- BE PATIENT!

And finally, please follow the directions of the teachers on duty. Be respectful to them. They are on duty to protect your children and get you in and out of the parking lot as quickly as possible.

Car Pool and Parking Map

