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## PRAYER RESPONSE

To respect my children and in return  
To be worthy of their respect,

*-MAY LOVE AND UNDERSTANDING HELP ME.*

To praise much and blame little,  
To emphasize their successes and minimize their failures.

To make no promises to my children that I cannot keep,  
To have unbounded faith in my children,  
To be loyal to them at school and abroad.

To be cheerful and ready to laugh,  
because children love laughter and they love sunshine.

To have infinite patience with my children, and make allowances for them, because they have so much to learn and I myself am not so very wise.

To protect my children from my own nerves, ill temper, personal prejudice, pessimism, and fears,  
To help them to choose the life work they are best fit for, instead of gratifying through them my personal ambition.

To reserve time and fresh energy for my children so that I can be their close and interested friend,  
To fit my children to meet life and people bravely, honestly, and independently.

To give my children freedom, but to teach them how to use that freedom,  
so they will not confuse liberty with license,  
To show warm love for children as well as conscientious care for them.

To manage them with intelligence and affection,  
and not by punishment, condemnation, fear, fault-finding and nagging.

To guide my children instead of driving them,  
To direct their energy instead of repressing it.

To try to understand my children instead of sitting in judgment of them,  
and through all misdemeanors, both trivial and serious,  
To love them steadfastly.

**CORPUS CHRISTI SCHOOL CALENDAR  
2011-2012  
~Events Listed In Alphabetical Order~**

**HOLIDAYS AND MINIMUM DAYS**

<b>DATE</b>	<b>HOLIDAYS</b>	<b>MINIMUM DAYS (12:30pm)</b>
August 23	School Starts, Grades 1-8	Aug 23 (all grades)
August 24	School Starts, Kindergarten	Aug 24,25,26,29,30,31 (K & 1 <sup>st</sup> only)
September 5	Labor Day	Sept 1 (K & 1 <sup>st</sup> only)
September 22	No School/Teacher Workshop (No Ext Care)	Sept 2, 7
October 10	Columbus Day	Oct 5,26
November 11	Veteran's Day	Nov 2,3,4,30
November 18	No School/Teacher Workshop (No Ext Care)	
November 23,24,25	Thanksgiving	
December 22	No School/Christmas Vacation Starts	Dec 7,21
January 4	School Resumes	Jan 11
January 16	Martin Luther King, Jr.	
February 17	No School/Teacher Workshop (No Ext Care)	
February 20	President's Weekend	Feb 15
March 23	School Holiday (No Ext Care)	Mar 7
April 6-13	Easter Break	April 5,18
April 16	School Resumes	
May 28	Memorial Day	May 9,25,30
June 7	Last Day of School (No Ext Care)	June 7

**EVENTS ~ ALPHABETICAL ORDER**

<b>EVENT</b>	<b>DATE</b>
Back To School Night	August 31
Book Fair	November 13-16
Boy Scout Pancake Breakfast	TBA
Camp, 6 <sup>th</sup> Grade	April 30-May 4
Catholic Schools Week	January 30-February 3
<i>Grandparents Day</i>	January 30
<i>Open House</i>	January 31
<i>Mass/7<sup>th</sup> and 8<sup>th</sup> Grade Science Fair</i>	February 5
Christmas Program	December 13
Crab Feed	January 28
F.A.C.E.	March 17
Farewell Mass for 8 <sup>th</sup> Grade/Graduation Party	June 1
First Communion	May 5,6
First Communion Retreat, 9-11am	October 22, March 17
Graduation	June 2
Graduation Picture Day	TBA
ITBS Testing	September 19-30
Lillian Black Arts Festival	February 26
New Parent Orientation	August 18
Open House	October 4, November 8, December 6, January 10, January 31
Parent Meeting for 2 <sup>nd</sup> Grade Reconciliation/First Communion	October 18
Parent Meeting for 4 <sup>th</sup> Grade Reconciliation	March 6
Parent Teacher Conferences	November 2,3,4
Parish Picnic	October 2

**(CALENDAR, Continued)**

Picture Days	Oct 3 (6,7,8), Oct 5 (K,1,2), Oct 6 (3,4,5)
Reconciliation Service, 2 <sup>nd</sup> Grade	December 6
Reconciliation Service, 4 <sup>th</sup> Grade	March 20
Spring Program	May 15
Uniform Sale Day	July 24 (9am – Noon)
Walk-a-thon	October 15

**FACULTY MEETINGS:** To further the goal of providing quality CATHOLIC education, we are allowed twenty (20) minimum days per year by the Diocesan School Department. This year, due to WCEA/WASC, you will notice we have an additional three. Students will be dismissed at 12:30 p.m. on minimum days. Most of these days are used for teacher inservices. **Please mark your calendars accordingly.**

There will be **NO** lunch period on minimum days. Please do not send a lunch with your child unless your child will be in our extended care program at lunchtime.

## **PARENT-STUDENT HANDBOOK**

The provisions in this handbook are designed to provide parents and students with information and guidance as to the procedures and rules of **CORPUS CHRISTI SCHOOL**. The provisions in this handbook are not a contract and impose no obligation on the school. This handbook is not a part of the tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion. If changed, written notification will be provided to parents and students.

We recognize the fact that parents have the primary responsibility for the education of their children and that the school exists to help the parents accomplish this duty.

Let us examine and be understanding of our respective goals and unite our endeavors. In this way, we will gain mutual support while pursuing our common goal – **the well-being of the children**.

### **MISSION STATEMENT**

**As a ministry of Corpus Christi Parish, Corpus Christi School is a Catholic community which nurtures and challenges its multi-faceted K-8 student body to develop life skills for spiritual, academic, social, and physical growth.**

### **SCHOOL PHILOSOPHY**

**CORPUS CHRISTI SCHOOL** is a Roman Catholic educational community, which complements and assists parents, who are the primary educators of their children, in providing for the development of the whole person.

Credentialed faculty and qualified staff, supported by strong parental involvement, provide a nurturing environment rooted in Christian family centered values.

Corpus Christi School is a community of faith built on the values, beliefs and traditions of Catholic Education. Religious education and guidance in students' moral development are, therefore, central to the curriculum.

Emphasis is placed on challenging students academically while recognizing the need to develop the full potential and special talents of individual students.

Corpus Christi School strives to fulfill its role in providing quality education, and meeting responsibilities within the parish, diocesan, civic, and global communities.

## STUDENT LEARNING EXPECTATIONS

- I. "Love and Serve God and Others" - Become a **spiritually grounded** individual who:
  - a. demonstrates a knowledge of the Catholic faith and lives by Christian values
  - b. demonstrates respect for all of God's creation
  - c. acts justly to respect and protect the dignity of others
  - d. practices tolerance, compassion, empathy, acceptance
  - e. engages in the school's faith community through worship and stewardship
  - f. respects and studies other faith traditions and beliefs
  
- II. "Love Learning" - Become an **academically responsible** individual who:
  - a. masters core curriculum according to his/her abilities
  - b. applies critical thinking skills to problem solve
  - c. communicates written and spoken ideas effectively and in collaboration with others
  - d. uses technology ethically, responsibly and effectively
  - e. examines global events and respects cultural diversity
  - f. demonstrates an understanding of visual and performing arts
  
- III. "Love One's Self" - Become a **self-aware** individual who:
  - a. cares for physical, spiritual and mental well-being
  - b. demonstrates self-control and sportsmanship
  - c. demonstrates ability to establish achievable goals
  - d. advocates for academic and social needs
  - e. demonstrates organizational skills
  - f. develops life skills



## GENERAL POLICIES

**FINANCE:** Parents who enroll students at CORPUS CHRISTI SCHOOL shall comply with the regulations regarding tuition and fees as set by the School Board.

Tuition which is not paid by the fourteenth (14th) of each month, from August through May, is subject to a late fee of fifteen dollars (\$15.00) per month.

**ACADEMIC:** All teachers will inform the parents of the general grade level expectations in major academic areas at Back To School Night. Academic goals are set yearly by the staff.

**COMMUNICATION:** The principal, teachers, and other school personnel are available for conferences by appointment only.

**SAFETY:** Corpus Christi is a closed campus. Drivers and pedestrians must follow the established directives. Traffic rules and maps can be found in this Handbook. All visitors must enter by the front door and sign in at the office where a visitor tag will be given.

**GRIEVANCE PROCEDURE:** The grievance procedure will be used in areas of academic difficulty or discipline problems. It will be implemented for cases of severe abuse of school rules, which may result in suspension or expulsion. The procedure will be used whenever any of the affected people so desire. The lines of communication, as stated in this Handbook, are to be used first.

The purpose of a procedure is to secure, at the lowest possible level, equitable solutions to problems that may arise from time to time affecting the welfare of students or teachers. These procedures will be kept as informal and confidential as is appropriate at all levels of the procedure in order to facilitate reconciliation, communication and the strengthening of the community of faith.

**NON-DISCRIMINATION POLICY:** The Catholic schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, color, national and/or ethnic origin, sex, or disability in the administration of educational policies, scholarships and loan programs, and athletic and other school administered programs:

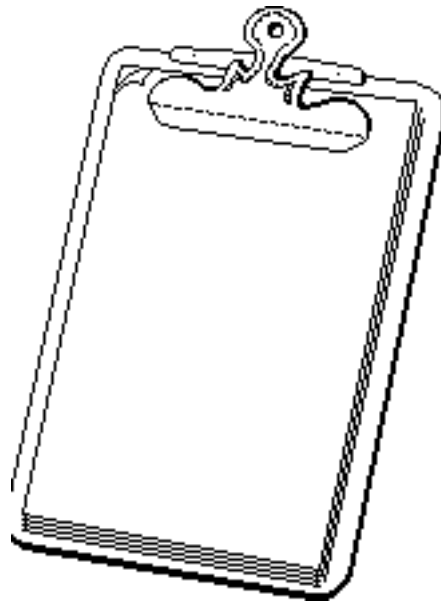
“The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.”

**(GENERAL POLICIES, Continued)**

**NON-DISCRIMINATION IN SELECTION OF PERSONNEL:** It is the official policy of the Diocese that schools in no way discriminate against any employee or applicant for employment because of race, color, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), sex, marital or veteran status, sexual orientation, national origin, disability, or ancestry.

**GENERAL HARRASSMENT POLICY:** The schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, the Principal, or Assistant Principal. Formal written complaints may also be filed at the office of the Principal or designee.

A complaint does not have to be made in writing in order to be investigated.



# CORPUS CHRISTI SCHOOL

One Estates Drive  
Piedmont, California 94611  
[www.corpuschristischool.com](http://www.corpuschristischool.com)

530-4056  
PLEASE LIMIT CALLS

8:00 A.M. - 4:00 P.M.

PRINCIPAL: Ms. Kathleen Murphy  
VICE-PRINCIPAL: Ms. Raewyn Cummings

## FACULTY

School Secretary	Ms. Susan Herman
Bookkeeper	Mrs. Sally Togasaki
Kindergarten	Mrs. Linda Halkias
Grade 1	Ms. Dorothy Lee
Grade 2	Ms. Nicole Giusti
Grade 3	Mrs. Jessica Murray
Grade 4	Mrs. Maria Isaeff
Grade 5	Ms. Alexis Maia
Grade 6	Ms. Denise Middleton
Grade 7	Mrs. Diane Twomey
Grade 8	Mrs. Colleen Wahl
Gr. 6/7/8 Literature/Health Coordinator	Ms. Raewyn Cummings
Spanish	Ms. Ana Ruiz
Technology Coordinator	Mr. David Malone
Librarian/Partner Teacher	Mrs. Alex Walton
Physical Education	Mr. Mike Shimabukuro - Rhythm & Moves
Music	Mrs. Meredith Miller - Rhythm & Moves
Resource Specialist	Ms. Ashley McManama
School Psychologist	Dr. Sharon Kappelman
Teacher Aide Kindergarten	Mr. Chory Banez
Teacher Aide Kindergarten	Mrs. Susan Isola
Teacher Aide 1 <sup>st</sup> Grade	Ms. Veronica Sandeen
Teacher Aide 2 <sup>nd</sup> Grade	Ms. Ashley Cooper
Teacher Aide 3 <sup>rd</sup> Grade	Mrs. Aga Gutierrez
Teacher Aide 4 <sup>th</sup> Grade	Ms. Ashley Hall
Teacher Aide 5 <sup>th</sup> Grade	Ms. Angelica Villanueva
Teacher Aide Tech./Science Lab	Ms. Clara Galan
Extended Care Director	Ms. Amy Sakaue
Extended Care Teacher, PM	Mrs. Ann Nell Cadigan
Extended Care Teacher, PM	Mrs. Sue McPhee
Extended Care Teacher, PM	Ms. Laura Nunes
Extended Care Aide, PM	Mr. Mike Metz

Corpus Christi Rectory  
322 Saint James Drive  
Piedmont, California 94611  
530-4343  
[www.corpuschristipiedmont.org](http://www.corpuschristipiedmont.org)  
PASTOR: FATHER LEO EDGERLY, JR.

## GENERAL ADMISSION POLICIES & PROCEDURES

Corpus Christi is a parish school, established for the children of the parish. The school also recognizes its responsibility of mission and service to the ethnically and culturally diverse community at large, so other families are welcome to send their children to the school if space is available, if the student is academically ready, and if they satisfy other admission criteria.

Parents should understand clearly the financial obligation they assume when enrolling children at Corpus Christi. Tuition assistance is available by application in May for the following year. Parents should also understand their obligation to comply with general school policy, including uniform regulations and parental involvement.

The parent involvement program is an integral part of the enrollment requirements. Prospective parents should review the school handbook (posted on the school web site) before applying to the school, for details of these obligations.

In order to meet the needs of our children, we have established a target class size of 32 students.

**APPLICATIONS:** Applications for admission into kindergarten through grade eight are accepted at any time during the preceding school year, up to January 31. Please contact the school office for the appropriate forms, and information on the application fee.

Applicants can only be considered for admission into grades one through five if space is available. Admissions decisions are then made in accordance with the school admissions priorities, as outlined below. If an applicant cannot be accommodated in a given year, the parents will be asked whether they would like their child to remain on the applicant list for the following year.

Kindergarten applicants must provide a pre-school assessment prior to acceptance. Applicants for all other grades must submit a current report card prior to scheduling an assessment.

**ADMISSIONS PRIORITIES ARE:** At Corpus Christi School, we strive to reflect the diversity of the parish as well as to maintain gender balance within each class. These considerations are weighed within each of the admissions priorities described below:

- Children of active parishioners with a sibling currently enrolled;
- Children of active parishioners;
- Catholic children who have a sibling enrolled in school but are not active parishioners;
- Catholic children who are not active parishioners;
- Non-Catholic children who have a sibling enrolled; and,
- Non-Catholic children.

**(GENERAL ADMISSION POLICIES & PROCEDURES, Continued)**

**ACTIVE PARISHIONERS:** The pastor determines who qualifies as an active parishioner, using the following guidelines:

1. Someone who is registered at the parish office at least two full calendar years before school entrance and one registered parent must be Catholic; **and**,
2. Someone who attends Mass regularly and makes financial contributions to the parish through parish envelopes for two full calendar years prior to school entrance; **and**,
3. Someone who is involved in the parish two calendar years prior to school entrance. Involvement includes service as a Lector, Usher, Faith Formation Teacher, or in the Eucharistic Ministry, Pastoral Council, Music Ministry, Care Connection, Men's Club, or Women's Club.

Catholic families from other parishes who have recently moved into the area will also be considered active parishioners based on the above standards.

Due to competition for limited spaces each year, level of involvement will be particularly important when applicant families have comparable eligibility status. The pastor ultimately determines who qualifies as an active parishioner. The pastor and/or the principal retain the discretion to make exceptions to the admissions priorities if, in their judgment, the school and parish would be better served.

Corpus Christi School is a unique and dynamic community nurtured by the support and commitment of its parents who actively participate in school fundraising and in meeting mandatory volunteer hours.

## KINDERGARTEN

**ADMISSION:** Acceptance for Kindergarten is determined on the basis of **an assessment of the student's developmental maturity and social readiness**. Kindergarten applicants must provide a pre-school assessment prior to acceptance. The Kindergarten teacher and principal evaluate each child to determine their preparedness to begin school. Should the kindergarten teacher recommend, a more formal developmental test will be requested. Should this formal testing indicate an apparent lack of readiness for our kindergarten, despite meeting the minimum age criterion, the parents and principal shall jointly resolve the issue. The principal shall have the final decision regarding acceptance. In either case, the admissions priorities described elsewhere in the handbook will be strictly enforced. Because we typically receive more applications than openings, admission priorities have been carefully developed to ensure consistent evaluation of each child.

**AGE REQUIREMENT:** Prospective students must be 5 years old prior to December 2 of the coming academic year. By state regulation the school may not have younger children without the proper licensing.

**SCHEDULE:** The Kindergarten session will run from 8:15am until 2:00pm. Extended Care is available for Kindergarten students starting at 2:00pm. On minimum days, class will end at 12:30pm.

## SCHOOL REGISTRATION & TUITION

**SCHOOL FEES & TUITION:** Tuition is a yearly rate payable on an annual, semi-annual, quarterly, or monthly (ten equal installments) basis. Your annual tuition is not tax deductible as a charitable contribution.

1. **REGULAR RATE** for non-contributing or irregularly contributing Corpus Christi parishioners, for Catholics who are from other parishes, and for non-Catholics.
2. **SPECIAL RATE** for Catholics who are active parishioners of Corpus Christi and who are making a weekly contribution to the parish of at least \$10.00. You must have been a contributing member for two previous calendar years to be included in this group. The pastor will make the determination as to who qualifies for the SPECIAL RATE.

**ACTIVE PARISHIONERS:**

1. Someone who is registered at the parish office at least two full calendar years before school entrance and one registered parent must be Catholic; **and**,
2. Someone who attends Mass regularly and makes financial contributions to the parish through parish envelopes for two full calendar years prior to school entrance; **and**,
3. Someone who is involved in the parish two calendar years prior to school entrance. Involvement includes service as a Lector, Usher, Faith Formation Teacher, or in the Eucharistic Ministry, Pastoral Council, Music Ministry, Care Connection, Men’s Club, or Women’s Club.

**TUITION SCHEDULE:** Tuition for kindergarten through eighth grade is as follows:

<b>NUMBER OF CHILDREN:</b>	<b>REGULAR RATE (PER FAMILY):</b>	<b>SPECIAL RATE (PER FAMILY):</b>
1	\$ 7,250.00	\$6,650.00
2	\$12,250.00	\$11,650.00
3+	\$15,850.00	\$15,250.00

**Each family is responsible for 35 involvement hours.  
 Single custodial parent is responsible for 25 hours.  
 The penalty for unfulfilled involvement hours will be \$35.00 per hour.**

**STUDENT REGISTRATION FEES AND DUES K – 8**

Registration Fee	\$200.00 - per student
Parents’ Group Fee	15.00 - per family
Yard Duty Fee	25.00 - per family
Graduation Fee (8 <sup>th</sup> grade only)	75.00 - per student
Language Book (all 5 <sup>th</sup> grade/new 6 <sup>th</sup> – 8 <sup>th</sup> )	50.00 - per student
Sports Fee (3 <sup>rd</sup> – 8 <sup>th</sup> grade)	85.00 - per student
Emergency Supplies Fee (all new students)	10.00 - per student
Emergency Supplies Replacement Fee *	5.00 - per student
Safe Environment Training Fee	15.00 - per adult
Application Fee (all new students)	50.00 - per student
Fundraising Pledge	100.00 - per family

\*Payment due for existing students once every five years.  
 All registration and application fees are non-refundable after July 1.

**(SCHOOL REGISTRATION & TUITION, Continued)**

Tuition installment payments are **due on the first of each month** beginning in August, and continuing through May. Tuition is considered delinquent **ON** the fifteenth (15th) of each month (beginning in August) even if the 14th falls on a weekend or a holiday. Parents will be charged a late fee of fifteen dollars (\$15.00) per month for payments not received by the end of the school day on the fourteenth (14th) of each month. If the 14th falls on a weekend or a holiday, tuition must be paid the previous school day. A penalty of fifteen dollars (\$15.00) will also be charged for checks returned by the bank.

**TUITION IS PAYABLE TO THE SCHOOL OFFICE. Make all checks out to Corpus Christi School. Please do NOT combine Day Care and Tuition payments in the same check.**

**TUITION ASSISTANCE:** Our parish and school will attempt to help those families who cannot afford to pay the required tuition and fees. Families in need of assistance must submit an application in May for funding for the following year. Applications are reviewed in strict confidence. Notification of acceptance is sent home in writing during the month of June. The Diocese also has a tuition assistance program called F.A.C.E. BASIC is another assistance program available to any child at first entry to school. If you would like information on these programs, please contact the principal. If a financial emergency arises during the school year please contact the principal as soon as possible.

**TUITION COLLECTION POLICY:**

1. Tuition not paid by the fourteenth (14th) of the month is considered delinquent. Notices will be sent out to everyone who is delinquent along with a late charge bill of \$15.00.
2. If there is no response to the first notice, a second notice will be sent by the first of the following month.
3. If there is no response by the fifteenth (15<sup>th</sup>) of the second month, a third notice will be sent out and the Principal will call the family. This notice will refer to the course of action as set by the School Board, which states "Since there has been no response to the two previous letters regarding late tuition, please be advised that your child/ren will not be allowed to attend school until tuition has been paid – at the end of the quarter closest to the delinquency."
4. All delinquent tuition, fees and fines must be paid in full prior to enrollment acceptance for the upcoming year.

Please contact the school office without delay should payment problems arise. This applies to any fees, tuition or other monies due.

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Withhold report cards.
2. Deny a student enrollment for the following semester.
3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.

## REQUIRED SCHOOL FORMS/DOCUMENTS

**EMERGENCY FORMS:** Emergency forms will be mailed home prior to school starting and are expected to be returned the first day of school. **ANY CHANGE OF INFORMATION SHOULD BE NOTED AND SENT TO THE SCHOOL OFFICE IMMEDIATELY SO OUR RECORDS CAN REMAIN CURRENT.** This is necessary for school records and is **ESSENTIAL** in case of **EMERGENCY**. Forms must be signed to be valid.

**SCHOOL DIRECTORY:** The school directory will be released in the fall of each school year. It will contain names, addresses, home telephone numbers and e-mails for all families. If you do not want your name included you must so indicate on a form, which is included in the emergency forms packet sent home by mail every August. Directory information may NEVER be given to any person or group outside the school community. Permission to use any part of the school directory for mailing list purposes (e.g., home room list) must be granted by the Principal or Pastor.

**PHOTOGRAPHS OF STUDENTS:** Photographs of students may appear on the school Web site or in other publications. Parents who do not wish their children's photographs to appear in public media must notify the principal in writing at the beginning of the school year. Forms are sent home for this purpose in August.

## EXTENDED DAY CARE

**HOURS:** The Extended Care Center is available from 2:00p.m. to 3:00 p.m. for Kindergarteners only. The After School Program is open from 3:00 p.m. until 6:00 p.m. each school day for K thru Grade 8, including all minimum days, which begin at 12:30 pm. The facility is not in use during holidays, school vacation or the last day of school.

**LOCATION:** The Center is situated in the far left corner of the school auditorium, adjacent to the stage. Parents or authorized persons must accompany their child/ren to the facility and pick them up there.

**REGISTRATION:** Registration forms must be completed for all families that use the program, whether contractual or drop-in. Extended Care payment is separate from school tuition. Checks are made payable to Corpus Christi Extended Care.

**CONTRACTED USE:** Contracted rates are offered when you use the program on a regular schedule, for a minimum of 5 hours/week per child. The rate is \$5.00/hour for the 1<sup>st</sup> child and \$4.00/hour for each additional child in the same family. A full hour will be charged for any part of an hour.

**OCCASIONAL DROP-IN USE:** The rate is \$6.50/hour for each child. A full hour will be charged for any part of an hour.

**AFTER-SCHOOL ACTIVITIES AND BILLING:** If your child is contracted for the day, the contract remains the same and **billing hours still begin at 3:00 p.m.** Parents should notify the Director of the start and end dates of after-school activities that may affect their contract schedule. **If your child is a drop-in or swept** into Extended Care after the activity, **hours will be billed at the drop-in rate starting from school dismissal time at 3:00 p.m.**

**YARD SWEEP:** Any 1st through 8th grade student that is not picked up by 3:30pm (regular day) or 1:00pm (minimum day) will be swept into the Extended Care program and charged at drop-in rates. Repeated occurrences will result in parents being asked to submit registration papers. Kindergarten students that are not picked up by 2:15 (regular day) or 1:00pm (minimum day) will be swept into Extended Care and charged at the drop-in rate until pick up.

**BEHAVIOR EXPECTATIONS:** Students are expected to exhibit appropriate school behavior. All rules and regulations that apply to the school are also applicable to the Extended Care Program. If these are not followed, a student may be asked to leave the program.

**EXTENDED CARE HANDBOOK:** An Extended Care Handbook, outlining the program in greater detail, may be found at the back of this handbook.

**DAY CARE TELEPHONE: 482-1630    DIRECTOR: Amy Sakaue**

## UNIFORM REQUIREMENTS

Uniforms are required for all grades, K-8. Children should wear suitable dress, pants and shoes for school. Our contracted supplier must be used for both boys' and girls' uniforms. The company is:

**CLASSIC DESIGN**  
**1551 Taraval Street**  
**San Francisco, California 94116**  
**415-661-4700**  
**[www.eclassicdesigns.com](http://www.eclassicdesigns.com)**

### **BOYS' UNIFORM (K-8):**

**Long Pants/Walking shorts:** Navy blue twill – Classic Design only.

**Shirt:** White\* or dark green polo-style shirt (short or long sleeve) – Classic Design only.

**Socks:** Solid navy blue or white ONLY. Crew, quarter, and tube socks only. Socks must cover feet and ankles completely.

**Shoes:** Any neat, clean, closed-toe, and sturdy school oxford or tennis shoes.\*\*

### **GIRLS' UNIFORM (K-8):**

**Jumper (K-5):** Campbell plaid jumpers (5th grade optional plaid skirt) – Classic Design only.

**Skirt (5-8):** Campbell plaid skirt, box pleat, no higher than 2" above the knee – Classic Design only.

**Skort (K-8):** Navy skort – Classic Design only.

**Long Pants/Walking shorts:** Navy blue twill - Classic Design only.

**Shirt:** White\* or dark green polo-style shirt (long or short sleeve), or white short sleeve peter pan blouses – Classic Design only.

**Socks:** Solid navy blue or white ONLY. Crew, quarter, and tube socks only. Socks must cover feet and ankles completely.

**Tights:** Navy or white tights only for all grades, except K-2 on Mondays because of Capon.

*No leggings permitted.*

**Undershorts:** Only white or navy blue shorts are allowed for P.E. or under girls' uniforms. They must not hang below uniforms. No bicycle-style shorts of any material may be worn.

**Shoes:** Any neat, clean, closed-toe, and sturdy school oxford or tennis shoes.\* No sandals, fashion boots, or dress shoes at school.

\*White short sleeve shirts are available in pique knit or 100% cotton interlock. All other shirts are pique knit only.

\*\*Laced shoes must be worn with laces and tied properly. Tennis shoes should be worn on P.E. days.

### **ADDITIONAL UNIFORM ITEMS (ALL GRADES):**

**Sweaters:** Navy V-neck, sleeveless vest, or crewneck uniform cardigan - Classic Design only.

**Sweatshirts:** K-8 navy blue Corpus Christi Comets sweatshirt **ONLY** at all times. 7 & 8 grades: Optional white sweatshirt bearing current class year and class roster.

**Undershirts:** Only plain, white, short sleeve, crewneck or V-neck undershirts may be worn under uniform shirts.

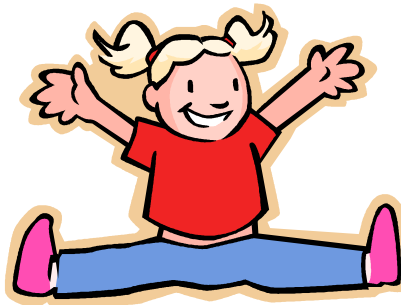
- Neat and clean uniform dress is required in the classroom and at all student functions.
- Uniforms must be appropriately sized; no more than one size larger may be worn. Belts must be worn with loose pants. Skirts may not be rolled at the waist or more than 2 inches above

**(UNIFORM REQUIREMENTS, Continued)**

- the knees.
- Clear nail polish only may be worn to school.
- Earrings may be studs or small hoops only. No dangling earrings.
- Hair may not be dyed, bleached, or colored. Washable hair coloring is acceptable on certain Spirit Days only. Hairstyles must not be extreme, and the front length must not fall below the eyebrows.

**PARENTS:** PLEASE LOOK AT YOUR CHILD AS S/HE DASHES OFF TO SCHOOL SO THAT WE WILL NOT BE PUT IN THE POSITION OF HAVING TO SEND A STUDENT HOME TO CHANGE CLOTHES. REFER TO THE HANDBOOK FOR ADDITIONAL UNIFORM REGULATIONS AND FREE DRESS CODES.

**FREE DRESS:** The last school Friday of each month is free dress day. Free dress must be in good taste and appropriate for school wear. Denim jeans in good condition are allowed. **NO** mini-skirts (shorter than 2" above the knees), cut-offs, halter tops, midriffs, low cut tops, sloppy shirts, grubbies, short-shorts, tank-tops, designer jeans, sweat suits, or long underwear, etc., are allowed. In order to take part in normal school activities, sensible shoes are a MUST. T-shirts advertising beer, liquor, violence or with offensive slogans are not allowed. Shirts and blouses should have collars on days students are going to church. Makeup and nail polish may be used on free dress as long as it is removed before the next day of school.



**LOST AND FOUND:** Lost and found articles are located outside the office and are cleared out monthly. Proper labeling helps prompt return of lost sweatshirts and other articles. Remember: all uniform sweaters look alike and many students wear the same sizes. EVERY SWEATSHIRT AND JACKET MUST HAVE A NAME TAPE SEWN IN BEFORE IT IS WORN TO SCHOOL. Please do not use initials only; give the complete name of the child. School supplies, backpacks and lunch boxes should also have names on them.

## COMMUNICATION

**TELEPHONE:** The school office phone is **ONLY** to be used by school personnel. This allows the phone to be available for emergencies. In the event of an absolute necessity, a classroom teacher or staff member may grant permission to a student to use the office phone or the pay phone in the auditorium.

**MESSAGES:** Interrupting class time to relay messages is disruptive to the class. **IT CANNOT BE DONE.** Please take care of all reminders before your child leaves for school. Please note that the school secretary cannot be expected to assume this responsibility.

**CELL PHONES/PAGERS:** Students are not allowed to use cell phones and pagers during school hours. If used, they will be confiscated. They may be kept turned off in the bottom of their backpack. They may not be turned on until 3:30 p.m.



**Parents, please do not drive on the playground using your cell phone.** We want to keep our children safe and cell phones can be a driver distraction. Please inform babysitters/other drivers of your children of this need.

**PARENTS MAY NOT DISTURB A TEACHER DURING SCHOOL HOURS:** Arrangements for an appointment should be made prior to the parents' arrival either by note or telephone message to the school office at least one (1) day prior to the day you wish to see the teacher. If the matter requires immediate attention, leave your name and telephone number at the office and the teacher will call you when s/he is available. **DO NOT CALL THE TEACHERS AT HOME.** The morning before school is **NOT** an appropriate time for a conference unless arrangements have been made with the teacher in advance. Teachers are preparing for their classes at this time.

**WEDNESDAY ENVELOPE/NEWSLINE:** A weekly communication with parents is published with updated information and calendar dates. This is an essential form of communication about what is happening at school. **The deadline for placing information in NEWSLINE is noon on Monday.** Please return any important information, including tuition checks, in the envelope. Envelopes are due back in the classroom by Friday of the same week. The Newsline may also be accessed online each week.

## **PARENT-TEACHER TEAMWORK**

**PARENT-TEACHER TEAMWORK:** We have set a goal for our school of creating and maintaining an atmosphere where optimal learning can take place. Parents and teachers must work in close partnership to successfully educate a child. If parents have concerns, questions, or complaints, the teacher should be the first to know, and be given the opportunity to remedy the situation. The child will be torn between authorities unless there is a genuine unity of purpose and practice among parents, children and faculty. Communication is essential. An appointment should be set at the earliest convenience for all parties. Only after this communication has taken place should the matter be referred to the Principal. The Principal is the final arbitrator in all disciplinary situations and will determine whether further disciplinary action is necessary.

Lines of communication are as follows: **teacher-child; teacher-parent-child; teacher-parent-child-principal; when necessary, pastor.**

If there is a major change going on in your child's life, please make the appropriate school personnel aware of it. In order for us to be sensitive to the whole child, it is necessary to understand his/her fears and concerns. Examples of change could be the death of a significant person in a child's life, divorce or separation, move, loss of job, or the long absence of a significant adult. Please feel free to request confidentiality whenever necessary.

**FAMILY COOPERATION/REMOVAL OF STUDENTS RESULTING FROM PARENTAL ATTITUDE/BEHAVIOR:** Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude/behavior of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude/behavior of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

## ATTENDANCE

**TARDINESS:** Being late 6 times in one semester or a total of 12 times per school year is considered excessive tardiness. Students are tardy if they arrive in the assembly line after the 8:15 a.m. bell. Please be aware of traffic constraints in the morning. Tardy students must go directly to the office for a tardy slip before entering classrooms. If students arrive later than 8:30 a.m. they must have a note signed by the parent or guardian with the reason for the delayed arrival. Constant tardiness is unacceptable and will result in a student/parent conference. Late arrivals are disruptive to classroom procedures, therefore we ask that you arrange your schedule to ensure that your child arrives at school on time. Tardies are recorded on report cards and permanent records. Excessive tardiness, even if necessary and excused, may be grounds for decreased academic credit or disciplinary action at the discretion of the principal.

**ABSENCES:** Experience has proven that even children of better-than-average ability find it difficult, if not impossible, to make up work which they have missed because of absence from school. No amount of subsequent personal study can adequately replace the teacher's explanation and class discussion or drill. All absences must be accounted for in writing by a parent or guardian. **PLEASE REPORT ABSENTEEISM TO THE OFFICE BY 9:00 A.M.** This is vital for the safety of each child. Be sure to **send a note**, including the date and reason for absence, to the teacher when the child returns to school (state law requirement).

For a student to be granted a **medical excuse**, s/he must have a doctor's note. Otherwise, it will be listed as a tardy or an absence. Arriving late due to traffic is considered tardy. A student will not be admitted to class late or after an absence without a written note or tardy slip.

Excessive absence is being absent from school for 15 days per semester or a total of 30 days per school year. If a student arrives after recess it is considered a half-day absence. Excessive absence, even if necessary and excused, may be grounds for decreased academic credit.

The student must make up all missed work. Any child with thirty(30) or more absences will be required to attend summer school or repeat his/her present grade. **Homework** may be picked up **before** or **after school** in the office in the case of long-term illness (more than three days). **A teacher must be notified before 10:00 a.m. for homework to be picked up later the same day.**

**EARLY DISMISSALS:** Children may not leave the school premises at any time for any purpose without the written authorization of parent or guardian and the principal. **A SPECIAL EFFORT SHOULD BE MADE TO MAKE MEDICAL, DENTAL, OR OTHER APPOINTMENTS AFTER SCHOOL HOURS.** If a child must be taken out of class early for an appointment (medical, dental, emergency, etc.), the required procedure is as follows:

1. Parent or guardian must send a written notice stating the time of the requested dismissal and the reason (for the approval of the principal).
2. The person picking up the child must come to the school office. If the person is not known to the staff, s/he must show proper identification and state the reason for taking the child off the school premises. S/he must also sign a book indicating his/her name and the time the child is being taken from the class. If the child is returned to school the same day, the adult must sign the book, indicating the time of return.

**(ATTENDANCE, Continued)**

3. A student will only be released to a person listed on the emergency card signed by the parent or guardian.
4. If a student is leaving with another student during the school day, written permission from their parent/guardian must be sent to the office. A phone call is not sufficient.

**VACATIONS:** Parents who plan vacations when school is in session are responsible for the academic harm done to their child. Even if the work could be made up, classroom participation and actual instruction will be missed. Teachers are not able to cover with your child the work missed under these circumstances. A student will receive make-up work after she/he returns to school. Furthermore, tests assigned during this type of absence cannot always be made up at a later date. A student can never make up this crucial part of learning. The loss is the child's. A complete school calendar is posted early in the year so it can be utilized for planning trips and vacations around school holidays.

## ACADEMIC RECORDS & EVALUATIONS

**ACADEMIC RECORDS:** A parent or student who wishes to view a cumulative academic file may make a written request with 24 hours notice. The records must be reviewed in the school office with a person qualified to interpret them. The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

**GRADING POLICY:** Grading is an opportunity to evaluate a child's progress in specific subjects. Each child's effort and consistency with daily class work, class participation, and homework assignments affect his/her grades. Teacher-prepared tests and end-of-chapter tests provide data for evaluating each child's comprehension of specific content areas. Oral and written reports and presentations also have an impact on a student's grade. Report card grades reflect a combination of these factors.

95-100 = A	83-86 = B	73-76 = C	63-66 = D
90-94 = A-	80-82 = B-	70-72 = C-	60-62 = D-
87-89 = B+	77-79 = C+	67-69 = D+	-59= F

**REPORT CARDS:** Report cards are given in first grade through eighth grade. In this way parents are alerted to the successes of their child(ren), and to areas where improvement is needed. Reports are issued every nine (9) weeks. Parent-teacher conferences, which are mandatory at the end of the first quarter, can affect the timing of report cards. Kindergarteners receive a report card at the end of each semester (twice a year). Grades for Computer and Music are also given on a semester basis. Grades for Spanish are given on a semester basis for grades K-6, and quarterly for Grades 7 and 8 for the purpose of high school applications.

**PROGRESS REPORTS:** Progress reports are sent to parents, midway through each quarter, to inform them of any concerns about student progress. Progress reports may be sent home at any time by teachers to make parents aware of any significant change in grades or behavior. Parents must sign and return an acknowledgement of receipt. Parents may also request a progress report.

**RECOMMENDED TRANSFER:** Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of parent/legal guardian will be asked to transfer when:

1. The school has explored means to meet the needs of the child.
2. There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude.
3. The transfer is to take place at the end of a grading period; preferably at the end of an academic year.

The final decision is to be made by the Principal, in consultation with the Pastor and Superintendent.

**(ACADEMIC RECORDS & EVALUATIONS, Continued)**

**NONRENEWAL OF STUDENT ENROLLMENT:** If the school determines that the school cannot serve the child, the child cannot benefit from its programs, or if the repeated uncooperative or destructive attitude of the student or parent/legal guardian renders the relationship counterproductive, the school reserves the right not to accept the child for continued enrollment.

**TESTING PROGRAM:** The Iowa Test of Basic Skills is administered to second through eighth graders each year. This series covers reading, math, language arts, science, social studies, and study skills. An additional test is administered to third, fifth and seventh graders to provide a reliable estimate of general educational ability. Test results are distributed at parent-teacher conferences each year, or through the weekly envelope upon arrival of results. The test results are used as a diagnostic tool. Results for seventh and eighth graders are sent to high schools where the student has applied for admission. Testing for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students is extremely important to high schools.

## HOMework, PEP & SUPPLIES

**HOMework:** Homework is a necessary part of school life and is given as a meaningful part of education.

### GENERAL OBJECTIVES:

1. To help pupils develop independent work/study habits.
2. To help reinforce learning that has taken place at school.
3. To bring the home and school closer together.
4. To incorporate students' interests/talents into school learning.

### TYPES OF HOMEWORK:

1. Skill reinforcement
2. Study for retaining information/tests
3. Reading - subject/interest
4. Projects and research

**NOTE:** At various times during the school year, a "long-term" or "extended" project, which requires more time to complete, may be assigned. These special assignments provide an opportunity for students to practice organizational skills.

**PEP:** The Parent Education Program (PEP) is a health curriculum designed to reduce risk factors for adolescent substance abuse and promote resiliency in children. The team-taught lessons emphasize positive peer interaction, decision-making, resistance skills, self-esteem and conflict resolution.

PEP is taught by parent volunteers, who have attended a comprehensive 21-hour training program, through the Center for Human Development in Pleasant Hill, CA. The course focuses on communication skills, group development, effective teaching strategies, classroom management, and basic drug facts.

PEP is taught in 2<sup>nd</sup> through 8<sup>th</sup> grades & usually begins around the first week in February. The lessons are once a week for 8-10 weeks and last about 45 minutes each.

**TEXTBOOKS:** All textbooks are provided by the school. Children are to be responsible for their care, and are required to pay for lost textbooks, or any defaced with writing or careless use. Textbooks are to be covered with paper or fabric that can be easily removed at the end of each year. No contact paper may be used. Books may be taken home for study, and it is advised that they be carried in a **book bag or backpack** to protect them. Foreign language books are purchased by the family in the fifth grade, at market value. They are then used through eighth grade.

If a book is found, please turn it into the office. If a child loses a book, s/he should check in the office to see if it has been returned.

**SUPPLIES:** Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, pens. (refer to grade level supply list). Some supplies may need to be replenished throughout the year.

## DISCIPLINE

**DISCIPLINE:** Students should be instructed that their actions and attitudes should reflect a Christian ethic and that their behavior should be in accordance with the moral and religious expectations outlined in our philosophy and goals.

Discipline in the Catholic school is considered to be an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

1. To provide a classroom situation conducive to learning.
2. To educate students to an appreciation of the importance of developing responsibility and self-control.
3. To build a sense of Christian community.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

***Discipline with Purpose*** is a K-8 developmental program, using a classroom curriculum based on the following assumptions:

1. Cultures flourish when persons in the culture have:
  - a) A commitment to work.
  - b) The willingness and ability to relate to others in a cooperative manner.
  - c) Self-discipline.
2. People today, need a renewed understanding of what it means to be self-disciplined.
3. Fifteen specific self-discipline skills can be identified and taught to help people help themselves.
4. When individuals agree on the behaviors expected of self-disciplined person, they establish a framework for making decisions and resolving conflicts.
5. Acknowledgment of the consequences of one's actions and the willingness to change unhealthy behaviors is a necessary component in any cooperative adventure.
6. When skills, instead of personality traits are used as the standard for evaluating behaviors, confrontation brings about constructive change.
7. Misbehavior is viewed as a teachable moment; a time to talk about missing skills. Skill talk is neutral talk. It does not demean or put-down another person.
8. The measure of effective leaders in any organization will be directly related to the self-discipline skills they have integrated.
9. When individuals demonstrate self-discipline skills collectively, society can be transformed in a positive way.

### **THREE RULES TO FOLLOW:**

1. **Respect** yourself, others and things.
2. **Contribute** to the learning environment.
3. **Follow** school and classroom procedures.

**(DISCIPLINE, Continued)**

**FIFTEEN NATURAL OPPORTUNITIES TO PRACTICE WAITING:**

1. Listening
2. Following Instructions
3. Asking Questions
4. Sharing: Time, Space, People, Things
5. Exhibiting Social Skills
6. Cooperating
7. Understanding and Explaining Reasons for Rules
8. Figuring Out How to Accomplish Tasks
9. Demonstrating Leadership
10. Communicating Effectively
11. Organizing: Time, Space, People, Things
12. Resolving Problems
13. Initiating Solutions
14. Distinguishing Facts from Feelings
15. Making Sacrifices and/or Serving Others

## SCHOOL RULES

**MORNING ASSEMBLY:** Students should line up in double lines. Kindergarten classes should line up in a single line unless both classes are present.

1. Walk quietly to line placing belongings in front of you.
2. Stand silently; be polite.
3. Listen and respond respectfully.
4. Participate in prayer and pledge reverently.
5. Walk quietly in line to building.

**ENTERING AND LEAVING BUILDINGS (Main school and Keller):** The purpose is to help create an educational environment where learning is the priority.

1. Silence begins at the ramp.
2. Keep to the right.
3. Walk silently in line.
4. Keep hands at your side.
5. Enter rooms politely.

**HALL TRAVEL:** Students will be assigned to monitor hall travel at recess times and after school.

1. Walk silently; hands and feet to self.
2. Keep to the right.
3. Use office pass when required.
4. Conduct business quickly.
5. Always use good manners.

**BALLS BEFORE/AFTER SCHOOL:** No balls are allowed on the playground before and after school. (Unsafe while cars are on the yard.)

**PLAYGROUND RULES:** For playground safety, we are using a warning for first offenses and the benching of a student (or sitting out for a period of time) if the warning is not heeded. In grades 4 through 8, no warning will be given - consequences will be given immediately. When the dignity of a child is at stake, parents will be called on the first infraction.

### REASONS FOR A BENCHING:

#### 1. PHYSICAL ABUSE

- a. Deliberately hitting others in the head or below the belt with balls.
- b. Pushing or shoving in game situations.
- c. Jumping on the backs of other students.

#### 2. VERBAL ABUSE

- a. Name-calling.
- b. Profanity.
- c. Threatening.

#### 3. PROPERTY DAMAGE

- a. Ripping of clothing
- b. Throwing food or drinks, littering.
- c. Destroying benches, balls; disrupting game area.

**(SCHOOL RULES, Continued)**

**CONSEQUENCES OF REPEATED BENCHINGS IN ONE QUARTER:**

- 1. PARENTS CALLED**
- 2. DETENTION WITH PRINCIPAL OR VICE-PRINCIPAL:** Up to a ONE HOUR detention at the principal's convenience. (Saturday detention may be used.)

**Any FIGHTING will result in AUTOMATIC SUSPENSION for the persons involved.** Corporal punishment will not be used at any time.

**CONDUCT:** Disciplinary problems in the classroom or playground will be dealt with in the following manner:

1. The child will be disciplined directly by the classroom teacher or the playground aide.
2. If the misbehavior continues, the child will be sent to a member of the administrative team. Parents will be contacted if it is of a serious nature.
3. Should the misbehavior continue, a conference will be held with the parents, teacher, and principal. The child may not be permitted to return to class until after this conference has been held.

**DETENTION:** Detention will be given by a teacher for the breaking of any school rules or for missing assignments. Detention will be held at the convenience of the teacher or principal, usually after school. Parents will always be notified by phone or referral slip in advance of the detention date. Detention will not exceed one hour. If detention is given more than twice, or if the misconduct is of a serious nature, detention could include a Saturday time.

**INCOMPLETE HOMEWORK POLICY FOR GRADES 6, 7, & 8:** Missing, incomplete or unacceptable work will result in a lower academic grade. Disciplinary action may be taken if work is habitually incomplete.

**CHEATING:** Any of the following behaviors is considered cheating:

1. Plagiarism\*
2. Looking at someone else's work.
3. Using another person's tests to study from.
4. Memorizing answers found, or copying said answers.
5. Talking during a test.

Any of the above actions may lead to suspension and a zero on the test or paper.

\*Plagiarism is stealing another's work and passing it off as one's own, and includes:

- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- plagiarism from any source, printed or on the Internet

(For a full explanation, consult your teacher or the website below.)

[http://www.plagiarism.org/research\\_site/e\\_what\\_is\\_plagiarism.html](http://www.plagiarism.org/research_site/e_what_is_plagiarism.html)

**(SCHOOL RULES, Continued)**

**SUSPENSION:** Children are liable for suspension or expulsion for continued defiance of school regulations. Misconduct included is as follows:

1. Deliberate, willful disobedience.
2. Profane or foul language.
3. Disorderly behavior in class.
4. Harassment/hostility toward another student.
5. Fighting on or near school grounds will result in automatic suspension for those involved.
6. Leaving the school grounds after arrival or before being picked up.
7. Disrespect to any school personnel.
8. Defacing school property.

Corpus Christi is a closed campus. Any student leaving the grounds once having arrived is subject to suspension.

The principal and assistant principal are authorized to suspend a child for misconduct or misbehavior in the areas shown above. Suspension can be served out of school or in school at the discretion of the principal. Parents will be notified and directed as to the procedure for readmission of the suspended child (per the Diocesan Administrative Handbook).

No child will be suspended for more than one consecutive week (five school days). No child will be suspended for more than twenty (20) days in a school year.

**EXPULSION:** Expulsion is an extreme, but sometimes necessary, disciplinary measure for the common good. Students may be expelled for the following reasons:

1. Continued and willful disobedience.
2. Open, persistent defiance of authority.
3. Habitual profanity or vulgarity.
4. Smoking, having tobacco or matches; use, sale or possession of narcotics.
5. Willful cutting, defacing, or otherwise injuring property, real or personal belonging to the school.
6. Stealing.
7. Use, sale or distribution, or possession of alcohol on or near school premises.
8. Habitual truancy.
9. Assault or battery, or any threat of force or violence directed toward any school personnel or student.
10. Uncooperative or destructive attitude of parents.
11. Misconduct when other means of correction fail to bring back proper conduct.
12. Possession of any knives, guns, or anything that speaks of violence. (No Tolerance)

**PROCEDURE FOR EXPULSION IN CASES OF CUMULATIVE DISCIPLINARY DIFFICULTIES:**

1. The principal will arrange a conference with the parents to explain that expulsion is being contemplated unless immediate and continued improvement is made.
2. If adequate improvement is not made within a reasonable time, a second conference with the parents will be arranged. After this conference a final decision will be made by the principal.

**(SCHOOL RULES, Continued)**

3. If the decision is for expulsion, parents may appeal the decision, first to the principal, then to the pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.
4. Written records of the various proceedings leading to expulsion will be filed in the student's cumulative record.

**PROCEDURE FOR EXPULSION IN CASES INVOLVING GRAVE OFFENSE:**

1. The child is immediately suspended.
2. The initial parent-principal conference is dispensed with, and the expulsion process begins with procedures outlined in the Diocesan Administrative Handbook. Grave offenses include possession or sale of alcohol or narcotics, possession of any weapon and any other violations deemed serious by law.

## HARRASSMENT POLICY

**CATHOLIC SCHOOLS DIOCESE OF OAKLAND STUDENT SEXUAL HARASSMENT POLICY:** The Diocese prohibits any form of sexual harassment of students whether verbal, physical, or environmental. It is a violation of this policy for any employee or agent of the Diocese to harass a student or for a student to harass another student in a sexual manner as defined below.

**DEFINITION OF SEXUAL HARASSMENT:** For the purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

1. Submission to or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese.
2. Submission to, or rejection of, such conduct is used as a basis for academic evaluation affecting a student.
3. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment.
4. Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

**EMPLOYEE TO STUDENT SEXUAL HARASSMENT:**

1. Employee to student harassment is prohibited at all times whether or not the conduct occurs on school property or at school sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.
3. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action, including termination of employment.

**STUDENT TO STUDENT SEXUAL HARASSMENT:** This policy prohibits student to student sexual harassment in connection with any school activity at any time including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During lunch period whether on or off campus.
4. During, or while going to or coming from, a school sponsored activity.

Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

Complainants found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

**RETALIATION:** The Diocese forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

**COMPLAINT PROCEDURE:** The teacher should be notified immediately where any incident of harassment takes place. Documentation of the incident will be kept in a file in the Principal's office. Appropriate consequences will be given and the parents will be notified. Also, any consequences will be age appropriate.

**(HARRASSMENT POLICY, Continued)**

A second offense will result in meeting with the Principal, parents and child and will be documented. More severe consequences, up to suspension will be considered.

Continued incidents of a serious nature of sexual harassment may result in expulsion.

**CYBER-BULLYING:** Cyber-bullying is any use of the internet or communications technology to harass or insult others and/or spread gossip. This can take place at home or at school. Consequences for these actions fall in line with any type of harassment.

**ABUSE OF SCHOOL PERSONNEL:**

1. Any parent/legal guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder will be escorted off campus and the police will be contacted.
2. Any person who, with intent to cause, attempts to cause, or causes, any staff member to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, will be escorted off campus and the police will be contacted.

In either of these situations, the family may be asked to leave the school.

## **CARE OF SCHOOL PROPERTY**

**CARE OF SCHOOL PROPERTY/VANDALISM:** The appearance of the school and the way it is kept have a great deal to do with the reputation of the school. Care shown for school property portrays pride and good spirit. For these reasons, all children are expected to take great care of whatever school property is provided for their use (desks, furniture, books, computers and software, audio-visual aids, physical education equipment, and all parts of the building).

The school is co-tenant of the junior high (7th and 8th grade) lockers and reserves the right to search lockers when deemed necessary by the principal.

Students and their parents/guardians are liable for all damage to equipment or school property.

It is the responsibility of the parents/legal guardians to pay for property damages not to exceed ten thousand (\$10,000) due to willful misconduct by the child. Grades, transcripts, and/or diploma will be withheld until the damages are paid.

**GUM:** Gum can be a choking hazard to a child, and is difficult to remove from rugs and furniture. Students are, therefore, not permitted to chew gum on school grounds before, during, and after school. Sunflower seeds, snacks with shells, wax, aspergum, etc., are also not permitted.

## RESPONSIBLE USE OF TECHNOLOGY

**RESPONSIBLE USE OF TECHNOLOGY:** The Diocese of Oakland recognizes the various ways, both positive and negative, that students can use technology both in school and at home. Students in our schools should always strive to use technology in a responsible and ethical way as they work toward becoming responsible citizens of our global community.

As a community of faith that embraces technology, we recognize the following:

1. Words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents.
2. The values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means.
3. Using technology to publish opinions, which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community is contrary to the mission of each of the schools.

The Diocese of Oakland discourages students from using technology in irresponsible ways both at school and at home and will hold students responsible for their published words. Students who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

**E-MAIL ETIQUETTE:** Electronic mail is used for communication in addition to phone calls, letters, and face-to-face meetings. While e-mail is easy to send, provides a written record, and may seem to be the perfect form of communication, it does have some limitations: It is not always the most appropriate choice. Sensitive issues are best addressed in person or by phone.

### **E-MAIL GUIDELINES:**

1. Your child's name should appear in the subject line.
2. Teachers will respond within 24 hours, as is expected when a phone message is left.
3. Don't expect an immediate answer. In an emergency, contact the office. Computers are in heavy demand during the day and access by teachers is often limited. Teaching and managing a classroom is their first priority, not answering e-mails or returning phone calls.
4. E-mails should be brief, informational, and/or used to confirm and clarify matters. Urgent issues and concerns should be handled in person or by phone.
5. E-mail should not be forwarded without permission and knowledge of all parties involved.
6. No attachments will be opened, due to the possibility of viruses.
7. Humor or chain letters are inappropriate.
8. Refrain from sending a message to multiple recipients unless there is a very specific need for everyone to receive the message. Information pertaining to your child is not a group concern.
9. You are being entrusted with teacher e-mail addresses to be used ONLY within the Corpus Christi School community. Do NOT use, include, forward, or share these addresses with ANYONE without the permission of the teacher.
10. All laws governing copyright, defamation, discrimination and other forms of written communication also apply to e-mail.

## CORPUS CHRISTI SCHOOL LIBRARY POLICY

**STATEMENT OF PURPOSE:** The purpose of the Corpus Christi School Library is to provide support for the basic educational mission of the school by promoting reading for enjoyment and knowledge and giving instruction in initial library and research skills.

**CHECK OUT POLICY:** Policies relating to checking out books vary with the ages of the students. The children are given increasing access to the materials as their ability to be responsible for these grows with age.

*First graders may check out 1 book at a time and may keep the book for 1 week.*

*Second through sixth graders may check out 2 books at a time for 2 weeks.*

*Seventh and eighth graders may check out 3 books at a time for 2 weeks.*

**LOST AND DAMAGED BOOKS:** All lost books must be paid for by the end of each semester. Report cards will be held until the book is paid for. This amount will not be refunded if the book is found later. A student may not take out any books until the lost fee is paid. A book that is badly damaged must be paid for in full.

**BEHAVIOR:** The guiding principle for behavior in the library is respect for oneself, for others, for the material, and for the facility. Eating, drinking, or chewing gum is not permitted in the library.

**HOURS:** In addition to regularly scheduled classes, the library is open Monday, Tuesday, and Thursday after school until 4:00 p.m.



## ATHLETICS

Grades 3 through 8 are eligible to participate in the sports program.

**ATHLETIC DEPARTMENT:** At the end of each school year, the principal appoints a volunteer Athletic Director for the boys and girls sports programs. Normally, the Athletic Director serves a three-year term. Currently, the Athletic Director is Pat Arnold. The principal shall also appoint a cross-country coordinator, a basketball coordinator, a volleyball coordinator, a track coordinator, and, if needed, a cheerleading coordinator.

**FEES:** An annual fee of \$85.00 is charged once **FOR EACH CHILD** participating in any sport during the year. Cheerleading has an additional \$15.00 fee per participant. These fees cover the cost of gym use, referee fees, and part of the sports uniforms.

**UNIFORMS/WARM-UPS:** The school supplies the uniforms for the children to use. Warm-up suits are not provided and may not be worn as a team uniform until 7<sup>th</sup> and 8<sup>th</sup> grades. At the end of 6<sup>th</sup> grade, the coaches for the next year's 7<sup>th</sup> grade teams should meet to discuss what type of warm-up jersey or warm-up they would like for their teams as 7<sup>th</sup> and 8<sup>th</sup> graders (i.e. the boys' basketball and boys' volleyball coaches should meet as should the girls' volleyball and girls' basketball coaches). The coach with the fall sport should take the lead on ordering the warm-ups if any. The warm-ups must be in the school's colors, may use the words: "CORPUS CHRISTI COMETS", and the players' first and/or last name. The uniform number is not to be placed on the warm-up in 7<sup>th</sup> grade as the numbers may change in 8<sup>th</sup> grade. The cost of these warm-ups and the solicitation for ordering is to be kept low and the order must be approved in advance by the principal.

Uniforms are to be returned clean within five (5) days after the end of each season or a \$25.00 fee will be charged. Any uniform not returned will result in a \$70.00 replacement fee.

**PRACTICE TIMES/TOURNAMENTS:** The school practices cross country, track and volleyball off-site, and the school pays for the use of the facility for the hours specified below. Cross-country and track practices are usually in Oakland or Piedmont and are set by the cross-country and track coordinators. Practices shall not exceed 2.5 hours per week without the principal's permission. These practices are arranged so as to cost the school minimally for the off-site facility.

Volleyball practices are set via a coaches' meeting with the volleyball coordinator before the season begins. Currently, the facility used is the Bladium in Alameda. Volleyball practices may not exceed 2 hours per week (in one session) without the principal's permission. Any increased volleyball practice would likely result in additional fees being assessed.

Basketball practices are set via a coaches' meeting with the basketball coordinator before the season begins. Basketball practices are on-site in the school gym and practices may not exceed 2.5 hours per week (one 1.5 hour session and one 1 hour session) without the principal's permission. During the period when the boys' season is ending and girls' season is beginning (early February), efforts will be made to use an off-site facility for the boys or girls as is practical.

If students do not make the assigned practice, their playing time at games may be affected. This will be done only after discussions with the principal.

**(ATHLETICS, Continued)**

When the school is on holiday, special provisions may be made for practices. Note that if the holiday is a one-day holiday, special effort is made to allow practices. Practices during school holidays of more than one day are rarely, if ever, accommodated. All requests or concerns about practice should be directed to the Athletic Director. The school will pay for grades 6, 7 & 8 to attend two tournaments (exclusive of end-of-season playoffs) and one tournament for grades 3, 4 & 5. The CYO and the EBPL may proscribe attending more than three or four tournaments, but no Corpus Christ team may play in more than two tournaments (in addition to the end of season playoffs) without the principal's approval. Such tournaments would likely result in additional fees being assessed.

**VOLUNTEERS:** The Athletic Program is staffed by volunteers, and additional financial support is received from the Men's Club of the parish. **VOLUNTEER SUPPORT IS VITAL TO THE ATHLETIC PROGRAM.** Parents are requested to volunteer as coaches and assistants. Your presence at the events (games and practices) is also a strong statement of your support. Note that any adult who engages in coaching or who participates in a practice or parent-child game or scrimmage, must sign a waiver form, which is available at the school office or in the gym prior to participating in the activity. The coaches should sign this form together with the volunteer application form that must be filed each year prior to coaching. All coaches must be certificated through the Safe Environment for Children program.

For sports practices that begin after 3:30 p.m., students should arrive at school just prior to the activity and parent or driver should remain until the coach arrives in case of cancellation. Prompt pickup after the activity will ensure appropriate supervision and safety of your child. Please take all your belongings from the gym when you leave.

The following sports are offered:

<b><u>SPORT</u></b>	<b><u>SEASON</u></b>
Boys & Girls Cross Country, Gr 3 – 8	August – October
Boys Basketball, Gr 3 – 8	October – February
Girls Volleyball, Gr 4 – 8	October – February
Boys Sand Volleyball, Gr 6 – 8	February – March
Girls Basketball, Gr 3 – 8	February – May
Boys & Girls Track, Gr 3 – 8	February – May

**CONDUCT OF COACHES & SPECTATORS:** Coaches in our sports' programs must follow the CYO Code of Conduct and the Corpus Christi Code of Conduct and abide by our program philosophy. Breach of any of the tenets of these guidelines may be cause for suspension from one or more games.

The Corpus Christi program philosophy is to encourage all children in the eligible grades to participate in the sport or sports of his or her choice. The sports program should be enjoyable to the participant as well as a learning experience.

Our coaches have certain guidelines for their game conduct. Coaches, for example, may not stand up to coach. A coach may stand up to speak to his/her players on the bench, to clap, or occasionally to stretch, but a coach may not stand and yell instructions to players on the floor. Our coaches should also not yell at, or demean, our children or the opposition in any manner. Our

## **(ATHLETICS, Continued)**

philosophy is that the game is for the children to enjoy and to learn. Coaches must attend a mandatory meeting provided by the Diocese.

Spectators must also comply with the CYO Code of Conduct for spectators. They shall not complain about the officiating, yell to the officials, or yell at or demean players.

**SPLIT TEAMS:** In some circumstances (and not earlier than 5<sup>th</sup> grade), we have had two teams in the same grade because of a large number (18 or more) of students who desired to play. The following outlines our policy for “split” teams:

1. First, if the teams are split for more than one year, the composition of the teams must change each year.
2. Secondly, the teams must be divided so as to be as equal in skills as possible. The team composition is subject to approval of the Athletic Director, the homeroom teacher for that grade, and the Principal.
3. Thirdly, the teams should not play each other, even if it means allocating a loss to one of the teams because of a forfeit. A coin toss will determine who wins. The Principal may make an exception to this general rule, but it is not likely to be considered, if at all, until the 8<sup>th</sup> grade.
4. A parent meeting must be set up prior to teams being chosen to ensure the understanding of this experience. Students will also be asked their feelings.

Any questions or concerns should be addressed to the Athletic Director or the Principal.

**SPECIAL AWARDS/SPORTS AWARDS:** The cross country, track, basketball and volleyball coaches in the 7<sup>th</sup> grade nominate for selection by the principal one 7<sup>th</sup> grade boy who exhibits superior performance academically and is an inspirational leader on the sports teams. This student receives the Morehouse Award. The cross country, track, basketball and volleyball coaches in the 8<sup>th</sup> grade nominate for selection by the principal one 8<sup>th</sup> grade girl who exhibits superior performance academically and in sportsmanship. This student receives the Negri Award. The Morehouse and Negri awards typically go to students who have spent many years at Corpus Christi and have participated in more than one sport.

A sports awards night is held in May for the 7<sup>th</sup> and 8<sup>th</sup> grade sports' participants. The program is run by the Athletic Director, the coordinators, and the Athletic Commissioners. Acknowledgement for sports participants in 3<sup>rd</sup> through 6<sup>th</sup> grade shall occur during the school day at a student assembly after each season.

**STUDENT COUNCIL/SPORTS ELIGIBILITY:** Students must meet and maintain the following standards: a minimum 70% academic grade average, acceptable classroom behavior and attitude, and timely completion of all homework assignments. An unacceptable number of detentions may cause a student to become ineligible. If expected standards are not met by mid-quarter or the quarter grading period, a student will be considered ineligible to participate in Student Council or sports for a minimum of one week. The student and his/her parents will be notified in writing of ineligibility. The principal, working together with the homeroom teacher and student, will determine when a student may return to Student Council or sports. Repeated occurrences of ineligibility could cause removal of the student from the Student Council or the sports program.

## EXTRA-CURRICULAR ACTIVITIES

**FIELD TRIPS:** Participation in field trips is a privilege. Students can be denied participation if they fail to meet behavioral requirements. An official, signed, field trip permission slip is required. Students who fail to submit a proper form will not be allowed to go on the field trip. Telephone calls will not be accepted in lieu of forms. A copy of the Field Trip Permission Form can be found at the back of this handbook and on the school website. It is each family's responsibility to send their children with hats and sunscreen if there are concerns about sun exposure.

Drivers for field trips may take only as many children as there are seat belts. Proof of insurance and a copy of drivers' license are required to be on file in the school office for a field trip driver. The driver must be at least 25 years of age. Students must be returned directly to school after field trips. Please do not stop for food or to do errands. Pre-school children are not permitted to accompany field trips due to liability issues.

Children under 60lbs. or six (6) years old must be seated in a booster seat. The car seat must belong to that child and cannot be borrowed. No children under 12 should be seated in front of an airbag. Both of these issues can impact the number of students you are able to take on a field trip.

Every year parents who drive on any field trip must provide proof of insurance for \$100,000/\$300,000 in automobile liability insurance coverage on the automobile to be used, and a copy of a current driver's license. **No drinking of alcoholic beverages is allowed by any parent when driving on a field trip or when supervision of students is expected.** Parents who chaperone are expected to stay with their group of students during the entire field trip.

**CHOIR:** Choir is an extra-curricular activity open to students in grades 3-8. In order to participate, students must be able to sing in unison and carry a tune. They must exhibit acceptable behavior in regular classroom activities in order to participate. No grade is given for choir, nor does it impact the students' regular music grade. Required performances may be in and out of school time. A staff member is the moderator.

**DRAMA:** Drama is an extra-curricular activity that is open to students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. They must exhibit acceptable behavior in regular classroom activities in order to participate. There will be two productions per year with weekly after-school rehearsals. Additional rehearsals will be required prior to the production dates. Teachers and/or parents will moderate the drama group.

**DANCES:** The junior high is allowed approximately four dances per year. The seventh grade is invited to approximately two of them. The dances are held in the school auditorium, most during a school afternoon, with one being an evening dance. There is usually a fee attached to cover the cost of a DJ. Notice is generally sent home through the *Newsline*. Other schools are traditionally invited and chaperones are required in order for the dance to take place. For the evening dances, students should be brought to the door by a parent at the beginning of the dance and picked up at the door at the end of the dance. Students are not allowed to leave the dance early unless picked up by a parent or guardian with advance notice. **Chaperones may not consume alcoholic beverages on premises while responsible for students' safety.**

## **STUDENT COUNCIL**

**STUDENT COUNCIL:** Children from Grades 6, 7 and 8 are elected to the Student Council by their fellow students. Candidates must meet certain qualifications and have a signed statement of approval from their homeroom teacher, the principal, and their parent.

### **STUDENT COUNCIL POSITIONS**

- 1. PRESIDENT – Sean Walsh**
- 2. VICE PRESIDENT – Haley Bunkers**
- 3. SECRETARY – Gabrielle Woodland**
- 4. TREASURER – Bailey Militar**
- 5. RELIGIOUS AFFAIRS – Maria Gee**
- 6. STUDENT REP. COORDINATOR – Elizabeth Huaco**
- 7. SPIRIT COMMISSIONER – George Clare Kennedy**
- 8. ECOLOGY COMMISSIONER – Natalie Scott**
- 9. COMMISSIONER OF BOYS’ ATHLETICS – Nick Desler**
- 10. COMMISSIONER OF GIRLS’ ATHLETICS – Samantha Szuhaj**
- 11. YEARBOOK COMMISSIONER – Ellie Daum**
- 12. NEWSPAPER – Cormac Kelly**
- 13. PUBLICITY – Claire Brooke & Hannah Murray**
- 14. TRAFFIC COMMISSIONER – Nora Hurley**

Students in grades 2 through 8 elect a representative from their class who will attend Student Council meetings each year. Two teachers share responsibility as Student Council moderators, Mrs. Colleen Wahl & Mrs. Maria Isaeff. There are mandatory weekly meetings after school for the commissioners. A calendar is provided at the beginning of the year. Elected students are expected to attend a week-long diocesan leadership camp held during the summer.

## **SAFETY & TRANSPORTATION TO AND FROM SCHOOL**

Corpus Christi School takes very seriously the safety of its students. Vehicles arriving at and leaving school premises present potentially dangerous situations. A Traffic Safety Plan has been developed to address these situations. The goal of this plan is to minimize the potential for accidents occurring on the school premises.

### **THE SPEED LIMIT IN THE PLAYGROUND IS 5 MPH.**

**GENERAL INFORMATION:** Parents and guardians of students are responsible for reading and complying with the contents of the school's Traffic Safety Plan.

Children transported to school by private auto are to be dropped off and picked up in the school yard parking lot. Supervision begins at 7:30 A.M. and ends at 3:30 P.M. Students are not to be dropped off or picked up at the front door of the school or by the driveway entrance to the school yard as this presents an extremely hazardous traffic condition on Estates Drive and Park Blvd.

The speed limit in the schoolyard is 5 MPH. This limit must be observed at all times to ensure the safety of the children. Be aware that speed limits along Park Blvd. are 25, 30, or 35 MPH.

The Traffic Safety Patrol, which is comprised of middle grade students, is organized to assist with traffic safety on the school premises. Please help them to help all of us by following their instructions. Remember to be respectful to them as is expected of them towards you.

Please do not walk down the driveway ramp when traffic is coming and going. It is very dangerous. There is an entrance gate along the school building by the play structure.

Parking on the school yard is **prohibited** during the school day from 8:30A.M.-3:00P.M.

It is imperative that you are both aware of and considerate of our neighbors and other drivers on Estates Drive and Park Blvd.

**No driver may pull out into traffic from the retaining wall between 8:00am and 8:15am.**



**(SAFETY & TRANSPORTATION TO AND FROM SCHOOL, Continued)**

**A.M. STUDENT DROP-OFF PROCEDURE:** The A.M. Drop-Off Plan is shown on Figure 1. Please note that the drop-off procedure is the same for all students. Arriving vehicles must follow traffic arrows and proceed around cones in a counter-clockwise direction. All students are dropped off at the area indicated by the “Drop-Off” sign. Please pull vehicles forward as much as possible to prevent a traffic backup onto Estates Drive. Traffic guards are available to assist students and parents. Students are not to be dropped off outside of the Kickball Square, even if there is a back up of cars. It is too dangerous!

Parking during A.M. drop-off period is permitted as indicated on Figure 1. Parking against the school building is not permitted due to fire regulations. **Parked cars may not pull out from the retaining wall between 8 a.m. and 8:15 a.m., due to incoming traffic.** Students are tardy unless they are in line when the bell rings.

**P.M. STUDENT PICK-UP PROCEDURE:** Kindergarten students being picked up at 2:00 must be walked to and from the play structure. Parents must park on Estates Dr. or Park Blvd., not on the sidewalk and/or in front of the gate. Kindergarten students are yard-swept at 2:15 to Extended Care and billed at the drop-in rate, starting at 2:00.

**The P.M. pick-up plan is shown on Figure 2. Please note that the P.M. pick-up procedure differs from the A.M. drop-off procedure.** Kindergarteners through second graders must be met by parents in the waiting area and walked to cars.

All drivers must park to pick up any students. Students may not enter a car before it is parked.

Vehicles are permitted in the schoolyard parking lot no earlier than 3:00 P.M. Vehicles must be parked in the areas designated on Figure 2 during the P.M. pick-up period.

**Again, vehicles may not stop in the line of traffic (or along the side of the school building) to pick up students.** Older students are to walk safely to parked vehicles. Parents of younger children are responsible for guiding children from the waiting areas, using crossing guards, as indicated on Figure 2.

Supervision of students in the schoolyard ends at 3:30 P.M. Children waiting on school premises after 3:30 P.M. will be yard-swept to Extended Care, and the parents billed. No exceptions!

**RAINY DAY DISMISSAL:** On rainy days, students will remain in classrooms until 3:15 p.m. Drivers will need to identify themselves to the yard duty attendant, who will radio for students to be released. Extended Care students will go directly to the gym and children walking home will be dismissed separately.

**DOGS:** Dogs must remain in your car, not out on the yard. Please leave them with adequate ventilation.

**NO CARS ON PLAYGROUND DURING SCHOOL DAY!  
NO CELL PHONES WHILE DRIVING IN PLAYGROUND!**

## EMERGENCY PREPAREDNESS

**EARTHQUAKE / DISASTER EVACUATION:** In case of a disaster, please check in the student release area first for the whereabouts of your child. This area will be located, clearly marked, in the playground. Only people named on authorization forms will be permitted to take children off site. Parents may not go directly to classrooms or other areas to find their children. Keeping all the children calm is extremely important at this time.

Regular drills are performed by staff and students to prepare for earthquakes, fires and lock-downs due to dangerous intruders. Parents are notified of drills at Back to School Night. Specific evacuation instructions will be given by the authorities after a natural disaster. Schools will be given top priority in terms of evacuation. Please inform your children that, in such an event, it could be up to 3 days before they are reunited with you. Food and water are available at school. In case of a nuclear disaster, we will follow similar procedures to those followed for earthquake or fire, and rely on prayer.

**SCHOOL LOCKDOWN:** In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

1. Doors will be locked.
2. Drapes and/or blinds will be closed.
3. No one will be permitted to enter or leave the building.

Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

## **REGULATIONS ON THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

**GENERAL POLICY:** No pupil shall be given medications during school hours except upon the written, signed request of a licensed physician who has responsibility for the medical management of the student. All such requests must also be signed by the parent or guardian.

### **RESPONSIBILITY OF THE PARENTS OR GUARDIANS:**

1. Parents or guardians will assume full responsibility for the supplying of all medications.
2. No medications may be brought to school by students.
3. Parents or guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier any medication to be administered under the provisions of this policy.

### **RESPONSIBILITY OF THE PHYSICIAN:**

1. A request form for each prescribed medication must be completed and signed by the student's physician, signed by the parent or guardian, and filed with the school administrator or his/her designated representative.
2. The container must be clearly labeled with the following information:
  - Student's full name
  - Physician's name
  - Physician's telephone number
  - Name of medication
  - Dosage, schedule and dose form
  - Date of expiration of prescription.
3. Each medication is to be in a separate container labeled as above.

### **RESPONSIBILITY OF SCHOOL PERSONNEL:**

1. Students taking medication will be assisted by authorized school personnel in accordance with the physician's instructions.
2. All medications administered by school personnel will be kept locked in a secure place under appropriate temperature conditions.

**ASPIRIN:** The dispensing of aspirin will be treated as a prescription drug. No aspirin will be administered to students by any school personnel without written authorization from the students' physician.

Student use of over-the-counter (OTC) drugs (with the exception of aspirin) may be authorized by the parents through a signed Request for Medication form. Authorized school personnel will dispense the OTC medication in accordance with the parent's written instructions. Over the counter medication should be brought to school in its original sealed packages.

**(Refer to the back of the Handbook for a copy of the form, "REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS". )**

**EPI-PENS:** Use of an Epi-pen necessitates a 911 call.

## GENERAL HEALTH & ACCIDENT POLICIES

**COMMUNICABLE DISEASES:** In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles. Students who have restrictable diseases or conditions must be excluded from school and the school should be notified.

**IMMUNIZATIONS:** No child may be admitted as a student of a school unless/he has been immunized according to California Immunization requirements.

Documentation must be provided of a negative TB screening or a doctor's "No Risk" assessment done after the fourth birthday. The PPD-Mantoux test is the only acceptable screening test. It is recommended again in 5<sup>th</sup> grade.

As of the 2011-2012 school year, all students entering 7<sup>th</sup> and 8<sup>th</sup> grade will be required to provide proof of a Tdap (whooping cough) shot prior to the start of school.

**CONDITIONAL ADMISSION:** A student who lacks the required immunizations has one (1) week to begin immunization.

**REPORT OF INJURIES:** All injuries are to be reported to the office immediately. Parents or neighbors who are listed on the child's Emergency Card will be notified in case of a serious accident. Please try to include easy-to-reach back-up people on the emergency card, especially for major disasters and accidents involving head injuries (consider the distance from the school).

**INSURANCE CLAIM REQUESTS:** Where an insurance claim is involved in the case of a serious accident, a **School Accident Form** will be filled out by the principal or assistant principal. **Insurance Claim Forms** will be sent to the parents. (Orthodontic appliances are not covered.) These claims are secondary to the child's primary insurance carrier.



## MISCELLANEOUS POLICIES & INFORMATION

**VISITORS ON CAMPUS:** We are a closed campus. Visitors or guests to campus must enter through the front doors only. They must sign in at the office and obtain a sticker or badge to wear. This pertains to all parents/volunteers working in the library, computer lab, Capon, kitchen or classrooms. No one may go to the classrooms without checking in at the office first.

### **ALCOHOL POLICY:**

1. Alcohol will not be served or consumed on school premises during the workday or while children are present.
2. Alcohol will not be served by children.
3. Alcohol will not be stored on school premises.
4. Alcohol will not be served or consumed during any school-sponsored field trip by anyone.

**LUNCH PROGRAM:** Each child may come to school with his or her own lunch. Parents should clearly mark each lunch bag and provide any necessary utensils. Please note that we do NOT have microwave ovens available for your child to use. Lunch will also be provided daily by Choicelunch, a contracted service that parents will be invited to apply for. Orders for lunches will be taken online the month prior at [www.choicelunch.com](http://www.choicelunch.com) and are paid for directly to Choicelunch. Milk is also available through the Choicelunch program. Purchased lunches may not be given to another student without written permission. Choicelunch will not provide lunches on minimum days. Emergency lunches are NOT available if your lunch order is not placed. Be sure to complete the order process. It is your responsibility to cancel lunches when your child is sick or on field trip days.



**PARTY INVITATION POLICY:** Reminders are in order regarding the problem of birthday parties and hurt feelings.

**PLEASE BE AWARE THAT CHILDREN'S FEELINGS CAN BE NEEDLESSLY HURT WHEN THEY HAVE BEEN EXCLUDED FROM A BIRTHDAY PARTY.** *We ask that you make every effort to include all the boys, or all the girls, if at all possible, or only one or two from the class.*

Do not allow your child to hand out invitations or to discuss the birthday party on the school grounds if everyone has not been included. We attempt to teach the children to get along with each other in keeping with the *Christian spirit*. Please join us in the true spirit of Christian community by helping us avoid this needless hurt.

## PARENTAL RIGHTS, OBLIGATIONS & CHILD SAFETY

**CUSTODY AND RELEASE OF MINORS:** In order for the school to know who has custody it is imperative that emergency information is accurate and updated. No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized in writing by the parent or guardian. In the case of child abuse a police officer may talk to a child before parent notification. In order to cooperate with student and family needs, **the school should be informed of custody arrangements**. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school may ask for a legal verification of these arrangements in writing and signed. The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

**NON-CUSTODIAL PARENT:** This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**CHILD ABUSE OR NEGLECT:** Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

1. Physical abuse or corporal punishment.
2. Emotional abuse or deprivation.
3. Physical neglect and/or inadequate supervision.
4. Sexual abuse and/or exploitation.

School personnel are required by law to report any reasonable suspicion of child abuse. A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Penal Code Section 1166a)

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

**SAFE ENVIRONMENT FOR CHILDREN:** The Safe Environment for Children Project is mandated by the U.S. Conference of Bishops and our Diocese to ensure a safe environment for our children. There are several components to the program. There is a curriculum component for grades K-8 concerning child safety, with a special emphasis on child abuse and its prevention. The Diocese provides materials for classroom teachers.

**(PARENTAL RIGHTS, OBLIGATIONS & CHILD SAFETY, Continued)**

**Another component is the mandatory training of all staff members, parents, and volunteers each year.** The training will be offered on site, at neighboring sites, and online to ensure accessibility. If a parent or volunteer does not attend, s/he will be unable to work in a classroom, field trip or fundraiser where children are present. There is also a component requiring that all parents and volunteers be screened through the Megan's Law process. All staff members are fingerprinted as part of the hiring process.

The Diocese is in the process of setting up Lifescan fingerprinting for all volunteers, parents, relatives or friends who work with the children. We will notify parents when our placement in the Lifescan cycle is determined.

## PARENT INVOLVEMENT

**OUR NEEDS:** In order to provide our children with our many school enrichment programs at a minimal expense, our school needs active parental involvement. Through careful analysis, the school leadership and Parents' Group Board has determined that a 35-hour per family commitment is the minimum level of support needed to sustain these student-centered enrichment programs such as PEP, Capon, Library, Computer Lab, Arts Program, Hot Lunch, Sports Programs, and Classroom Aides. In addition, school development programs, fundraising endeavors and leadership positions on the School Board or Parents Group are also vital to our school's success.

**WHAT QUALIFIES:** Hours in support of the above mentioned programs qualify toward your 35 hour per family minimum. The online form should guide you in recording these hours appropriately.

**WHAT DOES NOT QUALIFY:** While we appreciate the countless extra hours many of you put in to make our parish school community a success, we must ensure that our basic school enrichment programs and the fundraising that keeps tuition down are a top priority for our parental hours. Therefore, activities that do not count toward parent involvement hours include (but are not limited to):

- Parish activities such as choir, greeters, readers, hospitality, etc.
- Social-oriented events (including class parent parties), informational meetings or parent-teacher conferences.
- Time spent on Crab Feed Auction parties are considered your donation to the Crab Feed and those hours are not included.

The Men's Club is important to our Parish community but only select activities are considered in direct support of the school. Those that do qualify are:

- Men's Club workday for school.
- Men's Club Crab Feed, Sports Award Banquet and Walk-A-Thon receive hours.

It is each individual's responsibility to find opportunities to complete your involvement hours. It is expected that when a commitment is made for a particular program, the commitment is for the entire school year. Arriving at commitments on time is crucial. Also, we ask that a job not be left in jeopardy by a volunteer. Please consult with the chairperson of the program should any problems arise and also if a substitute is needed. Families are able to specify on their registration forms the areas in which they would prefer to work. Preferences will be honored whenever possible; however, if certain programs lack volunteers, you may be asked to serve in those areas.

All volunteers should keep a record of the hours they work. Hours may be submitted online through the school's website or forms are available in the office to complete. Approximately every quarter hour should be submitted as described above. Any questions concerning hours should also be directed to the Vice President. **Hours for the current school year begin on July 1 and must be completed by the following June 30.**

By March 30 a family must have completed 75% of their hours or have a written plan for completion into the office or the registration packet will be held.

## **PARENT INVOLVEMENT (continued)**

Any family not completing the minimum 35 hour involvement commitment (25-hours for single custodial parents) will be assessed a \$35.00 per hour penalty for each uncompleted hour. A volunteer will be penalized in hours (equivalent to those not fulfilled) when a committed duty is not performed.

In order to volunteer in any area of the school, the volunteer must attend a Safe Environment meeting. This is mandated by the Diocese.

## FUNDRAISERS

**WALK-A-THON:** This is a great family community builder held early in the school year. It takes the work of many people to make this event successful. This year the proceeds will go towards technology upgrades and tuition assistance.

**CRAB FEED/SILENT AUCTION:** This event is usually held in January and is a joint fundraiser organized by both the Men's Club, a parish organization, and the Parents Group. It is a very special event that requires a lot of parent participation in planning and organizing as well as the physical set-up and take-down.

**eFUNDS PROGRAM:** Parents are strongly encouraged to participate in the eFunds program, one of the Parent Group's primary fundraisers. Safeway is the major participant, however many other stores also participate. Updates will periodically appear in the Newslines. Participants earn parent involvement hours.

**SHARES PROGRAM:** SHARES stands for **S**upporting **H**umanities, **A**rts, **R**ecreation, **E**ducation and **S**ports in our community and is a fundraising program offered through Lucky Stores.

**FUNDRAISING PLEDGE:** An annual pledge will be assessed and collected from each family with your annual registration fees. This money goes towards the Parents' Group pledge to the school's operational budget.

**SIXTH GRADE:** The sixth grade class has a fundraiser every fall to raise money for Camp Arroyo, an environmental science camp. They also sell baked goodies at the Parish Picnic. These fundraisers help families who need financial support for the camp fee. Remaining funds are divided among all the sixth grade parents to defray the full cost for all.

### PROCEDURES FOR RETURNED CHECKS FOR FUNDRAISING EVENTS:

1. A first notice will be sent by the fundraising committee bookkeeper to the delinquent person/family requesting payment within ten (10) days. A copy will be sent to the Parents Group Treasurer and the Principal.
2. A second notice will be sent from the Parents Group Treasurer stating: **NO MORE CHECKS WILL BE ACCEPTED.** The Parents Group Treasurer will advise all committee bookkeepers not to accept any further checks. A copy of the notification will be sent to the Principal. Payment will be expected in thirty (30) days.
3. The matter will be handed to the Principal for further collection. Payment must be received within the quarter or the child/ren will not receive a report card.
4. If payment is not received within the school year, the family will not be allowed to re-register without clearing the balance.

## **PARENTS' GROUP**

The Corpus Christi Parents' Group is an advisory body reporting to the principal. The main responsibilities of the Parents' Group are fundraising, parent education and social events to promote community building.

The Parents' Group consists of school parents that are voted into a two-year term by school parents. Open positions are voted on in May.

Fundraising Committee Chairs are volunteers that serve two or three year assignments. Room parents are volunteers that serve one year.

Parents' Group meetings are generally held on the second Monday of the month at 7:00p.m. in the Faculty Room, unless there is a holiday. Parents are welcome to attend any meeting(s).

### **ELECTED MEMBERS**

President	Andrea Horvath	763-4732
Vice President	Robin Laval	925-283-3891
Secretary	Dorothy Militar	420-1102
Treasurer	Finn Hennigan	922-9422
Assistant Treasurer	Patty Dunne	339-3179
Parliamentarian	Kim Walsh	530-8797
Room Parent Coordinator	Susan Hennigan	601-9540
Teacher Incentive Program (TIP)	Suzie Szuhaj	663-1501
Communications/Mentor Program	Sue Scott	482-0777
Fundraising Chair	Stacey Pugsley	531-6311

### **FUNDRAISING COMMITTEE CHAIRS**

Walk-a-thon	Danielle Hayes	836-1612
	Amy Spillane	444-4596
Silent Auction	Dana Young	601-7998
	Kim Kuesel	336-9894
	Anne Valva	663-0644
E-funds	Jack Brophy/ Bridget McKinstry	842-8189
Solicitations	Fiona Brophy	339-3669

### **EDUCATION PROGRAMS**

Parent Education Program (PEP)	Pam DeLuca	530-4741
Disaster Preparedness	Raewyn Cummings	530-4056

## **PARENTS' GROUP AND SCHOOL BOARD TEACHER INCENTIVE PROGRAM**

Over 7 years ago, our School Board formed a Teacher Incentive Task Force to identify key areas of teacher satisfaction and formulate a plan to enhance staff retention. Based on a detailed teacher survey and numerous brainstorming sessions, The Teacher Incentive Program (TIP) was born.

Today, TIP is more comprehensive than ever. Sponsored by both the School Board and the Parents' Group Board, it includes the following meaningful and effective activities:

- **Welcome Back Gifts** – On the first day of school all staff receive a gift.
- **Spring and Fall Dinners** – Special evenings during October and March are planned for the staff and their guests to eat, drink, and be merry.
- **Monthly Lunches by the 8<sup>th</sup> Grade Parents** – A monthly lunch prepared with love by our longtime parents.
- **Teacher's Wish List** – Twice a year teachers are asked for their list of classroom needs, then we'll pass along those "wishes" to you.
- **The Ticket Program** – When you have unused tickets to a sporting, theater, or other event, think of donating them to our teachers.
- **Free Entrance to the Parish Picnic and the Crab Feed** – Generously donated by the Men's Group.
- **Vacation Home Drawing** – A special treat for the teachers is a relaxing weekend at a donated vacation home. If you (or a relative/close friend) have a second home within driving distance, please let us know.
- **Happy Birthday** – All birthdays are acknowledged and celebrated.
- **Teacher Appreciation Day** – During the first week of May, we honor our teachers at school with an assembly, gifts, car detailing, and a luncheon.
- **Special Retreats by Katie** – The staff gathers for a spiritual retreat at the beginning of the year and a "surprise" outing at the end of the year.

## ROOM PARENTS

The primary responsibility of the Room Parent is to assist the teacher. This varies by grade and by teacher. Generally, Room Parents help in organizing class events/parties, arrange for field trip drivers and help with parent/teacher communication.

Auction Coordinators are responsible for the implementation of Silent Auction class projects in partnership with their grade's teacher and children.

### **KINDERGARTEN**

Room Parent	Meghan O'Leary	612-4382
Silent Auction Coordinator	Anne Swinney	415-748-8052

### **FIRST GRADE**

Room Parent	Luz De Palm	708-6814
Silent Auction Coordinator	Tracy Albert	325-1517

### **SECOND GRADE**

Room Parent	Cindy Kapp	338-0771
Silent Auction Coordinator	Kassy Batcheller	613-5541

### **THIRD GRADE**

Room Parent	Shawna Foster	452-3208
Silent Auction Coordinator	Caroline Van Remortel	517-7537

### **FOURTH GRADE**

Room Parent	Patty Parina	509-8345
Silent Auction Coordinator	Katie Goldberg	842-3145

### **FIFTH GRADE**

Room Parent	Amy Settlemier	520-9326
Silent Auction Coordinator	Michelle Beales	482-3343

### **SIXTH GRADE**

Room Parent	Catherine Hurley	836-6672
Silent Auction Coordinator	Matthew Luhn	289-9021

### **SEVENTH GRADE**

Room Parent	Julianna Stone-de Melo	415-990-9399
Silent Auction Coordinator	Jodi Pehanick	707-479-0385

### **EIGHTH GRADE**

Room Parent	Leslie Crosby	482-5316
Silent Auction Coordinator	Gina Gialis	339-7481

## **DUTIES OF ROOM PARENTS AND ASSISTANTS**

**ASSIST TEACHERS:** The primary responsibility of the room parent is to assist the teacher. This varies by grade and by teacher. Generally, room parents help in organizing class events/parties, arrange for field trip drivers and help with parent/teacher communication.

**ORGANIZE CLASS EVENTS/PARTIES:** The room parent is in charge of organizing a small celebration for the teacher's birthday as well as for the teacher's aide. A gift is traditionally given to the teacher and aide at the end of the school year from the class. Christmas gifts for teachers/aides are at the discretion of individual families. A note or card is always appreciated and adequate.

Both the room parent and assistant room parents help facilitate the planning of the in class parties and celebrations throughout the year. The teachers determine the class parties/celebrations.

**HELP WITH CORPUS CHRISTI PARENTS GROUP EVENTS:** Room parents and assistant room parents also provide ongoing support to the Parents Group Board for various events and important communication to the class families. The events are as follows, back to school breakfast (first day of school), Walk A Thon (October), Crab Feed and Auction (January), Grandparents Day (January), Seder Meal (March/April), Teacher Appreciation Day and luncheon (May).

**AUCTION COORDINATORS:** The auction coordinator organizes and executes the class auction project and makes reminder calls to class parents regarding donations to the Crab Feed Auction.

**OTHER INFORMATION:** It is not the responsibility of the room parent to be a conduit for complaints or suggestions. If parents do have concerns they should go directly to the teacher or Ms. Murphy when appropriate.

All school e-mails sent from the room parent coordinator should be copied and pasted to your class parents.

The teacher and the Board's room parent coordinator will communicate directly to the head room parent. The room parent should then inform all assistant room parents as needed.

All communication to the parents and/or teachers should be copied to Katie Murphy at [kmurphy@cndo.com](mailto:kmurphy@cndo.com) (per Diocese guidelines).

## **CLASS PARENT PARTIES**

If the class decides they want to have parent parties they must choose someone other than the room parent to organize. These parties are not events sponsored by the school. The following are suggested guidelines to keep these events within the mission of the school. Any parent in the class beside the room parent can fill this role. Room parents will fill this position by sending out an all class e-mail in September after Back to School Night, asking for a volunteer....

### Suggested Guidelines for the Parent Party Coordinator (PPC)

1. The PPC ensures they have all class e-mails from the room parent. E-mail addresses should only be used for party info and should not be used to send any non-school information.
2. Organize the traditional Mom's Ornament Party and or any other non-traditional parent parties that your specific class would like to have. The dates of the Mom's Ornament Parties should be coordinated with the schools Room Parent Coordinator via e-mail. This is to give all parents and teachers an opportunity to attend other class ornament parties.
3. The PPC organizes the parties but is not required to host the party/parties. To find a host the PPC should send a request via e-mail to their class families.
4. The PPC should ensure everyone in the class is invited and if not a potluck that costs are limited as to be all-inclusive to everyone invited.

## **SCHOOL BOARD**

**CORPUS CHRISTI SCHOOL BOARD** is a consultative body of CORPUS CHRISTI SCHOOL and is subject to the principal, pastor and regulations from the Diocesan School Department.

The Board consists of nine voting members elected by the parishioners and school parents for a three-year term. Three members are elected each May. The pastor, principal, and parents' group representative are ex-officio members.

The Board meets on the third Thursday of each month at 7:00 P.M. in the Faculty Room. All meetings are open to parents unless an executive session is called.

The Board attends Diocesan workshops for any updating of policy or information on upcoming programs.

The major responsibility of the School Board is the financial status of the school. The Board sets budget and tuition, and is also responsible for the admission policy, strategic planning, and development.

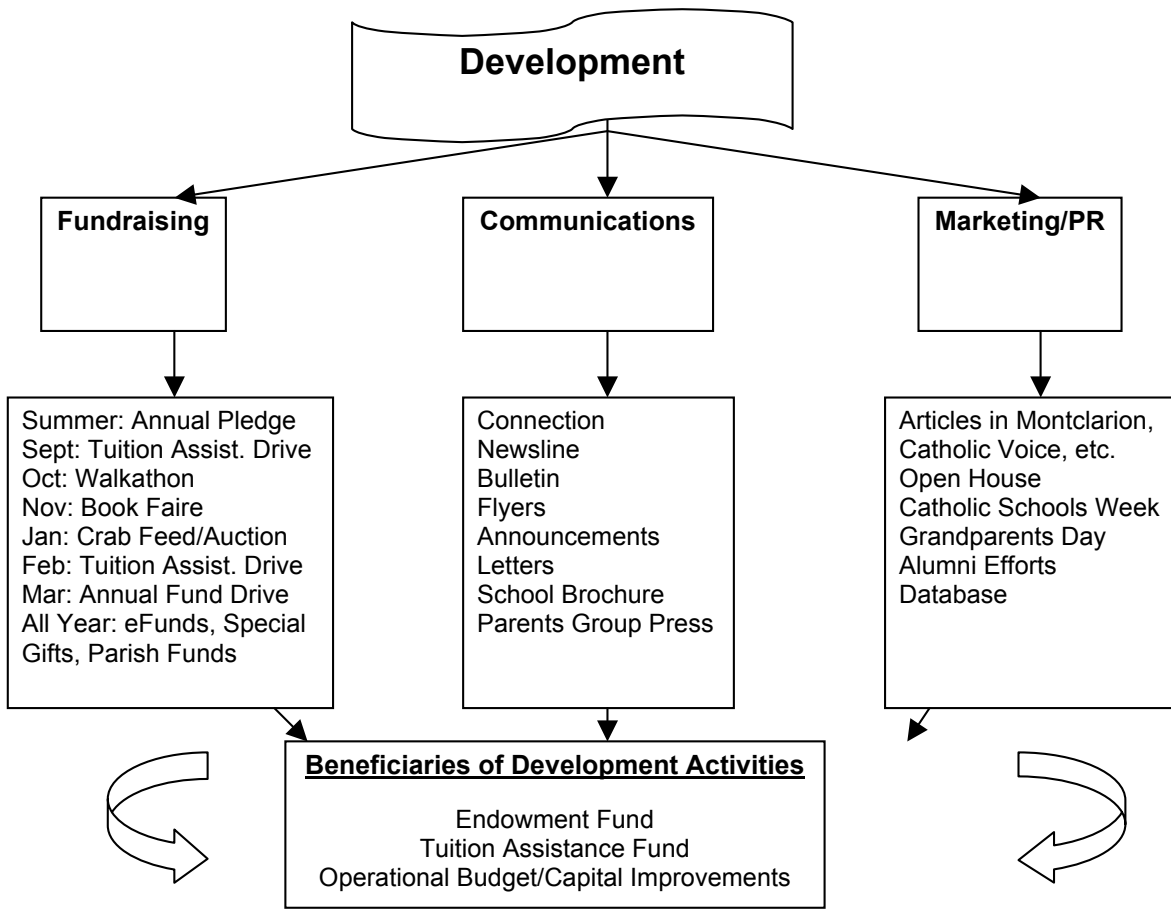
Detailed budgets, including specific items of capital outlay, are presented to the Board in March of each year. The budget includes a detailed comparison of the previous year's budget to actual costs. The budget is voted upon and approved in April of each year. Tuition is then set based on a finalized budget.

### **SCHOOL BOARD MEMBERS**

President:	Loretta Meyer	832-4922
Vice President:	Liz Harrigan	663-6995
Secretary:	Krysha Harrington	530-8436
Financial Chair:	Kim Aquino	531-9994
	Liz Crudo	336-3375
	Una Gilmartin	839-3283
	Mike Huaco	251-0543
	Steve Kapp	338-0771
	Greg Pritchard	922-8888

## DEVELOPMENT

The overall objective of Development at Corpus Christi School is to ensure that a quality Catholic education is available to and affordable for current and future generations of Corpus Christi families. Development efforts provide long and short-term financial stability for Corpus Christi School, its staff and the school community. This is done in three ways: a) through fundraising by the Parents Group, School Board, Men’s Club, etc., b) through internal and external communications to build and maintain long-term relationships with the school, and c) through external marketing and public relations to create pride and interest in Corpus Christi School.



There are three beneficiaries of development activities:

- **ENDOWMENT FUND:** The Endowment Fund is designed to help the school community far into the future. Yearly earnings from the Endowment Fund’s interest income will offset tuition increases after the fund has reached \$2,000,000.
- **TUITION ASSISTANCE:** The Tuition Assistance Program provides tuition assistance to those families who need financial help.
- **OPERATIONAL BUDGET/CAPITAL IMPROVEMENTS:** The school’s annual operational and capital improvement budgets are revised annually, under the direction of the Principal and consultation with the School Board. Tuition and annual fundraisers currently meet the needs of these budgets.

## DEVELOPMENT TEAM

**Development Chair**

**TBD**

<b>Fundraising</b>	<b>Communications</b>	<b>Marketing/PR</b>
Walkathon: <ul style="list-style-type: none"> <li>• Danielle Hayes</li> <li>• Amy Spillane</li> </ul>	Connection Editors: <ul style="list-style-type: none"> <li>• Kathleen Heafy</li> <li>• Elizabeth Murphy</li> </ul>	Enrollment Task Force: <ul style="list-style-type: none"> <li>• Alison Sanger</li> <li>• Deb Manca</li> </ul>
Book Fair: <ul style="list-style-type: none"> <li>• Molly Rogers</li> </ul>	Parents Group Press <ul style="list-style-type: none"> <li>• Kathleen Heafy</li> </ul>	Grandparents Day: <ul style="list-style-type: none"> <li>• TBD</li> </ul>
Silent Auction: <ul style="list-style-type: none"> <li>• Dana Young</li> <li>• Kim Kuesel</li> <li>• Anne Valva</li> </ul>		Public Relations: <ul style="list-style-type: none"> <li>• TBD</li> </ul>
Annual Drive: <ul style="list-style-type: none"> <li>• Sylvia Eggert</li> </ul>		
eFunds: <ul style="list-style-type: none"> <li>• Jack Brophy</li> <li>• Bridget McKinstry</li> </ul>		





**CURRICULUM:** In developing the general curriculum we commit ourselves to educating the whole child in an environment that nurtures spiritual, intellectual, emotional, social and physical growth. The foundations of the curriculum are based on Diocesan Guidelines, State Standards, and Common Core Standard. Applying directives from these documents, the general curriculum reflects the school philosophy and was developed to offer the optimum in each program to meet the students' capacities for learning.

As a school fully accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges, Corpus Christi evaluates key curricular areas annually and maintains high levels of professional development for its teaching staff.

**RELIGION:** The formal religion program establishes the heart of the curriculum. Priority is given to the comprehensive development of the subject not only through formal instruction, but, from religious experiences. The students practice their faith in the daily living of the Gospel message, frequent prayer, and Christian service opportunities. Incorporated into the religion curriculum is *Second Step*, a program helping students learn empathy, conflict resolution, and violence prevention. Grades 3-5 learn about bullying in Steps To Respect, a non-bullying program. Discipline With Purpose (DWP) helps students learn age appropriate behavior and self-control through 15 basic skills.

*Faith First*, Resources for Christian Living  
*Growing in Love Series*, Harcourt Religion  
The *Creation Series* for Family Life, Brown-ROA (Grades 5 & 6)

**LANGUAGE ARTS:** The integrated language arts program offers students a range of skills required to be effective listeners, speakers, readers, and writers. The whole-language approach is enhanced by phonics, a formal spelling program and structured grammar series. Younger students practice language skills, which are further developed throughout the grades. Junior high students enjoy classic novels and literature in addition to applying correct usage and mechanics required in spoken and written contexts.

*Invitation to Literacy*, Houghton-Mifflin  
*Literature*, Prentice-Hall  
*Spelling and Vocabulary*, Houghton-Mifflin  
*Grammar*, Houghton-Mifflin  
*Write Source*, Great Source  
*D'Nealian Handwriting*, Scott-Foresman

**MATHEMATICS:** Including standards developed by the National Council of Teachers of Mathematics, this comprehensive math program offers skill building and problem solving at each grade level. Calculators, computers, and a variety of manipulatives allow for exploration, discovery and mastery of the prescribed strands in math. An accelerated algebra program provides challenges for qualified students.

*Mathematics & Investigations in Numbers, Data, & Space*, Scott Foresman-Addison Wesley (K- 6)  
*Mathematics, Structure and Method, Course 2*, McDougal Littell (Grade 7)  
*Algebra Structure & Method, Book 1*, McDougal Littell (Grade 8)

## (CURRICULUM, Continued)

**SOCIAL STUDIES:** The goal of the social studies program is the development of literate citizens - individuals with the knowledge, skills, and civic values needed to become active and reflective participants in the world. Our program offers in-depth learning allowing the students time to explore topics, to practice skills in meaningful contexts, and to relate their learning to the world in which they live.

*Harcourt Reflections*, Harcourt (Grades K-5)

*Holt Social Studies*, Holt (Grades 6-8)

**SCIENCE:** Science is an active enterprise, made active by our human capacity to think. Scientific knowledge advances when scientists observe objects and events, think about how they relate to what is known, test their ideas in logical ways, and generate explanations that integrate the new information into the established order. Thus the scientific enterprise is both what we know and how we come to know it. The best way for students to appreciate the scientific enterprise, learn important scientific concepts, and develop the ability to think critically is to *actively construct* ideas through their own inquiries, investigations, and analyses. The FOSS program was created to engage students in these processes as they explore the natural world.

*FOSS*, (Grades K–5)

The research-proven strategies and materials, found in the Holt Science program, will help make an even more relevant and effective science program for middle school students.

*Science Plus*, Holt, Rinehart, Winston, (Grades 6–8)

**TECHNOLOGY:** Enhancing student achievement and learning are key to the goal of the technology program. Students become critical thinkers, problem solvers, and lifelong learners. Technology serves as the thread found throughout the general curriculum.

**FINE ARTS:** Valuing arts education as a vital part of being a whole person, we offer students experiences in which they are exposed to live performances, application, history, general appreciation, and creation of fine and performing arts.

*Jr. Center of Arts and Science*, (Grades K-3)

*Meet The Masters Program*, (Grades 4-8)

**SPANISH:** The discipline of studying a foreign language is explored by our students in a “whole” language experience. From songs and basic vocabulary to conversation and written skills, the students are exposed to Spanish in a course which provides them with proper pronunciation, social applications, and some grammar. This exposure invites the development of total language skills, whether in English or Spanish.

*En Espanol*, Houghton-Mifflin (Grades 5-8)

**SPECIAL NEEDS - STUDENT SUCCESS TEAM:** A Student Success Team consists of classroom teacher(s), resource personnel, and the principal. Together with the parents, the team exists to help meet the needs of any student who requires intervention and support beyond the usual classroom procedures. As needed, other professionals may be engaged to help set goals and decide on plans of action which might include academic accommodations or program modifications which will best meet the students’ needs. Our school provides a coordinator to work with students, parents & teachers to ensure success for a student who has been diagnosed with a learning difficulty.

## PARISH REPRESENTATIVES

School Board President:	Loretta Meyer	832-4922
Parents' Group President:	Andrea Horvath	763-4732
Pastoral Council President:	Sheila Johnson	338-1218
Altar Guild:	Debra Kalmon	531-5017
Men's Club:	Dennis Mockel	336-0209
Director of Religious Education:	Ankie Edgar	530-4343, ext 24
Jr. High School Ministry:	Maggie Johnson/Rene Noel	530-4343, ext. 25
High School Ministry:	Maggie Johnson	530-4343, ext. 25
R.C.I.A. Coordinator:	Raph Martin	530-4343, ext. 16
WINGS (Women In God's Spirit):	Gaby Miller	436-0265

### *Keys To Happiness*

**“Chant the beauty of the good  
With smiles and cheerful talk.  
Fill your songs with joyful  
words;  
Put lilt into your walk!  
Lift the loads of weaker ones  
And give them strength to  
stand.  
Pray with those with troubled  
hearts;  
Extend your helping hand!  
Share your happy, hopeful  
thoughts  
And greet each day with zest.  
Love each moment that you live  
And give the world your best!”**

*WILLIAM ARTHUR WARD*

**The school or the principal retains the right to amend this handbook for just cause.  
Parents will be given prompt notification if changes are made.**

**PLEASE SIGN AND RETURN TO SCHOOL OFFICE BY SEPT. 23**

**WE HAVE READ AND DISCUSSED THE INFORMATION IN THE CORPUS CHRISTI PARENT-STUDENT HANDBOOK AND AGREE TO ABIDE BY SAID RULES AND POLICIES.**

**STUDENT(S) SIGNATURE(S) :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**DATE :** \_\_\_\_\_

**IF ENROLLED IN EXTENDED CARE PLEASE SIGN BELOW THAT YOU AGREE TO ABIDE BY THE RULES AND POLICIES DEFINED IN THE EXTENDED CARE HANDBOOK.**

**STUDENT(S) SIGNATURE(S) :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_