

## ACADEMIC POLICIES

### 1. Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class.

Incomplete homework assignments and subject grades will ultimately affect the student's effort grade on the report card.

Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad. NO spiral copybooks are permitted.

### 2. Class Participation

Students are expected to:

- give attention and respect to the teacher at all times
- show respect and concern for other students by a willingness to share and to take turns
- actively participate in class by responding orally or in writing as circumstances dictate

### 3. Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time per night is suggested for homework; this includes both written and study assignments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

The School realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time.

In the event of absence or suspension, all homework and missed assignments are to be made up.

Parents may call the main office for homework before 10 A.M if the student has been absent for at least two days.. Student work also may be picked up in the main office after 2 P.M. or you may request the work be sent home with a sibling. No student assignments will be given prior to an absence due to a vacation.

Daily homework assignments must be written in the homework assignment book which is provided to the students by the school.

No one will be allowed into the building after dismissal for any reason.

4. Progress Reports

Progress reports are sent home approximately four weeks prior to the closing of the trimester. Learning not only cultivates intellectual skills, but also responsibility for one's actions; we will issue a progress report to every student each trimester.

5. Test Folders

Test folders, which include tests, quizzes, projects, and other forms of assessment, will be sent home weekly. The test folder will be sent home each Wednesday along with the Communication Envelope. Each student will purchase a folder that will be used for this purpose. To ensure communication between home and school, the parent/guardian will sign a confirmation sheet that will be placed on the inside of the folder. The sheet will indicate the date and number of assessments being sent home each week. Also, the assessments inside the folder must be signed as well. There may be instances when no assessments will be sent home; however, the parent/guardian must sign the sheet. These folders should be returned to the school the following day. Failure to return the folder within two days will result in a demerit.

6. Academic Probation

Our school encourages all students to reach their fullest potential through the academic program.

**Academic Responsibilities**

Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability.

A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for the next trimester. Evaluation of a student's progress is monitored, as follows:

- a. The teacher will note the student who is experiencing academic difficulties in either assignments or test scores, and contact the parent(s)/guardian(s) to inform them of the possibility of academic probation.
- b. The progress report issued prior to the report card will include a written notification citing the possibility of academic probation.
- c. Written verification that the child will be on probation will be forwarded to the parent/guardian.

### **Conditions and Consequences of Academic Probation**

- a. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.
- b. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format:
  - parent contact
  - bi-weekly progress reports
  - periodic meetings with the student
- c. If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
- d. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

### 7. Promotion or Retention

Student progress is monitored throughout the school year. At the first report card period, the parent/guardian is informed of the student's academic, social and emotional progress. In January, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification which must be signed and returned to the school administration.

Promotion or retention is at the discretion of the administration in consultation with the teacher.

8. Report Cards

Report cards are issued three times a year to students in Grades K through 8. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- at least five tests in the major subjects
- quizzes
- oral and written reports
- independent classroom work
- active participation in classroom lessons and activities
- homework
- class/individual projects

9. Standardized Testing

The Terra Nova Test is administered each year to students in Grades 2, 4, 6, and 8, and in Grade 3 to determine qualification for the Honors Math Program. The results are communicated to parents and are utilized by the school for curriculum planning.

10. Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the Administration and the eighth grade teachers.

11. Closing Exercises

Participation in closing exercises is a privilege, not a right. The School has the right to deny any student from participating in closing exercises if, in the view of the School, the student's conduct or academic or disciplinary record indicate that the privilege should not be extended.

**CODE OF CONDUCT**

**Discipline Code**

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school.

They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians both in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

**Disciplinary Procedure for Kindergarten to Grade 3** usually will be handled individually by the classroom teacher. A conduct referral may be issued if the behavior warrants it.

**Disciplinary Procedure for Grades 4 to 8** will be based on a demerit system (see below) following the criteria of the report card grading system. Infractions will be assigned a point value based on the severity of the infraction. After fifteen (15) points have been accumulated a detention will be issued. These points will continue to accumulate toward the fifteen point total over the entire year, not just a trimester. After a second detention a parent conference will be required. Detention is served on Thursdays from 3:00 until 4:30 P.M. Students **MUST** serve the assigned detention.

### **Harassment**

The School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

**Sexual Harassment is unacceptable conduct and will not be tolerated.** Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the Principal and is available upon request.

### **Violent/Threatening/Harassing and Inappropriate Conduct**

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct – either by a student or a parent/guardian - includes, but is not limited to, the following:

- a. disrespectful behavior of any kind toward or about any staff, student, volunteer or parent;
- b. insubordination;
- c. fighting;
- d. bomb scares or triggering other false alarms;
- e. cheating or plagiarism;
- f. use or possession of drugs or alcohol;
- g. smoking;
- h. stealing;
- i. intimidation, harassment or threats of any kind; and
- j. possession of any weapon.

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

Verbal or written threats to a teacher, another student or any staff member will result in:

- Investigation by the administration, which includes interviewing students
- Informing the Pastor and the Office of Catholic Education
- Possible search depending on outcome of investigation and interview
- Possible police contact
- Parent notification
- Disciplinary action, if appropriate

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

### **Demerits**

The following chart is only a guideline for the classroom teacher in the issuance of demerits. It is not an all-inclusive list of conduct that violates the Discipline Code. The number of demerits may be adjusted accordingly by the teacher/principal.

The following infractions may warrant at least one (1) demerit per infraction:

- a. **Not prepared for class** – not having proper supplies or books for class repeatedly. Demerit will be issued after the first warning.
- b. **Improper behavior** – including, but not limited to disturbances in class/playground/lunchroom; *i.e.* note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- c. **Cheating** – the taking or giving of schoolwork that is not one’s own – or if the teacher has probable cause to suspect such an action.
- d. **Disrespect** – any improper attitude displayed towards any teacher, staff member, volunteer parent, and administrator or fellow student.
- e. **Abusive language** – any inappropriate language used on school premises.
- f. **Forgery** – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- g. **Invading the privacy of another’s desk** – teacher or student.
- h. **Gum chewing/eating in class** – gum is not permitted in school, including the school/church/parking lot; snacks may be eaten only at the designated time.
- i. **Dress code violation** – any infraction of the uniform dress code.
- j. **Damaging any school, church or personal property.**
- k. **Failure to return a signed demerit slip** – demerits must be returned within two (2) school days.

- l. **Unsigned test papers/mark sheets** – tests and mark sheets must be returned within two (2) school days.
- m. **Out of bounds** – any student who is in the wrong place at the wrong time.
- n. **Other** – any other behavior that warrants attention not specified on the above list.

**Serious infractions may result in an immediate suspension or dismissal and apply when students are in school, on a bus, or at a school-sponsored function. Examples of Serious Infractions include the following:**

- a. **Truancy** – unexcused absences.
- b. **Violent behavior** – any fighting or behavior that causes physical injury or has the potential to cause injury.
- c. **Blatant disrespect for authority** – to any adult in the building.
- d. **Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.**
- e. **Irreverence** – in church or in school at anytime.
- f. **Vandalism** – destruction or defacing of parish or school property.
- g. **Profane/obscene language or gestures or engaging in immoral conduct.**
- h. **Possession of any item which may present a danger to others in school or out.**
- i. **Cutting class.**
- j. **Leaving campus without permission from a school authority.**

#### **Procedure for Demerits**

When a student receives a demerit, the parent/guardian must sign it on the night issued. It must be returned the following day to the issuing school official. **A parent/guardian's signature indicates that the parent/guardian has seen the demerit. It does not indicate the parent/guardian's permission for the student to receive the demerit. The teacher issuing the demerit and the principal already have made that decision.**

## Suspensions

Just, appropriate disciplinary policies are essential educational processes, which include procedures, which are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Suspension may lead to dismissal. The Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

### **Procedures for student suspensions:**

- a. Infractions of a serious nature, as determined by the School.
- b. Parents/Guardians of the student will be informed in writing of the suspension as soon as practicable.
- c. Suspensions will be implemented [in-School or out of School], at the discretion of the Principal.
- d. Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- e. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- f. Where possible, a student will be referred to a counselor for counseling.
- g. Signed agreement of parents and a written report of the suspension will be filed in the student's record.
- h. Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parents.

## Dismissal

- a. After two (2) formal suspensions, a student may be dismissed.
- b. Students who are dismissed may apply for readmission after one full year. The School will determine whether re-admittance is appropriate.
- c. In certain instances the infraction may warrant immediate dismissal. The School reserves the right to dismiss any student at any time where the

School considers the conduct of the student or parent/guardian to be inconsistent with School policy, the good of the School community or Catholic teachings.

- d. Parents/Guardians of the student will be informed in writing of the dismissal as soon as practicable.

### **Lockers**

Lockers are available to students in the new wing: grades 6, 7, and 8. Students in these grades will be assigned a specific locker which they must use. Students are not allowed to use other students' lockers or unused lockers.

Students may go to their lockers upon morning arrival at the time designated by their homeroom teacher. Teachers will dismiss students to the lockers at appropriate times during the school day. Students are not permitted to go to their lockers during class change time.

Periodic checks by the administration of students' lockers will be made.

Although students' lockers are the property of Corpus Christi School, the school is not responsible for lost or stolen items stored in the locker.

### **ADMISSIONS**

Our School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The School endeavors to accommodate students with special needs, as the School's resources and capabilities reasonably permit. The School reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The School follows North Penn School District's age requirements for admission. In the case of children coming from different public schools districts, the School administration determines the admission date. For example: A student who is 6 years old by September 15<sup>th</sup> is eligible for first grade. To be eligible for admission to kindergarten, children must be 5 years old by September 15<sup>th</sup>. The necessary forms and certificates for admission are:

- a. Birth Certificate.
- b. Baptismal certificate if not baptized at Corpus Christi Parish
- c. A certificate of immunization that must be updated and available for confirmation. See below, "Health."

## **REGISTRATION GUIDELINES**

Families are accepted into the School in the following preferential order:

- a. Parishioners living within parish boundaries with Catholic children already enrolled in the school.
- b. Parishioners living within parish boundaries who are new to the parish school community.
  - (1) Students transferring from other Catholic schools.
- c. Parishioners living outside parish boundaries with children already enrolled in the school.
- d. Registered parishioners living outside the parish boundaries enrolling at Corpus Christi School for the first time.
- e. Catholic students coming from a parish without a school.
- f. Catholic students coming from a school which has closed its school enrollment.
- g. Non-Catholic students.

### **Registration**

Registration for Pre-School, Kindergarten students and other students new to our school takes place in February. This registration is only for new students. Registration information is communicated through the school communication envelope and the parish bulletin. There is a non-refundable fee due at the time of registration.

### **Re-Registration**

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family through the weekly communication envelope prior to the next school year. All financial obligations must be current before re-registration can be processed.

## **ADMISSION OF NON-CATHOLICS**

Our school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of Faith. Our school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

- a. The permission of the Pastor is obtained.
- b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- c. The parents/guardians agree in writing to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program.
- d. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- e. The parents/guardians agree in writing to assume responsibility for all financial obligations.

### ASSEMBLIES

**The primary purpose of school assemblies is educational.** Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

### ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

- a. **Absences** - The policies regarding this area are as follows:
  - i. A student who has been absent from school, even for one day, is required to present a written note signed by the parent/guardian that states the reason for the absence to his homeroom teacher.
  - ii. A doctor's certificate may be required for absence of an extended nature (3 days).
  - iii. If your child is going to be absent or arrive late at school, you are required to call the school. Please leave a message on voice mail.
  - iv. The number to call to report absences or lateness is listed at the front of the handbook. Please call by **10:30 A.M.**

If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.

- iv. In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- v. Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.

b. **General Supervision of School Grounds**

The School grounds generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The School has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

c. **Arrivals**

A child must come directly to the classroom between 8:00 A.M. and 8:25 A.M. Parents are asked not to leave a child at school before 8:00 A.M. Teacher supervision of students begins at 8:00 A.M.

d. **Dismissals**

Children are dismissed from their classroom by their teachers at 3:00 P.M. No child may leave the building prior to dismissal without the Principal's permission.

e. **Early Dismissal - Individual Students**

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the "Student Sign-Out Book," in order to have your child released from school. Parents may **NOT** go to their child's classroom; the child will be called to the office. In order to facilitate the safe and orderly dismissal of all school children, no students may be picked up as early dismissals after 2:50 P.M.

f. **Emergency Closings**

In the event of an unplanned emergency dismissal, including weather-related emergencies, every effort will be made to contact you so that your child may go home on the regular bus routes unless you direct us otherwise. Verbal contact must be made. If we are unable to make verbal

contact you will need to pick up your children at school. Please submit all required information on the Emergency Dismissal Form which you will receive every September.

**g. Emergency Contact Forms**

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parent/guardian in the event of an emergency. Every change of address, phone number or family name must be reported to the Principal as soon as possible. Up-to-date records are needed in case of an emergency.

**h. Lateness**

A student who arrives late for school must

- a. report to school office
- b. present a note from his/her parent explaining the reason for the lateness and obtain a late slip which should be given to their teacher.

Consistent unexcused lateness will be considered parental neglect, which will be reported to the student's local public school district for further investigation. Lateness, of course, impacts on a perfect attendance record and constitutes a serious infraction.

**i. Vacation Policy**

The planning of family vacations is strongly discouraged during the school year. Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year. The repeated taking of vacations during school time may be grounds for dismissal. In the event that a child does go away, all work must be made up when the child returns to school. Work will not be given prior to the student leaving school.

**j. Perfect Attendance**

Certificates will be awarded only to those students who arrive on time and remain until dismissal every day the school is in session.

## **BOOKS AND MATERIALS**

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number.

Lost items will be returned if they can be identified. Other lost items will be placed in the lost and found box in the school office.

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the School.

Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation.

Damage to neighborhood property on the way to and from school reflects on both school and home training.

## **CELLULAR TELEPHONES/PAGERS/HANDHELD ELECTRONIC GAMES**

Cellular telephones, beepers, pagers, handheld electronic games, personal CD players, and other items that, in the view of the School, may be distracting or disruptive to the learning environment, are not permitted in the School. No student may carry a cell phone on their person. Cell phones are to be turned off and remain in the student's backpack in the class and/or locker until dismissal.

## **COMMUNICATIONS/STUDENT RECORDS/RELEASE OF STUDENTS**

### **a. Legal Custody Issues**

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

b. **Conferences**

Parent-teacher Conferences are scheduled at the first trimester report period for Grades K to 8.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority - the teacher, the principal, or the pastor. Parents are expected to begin any discussion with the classroom teacher. If a mutual agreement cannot be reached, then the parents should contact the principal and then the pastor in that order. The better the communication, the easier to direct your child in his/her educational endeavors.

**Teachers may not be interrupted during the school day:** lunches, birthday treats, messages, forgotten books, etc. should be left at the office with the child's name and room number.

c. **Family Communication Envelopes**

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communications include this handbook, a monthly calendar of events, family envelopes which go home weekly with the youngest and/or only in each family (on Wednesdays), test folders, parent-teacher conferences, Home and School meetings, Progress Reports and Report Cards.

It is the responsibility of the youngest child in each family enrolled at the school to provide the parents with all written communications. **Parents are asked to check book bags and folders regularly for such communications.** Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should be instructed not to deliver items directly to the office.

d. **Student Records**

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/guardian with legal custody.

e. **Release of a Child**

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

**COMPUTERS–ACCEPTABLE USE POLICY**

a. **Purpose and Goals**

Computers are a valuable tool for education and one of this school's purposes is to encourage the proper use of computer related technology, including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy set forth below:

- to provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology

- to encourage critical thinking and problem solving skills, which will be needed in this increasing electronic and global society.

b. **Responsibilities of User**

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The School will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

c. **General Requirements for Use of the Internet**

- All users are required to take simple Internet training from the computer coordinator or his/her designee.
- All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the School and set forth below.

- Only students issued passes or permission and have completed training may use the School's computers to access the Internet.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- Transferring copyrighted material to or from the School without express permission of the owner may be a violation of federal law. The user must insure that this does not incur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- E-mail accounts through the School may be restricted and/or monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the School.
- The system operator has the right to monitor all computer activity without prior notice to the user.
- The School may impose additional rules and restrictions at any time.

**d. Discipline**

Violations of these rules will be handled by the computer education coordinator and the School administration.

**e. Student Rules**

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.

- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or School computers is prohibited.

Violations of any of these rules may result in any or all of the following, the discretion of the School:

- Loss of Internet access privileges
- Disciplinary and/or legal action by the School, law enforcement or other involved parties.

**f. Student Access Contract**

Use of the School's computer resources requires that the student and his/her parent(s)/guardian(s) sign the following Student Access Contract which is sent home in the Family Communication Envelope. Please sign the copy and return it to the school office.

CORPUS CHRISTI SCHOOL  
ACCEPTABLE USE POLICY  
FOR TECHNOLOGY  
Catholic Schools of the Archdiocese of Philadelphia  
Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State or local laws, and the Archdiocese of Philadelphia and Corpus Christi School.

My signature below and that of my parents(s) or guardian(s) means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian: We ask that you review this policy with your child and sign below:

**Student Access Contract**

I hereby release Corpus Christi School and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against materials that as outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for Corpus Christi School. I hereby give my permission for my child to use the Internet and will not hold Corpus Christi School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## DRESS CODE

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly.

**Any student not in compliance with the dress code will receive a demerit.**

Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the Administration.

All students are to be in full summer uniforms on the first day of school. Winter uniforms begin in October as announced by the administration. Summer uniforms may be worn beginning in the spring at a date announced by administration.

**ALL SOCKS, INCLUDING GYM SOCKS, MUST BE WORN ABOVE THE ANKLES.**

**NO COLORED OR PRINTED TEE SHIRTS MAY BE WORN UNDER THE UNIFORM SHIRTS.**

**ALL GOLF SHIRTS AND OXFORD CLOTH BLOUSES ARE BANDED.**

Summer Uniforms: Girls K-4 – Tunic with a Peter Pan collared blouse or walking shorts with a dark belt and a white embroidered golf shirt and navy blue crew or knee socks.

Summer Uniforms: Girls 5-8 – Kilt or walking shorts with a dark belt and a white banded embroidered golf shirt or oxford cloth blouse and navy blue crew or knee socks. Skirts must be worn at an appropriate length. They may not be any shorter than 2 inches above the knee. Skirts may not be rolled at the waistband. Shorts may not be rolled at the waistband.

Summer Uniforms: Boys K-8 – Gray dress slacks or navy walking shorts with a banded white embroidered golf shirt, dark belt and dark socks with slacks, white socks with shorts.

Winter Uniforms: Girls – K-4-Tunic with a Peter Pan collared blouse or white turtleneck and a CCS navy cardigan sweater or walking shorts with a dark belt and a Peter Pan collared blouse or white turtleneck which may be worn with a CCS navy cardigan or CCS sweater vest. Navy blue tights or knee socks with tunic; navy blue tights with shorts.

Winter Uniforms: Girls 5-8- Kilt or walking shorts with a dark belt and a white banded oxford blouse or a white turtleneck and a CCS navy sweater or CCS navy sweater vest. Navy blue tights or knee socks with kilt; navy blue tights with shorts.

Winter Uniforms: Boys – K-8- Gray dress slacks with white oxford shirt and school tie or white turtleneck. A CCS navy sweater or CCS navy sweater vest may also be worn as part of the winter uniform. Dark belt and dark socks.

Gym Uniform: All students – K-8 – white banded golf shirt, navy mesh shorts in summer, CCS sweatshirt, navy sweatpants in winter, white socks and sneakers.

No “wheelies” or flip flops may be worn at school at any time, including dress down days.

All uniforms except the gym uniform should include a sturdy dark school shoe. School shoes must be cut below the ankle. No boots or athletic shoes may be worn as part of the uniform. Girl’s shoes should have a low, flat heel so as to avoid tripping or falling on stairs.

**a. Hair Styles/Grooming**

Student’s hair is to be neat and clean, and groomed conservatively. No extreme styles. For boys, this means that no hair touches the collar or falls below the eyebrow. No makeup or nail polish. Students are expected to come to school in a state of cleanliness.

**b. Jewelry**

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring only in each ear). Boys are not permitted to wear earrings. Bracelets, both ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted.

**c. Out of Uniform**

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child’s teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

**DRESS DOWN DAYS**

**UNIFORMS ARE NOT REQUIRED ON THESE DAYS**

A donation of \$1.00 per child is requested. The money collected is used for educational materials or for charity. The Outreach Committee is responsible for the collection of these monies.

Children must be dressed appropriately for school.

Shorts must be of an appropriate length and can only be worn when the summer uniform is being worn. No tee-shirts with inappropriate words or sayings may be worn. Students should be mindful to dress conservatively, appropriately and modestly for school – no tank tops, bare midriffs, pajamas, flip-flop shoes or “wheelies”. Final approval/disapproval is at the discretion of the Administration. Parents may be called to provide appropriate clothing if necessary.

### **Field Trips/Class Trips**

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities that the School deems to be high risk. Each student’s parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. A field trip parent consent form must be signed by the parent(s)/guardian(s) and the student.

A class trip is a privilege, which can be taken away if a teacher or administration deems it appropriate. This privilege may be revoked following any suspension or the accumulation of 30 demerit points. A parent may be asked to accompany a student who has accumulated 30 demerit points or served two detentions.

If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the School. The child must attend school on the day of the trip or be marked absent.

### **GYM**

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the Principal.

For information regarding the gym uniform, please see Gym Uniforms, under “Dress Code.”

### **HEALTH**

#### **a. Medical Records**

The Commonwealth of Pennsylvania has mandated that all children entering the Kindergarten or First Grade present documented proof that the following immunizations have been received:

Diphtheria, 4 doses Toxoid - one after the fourth birthday  
Tetanus, 4 doses Toxoid - one after fourth birthday

Polio, 3 doses Trivalen Oral Vaccine  
Measles, 2 doses of vaccine  
Rubella, 2 doses of vaccine  
Mumps, 2 doses of vaccine  
Hepatitis B, 3 doses of vaccine

After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between four and six years of age. This should be followed by a Diphtheria-Tetanus booster between 14 and 16 years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

The State does not require Pertussis, Haemophilus influenza B (HIB) or Smallpox vaccination but parents should check with physician for current practices.

Each child is required to have a Tuberculin Tine test within a three-month period prior to entering school.

**b. Nurse**

A registered nurse is provided by the public school district according to the school's enrollment, on days selected by the public school district. The parish provides a nurse on all other days. The nurse is available from 8:30 A.M. until 3:00 P.M.

The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

All students are screened yearly under the State-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

**c. Accident/Illness At School**

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called.

No medicine of any kind, including aspirin, may be given to the student. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

**d. Medications**

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it should be taken by the student in the presence of the school nurse, the district nurse or the school administration. The school or district nurse or school administrator will record the date, time, medication, amount administered and by whom.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not allowed for students to carry a full prescription bottle to be taken back and forth daily.

Students requiring medical attention must report to the nurse. No medications should be placed in lunch boxes or school bags for students to self-administer. All medications must be taken in the nurse's office or the administrative offices.

**LIBRARY**

The school library is staffed by a librarian and is available to the students during the school day. Books may be taken out once a week. A fine will be levied on overdue books. Damage or loss of books will result in the parent(s)/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.

**LUNCH AND SNACKS**

All students stay for lunch during the school year. The 40-minute lunch period is divided into 20 minutes for lunch and 20 minutes for play. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom teacher and forwarded to the office. The child must have an adult with him/her when leaving for and returning from lunch.

Lunch recess is monitored by a lunch monitor and one teacher for each section of recess time.

Please include in your child's lunch box a paper placemat or paper towel to place under his/her lunch. Also include at least two napkins in the lunch box. This is most appreciated as a means of helping with the clean-up at the end of each lunch period. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed. Respect and courtesy are to be shown to the monitors and teachers who supervise and assist during this time.

### **INVOLVEMENT OF PARENTS/GUARDIANS**

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings or the law.
- Taking an active role in the Home and School Association.

The failure of a parent/guardian to take seriously his/her responsibilities in this area are grounds for action by the School, including dismissal of the student.

## **SAFETY**

### **a. Fire Drills**

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

### **b. Shelter In Place** and lockdown drills are held as necessary to familiarize students with the procedures.

### **c. Regulations**

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office.

## **SMOKING**

The school premises are a smoke-free environment. No smoking is allowed in the school building. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal.

## **STATIONERY**

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. Materials are purchased in May for the next school year. Previously purchased stationery will be supplied to each homeroom during the first week of school. During the school year, stationery items can be purchased in the school office on Wednesday.

### **TELEPHONE - SCHOOL OFFICE**

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the Principal. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

Students are not permitted to use cell phones while school is in session.

### **TRANSFER OF STUDENTS**

If a student is transferring to another school, school records will be forwarded to the child's new school upon request from that school. Academic records will not be forwarded until all financial responsibilities to Corpus Christi Parish have been met.

### **TRANSPORTATION**

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Transportation changes will not be made over the phone.

#### **a. Bus**

Some local public school districts provide bus transportation for students who reside at a distance greater than one mile from the school.

Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the same bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher and the principal asking permission for this exception.

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office of the local public school district.

Students may only ride buses of the district in which they reside, (e.g., students who live in the Souderton Area School District may **NOT** ride North Penn buses).

**b. Car Pick-up**

Parents who pick up students must park their cars and meet the students at the school dismissal area. Running is prohibited. A teacher will oversee car pick-up procedures daily.

**TUITION**

Our school provides quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in the spring for the following school year. The School also may impose fees for other items, such as extracurricular activities, field trips, books, and registration. This information is communicated to the school parents/guardians through the weekly communication envelope.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the School. The Pastor and Administration review the tuition records on a quarterly basis. The trimester student report card will not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the Pastor or the School. In addition, the School reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not made in a timely manner.

**VISITORS**

Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office.

Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 7:45 A.M. and 3:15 P.M., unless the Principal gives permission for such a visit.

All visitors must report to the school office, sign in the Visitor's Log and obtain a visitor badge when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

## VOLUNTEERS

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families, which helps in building a strong learning community. Volunteers assist in some of the following ways:

Library Aides	Classroom Aides
Teachers Aides	Typing Aides
Computer Lab Aides	Technology Aides
Extracurricular Activities Aides	

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form will be sent home in the family envelope at the beginning of the year for those parents or family members that would like to share their time and talents with us.

Every student is expected to show courtesy and respect to all volunteers.

Every volunteer in our school needs to have a Pennsylvania Criminal Record check and Abuse Check. Additionally, parents must attend a Safe Environment Class. These clearances must be in force before volunteering in any capacity. The school will send home forms to all new parents. Please note that the Criminal Records and Abuse Check must be renewed every five years.

## AUXILIARY SERVICES

### STATE FUNDED PROGRAMS

Act 190/95 Book Funding

Bus transportation services

### MONTGOMERY COUNTY INTERMEDIATE UNIT - NON-PUBLIC SCHOOL SERVICES DIVISION

The Intermediate Unit runs our largest state-funded program, Act 89, which provides remedial reading, remedial math, guidance and counseling services, speech, and psychological services to a non-public school student in Montgomery County. These services are provided to all students who have a need in any of these areas.

### FEDERALLY FUNDED PROGRAMS

Title I

## HOME AND SCHOOL ASSOCIATION

The Home and School Association of our parish school has set as its objective the advancement of Catholic education and the welfare of all of the school's children. It strives to enhance the parents' and teachers' role in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted through the school office.

The Home and School Association has always and continues to play an important role in raising funds to support school programs, equipment, renovations, and educational materials.