

Corpus Christi Catholic School



Family Handbook

Revised November 2024

CORPUS CHRISTI CATHOLIC SCHOOL
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STUDENT-PARENT HANDBOOK

This handbook contains certain policies and procedures of Corpus Christi Catholic School. Corpus Christi Catholic School may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY CORPUS CHRISTI CATHOLIC SCHOOL POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND CORPUS CHRISTI CATHOLIC SCHOOL.

MISSION STATEMENT

We the students and faculty of Corpus Christi Catholic School embrace our name, Body of Christ. Our mission is to be the Body of Christ in everything we do; wherever we go and in whatever we say. We respect the dignity of every person and share our message of hope. We want to follow the example of Jesus in our thoughts, words, and actions.

Be the Body of Christ.

Corpus Christi Catholic School is a full and official member in the Middle States Association of Colleges and Schools

In 2011 and 2022 CORPUS CHRISTI CATHOLIC SCHOOL WAS NAMED A NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE BY THE UNITED STATES DEPARTMENT OF EDUCATION

MEMORANDUM OF UNDERSTANDING

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated on programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the Archdiocese, or religious community.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the Archbishop.

As a parent/ guardian desiring to enroll my child in a Catholic school, I accept this

memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic school.

Administration

The responsibility for the administration of all parish organizations rests with the pastor. The principal of the school, in cooperation with the pastor, is the chief administrator of all functions that have anything to do with the school. The principal initiates programs, directs and supports the faculty, and is an integral part of all decisions that affect the children of Corpus Christi Catholic School.

Admission Policies

Our school admits students of any race, color, creed, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. Corpus Christi Catholic 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.

Our school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. Corpus Christi Catholic School reserves the right to decline admission or to impose reasonable conditions of attendance where circumstances indicate.

To enter Corpus Christi's PreK program, a child must be three by September 1st . A child who is five years old by September 1st is eligible for kindergarten. To enter first grade, a child must be six by September 1st. Re-Enrollment for current students of Corpus Christi Catholic School is in December followed by enrollment of new families.

Required Registration Forms

- Baptismal certificate (unless baptized at Corpus)
- Birth certificate
- Medical and academic records from any previous school the student may have attended.
- Medical records – Immunization is required as a condition of attendance at any public or parochial school. The required immunizations are:
 - Hepatitis B – 3 doses

- Diphtheria and Tetanus – 4 doses, one dose administered after the fourth birthday.
- Poliomyelitis – 3 doses
- Measles, Mumps, Rubella – 2 doses
- Varicella (Chicken Pox) – 2 doses or written verification of occurrence of Chicken Pox
- 7th grade students only: Meningococcal Conjugate (MCV) & Tdap (tetanus, diphtheria, acellular pertussis) – 1 dose

Re-Enrollment

Families registered in our school are required to re-enroll annually. Re-Enrollment information for the following year is forwarded to each family through the school communication channels in January prior to the next school year. All financial obligations must be current before re-enrollment can be processed.

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 October for the following school year. The school may impose additional fees for other items, such as field trips or activities fees. This information is communicated to the parents/guardians through weekly communication channels or through the classroom.

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 tuition records periodically and reserve the right to withhold reports cards, application forms, student recommendations, field trips, activities to dismiss students, and/or withhold school records if tuition payments are not paid in a timely manner.

Parents/guardians experiencing financial difficulties should make arrangements with the Pastor for payment of tuition.

Admission of Non-Catholic Students

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 students so that they may live a full Christian life.

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

- The permission of the Pastor is obtained.
- Adequate facilities and space are available, without denying the admission of eligible Catholic students
- 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.
- The parent/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- The parents/guardians agree in writing to assume responsibility for all financial obligations.

Order of Acceptance for Admission for New Students

1. Registered parishioners of Corpus Christi and St. Maria Goretti with Catholic children already in school.
2. Registered parishioners of Corpus Christi and St. Maria Goretti who are new to the parish school community.
3. Students transferring from other Catholic schools.
4. Catholic students coming from a parish without a school and NOT assigned to another school.
5. Catholic students coming from a parish which has closed due to school enrollment.
6. Non-Catholic students.

Legal Custody

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.

The school may require parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. A copy of this agreement will be kept on file in the business office.

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.

The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate meetings for parents. It is the responsibility of the parent/guardian to communicate such information to each other. A child will not be released to a parent/guardian who does not have physical custody, without the written consent of the custodial.

Academic Policies

The curriculum of Corpus Christi Catholic School follows the guidelines established by the Office of Catholic Education of the Archdiocese of Philadelphia. Textbooks are approved by the Archdiocese and reviewed and updated as needed. Religion textbooks are purchased by the students; other texts are purchased through state funding.

Under the guidance of the Office of Catholic Education, faculty and administration exert constant efforts to provide a balanced, well-organized, and continuous curriculum. Periodic evaluations and standardized testing, as well as faculty in-service, help to ensure the strength of educational programs.

Preparation for Class and Class Participation

Students are 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.

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

Books

The students are expected to treat all textbooks with proper care and respect. Every textbook and workbook must be covered at all times. These covers are to be kept neat and clean. Neither the covers, nor the books themselves, should be defaced in any way. Damaged or lost books, including library books, must be replaced at the student's expense. School bags are required for the protection of school books.

School Supplies

The students are expected to have necessary supplies on hand at all times. Please consult your child's stationery list for his/her specific grade level. Stationery lists are sent home with every student at the end of the school year and are also posted on the school's website.

Homework

Homework is given for the following reasons: to foster habits of independent work-study, to reinforce learning that has taken place in school, and to bring home and school together. Each teacher sets up his/her own policy for home assignments. Daily homework assignments must be written in the homework assignment book which is provided to the students by the school. Parents should provide a good study atmosphere, set a definite time for homework each day, and check the homework to

ascertain that it has been completed. It is important, however, that parents recognize that homework is the student's responsibility; they should not assume that responsibility for the child. If there is a problem about assigned work, parents should contact the teacher involved by sending a note.

The Office of Catholic Education suggests the following time allotments for daily homework (includes both written and study assignments):

- Grades 1&2 –30 minutes
- Grades 3&4 –60 minutes
- Grades 5&6 –90 minutes
- Grades 7&8 - 120 minutes

All written assignments should be done neatly and legibly. No assignment, projected by a teacher to take a few weeks, can be done overnight or in one weekend. Rather, students should approach long-term assignments by evenly distributing the work over a period of time and not procrastinating until the due date. These time-management skills provide vital training for the future. Parents' signatures on homework are at the discretion of the individual teacher. The teacher reserves the right to detain students during recess or after school hours, with prior parental notification, for the purpose of completing assignments not submitted.

In the event of absence all homework and missed assignments are to be made up. Work will not be gathered for students until the third day of absence. Parents may call the 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 and with a sibling. No student assignments will be given prior to an absence due to a vacation.

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

Test Folders

Teachers in Grades 1-5 utilize test folders, which include written tests, quizzes, projects, and other forms of assessment. These folders will be sent home weekly on Wednesday. Middle School students will also bring home any written assessments on Wednesday. The assessments must be signed and be returned to the school the following day. Failure to return the folder within two days will result in a demerit. Parents may also view their student's grades on the student information system at any time during the marking period.

Report Cards

The evaluation of a student's academic progress is an on-going process. In accordance with the schedule set up by the Office of Catholic Education, this process

is reported formally three times a year. Grades are not merely a summation of test scores; they reflect the student's daily work, homework, class participation, and project work. Progress reports are posted on the student information system approximately four weeks prior to the closing of the trimester. Learning not only cultivates intellectual skills, but also responsibility for one's actions.

Conferences

Conferences with parents to discuss the child's progress are encouraged. For grades K to 8 a formal conference is scheduled within the first marking period. Parent/teacher interviews afford opportunities for growth for both parties involved and should result in furthering the child's development. Parents wishing to confer with the principal about a child are welcome to do so after having first conferred with the child's teacher. If parents wish to arrange a conference with their child's teacher, they should request in writing. It would be helpful if the nature of the concern was stated prior to the conference. No meetings are permitted without an appointment. Conferences for Pre-K 3 and Pre-K 4 students are held in December.

Academic Failures

Attendance at a summer school or a tutoring program is mandatory if a student has one or more failures on the final report card and wishes to return to Corpus Christi Catholic School for the next year. Notification of successful completion of a program must be given in writing to the school office prior to the first day of school. The student must complete a minimum of ten hours of summer instruction for each subject area which the student did not pass.

Any eighth grade student who fails any of the basic skills (English Language Arts or Mathematics) or who has a failing composite average is required to attend summer school provided by the Archdiocesan High School if they wish to attend an Archdiocesan High School in the Fall.

Academic Probation

A student will be placed on academic probation according to the following stipulations:

- If a student has one or more failures in major subjects for the final grade, that student will be placed on academic probation until the end of the first report period of the next school year.
- If a student on academic probation incurs even one failure in a major subject at the first report card period, that child would be liable for dismissal from the school.

Promotion/Retention

Education is a cumulative process that builds on learning already achieved. To provide the strongest possible foundation for future learning, Corpus Christi Catholic School reserves the right to recommend the retention of any student who has not met the specific requirements of his/her grade, or who has demonstrated, through both objective evaluation and teacher judgment, not to be working to his/her potential. Any student who has a failure on the report card must participate in a minimum of ten hours of summer instruction and provide documentation from an educational professional for each failed subject area.

Promotion is at the discretion of the principal. A student is promoted when he/she adequately demonstrates mastery of the material required in the given grade.

Government Services

The Montgomery County Intermediate Unit provides services including counseling, psychological testing, speech remediation, and remediation in the areas of reading and mathematics. Act 195 provides limited funding for the purchase of textbooks, and Act 90 provides funding for various instructional materials. Act 372 allows busing of non-public school children by the school district in which the child resides. Children not usually bused cannot ride the buses. Students cannot change their bus without the permission of the resident school district, nor may they ride a school bus from any district other than their resident district. In the event a child will not ride the bus, a note from the parent must be provided and sent to the teacher and school office. Word of mouth dismissal changes cannot be honored.

Standardized Testing

The Terra Nova Test is administered each year to students in second through seventh grade. Parents are asked not to take vacations or schedule doctor appointments during the days of this testing. The results are communicated to parents and are utilized by the school for curriculum planning.

Honors Math

Corpus Christi Catholic School participates in the Archdiocesan Honors Math program. Students are selected for this accelerated program according to criteria established by the Archdiocese, which includes standardized test results and classroom performance. Students begin the program in grade 4. Those who consistently meet the standards of the program complete the elementary math

curriculum by the end of grade 7. In grade 8 these students take a full year Algebra 1 course. Students who do not maintain the requirements may be exited from the program.

Religion

The knowledge and practice of the Catholic Faith is the primary focus of the education given the child at Corpus Christi Catholic School. This religious development, begun in your home, is continued at our school by following the Diocesan guidelines and participating in liturgical functions. The liturgical experiences provided for our students are a vital part of the religious education of the child. They are:

- Children's School Masses/ Prayer Services – Children attend these on a monthly basis, they are seasonal in nature.
- Penance Services – The school provides opportunities for the children to receive the Sacrament of Reconciliation two times a year during Advent, and Lent. Provisions for more frequent reception of the Sacrament is the responsibility of the parents.
- Stations of the Cross – Children attend Stations of the Cross on Wednesday afternoons during Lent on a rotating schedule.

Arrival/Dismissal

The first bell rings at 8:25 AM. No child is permitted to be dropped off at school before 8:00 AM, without the knowledge and permission of the school. The school cannot assume responsibility for children arriving before that time. The late bell will ring at 8:30 AM students are expected to be in their seats ready to begin the day at that time. Upon arrival, students will proceed directly to their classroom. The usual lunch period extends from 11:30 to 1:00. Grades Pre-K 3 – K have lunch and recess from 11:30 to 12:30. Students in grades 1 through Grade 4 Have lunch and recess from 11:30 to 12:10. Grades 5 through 8t have lunch and recess from 12:20 to 1: 00. Dismissal begins at 2:50 PM for PK students and 3:00 PM for the remainder of the school.

Late Arrival

Students arriving after the 8:30 AM bell are considered late and must report to the office for a late slip before going to their homeroom. A record is kept of all late arrivals. When a child is late due to a doctor's appointment, a doctor's note is required. Late bus arrivals do not constitute a late arrival.

Early Dismissals

When a child must be excused from school before the regular dismissal time, a note is required from the parents to the homeroom teacher. The note must state the date, time, and reason for early dismissal. If your situation changes during the day, please call the school office to relay the dismissal information. Emails are not an acceptable means of communication when it involves an early dismissal. Parents are to pick up and sign out their child in the main office. To facilitate the safe and orderly dismissal of all school children, no students may be picked up as early dismissals after 2:45 P.M. Additionally, parents who volunteer for student parties or activities throughout the year, may not sign out their students at the end of the activity.

When the school has early dismissal, parents are required to provide transportation whenever bus transportation is not provided. Early dismissals begin at noon except on the last day of school. For the safety of all our children, we ask that all drivers follow the specific directions sent home at the beginning of each school year. On a scheduled early dismissal day. All Pre-K students will be dismissed at 11:50 AM following their usual routine for pickup.

Attendance

Lateness and irregular attendance interfere greatly with a student's academic progress. The illness of a student, death in the immediate family, quarantines, or "exceptional urgent reasons" constitute reasons for lawful absence. All parents of absent students are required to call the school office (215-368-0582) to report their children absent by 9:00. Please give the child's name, grade, homeroom number, and reason for absence. We also request that you call the office if your child will be late to school. This is an important aspect of our school procedure, and we urge your cooperation. 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.

When an absence is necessary, a written excuse signed by a parent must be presented to the homeroom teacher upon returning to school. A doctor's note is required for an absence exceeding three consecutive days. When an extended absence is expected because of illness or an accident, it is advisable to contact the principal so that assignments may be procured.

Students may not participate in after-school activities if they are absent or leave school early for any reason.

Absence without the parent's knowledge is a serious offense. The offender is automatically suspended and will not be permitted to return to class until the principal interviews at least one of the parents.

We understand the importance of cultivating a successful learning environment, and regular attendance is crucial for student success. Students with frequent absences may be required to obtain a doctor's note.

Late arrivals and early dismissals will count against the attendance record of the student.

Vacation Policy

Although the decision to take a family vacation while school is in session is left to parental discretion, these vacations are discouraged. Children who are absent because of vacations miss valuable classroom instruction which cannot be replaced. The procedures regarding vacations during school time are:

- A note stating the reason and the travel date must be sent to the student's homeroom teacher at least one week prior to the vacation.
- Advance assignments will not be given to any student prior to the vacation.
- Work which the student has missed, will be gathered during his/her absence and will be given to the student when he/she returns to school.
- All make-up work will be due within a reasonable amount of time, to be determined by the teacher (not to exceed 10 class days).
- Students will be given ample notification by the teacher as to make-up dates for quizzes or tests missed during vacation.

Transfers

Please notify the school at least one week in advance of the date of transfer to another school. Parents must sign a release form to have all records forwarded to a new school. The following information is necessary:

- Name and grade of student
- Student's date of birth
- Reason for transfer
- Name and address of new school child will be attending
- Last date your child will be attending Corpus Christi Catholic School

Corpus Christi Catholic School reserves the right to withhold the transfers of any report cards or school records if tuition/fee payments have not been satisfied.

Cellular Telephones/Pagers/Handheld Electronic Games

Cellular telephones, smart watches, handheld electronic games, and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are permitted ONLY IF THEY ARE OFF AND REMAIN IN THE STUDENT'S SCHOOL BAG. If a student is found using any device not permitted by the teacher, the device will be taken from them. We allow cell phones for safety purposes only. In grades K-5 they must be turned off and stay in a student's book bag. Students in grades 6-8 must complete a cell phone agreement form and place their phone in the holder in their homeroom.

Computers – Responsible Use Policy

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 goals 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 emerging electronic and global society.

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 the guidelines set in our Responsible Use Policy of the Archdiocese of Philadelphia. Monitoring and controlling all such materials is impossible. Corpus Christi Catholic 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 so that our students can take advantage of the many resources on the information superhighway

General Requirements for Use of the Internet

- All users are required to take simple Internet training from the computer teacher or his/her designee.
- All users and their parent(s)/guardian(s) must review and sign the Archdiocesan Responsible Use agreement.
- Students will be issued a Chromebook for school use after they have turned in a signed Chromebook Borrower Expectations and Responsibility form.
- Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must ensure 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 Corpus Christi Catholic 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 Corpus Christi Catholic 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.

Student Rules

In addition to the rules established in the responsible use of technology, the following rules apply:

- 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 may not email their parents during the school day.
- Students may not use their school issued email accounts to create or access social media platforms.

- 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.
- Engagement in cellular phone texting and online blogs such as, but not limited to, Snapchat, Instagram, Facebook, etc. may result in disciplinary action if the content of the student's messaging includes defamatory comments regarding the school, the faculty, other students, or the parish. Violations of any of these rules may result in any or all of the following, at the discretion of the school:
 - Loss of Internet access privileges
 - Disciplinary and/or legal action by the school, law enforcement, or other involved parties.

Dress Code

The personal appearance of a student represents that individual. The personal appearance of the entire student body represents the school to others; therefore, Corpus Christi Catholic School adheres to a strict dress code. A neat appearance demonstrates respect for others and fosters an individual's sense of self-respect and pride. Corpus Christi Catholic School's uniform consists of:

Girls K-4	
Summer Uniform	Winter Uniform
<ul style="list-style-type: none"> • Jumper with Peter Pan Collar Blouse • Skort or Short with Golf Shirt • Navy Crew or Knee High Socks. No brand logo should be visible. 	<ul style="list-style-type: none"> • Jumper with Peter Pan Collar Blouse and Cardigan Sweater • Skort, Short, or Navy Slacks with Peter Pan Collar Blouse or Turtleneck with ... Cardigan, Long Sleeve V-Neck Pullover Sweater, 1/4 Zip Sweater, or Sweater Vest • Navy Knee High Socks or Navy Tights. No brand logo should be visible.
Girls 5 - 8	
Summer Uniform	Winter Uniform
<ul style="list-style-type: none"> • Kilt or Skort with Golf Shirt • Navy Crew or Knee High Socks. No brand logo should be visible. 	<ul style="list-style-type: none"> • Kilt, Skort, or Navy Slacks with White Short Sleeve Banded Bottom Blouse or Turtleneck with... Long Sleeve V-Neck Pullover Sweater, 1/4 Zip Sweater, or Sweater Vest • Navy Knee High Socks or Navy Tights. No brand logo should be visible.
<p>*Note: Shorts are being phased out and replaced with the skort. Shorts can continue to be worn if already owned.</p>	
Boys K-8	
Summer Uniform	Winter Uniform
<ul style="list-style-type: none"> • Navy Walking Shorts with Golf Shirt • Grey Dress Slacks with Golf Shirt • White or Dark Crew Socks. No brand logo should be visible. • Black or Brown Belt 	<ul style="list-style-type: none"> • Grey Dress Slacks with Turtleneck, Long or Short Sleeve White Oxford Shirt • Long Sleeve V-Neck Pullover Sweater, Navy Quarter-Zip Pull-Over Sweater, or Sweater Vest Note: School Tie must be worn with the white oxford shirt • Dark Crew Socks. No brand logo should be visible. • Black or Brown Belt
Gym Uniform - Boys and Girls, K-8 (Standard daily uniform for our PreK students)	
Summer Uniform	Winter Uniform
<ul style="list-style-type: none"> • Grey T-shirt with Logo • Navy Blue Mesh Shorts • Plain White Socks. No brand logo should be visible. 	<ul style="list-style-type: none"> • Grey T-Shirt with Logo and Navy Sweatshirt with Logo • Navy Sweatpants or Performance Fleece Sweatpants Note: Performance Fleece must be purchased at Flynn and O'Hara and must have logo • Plain White Socks. No brand logo should be visible.
Acceptable School Shoes - Grades K - 8	
Girls	Boys
<ul style="list-style-type: none"> • Black, Brown, or Navy leather, laced or Mary Jane style, with sturdy rubber sole • The only acceptable Sperry shoe is the Sperry Blue Fish for ladies or Sperry Songfish for children • Sneakers are only permitted on gym day 	<ul style="list-style-type: none"> • Black or Brown leather, laced or slip on, with sturdy rubber sole • The only acceptable Sperry shoe is the Sperry Bill Fish for men or Sperry Songfish for children • Sneakers are only permitted on gym day

Uniforms should be properly worn. Slacks, skirts, and gym shorts must be worn at the waist; shirttails must be tucked in. Neckties are to be properly tied. Socks are to be worn at proper height and skirts may not be rolled at the waist and should be no shorter than 3 inches above the knee. Only school sweaters or gym sweatshirts may be worn if a student is cold.

Students may wear a watch, a ring, and a religious medal or symbol. Girls may wear a pair of small, non-dangling, non-hoop post earrings if they have pierced ears. Multiple earrings per ear are not permitted. Boys are not permitted to wear earrings. No other jewelry is necessary or appropriate. Fingernails must be short and trimmed. **Makeup, nail polish and/or fake nails are not permitted in any grade.** Protective sports glasses can be worn only on gym days. Students must wear regular prescription eyewear on days that are not sports-related.

Hair must be neatly styled. Hair should not be faddishly colored or in their eyes. Hair must be natural in color. Boys' hair length should be above the collar and not cover the ears or extend below the eyebrows. Tails, lines, designs, faddish shaves, cuts or styles are not permitted. Girls' hair ribbons, headbands, bows etc. should not be distracting.

Hats are not considered appropriate attire during the school day; therefore, they may not be worn inside the school building.

Students are expected to be in complete school uniform at all times while in the school building and on school property. If for some reason a student must be out of uniform, a note from the parent explaining the reason and requesting an exception is required. Students who are out of uniform or are not in compliance with dress code will be issued a Uniform Violation and associated consequences with that violation.

Philosophy of Discipline

Corpus Christi Catholic School's goal regarding school discipline is to establish an atmosphere conducive to learning. In adherence to the principles of a Christian community, the discipline policy recognizes the rights and responsibilities of all students. It nurtures self-respect and mandates respect for others. It defines and consistently administers firm, positive standards. When appropriate, disciplinary consequences result from unacceptable behavior.

Student Guidelines

The following guidelines have been formulated to increase student awareness of personal responsibilities as a student of Corpus Christi.

Students are expected to:

- Respect all persons, adults and peers alike, in word, action, and attitude. This includes any adult in the school building, schoolyard, or church. All students should treat each other with consideration and respect.
- Treat all personal and school property with respect.
- Obey all classroom rules established by the teacher.
- Be prepared for class.
- Complete assigned homework.
- Complete assigned class work. Students should work diligently to complete class work in the allotted time.
- Comply with the school dress code.
- Observe lunchtime and schoolyard rules.
- Act with due reverence in church.
- Refrain from bringing non-educational material to school.
- Know and comply with all school regulations as stated in the school handbook.

In grades K to 3. Disciplinary infractions usually will be handled individually by the

classroom teacher. A discipline referral may be issued if the behavior warrants it.

In grades 4- 8 Disciplinary Infractions forms (demerits) can be issued by a teacher or administrator. Infractions have varying degrees of severity and as such, have been assigned different point values.

The Disciplinary Infraction form is to be sent home with the student whenever issued by a teacher/administrator. One copy of the form with the parent's signature is to be returned to the issuing teacher/administrator. The parent's signature signifies knowledge of the infraction, not necessarily agreement. Failure to return the form the following day will be addressed by the teacher/administrator. A student who has received disciplinary infractions or detention(s) should not expect to receive a "3" or above in Personal and Social Growth on the next report card.

Acquisitions of 15 discipline points will result in detention for students in grades 4 through 8. Detentions will be held on Thursdays from 3:00 to 4:30 pm. Transportation for students is the responsibility of the parent/guardian. The administration reserves the right to determine the time and day of detentions, as well as the consequences for any major offenses.

Within the timeframe of one trimester, two or more detentions will warrant a conference with the student, parent/guardian, teacher, and administration. A behavioral plan will be developed to be implemented within a time frame mutually agreed upon.

Infraction points are given for violations of classroom or school policies. This applies to, but is not limited to, the following situations:

Infraction points:

Level 1 (1 - 2 pts)

- Multiple Incomplete/Missing Homework
- Frequently unprepared for class
- Uniform violation
- Failing to return home communication

Level 2 (3 pts)

- Excessive talking, calling out
- Out of Bounds
- Disrespect to peers
- Disruption in class
- Inappropriate Conduct
- Cell phones/electronic devices not stored in designated space

Level 3 (5 pts)

- Cheating/ copying another's work
- Behaving aggressively (physically or verbally)
- Answering dishonestly when questioned
- Technology (inappropriate conduct/use)

- Making rude or discourteous comments, name-calling, mocking

The teacher or administrator may also assign points for infractions not listed on the form.

Automatic detentions and/or further consequences may be issued for serious infractions including but not limited to the following:

- Physical Aggression
- Obscene / Inappropriate Language
- Verbal Harassment
- Disrespect
- Cheating
- Stealing
- Forgery
- Vandalism
- Fighting
- Dishonesty
- Bullying

Please note that immediate detentions, in-school suspension, removal from school for the remainder of a school day, and expulsion can be a consequence for all students in any grade. In-school suspension is sometimes an option instead of out-of-school suspension. The determination lies at the discretion of the administration and is relative to the nature of the situation.

On occasion and depending upon the situation, parents may be called to remove their child from school for the remainder of the day. Conditions for return to school will be discussed with the parent.

It should be noted that every effort is taken to follow a prescribed course of action in regard to consequences related to student's behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration. Comparisons should not be made.

The education of your child is a partnership between you as parents and Corpus Christi Catholic School. If that partnership becomes irretrievably broken, the school reserves the right to recommend that you withdraw your child from our school.

Serious Infractions, including but not limited to the following, may result in the immediate removal of a child from school with the intent to permanently dismiss:

- Misuse of communication devices in school, at home, or off-premises that target any student, teacher, or staff member
- Alcohol and/or drug possession or use
- Weapon possession
- Blatant physical or verbal contact towards a student, teacher, or staff member

- Possession of materials or a display of actions deemed immoral by the Administration
- Physical aggression/fighting

The school reserves the right to search anything brought onto school property by its students. At any time, the administration has the right and authority to impose consequences in keeping with the mission and philosophy of the school to protect and preserve the well-being and safety of the school community.

VAPING DEVICES OF ANY KIND ARE STRICTLY FORBIDDEN AT CORPUS CHRISTI CATHOLIC SCHOOL. ANY STUDENT USING A VAPING DEVICE OR HAVING ONE IN HIS/HER POSSESSION WILL BE SUSPENDED WITH POSSIBLE EXPULSION.

Harassment

Corpus Christi Catholic 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:

- disrespectful behavior of any kind toward or about any staff, student, volunteer or parent;
- insubordination;
- fighting;
- bomb scares or triggering other false alarms;
- cheating or plagiarism;
- use or possession of drugs or alcohol;
- smoking;
- stealing;

- intimidation, harassment or threats of any kind; and
- 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 Corpus Christi Catholic 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.

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.

Proper Care of School / Vandalism

The physical appearance and cleanliness of our school is a source of great pride. Every child is responsible to maintain this cleanliness at all times. This responsibility extends to school books, desks, interior of classrooms, halls, lavatories and schoolyard. Any malicious damage will necessitate compensation by the student and/or parent.

Schoolyard Regulations

All grades spend a portion of their lunch time outside, weather permitting. This recess period is given to provide a change of pace, exercise, and release of tension. The following rules and regulations are expected to be followed by all students:

- Dressing appropriately for the weather is required.
- All students must remain in the designated area until the bell rings.
- Students may be permitted on the field or playground based on the discretion of the teacher on duty.
- Running, fighting, kicking, taking clothing from another student, taunting, bullying, throwing snow, dirt, stones, sticks, etc. and other similar actions will not be tolerated.
- When the hand bell is rung, recess is over. Students must stop playing immediately and walk to their assigned lines.

- Once in their lines, the students are silent.
- Students must enter the building in silence and remain silent at all times in the hallways.

For the safety of all students, no lunches are permitted to be dropped off to students during recess in the schoolyard. Parents MUST go to the office to drop off lunches.

Cafeteria Regulations

Students are expected to behave as they do in their own homes or as they would in a restaurant. Students must be respectful of themselves, others, and their environment. Students choosing to not follow the rules below will be provided with alternate lunch arrangements, which may include lunch detention. The following rules and regulations are expected to be followed by all students:

- Enter and exit the cafeteria in silence and in line.
- Sit at the assigned table and stay seated during the entire lunch.
- Keep his/her section clean and tidy.
- Wipe tables on a rotational basis.
- Good manners are expected.
- Speak quietly, only to those people beside you or in front of you at your table.
- Eat your food; do not play with, swap, or throw it.

Field/Class Trips

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. School permission forms must be signed by a parent in order for a child to participate. School uniforms or proper dress and good conduct are essential and expected on all trips. Participation in a class trip is a privilege and the school reserves the right to deny participation to any student whose conduct and attitude are not in keeping with the standards of Corpus Christi Catholic School. All financial obligations must be current for a student to participate in their class trip.

Closing Exercises/Graduation

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in the closing exercises of PreK, Kindergarten, and Eighth grade if all financial obligations have not been met, or in the view of the school, the student's conduct, academic or disciplinary record indicate that the privilege should not be extended.

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.

Health Services

The North Penn School District provides health services to Corpus Christi Catholic School one day a week. Corpus Christi provides a nurse for the rest of the week. Emergency care will be offered to students for an accident or illness occurring during school hours. Prolonged illnesses or injuries, which occur outside of school, are parents' responsibility. School nurses are prohibited by law from diagnosing injuries or illnesses. Please do not send your child to the nurse for diagnosis.

Students are weighed and measured, and students in certain grades will have their vision and hearing are tested. Pennsylvania State law requires that students have a physical examination prior to entry to school, and again in grade six by their private physician or school arranged doctor. A dental examination is required prior to entry to school, and in grades three and seven, either by the family or school arranged dentist. The parent is notified in writing of any deviations found in the screening or examination process.

In order to administer effectively our health-related programs, your assistance is vital in the following areas:

- Emergency cards, forms, questionnaires, etc. need to be completed and returned promptly.
- Changes in a telephone number, address, emergency contact, employment, etc. should be reported to the school nurse and the school office.
- Information on new immunizations, surgery, accidents, communicable diseases, or special medical conditions should be reported in writing to the school nurse.
- Please keep students out of school if they experience a temperature above 100 degrees, or any vomiting or diarrhea within the twenty-four-hour period before school starts.

Administration of Medication

School nursing personnel will administer prescription and non-prescription medications during the school day according to the following regulations:

- Medication must be in the original container and delivered by the parent to the school nurse.

- Parents must complete a Medication Form which is found on the school website.
- A parent may come to school to administer medications, but must report to the main office to dispense medication to their student. Parents may not dispense medication in the classroom, corridor or schoolyard.

School Closings

Our automated phone system will activate an emergency call to all families who have supplied their emergency call information. This will be utilized only when the children are already in school. **Please do not call the school asking for early dismissal information because the school districts are unable to get through.** If you receive an automated message from Corpus, **PLEASE LISTEN TO THE MESSAGE FIRST**. Calling the school office to see what the message is defeats the purpose of the automated phone alert system.

Inclement Weather

Corpus Christi Catholic School follows the decisions of North Penn School District in regard to the closing or delayed opening of school due to inclement weather. Our automated phone system will activate an emergency call to all families.

Families residing in school districts other than North Penn need to listen/watch for their school district to know if your children will be bused. Parents will need to provide transportation if a student's home district is closed and we are open.

School Communications

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Communication from school will be sent home electronically through the Wednesday Envelope and on occasion through our automated email and phone system.

Corpus Christi Catholic School reserves the right to use student pictures with first names only in marketing and publicity pictures on the school website, promotional materials or advertising. Parents may opt out of this permission by completing the Parental Permission form for Technology Use.

Corpus Christi students or parents are not permitted to post any pictures of school events in non-school publications or media without the expressed written consent of the school principal.

Transportation

Busing – Bus transportation is provided by North Penn, Souderton, Methacton, Perkiomen Valley, and Penridge school districts. Other districts will provide busing if Corpus Christi is within their ten-mile radius. All rules and regulations pertaining to public school students shall apply to Corpus Christi students. Misbehavior or violation of regulations will not be tolerated. Repeated offenses may result in suspension of bus privileges. Children not usually bused cannot ride the buses. Students cannot change their bus without the permission of the resident school district, nor may they ride a school bus from any district other than their resident district.

Cars – All students in grades K-8 being driven to school in the morning must be dropped off in the back schoolyard and enter through the “B” door. Students will proceed directly to their classroom. At dismissal time all car riders will be dismissed into the back schoolyard through the “B” door. Pre-K students will be dropped off at the “B” door and picked up at the “A” door. Arrival time for all students is 8:00 AM to 8:25 AM. Students arriving after 8:30 AM must come to the main office to receive a late slip before proceeding to their classroom.

A change in transportation requires a written notification by the parent to the homeroom teacher or a phone call to the school office before 2:30 PM. Oral directives from students or parents will not be sufficient in regards to a dismissal change.

Visitors

No visitor or volunteer may go directly to any area of the school without first signing in at the main office. Each person will receive a visitor’s badge and will be directed to the appropriate area. If anyone sees someone in the school building without a badge, that person should be immediately reported to the office.

For the safety of the children, visitors and volunteers are not permitted to go to a classroom to visit, confer with a teacher without an appointment, or visit any child in class, at lunch, or in the schoolyard.

Birthday Celebrations

Celebrating a birthday in school can be a very happy occasion. Students whose birthday occurs during the summer months will be acknowledged on their half-birthday. Students are permitted to dress down on their birthday. If their birthday falls on a weekend or a prepaid dress-down day, they may dress down on the next school day. To maintain health and safety standards, food treats are limited to items listed on the treat policy found on the school website. Students may also order soft pretzels through the school office. We ask

that you call at least 2 days in advance. Non-edible items may be sent to school in a treat bag to acknowledge a birthday. These items should be sent to school in the morning. The office will not accept birthday treats during the school day. These items will be sent home at the end of the day for the students to enjoy at home. Please note invitations for home parties may not be distributed at school.

Catholic Guidance

In keeping with the guidelines and teachings of the Catholic Church, the administration and teachers of Corpus Christi Catholic School will refer to church teachings when making decisions for the Corpus Christi Catholic School Community.

Corpus Christi Catholic School reserves the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.