



Corpus Christi Catholic School Parent Student Handbook 2023-2024 School Year

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

(Updated 8/22/23)

TABLE OF CONTENTS

Mission Statement	4
Philosophy Statement of Catholic Schools	4
Statement of Vision	5
Administration of School Business	5
Admission Information	5
Tuition and Payment Policy	7
Arbitration of Disputes	8
Parent Roles, Rights, and Responsibilities	8
Role of Parents	8
Rights of Non Custodial Parents	10
Consent to Withhold Information	10
Academic Information	10
Faith Curriculum	11
General Curriculum	11
Grading Practices	13
Mid Quarter Report/Report Cards/Conferences	15
Resource and Modified Programs	15
Promotion and Retention	16
Awards	16
Homework and Make Up Work	17
Letters of Recommendation	17
Discipline and Conduct Policies	18
Expected Standards of Behavior	18
Discipline Terms	19
Academic Integrity/Cheating/Plagerism	20
Threats of Violence	22
Weapon Policy	22
Drug Policy	23
Cell Phone Policy	23
Sexual Harrassment Policy	23
Bullying Policy	24
Technology Policy/Acceptable Use Policy	29
BYOD for Grades 5-8 Policy	31
Electronic Watch/Fitness Tracker Polcy	33
Communication with Minors Policy	33
Child and Adolescent Policy	35

Field Trip Guidelines	35
Uniforms and Appearance	36
Out of Uniform Guidelines	37
Student Appearance/Haircuts	38
Student Health Guidelines	38
Immunizations	38
Illness/Medications	38
Peanut Butter Products	39
Daily Schedule	39
Attendance Guidelines/Tardies/Absences	39
Make Up Work	40
Vacation Absences	40
Morning and Afternoon Supervision	40
Guests	41
Weather Closures	41
Parties	41
School Services	42
Media Center	42
Counselor	42
Resource Room	43
Student Opportunities, Programs, Special Events	42
Organizations and Volunteer Opportunities	46
Correspondance and Communication	47
Parent Teacher Communication	47
School Home Communication	47
Calendar	48
Email/Text Alerts	48
Arrival and Traffic Reminders	48

Mission Statement

Archdiocese of Mobile Mission Statement

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

Philosophy statement of Catholic schools of the Archdiocese of Mobile

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

Catholic Schools will:

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

Corpus Christi Catholic School Mission Statement

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

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

Statement of Vision

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

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

We believe...

- A positive Catholic identity is evident through student participation in school, church, and the community.
- The daily religion lessons, sacramental programs, and opportunities for service offered in Catholic schools provide for the continual development of our faith.
- Teachers and students are committed to continuous improvement necessary to meet the challenges of the 21st century.
- Through self-discipline, students develop positive self-esteem, respect for all, and the skills needed to interact as articulate global citizens.
- The learning process enables students to become confident, self-directed learners.
- Each student is a unique individual with varied needs.
- Positive relationships between students and faculty will enhance the learning environment.
- A safe and attractive environment contributes to student learning.

Administration of School Business

Admissions Information

Corpus Christi Catholic school admits students of any sex, race, color, national and ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. Corpus Christi Catholic School does not discriminate on the basis of sex, race, color, national and ethnic origin in the

administration of its employment practices, educational policies, admission policies, scholarship programs, athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Corpus Christi Catholic School:

- Members of Corpus Christi Catholic School
- Members of other Catholic parishes
- Non-Catholic student students

At the time of registration, all new students seeking admission are evaluated on the basis of current standardized test scores, report cards, and official transcripts.

Requirements include:

*Verification of active parish affiliation/stewardship

*Health records including the State of Alabama Immunization Certificate (see requirement below)

*Birth Certificate (original)

*Report Cards

*Standardized Test Results

*Record of Accommodations, IEP, Psychometric Testing (where applicable)

*Baptismal Certificate (Catholic applicants)

Admission Age Requirements

Children must be 2 years old by September 10 to enter K2, three years old and fully potty trained by September 10 to enter K3, 4 years old by September 10 to enter K4, 5 years old by September 10 to enter Kindergarten, and 6 years old by September 10 to enter 1st grade.

Immunization Requirement/Other Admission Requirements

All students enrolled in the Archdiocese of Mobile's Catholic schools are required to be immunized. Parents must supply the school with evidence of the child's immunization from the Alabama Department of Health. Immunizations must be current with age requirements. A student may be exempt from immunizations for medical reasons if the parent presents the school with a medical exemption card from the Alabama Department of Health. Students applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. An interview with the student and the student's family is generally part of the admission process. Corpus Christi Catholic School is a participating private school in the Alabama Accountability Act and follows all policies for admitting students through this act. Non-Catholic students whose parents accept the philosophy of Corpus Christi Catholic School will be accepted on a space-available basis.

Registration and Tuition

Applications for registration are accepted at all times throughout the year. Spaces are filled as they become available according to our School Initial Acceptance Policy.

Tuition rates and fees are available by contacting the school office during school hours.

Payment policy For Tuition, Fees and Assessment

Tuition must be paid based on one of the options set forth below through FACTS Management System. If you choose to pay annually or semi-annually by personal check, your payment will not be processed unless you are registered on FACTS. On-site payments will NOT be accepted for monthly tuition payments.

I agree to pay my child(ren)'s tuition based on one of the following payment schedules:

Option	Description
Annual	Fees due in July Full tuition due August 1 Assessment due August 1
Semi-Annual	Fees due in July ½ tuition due by August 1 ½ tuition due by January 2 Assessment due in March and October
Monthly (10 months)	Fees due in July Tuition drafted over a 10 month period August-May (choice of 5th or 20th) Assessment due in March and October

A. Past Due Tuition

Timeline	Action
1-30 Days	FACTS Management will charge a \$30 insufficient funds fee and attempt a withdrawal on 2 additional dates (also subject to fees)
90 Days	A hold is placed on the financial account, the administration of the school will contact the parent/guardian and notify them that the student will be unenrolled if the account is not made current by a set date. Additionally, records will not be released to other schools until the balance has been paid in full.

Registration will not be accepted for the next academic year until all debts are cleared from the current school year.

If tuition becomes delinquent after registration, your child(ren) will be considered conditional until all debts are cleared from the previous year. The registration fee is non-refundable.

B. Arbitration of Disputes

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

Parental Roles, Rights and Responsibilities

Role of Parents

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

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

- Parents will take a responsible attitude toward the support of the school. If they have a problem, they will discuss the issue with a teacher or administrator.

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

Parents are asked to actively participate in the educational process by adhering to the following:

- To actively participate in school activities such as Parent-Teacher Conferences and PTO sponsored events
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- Making sure the arrives to school on time and picks up the child at the end of the day
- To notify the school with a written note/email when the student has been absent or tardy
- To notify the school office of any changes of address or important phone number.
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school promptly any requested information
- To read school notes, newsletters, check parent portals and show a general interest in their child's progression.
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat school staff members and faculty with respect and courtesy in discussing student problems.

The school and the parents are partners in the education of their children. If, in the opinion of the school administration, that partnership is no longer viable, the school

reserves the right to require the parent to withdraw the student from the school.

Rights of Non-Custodial Parents

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

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child and, upon written request, may receive copies of all notices relating to the school and school activities.

Consent to Withhold Directory Information

The Family Education Rights and Privacy Act (FERPA) defines “directory information” as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, “directory information” includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose “directory information” to third parties without consent if it has given public notice of the types of information which it has designated as “directory information,” the parent’s or eligible student’s right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as “directory information.” (34 CFR § 99.37) This form serves as public notification of the parental and student rights under the FERPA provisions.

Furthermore, it is the policy of Corpus Christi Catholic School that we may release photographs of students for the use of publicity (including printed and Internet publications), statistical data of officially recognized activities and sports, awards, scholarships and other honors released to the media.

If you wish that your child(ren)’s “directory information” or photographs to be withheld, you must notify the school, in writing, within the first 30 days of attendance.

Academic Information

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

Our curriculum is made up of core academic subjects, as well as computer education,

physical education, and fine arts. The curriculum is marked by current content and fresh approaches to methodology incorporating advances in technology. There is an emphasis on principles rather than facts and on learning through problem-solving.

Requirements based on national standards or objectives, standards established by the State of Alabama in its Course of Study, and learner expectations developed by the Office of Catholic Schools (OCS), provide students with a challenging program that is accredited by Cognia.

Faith Curriculum

Religion is the core subject of the curriculum and permeates the entire curriculum. The Religion Program includes instruction by the classroom and religion teachers.

Our religion classes are designed to foster a deep understanding of Catholic doctrine (including but not limited to traditions, Bible study, social justice, and preparation for the reception of the Sacraments.) Students in grades K-5 use the We Believe Curriculum by Sadlier. Middle school students (grades 6-8) use the Spirit of Truth Program by Sophia Institute. All students are expected to participate fully in all aspects of the religious program. Non-Catholic students, however, may not participate in the actual reception of the Sacraments. We firmly believe that the religious learning experiences must go beyond the school day. The school uses the religious training begun by the parents in the home as a basis from which to foster the spirit of Christianity. Also, the participation of our school parents adds great value to our weekly liturgies and sacramental programs.

At Corpus Chrisit, we worship as a community of faith, sharing in daily prayer, weekly Mass and other seasonal devotional activities. Schoolwide Masses (grades K-8) are celebrated every Friday at 8:15 a.m.

Service & Virtue Education Curriculum

Our school-wide service projects encourage our students to make a difference in the lives of others. We teach students to appreciate the God-given dignity of all people. Our hope is that each student graduates with a sense of compassion for others, an appreciation for justice, and an innate desire to serve and lead. Students and families are offered opportunities and are encouraged to participate in class and school-wide service projects. In addition, our Education in Virtue curriculum is a Christian curriculum structured on the teachings of St. Thomas Aquinas regarding the virtues and gifts of the Holy Spirit. It aims to provide a consistent structure for instruction on the virtues to guide in the development of habits necessary to live as disciples of Jesus Christ. By understanding the meaning of the virtues, one is better equipped to respond to God's love and grace.

General Curriculum

The State of Alabama curriculum standards are followed for the teaching of all secular subject areas.

Language Arts

Components include reading, english, spelling, phonics, writing, library skills, and

appreciation of literature. Grades K-5 use Pearson MyView Reading Program and grades 6-8 use Pearson MyPerspectives Reading Program as well as Sadlier Vocabulary workshop as a resource.

The STAR Reading Assessment used is used in grades K-8. Students in grades K-8 participate in the Accelerated Reader Program. A handwriting curriculum is taught in primary and elementary grades. Phonics First principals supplement the curriculum in primary and elementary grades.

Mathematics

Students use McGraw Hill MyMath to supplement the math curriculum in grades K-5 and the Glencoe Math series is used in grades 6-8. All students in grade 7 take the Algebra Diagnostic Test in April.

Social Studies

Components include History, Geography, Civics, Alabama History, and Current Events. Students in grades 1-3 and 5-8 utilize McGraw Hill resources to supplement their learning. Students in grade 4 utilize the Alabama History Program from Clairmont Press.

Science

Main areas of focus are general sciences, Earth science, physical science, biological science, and laboratory experiences. Students in grades 3-5 utilize the McGraw Hill Inspire Science Curriculum and students in grades 6-8 utilize Savvas Elevate Science.

Fine Arts

Students have the opportunity to participate in music and art class on a weekly basis. Students also have the opportunity to participate in Spanish class. In addition, students can participate in the McGill Toolen band program beginning in 5th grade.

Computer Literacy

A variety of educational software and programs is used throughout the curriculum in grades PK-8 including coding and 3D printing in the intermediate grades and keyboarding in all grades. Students learn the various platforms of Google for Education and all aspects of Google Drive. We offer a Robotics Club and Computer Club as extracurricular activities.

Physical Education

The physical education program provides opportunities for leadership, teamwork, sportsmanship, skill development, following directions, and Christian behavior. Daily participation is expected unless excused for health reasons. A note from the parent is required to excuse a student's participation in PE class. Students in grades 4-8 dress in a physical education uniform purchased through Zoghby's uniforms.

Grading Practices

Kindergarten

Academic and Self--discipline Skills Progress Codes

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

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

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

Grades 1-2

Grading Scale: Reading, Writing, Mathematics

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

Skills

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

Skills Codes

✓ = Student struggling with skill. *The student needs considerable assistance for skill being taught.*

✓ - = Student below grade level with skill. *The student is performing below grade level with continuous teacher assistance.*

Grading Scale:

Religion, Social Studies, Science

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

PE, Art, Music, Foreign Language, Computer

- S Successful
- N Needs improvement
-

Evaluating Conduct:

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

Grades 3-8

Grading Scales/Codes:

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

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

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

Evaluating Conduct:

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

Components for Grades

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

Semester Exams

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

Mid-Quarter Reports

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

Report Cards

Pupil report cards present a concise picture of achievement and conduct in all subject areas. The parent and child should review each report to note strengths and weaknesses. Report cards are issued quarterly four times per year.

Conferences

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

Testing

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

Resource Program

Corpus Christi Catholic School provides a resource program for students who have been diagnosed with a specific learning disability. The primary purpose of the program is to provide specialized academic support in addition to providing skills, strategies, and accommodations to reinforce classroom concepts. Students are mainstreamed and receive services from a resource teacher based on individual needs. The program offers individualized and small-group instruction to meet the needs of each child. Children are given instruction in the least restrictive environment. The overall goal of the Resource Program is to provide learning support needed so that children can achieve grade-level standards and to function as independently as possible. The use of the program incurs a fee addition of \$80 per month.

Modified Program Process

Modified Program" is only used when a student is performing several grade levels below present placement in language arts and/or math. Standardized test scores and

psychological evaluations will be used to determine the need of a modified program.

- Instructional materials for a modified program may/may not be the same as those used in the classroom.
- The instructor of the modified program (i.e., resource teacher, other classroom teacher) will give the student's report card grade.
- The instructor's name, if other than the classroom teacher, may be placed next to the subject on the report card.
- "Modified Program" notation is used on the report card.
- A copy of the "Modified Program" form should be kept in the student's cumulative file. When a student's records are transferred to another school, the modified program form should be sent with these records.

Promotion/Retention

In decisions to "Promote or Retain" a student, the following factors must be considered:

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

Awards

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

Upward Bound Program

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

Honor Roll

Grades 4-8 a minimum of 5 "A's", the rest "B's", and nothing below an "S" in special area classes.

Principal's List

This award is given to a student who receives all "A's" and "S's" for the quarter.

Christian Attitude Award

This award is given quarterly to two students in each class who consistently display

Christian values, attitudes, and actions.

Cougar of the Month

This award, sponsored by the school's business partners in Education, recognizes an outstanding primary, elementary, and middle school student.

Accelerated Reader (AR)

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

Homework

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

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

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

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

Homework for Absent Students

To request homework in grades K-5, you **must** call the school office by 9:00.

Assignments may be picked up after 2:30. Middle School students can access their Google Classroom account to find missing assignments.

Make-up Work

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

Letters of Recommendation

It is not our practice to submit academic recommendations or discipline reports for students applying to other schools. Our report cards serve as our recommendation. We will send the most recent report card which contains conduct grades and attendance

information. We will forward other transcript information when requested. Letters of recommendation, with the approval of the administration, can be provided for students who are applying for enrichment or extracurricular programs.

Discipline and Conduct

Expected Standards of Behavior

Students are expected to conduct themselves as Corpus Christi Catholic School students and to exhibit the behaviors expected of them. While the student is enrolled at this Catholic School, he/she will respect Catholic teachings concerning human sexuality and Faith. The student will conduct him/herself in accord with his/her sex at birth, at all times, both on campus and when representing the school at off campus events.

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

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

Students are to:

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

General Rules

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

Hallway

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

Cafeteria

- Students will speak softly while in the cafeteria.
- Students will clean up their space after eating.
- Students will remain seated while in the cafeteria.

- Students will walk, not run in the cafeteria.
- Soft drinks are not allowed.

Play-Area

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

Lockers

- Individual lockers are provided for the convenience of all students.
- The school reserves the right to open lockers when deemed necessary by school administration.
- Students are discouraged from storing expensive items in their lockers.
- RIGHT TO SEARCH: The school is the co-tenant of lockers and desks and reserves the right to search them at any time without notice. Bookbags, purses, gym bags, etc. are also subject to search without notice.

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

Incentives may include, but are not limited to

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

Consequences may include, but are not limited to

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

Discipline Terms

Lunch Detention

Lunch detention will be held during the student's regular lunch wave and takes place under the supervision of the principal or assistant principal.

Afterschool Detention

Afterschool Detention is held for students in grades 3-8. Parents will be notified 24 hours in advance with a before school and after school option. The day of the week and date of the detention are at the discretion of school administration. Assigned detention takes precedence over extracurricular activities.

Discipline Conference

A discipline conference will be held for two or more detentions in one quarter or chronic infringements of any rule.

In-School Suspension

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

Out-of-School Suspension-

A student who is suspended from school will not be allowed on campus during school hours or participate in any school activities. Students must complete all classwork and homework from the days of suspension. Major tests must be made up the day the student returns to school. A suspension will result in not participating in CYO events/McGill sports. The principal will determine the length of the suspension based on the infraction. A conference will be held with the student, parents, and the principal upon the return to school. Students who are suspended will be placed on behavior probation for a period to be determined by the principal.

Disciplinary Probation

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

Expulsion

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

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

Academic Integrity/Cheating

In the simplest of terms, integrity means that one acts in the same manner that one does in front of others as well as behind closed doors. Oxford Languages defines integrity as “the state of being whole and undivided”. One can take that definition and understand that to act with academic integrity means that one is wholly responsible for turning in their own work and that their work is wholly theirs and theirs alone.

A person not acting with academic integrity may include cheating, plagiarism, or theft of academic material.

Cheating can mean that one gives or receives a dishonest, deceitful, or unfair advantage over other students in their academic work. Some examples of cheating include:

- Using notes on an otherwise closed-notes or closed-book test;
- Submitting pre-written work when such work is supposed to be written in class;
- Copying an assignment from another student or allowing another student to copy your assignment;
- Talking, using signs or gestures to communicate information or request information during a test;
- Passing along test information from one class period to members of another class period or to a student who was absent for the examination;
- Looking onto another student's test for information or allowing a student to look at your work;
- Falsifying data (science labs, statistics, etc.);
- "Working together" on an assignment when individual work is required;
- Stealing copies of tests; selling, copying, or letting others copy a test.

Plagiarism means presenting someone else's work as your own. This can mean that one takes someone else's work, opinion, idea, arrangement of materials, or the thought pattern of someone else. Some examples of plagiarism include:

- Copying and pasting from the Internet without citation;
- Summarizing or paraphrasing another's ideas or work without proper citation;
- Directly quoting a source without citation
- Failing to use proper documentation and works cited (bibliography) or fabricating a bibliography;
- Having a parent or another person write an essay or do a project which is then submitted as one's own work.

Examples of violating the academic integrity commitment include all of the above listed examples. More serious violations include:

- Giving your test to another student who needs to do a make-up test;
- Obtaining another student's test in preparation to take a make-up test;
- Coming into a tests with a cheat sheet or formulas on a calculator;
- Using information from a stolen copy of a test for personal benefit;
- Stealing a copy of a attest for personal benefit and/or distribution;
- Significant portions of a major paper or project lack citation;
- A major paper or project contains a fabricated bibliography;
- All or part of a major paper or project has been lifted off of the Internet website or "paper mill."

Consequences of committing any of the above actions may result in one of two ways.

If it is the student's first offense the student will receive a substantial percentage off of their grade for the assignment and an automatic detention and/or suspension depending on the severity of the violation.

Any offense after the first will result in an automatic suspension and a zero on the assignment.

Threats of Violence

Students who make threats either verbally, via social media apps, or physically may be suspended, removed from extra-curricular activities, asked to withdraw, or be expelled, as determined by the administration. In addition, local law enforcement may be notified. In some cases, a student may be required to have a threat assessment from a qualified mental health professional. If this occurs, written documentation is required stating that it is safe for the student to return to school.

Weapons Policy

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

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

DANGEROUS WEAPON:

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

If a violation of this policy occurs, the principal should immediately notify the Superintendent. Any student found to be in possession of a dangerous weapon or facsimile of, shall be expelled or suspended. The principal of the school where the violation occurred shall determine whether the student shall be expelled or suspended.

Suspension from the school where the violation occurred should last to the end of the current school year. The student may return to his home school at the beginning of the next calendar school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

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

- Immediately notify the Superintendent.

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

Drug Policy

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

Cell Phone Policy

Cell phones are allowed provided the following:

- Cell phones must be turned off and turned into their homeroom teacher each day. The teachers keeps the phones in a locked area and they will be returned at the end of the day.
- They may not be used at any time during the school day for any reason. Emergency calls to parents must be placed in office.
- They may not be used during after school care.

1st Offense:

Phone/device is confiscated and brought to the office. A parent or legal guardian must retrieve it. The student will serve a detention.

2nd Offense:

Phone/device is confiscated and brought to the office. The student receives a detention, and pays a \$25 fine for the parent or legal guardian to retrieve the phone.

3rd Offense:

The phone is confiscated and returned at the end of the semester. The student is suspended for 1 day. The parent must pay \$50 fine to retrieve the phone/device.

Sexual Harassment Policy

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

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

Bullying Policy

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

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

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

Definition:

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

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

Scope:

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

Reporting Breach of Policy:

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences, or parent or other student witnesses any incident of bullying, the incident must be promptly reported to the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation.

Report forms will be retained at school until the students involved leave the school.

Disciplinary Action:

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

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

Education:

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

Bully Report Form available on the following page:

**Corpus Christi Catholic School
Bullying Report Form**

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

Date of report:

Initial report made to:

Person(s) reporting:

Date(s) of incident (s):

Type (Mark with "X" all that apply)

Verbal

Physical

Emotional

Social Media

Other

Persons involved:

Where did this occur?

Has this happened before?

Dates?

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

Explain this incident?

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

Parent signature: _____ Student signature: _____

*****OFFICE
USE:

Received by:
Corpus Christi Catholic School

Date:

Incident Response Form

Date of report: _____

Students involved:

Description of
incident: _____

Response/follow-up
by: _____

Check actions taken to investigate:

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

_____	Conference with parent of targeted student	Date
_____	Conference with parent of offending student	Date

Actions taken to alleviate the problem:

- _____ Alerted staff and teachers about situation

_____ Monitor students' interactions with each other, separate
when possible

_____ Targeted student referred to school counselor

_____ Referred offending student to school counselor

_____ Disciplined offending student Action taken: _____

_____ Apology from offending student to targeted student

_____ Offending student referred to outside counseling

_____ Follow-up conference with parent of targeted student Date: _____

_____ Follow-up call with parent of targeted student:

_____ Follow-up conference with parent of offending student:

_____ Date: _____

_____ Follow-up call with parent of offending student: Date: _____

Additional notes:

Technology Policies: Acceptable Use Policy and Student Email Policy

Acceptance of the Technology Policies

The *Acceptable Use Policy* and *Student Electronic Communication Policy* are included in the Corpus Christi Catholic School Student Handbook. Parents and students indicate their acceptance of these policies by signing the Handbook Acceptance letter. The signatures indicate that all parties have read and understand the policies regarding technology and student emails set forth by Corpus Christi Catholic School. Failure to sign the policy will result in loss of privileges.

Consequences for Violation of Technology Policies

The violation of technology policies and any usage deemed unacceptable by administration, faculty, and/or technology directors can result in loss of privileges. Violations of the policy and the resulting loss of privileges may correspond with disciplinary actions outlined in the Student Handbook.

Note: Revoked privileges may have academic consequences if assignments require the use of school technology.

Privacy

Students should understand that they have no reasonable expectation of privacy with respect to and including, but not limited to internet usage, the creation and/or distribution of messages or content via student email system, and/or the creation of information within technology tools that fall under the purview of Corpus Christi Catholic School technology devices. Corpus Christi Catholic School may at its discretion filter, access, and monitor technology resources to determine unacceptable usage.

Acceptable Use Policy

Corpus Christi Catholic School provides student access to technological devices (as defined below) and internet access for academic and educational purposes only.

Purview of Technology Acceptable Use Policy

Technology devices include, but are not limited to the following: desktop computers, laptops, tablets, digital cameras/video recorders, printers, scanners, calculators, hardware/software, and technology infrastructure (e.g. wired and wireless access to school network, servers), whether owned, leased, or loaned to Corpus Christi Catholic School. It also includes approved devices under Corpus Christi Catholic BYOD policy.

The Acceptable Use Policy also applies to any online services provided directly or indirectly for student use including, but not limited to the following: student email, drive, and calendar (GSuite for Education and other Google Apps for Education); Student Information Systems such as Rediker; and online-based educational tools such as Nearpod.

Expectations of Device Usage

- The teacher determines all device usage in the classroom.
- Devices must remain powered off in the classroom unless otherwise directed by the teacher during acceptable use times.

- All devices must be brought to school/class daily fully charged.

Unacceptable Usage of Technology

The inappropriate use of technology includes, but is not limited to, the following:

- Using the network for any illegal activity, including violation of copyright
- Degrading or disrupting equipment, software, or system performance
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using an account owned by another user
- Posting personal communications without the original author's consent
- Posting anonymous messages
- Posting content that is profane or uses language and/or symbols with the intent to degrade, bully or offend other
- Downloading, storing, or printing files or messages that are profane, obscene, or that use language and/or symbols that tend to degrade or offend others
- Any activity that interferes with the operation of any computer system (e.g. jailbreaking)
- Any activity that damages any equipment or programs-restitution will be required if this occurs
- Uses that violate any of the expected standards of behavior outlined in the handbook including but not limited to plagiarism, cheating, bullying, hazing, and harassment

Student Electronic Policy

Student email accounts issued by Corpus Christi Catholic School are expected to be used strictly in an academic manner; usage must be responsible, legal, and ethical. The *Student Electronic Communication Policy* falls directly under and is encompassed by the Corpus Christi Catholic School Acceptable Use Policy.

School Usage of Email and other Electronic Communication

- Student email accounts established by Corpus Christi Catholic School should be considered an official means of communication between students and teachers. Students will be expected to use their official student email address for electronic communication with teachers instead of personal email accounts.
- Student email accounts grant students access to a variety of resources including but not limited to the services provided through Google Apps for Education: Google Mail, Calendar, and Drive, which includes the online creation and storage of documents, spreadsheets, and presentations.

Expectations of Student Email Usage

- Corpus Christi Catholic School expects all students to check their email on a frequent and consistent basis. Some emails may be time critical, and unchecked email will not be considered an acceptable excuse.
- Student email should only be used for emailing Corpus Christi Catholic School staff and when assigned, other Corpus Christi Catholic School students.
- Online collaborative work is only acceptable when assigned by a teacher.

Otherwise, the work will be deemed as cheating and subject to rules within the Student Handbook.

- Students should use polite, appropriate language.
- Any messages deemed inappropriate, offensive, abusive, or harassing will be grounds for the revoking of privileges and subject to disciplinary action. There will be filters in place that can redirect this type of message to administrators.
- Username and passwords should not be shared by students
- Username and passwords will be made available to parents upon request.

Sanctions

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

Content of Policy

- Review and Revisions
 - Current Policy: Signed Acceptable Use Policies will be kept on file in the school office.
 - Updating the policy-Due to continuous advancements in technology, additional restrictions and use guidelines may be instituted throughout the school year.
 - If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

BYOD Information for 5th-8th Grades (participation is optional)

The goal of the Bring Your Own Device initiative at Corpus Christi Catholic School is to provide our students with the technology to promote self-directed 21st Century learning through collaboration, communication, critical thinking, and creativity.

The following guidelines will outline approved devices and device management. All students who bring a device are bound by the Technology and Acceptable Use Policy of Corpus Christi Catholic School.

Approved Devices:

Due to equipment used in the school and network policies, the following devices are compatible with school equipment and approved for school use:

- Tablets
 - iPad 1, 2, 3, 4, and mini
 - Kindle Fire and Fire HD
 - Android Versions 2.3 and newer (Samsung Galaxy tablets, etc.)
- Laptops
 - Windows 7 or higher
 - Apple OSX or higher

****Devices must be at least 6 inches for school use.**

Device Management

- It is the responsibility of the student to maintain proper care of their devices. Any damage that may occur will not be the responsibility of Corpus Christi Catholic School.
- Devices must be charged at home before coming to school. The school is not responsible for charging devices.
- Students must already be familiar with their device before bringing it to school.
- Devices must remain powered off in the classroom unless otherwise directed by the teacher during acceptable use times.
- Corpus Christi Catholic School is not responsible for the purchase of paid applications for personal devices.

By participating in the BYOD Program, you are agreeing to, and are bound by, the Technology and Internet Acceptable Use Policies of CCCS and the Archdiocese of Mobile. All BYOD users are held responsible for their actions and activity within their devices, and must have a signed Acceptable Use Policy for the current year on file. All technology use at CCCS is viewed in the context of the moral and ethical teachings and policies of the Catholic Church, the Archdiocese of Mobile and Corpus Christi Catholic School and all users must follow the school's Technology Use Policy when using any and all technology resources on campus.

All authorized use must be for educational purposes and be consistent with the mission statement, handbook, policies and procedures of CCCS. Unacceptable uses of any technology device can result in the suspension or revoking of access and privileges and the confiscation of the device. Students are responsible for any device brought on campus.

Key Points of This Policy

- Cell phones of any kind are not permitted as part of the BYOD policy.
- When a student brings his/her own device to school, it is required that any Internet use is channeled through the CCCS filtered network. Students are not permitted to use private data plans or any other networks at school to access the Internet.
- The teacher in the classroom has the final say on procedures in that classroom (including specific directions left for any substitute teacher). If the teacher (or substitute teacher) asks a student not to use the device, then the student must follow those directions.
- Electronic posting of personal information about one's self or others (i.e. addresses, phone numbers, and pictures) is expressly forbidden at school.
- In addition to following the CCCS Acceptable Use Policy, students are also expected to exhibit appropriate and safe digital citizenship skills.

Responsibility for Devices

- Students who bring their own device to school do so at their own risk. Neither the school nor the teacher may be held liable for loss, theft, or damage to personal property.
- Students are to keep their devices secure at all times and not loan them to others.
- Students may not use their own devices during instructional time unless approved by the classroom teacher.
- All devices and accessories must be clearly labeled with the student's name.
- It is the responsibility of the student to bring any device to school charged.

Electronic Watch/Fitness Tracker Policy

All devices used on campus must be monitored through the school's network. Since many electronic watch devices, including many step counters, are connected to a cell phone or outside wireless carrier, the school administration is unable to monitor students' activity. Therefore, Smart Watches, Fitbits, and other fitness trackers are prohibited from being used by students while on campus. While we understand that some of these devices are not network enabled, it is too difficult to police which devices have networking capabilities and which do not. Many devices that are very technical look very similar to those which are not.

Guidelines for Use of Televisions in Classrooms

1. Teachers must have permission from the Principal prior to watching live television news events or programs.
2. Videos that support and enhance the curriculum and offer enrichment for students may be used as part of a multi-media approach to teaching.
3. On special occasions, non-educational videos may be shown with the Principal's approval.

Policy for Communications with Minors

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

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

When communicating electronically with minors:

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

particular ministry and must be granted access to participate in such communications.

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

Policies specific to platform types:

Via Social Media and other web-based platforms:

- All interactions must be through ministry accounts, never personal accounts.
- Accounts must be monitored by at least two adults of the organization, one of which must be an employee of the parish, school, ministry or archdiocese. Names of sites used, usernames and passwords/codes for access to the site must be given to the pastor, principal or supervisor and/or their designate.
- Identifying information and/or photo or video depiction of minors web-based platforms may only be used with parental permission.
- Age guidelines established by the web-based platform must be followed.
- Platforms which allow content to “disappear” are not permitted.
- Care must be exercised when utilizing platforms which allow for streaming video in real time, with respect to privacy issues and possible conflicts with Catholic belief and values.
- Via phones and related devices:
 - Parents of students 8th grade and younger must give prior written permission for their children to be included in group ministry communication. In regards to personal social media accounts:
 - If an employee, cleric or volunteer identifies himself/herself with a ministry of the Archdiocese, the following must be reasonably prominent: “The views expressed on this website are mine alone and do not necessarily reflect the views of the Archdiocese of Mobile and all its entities.”
 - Any information that causes embarrassment to the Archdiocese and all its entities must be avoided.
 - Archdiocesan, parish and school trademarks or logos may not be used as personally identifying features.

- Employees or volunteers of the Archdiocese and its entities may not initiate or respond to personal social media requests involving minors where no relationship outside of the ministry had been previously established.
Archdiocese of Mobile-2016

Child and Adolescent Protection Policy

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

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

Duty to Report Child Abuse

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

Field Trip Guidelines

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

Field Trip Chaperone Rules

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

1. All parents/volunteers must receive Child and Adolescent Protection Policy training before a field trip.
2. If assigned a group, you must stay with the group at all times. Students should

- never be left unattended.
3. Siblings are not allowed on field trips.
 4. Chaperones must maintain order on the bus or in cars. No walking around or loud talk is permitted on the bus.
 5. If personal vehicles are driven, a current insurance record must be on file in the office. (\$100,000/\$300,000)
 6. Chaperones must make sure students are following the guidelines established by the facility that is being visited.
 7. No stops or detours may be made that are not noted on the parent permission form.

Your help and support is greatly appreciated by the teachers!

Uniforms and Appearance

Uniform Requirements for Girls

Girls in **PK3-PK4** may wear the Grey and white check dress with logo or Grey knit dress with logo. Girls in grades **K-5** wear grey jumpers, white short-sleeve Peter Pan blouses. Girls in grades 6-8 wear grey skirts and white short, or long-sleeve Oxford blouses. There is also a white polo style option for girls in grades 6-8, but the oxford shirt must be worn on Mass days. The length of jumpers and skirts may be no shorter than two inches above the knee. Preschool girls wear white shoes and white socks. Girls in K-3 wear black and white saddle tennis shoes. Girls in grades 4-8 wear black and grey saddle oxfords. All girls, K3-8 may wear white, mid-calf crew socks or tennis-style socks. Cougar paw tennis sock is optional.

Uniform Requirements for Boys

Boys in grades **K3-K4** wear grey shorts or pants along with the orange polo with logo. Preschool boys wear white velcro tennis shoes. Boys in grades **K-3rd** grade wear grey pants or short with the orange polo with logo. **K-3rd grade** boys wear solid black athletic shoes, and black crew socks. Boys in grades **4-5** wear the gray trousers with the orange logo polo. Boys in grades **6-8** wear gray trousers, along with the white short-sleeve or long-sleeve Oxford shirts. There is also a white polo with logo option for boys in grades 6-8. They must wear the oxford with uniform tie on Mass days. Boys in grades **4-8** should wear black leather lace up shoes or black loafers with all black crew socks. All boys in grades K-8 wear solid black belts.

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

P.E. Uniform

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

Rules that apply to all students PK3-8

The complete uniform is the only acceptable attire for all students in grades K3 - 8. **All students must purchase either a uniform sweatshirt or jacket.** Students will not be allowed to wear non-uniform jackets unless the weather is extremely cold and additional outerwear is needed. White, black, or grey tights may be worn on cold days.

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

Uniforms or uniform shoes that have been marked on or drawn on are not considered regulation and may not be worn in school at any time. Uniform shoes are to be clean, and in good repair.

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

Guidelines for Out-of-Uniform Day Attire

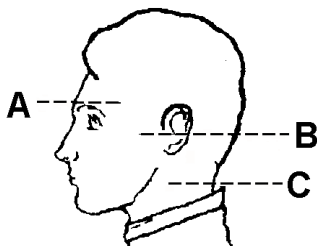
On out-of-uniform days, all students will wear appropriate dress for a Catholic School. All clothing must be modest, in good taste, and appropriate for school wear. Students in grades K-5 may wear shorts if they are a proper length, that is, with an inseam of at least 6 inches. Middle School students (grades 6-8) are not allowed to wear shorts on out of uniform days or athletic type pants. Short skirts, tank tops, spaghetti strap tops, strapless tops, half shirts, midriff shirts, and see through jerseys are not allowed. Clothing that demonstrates a lack of reverence for ideals of Christianity or disrespect to any one individual or group of individuals is not allowed. Excessive makeup is not allowed. Remember! When in doubt, don't wear it!

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

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

Student Appearance

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



- Hair should not extend below the eyebrows on the forehead. **(A)**
- Hair should not extend below the middle of the ear. **(B)**
- Hair should not extend below the top of the collar of the uniform shirt. **(C)**
- Hair that is curly or wavy must be neat, and follow the same guidelines

Students in K-7 are not permitted to wear makeup or fingernail polish to school. Eighth grade girls may wear **light** makeup and nail polish.

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

Student Health Guidelines

Immunizations

All students enrolled in Archdiocese of Mobile schools, including preschool, are required to be immunized. Students must supply the school with evidence of immunization from the Alabama Department of Health. Immunizations must be current with age requirements. An exemption to this policy will be made in the event that a student has an illness that would compromise his/her life by being immunized

Illness

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

When children do not feel well in the morning, **PLEASE KEEP THEM AT HOME.**

Children who have had a fever greater than 100 degrees, vomiting or diarrhea should be kept at home for 24 hours after their temperature has returned to normal and there is no more vomiting or diarrhea. Students with fever, vomiting or diarrhea will be sent home.

Medication

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

Peanut Butter/Peanut Products

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

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

Daily Schedule

- First bell rings 7:45 a.m.
- Tardy bell rings 7:55 a.m.

Dismissal times are as follows:

- Preschool-2nd grade-Dismissal begins at 2:45
- 3rd-5th Grade-Dismissal begins at 2:55
- 6-8th Grade Dismissal begins at 3:05

Attendance Guidelines

Tardies

Parents should make every effort to have their students arrive on time for school and remain for the full day. Daily attendance is required except for illness or emergency. A student must be present in class for 3 academic hours in order to be marked present. Tardiness and absences can be detrimental to a child's work and progress. If a student is tardy, they must present a parent or doctor/dentist note to have the tardy excused. **The only acceptable excused tardy will be with a doctor's excuse, traffic accident, or at the principal's discretion.** Should a student's tardies/early dismissals (excused and unexcused) exceed 10 days, the parent/guardian will receive a warning letter from the school administration. Tardies that exceed 30 will result in a mandatory conference between the parent/guardian and an administrative team, as determined by the principal. In addition, the local truancy officers may be notified.

Early Dismissal

Students who have an early dismissal must be checked out by 2:40. Every 10 tardy/early dismissals, will convert to one absence.

Absences

For an absence to be excused, the parent/guardian of the student must send a written note with the student when he/she returns to school. Students must arrive by 11:00 to be counted as present. Our report card does not reflect excused or non excused absences, but we do require it for our own records.

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

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

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

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

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

Make-up Work for Illness

Students who are absent have one day for each day of absence to make up the missed assignments, quizzes or tests to be extended at the discretion of the teacher.

Vacation Absences

Parents are encouraged to schedule trips or family outings during school breaks. If teachers assign work before the absence, the work is due the day the student returns to school and tests must be taken within two (2) days of return. If the student does not receive work before the absence, the student will have three (3) days to make up work and take tests. Work that is not completed within the required time will receive a zero (0). Teachers will make every effort to give students all missed assignments but they will not repeat any missed instruction.

Morning and Afternoon Supervision

The school does not assume responsibility for supervision except at appointed times. Students arriving before or staying after supervision do so at their own risk. From 6:00 a.m.-7:00a.m, supervision will be available in the Preschool Building for a daily fee of \$3.00. K-8 students arriving after 7:00 a.m, but before 7:30 a.m. will be supervised in the gym and library. Students arriving after 7:30 should report to their classroom. After school care is offered for students until 5:45 daily. Charges for the After School Program are as follows:

- 1 child: \$50.00/week
- 2 children: \$70.00/week
- 3 children: \$90.00/week

- One week consists of three days or more
- Drop in rate/child \$10.00/day
- Late fees after 5:45 (10-15 minutes late) \$10.00/child

Students remaining at carpool at 3:30 will be signed into the afterschool care program and parents will be charged the daily fee occurrence. Students participating in sports or other extra-curricular activities after school are to report directly to the area of participation no earlier than 10 minutes before the scheduled time and must leave the property immediately following the activity unless the parent or guardian is present.

Guests

Students who wish to bring a guest to campus during school hours should request permission for the visit from the office prior to the visit. Guests should be suitably dressed.

Weather

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

Class Parties

Classes are able to have seasonal celebrations keeping in mind the Church liturgical year as well. The Room parents and teacher coordinate the party. Parties should last no longer than 45 minutes and allow for 15 minutes for clean-up prior to dismissal.

Birthday Parties

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

Invitations

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

School Services

Media Center

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

Counselor

A kindergarten through eighth grade school counseling program is an integral part to the total educational process. Student, teacher and parent needs must be met in order to facilitate learning in the optimum educational environment. Counselors in Catholic schools enhance the learning environment by providing many services. Among these are: individual and small group counseling, coordination of school/community outreach, teacher support, parent support, academic support of the student, promotion of a healthy Christian lifestyle, coordination of the bullying and sexual harassment curriculum and coordination of the Archdiocese of Mobile's Children and Adolescents Protection Program. In addition, school counselors are required by law to report suspected abuse or neglect. Finally, school counselors meet the developmental and educational needs of students through classroom guidance. These needs have been identified by the Alabama Department of Education. They are personal development, educational development, social development and career development. By targeting these areas of development, school counselors can help their students meet the demands of school as well as the demands of our world today.

Resource Room

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

Student Opportunitites, Programs. and Special Events

“A” is for Africa

Helping to support our sister school in Matim, Just .35 days are established beginning in September where students are asked to bring in a quarter (25 cents) on or near the 25th of every month from each classroom.

Catholic Cup Challenge

Middle School Students are eligible to participate in this Religion based scholar's bowl competition between other local Catholic schools.

School Choir

Open to students in grades 6-8, our choir leads in worship at our school masses.

Distinguished Gentlemen's Club

Comprised of selected Middle School 7th and 8th grade gentlemen. The club members, focused on leadership activities, also give talks and presentations to other classes.

Rainbows Program

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

Scouts

Scout opportunities are available for various age groups. Scout leaders receive leader training through the local scout chapters.

Food Pantry

Publicize monthly food donations for each grade level to bring on the first Thursday of the month to the Food Pantry, which supplies food to the Backpack Ministry. Work with the Disciples of St. Michael to help organize collections.

Girls on the Run

This club involves girls from grades 3-5 who meet weekly, this program's mission includes inspiring and motivating girls, encouraging fitness for life and building confidence and social skills. They run a 5K in the Spring with their running buddies.

Seton Sisters

Seton Sister Membership is available to girls in grades K-8.

Band

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

Student Leadership Committee (SLC)

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

- Maintain satisfactory conduct for the current school year. SIC members are positive student role models and this must be reflected in their behavior.
- Have at least a B average for the current school year.
- Not have more than 2 detentions.
- Receive no D's or F's on the current year's progress report.

- Have approval from four teachers regarding positive Christian attitude
- Have parent's permission.

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

Art Club

Students in grades 5-8 are eligible to participate in our afterschool art club.

Musical Programs

Students in grades 3-8 are eligible to try out for a role in our spring musical production. Students in grades 6-8 are eligible to participate in our Mystery Dinner Theater production.

Buddy Program

The Buddy Program is a peer counseling program that pairs older students with younger students.

Red Ribbon Week

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

Computer Club

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

Scholar's Bowl

The Scholar's Bowl Team is a competitive academic team comprised of 6th-8th graders. The teams participate in competitive after school tournaments and one Super Tournament at the end of the season.

Yearbook

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

Pro-Life Club

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

Disciples of Saint Michael

Open to all middle school students. The DOSM lead our school in service opportunities

throughout the year.

GMCC (Good Morning Corpus Christi)

GMCC is a weekly student produced news program open to middle school students.

National Junior Honor Society

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

Toy Bowl

Toy Bowl centers around a week of championship games in CYO football and soccer. Students are encouraged to purchase tickets to support the event. The eighth grade girls compete to become Toy Bowl Queen by selling tickets. Proceeds from these ticket sales help support the Archdiocesan CYO program.

Food Pantry Thursdays

On the the first Thursday of each month we support our Food Pantry, which supplies food to the Blessings in a Backpack Ministry. A list of needed items are shared each month and students may come out of uniform with their spirit shirt if they bring a food donation.

Girls on the Run

This club involves girls from grades 3-5 who meet weekly, this program's mission includes inspiring and motivating girls, encouraging fitness for life and building confidence and social skills. They run a 5K in the Spring with their running buddies.

Grandparents' Day

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

Optimist Club Speech Contest

A speech contest is held each year for all students in grades 6-8. The winners of the classroom competition present their speeches at a school-wide contest, and the winner progresses to the regional contest. This provides our students with the incentive and opportunity to practice their public speaking skills.

Catholic Schools' Week

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

Field Day

Field Day is an athletic competition among all Corpus Christi students. The student population is divided into teams for the on-campus track and field-related activities. Field

Day is held on a regular school day. Parents are urged to come and share this day with their child.

May Crowning

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

Book Fair

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

Living Stations

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

Quarterly Walk-ins

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

Spelling Bee

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

Talent Show

Students in grades 4-8 are able to participate in our annual talent show.

Organizations and Volunteer Opportunities

Booster Club

The after school athletic program is coordinated by the Corpus Christi Booster Club, which offers several sports programs for students up to 8th grade. The Booster Club organization is comprised of volunteer parents, coaches, and elected officers. Additional information concerning this club and its programs is published in the church bulletins and shared via the school's electronic newsletter

Parent Teacher Organization (PTO)

The PTO is a service organization that supports our school helps address needs. They also enable the school community of adults to become more aware of educational needs.

Room Parents

Our PTO helps coordinate our room parents. The room parent helps organize activities for each class. Activities include class parties and other projects deemed necessary by either the teachers or the principal.

School Advisory Council

The School Advisory Council is a constituted committee. Called into being by Corpus Christi Parish, it has the specific mission of providing quality Catholic education for all those children in the parish whose parents desire to take advantage of such an opportunity.

Parent Volunteers

Parent volunteers make an invaluable contribution to the success of our school program. Parents with unique skills or experience help in various ways. Those who wish to volunteer are encouraged to do so by reaching out to your child's teacher or school office. . Parents with special talents or experiences are urged to discuss sharing these with the appropriate teacher. Those gifted in grant writing, and wishing to help, may contact the principal.

CORRESPONDENCE AND COMMUNICATION

Parent Teacher Communication

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

1. The procedure to arrange a meeting with a particular teacher is to call the school office or to send a note/e-mail to the teacher requesting such a meeting. Such a note or phone call should include more than one time over the next several days that a parent is available to meet.
2. Immediately before school or after school is not an appropriate time to have unscheduled discussions with a teacher. All teachers have duties both before and after school. A teacher may arrange to meet with parents before or after school or even during the school day, but such a meeting or discussion needs to be arranged in advance.
3. Discussions between teachers and parents should not take place in front of students unless both parties agree that a particular student needs to be present.
4. If at all possible, within 24 hours, teachers will acknowledge parent calls or messages. Time will be allowed on the weekend to spend time with family. Emails sent on Friday evenings may not be responded to until the following Monday.
5. Complaints should be handled at the lowest possible level. Persons with concerns should first attempt to address the concern with the teacher. Only after such attempts have failed, should the assistant principal or principal be contacted.

School/Home Communication

Cougar Connection

The Cougar Connection system is used to send messages home from the school office every other Monday. Announcements can also be posted via email through our Rediker information system.

We welcome parents to submit items for consideration to be included in the Cougar Connection. All items to be included **must be submitted to the school office on, or before, the Thursday before distribution.** Items will be approved for inclusion if the items are deemed to substantially benefit and not conflict with student involvement in School, Parish, and Archdiocesan activities. Items must also benefit the students academically, athletically, artistically, or spiritually.

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

Calendar

Our yearly calendar can be accessed on Rediker and our school website. The school also publishes and distributes to families a monthly calendar containing information on upcoming events. Parents wishing to include information of general interest to the school on the monthly calendar should provide this information to the office no later than five working days before the end of the month.

Email/Phone/Text Alerts

Sent in times of emergencies, such as early closing of school due to bad weather. In the event of school closing due to hurricane or other serious event, you will receive an alert.

Arrival and Traffic Reminders for K-8

Arrival Procedures K-8

Take-in for students will begin at 7:30 AM. Before that, students may be dropped off for morning care beginning at 7:00AM. Early morning care is available at 6:00 AM in the Preschool Building for \$3.00 per day/child.

In summary:

From 6:00-7:00: Before School Care is available in the preschool building for students of all grades beginning at 6:00 A.M. There is a \$3.00 charge/day. At 7:00, K-8 students are escorted to Morning Care in the gym/library. If your student arrives before 7:00, they must go to the preschool building.

From 7:00-7:30: Morning Care is available at no charge: Grades K-5 will be dropped off at the gym from 7:00-7:30. Pull up to the gym door and let your students enter the gym. Grades 6-8 students will pull up to the Library and enter through the exterior door for Morning Care. All students will be released to their classes at 7:30. Teachers will be on duty for morning carpool line beginning at 7:30. If you arrive before 7:30 but do not wish to go to morning care, you may wait in the carpool area without blocking traffic until carpool line begins.

From 7:30-7:55:

- K-8 students go directly to their classroom, where teachers will be on duty.
- With the exception of students with preschool siblings and those students designated as walkers, students will be dropped off through the carpool in the lot behind the gym. A diagram is below. Parents will pull into the parking lot as in the past. When all cars are stopped, and it is safe, teachers on duty will direct students to unload. We ask that students are ready to exit their vehicles when pulling up in the morning.
- If you would like to walk your child to their entry point, you must park in one of the lots along McKenna and walk with your student down the front sidewalk of the school to their entry point. Please, never use the ramp in front of the community center; this is unsafe. And please, never drop your child off anywhere other than the designated carpool area. If you are not driving through carpool, you must accompany your child.
- Parents cannot pull into the main teacher/school parking lot after 7:20 AM. Again, students may not be dropped off at any other location on campus except for our carpool line. If you are dropping off a preschool student in addition to K-8 students, those students may walk on the sidewalk from the preschool but must be escorted by a parent to the preschool entrance.
- If a student lives within walking distance of school, you may fill out a walker release form in the office. All students walking home from school must have this form filled out.

Other Carpool Reminders:

- Please do not park along the street or in anyone's yard. Please respect our neighbor's property.
- Turn off your cell phones before entering the parking lot. Do not turn them on again until you have left the school grounds.
- Obey the School Zone speed limit-15 mph on McKenna Dr.
- And finally, please follow the directions of the teachers on duty. Be respectful to them. They are on duty to protect your children and get you in and out of the parking lot as quickly as possible.

Special Note about Preschool

Preschool Parents refer to the Preschool Handbook for arrival and dismissal procedures.