



CORPUS CHRISTI CATHOLIC SCHOOL

Parent/Student Handbook

2025-2026

(Revision-11/12/25)

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Mission Statements

Corpus Christi Catholic Church

Corpus Christi Catholic Church is a multicultural community, transformed through Baptism, filled with the Holy Spirit to glorify God through the sanctification of our lives. Nourished by His Word and the Eucharist, we witness to the Good News of Jesus Christ, through engagement, collaboration, and Parish service to those in need.

Corpus Christi Catholic School

Corpus Christi Catholic School provides a Christ-centered Catholic education by encouraging students to become self-directed learners with a passion for the Gospel and for building a just and compassionate world through service to God and others.

Diocese of St. Petersburg Office of Catholic Schools & Centers

The mission of Catholic schools within the Diocese of St. Petersburg is to provide a faith-filled community where students can grow spiritually, academically, and socially. They reflect the richness, diversity and strength of our Catholic church.

Diocesan Personnel

Bishop
Superintendent of Schools
Associate Superintendents of Schools

The Most Reverend Bishop Gregory Parkes
Mr. Chris Pastura
Mrs. Brenda Budd
Ms. Deborah Suddarth
Dr. Ann Davis

INTRODUCTION FOR STUDENTS AND PARENTS

The learning experience at Corpus Christi Catholic School involves a partnership of students, parents, teachers and administrators. This handbook is designed to enhance that partnership.

This Parent/Student Handbook provides students and parents with valuable information regarding Corpus Christi Catholic School. It is extremely important that students and parents become thoroughly familiar with the contents of this handbook including the school's day-to-day policies, procedures, and practices.

This handbook outlines the various policies, practices and procedures operative at CCCS in detail. **ENROLLMENT IN THE SCHOOL IMPLIES THE WILLINGNESS OF BOTH PARENTS AS WELL AS STUDENTS TO COMPLY WITH ALL POLICIES, PROCEDURES AND REGULATIONS OF THE SCHOOL.** Furthermore, parents and students must agree with and support the philosophy and mission of the school. Both students and parents are expected to show respect for the policies, philosophy and mission of Corpus Christi Catholic School at all times.

Students and parents are advised to keep this handbook readily available for reference, as it is a valuable daily resource. Students and parents are responsible for knowing and understanding the information provided in this handbook. This handbook is not intended to be a final nor all-inclusive document. Changes to this handbook may be made by the administration throughout the school year as circumstances warrant.

ACCREDITATION/PROFESSIONAL ORGANIZATIONS

Corpus Christi Catholic School is fully accredited by the Florida Catholic Conference (FCC) and the Middle States Association of Colleges and Schools (MSA-CESS). It holds membership in the National Catholic Education Association (NCEA) and the Association for Supervision & Curriculum Development (ASCD).

School Contact Information

Mailing Address: 9715 N 56th Street Temple Terrace, FL 33617
School Office Phone Number: (813) 988-1722
Extended Day Phone Number: (813) 244-6528

2025-2026 ADMINISTRATION, FACULTY AND STAFF

Pastor	Fr. Joel Kovanis	frkovanis@spiritualhome.org
Principal	Mrs. Kelly Kearney	kkearney@cccstt.org
Assistant Principal	Mr. Stanley Mykita	smykita@cccstt.org
Guidance Counselor	Ms. Becky Prima	bprima@cccstt.org
Coordinator of Curriculum & Instruction	Ms. Maureen Doherty	mdoherty@cccstt.org
Administrative Ass't/Registrar/Office Mgr.	Mrs. Kathy Greco	kgreco@cccstt.org
Administrative Ass't/ Info Manager/Public Rel	Mrs. Lori Kopp	lkopp@cccstt.org
Bookkeeper	Mrs. Frances Alarcon	falarcon@cccstt.org
Advancement & Development Coordinator	Mrs. Amanda Ray	aray@cccstt.org
Pre-Kindergarten	Mrs. Marisa Boehm	mboehm@cccstt.org
Pre-Kindergarten Teacher Assistant	Mrs. Marta Fernandez	mfernandez@cccstt.org
Kindergarten	Mrs. Christina Rodriguez	crodriguez@cccstt.org
Kindergarten Teacher Assistant	Ms. Julie Mauro	jmauro@cccstt.org
Grade 1	Mrs. Monica Weiss	mweiss@cccstt.org
Grade 1 Teacher Assistant	Ms. Christina Torres	ctorres@cccstt.org
Grade 2	Miss Lindsey Schlueter	lschlueter@cccstt.org
Grade 2 Teacher Assistant	Ms. Mayra Sanyet	msanyet@cccstt.org
Grade 3	Mrs. Shannon Perich	scarlett@cccstt.org
Grade 4	Mrs. Brenda Benedict	bbenedict@cccstt.org
Grades 3 & 4 Teacher Assistant	Mrs. Kristine Bendig	kbendig@cccstt.org
Grade 5 Homeroom, LA, Religion	Ms. Maureen Doherty	mdoherty@cccstt.org
Grade 5 Science, Math, SS	Ms. Melina Schultz	mshultz@cccstt.org
Grade 6 Homeroom; Grades 6-8 Religion, Campus Ministry	Mrs. Nicole Walther	nwalther@cccstt.org
Grades 6-8 Social Studies	Mr. Matthew Jones	matthewjones@cccstt.org
Grade 7 Homeroom; Grades 6-8 Math	Mr. David Tran	dtran@cccstt.org
Grade 8 Homeroom; Grades 6-8 Science	Mr. Daniel Krupa	dkrupa@cccstt.org
Middle School LA	Mr. Aidan Healey	ahealey@cccstt.org
PE/AD	Mr. Edward Smith	esmith@cccstt.org
PE Teacher Assistant	Mr. Michael Rovellada	mrovellada@cccstt.org
Media/Technology	Mrs. Hope McElroy	hmcelroy@cccstt.org
Music	Mr. Matthew Jones	matthewjones@cccstt.org
21 st Century Skills	Mr. Alex Barba	abarba@cccstt.org
STREAM/Gifted/Testing Coord	Mrs. Taryn Whitman	twhitman@cccstt.org
Student Support Teacher	Mrs. Jennifer Aragon	jaragon@cccstt.org
Cafeteria	Mrs. Rhonda Pierce	rpierce@cccstt.org
	Mrs. Patricia Sardisco	psardisco@cccstt.org
Extended Day Supervisor	Ms. Monique Clark	mclarke@cccstt.org
Extended Day Assistants	Ms. Olivia Kopp	okopp@cccstt.org
	Ms. Grace Cruzado	gcruzado@cccstt.org
	Ms. Cairistiona Kellar	ckellar@cccstt.org
	Ms. Antoinette Nurse	anurse@cccstt.org
	Ms. Alyssa Salgado	
Morning Care	Mrs. Taryn Whitman	twhitman@cccstt.org
Parish Director of Faith Formation	Mrs. Karen Valentine	kvalentine@spiritualhome.org
Facilities	Mr. Frank James	fjames@cccstt.org
	Mr. Patrick Mixon	pmixon@cccstt.org

SCHOOL ORGANIZATIONS

School Advisory Board

The School Advisory Board exists to provide meaningful guidance to the pastor and principal. The Board, comprised of appointed members of the Church and school community, advise in the areas of fundraising, school operations, budget, school policy, maintenance of building and supplies, and other issues as deemed necessary by the principal or pastor. The Board is also charged with informing the school parents of recent decisions and presenting concerns and ideas on behalf of the parents. The Board is not involved in individual grievances regarding specific students and/or teachers.

School Advisory Board

2025-2026

Dr. Bill Davison Mr. Bob Leissle
Mr. Steve Denick Ms. Bridget Morello
Mrs. Elena Lazaro Ms. Concetta “K” Rizzo
Dr. Patrick Liang (consulting member)

School Finance Board

The School Finance Advisory Board exists to provide meaningful guidance to the pastor and principal. The Board, comprised of appointed members of the Church and school community, advise specifically in the areas of finances and budgeting.

School Finance Board

2025-2026

Mr. Ben Boehm Ms. Bridget Morello
Dr. Bill Davison Mr. Rob Westfall

CCCS PARENT CLUB

Parents’ Club Mission

All parents/guardians of students are automatically members of the CCCS Parents’ Club. The PC shall operate under the non-profit organization of Corpus Christi Catholic Church and School. The primary purpose is to promote quality Catholic education and community at Corpus Christi Catholic School. The PC sponsors events, promotes parental involvement and raises funds to finance products and services that enhance the academic and enrichment programs at CCCS.

Parent Advisory Council (PAC)

The Parent Advisory Council is a group of parents chosen to advise the principal on various topics. This Council also works to promote parental involvement and to support the PC’s various committees.

2025-2026 Parent Advisory Council

Chair: Kevin Kornett Treasurer: Nichole Alvarez
Brooke Kelly, Freddy Melendez, Kevin Mora, Sheddrick & Chequita Stokes

Service Hour Policy

Each family is required to contribute 15 service hours during the school year (10 for single parent families). Service hours not completed by mid-May 2026 will be billed at \$20 per hour through FACTS.

Service hours can be earned in many ways: volunteering to be a homeroom parent, chairing a committee, working on a committee, driving/chaperoning on field trips, being a library helper, working in the lunchroom, etc. Information regarding

other volunteer opportunities will be communicated throughout the school year. A parent can also earn hours through parish-sanctioned activities.

In order to volunteer in the cafeteria, library or any other place involving Corpus Christi students, individuals must have completed the Safe Environment Training course and have on file the approved Diocesan Level II screening (Fingerprinting).

2025-2026 Homeroom Parents

Pre-Kindergarten	Beth Gray	813-390-0328	beth.gray2007@gmail.com
	Kaeley Morello	813-598-8208	kaeylemorello@gmail.com
Kindergarten	Erin Hennigan	401-829-7730	erin.hennigan81@gmail.com
	Alexis Fischer	863-370-1614	alexis.fischer@mosaicco.com
Grade 1	Emilie Kelly	813-598-7176	hart2kelly15@gmail.com
Grade 2	Heather Nguyen	904-571-0087	heather.nguyen83@gmail.com
	Maily Fernandez	813-545-3449	mailyfernandez@yahoo.com
Grade 3	Sarah Porter	813-787-4000	burkett4588@gmail.com
	Kim Blair	813-614-4093	kimblair79@gmail.com
Grade 4	Carmela Johnson	813-390-0197	carmatt121@yahoo.com
Grade 5	Monica Bakay	813-390-6371	monicabakay@icloud.com
	Malinda Koeniger	703-718-1403	mindykoeniger@gmail.com
Grade 6	Chris McRae	407-256-3807	cjmrae@hotmail.com
Grade 7	Kelsey Lien	239-938-6194	briggskels@gmail.com
Grade 8	Nichole Alvarez	305-505-7096	alvarez.nichole@gmail.com

Homeroom Parent Coordinator

Mrs. Kelly Kornett 813-857-3817 kellykornett@gmail.com

2025-2026 PC Committees

Family Field Day	Jamie Pappa	jamiepappa@gmail.com
	Terri Conroy	teresatprather@gmail.com
Gingerbread House	Laura Noll	lhzdr@yahoo.com
Homeroom Parent Coordinator	Kelly Kornett	kellykornett@gmail.com
Hospitality	Carmela Johnson	carmatt121@yahoo.com
Spirit Nights	Marie Mathews	mariegmthews@yahoo.com
Sports Banquet	Julie Reich	juliereic@gmail.com
Staff Appreciation	Emilie Kelly	hart2kelly15@gmail.com
Staff Birthdays	Jessica Grace	jgrace23@verizon.net
Used Uniforms	Heather Bruton/Laura Noll	bruton.heather@gmail.com
		lhzdr@yahoo.com
Volunteer Coordinator	Kristina Shea	kristina.m.shea@gmail.com
Trunk or Treat	Jackie Sullivan-Valdez	j.sullivan@yahoo.com

PARENT INFORMATION

See page 53 for the Revised Parent Code of Conduct

CHANGE OF ADDRESS, PHONE NUMBER and/or OCCUPATION

Every change of address, home phone number, cell phone number, email address, place of employment, and work phone number should be updated in FACTS/Renweb by the parent and also emailed to the school office immediately. Up-to-date records are essential in handling emergency situations.

PARENT USE OF CELL PHONES

During drop-off and pick-up of students from school, parents are urged to discontinue use of cell phones until exiting the campus. Cell phones should be in silent mode at all school functions.

CUSTODIAL PARENTAL/GUARDIANSHIP

In accordance with the directive from the Diocesan Office of Catholic Schools and Centers, parents must submit to the school office copies of divorce/custody decrees when custody of children is concerned. The school must be aware of these arrangements for the wellbeing of the child/ren.

PARENTS ON CAMPUS

Parent volunteers and sanctioned visitors must sign-in in the office using the school's check-in system and receive an identification tag before entering the secure area of the campus. Each visitor and/or volunteer **MUST** present a driver's license or other form of government ID in order to be allowed on campus. Each ID will be scanned and an instant, nationwide sex offender search conducted.

Parents and visitors are not permitted in the classroom areas unless they are scheduled volunteers, on campus for a school-sanctioned event or accompanied by a school official.

If a parent has a scheduled appointment with a teacher, the teacher will meet the parent in the office. Teachers are not permitted to leave classrooms while classes are in session either to answer the phone or to confer with parents.

Parents are asked not to approach teachers for discussions without a scheduled appointment, especially during morning arrival time or dismissal time.

VOLUNTEERS

General Guidelines

Corpus Christi Catholic School welcomes parents to volunteer in various areas during the school day and during other times as well. All volunteers must have Level II Background Screening and Safe Environment Training. This training and screening must be renewed every 5 years. Those who volunteer during the school day must check in at the school office using the school's check-in system. Additionally, they are asked to go directly to their volunteer site and not to visit classrooms or other areas.

Diocese of St. Petersburg Code of Conduct for Volunteers Working with Minors

Any form of sexual misconduct is sinful. It is a violation of the sixth commandment, and it is a "failure in genuine love for God and neighbor, caused by a perverse attachment to certain goods" (CCC 1849). Certain forms of sexual misconduct may also be criminal. Adults, including and especially Church Personnel (hereafter referred to as "Adults"), who engage in any form of sexual misconduct with minors violate the ministerial relationship of trust by misusing their authority to take advantage of the vulnerability of those they serve. Because of the unique position of those in ministerial service, there is always an absence of meaningful consent to **any** sexual activity.

It is the responsibility of Adults to maintain appropriate physical and emotional boundaries with those with whom they work or serve. While it is not possible to identify every form of inappropriate conduct that violates a person's boundaries, the following section includes behaviors that should be practiced, as well as those that are to be avoided.

School Personnel/Volunteers will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Try to avoid situations in which one is alone with a child at school activities.
- Use positive reinforcement with children and youth rather than criticism, competition, or comparison.
- Refuse to accept expensive gifts from children and youth or parents without previous written approval of the pastor or administrator.
- Refrain from giving expensive gifts to children or youth without prior approval of the parents or guardian and the pastor or administrator.

- Report actual or reasonably suspected abuse to the Department of Children and Families (DCF Abuse Hotline: 800-962-2873), and the Diocesan Victim Assistance Coordinator (1-866-407-4505). The Pastor/Administrator or Principal must also be notified.
- Be familiar with the Diocese of St. Petersburg Safe Environment Policy for the Protection of Children and Vulnerable Adults.
- Cooperate fully in any investigation of abuse of children or youth.
- Demonstrate respect for the teachings of the Church as well as the provisions of secular and canon law.
- Provide appropriate adult supervision of minors.

Church Personnel/Volunteers are not to:

- Smoke or use tobacco products in the presence of children to whom they are not related.
- Use, possess, or be under the influence of illegal drugs at any time while volunteering.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Pose any health risk to children and youth. If the employee or volunteer is ill, he/she should stay home.
- Strike, spank, shake, or slap children and youth.
- Humiliate, ridicule, threaten, or degrade children and youth.
- Touch a child in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and youth.
- Use profanity in the presence of children and youth.
- Engage in any conversation of a sexual nature which does not comport with church teaching.
- Wear sexually suggestive or immodest attire.
- Show sexually suggestive objects or pornography*.
- Use any electronic device, desktop, laptop, tablet, mobile phone or any other means to accessing the internet to view pornographic* images of any type.
- Examine the genitalia of any person for any reason.
- Provide free medical advice or medical procedures unless authorized or are required by law.
- Administer drugs, including over-the-counter medication, in the absence of express written permission.
- Offer a prolonged hug when a brief hug is customary behavior, behavior must be initiated by the child.
- Kiss any part of the body of a minor.
- Invite children and young people to one's home unsupervised or for overnight stays, even with the permission of the parent or guardian.
- All Adults are required to comply with the Policies of the Diocese of St. Petersburg, including but not limited to the Policy for Social Media.

*According to the Charter for the Protection of Children and Young People, the federal legal age for defining child pornography includes pornographic images of minors under the age of eighteen.

Behaviors that raise serious concerns with respect to maintaining a safe environment for children include, but are not limited to:

- Acting like a peer around children and youth rather than an adult
- Failure to set appropriate limits with children
- Indications of anxiety regarding adult sexuality
- Overly anxious in interviews or under supervision
- Success in getting around the rules
- No sense of responsibility for one's actions
- Keeping secrets with children and youth
- Allowing special relationships with or giving gifts to an individual child or youth
- Allowing individuals to break some rules (favoritism)

PLEASE NOTE: Any action inconsistent with this Code of Conduct or failure to act appropriately as mandated by the same may result in the removal of an individual as a volunteer with children and youth.

ADMISSIONS/REGISTRATION

POLICIES & PROCEDURES

Re-Registration

Re-registration for current students is an online process that occurs in February of each year. All details will be communicated through the weekly email newsletter.

New Student Application

New students may apply for admission beginning on a designated day in February. Acceptance is based on space availability, previous academic performance (including standardized test scores), and performance on the admission test. Other required documents at the time of registration are the child's birth certificate, baptismal certificate, other sacramental records, and state required health records.

Age Requirement

Florida statutes state that the student entering PreK-4 (VPK) must be 4 by September 1st, the student entering Kindergarten must be 5 by September 1st, and the student entering 1st grade must be 6 by September 1st of the current school year.

Non-Discrimination Policy

The Catholic Schools and Centers of the Diocese of St. Petersburg's open admission policy states that namely, no person on the grounds of race, color, national or ethnic origin is discriminated against in admission or in receiving services in any school or center operated by them, nor do they hire or assign staff on the basis of race, color, national or ethnic origin of the individuals they are to serve.

2025-2026 TUITION, REGISTRATION & FEES

Parental Financial Responsibility

All families, regardless of payment option, are required to make tuition and incidental billing payments through FACTS Tuition Management. Parents have the responsibility of ensuring their FACTS Tuition Account is always active and updated with the most current bank account or credit/debit card information. Parents must also commit to making timely payments and avoiding delinquency. Delinquent or returned payments will result in the addition of late or returned payment fees and other applicable bank charges. Ongoing payment delinquency could impact a student's enrollment status. When a student graduates or leaves the school for other reasons, no transcripts or information can be sent to the new school until all unpaid balances have been paid.

TUITION ASSISTANCE

State Scholarship & Voucher Information:

Florida Tax Credit Scholarship (FTC); Family Empowerment Scholarship for Educational Options (FES-EO); Family Empowerment Scholarship for Students with Unique Abilities (FES-UA). Website: Stepupforstudents.org/EMA
*All Florida students are now eligible to receive a Florida state scholarship or voucher. Applying for and renewing these scholarships/vouchers is the responsibility of the parent.

Diocesan Assistance – Diocesan Catholic School Tuition Grant (CSTAG) & Corpus Christi Catholic School Tuition Assistance Program (CCTAP)

CSTAG and CCTAP are tuition assistance programs that provide assistance to families who may still need assistance after their Florida state scholarship/voucher amount is applied. To be considered for these programs, parents must complete a FACTS Grant and Aid application each new school year. The link for this application form is <http://factsmgt.com/parent-resources/apply-for-financial-aid/>

Any family requesting need-based financial aid from the Diocese of St. Petersburg or Corpus Christi must submit an application to the state scholarship program as ALL children of Florida residents in grades K-12 are eligible.

Corpus Christi Catholic School Mrs. Lisa O’Neil Memorial Scholarship

The scholarship amounts may range from \$250 to \$2500 dependent on need. To be eligible, students must have completed at least one full year at CCCS and be entering 6th, 7th, or 8th grade. Students must complete the scholarship application, scholarship essay, and must have at least one teacher complete the teacher recommendation form. Applications and deadlines are announced in April of each school year. Annual awards will not automatically renew. Each year, a new application must be completed and submitted. Determination of scholarship awards shall be in the sole and absolute discretion of the scholarship committee. If awarded this scholarship, payments will be made on the student’s behalf directly to CCCS from the scholarship fund.

Tuition Payment Information

ALL families, regardless of payment option, are required to make tuition payments through FACTS Tuition Management.

Payment Options:

- One Payment Option - Tuition balance is paid in full by July 31
- Two Payment Option – Tuition balance is paid in two payments due July 31 and Dec 31
- Ten Payment Option – Tuition balance paid in ten equal monthly payments (July 2025-April 2026)

New Student Application Fee (K-8); Non-Refundable/Payable when submitting application: \$50.00

Upon Acceptance, Registration Fee/Non-Refundable (PreK-8th): \$175.00

Returning Student Registration Fee (PreK-8th); Non-Refundable: \$175.00

Parent Club Fee (PreK4-8th): \$75.00 per family (Due by August 15, 2025. This fee will be billed through FACTS.)

2025-2026 Tuition Rates

Rate per Student (PreK-4/VPK)

- Half Day Program (7:50am-11:00am): VPK Certificate
- Full Day Program: \$9,137 minus VPK Certificate (Students who are eligible to receive the FES-UA scholarship may use this scholarship to cover the afternoon program tuition)

Rate per Student (K-4th): \$9,137*

Rate per Student (5th-8th): \$9,679*

*All Florida students are now eligible to receive a Florida state scholarship or voucher. Applying for and renewing these scholarships/vouchers is the responsibility of the parent.

Withdrawals

Withdrawal requires written notice to the school. Tuition will be pro-rated using the last day of the month of the withdrawal date. All school owned books and materials must be returned and unpaid balances paid in full before records will be sent to the student’s new school. If a student is withdrawn within 30 days prior to the first day of school, the parent is responsible for the first month of tuition.

FACTS Fees:

- Annual Fee: 10-month payment plan - \$46.00; Payment in full or semi-annual payment plan - \$20.00
- Peace of Mind Insurance (Optional) - \$22.50
- Returned payment fee - \$30.00 (FACTS will attempt to process a payment 3 times)
- Credit Card fee – 3.05% fee on each payment made with a credit card

Parent Service Hours

Each family is required to contribute 15 service hours during the school year (10 for single parent families). Service hours not completed by mid-May 2026 will be billed to your FACTS account at \$20 per hour.

EXTENDED DAY PROGRAM

An Extended Day Program is available on school days for all students of CCCS daily until 6:00 PM (**sharp**). It is staffed by CCCS employees. At 3:00 PM, the children attending the Extended Day Program will be dismissed to meet at a designated area. The children will have snack, complete homework, and have playtime and other activities.

Extended Day Rates

Full-Time Discounted Rate for 1st Child (paid monthly through FACTS) - \$2,250

Full-Time Discounted Rate for Each Additional Child (paid monthly through FACTS) - \$1,985

Billed Weekly via FACTS Incidental Billing

Late Pick-Up/Drop-In (invoiced via FACTS) 3:20-3:45 PM: \$8 per child

Late Pick-Up/Drop-In (invoiced via FACTS) 3:45-6:00 PM: \$16 per child

Abbreviated Days (invoiced via FACTS) 12:20-12:45 PM: \$8 per child

12:45-6:00 PM: \$22 per child

Any students picked up after 6:00 PM will be charged \$5 per 15 minutes or portion thereof. For example, a child picked up at 6:10 PM will be charged \$5, and a child picked up at 6:17 PM will be charged \$10. The charge will be billed to your FACTS account. Consistent late pick-up could result in the loss of the use of Extended Day services.

CURRICULUM

STUDENT PERFORMANCE EXPECTATIONS

The curriculum in the Diocese of St. Petersburg is based upon nine expectations of broad areas of knowledge and competence that Catholic school students are expected to achieve by the time they graduate from the 12th grade. These expectations should be considered as on-going student performance goals throughout all grade levels. These student performance goals are a priority as elementary schools and high schools develop curriculum and deliver instruction.

1. As **information managers**, students will be able to locate, interpret, evaluate, maintain, and apply information, concepts, and ideas found in literature, the arts, symbols, recording, video, and other graphic displays, and computer files in order to perform tasks and/or for enjoyment.
2. As **effective communicators**, students will be able to communicate in English and other languages using information, concepts, prose, symbols, reports audio and visual recordings, speeches, graphic displays, and computer-based programs.
3. As **numeric problem solvers**, students will be able to use numeric operations and concepts to describe, analyze, disaggregate, communicate, and synthesize numeric data, and to identify and solve problems.
4. As **critical and creative thinkers**, students will be able to use creative thinking skills to generate new ideas, make the best decisions, recognize and solve problems through reasoning, interpret symbolic data, and develop efficient techniques for lifelong learning.
5. As **ethical and responsible workers**, students will be able to display responsibility, self-esteem, sociability, self-management, integrity, honesty, healthy decision-making, and those Gospel values that identify a student in a Catholic school.
6. As **resource managers**, students as good stewards of God's gifts will be able to appropriately allocate time, money, and other resources.
7. As **cooperative workers**, students will be able to work harmoniously with others to successfully complete a project or task.
8. As **effective leaders**, students will be able to establish credibility through their competence and integrity, and communicate their feelings and ideas to justify or successfully negotiate a position which advances their growth and development as Catholic Christians.
9. As **culturally sensitive learners**, students will be able to recognize that all human beings are children of one God and Father. They should appreciate their own culture and the cultures of others, understand the concerns and

perspectives of members of other ethnic groups, reject the stereotyping of themselves and others, and seek out and utilize the views of persons from diverse ethnic, social and educational backgrounds.

ACADEMIC PROGRAM

The academic program offered at Corpus Christi Catholic School follows the guidelines that are prescribed for the elementary schools by the Office of Catholic Schools and Centers of the Diocese of St. Petersburg. Recognizing the fact that each child is a unique, individual gift, we strive to structure the school's academic program to meet individual needs.

The present courses offered are:	Religion	Science
	Social Studies	English
	Mathematics	Media/Technology
	Phonics/Reading	21 st Century Skills
	Vocabulary	Music
	Spelling	STREAM
	Literature	Physical Education
	Handwriting	Gifted Program

Accelerated Math-Grades 7 & 8

Students may be eligible to take an accelerated mathematics course in grades 7 (Pre-Algebra) and in grade 8 (Algebra I). Eligibility will be determined by standardized test scores, MAP test scores, previous academic performance, and teacher recommendation.

FAITH FORMATION

Faith formation is at the core of all programs at Corpus Christi Catholic School. As part of the educational mission of the Church, CCCS seeks to prepare children to be mature Catholic adults poised to proclaim the Gospel in word and deed. The school's programs integrate religious truths and values with life. Its faith formation program is always authentic in doctrine and contemporary in presentation.

CCCS incorporates all four hallmarks of Catholic identity into everyday life. They are: message, community, service and worship.

Corpus Christi students receive religious instruction daily as part of the regular religion curriculum. This instruction is given, not only for intellectual enrichment, but also and most importantly as the basis for a way of life grounded in Christ.

CCCS is committed to helping children to see themselves as members of the larger community of the Church. Community is a lived reality at CCCS. Formed by their experience of community at CCCS, it is believed that students will be better able to build community in other areas of life.

The service component at CCCS is very evident in the school. As To Teach As Jesus Did states, "The experience of Christian community leads naturally to service." Students participate in numerous service projects throughout the year.

The school attempts to help students and their families acquire a deep appreciation for the vital role liturgy and worship play in the life of a Catholic. Students participate in a weekly celebration of the Eucharist every Wednesday. Classes take turns preparing the liturgy and serving as ushers, readers, gift bearers and altar servers. The Sacrament of Penance and Reconciliation is offered during Advent and Lent. There are also other special services throughout the year. All students are required to attend all liturgies and other prayer services.

Students preparing for the Sacraments of Reconciliation, Holy Eucharist and Confirmation receive special instruction from their respective parishes. Each family is responsible for seeking out these programs and attending them. For Corpus Christi parish students, parents should contact the parish Director of Faith Formation.

PHYSICAL EDUCATION CLASSES

All students are expected to participate in Physical Education classes and are to be in their PE uniforms. Students will wear their PE uniforms to school on their assigned PE days. The students will wear their school uniform and black sneakers for PE class. All students will participate in PE classes unless excused with a doctor's note.

GIFTED PROGRAM

The Gifted Program is an optional program for students who qualify based on standardized test scores, academic performance and teacher recommendation. Students who participate in the program will be monitored yearly to ensure that they continue to meet the guidelines to participate. Administration reserves the right to make final determination of eligibility.

Students who participate in the Gifted Program will attend class once per week in lieu of one of their Specials (or at another time determined by the Gifted and Homeroom teachers). Students will be exposed to project-based learning activities covering various topics, areas of interest and fields of study. Students will work both individually and in small groups. They will be provided with the skills and resources necessary to acquire advanced level content and thinking skills.

EXTRA-CURRICULAR PROGRAMS

Athletic Activities*	Safety Patrol	Yearbook
Guitar/Ukulele	Gifted Program*	Morning Show Crew*
Choir	National Junior Beta Honor Society*	Sewing Club
Student Government*	Class Intercom Social Media Club	Book Club
Chess Club	Altar Servers	Campus Ministry
Art Enrichment	Other After School Camps/Activities	Math Club

*There are eligibility requirements for these programs.

ACADEMIC POLICIES AND PROCEDURES

GENERAL

School Instructional Materials

Each student will be responsible for the set of books assigned. Hardbound books are to be covered at all times. The title of the subject should be clearly written on the spine of each cover. Consumable books such as spelling, math workbooks, reading workbooks, etc. are the personal property of the student. All books are to be well cared for without decorating, scribbling, or defacing them. Parents will be billed for replacement of lost books. Students are expected to have their materials for class. It is necessary that each child have a book bag to protect and carry his/her books.

Student Planners

All students are required to have and use official Corpus Christi planners daily. Planners will be provided for students at the start of each school year. If a student loses his/her planner, a fee must be paid for a replacement.

Online Information System and Academics

Parents and students will have access to the school's online information service (FACTS/RenWeb). Homework assignments, grades and other announcements will be posted regularly. However, FACTS/RenWeb should never be used as the sole source for information especially regarding assignments and grades. A student's planner should be the student's primary and most reliable source for information about assignments. Students are responsible for all assignments given by a teacher during a class period. If an assignment is not posted on FACTS/Renweb but provided for a student during a class period, the student is responsible for completing it on time. It is a parent's responsibility to check for updates of grades for each subject.

Homework

Students and parents will be provided with goals and expectations by teachers at the beginning of the school year. Amounts of homework given will differ depending on the grade level. Homework is always given according to the professional discretion of the teacher. In order to foster self-reliance and responsibility in students, parent's participation in the

completion of homework assignments should be kept to a minimum. However, parents should always be engaged with students with homework in a supervisory manner.

In all grades, there are consequences for late or missed assignments. Consequences will be given according to the policy set forth in this handbook and by the teacher.

Grades K-2

In grades K-2, homework is an extension of skills and concepts taught in class. The teacher reviews the homework to ensure understanding and accuracy. Accountability and consequences increase as students' maturity levels increase; this is communicated to the parents by the teacher.

Grades 3-8

Homework in the grades 3-8 will be assigned for reinforcement and practice of skills learned during the school day. Assignments will be graded and recorded as part of the student's final trimester average. Graded work that is turned in late (the following day) will receive a grade of no higher than 50%.

Absences and Homework, Missed Work, and Missed Assessments

Students who are absent are required to make up work and assessments missed in each class. For short absences of only one or two days, students and parents should not request missed work to be sent home. Students in grades five through eight should check FACTS/Renweb/Google Classroom for assigned work and meet with teachers upon return to school. Students in Kindergarten through grade four will receive make-up work from their teachers upon return to school.

In case of prolonged absence, three or more days, parents may request assignments and/or books to be collected. The request must be made by 10:00 AM, and the assignment packet will be ready for pick up by 3:30 PM. Students in grades five through eight should also check with each teacher for additional missing assignments upon return to school.

Other Information Regarding Absences and Make-up Work:

- Homework assignments will never be automatically given to a sibling for delivery for an absent student
- Depending on the nature of the assignment, the teacher will use his/her discretion to determine the number of days a student has to return the assignments for full credit.
- If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a 0.
- Homework that was assigned prior to a student's absence must be submitted on the day of the student's return to school.
- If a student was notified of a test to be given on a specific future date, he/she is responsible for taking that test on the day he/she returns to school.
- On a test day, if a student arrives in school late, after a test is given, the student is required to make up the test on that same day (during lunch/recess or after school).
- In the case of a prolonged absence, the teacher will determine when all assessments will be taken.

Tutoring

Teachers are available to assist students who are experiencing short-term academic difficulties. Individual teachers should be contacted by a parent or student to make arrangements for specific times.

Employees of the Catholic schools in the Diocese of St. Petersburg may not be paid to tutor students who are in their current classes.

ACADEMIC PROGRESS

Report Cards

Report Cards are issued three times during the school year for grades PreK-4 through 8. Report cards will be distributed via email following the end of each trimester.

Academic Progress

It is the parent's responsibility to check FACTS/Renweb to determine a student's academic progress. Any concerns that may arise from student grades should be addressed to the teacher. To discuss a child's progress, parents may request an in-person, zoom or phone conference. In cases of markedly poor student performance or a serious drop in grades, the teacher and/or the Student Support Teacher will contact the parents.

Final Exams

Final Exams will be administered to 8th grade students at the end of Trimester 3.

Standardized Testing

Annually, a standardized assessment, Terra Nova, is administered to students in grades two through eight. Additional standardized tests may be administered to various grade levels.

MAP Growth Assessments

MAP Growth assessments provide teachers with invaluable information to better understand individual academic growth and needs. All students will be assessed at key points throughout the academic year. MAP Growth tests are unique because they adapt to your child's responses to measure skill level. If your child answers a question correctly, the next question is more challenging. If they answer incorrectly, the next one is less complex. These results will provide a more complete picture of what your child knows and is ready to learn – whether it is on, above, or below their grade level. For more information about MAP Growth, visit [NWEA.org/family toolkit](http://NWEA.org/family_toolkit).

Individual Tests for Education Planning/Diagnosis

Parents who seek the testing of their child/ren for the purpose of educational planning and diagnosing special learning needs may do so (without charge) through the Hillsborough County School System. Please contact the Student Support Teacher for more information.

Best Grading Practices (K-8)

Office of Catholic Schools and Centers/As Adopted by Corpus Christi Catholic School Diocese of St. Petersburg

A. Philosophy

We believe ...

- Students should have a clear understanding of the learning objectives.
- Our system of grading should be timely, specific, fair and accurate.
- Grades should be based on a well-defined set of standards.
- Grades should be an accurate measure of a student's ability to demonstrate understanding.
- Assessments are critical to the teaching and learning process.

B. Purpose of Assessment

An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of an assessment may be summarized as follows:

1. To provide information to students in regard to their progress towards mastery of a learning standard(s). In addition, it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents about student achievement and performance in school.

C. Types of Assessments

While assessments will take many forms and types, they will be grouped under two broad categories:

Formative

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is to evaluate where a student is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

Summative

After a student has had instruction and practice on a topic, including assessments of a formative nature, it is then necessary to evaluate mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material.

D. Purpose of Grades

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students with regard to their performance relative to the learning standard(s).
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To communicate information to parents about student achievement and performance in school.
4. To document student performance for transcripts.

E. The Grade Composition

In order to represent an accurate measure of student performance, the academic trimester grade needs to be based on work that is evaluated for an appropriate level of mastery of the standards. Summative assessments will therefore be the primary constituent of the trimester grade. They will account for no less than 70% of the trimester grade. Formative assessments will account for no more than 30% of the trimester grade.

1. Trimester and final grades are based on the 100-point scale.
2. The lowest "earned" grade is 50%.
 - a. An "earned" grade is derived from any assessment that is **DILIGENTLY** attempted and handed in.
 - b. A diligently attempted assessment is one where the student has made a diligent attempt to follow the instructions and complete the assessment.
3. Assessments not diligently attempted or not handed in will receive zero points.

Completed student work will be assessed and is a direct measure of student learning

F. Grading Scale

Grades 1-8

Letter Grade	% Score
A	90-100
B	80-89
C	70-79
D	60-69
F	59 & Below

Specials – All Grades

Letter Grade	% Score
EE (Exceeds Expectations)	95-100
ME (Meets Expectations)	80-94
N (Needs Improvement)	70-79
U (Unsatisfactory)	50-69

PreK-4 & Kindergarten

PreK-4 and Kindergarten grading is skills based using the scale below.

	Indication of Progress
4	I have mastered and surpassed a standard: I give evidence of deep understanding and fluent application of the standard, and can apply or transfer my understanding to new learning experiences
3	I have mastered a target standard: I give evidence of understanding and application of the standard within target learning experiences.
2	I am in the process of mastering a target standard: I demonstrate understanding in simpler learning experiences, and am working to apply my knowledge to more complex experiences.
1	I am beginning to address the basic outcome of a target standard.
N/A	Not Applicable: Standard not assessed at this time.

G. Reporting Conduct

Our Catholic schools recognize that the cultivation of good behavior supports learning in the long run.

Conduct

The principles of Respect and Responsibility are the focus for conduct behaviors. The following are the indicators of Respect and Responsibility.

Respect

- Demonstrates a good attitude
- Is respectful to adults and peers in speech and action
- Maintains positive peer relationships
- Respectful of personal, peer, and school property

Responsibility

- Exhibits self-control
- Follows directions and does not need constant reminders
- Socializes only at appropriate times
- Takes ownership for behavior

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Above is a general guiding rubric for the reporting of *Conduct* (Grades 1-8). The school’s Code of Conduct and Demerit System

will also be used to determine the *Conduct* grade.

Retakes

The focus of our Catholic schools is to always encourage and support the learning process that leads to mastery. This retake policy supports this emphasis on learning and relearning. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the summative.

The following retake policy is designed to encourage relearning on the part of the student.

Criteria for Retakes

Grades K-5

1. The retake process is initiated by the teacher. The teacher will communicate with the parent when a retake is necessary. Retakes are up to the discretion of the teacher. However, usually a student score on the assessment has to be below a C to qualify for a retake.
2. A student may retake a summative once.
3. Students may be required to participate in additional practice in order to qualify for a retake.

Grades 6-8

1. The retake process **must** be initiated by the student, not the parent.
2. Application for a retake is only valid for summative assessments on which a student's grade was below a C.
3. A student may retake a summative once.
4. The Application for a Retake should be completed by the student, signed by student, and returned to the examining teacher no more than two school days after the grade has been posted.
5. On the Application for a Retake, the student will identify the deficient standards/topics and include a clear learning plan and timeline to close the learning gap.
6. Students will be required to participate in additional practice in order to qualify for a retake.

Limitations and Deadlines

1. Only one retake will be allowed per summative.
2. All graded formative assessments, including homework, must have been completed prior to the original summative.
3. The retake for any summative in a unit must be completed before the date of the first summative of the following unit.
4. Trimester exams and summatives that are extended projects with ongoing feedback and clear completion deadlines do not qualify for retakes.
5. Busyness and/or forgetting to study are not legitimate reasons to request a retake.
6. The student will forfeit the retake opportunity if either the scheduled retake date or a scheduled teacher required additional practice is missed, unless excused or rescheduled by the teacher.

Teacher Facilitations

1. Teachers have discretion and may require that a student complete missing ungraded assignments correlated to the deficiencies before the retake is administered.
2. Teachers have discretion over the format of the retake assessment.
3. Teachers reserve the right to deny a student from a retake before, during, or after the retake form is completed if the teacher can show due cause as to why there should not be a retake. This may include, but is not limited to, situations that involve academic dishonesty.
4. The student will receive an average of the two grades unless the retake grade is lower. If the retake grade is lower, the original grade remains.

Promotion/Retention

In order to be promoted to the next grade level, students must meet the curricular and developmental requirements of their current grade.

Kindergarten - 2

Students must meet the academic requirements for their grade level in order to be promoted to the next grade level. If the teachers and administration feel that it is not in the best interest of the student to advance to the next grade based upon criteria listed below, retention may be considered. In such cases, a great deal of communication will take place between parents and the school staff. Parents will be given ample opportunity to express their concerns regarding the academic needs of the student. The final decision will rest with the principal as advised by the student's teacher.

Some questions that would influence the staff's decision regarding promotion are:

- 1) Has the student mastered basic concepts and skills in the core subjects especially reading, language arts and math?
- 2) Has the student met all standards and benchmarks?
- 3) Is the student consistently able to complete class work at grade level expectations?
- 4) Does the student assume responsibility for work assignments?
- 5) Has the student received multiple N's, I's, U's or similar symbols of assessments on understanding, application and performance?

Grades 3-8

The core subjects in the Catholic Schools of the Diocese of St. Petersburg are religion, math, language arts, science, and social studies. A student enrolled in a Catholic School who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention.

Students have the following options for remediation:

- Florida Virtual School
- Private Tutoring – minimum of 20 hours per subject
- Remedial Program – minimum 20 hours per subject

Teacher(s) or programs providing remediation must meet the following requirements:

- Hold current certification in the subject area in which the student needs remediation
- Be contracted by the parent
- May not be a member of the family
- Meet the school principal's approval
- May not be the student's current teacher or next teacher

Prior to the beginning of the next school year, the principal must receive:

- Tutoring Verification Form to validate attendance
- Proof of proficiency in the subject area(s) including work samples and test scores

Failure to meet any of the above remediation guidelines will result in retention.

The following documentation guidelines will be followed after meeting remediation guidelines:

- The original failing grade is recorded on the permanent record and may not be altered. Proof of proficiency in the subject area must be recorded separately on the permanent record.

Upon returning to school, students who have completed remediation will automatically be placed on academic probation for one trimester. Academic probation includes the following:

- Parent-teacher conferences during the first trimester
- Director of Student Support will meet with student regularly.

Awards and Recognition

Honor Roll – Grades 3-8

Honor Roll is awarded to students who encompass merit and integrity that results in academic and behavioral success.

Honor Roll eligibility is determined by:

- a. Grades in all subject areas
- b. Conduct in all classes
- c. Attendance and Punctuality

Students can earn Principal's Honors or Honors. Eligibility requirements follow:

Principal's Honors

- A minimum grade of 94 in all subjects
- E or S in Conduct
- No more than 7 tardies in the trimester

Honors

- A minimum grade of 86 in all subjects
- E or S in Conduct
- No more than 7 tardies in the trimester

Super Cougar Award

Each trimester, one student in each grade (3-8) is chosen for the Super Cougar of the Trimester Award. In order to be the recipient of this award, a student must:

- live the mission of CCCS
- be a hard-working scholar
- have above average conduct
- show respect and compassion for others
- demonstrate integrity
- get along well with others
- show initiative
- show selflessness in relating to others
- have a positive attitude
- be a responsible, self-motivated learner

Super Cub Award

Each teacher from grades PreK-4 through 2nd chooses 3 students per trimester to earn the "Super Cub Award." Criteria: class participation, follows rules, shows effort, acts as a self-directed learner, attendance and tardies

Lumen Christi Award

This award is presented at graduation to an eighth-grade student who is chosen by teachers as one who is an outstanding representative of the Light of Christ. Some of the criteria considered:

- has attended CCCS for at least three full school years
- is a focused student with seriousness of purpose
- demonstrates service to others

National Junior Beta Honor Society

Students in grades 6, 7, and 8 who have a 95% average with no grade lower than a 90% and an E in conduct for the first two trimesters of the year may be inducted into this prestigious honor society. Students must maintain these averages to continue membership in the Honor Society.

Eighth Grade Graduation Recognition

A Graduation Mass & Ceremony will take place at the end of each school year to mark students' completion of elementary school and entry into high school. An Award Ceremony is also part of the celebration of graduation.

Several students are recognized for accomplishments during the school year. Typically, two students are recognized as the Valedictorian and Salutatorian of the class. This distinction is based on grades for the eighth-grade year.

SCHOOL POLICIES & PROCEDURES

SCHOOL HOURS

7:00-7:30 AM	Early drop-off (Wait until the staff member opens the door. Students should never be unsupervised.)
7:30-7:48 AM	Regular Student drop-off
7:50 AM	All students are in homeroom Announcements/Morning Show
2:55 PM	All students in homeroom for prayer, final business of the day and packing
3:00 PM	School ends; students proceed to dismissal area or extended day program; pick-up begins in parking lot
3:15 PM	Pick-up ends; Students not picked up by 3:15 will be sent to the Extended Day Program and parents will be charged accordingly.

ARRIVAL AND DISMISSAL PROCEDURES

Please see directional diagrams on pages 56-57

Arrival

Supervision of students by an assigned staff member begins at 7:00 AM. Students who arrive before 7:00 AM must wait with their parents until the staff member opens the door. Students should never be unsupervised. Starting at 7:30 AM, students are dropped off at the curb where supervisors will be present. Students will proceed directly to their classroom between 7:30 and 7:50 AM.

School begins at 7:50 AM. Students must be dropped off in time to arrive in the classrooms by 7:50.

All children must be dropped off at the designated area. When arriving, students should exit on the passenger side of the car only. Drivers, please do not get out of your car. Drivers should not park and walk students to drop-off area. Safety and patience are of the utmost importance during morning drop-off. Please follow all directions of staff.

If you are transporting an over-sized item for your child, **drop your child off first** at the sidewalk. You may park in the parking lot and carry the item to the school office.

Late Arrival

School begins at 7:50 AM. Once the 7:50 AM bell has rung, the gates will be locked. The student is now considered late and must report directly to the office (not classroom) accompanied by the parent/driver. The parent/driver must sign the child/ren in. A tardy slip will be given to your child to enter the classroom. See Absences & Tardiness section on page 31.

Dismissal

Each family is to place a visible sign on the driver's side of the dash with the last name of the child clearly printed. If you pick up children from more than just your family, please have a name card available with the last name of each family clearly displayed.

Under no circumstance may a child be released to anyone other than a parent, guardian or other person listed on the student's pick-up list without the written consent of the legal parent or guardian.

If the parent or legal guardian designates another driver to pick up his/her child, an email must be sent by 2:00 PM on that particular day to kgreco@cccstt.org, copying lkopp@cccstt.org, stating the full legal name of the driver and his/her relationship to the child.

Parents should remain in their cars in the lines assigned. Parents are not to wait on sidewalks* or go to the classroom to pick up their children. *Parents who walk to pick up their children may wait on the sidewalk until their children are released to them.

The school cannot be held responsible for injuries sustained by parents, students or other persons in a parent's car, or personal damage to possessions. Parents should not walk through the parking lot with their children at any time during dismissal. Please follow all procedures designed for everyone's safety.

Returning to Class After Dismissal

No student may return to the classroom after dismissal unless previously arranged by the teacher.

Pick-Up Area for Athletes

On days of Corpus Christi away athletic events, Coach may designate an early pick-up location and advise parents of athletes.

ATTENDANCE/PUNCTUALITY

State of Florida law requires those children between the ages of 5 and 16 attend school. Regular attendance and punctuality have a marked influence upon scholastic achievement. Parents should be steadfast in helping students to develop life-long habits of attendance and punctuality.

Attendance

Success in any field requires a continuous daily effort. Nowhere is this truer than in education. The quality of learning for any student reflects the regularity with which he/she attends classes. Our attendance regulations have been formulated as a means of helping our students develop habits which will serve them best while in school and in later years.

School calendars are distributed to families to aid them in planning family vacations during school holiday breaks. Vacations when school is in session are **STRONGLY** discouraged. Any vacation related absences will be included in the student's total number of absences.

Parents/guardians must notify the school office of a child's absence at Corpus Christi Catholic School prior to 8:30 AM. As a safety procedure, if a child is absent and the parents have not called, the school will attempt to contact the parents. The parent must also follow up with a written excuse signed by a parent stating the reason for the absence and the exact date(s). For extended absences of 3 or more days due to illness, a doctor's note is required.

Excused Absences

Student absences will be excused for the following reasons:

- illness and injuries
- medical and dental appointments that cannot be scheduled outside of school hours (note from doctor is required)
- attending the funeral of a family member or close friend
- some personal reasons including appearance in court, attendance at an important family event. These must have prior approval by the principal to be considered excused.

Generally, fatigue, tiredness, entertaining out-of-town guests, oversleeping, baby-sitting or excursions without prior approval, will constitute unexcused absences. A student's prior attendance record, academic needs, frequency of requests to miss school and other factors may be considered when determining if an absence is excused or unexcused. The determination of whether any absence is excused or unexcused rests with the principal.

Absences Due to Illness

The school depends on parents to make responsible decisions regarding a student's health. Parents must not send a student to school if he/she is ill. Symptoms that warrant keeping a child home are: excessive coughing, fever, shortness of breath, flushed skin, red eyes, runny nose, chills, moderate to severe headache, skin rash, sore throat, vomiting and diarrhea. If a student becomes ill while at school, the parent (or other designated person) will be required to pick up the student immediately.

Absences/Early Dismissals/Tardies Due to Appointments

Medical and dental appointments should be scheduled outside of school hours if at all possible.

Early Dismissals

Early dismissals generally cause a disruption to both the student who is leaving and his/her class. Parents must use discretion when requesting early dismissal. Excessive early dismissals will be treated as absences.

When a student needs to be picked up prior to the normal dismissal time, the parent must email the school office (kgreco@cccstt.org & lkopp@cccstt.org) and teacher indicating the time of the dismissal. When a student is dismissed from school early, a parent must sign the child out in the office.

Anticipated Extended Absences & Homework

When there is a planned absence from school due to reasons other than illness, no homework will be provided in advance. Upon the student's return, in grades 5 through 8, it is the student's responsibility to meet with the teacher and obtain the missed assignments that may not have been posted on FACTS/RenWeb. In grades 1 through 4, the teacher will send a packet of missed work home after the student returns. Students will be given ample time and assistance, at the teacher's discretion, for the completion of assignments upon their return.

Absences on Service Days/Field Trips

Service Days and Field Trips are considered important learning opportunities. A make-up assignment, typically a research paper, will be required if a student is absent.

Absences at the Beginning/End of the School Year

Late arrival of students after the start of the school year and early removal of students prior to the official close of the school year are GREATLY discouraged. If a trip is planned for the beginning or end of the summer, please make every effort to avoid absences.

If a student leaves school prior to the last day, without prior approval from the principal, the student will receive a grade of zero on all missed tests and assignments.

Attendance and Participation in After-School Activities

Students who arrive at school after 10:00 AM, leave school before dismissal, or do not attend school at all on a given day, may not participate in after-school activities (sports, clubs, dances, school performances, etc.) on that day, unless special permission is granted by the principal.

Punctuality

When a student is late for school, he/she begins the day at a disadvantage. Research has shown that repetitive tardiness impacts a student's overall academic performance significantly. In addition, tardiness of one student is disruptive to the flow for the entire class. It is expected that students arrive on time for school each day. Students should be dropped off no later than 7:48 AM in order to make it into the classroom by 7:50 AM, when the bell rings.

Excessive tardies, whether excused or unexcused, may impact eligibility for athletics, extracurricular activities, and awards.

Although still counted, a tardy may be marked excused for the following reasons:

- Doctor's appointment that could not be scheduled outside of school time (note from the doctor is required)
- Severe weather in the area
- Reason previously approved by the principal

Generally, lateness due to traffic, oversleeping, lost school items, etc. will not be marked as excused.

Absences & Tardiness and Official School Records

Students who arrive at school later than 11:00 AM will be officially marked absent for the day. Students who leave school prior to Noon will be marked absent for the day.

Seven (7) tardies in a trimester are considered excessive. A notification will be sent home on the 7th tardy. A conference with the homeroom teacher and/or principal will be mandatory. Other consequences may also be applicable.

Six (6) absences in a trimester whether excused or unexcused, are considered excessive. A notification will be sent home on the 6th absence. A conference with the homeroom teacher and/or principal will be mandatory. Other consequences may also be applicable.

Both excessive absences and tardies may impact a student's enrollment status. Students who are absent more than 20 school days during the year may be under administrative review for academic retention and/or may be asked to withdraw from Corpus Christi Catholic School.

LOST AND FOUND

Parents are required to write their children's name on all belongings to prevent loss. If an article is found and does have the child's name on it, it can be easily returned to the owner. Lost items are kept in the library. Students should check this collection periodically to find lost clothing, lunch boxes, etc. Students are responsible for their own belongings. Any unclaimed uniforms/items without names will be donated to the PC used uniform sale program or a charitable organization.

ELECTRONIC DEVICES

School Phones

In the case of an emergency or illness, a school official will contact a parent for the student.

Cell Phones & Other Communication Devices

Cell phones may not be used during the school day. If a parent deems it necessary for a student to have a cell phone for afterschool use, it must be kept in the student's backpack and turned off. SMART WATCHES ARE PROHIBITED.

The following will be considered a violation of the cell phone policy and will result in confiscation of the cell phone and other disciplinary action:

- carrying a cell phone on one's person
- having a cell phone turned on during hours or during school activities
- the ringing of a cell phone during school hours or during school activities
- texting by students during school hours or during school activities
- sending or receiving text messages during school hours or during school activities
- being in possession of a cell phone during a field trip (unless special permission has been given)
- taking pictures using a cell phone during school hours or school activities

Other Electronic Devices

Students may not bring to school any personal electronic tablets, entertainment devices, Smart watches/devices, or any other electronic device (including those used to hack wireless signals). School iPads will be provided for academic use only.

CLASS PARTIES

Class parties and other activities will be scheduled at the discretion of the teacher. Each teacher will work with his/her homeroom parent(s) to schedule class parties and activities.

STUDENT BIRTHDAYS

Student Birthday Treats

Parents may provide a class treat on their child's birthday. The parent should contact the teacher in advance to schedule this. Treats for students' birthdays should be limited to individual treats such as cupcakes or cookies and must be store bought. **HOMEMADE TREATS ARE NOT PERMISSIBLE.** All birthday treats are to be delivered to the office and labeled with the student's name and grade. Treats will be served either in the classroom or during lunch at the discretion of the teacher. There should always be enough treats provided so that each student in the class is able to have one. Balloons, flowers or other items for a student should not be delivered to school.

Student Birthday Free Dress Days

Each month, there is a scheduled free dress day for students whose birthday is within that month. These days are listed on the school calendar and below.

Free Dress Day Guidelines

Clothing worn for Free Dress must be appropriate for school. This includes: jeans, capris, shorts/dresses/skirts of appropriate length, t-shirts, sneakers, etc.

Clothing deemed inappropriate for school includes leggings, tight jeans/jeggings, jeans with rips or tears, short skirts/shorts/dresses, flip flops, sandals, tank tops, tops with spaghetti straps, etc.

Administration reserves the right to determine if clothing is appropriate. Parents will be called to bring appropriate clothing or school uniforms for students whose free dress is deemed inappropriate.

August 22: Free Dress for Summer (June and July) and August Birthdays

September 12: Free Dress for September Birthdays

October 17: Free Dress for October Birthdays

November 7: Free Dress for November Birthdays

December 12: Free Dress for December Birthdays

January 9: Free Dress for January Birthdays

February 13: Free Dress for February Birthdays

March 13: Free Dress for March Birthdays

April 10: Free Dress for April Birthdays

May 8: Free Dress for May Birthdays

Outside of School Party Invitations

Students hosting parties outside of school may distribute invitations at school only if all classmates are invited. Parents wishing to utilize this distribution method must notify the homeroom teacher at least a day prior to distribution. If a select group of students are invited to a party, invitations must be issued using a means outside of school. Parents should not send thank you notes to school for distribution to other students.

MESSAGES AND DELIVERIES

Messages for students should be kept to a minimum. Parents should call the school to relay a message to a student only in cases of emergency or last-minute change in plans. Only messages received by 2:30 PM can be conveyed to students.

If it is necessary to bring articles of clothing, lunch or other items to school during the school day, they should be delivered to the office. Delivery to students of forgotten items such as homework must arrive at school by 8:30 AM and will be limited to twice a year. Additional deliveries must be approved on an "as needed" basis. The school cannot guarantee that the item will be delivered in a timely manner.

Toileting/Potty Training

All students (PreK-8) at CCCS must be fully toilet trained and able to use the bathroom, throughout the school day, with no assistance. Pull-ups and diapers are not permitted. Multiple and continued “accidents”, or inability to use the bathroom independently could impact enrollment.

CCCS DRESS CODE

It is expected that all students will wear their school uniforms appropriately and with pride. Uniforms should be maintained well and properly mended when needed. Parents should replace school uniforms when they are worn out or become outgrown. All shirts and blouses are to remain tucked in throughout the school day (Exception: Girls have the option of leaving the slit-side, maroon polo shirt untucked.)

School Uniform/P.E. Uniform Purchases

Primary Uniform Supplier:

Risse Brothers School Uniforms

4228 N Armenia Avenue, Tampa 33607

Telephone: 813-282-8338 / Website: www.rissebrothers.com

Additional Uniform Provider:

Educational Outfitters

3904D W Hillsborough Ave, Tampa 33614

Telephone: 813-350-0222

Website: www.tampa.educationaloutfitters.com

The Parents' Club also offers Used Uniform sales throughout the year.

PREK-4 Uniform

Blue uniform PE shorts and Blue cotton/dry-fit T-Shirt with CCCS logos

Cold weather days: CCCS sweat shirt and navy sweat pants

Shoes: ALL black sneaker/tennis shoe (no colored tags, emblems, different sole color, etc.). See below for examples.

See below for additional outerwear options.

Girls' Uniforms

ALL GIRLS' SHORTS & SKIRTS SHOULD BE NO SHORTER THAN 3 INCHES ABOVE THE KNEE.

K through Grade 4

Option 1: CCCS Skorts with maroon polo shirt (long or short sleeve) with CC monogram

Option 2: Navy **UNIFORM** shorts or slacks with maroon polo shirt (long or short sleeve) with CC Monogram; belt (navy blue, black, or brown; optional for Grades K-2)

(K-2 ONLY: Pull-on elastic waist shorts and slacks are available for Grades K-2)

REQUIRED MASS UNIFORM: CCCS SKORTS OR SLACKS WITH WHITE ¾ LENGTH SLEEVE BLOUSE AND CRISSCROSS TIE (NO SHORTS ON MASS DAY)

Grades 5-8

Option 1: CCCS Skirt with maroon Polo shirt (long or short sleeve) with CC Monogram

Option 2: Navy **UNIFORM** shorts or slacks with maroon Polo shirt (long or short sleeve) with CC Monogram; belt (navy blue, black, or brown)

REQUIRED MASS UNIFORM: CCCS SKIRT OR SLACKS WITH WHITE ¾ LENGTH SLEEVE BLOUSE AND CRISSCROSS TIE (NO SHORTS ON MASS DAY)

Cold Weather Options for Girls All Grades

- On cold weather days, girls may wear **WHITE** or **NAVY BLUE TIGHTS** under skirts, skorts, or jumpers. Sweat pants or leggings under skirts, skorts, and jumpers are **not permissible**.
- Only uniforms outerwear may be worn inside the classroom, cafeteria, church, etc. See below for uniform outerwear options.

Boys' Uniforms K through Grade 8

Navy **UNIFORM** shorts or slacks with grey polo shirt (long or short sleeve) with CC Monogram; belt (navy blue, black, or brown; optional for Grades K-2).

K-2 ONLY: Pull-on elastic waist shorts and slacks are available for Grades K-2; belt (navy blue, black, or brown) is optional for Grades K-2.

REQUIRED MASS UNIFORM GRADES K-8: Navy **UNIFORM** slacks with short sleeved white oxford and navy tie.
(NO SHORTS ON MASS DAY)

Cold Weather Options for Boys All Grades

- Only uniform outerwear may be worn inside the classrooms, cafeteria, church, etc. See below for uniform outer wear options.

Shoes for All Students

Required uniform shoe for all students: **ALL** black sneaker/tennis shoe (no colored tags, emblems, different sole color, etc.). See below for examples.



Socks for All Students

Socks must be all white or all black and free from any logos or emblems. Short socks may be worn but they must be visible above the top of the shoe.

P.E. Uniform for All Students

*Blue uniform PE shorts and Blue cotton/dry-fit T-Shirt with CCCS logos

Cold weather days: CCCS sweat shirt and navy sweat pants

Important note: all students wear their P.E. uniforms to and from school on days they have P.E.

Outerwear Options

Only uniform outerwear may be worn inside the classrooms, cafeteria, church, etc.

Option 1: CCCS navy cardigan sweater

Option 2: CCCS navy cougar sweatshirt

Option 3: CCCS navy fleece jacket

Option 4: FOR GRADES 6-8 ONLY – CCCS navy half zip jacket

BEING PHASED OUT (LAST YEAR TO BE WORN IS 2025-2026): RED CARDIGAN SWEATER, RED AND NAVY PULL-ON SWEATER, RED FLEECE JACKET

Students may not wear:

- jackets, sweatshirts or sweaters other than official CCCS uniform attire
- sweatpants or leggings under uniform skirts/jumpers/skorts

Spirit Shirts (worn on designated Spirit Days)

On selected days (see school calendar), students are allowed to wear CCCS Spirit Shirts in lieu of uniform shirts. Regular uniform bottoms (pants/skirts/skorts/shorts) or PE shorts and uniform shoes should be worn on these days.

Attire for Field Trips, Dances, and Other Special Occasions

Teachers and/or administration will set dress guidelines for these events, and parents will be informed prior to the events.

Personal Grooming

All students must follow these basic rules for personal grooming:

Hair

- Neither boys or girls may have “fad” haircuts including, but not limited to spiked hair, razor designs, mohawks, excessive hair beads, matted hair, or bleached/colored hair, dreadlocks, etc.
- Hair should be clean, brushed, and kept out of the eyes.
- Boys’ hair should be neatly trimmed: above collar in back, above eyebrows in front, and above the ears.
- Large and/or distracting headbands and bows are not permitted.

Jewelry

The only jewelry permitted is listed below:

- Wrist watch with band no larger than one inch (**Smart watches or watches with alarms are not permitted**)
- One thin silver or gold chain (or black/brown cord) with a religious medal or cross/crucifix
- Girls may wear one pair of post earrings (For safety reasons, dangling or hoop earrings are not permitted.)

Other Guidelines

- Older boys must be clean shaven
- Make-up, artificial nails, nail polish, tattoos (permanent or temporary), and body piercings are not permitted

Other grooming practices may be deemed inappropriate according to the discretion of the administration.

FIELD TRIPS

Parents will be notified of all trips. A written release slip must be signed by the parent or guardian before a child is permitted to attend.

For field trips, students will be transported by bus or parent drivers. Parent drivers must have Level II Background Screening and Safe Environment Training (must be renewed every five years). A copy of the driver’s registration, insurance information and driver’s license must be on file in the school office along with the completed signed insurance coverage form.

Parent drivers are responsible for keeping order in their vehicles. Parent drivers may make no unplanned intermittent stops to and from the field trip. Use of electronic devices by students during transport is prohibited. All passengers in the vehicle must have an individual seat belt. It is the responsibility of the person driving to see that each student is safely seat-belted before ignition. Parents are not permitted to take siblings on field trips.

Field trip attire will be determined by the supervising teacher.

Field trips are a privilege, not a right. At the discretion of the teacher and/or principal, a student might lose his/her privilege to attend a field trip for disciplinary reasons.

FUNDRAISING

Individual Student Fundraising for Community Agencies

Students may not engage in any fundraising activities on campus that are not directly related to Corpus Christi School or Parish.

School-Sponsored Fundraisers

If a fundraising activity requires that students sell a product or service, they may not solicit door-to-door.

SCHOOL LITURGY

Wednesday Mass

Every Wednesday at 8:15 AM all students assemble in the Church for the celebration of the Mass. Our belief in the Eucharist is at the core of our faith, therefore, this special time is set aside each week for the school community to celebrate together. This is a sacred time when students are expected to be most reverent and focused on the celebration.

Parents' Attendance at Wednesday School Liturgy

Parents are invited and encouraged to attend the weekly school Mass celebrated every Wednesday at 8:15 AM. During this Mass, students may sit with parents. Parents are to arrive early and go to the area where the student's class is seated and ask the teacher for the student. Parent and student are then to proceed to the area behind the classes for seating.

Parents who arrive after the beginning of the entrance song may not take students from their class. Instead, the parent should just proceed to the parent seating area. Mass is a very sacred time and late arrivals and the late retrieval of students can cause significant disruption.

HOME AND SCHOOL COMMUNICATIONS

Acknowledging a strong partnership with parents, the administration, faculty and staff of Corpus Christi Catholic School commit themselves to providing parents with regular, timely communications and encourages parents to communicate with the school often.

A school directory, calendar and Parent/Student Handbook will be provided through FACTS/RenWeb. The information contained in the school directory is confidential and may not be used for solicitation or provided to anyone other than CCCS families currently enrolled in school.

FACTS/RenWeb and Weekly Email Newsletter

FACTS/RenWeb and the weekly school emailed newsletter should be a parent's primary sources for school information. It is a parent's responsibility to inform the school if he/she has trouble accessing FACTS/RenWeb or receiving the weekly newsletter.

Instant Communications with Parents

Through FACTS/RenWeb, the school will use an automated communication and notification system for the immediate distribution of information to parents if needed. The school may deliver messages to parents by email, text message or voice message. This system will be used for emergency/important notifications. It is **IMPERATIVE** that parents ensure their phone numbers and email addresses are correct in the FACTS/RenWeb system.

Electronic Mail

The school will use email as a means of distributing important information such as the weekly newsletter, progress reports, and report cards. It is **IMPERATIVE** that parents ensure their email addresses are correct in the FACTS/RenWeb system.

Contacting a Teacher/Administration During the School Day

If you would like to contact a faculty or staff member during the school day, you may email or you may call the school office to leave a message on the faculty/staff member's voicemail. Please do not contact faculty/staff members on their personal cell phones. Due to limited time during the school day, please allow 48 hours for a response.

Parent Meetings

Parent meetings are very informative and will provide parents with valuable information regarding policies, procedures, upcoming events, etc. All meetings are noted in the calendar. It is expected that all families will be represented at these meetings. Parents who parent meetings will be awarded 1 service hour.

Parent-Teacher Conferences

The fall Conference Day is noted on the school calendar, and all parents are encouraged to set an appointment. Appointments will be set up through an electronic appointment setting site. Information and links will be sent to parents approximately three weeks prior to the scheduled conferences. Students in grades 5-8 are required to attend conferences with their parent. If the student in grades 5-8 does not attend the conference, the conference must be rescheduled to include both parent and child. Children below grade 5 should not attend conferences.

If you would like a teacher conference at any other time during the school year, please call, email, or send a note to the teacher. The teacher will work to set up an appointment that will work for both the teacher and the parent. Teachers or administration may also contact a parent to set up a conference if it is deemed necessary.

Parents are asked not to approach teachers without a prior appointment. During the school day, teachers have supervisory and other responsibilities and should only conference with parents during a pre-set appointment.

STUDENT SERVICES

STUDENT SUPPORT SERVICES

The Student Support teacher(s) works with students and teachers to provide both enrichment and support. The Student Support teachers may work with students individually, in small groups or in the classrooms.

STUDENT SUPPORT TEAM

For students with special learning needs, CCCS has a student support network to provide direct assistance to students. The Student Support team will consist of the classroom teacher(s), parents, the Student Support teachers and an administrator as needed. The Assistant Principal will be the coordinator and team leader.

The Student Support teachers will work closely with the teachers and parents in observing the children's age-appropriate development throughout their tenure at the school. The Student Support teacher(s) will help the students, parents and teachers by gathering information about student abilities, behaviors, and achievements, so that appropriate decisions about educational instruction can be made.

TITLE I SERVICES

Corpus Christi avails itself of the Title I federally funded program. The purpose of Title I is to assist schools in improving student achievement. Students eligible for services must reside in an area designated by the federal government as an eligible area and must have a defined academic need. Parents of students who are eligible will be notified.

SCHOOL COUNSELOR

A guidance counselor is available to students in all grades. As a regular part of Corpus Christi Catholic School's total program, students may meet either individually or in groups with the counselor. The counselor assists students in behavioral management, problem solving, peer relations, self-esteem, and other areas of concern to students, parents and teachers. Teachers and/or administrators may refer students to the counselor, or students and/or parents may request an appointment. Parents are notified if the situation warrants.

Library AND TECH CENTER

The Library and Tech Center is available throughout the day for student use. Classes are scheduled at least twice a week for Technology class and/or access to library books and materials. Students are able to check books out and are responsible for the safe return of these books.

Extended Day Program

For more information, see above Extended Day Program section on page 19.

Extended Day Cell Phone # (813) 244-6528

LUNCH PROGRAM

Lunches are provided by Floridian Coast Catering Company.

Lunch orders and payments are made through FACTS/Renweb. The deadline to order is 8:00 AM day of. All lunches are paid at time of order.

See Lunch Menu in the family portal for all prices.

Emergency lunches* are defined as “emergency situations”, when a child discovers he/she forgot lunch or circumstances prevented parents from packing lunch. The cost of an emergency lunch is the same as a regular lunch. Emergency lunches will be billed through FACTS. If an emergency situation arises and the child needs an emergency lunch, the parent is to advise the school office on that day before 8:30 AM. *An Emergency Lunch will NOT be the daily entree. It will be a PBJ sandwich or something similar.

Lunches Brought from Home

Students are welcome to bring lunches from home in lieu of purchasing lunch. Parents are encouraged to oversee the making of lunches to ensure they are nutritious.

Other important information:

- Younger students are assisted with lunch containers brought from home.
- Only students in grades 5-8 have access to the microwave ovens.
- No students may bring carbonated sodas or energy drinks of any kind to school.
- Food containers made of metal with pop-tops are not permitted in school.

STUDENT ACTIVITY INFORMATION

ATHLETICS

Corpus Christ is a member of the Hillsborough Catholic Youth Sports League (HCYSL), participating in both boys and girls inter-scholastic competitive sports. These sports include flag football, basketball, soccer, track, and volleyball. Through its athletic program, CCCS strives to build character, cultivate responsibility and develop good sportsmanship.

Any potential student athlete must have a completed health form on file with the school before participation can begin.

Transportation to inter-scholastic competitions is most often provided by the parents. However, the school bus will be also used and parents will be notified when this is the case. This will only be transportation to the event.

GENERAL ATHLETIC POLICIES

Student Athletes

CCCS expects the following of its athletes:

- Any student who becomes a member of a team makes a commitment to that team and accepts the responsibilities of membership.
- Athletes are expected to demonstrate good sportsmanship at all times. Good sportsmanship encompasses the practice of playing fair, taking defeat without complaint and victory without gloating. It involves treating teammates and opponents with respect.
- Athletes should learn and understand the rules of the sport.
- Athletes are responsible for the upkeep of their uniforms and are required to return uniforms in good condition at the end of the season.
- Athletes should exhibit respect for officials by accepting and abiding by the decisions of officials.
- Athletes should exhibit respect for all coaches.
- Athletes should be positive representatives of CCCS by always acting with respect, integrity and hospitality.
- Athletes must maintain the appropriate grades to remain eligible for participation in a sport (see eligibility requirements below).
- Athletes are expected to attend all practices. Unexcused and/or excessive absences from practices may result in being benched for games/contests or removal from the team.

Parents and Athletics

As their children become involved in the interscholastic athletic program, parents have a right to understand the philosophy of the program and the policies and rules governing the program. Parents should communicate with coaches when it is necessary.

Communications Parents Should Expect from Coaches

- The coach's expectations regarding the athlete's performance on a team
- Locations and times of practices and contests
- Special procedures to follow in unusual circumstances
- The content of the Athletic Handbook
- Disposition of lost or damaged uniforms or equipment

Parental concerns regarding the administration of the athletic program should be directed to the appropriate coach. If unresolved, the parent may bring the concern to the athletic director and if the matter is still not resolved, the parent should

contact the principal. The principal shall make the final decision on any parental concern if prior resolution by a coach or the athletic director is not achieved.

Appropriate Concerns for Parents to Discuss with Coaches

- › ways to help the child improve
- › the treatment of the child
- › behavior concerns about the child

Inappropriate Issues to Discuss with Coaches

- › a child's playing time
- › team strategies
- › other student athletes

Practices

The following will govern practices:

- Practices are generally held after school.
- Practices are never permitted on Sundays.
- If a coach feels a Saturday practice or a practice on a school holiday is necessary, he or she may hold a practice but attendance cannot be mandatory.
- When practices are held on Saturdays or school holidays, it is the coach's responsibility to notify the athletic director who will notify the principal.
- Coaches must remain with the team until the last student is picked up by a parent.
- Students may not go home with another parent without prior notification, written or oral.
- Parents may not attend practices.
- Siblings may not remain on the school premises while brothers and sisters are practicing for a sport. If parents cannot pick a sibling up at 3:00 PM, the child/ren will be placed in the Extended Day Program (payment required accordingly).

Interscholastic Contests

The following will govern interscholastic contests:

- Athletes are expected to arrive on time with all the appropriate clothing and equipment.
- Eligible athletes are required to sit with the team at all times.
- Athletes may consume water or other sport drinks while on the bench; food may not be consumed.
- Coaches must remain with team members until all members are picked up by a parent.

Eligibility

To gain and maintain academic eligibility, each student must maintain a minimum of a **C** average in all subject areas. Additionally, the student athlete must demonstrate satisfactory effort and conduct. The student must also not have excessive absences or tardies. Exemplary conduct must also be shown at practice and at games. Poor conduct at practice and games can result in ineligibility. Academic achievement and general conduct will be monitored weekly. Students who are not eligible will not participate in practice or games until they meet grading or behavior requirements. Weekly eligibility will be evaluated in collaboration with the respective classroom teacher(s), the Athletic Director, and administration.

Team Selection

- Students trying out for a sport must attend every tryout session unless an excuse is provided by a parent in writing and accepted by the coach and/or principal.
- Coaches will not inform students about being selected for the team. This will be done in school the day after final tryouts.
- Parents are not permitted to attend tryouts.

Athletic Fee

Students participating in athletics will be required to pay an athletic fee of \$45 per sport. This fee is used to defray the cost of referee fees, league fees, tournament fees, equipment, etc. This fee will be collected prior to the student's participation in each sport and will be charged through your FACTS account. Athletic fees will not be refunded due to a student's removal from the team for behavioral or academic reasons or if a student quits.

School Attendance on Practice & Contest Days

See **Attendance and Participation in After-School Activities** in the Attendance section above.

Playing Time

Because CCCS participates in competitive leagues, every player cannot be assured of playing time in every game or contest. It is the sole responsibility of the coach to determine amounts of playing time, positions assigned and player roles.

Conflicts with Other Activities

Students who choose to participate in other activities while they are on a CCCS team, may find it impossible to make the commitment necessary for their own success or the success of the CCCS team. Choosing to participate in another activity may create conflicts that are not fair to the student, the coach, other team members and the school.

Students must prioritize their interests and make sound decisions, with the help of their parents, about their commitment. In order to participate in a CCCS sport and maintain involvement in another outside activity, the athlete must meet the criteria outlined under "student athletes."

SAFETY PATROL

To be a safety patrol is a privilege for students and is part of their service to the school community. Students in grades 5-8 will serve as safety patrols. The patrols are present at various times to ensure the safety of students on the school grounds. They may assist students arriving and departing from school. See Arrival and Dismissal for traffic flow plan.

STUDENT COUNCIL

Corpus Christi Catholic School has an active Student Council. Student Council officers are elected in a general election by the student body. Class representatives from grades 5-8 are also elected by each respective class.

Eligibility

In order to run for office a student must meet the following eligibility requirements:

- Minimum of C average in all subjects
- Demonstration of satisfactory effort
- Satisfactory Conduct
- Positive attitude, initiative, trustworthiness, Christian example
- Recommendation from at least one teacher

Being elected to serve in Student Council is an honor and requires commitment and enthusiasm. In order to remain in office, students must maintain the grade and conduct eligibility requirements listed above.

EMERGENCY, SAFETY AND MEDICAL PROCEDURES

CRISIS PLAN

An Emergency Crisis Plan for Corpus Christi Catholic School has been developed. Various community resources, such as fire and police departments have been consulted in the course of developing these procedures. Specific personnel assignments have been made, equipment such as search lights, blankets, etc. have been procured, the school's fire plan has been updated, and a quadrant map of evacuation is visible throughout the campus. The faculty reviews the emergency plan yearly. Members of the staff are trained in CPR, First Aid, and Blood Borne Pathogen procedures.

The principal or designee, utilizing the school intercom system and other communication tools, will alert the staff and students of the emergency when necessary. There are many different kinds of emergencies.

Parents are requested to maintain a calm composure, especially in the event of an emergency requiring pick up of children at an evacuation area other than the school grounds. Please follow all directives of the principal, faculty and staff in order to protect the safety of the children. Do not interfere with the general evacuation procedure in order to remove your own child(ren). All necessary emergency information will be sent via the school's instant alert system.

Parents should be aware of the following procedures that are in place at CCCS:

WEATHER EMERGENCY

If there is a severe storm with lightning at the 3:00 PM dismissal time, students will not be dismissed but held in their classrooms or designated building until a safe dismissal is possible.

In the event of a tornado warning, students will take cover until the threat passes. Students will not be dismissed if an active tornado warning is in place.

INTRUDER ON CAMPUS/IN THE AREA

Teachers and students are trained in lockdown procedures.

GAS LEAK

Do not attempt to pick up children by car or any other motor vehicle. Gas is highly explosive, and cars will cause even more of a danger. Everyone must walk to evacuation area.

BOMB THREAT

No one will be permitted to enter the school building (except community officials). Everyone will evacuate immediately. Cars will not be permitted to drive in and out of the school driveway and parking lots.

EVACUATION PLAN

There are three types of evacuations that might be needed: school-wide on campus, school-wide to an off-campus location, and citywide school evacuation. In the event that the evacuation impacts arrival or dismissal procedures, parents will be informed of the type of evacuation and the traffic flow through the school's instant alert system.

SCHOOL-WIDE EVACUATION ON CAMPUS

Parents will be expected to follow the normal dismissal pick up traffic flow. There could be some re-routing of the flow if safety equipment were to be in the parking lot, however, faculty members will be on hand to direct the flow.

SCHOOL-WIDE EVACUATION OFF CAMPUS

This evacuation would take place because law enforcement would not allow cars onto the school property. Choice of a staging area will be determined by the nature of the emergency. Faculty and students will walk to the appropriate staging area. Parents would be alerted to the staging area through the school's instant alert system. If possible, signs indicating locations of staging area will be posted at front and back entrances to school. Faculty members will direct traffic for the most expedient flow.

EMERGENCY SCHOOL CLOSINGS

During hazardous weather conditions, the decision to close a Catholic school in the Diocese of St. Petersburg will rest with the Pastor and Principal with approval from the Diocese. Parents will be notified through email and the school's instant alert system.

In extreme emergencies, children may be sent home. Parents will be notified **through email and the school's instant alert system**. If a parent is not able to pick up a child immediately, he/she must notify the school as to who will be picking up the child.

ASBESTOS/RADON MANAGEMENT

In accordance with the policy of the Diocese of St. Petersburg, Corpus Christi Catholic School has an asbestos/radon management plan in place. This plan is available for review by faculty, staff and parents.

AFTER-SCHOOL SAFETY

If a student is not picked up from school by 3:15 PM, he/she will be sent to the Extended Day Program and parents will be charged accordingly. Students who are on campus for various reasons after school must be under the supervision of a parent or teacher. Students, as well as younger siblings, may not play on playground equipment after school.

MEDICAL – IMMUNIZATIN/MEDICATION POLICY, ETC.

IMMUNIZATION POLICY FOR SCHOOL STUDENTS WITHIN THE DIOCESE OF ST. PETERSBURG

Catholic Schools within the Diocese of St. Petersburg require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.2 as a condition precedent to acceptance. Catholic Schools in the Diocese of St. Petersburg do not recognize objection to this immunization.

Health Forms

Any child entering school should be current with his/her immunization/physical exam. Form #680 (immunization record) and form #3040 (physical), completed by a licensed Florida doctor. These forms must be on file in the school office prior to the first day of school.

Medicines

Florida State Law requires a parent to deliver to the school in person any medication to be administered to their child at school. The medication must be delivered in the bottle in which it was dispensed. The bottle must be labeled with the student's name, dosage, frequency of dosage, physician's name and recent date. When the parent arrives in the office with the medication, he/she must complete a form from the County's Health Department to be kept on file in the school office. Medication and inhalers should not be transported between home and school on a daily basis. When filling the prescription at the drug store, please make sure you get two prescription bottles or inhalers – one for the school and one to be kept at home.

Children are **NOT** permitted to carry aspirin, Tylenol, allergy medicine, cough drops, or any other medication on their person any time during the school day. If a child needs to take any over-the-counter medicines, the parent should deliver the medication to the office at which time a form from the County's Health Department should be completed and will be kept on file in the school office. Topical medications cannot be administered at school by anyone other than a parent. This includes over the counter creams, lotions and insect repellents. The school will not administer eye or ear drops to a child. The school will not administer nebulizer treatments.

If a child needs to carry an inhaler at all times, please contact the school office for the proper documentation.

WHEN A CHILD IS SICK...

It is a parent's responsibility to make responsible decisions regarding your child's health. It is imperative that children are kept home if they exhibit any symptoms of illness.

Symptoms that are cause for keeping a child home are: coughing, shortness of breath, fever, flushed skin, red eyes, runny nose (unless mucous runs clear), chills, severe headache, skin eruption, sore throat, vomiting and diarrhea. Parents should allow a **full twenty-four hours** after the symptoms subside before the student returns to school.

If a student becomes ill/exhibits the above symptoms at school, a parent will be contacted immediately. The parent must arrange to have the child picked up from school within thirty minutes. The student will be isolated in the clinic until the parent or other designated person arrives.

Please notify the school office if your child has any physical condition that might impact full participation in school activities or may require attention during the school day.

CONDUCT AND ORDER

GUIDING PRINCIPLES

In accordance with the stated Mission of the school, and recognition of the deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development, respect and personal responsibility. This requires courtesy in all personal relationships/interactions, promptness in fulfilling obligations, concern for the environment, and respect for school property and the property of others. Students are also expected to reflect the Christian principles taught at Corpus Christi Catholic School outside of school.

Students are expected to, at all times, demonstrate Catholic values. We provide a wholesome Christian environment that exposes students to Catholic principles, values, and attitudes. Our daily goal is to help students learn to make the right choices and to develop self-discipline and a sense of personal responsibility. We reinforce the fact that all actions, positive or negative, have consequences.

Each teacher will enforce school-wide policies and procedures and has also developed a list of classroom policies and procedures. Teachers will handle most discipline situations and make appropriate decisions.

By enrolling in the school, students, parents and guardians consent to abide by the policies, procedures, and philosophies detailed in this Handbook. Reinforcing positive behavior relies on the joint partnership between school staff and parents. Cooperation and support from parents is imperative. This will encourage students to learn from previous mistakes and make good, moral choices.

BEHAVIOR MANAGEMENT SYSTEM

General Rules

The general rules of conduct are based on the mutual respect, health, safety and welfare of all students, staff members, and adult volunteers. Appropriate behavior is expected of all students in the classroom, in the church, in the lunchroom, in the restroom, on the playground, on field trips, at school sponsored athletic events, in Extended Day, and all other areas of the school campus. General behavioral guidelines include:

- **Respectful verbal interactions**
Behaviors to Exhibit: Good manners, greeting one another, positive affirmations, entering classroom quietly and respectfully
Behaviors to be Avoided: talking back; name-calling; meanness; foul or inappropriate language; yelling; entering classrooms loudly; distracting others during class
- **Respectful physical interactions**
Behaviors to Exhibit: holding doors for one another; paying attention while walking in hallways and into classrooms; helping one another when opportunities arise
Behaviors to be Avoided: hitting; pushing; shoving; kicking; rough-housing; aggressive physical behavior
- **Respect for school property and the property of others**
Behaviors to Exhibit: taking good care of school materials; respecting the school facilities, buildings, and furniture; returning lost/dropped/forgotten items to the owner
Behaviors to be Avoided: Being careless with books or electronic equipment; writing on furniture; vandalism; theft; using another's property without permission

- Respect for the school uniform
Behaviors to Exhibit: following all uniform rules
Behaviors to be Avoided: failure to keep uniform clean and maintained; not following uniform rules
- Respect for our Catholic Christian Values
Behaviors to Exhibit: respectful and reverent prayer; respecting the dignity of each person; serving those in need; helping peers and teachers; working diligently; making full use of God given gifts; being responsible; seeking forgiveness when necessary; being honest; showing integrity
Behaviors to be Avoided: lack of reverence; ignoring the needs of others; lack of attention to school work, studying and homework; possession of anything that contradicts our values

Primary Grades (PreK-4 – 2nd Grade)

Teachers keep accountability logs in their classrooms that document how well students manage their behavior. Consequences for inappropriate behavior at this level are usually issued by the classroom teacher and may include but are not limited to:

- Loss of Recess Time
- Sign in Behavior Log
- Note Home
- Time out in the classroom
- Mandatory Parent Conference
- Loss of Privilege

In the event that teacher issued consequences are not effective in changing student behavior, the student will be referred to administration. The student may be put on probation or other consequences, such as suspension or expulsion, may be enforced by administration. Parents are informed when student behavior has not met expectations.

Students in grades 1 & 2 will receive a conduct grade on their Report Card that reflects how successfully they have complied with the rules, policies and procedures of the school.

Intermediate and Middle School Grades (3-8)

Students in the Intermediate and Middle School grades (3-8) will receive a conduct grade on their report card that reflects how successfully they have complied with the rules, policies and procedures of the school. A demerit system is used for these grade levels to help keep parents informed when student behavior has not met expectations. Demerit notification will be sent through FACTS/RenWeb.

Accumulation of more than 8 or more demerits within a trimester will result in a Conduct Grade of N or U (ineligibility for Honor Roll).

Accumulation of 10 or more demerits within the school year will result in additional consequences:

- Accumulation of 10 or more demerits = after school detention, In School Suspension (See In-School Suspension information below), consideration for Behavioral Probation or other sanctions assigned at the discretion of administration.
- Accumulation of 25 demerits = Behavioral Probation, In School Suspension (See In-School Suspension information below), Out of School Suspension, consideration for expulsion or other sanctions assigned at the discretion of administration.

The list below is not exhaustive, and administration reserves the right to assign/change the demerit value of any offense.

One Demerit Violations

Chewing Gum/Eating

Lacks Self Control

Class Disruption

Unprepared for Class

Violating Cell Phone during School Hours

Excessive Talking

Unacceptable Language

Throwing of any objects

Unexcused Tardy to Class

Inattentiveness

Dress Code Violation

Horseplay

Inappropriate Behavior

The purpose of Internet access is to enhance instruction and support learning in a manner consistent with the mission of Catholic schools. The Internet offers unique resources to students that allows them to access electronic libraries, search topics in almost any field, and obtain information otherwise not available on a local, immediate level/format. Student usage of the Internet shall only be for educational purposes consistent with the curriculum of the school. Usage for entertainment or recreation is prohibited at all times. Inappropriate use of the Internet may result in cancellation of privileges and students may face disciplinary and/or legal action including, but not limited to, criminal prosecution under local, state and federal laws.

Policy

1. It is the responsibility of all students to use computer resources in a responsible, ethical, and lawful manner. Any student who abuses these resources, has engaged in unacceptable conduct.
2. All computers and computer equipment belong to the school and all files, storage data, or other data may be accessed by the school at any time at its sole discretion.
3. Copyrighted software must be used in accordance with its license agreement. Unauthorized copying of software is not permitted.
4. The computer lab is shared by all students, therefore, computers are to be left at the original default settings. Changing computer settings, desktop appearances, and individual program settings without the permission of the teacher is not permitted.
5. Computer equipment must be treated responsibly and kept clean.
6. Food and drink are not permitted near school technology.
7. Accessing inappropriate Internet sites is prohibited. Inappropriate sites include: chat rooms, non-educational games, e-mail, and sites of questionable nature. These determinations will be made by the administration. Inappropriate Internet sites arrived at unintentionally will be closed immediately and reported to the teacher. The use of the Internet is strictly for academic purposes.
8. The transmission of material, information or software, is prohibited.
9. The downloading of software or plug-ins is prohibited.
10. Downloading from the Internet is not permitted unless specifically authorized by the teacher. This includes software, graphics (pictures), and Internet pages.
11. Chatting or any instant messaging is prohibited.
13. Purchases made via the Internet are prohibited.
14. The installation of any software by a student is prohibited. Software can only be installed by the school, using software purchased by the school and appropriately licensed by law for use on school computers.
15. Privacy and network security is to be observed. Students may not access personal files belonging to others, software, or areas of the network which are not designated for their use.

Students who violate any technology policy will be subject to serious consequences according to the discretion of the principal.

Network Access

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.

- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes, see Appendix). This includes tampering with iPad hardware or software, jailbreaking, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The school is not responsible for damaged or lost data transferred through our network or stored on the Apple iPads used by students or on our file servers.

Screensavers

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language or symbols, alcohol, drug, gang-related symbols or items will result in disciplinary actions.

Internet Use

- Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited including AI generated material and responses. Plagiarism of internet resources will be treated in the same manner as any other incidences of plagiarism.
- If the student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he is to notify a teacher or the Technology Teacher as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently, the identity of someone on the internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and Apple iPad access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The school respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of e-mail accounts or the school's network, including honor code violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor student technology use (including student used iPads) including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff file servers for any reason.
- Students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the teacher.
- **No identifiable photographs of students, faculty, or administration will be allowed to be published on the internet or used in print without appropriate and prior written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.**

- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
 - Sending/posting false, cruel, hurtful or vicious messages/comments;
 - Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others;
 - Breaking into an e-mail accounts and sending vicious or embarrassing materials to others;
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
 - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- Apple iPads that are provided by the school continue to be the property of the school. Graduating 8th grade students will be offered the opportunity to purchase the iPad for \$1.
- No other electronic device may be used in school or on the school network, even if privately owned. The school has the right to retain the device in the school's possession if there is an infraction to the Acceptable Use Policy that deserves a consequence, as determined by the School's administration.

Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use the iPad (grades 5-8) or disciplinary legal action.
- Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of student used technology will be conducted throughout the year to ensure that these policies are being followed.

Diocese of St. Petersburg Student Internet Use Policy

This document sets forth the rights and responsibilities for students under the Diocese of St. Petersburg Student Internet Use Policy. This Student Internet Use Policy is, by reference, a part of the Student Internet Account Agreement which must be executed by each Student and each Student's Parent or Guardian.

A. EDUCATIONAL PURPOSE:

1. The School Internet system has been established for a limited educational purpose. Educational purposes include classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
2. The School Internet system has not been established as a public access service or a public forum. The Diocese and school has the right to place restrictions on the material you access or post through the School Internet system. You are expected to follow the rules set forth in this policy, the student disciplinary code, and the law in your use of the School Internet system. The student disciplinary code will govern any violations of this policy.
3. You may not use the School Internet system for commercial purposes. This means you may not offer, provide, or purchase products or services through the School Internet system.

B. ACCESS TO ONLINE MATERIALS:

1. The material you access through the School Internet system should be for class assignments or for personal research on subjects you study in a class or would otherwise research in the school library. Use for entertainment purposes is not allowed.
2. You are not allowed to use the School Internet system to access inappropriate information, which includes, but is not limited to, the following: obscene material, child pornography, material which depicts or describes in an offensive way violence, nudity, sex, death, or bodily functions, material designated as for adults only, material which promotes or advocates illegal activities, material which promotes the use of alcohol or tobacco, school cheating, or weapons, or material advocating participation in hate groups or other potentially dangerous groups.
3. If you mistakenly access inappropriate information through the School Internet system, you are required to immediately report this access in the manner specified by your school. This will protect you against a claim you have intentionally violated this policy.
4. The school has installed filtering software to attempt to prevent access to inappropriate material.
 - a. If you feel filtering software is blocking your access to an appropriate site, report this to your teacher.
 - b. You are not allowed to seek to bypass the filtering software by using a proxy site or some other technology.

2C. PRIVACY AND COMMUNICATION SAFETY REQUIREMENTS:

1. "Personal contact information" includes your full name, together with other information which would allow an individual to locate you, including your family name, your home address or location, your work address or location, or your phone number.
2. If you are an elementary or middle school student, you are not allowed to use the School Internet system to disclose your full name or any other personal contact information online for any reason.
3. If you are a high school student, you may disclose, through the School Internet system, personal contact information to educational institutions, companies or other entities for continuing education, professional or career development purposes with specific staff approval.
4. You are not allowed to disclose names, personal contact information, or any other private or personal contact information about other students. You are not allowed to forward a message sent to you privately without documented permission from the person who sent you the message.
5. You are required to promptly disclose to your teacher or other school staff member any message you receive through the School Internet system which is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a teacher or other staff member.

D. UNLAWFUL, UNAUTHORIZED, AND INAPPROPRIATE USES AND ACTIVITIES:

1. Unlawful activities:
 - a. You are not allowed to attempt to gain unauthorized access to the School Internet system or to any other computer system through the School Internet system or go beyond your authorized access. This prohibition includes attempting to log-in through another person's account or to access another person's files.
 - b. You are not allowed to disrupt or attempt to disrupt the School Internet system or any other computer system or destroy data by spreading computer viruses, or by any other means, using the School Internet system.
 - c. You are not allowed to use the School Internet system to engage in any unlawful act, including but not limited to arranging the sale or purchase of drugs or alcohol, engaging in criminal gang activity, or threatening the safety of any person.
2. Inappropriate language:
 - a. Restrictions against inappropriate language apply to all speech communicated through the School Internet

- system, including public messages, private messages, and material posted on Web pages.
- b. You are not allowed to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on the School Internet system.
 - c. You are not allowed to post information which could cause damage or a danger of disruption to your school or any other organization or person on the School Internet system.
 - d. You are not allowed to engage in personal attacks, including prejudicial or discriminatory attacks on the School Internet system.
 - e. You are not allowed to harass or bully another person on the School Internet system.
 - f. You are not allowed to post false or defamatory information about a person or organization on the School Internet system.
 - g. You are required to promptly disclose to your teacher or another school employee any message you receive on the School Internet system in violation of the restrictions on inappropriate language.
3. Plagiarism and copyright infringement:
- a. You are not allowed to plagiarize works you find on the Internet. Plagiarism is taking the ideas or writings of others, and presenting them as if they were yours, without proper attribution.
 - b. You are required to respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.
4. Specific Activities prohibited:
- a. Inappropriate activities subject to discipline under this policy include but are not limited to:
 - i. The transmission of material, information or software in violation of school policy, or local, state and federal law,
 - ii. Changing of Windows/Mac platform settings (desktop, screensavers, etc.),
 - iii. Downloading software or plug-ins into the School Internet system,
 - iv. The use of web-based email accounts,
 - v. Online chatting or any instant messaging,
 - vi. Making purchases via the internet,
 - vii. The installation of any software on the system by a student. Software can only be installed by the school, using software purchased by the School and appropriately licensed by law for use on school computers,
 - viii. Violating copyright or other laws,
 - ix. Accessing personal files belonging to others,
 - x. Accessing areas of the network which are not designated for your use.
5. Limited Privacy:
- a. You are notified by reading and signing this document that you have only a limited expectation of privacy in your files on the School Internet system and in the records of your online activity. All student use of the School Internet system may be supervised and is subject to being closely monitored at all times. You are notified that the school's monitoring of Internet usage can reveal all activities you engage in using the School Internet system.
 - b. Routine maintenance and random monitoring of the School Internet system may disclose information indicating you have violated this policy, the student disciplinary code, or the law. A detailed search of your individual School Internet system account, and its historical activity, may be conducted if there is reasonable suspicion you have violated this policy, the student disciplinary code, or the law.

E. SYSTEM SECURITY AND RESOURCE LIMITS:

1. System security:
 - a. You are responsible for your School Internet system individual account and should take all reasonable precautions to prevent others from being able to use your account. You should not provide your password to another person.
 - b. You are required to immediately notify a teacher or the system administrator if you have identified a

possible security problem involving the School Internet system. However, you are not required to look for security problems; this may be construed as an unlawful attempt to gain access.

- c. You are required to avoid the inadvertent spread of computer viruses by following the school virus protection procedures.
2. Resource limits:
- a. You are required to use the School Internet system only for educational, professional or career development activities and limited, high-quality personal research.
 - b. You are not allowed to download large files from or to any computer on the School Internet system unless absolutely necessary, and then only with approval of a teacher or another school employee. If necessary, and allowed, you may download large files when the system is not being heavily used; you are required to immediately remove the file from the School Internet system computer as soon as possible after appropriate copying or use.
 - c. You are not allowed to use Diocesan, school, or personal distribution lists or discussion groups for sending irrelevant messages.

F. DISCIPLINE

Violations of this Student Internet Use Policy can result in termination of the student's account, denial of access to the School Internet system, suspension, expulsion, or referral of matters to the appropriate law enforcement agency, depending on the severity of the actions. Such determination is within the sole discretion of the School and the Diocese.

G. LIMITATION OF LIABILITY:

Neither the Diocese nor school guarantees the functions or services provided through the School Internet system or its internet service provider will be without error. The Diocese and/or school will not be responsible for any damage you may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The Diocese and/or school will not be responsible for the accuracy or quality of the information obtained through the School Internet system. The Diocese and/or school will not be responsible for financial obligations arising through the unauthorized use of the School Internet system. Your parents can be held financially responsible for any harm resulting from your use or misuse of the School Internet system. You may use the School Internet system only if your parents have signed a disclaimer of claims for damages against the school and Diocese.

Safety in Private Spaces - Students

The school complies with the requirements of §553.865, Florida Statutes, "The Safety in Private Spaces Act", which is consistent with the teaching and tenets of the Catholic Faith. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

“In Unity We are One in the Lord”



*A Code of Conduct
for
Parents, Guardians, Caregivers,
Volunteers, and Visitors
of Catholic Schools
in the
Diocese of Saint Petersburg*

“Search Me, O God, and Know My Heart”

-Psalm 139

This **Code of Conduct** is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community regarding Catholic schools and school-sponsored activities, meetings, and/or functions within and outside of school hours.

The Catholic school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in relationship! This beautiful doctrine inspires all of us in Catholic Schools, to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. “All rights have to be balanced by responsibilities because we are in relationship” (Putney, 2005).

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities, or when the school can be involved in any social or professional media. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (*The Code of Canon Law*, Canon 796, Para. 2).

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth together with all members of the school community. You are one of the most instrumental role models within your child's life. “Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators” (*Gravissimum Educationis*, 1965, para. 3).

In living out the Gospel values, we strive to create a safe environment for all stakeholders developing:

- Christian attitude and behavior towards all people
- An ability to appreciate the situation of others
- Cooperation and ability to work civilly with others
- Open, positive, and honest communication
- A reverence for Creation
- Trusting relationships
- Responsible actions

Expectations for Parents, Guardians, Caregivers, Volunteers, and Visitors

As a member of our Catholic school community, we ask that you:

- Support the philosophy and mission of Catholic education in both words and actions.
- Partner with the school to promote the well-being and success of all students.
- Communicate respectfully and constructively with school staff, without disrupting school operations.
- Encourage and support your child's education through praise, engagement, and modeling a positive attitude.
- Promote healthy problem-solving and help your child understand the value of doing their best rather than comparing themselves to others.
- Listen to your child's perspective while remaining open to other interpretations of events.
- Foster a respectful and collaborative relationship with teachers; share concerns in a constructive manner.
- Support school policies as outlined in the handbook and website both in school and at home.
- Work cooperatively with staff if your child's behavior does not meet school standards, following proper communication protocols.
- Refrain from gossip, hearsay, and negative commentary, including on social media.

- Interact respectfully with staff, students, and other community members at all times.
- Uphold the reputation of the school, particularly when using social media.
- Do not smoke or use offensive language on school premises or at school events.

Your Rights as a Parent, Guardian, Caregiver, Volunteer, or Visitor

You have the right to:

- Be treated with respect, courtesy, and professionalism by staff, students, and other parents.
- Clear communication regarding your child’s education and development.
- Have your confidentiality respected in sensitive matters.
- Receive a timely, appropriate response to concerns.

Guidelines for Conduct

- Advocate for the school and be mindful of how social media can impact others and the school’s reputation.
- Never approach another student to discuss or discipline them. Refer concerns to staff.
- Respect faculty/staff and their professional time; schedule appointments for discussions.
- Use respectful communication, including in emails, online platforms, and social media.
- Follow the school’s outlined procedures and chain of command for resolving concerns or conflicts.
- When volunteering or attending events, follow the direction of the supervising teacher or staff member.
- Participate respectfully in school liturgies and events, supporting the communal life of the school.

Communication Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor:

Our Catholic schools want to work in partnership with our families. If anyone has a **current complaint, criticism, or concern***, it is expected the following steps be followed:

1. Speak to the appropriate school person involved (e.g., class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible, make an appointment with the relevant person.
2. If for some reason this is not possible, then make an appointment to meet with an administrator or parish priest, following the specific school’s established chain of command.
3. The Administrator should attempt to mediate and find a resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, you may complete the Parent Concern Form found on the website of the Diocese of St. Petersburg - Office of Catholic Schools and Centers for further facilitation.

* If your concern relates to allegations of physical or sexual abuse by a faculty/staff member towards a child, you should immediately contact the **Superintendent of Catholic Schools, Mr. Chris Pastura, at ocsc@dosp.org and the Florida Department of Children and Families Abuse Hotline 1-800-962-2873.**

Excerpts of this policy have been used by permission of the Diocese of Townsville, AU.

By accepting enrollment at a Catholic School in the Diocese of Saint Petersburg, parents, guardians, and/or caregivers agree to abide by this Code of Conduct in full. Deliberate breaches and/or demonstrated inability to comply with these guidelines, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or disenrollment of their child/ren.

A.M.
Drop Off
ALL
ARRIVE
Via
Ridgedale

Ridgedale

Basketball Court

Single lane



Island

Island



East Parking Lot

Single lane



Island

Island

Exit via Ridgedale

West Parking Lot

Exit via 56th Street

56th Street

Parish Center
Door
Boat House

All cars remain in single file order in drop off area.

**P.M.
Dismiss**

Ridgedale

**ALL enter via
Ridgedale**

Pick-up
area

2 lane
split

Basketball Court

NOTE: 2 lanes moving in same
direction

Parish
Center

Island

Island

East Parking Lot

Exit Ridgedale

Island

Island

Island

Island

Pick-
up area

West Parking Lot

CLASSROOMS

Island

Island

S
I
D
E
W
A
L
K

Exit via 56th St.

Holy Family Grotto

LEGEND

Bound for Ridgedale Exit

Bound for 56th Street

56th Street

55

Church

NO ENTRY AT 56TH STREET