



MIDDLE SCHOOL HANDBOOK

2023-2024 ACADEMIC YEAR

CORPUS CHRISTI SCHOOL
A MIDDLE STATES ACCREDITED SCHOOL

Please note the following policies and guidelines are based on information presented in the Corpus Christi School Student/Parent Handbook and specifically addresses grades 6, 7, and 8. Students, parents and teachers will sign the last page of this agreement and it will serve as a guideline for the 2023-2024 academic year.

TEACHER COMMITMENTS

- Teachers must post grades on Powerschool within 5 SCHOOL DAYS from when the assignment was due, or the test was taken.
- Allow teachers 24 to 48 hours to respond to any emails. Please allot additional time for any email sent to a teacher on Friday after 12:00 p.m.
- Parents will be notified of any academic concerns by the teachers.
- Teachers will best coordinate testing schedules to avoid having 3 or more tests within a 2-day time period.

ACADEMICS

Students will be graded for academic performance and for effort. All students must be responsible and accountable for their own work and studies. If a student is unsure of the material assigned, he/she must ask questions and/or for help before the day of the test or quiz.

If a student is absent on the day of a test or quiz, the student is expected to take the make-up test on the day he/she returns to school. If a student is absent on a review day, he/she will be given a one-day extension to study and must take the make-up the following day. Concerns and questions for any subject should be emailed directly to the teacher proving the assignment.

All students must check Google Classroom daily for assignments and understand that they must complete all classwork and homework by assigned due dates. Incomplete classwork assignments will result in a minus 3 in the trimester classwork grade. Incomplete homework assignments will result in a minus 5 in the trimester homework grade.

Incomplete work must be made up in a timely fashion. If a student is absent, they will be given the amount of days absent to complete the work. Extensions will be at the teacher's discretion.

The Final Exam grade is weighted 20% of the 3rd trimester average. The test (or project) may consist of material from all 3 trimesters.

Yearly Average is calculated by adding the three trimester grades and dividing by 3. A cumulative score of 210, or a yearly average of 70 is required to pass the subject for the year. Students who fail major subjects WILL be required to attend summer school or successfully complete 25 hours of private tutoring approved by the principal for the subjects failed.

The Marking Code for Reading, Language Arts, Math, Science, Social Studies and Religion is:

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|-------------|-----------|--------------|-----------|------------|
| A+ = 97-100 | A = 92-96 | B+ = 88-91 | B = 83-87 | C+ = 78-82 |
| C = 73-77 | D = 70-72 | U = Below 70 | Failure | |

The Marking Code for Specials (art, health, world language, music, physical education, and STREAM) and PERSONAL DEVELOPMENT is:

O = Outstanding, S = Satisfactory, I = Improvement Needed, U = Unsatisfactory

To obtain Honor Roll:

- No I's or U's in the Personal Development section of the report card
- No I's or U's in the courses of art, music, health, physical education, or STREAM
- A+ in all major subjects will result in Principal's List
- A or higher in all major subjects will result in First Honors
- B+ or higher in all major subjects will result in Second Honors

ATTENDANCE

You must arrive between 7:40 a.m. - 8:00 a.m. Attendance for the school day will be recorded by the homeroom teacher. If a student arrives after 8:00 a.m., he/she will receive a late pass and be marked late. Six tardies in a trimester will result in an automatic detention.

Any students still waiting to be picked up after 2:51 p.m. will be asked to go to after care.

If someone different is picking up your child, an email must be sent to the homeroom teacher in the morning. Teacher schedules may not allow emails to be checked before dismissal, so last minute changes are best called into the office to ensure the teacher receives the message.

Parents should email the office and homeroom teacher if their child will be absent. After 3 consecutive days absent, a doctor's note is required upon return to school.

If absent, please know that assignments are posted in Google Classroom each day and any books needed to complete the work will only be left on the shelf if a parent sends a request email to the homeroom teacher.

UNIFORM AND DRESS DOWNS

The students are expected to wear the appropriate school and gym uniforms (as described in the Student/Parent Handbook) on the designated day. There will be consequences, determined by administration, for anyone that does not adhere to the dress code guidelines.

For Girls, remember:

- The Khaki skirt/skort at most must be 6 inches above the knee.
- No slip on ballet shoes, only sneakers on gym days.
- Only the gray CCS sweater is allowed with the school uniform; only the navy blue CCS gym sweatshirt is allowed with the gym uniform, navy tights are optional.
- Sneakers must be worn on gym days in order to participate in class and receive credit.
- Make-up is not allowed (clear chapstick only).
- Manicured nails may be polished in natural pink or beige tones. No dark colors or length extensions will be permitted.
- Hair color must be natural.

For Boys, remember:

- You must wear black, blue, or brown school shoes with black crew socks (no-show socks are not permitted). The shoe cannot look like a boot or a sneaker.
- Only the gray CCS sweater is allowed with the school uniform; only the navy blue CCS gym sweatshirt is allowed with the gym uniform.
- Sneakers must be worn on gym days in order to participate in class and receive credit.
- Hair color must be natural. You cannot have designs shaved into the cut.

For 8th grade only: Accepted high school sweatshirts will be allowed to be worn on administrative selected days.

Spirit Wear can only be worn on Spirit days and administrative selected days.

For Wear 2 Care Days:

- Students must pay the required dollar amount and follow the color theme for the day.
- Clothing must be school appropriate (no offensive sayings, tank tops, ripped pants, etc).
- Leggings are permitted for the girls under the condition of wearing a long top.

For Dress Down Days:

- Students must pay the required dollar amount and follow the day's theme (if assigned).
- Students have a free dress down on their birthday (summer birthdays included). Students with a weekend birthday may choose the Friday before or the following Monday to dress down.
- Clothing must be school appropriate (no offensive sayings, tank tops, and bottoms that are too short will be allowed). Leggings are permitted for the girls under the condition of wearing a long top.

HOMEROOM ROUTINES

All students are required to stand during the morning prayer and Pledge of Allegiance. Practicing Catholic students must recite the morning prayer. ALL students must recite the Pledge of Allegiance.

Coats and non-CCS logo sweaters and sweatshirts must be kept in the homeroom closet and may only be worn to outdoor lunch recess.

Any letters for the main office, nurse, HSA, Bergen County Special Services, and pizza/lunch orders will be collected by the homeroom teacher between 8:00 a.m. and 8:20 a.m.

When switching classes, students are expected to walk in the halls and staircases quietly and respectfully. All students must use the assigned up and down staircases to switch classes.

As it pertains to lockers (7th and 8th only):

- Students may only go to their lockers at the designated times. If a student goes to their locker without a teacher's permission, it could result in minus 5 points from the trimester classwork grade for that class. This will occur each time this offense occurs.

- Students must keep the lockers clean and neat.
- When using lockers, students must do so quietly.

As it pertains to birthdays:

- Birthday snacks are allowed and should only be sent to the homeroom class of your child.
- CCS is a peanut free school and all snacks (lunch included) should be as well.
- If a store or bakery (Dunkin Donuts included) does not provide food that is not made in a peanut free facility, you must make the teacher aware prior to distribution so that students can be notified. Please know, if the class has a severe nut allergy, the food might not be distributed until dismissal.

CELL PHONES

Students may bring a cell phone/smart watch to school under the following conditions:

- Device is turned off from arrival at school through departure from school property (The only exception would be a medical reason such as diabetes.)
- Phones/smart watches will be collected by the Homeroom teacher each morning and stored in a safe location. No cell phone or other electronic device is permitted for school use unless otherwise instructed.
- Disregarding the above rules will result in confiscation of the device until parents/guardians are called and the phone is picked up by them personally. Other persons will not be able to retrieve phone/device on parents' behalf.

SCHOOL SUPPLIES

All students must attend each class prepared with all the required supplies for that particular class as provided on the school supply list.

All students are required to have a durable backpack and be prepared with all supplies in good condition in soft pencil cases and replenished when needed for each class.

Forgotten notebooks or materials will result in a minus 5 from the trimester classwork grade for each offense. This pertains to Specials (music, art, gym, STREAM and Spanish) as well.

BORROWED SCHOOL MATERIALS

Chromebooks:

- Students must always use the same assigned number Chromebook in every classroom, including specials.
- If a Chromebook malfunctions, the student is responsible for reporting it to the teacher.
- Students must always be careful carrying the Chromebooks and place them safely on their desks.
- Students must plug in Chromebooks when they're finished using them.
- Students should not play any games on the Chromebooks, or be on any other website, unless given approval or direction by the teacher.
- Failure to follow Chromebook rules may result in loss of use and/or detention.

Textbooks:

- Students must always use the same assigned number textbook in every classroom, including specials.
- Students should not write in textbooks.
- Students should report rips or writing in the textbook to the teacher immediately.
- Failure to follow textbook rules may result in loss of use and/or detention.

Lunch and Recess Toys:

- Cafeteria rules must be followed.
- You must clean up after yourself before leaving for recess. Clean up any spills on your table and report spills on the floor to adults in charge.
- Use the proper pails for garbage and recyclable items.
- Assigned seats cannot be changed by anyone other than staff or administration.
- You are only allowed to use the restroom, if there are passes available and you have spoken to a staff member before leaving.
- Lunch recess toys and games should be used appropriately and cleaned up after use.
- Failure to follow lunch and recess rules can result in loss of use or detention.

RESPECT

All students must show respect to the staff, each other, the building, the school rules, and themselves. Be mindful of the following:

- Show empathy and kindness whenever possible and consider other people's feelings.
- All students must respect the school and each others' property.
- Respect should be given both in and out of school and during ALL hours of the day.
- Failure to be respectful in any way may result in loss of points in a class, parent notification, detention, and/or possible suspension.

DETENTION

The Corpus Christi Student Handbook designates specific consequences for specific behaviors and situations. Be mindful of the following:

- Play fighting can be viewed and treated as real fighting and physical altercations that will result in an automatic in-school suspension.
- Cursing and using foul language in any case will result in at least an automatic detention.
- Destroying any personal or school property will result in at least an automatic detention.
- Any and all offenses will be decided on an individual basis, by teacher and administration, in accordance with the Student/Parent Handbook.
- A sixth detention will result in an in-school suspension.

SUSPENSION

Students will be given work during a suspension and will be expected to complete any and all work by the next day of school. Students will receive 0 grade for all missed work for that day.



Middle School Handbook Acknowledgement Form

I and my parent(s) have read all the guidelines explained in the Middle School Handbook. We understand that the policies, rules, and regulations listed above are established for the welfare and benefit of all and are in conjunction with Corpus Christi School and the Parent/Student Handbook. We understand and agree to follow the policies, rules, and regulations listed above to the best of my ability. I understand and agree that the administration and my teachers will have the authority set forth in the handbook.

Students, please initial each statement and sign below.

_____ I have read the Corpus Christi Middle School Handbook.

_____ I will follow the rules and guidelines of the Middle School Handbook.

_____ I understand that if I do not comply with the rules and guidelines, that my actions may result in loss of points in a class, detention, or suspension.

_____ I understand that my teachers are here to help me and if I should have any questions or concerns, I should talk or email them explaining my concerns.

_____ I understand that not respecting people and property may result in a parent contact, loss of privileges, detention, or suspension.

_____ I understand that I am responsible for my own actions and I will do my best academically, as well to be a respectful and reliable part of my school community.

Student Signature

Parent Signature

Homeroom Teacher Signature

A handwritten signature in black ink, appearing to be "Mr. [unclear]".

Principal Signature

A handwritten signature in black ink, appearing to be "Ms. Spinosa".

Vice Principal Signature