

Parent/Student Handbook

Corpus Christi School
Wethersfield, Connecticut

2018-2019

Dear Parents and Students,

Welcome to Corpus Christi School for an exciting new school year. Corpus Christi School offers a safe and loving environment that reinforces the Catholic values being taught at home. Students learn how to help their neighbors, be kind, patient, and responsible – to imitate Christ in all they do.

My mission as Principal is to continue to create and cultivate an environment in which the faith life of the students is strengthened, supported, nourished, and nurtured. I intend to accomplish this through frequent reflection of the gospel message, prayer experiences, opportunities for the students to plan and participate in the liturgy, and opportunities to carry out Christian acts of service. In addition, I will maintain the excellent academic program that Corpus Christi School has become known for. The faculty and I will work toward meeting the individual needs of each child providing opportunities for each child to succeed in a learning atmosphere characterized by understanding and structure.

Corpus Christi School is an exceptional school as noted by its National Blue Ribbon School stature. This prestigious award recognizes academically high performing schools. In receiving this honor, our school became one of only fifty private and parochial schools and 254 public schools nationwide to be so designated by the United States Department of Education.

In the Parent/Student Handbook, the policies of Corpus Christi School and the Archdiocese of Hartford Office of Catholic Schools will be found for the school year 2018-2019. Please read this document carefully and review the policies with your children. The attached agreement, which states that you intend to abide by the policies in the handbook, needs to be signed, and returned to school.

Corpus Christi School is a place for children to learn, to laugh, to pray, to grow, to make mistakes, and to accomplish wonderful things. I am proud of Corpus Christi School and look forward to this upcoming year.

Peace,

Ann T. Sarpu
Principal

Address:

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581 Silas Deane Highway
Wethersfield, CT 06109**

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Mission Statement

Corpus Christi School's mission is to provide for each child's spiritual, intellectual, physical, emotional, and social development.

Corpus Christi School, a nationally recognized Catholic school rooted in Gospel values of love and respect offers a rigorous, standards-driven curriculum incorporating 21st century learning with a traditional approach to the education of each child.

Focused on excellence and innovation in teaching and learning students are encouraged to use critical thinking skills and confidently express themselves in a safe and nurturing environment.

The vision of the Corpus Christi School community is to provide students with a solid foundation as they mature into virtuous global citizens who will become future church and community leaders.

Corpus Christi School Philosophy

At Corpus Christi School, the focus is to educate the whole child. Our commitment is to enrich each child's spiritual, intellectual, physical, emotional, and social development. By nurturing strong Catholic virtues and moral values, each student is prepared to enter into an ever changing society. The ultimate goal is to inspire every child to reach his/her fullest potential.

Recognizing that parents are the primary educators of the child, we strive to work cooperatively with families to reinforce the Catholic principles being taught at home. Students learn how to help their neighbors, be kind, patient, and responsible – to imitate Christ in all they do. The Gospel tenets of Jesus are the roots of our daily instruction.

Corpus Christi School provides a safe, loving environment for children to learn, to laugh, to pray, to grow, and to accomplish wonderful things.

Corpus Christi School is a National Blue Ribbon School.

Corpus Christi School is accredited by the New England Association of Schools and Colleges, Inc.

Vision Statement of the Archdiocese for Catholic Schools

The fundamental purpose of Catholic schools is to advance the educational mission of the Church.

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and the local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; recognize and appreciate parents as the primary educators of their children.

Parent's Role in Education

It is the parents'/guardians' responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental/guardian behavior seriously interferes with teaching, learning, and the orderly operation of the school, the school may require parents/guardians to withdraw their children and sever the relationship with the school. Parents/Guardians of students in Catholic schools serve as the primary educators and faith formation leaders for their children, and they are encouraged to participate actively in the life of their parish or faith community.

Admission Policy

1. Registration for new families for the next school year begins on Election Day in November. All prospective families are invited to an open house and may tour the school.
2. Registration for current Corpus Christi School families will be announced in January/February to the school community, the parish and the general public. Enrollment will be granted regardless of race, creed, color or religion. Students who register by March 31st for the upcoming school year will be admitted to grades K-8 based on the following priorities:
 1. Sibling(s) of Corpus Christi School students
 2. Parishioners of Corpus Christi Parish
 3. Registered Catholics from other parishes
 4. All others in order of registration

The final decision regarding admission lies with the Pastor and the Principal.

Student Behavior

All students are expected to behave in a manner that is conducive to learning and that fosters a Christian environment. With that in mind, students must:

- respect and obey the authority of administrators, teachers, and staff members;
- be honest with, and courteous to, all members of the school community;
- use only appropriate language and actions towards one another;
- walk quietly and in an orderly manner in the building at all times;
- eat food only at designated times and places;
- follow the school dress code;
- deliver all school-related notices and letters to parents;
- cell phone must be in the OFF position and in the backpack during school hours;
- remain on the school property until dismissed or given permission to leave. Following dismissal, students must be under the supervision of faculty or staff in order to remain on school property.

In addition, students must not:

- bring liquid white out to school;
- sell items in school, on school grounds, or on the bus - this includes candy, personal items, or fundraisers of any kind;
- skateboards, rollerblades, and scooters, etc. are not permitted on school grounds;
- use electronic devices (cell phones, MP3 players, portable game systems, etc.) during the school day.

If a student brings any of the above items to school or is selling any items, the items will be taken away and the student's parents will be notified and will have to retrieve the items in the school office.

Disciplinary Measures

All students are responsible for their actions and are expected to control their behavior so that learning can take place. All discipline will first be handled by the respective classroom teacher(s) before the Principal is involved.

Detention - Detention is held after school hours for Grades K-8. If a student is given a detention, a detention slip will be sent home to be signed, and the detention will be served on Monday - Thursday. Behaviors that warrant a detention include, but are not limited to, the following:

- Cell Phones not in backpacks

- Disrespectfulness
- Disruptive behavior
- Failure to obey school rules
- Disregard for dress code
- Cheating
- Plagiarism
- Forgery
- Spitting
- Biting
- Chewing gum
- Foul language
- Obscene gestures
- Throwing objects

Saturday Detention - At the discretion of the administration a Saturday detention may be assigned for chronic, repetitive infractions or more serious issues. It may also be required for students who may benefit from attending detention on a non-school day. It is the student's responsibility to arrange for transportation. Saturday Detentions are held from 8:30 a.m. to 9:30 a.m. on designated days.

Suspension - When a student is suspended, he/she is excluded from classes while he/she serves his/her suspension. Suspension may be "in school" or "out of school" as defined below:

In-School Suspension - A student serving an in-school suspension will be separated from his/her classes. During the suspension, the student will be required to complete all school assignments and take any tests scheduled for the day of the suspension and the days following.

Out-of-School Suspension - A student serving an out-of-school suspension is expected to be at home under adult supervision. The student is responsible for obtaining missed class work and homework assignments at the end of each day. All make-up assignments must be completed and handed in on the next school day. All tests missed will be made up upon the student's return.

Both in-school and out-of-school suspensions automatically exclude a student from any and all extracurricular activities (i.e. sports, clubs, trips, dances, and special activities sponsored by the school or by the Home & School Association) for seven school days beginning with the day the suspension is issued to the student.

Expulsion - Expulsion is the immediate, permanent dismissal of a student from Corpus Christi School. If a student is suspended two times and then commits an infraction that warrants a third suspension, the student will be in jeopardy of being expelled from Corpus Christi School.

Expulsion can also be the result of a single, serious infraction of school policy. The decision to expel a student is made by the Principal, in conjunction with the Pastor and any staff member involved with the situation. Parents will be required to meet with all parties involved before the Diocesan Superintendent is informed of the expulsion. Full payment of tuition is expected even if a student has been expelled.

Behaviors that Warrant Suspension or Expulsion – Behaviors that indicate willful disobedience, open and persistent defiance of proper authority, or that are harmful to the welfare, safety or morals of the student body, are cause for suspension or expulsion. Behaviors that warrant suspension or expulsion include, but are not limited to, the following:

- Fighting
- Possession or use of drugs/alcohol/tobacco products
- Possession of “facsimile drugs”, i.e., materials which look like controlled substances and are presented as such by the student
- Insubordination
- Leaving school grounds without permission
- Theft
- Bullying
- Misuse of electronic equipment
- Sexual harassment
- Use of stink bombs
- Physically/verbally/emotionally threatening, harassing, or abusing students or staff
- Willful destruction or defacing of school property*
- Willful destruction or defacing of another’s property*
- Extortion
- Possession of a potentially harmful weapon or object that can be construed as a weapon (i.e. explosives, knives, blades, laser pointers, firearms, etc.)
- Being involved in any incidents related to pornography
- Truancy
- Repeated offenses of infractions that warrant detention
- Inappropriate use of e-mails, blogs, text messages, or website postings

*If a student destroys any property, his/her parents will be required to pay for repairs to, or replacement of, the property.

Bullying - Bullying is prohibited in all Catholic schools of the Archdiocese. It will not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of, “Love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

Public Act 11-232, An Act Concerning the Strengthening of School Bullying Laws, was signed into law by Governor Dannel Malloy on July 13, 2011, after clearing the Connecticut General Assembly with unanimous approval.

The new law takes comprehensive steps to prevent bullying and ensure every child the right to learn without fear of teasing, humiliation, or assault.

The Law states:

"Bullying" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group.

Reporting Bullying - In a cooperative effort to prevent and eliminate the occurrence of bullying, all students, parents, faculty, and staff who observe or become aware of acts of bullying must take immediate and appropriate steps to report these acts to the school administration for further investigation. When a faculty or staff member observes or becomes aware of an act of bullying every effort will be taken to intervene. This intervention will be followed by a written referral to the school administration. Students and parents may report acts of bullying anonymously. Referral forms are available in the school office. All reports should be submitted in writing to the school administration in a timely fashion. All reports will be thoroughly investigated. The investigation may include interviews with students, parents and school staff, review of records, and identification of parent and family issues.

Consequences for Bullying - If it is concluded that an act of bullying has occurred, the parents or guardians of the student(s) who have committed such acts, and the parents or guardians of the student(s) against whom such acts were directed will be notified in writing. Consequences for students who bully others will depend on the results of the investigation and may include a parent conference, professional counseling, detention, suspension, or expulsion. If warranted, implementation of a safety plan, restricted supervision of students, or support from law enforcement agencies may be sought.

Search - It is the right and responsibility of the administration to conduct a search of a student's desk, locker, or personal belongings at any time, at its sole discretion, if there is reasonable cause for such a search.

Parents - Parents are held to the same standards as students with regard to respect for the Principal and teachers. Enrollment of a student in Corpus Christi School implies a partnership between the school and the parent. If the partnership breaks down, parents can be required to withdraw the student from Corpus Christi School.

Cafeteria and Recess Policies

Cafeteria Policies

- Proper etiquette should be used at all times in the cafeteria.
- Upon entering the cafeteria, all students should go to their seats
- Students buying hot lunch will be called by grade to line up and wait for their turn to buy lunch.
- Parents are not allowed to bring in special meals, such as McDonald's or Subway, for their children.
- Students should walk slowly, keep their hands to themselves, have quiet conversation, and use cafeteria supplies properly.
- If a student needs something, he/she should raise his/her hand and a lunch monitor or staff member will assist them.
- Students must ask permission to use the restroom or get a drink of water from the water fountain.
- Each student is responsible for cleaning up his/her trash.
- Students will be dismissed table by table by the teacher on duty.
- If there is inclement weather, recess will be held in the classrooms, and students may engage in quiet classroom games and activities.

Recess Policies

- Students must walk to the play area.
- Students should place lunchboxes/snack containers to the side of the doors of the building, without blocking the doorways.
- Reckless running is not allowed.
- Students should keep their hands to themselves – no pushing, pulling, shoving, grabbing, etc.
- If a student does not want to participate in an organized game, he/she should stay away from the organized game areas and stand, walk and talk, read a book, or use a sketch pad.
- Students should be careful not to ruin their uniforms by falling on the ground on purpose.
- Students must not play in puddles, on ice patches or snow. Students must not pick up or kick ice or snow.
- Students must not leave the playground for any reason (including retrieving a ball).
- If a student needs to use the bathroom or see the nurse, he/she must speak to the teacher on duty to be allowed into the school.
- Jumping rope is allowed as long as students remain in place and out of the way of ball games.

- Skip-its are not allowed.
- Electronic games and trading cards are not allowed in school or on the playground.

Field Trips

Field Trips are a privilege for students who have cooperated during the school year. If a child is not permitted to attend a field trip due to any reason, the student must still come to school. Students can expect to go on one or two field trips during the school year.

- A permission slip with information regarding the field trip such as, date, time, and location will be sent home to be signed by a parent and must be returned to the student's teacher.
- If necessary, teachers will assign a parent chaperone to each group of students. The number of chaperones and size of each group depends on the age of the students and the nature of the field trip. Chaperones will be given information regarding their responsibilities on the trip and are accountable to the classroom teacher.
- While on a field trip, students are expected to follow all applicable school rules.
- If a student has any health problems or medical needs that may be an issue during a field trip, the student's parent should consult with the School Nurse prior to the field trip.
- A student who has a documented history of behavior problems may not be allowed to participate in the field trip unless he/she is chaperoned by his/her parent.

Extracurricular Activities

Director/Coach Responsibilities – While participating in an extracurricular activity, students are under the direct care of the adults in charge of the activity. The adult director or coach of an activity is responsible for student supervision while the activity is in progress.

Student Participant Responsibilities - The responsibilities of students participating in an extracurricular activity are as follows:

- Once a commitment is made to a program, a student is expected to fulfill that commitment for the entire season or school year.
- If a student receives an "F" or an "Unsatisfactory" on his/her progress report or report card, he/she will be excluded from the activity for three weeks. If the student participates in a sport, he/she will be excluded from practices as well as games for three weeks. At the end of the three weeks, a re-evaluation will take place and a decision will be made as to whether or not the student may resume the activity.
- If a student is absent from school, he/she cannot participate in any school-related activity (practice, game, band, dance, etc.) after school that day.

- While participating in an extracurricular activity, students are expected to follow all applicable school rules and demonstrate good sportsmanship. Any conduct violating these rules, or demonstrating poor sportsmanship, may be cause for immediate removal from a sport or extracurricular activity.
- Homework must be completed and passed in on time. Participation in extracurricular activities is NOT an excuse for not completing assignments.

Parent Responsibilities - The responsibilities of the parents of students participating in an extracurricular activity are as follows:

- Parents are responsible for transportation to and from the activity as needed.
- Parents must ensure that students attend practices and games faithfully.
- As stipulated in our General Liability Policy, students are not covered for medical expenses resulting from any injury received at school or during their participation in school-sponsored events away from the school premises. Any medical bills or injury claims should be referred to the family's health coverage that is in place for that student.

Bus Transportation Rules

Riding the bus to school is a privilege, and proper behavior on the bus is essential to ensure the safety of students.

Students are obliged to follow the rules governing bus conduct as outlined by the Town of Wethersfield

- Each student shall be seated promptly when entering the bus. Do not block the aisle, do not get up and move once you are seated, except at the bus driver's request. The driver has a right to establish a seating plan and to change it at his/her discretion.
- Loud, boisterous, profane or vulgar language shall not be tolerated. Improper conduct such as teasing, tripping, hitting, etc. shall not be tolerated. Similar rules outlining proper behavior in the classroom or school where the student attends will also apply.
- Windows will be opened only with permission from the bus driver. No part of the body may be extended through the window opening.
- No student shall stand to exit the bus until it has come to a complete stop. Students are to remain seated until the bus has made a complete stop and the door is opened by the driver.
- No eating or drinking is allowed on the bus.
- Parents of students who damage or deface any bus shall be held liable for such damage.

- Students are subject to both the rules of the bus and their school. Students are to accord the same respect and cooperation to the driver as they extend to a teacher in their school.
- Improper behavior on the bus will be reported to the school administrator. Students may be denied bus transportation for recurring instances of inappropriate behavior.

Violations of the above rules will be handled in the following manner:

- First Offense – warning to student and notification to parents. If the violation is of a serious nature, the student may be suspended from the bus for not more than 5 school days.
- Second Offense – the student may be denied the privilege of using the public school transportation system for a period not to exceed 10 school days.
- Third Offense – the student may be denied school bus privileges for the balance of the school year or any part thereof.

If a student loses his/her privilege to ride the school bus, either temporarily or permanently, the parents/guardians will assume responsibility for providing transportation to and from school.

Uniform Policy

Students must follow the dress code, except on designated dress down days (see below). If a student violates the dress code, he/she will be given a dress code violation slip to be signed by a parent and returned to the student's teacher. The next dress code violation will result in a detention.

Uniform Company Information

ALL ITEMS EXCEPT SOCKS, SHOES/SNEAKERS AND BELTS MUST BE PURCHASED FROM DENNIS UNIFORM CO. or LANDS' END

GUIDELINES:

- **FALL/SPRING OPTION MEANS:**
 - **FIRST DAY OF SCHOOL UNTIL COLUMBUS DAY, FIRST DAY AFTER APRIL VACATION UNTIL THE LAST DAY OF SCHOOL**
- **WINTER OPTION MEANS COLUMBUS DAY UNTIL APRIL VACATION**

Grades K-5

GIRLS

- Campbell plaid skort w/ tabs– knee length. **Skort is required for class pictures in October.**
- White or yellow polo shirt, long or short sleeve w/logo – shirt must be tucked in
- Solid navy crew neck cardigan sweater w/logo (optional)
- Navy ¼ zip sweatshirt, navy fleece vest, navy fleece jacket each w/logo. (optional)
- Plain white: ankle socks (socks must cover ankles) are required Fall/Spring
- White or navy: tights or knee socks are required from Columbus Day until April vacation
- Black or brown leather dress tie shoes, black or navy Mary-Jane ‘strap’ shoes.

Fall/Spring Option:

- Khaki shorts w/ brown or black belt
- Short sleeve yellow polo w/logo – shirt must be tucked in
- Navy ¼ zip sweatshirt, navy fleece vest, navy fleece jacket each w/logo. (optional)
- Plain white ankle socks (socks must cover ankles)

Winter Option:

- Khaki pants w/ brown or black belt
- Long sleeve yellow polo shirt w/logo - shirt must be tucked in
- Navy ¼ zip sweatshirt, navy fleece vest, navy fleece jacket each w/logo. (optional)
- Khaki, brown, or white socks (socks must cover ankles)

GRADES K-5

BOYS

- Khaki uniform pants with brown or black belt
- Navy long or short sleeve polo shirt w/logo –shirt must be tucked in

- Solid khaki, brown or white socks
- Black or brown leather dress tie shoes
- Navy ¼ zip sweatshirt, navy fleece vest, navy fleece jacket each w/logo. (optional)

Fall/Spring Option:

- Khaki shorts w/ brown or black belt
- Navy short or long polo w/logo – shirt must be tucked in
- Navy ¼ zip sweatshirt, navy fleece vest, navy fleece jacket each w/logo. (optional)

K-5 Gym Uniform Girls & Boys (worn to school on Gym day):

- Corpus Christi School logo navy mesh shorts
- Corpus Christi School logo grey gym t-shirt
- Corpus Christi School logo navy sweatpants (must be worn Winter Option)
- Corpus Christi School logo navy crew neck sweatshirt
- White socks
- Sneakers

Grades 6-8

GIRLS

- Navy pleated skort. **Skort is required for class pictures in October**
- Light blue long or short sleeve polo shirt w/ logo –shirt must be tucked in
- Solid navy crew neck cardigan sweater w/logo (optional)
- Navy ¼ zip sweatshirt, navy fleece vest, navy fleece jacket each w/logo. (optional)
- Navy: tights or knee socks are required November through April
- Black or brown leather dress tie shoes, black or navy ‘strap’ Mary Janes, solid tan, brown or navy Docksidors/Sperrys (long tongue style only)

Fall/Spring Option:

- Khaki walking shorts w/ brown or black belt
- Short or long sleeve light blue polo w/logo – shirt must be tucked in
- Navy Sweatshirt, navy fleece vest, navy fleece jacket each w/logo. (optional)
- White ankle socks – must cover the ankle

Winter Option:

- Khaki pants w/ brown or black belt
- Long or short sleeve light blue polo -shirt must be tucked in
- Navy ¼ zip sweatshirt, navy fleece vest, navy fleece jacket each w/logo. (optional)
- Solid khaki, brown or white socks (socks must cover ankles)

Grades 6-8

BOYS

- Khaki uniform pants with brown or black belt
- Light blue long or short sleeve polo shirt w/logo –shirt must be tucked in
- Solid khaki, brown or plain white socks
- Black or brown leather dress tie shoes, solid tan, brown or navy Docksidors/Sperrys (long-tongue style only)
- Navy ¼ zip sweatshirt, navy fleece vest, navy fleece jacket each w/logo. (optional)

Fall/Spring Option:

- Khaki shorts w/ brown or black belt
- Short or long sleeve light blue polo w/logo – shirt must be tucked in
- Navy ¼ zip sweatshirt, navy fleece vest, navy fleece jacket each w/logo. (optional)

Gym Uniform Girls & Boys (worn to school on Gym day):

- Corpus Christi School logo navy shorts
- Corpus Christi School logo gym t-shirt
- Corpus Christi School logo navy sweatpants (must be worn Winter Option)
- Corpus Christi School logo navy crew neck sweatshirt
- White socks
- Sneakers

Additional Guidelines & Dress Down Days

- No make-up, nail polish, or artificial nails are allowed.
- The following jewelry is allowed: one watch, one ring, one thin chain necklace with or without a cross.
- Girls are allowed one pair of post earrings worn in the earlobes.
- Boys are not allowed to wear earrings.
- Other body-piercings are not allowed.
- Hair must be neat, clean, and well cut.
- Boys' hair must not touch their shirt collar and must not cover their ears or eyebrows. Boys must be clean-shaven.
- Boys are not allowed to have shaved hair designs.
- Hair must not be dyed, highlighted, or bleached.
- Girls may wear solid blue, black, white or Dennis Uniform plaid headbands (nothing unusual/unconventional).
- Bandanas are not allowed.
- Boys are not allowed to wear hats in the building. All hats must be removed upon entering the building.
- Hairpieces, extensions, weaves, and outlandish hairstyles are not allowed.
- Tattoos, writing on the skin, and carving of the skin are not allowed.
- Hairspray, body spray, make-up, and nail polish are not allowed in school.
- Pants must not sag below the waist.
- Undergarments must not be visible above, below, or through the clothing.
- Light-up sneakers are not allowed; K-Grade 8.

On dress down days, students must dress in appropriate clothing. Guidelines for dress down days are as follows:

- Clothing must not have indecent writing or pictures; inappropriate slogans or advertisements (including, but not limited to, drug or alcohol advertisements); or sexually suggestive or satanic ornaments/writing.
- Revealing clothing (including short shorts, halter tops, half shirts, tank tops, low cut shirts and see-through tops) is not allowed.
- Waistbands must not sag below the waist. Pants legs must not drag on the floor.
- Moccasins (of any type), high heels, platform shoes, flip-flops, and shoes with no backs are not allowed.
- Clothing must not be torn, ragged, or have holes.
- Yoga pants, leggings, or jeggings are not allowed.

These are guidelines. Teachers and staff may determine that clothing not specifically addressed above is also inappropriate for school. If a student comes to school in inappropriate attire, he/she will be required to call a parent to bring a change of clothes to school.

Schedule

School Calendar - Corpus Christi School closely follows the Wethersfield Public School calendar with regard to the first day of school and school vacations. However, there are some differences with regard to days off and four-hour days, so please consult the Corpus Christi School calendar.

Morning Procedure

In order to ensure the safety of all the students:

Arrival – Student arrival at school is between 7:25 A.M. and 7:40 A.M. For your convenience, supervision will be available for any student arriving between 6:45 A.M. and 7:25 A.M. A staff member will supervise your child/children during this time. If your child/children arrive prior to 7:25 A.M. the morning care fee will be charged to your FACTS account. The fee is \$7.00/child or \$12/family per day. Children are not allowed to stay outside/inside the school building unsupervised.

When dropping off your child in the morning, please adhere to the following procedure:

- The back of the building is designated for strictly Drop-Off & Go: please pull up, have your child exit your car, and then pull away. Students will then proceed to the gymnasium and will be dismissed to their classroom in an orderly fashion.
- The front of the building is designated for parents who choose to walk their child to the front steps. A faculty member will be posted to greet your child as he/she enters the building. Students will then proceed to the gymnasium and will be dismissed to their classrooms in an orderly fashion. Parents should not accompany their child into the building.

If a student arrives after 7:45 A.M., he/she must report to the office before proceeding to his/her classroom and he/she will be marked late. If a student is marked “late” with no reasonable excuse, he/she will receive a detention.

When students apply to the Catholic high schools, absenteeism and tardiness is noted.

Afternoon/Dismissal Procedure

In order to ensure the safety of all the students, Corpus Christi School is implementing a new afternoon procedure.

Student dismissal is at 2:07 P.M.

Any student picked up after 2:15 P.M., for your peace of mind and for the safety of the student they will be sent to the After School Program.

Children are not allowed to stay outside/inside the school building unsupervised.

Late Arrival/Early Dismissal for Appointments – If a student has an early morning appointment and will be arriving late for school, a parent must call the school office in the morning and let the secretary know. Upon arriving at school, a parent must accompany the student to the School

Office to sign him/her in. If a student must be dismissed early from school for an appointment, a note stating the reason and time for dismissal must be sent with the student on the day of the appointment. The student will wait in the school office to be signed out by a parent.

Different Plans for Dismissal - If a student will be doing something different than usual at the end of the school day, such as going home with a friend rather than taking the bus, a dated note should be sent to the teacher on that day stating the change in plans. These arrangements should be made before school so that phone calls to and from the school office will not be necessary.

Delayed Openings, Snow Days, and Early Dismissals - Corpus Christi School is informed by the Wethersfield Public School system when there will be a delayed opening, snow day, or early dismissal due to inclement weather. The announcement, "Corpus Christi School" or "Wethersfield Public Schools", is made on WFSB (CBS "Channel 3") and www.wfsb.com. In addition, you will receive a telephone message from School Messenger informing you of details. If a delayed opening is announced, continue to check for updates in case a later announcement cancels school.

- In the event of a 90-minute delayed opening of school, the following schedules will be in effect:
PreKindergarten - Grade 8 students will attend school from 9:15 A.M. to 2:07 P.M. Students should not report to school prior to 9:00 A.M.
- In the event of an early dismissal, the school will operate on a 4-hour day schedule. The After School Program will operate on early dismissal days. It is the responsibility of parents to make arrangements for their children and to be sure that the children are aware of the arrangements. If the weather forecast indicates that an early dismissal is possible, parents should discuss the plan for an early dismissal in the morning before school. The school is unable to call parents to inform them of an early dismissal.

Academics

The Corpus Christi School curriculum meets the requirements of Connecticut State Law and follows the curriculum guidelines published by the Office of Catholic Schools.

Homework - Homework is an important supplement to class work and generally includes completing written assignments, projects, and book reports, and studying for tests and quizzes. The amount of time a student can expect to spend on homework per night varies by grade and the average amount for each grade is as follows: ½ hour in Grades 1-3, 1 ½ hours in Grades 4 & 5, and 2 hours in Grades 6, 7, & 8.

Grades 6-8 Homework Policy: As part of each subject's grade, it is the student's responsibility to list homework assignments in an assignment book daily and to complete all homework assignments on time. If an assignment is not handed in on time, a student must submit a note of explanation from the parent if an assignment is not complete(d).

Students in Grades 2 through 8 are required to record daily assignments in a given homework notebook. ***Each teacher maintains a daily record of homework, which is on the individual teacher's web page.***

If a student consistently does not complete homework, a conference will be scheduled with the teacher, student, and a parent.

Parent's Signature on Tests and Quizzes – Tests and quizzes are often sent home to be signed by a parent. The parent's signature indicates that the parent has seen the test grade or quiz grade, not that he/she approves of the grade.

Make-up Work – If a student is absent for two consecutive days due to illness, a parent may call the school to ask that the teacher prepare make-up work to be picked up in the office after 1:30 P.M. or for a sibling to take home. If a family takes a vacation which does not coincide with the school calendar, teachers do not have the responsibility of preparing class work ahead of time for the student.

Homebound Instruction Provisions - If a student is unable to attend Corpus Christi School for health reasons they may be eligible for home instruction provided by the student's local public school district. In order to receive homebound tutoring from his or her local public school, the student must withdraw from Corpus Christi School and enroll in his or her local public school.

Cheating/Plagiarism/Academic Dishonesty

Cheating is a serious offense and is not consistent with our Christian values of integrity and honesty. Below are offenses which will be considered cheating. (This is not a comprehensive list of plagiarism/cheating offenses):

- photocopying the academic work of another and passing it in as your own
- copying of homework in which credit is given;
- plagiarism (intentional and unintentional) failure to include citations for direct quotes, or failure to provide a complete list of sources cited;
- downloading documents from the Internet and presenting part or all of the same as original work by the student;
- turning in work that is in part or in whole, the work of another student. In some instances, working on homework with another student (regardless of whether or not it is turned in) can be constituted as cheating. In such instances, the teacher who assigned the work will determine if cheating has occurred;
- glancing at another student's paper during an assignment/test/exam;
- giving another student answers, a completed assignment, or any other academic information that could enable another student to cheat/plagiarize.
- unauthorized use of electronic devices during assessments;
- giving another student with answers, a completed assignment, or any other academic information that could enable another student to cheat/plagiarize.

Important Information Regarding Cheating/Plagiarism/Academic Dishonesty

Providing a student with any kind of information that could be copied/paraphrased or used in any manner can be considered academic dishonesty/cheating. It is not acceptable to claim "I was showing them how to do it."; "I was just helping them." or "I never knew they would copy my work." – Students should consider all assigned work to be an independent endeavor. If teachers choose to allow groups, they will clearly indicate their intentions. Without such expressed permission, work assigned is to be done individually and not shared with others. –Students and parents must remember that "intentions", however good or misguided, are not usually considered viable excuses in cases of cheating/plagiarism/academic

dishonesty. Students are expected to know what constitutes cheating/plagiarism (in a school-wide context and in compliance with individual classes), and understand that teachers cannot grade or give credit for work that does not belong to the student, or is not properly cited as the work of others. – Students and parents should also remember that taking a test or doing an assignment in possession of, or having access to, the answers may be considered cheating. In most cases, no distinction will be made regarding the student’s use or nonuse of the answers.

Standardized Tests – Corpus Christi School administers the IOWA Assessments for students in Grades 3-7. Students in Grade 5 & 7 are also administered the Cognitive Abilities Test.

Each student’s standardized test results are sent home to be reviewed by his/her parents.

Reports and Report Cards – Parents of students in Grades 4-8 may access their child’s grades at any point during the marking period through Educonnect. Parents will be provided with a username and password in order to view their child’s grades. Teachers will have grades posted 1 to 5 days following a test or quiz and 5 to 12 days for grading of larger projects. Report cards for Grades 1 through 8 are issued in December, March, and June. Kindergarten students will not receive a report card for the first trimester. However, the Kindergarten teachers will discuss each student’s progress with his/her parents during the Parent-Teacher conferences in October. Kindergarten students will receive report cards for each of the last two trimesters.

Grading System

Kindergarten

- M** Meets grade level expectations
P Progress noted
T Time and experience required
for skill to develop
ED Experiencing difficulty
NI Not introduced at this time

Grades 1-3

- 5** Consistently exceeded grade level expectations for this term.
4 Consistently achieved developmentally appropriate skills and/or expectations for this term.
3 Approaching mastery of developmentally appropriate skills and/or expectations for this term.
2 Approaching proficiency toward developmentally appropriate skills and/or expectations for this term.
1 Difficulty meeting developmentally appropriate skills and/or expectations for this term.

Grades 4-8

Letter grades correspond to the following avgs.

A+ 98-100 **A** 94-97 **A-** 90-93

B+ 87-89 **B** 83-86 **B-** 80-82

C+ 77-79 **C** 73-76 **C-** 70-72

D 65-69 **F** Below 65, Failing

S Satisfactory

U Unsatisfactory

Honor Roll Requirements (Grades 5-8)

- High Honors: All "A's" in academic subjects, with no "U's", and negative behavior comments or suspensions for the trimester

- General Honors: “A’s” and “B’s” in academic subjects, with no “U’s”, and negative behavior comments or suspensions for the trimester

The academic subjects are Religion, Language Arts, Literature, Mathematics, ScienceHealth, U.S. History, Geography and World Language.

Summer School – If a student in Grades 4-8 receives a final grade of “F” in one or two major subjects (Religion, Reading, English, Literature, Language Arts, Science, Social Studies/History, and Mathematics), he/she must attend and pass a summer school course offered by a qualified and approved school or tutor. If the student passes the summer course(s), he/she will be promoted to the next grade. If the student does not complete or pass the summer course(s), his/her promotion to the next grade will be re-evaluated by the school administration.

Promotion - If a student in Grades 4-7 receives a final grade of “F” in 3 or more major subjects (Religion, Reading, English, Literature, Language Arts, Science, Social Studies/History, and Mathematics), he/she will not be promoted to the next grade level. If a student in Grade 8 receives a final grade of “F” in 3 or more major subjects (Religion, Literature, Language Arts, Science, U.S. History, and Mathematics), the school administration reserves the right to withhold the student’s diploma, and the student will not graduate from Corpus Christi School.

Sacramental Program - Catholic students shall be encouraged to practice their faith and particularly to receive the Sacrament of Penance and Holy Eucharist. The Sacrament of Penance is received in second grade, and the Sacrament of Penance is ordinarily provided to all students once during the school year. Students receive First Communion in Grade 3. Mass is celebrated once a month and on Holy Days of Obligation. The school assembles to pray the Rosary monthly and Stations of the Cross on Fridays during Lent.

Service Projects - Students in Grades 6-8 are required to perform 5 hours of service per trimester. The types of service projects that are acceptable will be discussed in class at the beginning of the school year.

Library - Corpus Christi School students have the privilege of using the school library and checking out materials from the library. Students are responsible for the materials that they borrow and must return them in good condition. A fine of one food item for the Food Shelf will be charged for each day a book is overdue. Library privileges will be suspended until the book is returned and the fine paid. If library materials are returned damaged beyond the usual wear and tear, or if they are not returned by the end of the school year, students are responsible for paying for the replacement of the damaged or missing library materials.

Extended Day Program

The Corpus Christi School provides an after-school program for students in Grades PreK-8. The program operates on all days that school is in session, beginning with the first full day of school and ending with the last day of school. On regular school days, the program will be available from 2:07 P.M to 5:30 P.M. On four-hour days, the program will be available from 12:07 P.M. to 5:30 P.M. Inclement Weather - If there is an early dismissal due to inclement weather, the extended day program will be run until 2:00 P.M.

Description of Program - The after school program will be conducted in the PreK building and school and will include the following:

- Play periods outside
- Activities such as crafts, music, story time, play acting, etc.
- Quiet time for homework

Students attending the after school program should bring play clothes to be worn after school. According to state law, the after school program does not require additional licensing because it is under the direction of the school administration and constitutes an extension of the regular school day. However, the program will make every effort to carry out the requirements of after-school care programs licensed by the State of CT. The after school program staff consists of a director and as many assistants as needed in order to provide one staff member per ten students. Information is available on our website: www.corpuschristischoolct.com.

Communication & Records

Parent-Teacher Conferences – Conferences will be scheduled in October for the first trimester. Additional conferences can be requested by either the parents or the teacher at any other time during the year.

Contacting Teachers – If a parent would like to contact a teacher, he/she must send a note to the teacher requesting a phone call, or he/she should call the school office and a message will be given to the teacher. Teachers are not available to talk with parents during school time.

Parents should not make any unscheduled visits before or after school hours or call teachers or other staff at their homes. Classroom problems should be discussed with the teacher first. Only after this has been done, should a parent request an appointment with the Principal.

Contacting Students - Phone messages to the students from their parents during school time should be limited to emergencies. If a student forgets an item that he/she needs for school, parents may bring the item to the school office. Parents should not bring the item to the student's classroom.

School Notices – Notices may be sent home with students, and students are responsible for giving the notices to their parents. This is an important part of keeping parents informed of school-related issues, and parents should ask their children for any such notices every school day.

Invitations & Student Directory – Students may distribute invitations in school as long as all classmates are invited to the party. A list of phone numbers of classmates is available upon request. Parents are given the option of not having their child(ren)'s name(s), address, phone number, or family email address published in this directory.

Office Records – Only school personnel and the parents of a student will have access to the student's records. Release of records to non-school personnel will require written permission of the parents or a court subpoena. A permanent record is maintained for each student enrolled in Corpus Christi School. Permanent record folders include: standardized test scores; progress reports; attendance records; applicable performance portfolios; and other pertinent academic information. If there are reports from psychological or clinical evaluations pertaining to a student, these reports are maintained in an individual folder, separate from the permanent record folder. These clinical records are confidential and shall remain in the school and shall be given to the parent/guardian when the student leaves the school, unless a written request that the records be transferred to another school is submitted by the parent/guardian. A health record is maintained for each student with accurate and current information. Permanent, clinical, and health records are all kept in a fireproof file in a secure location.

Transfers - Parents who want to transfer a student to another school must request a transfer of records in writing. No records will be forwarded to the new school and no transfer notice will be sent until such a note has been received by the Principal. We ask that parents extend to us and the new school the courtesy of notifying the Principal of Corpus Christi of such intentions prior to their application elsewhere. All financial commitments must be paid in full before complete records are forwarded. All student transfers are permanent once records have been forwarded to another school.

Photographing Students - Over the course of the year, photos of students may be taken for use in school publications or for distribution to local press. The purpose of these photos is to acknowledge students for honors and awards they may have received or to highlight school-related activities or projects in which the students have participated. The Photo Permission form indicating your decision to allow or to not allow images of your child(ren) to be used by Corpus Christi School was included in the 2017-2018 Registration Form. This form also addresses the issue of Corpus Christi School displaying samples of your child's work on Corpus Christi School's website or in print publications.

Security and Safety

Visitors - Any person visiting the school while classes are in session must enter through the front doors and report to the school office to sign in and obtain a visitor badge. This includes parents, volunteers, salespersons, workmen, or other visitors that are in the building during school hours.

UNDER NO CIRCUMSTANCES IS ANY VISITOR TO GO DIRECTLY TO A CLASSROOM!

Volunteers – Every volunteer who may have regular contact with students must undergo a background check which includes a check of criminal convictions. Volunteers must also complete a training course, VIRTUS, through the Archdiocese. Those wishing to volunteer should request the background check paperwork from the office and inquire about the schedule of the VIRTUS training sessions.

School Grounds – No one is allowed to remain in the school building or on school property after school unless they are participating in a school sanctioned activity.

Lost & Found – Any item of value a student finds in the building or on the school grounds should be brought to the main office. Students who have lost anything should report that loss to the main office. Corpus Christi School is not responsible for lost, damaged, or stolen items.

Divorced Parents - Parents who are divorced must provide the school with a notarized copy of the custody section of the divorce decree. This information will enable the school to determine when, if ever, a student can be released to a non-custodial parent. Corpus Christi School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Fire Drills – Fire drills are practiced monthly. Students are informed of the evacuation procedures for their classroom, and these procedures are also posted in each classroom. While the responsibility for a smooth evacuation lies with the staff, students are expected to respond to the alarm quietly and quickly and follow all instructions. If a parent or volunteer is in the building when an alarm is sounded, he/she should proceed to the nearest exit. During a fire drill, no one should re-enter the building until the Principal has given permission to do so.

Evacuation - If for any reason, the school has to be evacuated, and it has been determined that the building is unsafe for students to return to it, students will be directed to other designated areas. The classroom teachers will remain with their class until all students are picked up or the building is declared safe.

Lockdown – Lockdown drills are practiced periodically. The Principal announces the drill, and students proceed to the designated area of their classroom to sit quietly on the floor out of sight. The classroom teacher remains in that area with the class until the Principal announces the drill is over.

Code Red - If a Code Red is issued and the governor directs the dismissal of schools, the following guidelines will be followed:

- All school doors will be locked, and a lockdown will be in effect for the entire school.
- After consultation with the town emergency services, a decision will be made as to whether or not bus students will be sent home on their usual buses. If they are, it is the parent's responsibility to meet their children at their designated bus stops. Also, students who are usually picked up by their parents will be walked to the school parking lot as usual.
- If town emergency officials determine that the students should remain at school until they are picked up by a parent (or designated representative as indicated on the Family Database Form), students will be informed of the Code Red decision based on each teacher's knowledge of the students' cognitive and emotional levels of understanding.

Health

Physicals – Every student entering Kindergarten or Grade 7 must submit a completed State of Connecticut Department of Education Health Assessment Record (two-sided blue form) verifying that the student has received a physical within 18 months of the current school year. This form must be mailed to, or given to, the School Nurse prior to the first day of school. In addition, all health records and documentation of immunizations for new students entering grades other than Kindergarten or Grade 7 must be in the Nurse's office prior to the student's first day of school.

Medicine – Should it be necessary for a student to be given medicine during the school day, Connecticut State Law requires the following:

- A Medication Form, filled out by the student's physician, must be on file with the School Nurse. Blank forms are available in the school office.
- An adult must deliver the medication, properly labeled, to the School Nurse.
- The School Nurse (or in her absence, the Principal or a teacher) will administer the medication according to the prescription.

Under no circumstances is a student allowed to transport prescription or over-the counter medication to or from school.

Illness at School - If a student becomes ill at school and the School Nurse decides that the student should be sent home, she will contact the student's parent to come and take him/her home. On the first day of school, emergency cards are sent home to be filled out and returned to the school to be kept on file in the Nurse's Office. If a parent is not available to pick up the student, the emergency contact listed on the emergency card will be contacted. A parent or designated representative must sign the student out in the Main Office.

Absences - If a student is absent from school for any reason, parents must do the following:

- Call the Nurse before 9:00 AM on each day of absence and report the reason for the absence. Her number is 860-529-7261.
- When the student returns to school, send a note stating the date(s) of absence and reason for the absence.

If a student is unable to participate in Physical Education for any reason, a written note from the student's physician must be submitted to the School Nurse in order for the student to be excused from Physical Education classes.

Please note: If a student is absent, he/she is not allowed to attend any school-related activity after school that day.

Attendance - Excused absences (provided all missed work is satisfactorily completed) are limited to the following:

- Medical reasons identified in a written note from either the parent or the student's physician
- Suspension from school
- Death in the family

Excessive unexcused absences may keep a student from being promoted to the next grade. The parents of students with poor attendance or excessive tardiness will be requested to attend a conference with the teacher, administrators, and the Youth Service Department. According to the mandates of Connecticut State Law, a student may be referred to Juvenile Court if he/she has four unexcused absences within a month or ten unexcused absences within the school year.

Please note: Students must be in school for the equivalent of a legal school day, which is 4 hours, to receive credit for attendance on that day.

State Mandated Health Screenings – The following screenings are administered during the school year:

- Hearing Screening: Grades K-3 & 5-8
- Vision Screening: Grades K-6
- Postural Screening: Grades 5-8

Parents will be notified of any screening failures and will be required to follow-up with their child's physician for further evaluation.

Health Requirements for Participation in Sports – In order to participate in an extracurricular sport, a Sports Form, with a physician's signature stating that a student is able to participate, must be sent to the school office before practices begin. Sports Forms are available in the school office or on the school website.

Child Abuse and Neglect – The identification and prevention of child abuse and neglect is of the utmost priority in our school. All school personnel will abide by state law and Archdiocesan policy in regard to this subject.

Financial Obligation

Payment Options - All families are required to pay their tuition through FACTS Tuition. FACTS Tuition will bill each family and the tuition will be paid directly to FACTS Tuition. The three payment schedules are:

- Full tuition payment in August
- Two tuition payments in August and December
- Ten monthly tuition payments beginning in August and ending in May

Tuition Obligations

- Families must remain current with their tuition payments. Students cannot be registered for the upcoming school year if tuition payments are not current.
- **ALL** tuition must be paid through FACTS Tuition. Corpus Christi School will not accept any direct payments. Please note that if a family anticipates having difficulty in paying tuition, they should request a Tuition Assistance Application. All Tuition Assistance Applications are due no later than April 15th.
- In no event can a payment schedule be extended beyond April 2018. If a payment is missed, or a payment is not honored by the financial institution, a replacement payment is due IMMEDIATELY. Missed payments cannot change the payment schedule.
- Grade 8 students whose tuition obligations are not satisfied in full will not be permitted to participate in the Grade 8 Graduation Ceremony.
- Any student whose tuition obligations are not satisfied in full will not be permitted to participate end of year or third term field trips.
- A family's tuition obligation includes any fee or charge that Corpus Christi School incurs directly or indirectly as a result of a payment being late and/or dishonored by a financial institution. A family is required to fully reimburse Corpus Christi School for any and all such fees or charges regardless of any NSF or service charge that is charged to the family by FACTS Tuition.
- There is no reimbursement for student sick days, family vacations or snow days.

Early Withdrawal Policy – If a student is withdrawn from Corpus Christi School, the following rules apply:

Withdrawal Date Tuition Obligation

- Prior to first day of school: Family Registration Fee
- Prior to January 1st: Family Registration Fee + 50% of tuition
- January 1st – end of School Year: Family Registration Fee +full tuition is due

- If student is expelled: Family Registration Fee + full tuition is due

Parent Signature Page

Corpus Christi School reserves the right to amend this handbook. Notices of amendments will be sent to parents via the students, or through email.

I have read and discussed the Corpus Christi School Parent/Student Handbook with my child(ren).

I agree to follow the school policies and procedures as stated.

Student Name _____

Grade _____

Parent's Signature _____

Date _____

Parent's Signature _____

Date _____

