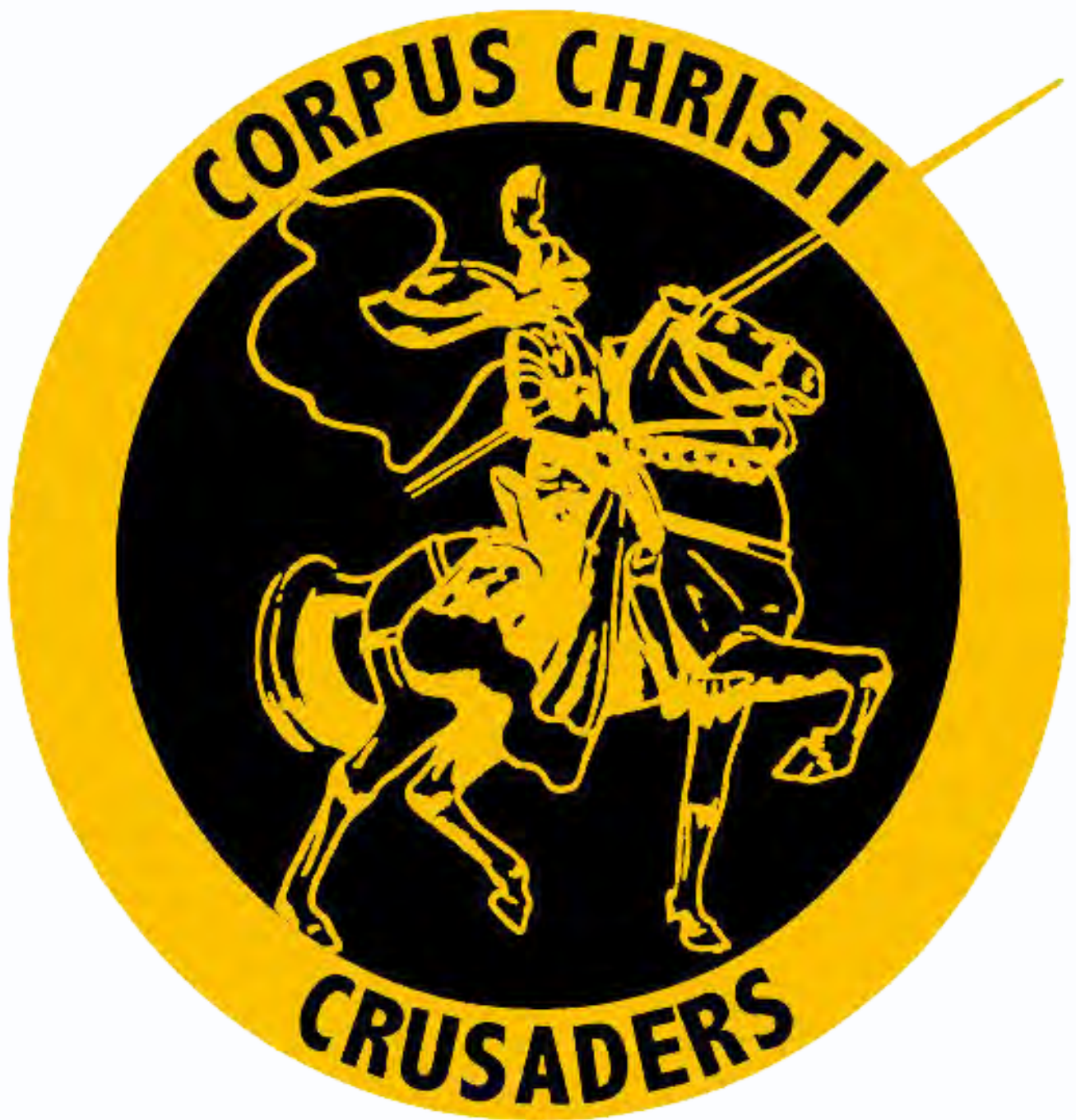


# K-8TH GRADE HANDBOOK





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# Welcome to Corpus Christi School

Welcome to the new school year. Together let us ask God's blessing upon all of our joint endeavors. We, administration, faculty, staff, students and parents, will continue to strive for academic excellence. We trust that working together we can meet the physical, intellectual and emotional needs of our children.

By your choice, you have declared your commitment to the philosophy and mission of Corpus Christi School! We are happy you have made the choice.

At Corpus Christi School, we emphasize and work toward mastery of subject matter, concepts and skills in the areas of religion, language arts (listening, speaking, reading, writing), mathematics, science, social studies, health, physical education, computer technology, music and art, all of which are essential if our students are to have productive lives and be able to meet future challenges.

This Parent/Student Handbook is designed to assist and guide students toward a successful year at Corpus Christi Grade School. We request that parents, along with their children, study the contents and use of the handbook. It is a guide to behavioral expectations and answers many questions for students and parents. For clarification or explanation of any items, please call the principal at 277-1220.





# School Philosophy and Mission

Corpus Christi School exists for the purposes of communicating the “Good News”, for building a faith community, and for assisting parents in fulfilling their responsibility to educate children in accordance with Catholic tradition. We believe that parents are their children’s primary educators. Corpus Christi School strives for excellence and provides meaningful teaching-learning experiences so that students can grow spiritually, intellectually, and emotionally in a Christian atmosphere animated by the Gospel values of community, love, faith, hope, truth, reconciliation, courage, justice, and service. We believe that every child is God’s unique creation, meriting respect and dignity. Each student has the freedom and responsibility to achieve goals, personal fulfillment, self-esteem, self-discipline, and self-direction.

Christ is the foundation for all our activities, and His message is the basis of truth, goodness, and life. God's message and love permeate school curriculum allowing each student to realize full potential as a child in God’s Kingdom. Corpus Christi School strives to provide a program enabling students to develop as Christians, to achieve academically, and to live productive lives

## MISSION STATEMENT

The mission of Corpus Christi School is to provide meaningful learning experiences so that students can grow spiritually, socially, intellectually, and emotionally in a Christian atmosphere. Students will demonstrate the Good News of Jesus Christ through:

- .....Faith community experience
- .....Academic excellence
- .....Quality Religious education





# History of Corpus Christi

Corpus Christi has a rich tradition in Catholic education starting in the early 1900's with the Sisters of St. Joseph. The school was founded first by the sisters followed by the building of the church. Sisters of St. Joseph have served Corpus Christi School for over ninety years. When the school was first opened, it had combined classes of Grades One through Eight in four classrooms.



Over the years, many additions and renovations have taken place. We are a proud school that now educates students from Pre-school through Eighth Grade. The building now houses all classrooms that include a special art and music room, a full science lab, a state of the art computer lab, a full library, and cafeteria. Housed separately is our full-sized gymnasium/Parish Center with complete kitchen facilities.

We continue to strive to carry out the teachings and traditions of the Sisters of St. Joseph that give us our rich heritage. The motherhouse for the sisters is close enough to allow us to continue a supportive relationship with them.





# Accreditation, Administration & Staff

## ACCREDITATION

Corpus Christi School is fully accredited with Advanced-Ed Accreditation along with other schools in the Diocese of Wheeling-Charleston.

## ADMINISTRATION

The Pastor, the Principal, and the Corpus Christi Advisory Board constitute the administrative body of the school. The Principal bears the major responsibility of the operation of the school. Educational effectiveness and excellence, coordination of all departments and activities within the school, are the responsibility of the Principal.

Although the school Advisory Board approves policies, the ultimate decision rests with the pastor.

The Advisory Board is consultative in nature.

## STAFF

Corpus Christi School is proud to have all staff members certified through the state of West Virginia. We have teachers who specialize in Early Childhood Education, Elementary Education, Mathematics, History, English, and Science. We also offer Title One, Speech, Counseling services to children who need them. Our Pre-School, Pre-Kindergarten, and Kindergarten classrooms are all run with a full time aide to assist the classroom teacher.



# Admissions Policy

Parents who wish to enroll their child in a Catholic school in the Diocese of Wheeling-Charleston shall not be denied admission on the basis of race, color or national origin.

Every local effort shall be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their pastor/principal if a financial problem exists.

(Diocesan Policy no. 5110).

All students admitted share equally the rights, privileges, academic and religious programs and activities offered, provided they and their parents commit themselves to the philosophy and mission of the school and abide by the policies, rules and regulations of the school. Applications for admission and pre-registration forms for currently enrolled students are accepted during the early spring preceding the school year for which admission is requested.

\*According to West Virginia law a child must be six years of age on or before July 1 of the year of enrollment and completed a Kindergarten program to be eligible to enter First grade. Exceptions to the age criteria may be made locally by the administration. This would be based upon testing, parent/teacher/principal conferences and observation of the child's social and academic performance. A formal request for such an exception must be made by the parent/guardian in writing.

Parents of a new student initially entering school must present for examination and recording of data the following information:

- \*An official copy of the child's birth certificate and child's social security number
- \*A permanent or temporary certificate of immunization (with updated records)
- \*Proof of recent medical exam
- \*An official copy of the child's Baptismal certificate, if applicable
- \*\$100 registration fee

Parents of new students entering from another school will need to present their child's most recent report card and must sign an authorization form for release of the child's school records. Parents of new students who are Catholic and coming from another parish will need to present a baptismal certificate and verification of any other sacraments which have been received. Students may be fully accepted on probation, or denied admission to Corpus Christi School. Parents will be notified soon after application as to the admission status of their child or children.

# Students of other Faiths

Since religion classes are an integral part of the life of the school, students are expected to attend these classes. Only Catholic religion classes will be taught in Catholic schools.

Applicants should be willing to:

.....understand and accept the philosophy, purposes and goals of Catholic education, if they wish to be considered for admission.

.....attend school liturgies (only Catholics who have made their first communion may receive the Eucharist at school liturgies.)

.....attend all formal religion classes with Catholic students.

.....participate in service programs which flow from the Religious Education program.







# Tuition and Fees

For Corpus Christi Grade School to operate, a large subsidy is required from parish funds. The parent's financial contribution does help reduce the financial demand on the parish and allows parents to contribute towards the cost of educating their children. This parental responsibility is not to be taken lightly.

## TUITION SCALE for CATHOLICS—ACTIVE PARISHIONERS ATTENDING MASS AT LEAST 75% OF THE YEAR AND TO USE THE WEEKLY CHURCH ENVELOPES.

- One Student Tuition - \$3490
- Two Students Tuition - \$6300
- Three or More Students Tuition - \$8515

## TUITION SCALE (K through 8) for NON-CATHOLICS OR INACTIVE PARISHIONERS

- One Student Tuition - \$3800
- Two Students Tuition - \$7000
- Three or More Students Tuition - \$9500

Payment plans are outlined in the Corpus Christi Grade School Student Enrollment Contract. A \$100 deposit is due at registration for next year. Tuition payments will be made through FACTS Tuition Management Company. All families must make payments through Facts Tuition Management unless paying in full. This form will be completed online through a link to our website. A copy of this contract will be mailed to each family by the bookkeeper. Any other payment plan requires the specific approval of the Pastor/principal.

If the parent contribution has been paid in full and a student withdraws or is expelled before the completion of the school year, the payment will be prorated on the months/days attended and the remaining amount returned. If payment in full is not paid by the close of the school year, grades, report cards and permanent records will not be given out until payment is paid in full.

No student will be refused enrollment at Corpus Christi purely because of finances. However any family who cannot meet their payment responsibility MUST with the bookkeeper and or advancement director prior to signing the contract.

## ADDITIONAL FEES

- Technology Fee - \$50.00 per student
- Book Fee - \$0.00 (included in tuition)
- Registration Fee - Non-refundable \$100.00 at time of enrollment



# Curriculum and Instruction

Corpus Christi School's curriculum is designed within the Guidelines of the Diocesan Department of Education. These meet all WV State regulations.

## **Kindergarten through 5th Grade**

Curriculum in these grades includes daily classes in: Religion, Language Arts (Reading, Grammar, Correct Usage, Composition, Literature, Spelling, Punctuation, Library Skills and Penmanship), Mathematics, Social Studies, and Science. Students also participate in the following classes on a weekly basis: Music, Art, Physical Education, Computer Technology, and Health

## **6th through 8th Grade**

Curriculum in these grades include daily classes taught by specialized teachers in: Religion, Language Arts, Literature, Mathematics, Social Studies and Science. Students also participate in two physical education classes a week. Health and Computer Technology are taught during two separate semesters. Our Middle School students also choose from different nine week electives in the areas of: Fine Arts, Music, Technology, and Life Skills. These electives change annually.

## **Religion**

Religion is taught as an academic subject, permeates the entire curriculum. Corpus Christi School provides for the spiritual enrichment of students by stressing the importance of prayer as the means of communicating with and drawing closer to God.

## **Prayer**

The school day begins and ends with prayer, calling to mind God's love and His presence. The students attend Mass weekly, on Holy Days of Obligation, and on other special occasions. Occasional celebrations of Reconciliation and other liturgical services are provided for our staff and student body.



# Materials and Textbooks

## MATERIALS

Textbooks are updated and the curriculum is revised regularly. Textbooks that meet the Corpus Christi students' needs are selected from the approved text list from the West Virginia Department of Education. Resource media, audio-visual materials, reference material, current periodicals, workbooks and other supplementary textual materials are used to expand and supplement the educational program.

## TEXTBOOK RULES

ALL TEXTBOOKS ARE TO BE COVERED.

Rules under which textbooks are issued to students:

**1. All Textbooks are the property of Corpus Christi School**

**2. Students are responsible for damage to their textbooks such as:**

- A. Pages missing
- B. Water damage causing backs and pages to be swollen or molded.
- C. Physically marked with pencil, pen, crayon, etc.
- D. Defaced or marred, such as broken, cut, or smeared backs or pages.

**3. Penalty for textbooks damaged beyond use:**

- A. Full replacement price, if new, when issued
- B. Three-fourths (3/4) of the replacement price, if used, when issued.
- C. Books so damaged will become the property of the students after payment.

**4. Penalty for damaged textbooks, which are still usable:**

- A. Damages and the expected usable time will be assessed by the teacher and principal, after which a damaged textbook penalty will be determined.

**5. Penalty for lost textbooks----the student will pay as follows:**

- A. Full replacement price, if new, when issued.
- B. Three-fourths (3/4) of the replacement price, if used, when issued.



# Homework Policy

Homework is important because it is a valuable aid in helping students make the most of their experience in school. Homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits.

Parents can do much in making homework a positive experience. Students need to have supplies, a quiet place to work and a set time for doing homework.

Parents can assist their children with homework if a problem arises, but only after the children have tried their best to solve it on their own. In no case, however, should parents do homework for their children.

If parents notice a problem with the homework assignments, they should contact the child's teacher via email.

Approximate time to be spent on homework:

Grades K – 3	30-40 minutes
Grades 4 – 6	1 hour
Grades 7 – 8	2 hours

Students who neglect to do homework or class assignments are subject to grade reduction and/or discipline reports.

If a student is not able to do a homework assignment, the parent should send a note immediately explaining the reason. Children who are absent are responsible for making up the work that has been missed. Arrangements are to be made with the teacher involved.

Every student in grades K through 4 is encouraged to use a homework assignment book and parents are asked to check it each evening. In grades 5-8, all homework is posted on the electronic system, RENWEB, by the teacher and also in the student's Google Classroom.



# Grading Policy

1. All students in grades 1 through 8 will be graded according to the following grading scale.

A+ 100 or higher	A 99-95	A- 94-93
B+ 92-91	B 90-87	B- 86-85
C+ 84-83	C 82-79	C- 78-77
D+ 76-75	D 74-72	D- 71-69
F 68 or lower		

Students in Kindergarten are graded on academic progress and social traits with a rating of O (Outstanding), S (Satisfactory), and U (Unsatisfactory).

2. In the primary grades, social traits, habits and attitudes will be noted by the teachers if the teacher feels that the student could improve in the specific area.

From Grades 5 – 8, the social traits, habits and attitudes will be noted and initialed by the departmental teacher if that teacher feels that the student could improve in the specific area.

3. Conduct, Effort and Neatness will be graded with the A B C D F scale.

4. Art, Music, PE, Computers, and Handwriting will be graded with the O S U scale.

2. Any failing grade (quiz, test, homework or classroom) is recorded an actual grade.

3. Homework, class participation, daily work (written or oral) can be used in determining the student's average for the marking period; however, the total of this work shall not exceed 20% or 1/5 of the average marking period.

In the primary grades, this type of work can be averaged as 25% or ¼ of the grade.

4. Homework, class participation, daily work (written or oral) should also be used in evaluating a student's effort and sense of responsibility.

5. Quizzes, oral or written, should be evaluated in the student's final average for the marking period. The chapter, unit and section tests should be weighed more heavily in the final stage.

6. Students who are absent have one week to make up missed work: homework, quizzes, tests and class work. The week begins with the day the student returns to school. Students who have a prolonged absence of more than one week have 2 additional days for each week missed.

7. If a student fails to make up work in the designated time, he/she will receive zeros for any uncompleted work. Students and/or parents are responsible for finding out the work missed and for arranging to make up work with the teacher.



# Report Cards & Schedules

## REPORT CARDS

Report cards are sent out four times a year at the end of each nine-week period. Midway between the report cards, Progress Reports, are also issued. Grades are kept up-to-date throughout the year in the RenWeb/FACTS Student Management System.

Parent-Teacher conferences are held the first and third nine-week periods.

If at any time during the school year a parent wishes to have a conference with the teacher, please notify the teacher in advance and request a time and day. We do ask, however, that a twenty-four hour notice be given to the teacher, if possible. Every effort will be made, by the teacher, to honor such requests. Parents should request a conference with their child's teacher before approaching the Principal. If a situation is not resolved, then a meeting with the Principal can be requested.

## DAILY SCHEDULE

7:45-8:30am - Early arrivals report directly to the cafeteria

8:30am - Homeroom begins for grades 5-8 (*late arrivals will be marked tardy*)

8:45am - Homeroom begins for grades K-4 (*late arrivals will be marked tardy*)

First Period begins for grades 5 - 8

9:00am - Classes begin for grades K-4

12:00pm - Lunch for grades K-2

12:25pm - Recess for grades K-2

Lunch for grades 3-5

Recess for grades 6-8

12:50pm - Lunch for grades 6-8

Recess for grades K-2

1:15 - All classes back in session after lunch/recess

3:25 - Kindergarten through 2nd grade dismissal

3:30 - 4th through 8th grade dismissal

***Aftercare is available in the school cafeteria until 5:30pm for a fee of \$5 per hour/per child***



# Attendance

## ATTENDANCE

School attendance is mandatory. Good attendance is a primary factor in school success. Illness, professional appointments, serious personal or family problems are considered legitimate absences by the Diocese of Wheeling-Charleston and the State Department of Education. If absences exceed 20 days the student records will be reviewed and the Diocesan School Office will be notified.

## ABSENCES

Notify the school office the day your child is absent. Call before 8:45 a.m. each day the child is absent. Provide the name, grade, and reason for the absence. If a student is absent for more than three (3) consecutive school days because of illness, a doctor's written excuse is required.

## TARDINESS

Students who arrive late for school must report directly to the Office. Parents of children who are habitually absent or tardy without good reason will be notified by phone. Each unexcused tardy will equal one demerit. (See Discipline Policy) Excused "tardies" include approved dental/medical appointments or a late school bus. A medical slip from the doctor is required in the case of dental/medical appointments. Report cards will only show total number of tardies. Excused tardies will not be recorded for demerits.

## FUNERALS

As a sign of commitment to each other in Christian community, students may attend a funeral of a parent or sibling of a student in their class if permission is given by the parent.

## APPOINTMENTS, TRIPS, ETC.

Extended absences, for vacations during the school year, are frowned upon; permission must be given by the principal. If a parent wishes to take their child/children on vacation during the regular school year, teachers must be notified one week prior to the student leaving for vacation. Assignments will be given the day before they leave. Work must be turned in the day the student returns to classes. Work not turned in will result in a zero for all incomplete assignments.

Doctor appointments during school hours are not encouraged; however, if an appointment must be made during school, the office must be notified in advance.



# Promotion & Retention

(Diocesan Policy no. 5310)

Each school is responsible for keeping an updated and accurate record of absences and tardiness and such information is to be recorded on the student's permanent record.

Excessive absences and tardiness are to be considered serious educational hindrances; however, prolonged absence itself is not a basis for non-promotion. If the achievement is below class level, retention may be necessary; but the student should be afforded the opportunity of making up the missed work through tutoring, supervised study and/or summer school in accord with accrediting standards.

(Diocesan Policy no. 5412)

Retention of students should be based on a consideration of the welfare of the student. Every student shall be placed where he/she could work to his/her best advantage.

Parents must be notified in writing by the end of the third quarter if retention is being considered. Parents should be included in the on-going remediation efforts prior to and after formal notification of the possibility of retention.

The ultimate decision in regard to retention is made by the principal after consultation with the teacher(s) and parents. No student may remain in a grade for more than two years.





# Discipline Policy

In order to promote responsibility and character development and in order to provide the best learning environment possible, our school will apply the discipline policy outlined below. This policy applies to all school activities and school functions, both home and away.

## INFRACTIONS

The items listed in the infraction categories that follow are meant to be descriptive and not an exhaustive list of transgressions. The final determiner of the level of an infraction is the principal or his/her delegate.

### Level 1 Infractions (Minor)

Minor infractions include transgressions such as chewing gum, e spitball or paper throwing, mild class disruption or talking out of turn, failure to adhere to classroom rules, mildly disruptive behavior at a school function, unkindness, lack of respect to fellow students or teachers, and/or being out of uniform, unexcused tardiness.

### Level 2 Infractions (Moderate)

Moderate infractions include transgressions such as a repeated pattern of minor infractions, profanity, horseplay, especially if there is the potential for injury, bullying and/or repeated unkindness to others, defiance, minor defacement of school or personal property, and/or academic dishonesty such as cheating on tests or assignments.

### Level 3 Infractions (Serious)

Serious infractions include transgressions such as a repeated pattern of moderate infractions, vandalism and or theft of school or personal property, physical fighting, forgery or changing of grades and/or highly disrespectful and disruptive behavior.

### Level 4 Infraction (Severe)

Severe infractions include transgressions such as repeated serious infractions, possession or use of drugs or alcohol, possession of a weapon, and/or assault on a teacher, school official.



# Discipline Policy

## DEMERIT SYSTEM

When traditional, positive classroom management techniques fail, teachers may write a formal disciplinary notice to be sent to the office for the principal or his/her delegate to review. When students receive a formal disciplinary write up, the demerit system outlined below will be invoked.

Level 1 Infractions – 1 demerit

Level 2 Infractions – 2 demerits

Level 3 Infractions – 5 demerits

Level 4 Infractions – Expulsion

Demerit records are maintained for the academic year and are cleared after the last day of school for an academic year.

## CONSEQUENCES FOR INFRACTIONS / DEMERITS

**Written Notification:** Written notification to parents that a student's actions are inappropriate will be given when a student receives 1 or 2 demerits.

**Detention:** The student will be detained after school with supervision and will do school work but may not do homework assignments. Upon receiving 3 demerits, a student will have detention for thirty minutes; the next 3 demerits will cause a student to have detention for forty-five minutes; every three demerits after that will result in a detention of sixty minutes. It is the parent's responsibility to pick up a student immediately after detention.

**Parent Conference:** The school administration confers with parents by phone or meeting to discuss a student's behavior and its consequences once a student has received from 5 to 10 demerits. (A Parent Conference may be initiated by administration or a teacher for other than disciplinary reasons.)

**In-School Suspension:** The principal or his/her delegate may suspend a student because of the serious nature of an infraction or because of a pattern of inappropriate behavior. Suspension is in school during school hours. The suspension begins on the day immediately following the infraction and/or the day after the decision to suspend has been made. The student is suspended from all extracurricular activities during the period of suspension. The student will be assigned school work to do in school. A student will receive a zero for any tests given during the time of suspension. All missed school work must be made up.

**Expulsion:** A student is dismissed from Corpus Christi School.

**THE PRINCIPAL OR HIS/HER DELEGATE IS THE ONE RESPONSIBLE FOR MAKING FINAL DECISIONS AS TO THE INTERPRETATION AND ADMINISTRATION OF DISCIPLINE POLICY.**

Corpus Christi School provides a safe environment for all individuals, verbal or written threats made against the physical or emotional well being of any individual will be taken seriously. Students making such threats (seriously or in jest) face detention, suspension, and/or expulsion.



# Communications/School Closings

## SCHOOL CLOSINGS / DELAYS

Corpus Christi School will **not** always follow Ohio County in reference to school closings and/or delays. In the event that schools are closed, delayed, or dismissed early due to snow or other emergency conditions, it will be announced on both television and through School Reach Parent call. In the event schools are dismissed during school hours for an emergency or snow, it will be announced on both television and through School Reach Parent call. The school will call the number provided in your contact details given to us at the start of the year.

## TRANSPORTATION:

Bus transportation is provided through Ohio County Schools. If your child will be riding the school bus you will need to call the Ohio County School Transportation Department to register your child as a bus rider and for specific information about bus number, time, etc.

## COMMUNICATION TO AND FROM THE OFFICE

Notes sent to the school are to be placed in an envelope and clearly marked with the child's name, grade, contents, etc. Please notify the teacher and office if any changes occur in the life of the child. (address, guardian, phone, etc.). A brown envelope will be sent home on Wednesday of the week with the oldest child only. All office information and forms are contained in this envelope. Please return this envelope weekly. All newsletters will be sent every Wednesday via email.

When sending money to the school, please send as a check or money order. Please make all checks payable to Corpus Christi School unless otherwise stated.

Any parent chairing an activity for the school should have information to the office by the Monday before it is to go out. The Principal must approve all such information.

All money that is sent to the school for any reason should be sent in an envelope clearly marked for that particular purpose. On the outside of the envelope please include the following information: Child's name, homeroom teacher, and what is contained in the envelope. Please put milk money in a separate envelope.

## COMMUNICATION WITH YOUR CHILD'S TEACHER

The following procedure is to be followed:

1. The individual teacher involved is to be the first contact.
2. If, after consultation with the individual teacher or personnel, it is felt that the issue has not been settled the next step is to request an appointment with the school principal. The appointment will not be made until the principal has had an opportunity to confer with the individual teacher or personnel. Additionally, the conference will be scheduled so that the teacher or personnel involved can be in attendance.
3. The Pastor and Advisory Board may be contacted only after the above two steps have been carried out.



# Dress Code - Male

Corpus Christi School requires students to be uniformly dressed. Such dress facilitates the achievement of many of our value-oriented objectives. Students are expected to be in full and proper uniform at all times, except for special days, which will be announced during the year. Uniforms must be clean and neat; parents should see that the clothing is hemmed properly and mended if necessary. Students should be dressed appropriately for the weather.

Pants: Navy or Gray. The fabric may be polyester, corduroy, gabardine or twill.

Shirt: **Grades K – 4** White knit shirts of the “polo shirt style” or white dress shirt. White turtlenecks may be worn under sweaters during the winter months. Shirts will be fully tucked in at all times in the classrooms and hallways.

**Grades 5 – 8** White button down Oxford shirt, short or long sleeve. A white polo shirt may be worn without a tie during the months of August, September, and May.

Tie: Grades 5 – 8 Plain navy blue clip on or regular tie style.

Sweater: Navy blue solid color - May be cardigan, vest or long sleeve V-neck. A Corpus Christi fleece, Corpus Christi sweatshirt, plain navy sweatshirt, or Central sweatshirt is also acceptable.

Socks: Dark solid colors – Navy or gray. Socks must be worn at all times.

Shoes: Dress shoes are to be worn every day. Students are not permitted to wear tennis shoes or canvas shoes. Dress shoes are to be of leather or man-made leather like materials. Dress shoes are to be black, brown, dark gray or navy blue.

Hair: Neatly groomed. Hair should be no longer than the top of the collar. Absolutely no tails, braids, etc. No eccentric or fad hair cuts. No earrings. No hair coloring is permitted.

Shorts: Grades K – 4 only Navy blue and they must come to the top of the knee. They may be worn during the months of August, September and May. White shirt, socks and dress shoes must be worn with the shorts.

Gym Uniform: All students in grades 5-8 are to wear appropriate clothing for gym. Shorts and shirts are to be loose fitting to allow for freedom of movement. Gym tennis shoes will have non-marking soles.



# Dress Code - Females

Corpus Christi School requires students to be uniformly dressed. Such dress facilitates the achievement of many of our value-oriented objectives. Students are expected to be in full and proper uniform at all times, except for special days, which will be announced during the year. Uniforms must be clean and neat; parents should see that the clothing is hemmed properly and mended if necessary. Students should be dressed appropriately for the weather.

Skirt/Jumper : The skirt is the adopted school skirt – blue and gray plaid for girls in grades 4 – 8. Eighth grade girls only will have the option to wear an appropriate length gray skirt as worn at Wheeling Central High School. (No shorter than 2 inches above the knee.) Girls in K – 3 are to wear the adopted blue and gray plaid jumper. Slacks must be dress slacks, navy or gray in color.

Blouse: Grades K – 4 White, either long or short sleeves, with Peter Pan collar. Turtlenecks are permitted during the winter months. Grades 4 - 8 White button down Oxford shirt with collars. A white polo may be worn during the months of August, September, and May with no tie in grades 5-8.

Ties: Grades 5 – 8 navy blue crossbow tie.

Sweater: Navy blue solid colors. May be cardigan, vest or long sleeved V-Neck. A Corpus Christi Fleece may be worn if ordered from the company. Navy blue, Corpus Christi, and Wheeling Central sweatshirts may also be worn.

Socks: Knee Socks, preferably navy blue or gray. These must be worn with jumper or skirt. Ankle socks may be worn with slacks. Socks must be worn at all times. White crew socks may be worn with slacks.

Shoes: Dress shoes are to be worn every day. Students are not permitted to wear tennis shoes, canvas shoes, clogs or sandals. Dress shoes are to be of leather or man-made leather like materials. Dress shoes are to be black, brown, dark gray or navy blue.

Hair: Hair should be neatly groomed. No eccentric hair coloring is permitted only natural colors.

Jewelry: Small earrings may be worn. A necklace with a cross or medal, a watch, and ring may be worn. No make-up. No costume jewelry. Only clear or light-colored nail polish is permitted.

Shorts: **Grades K – 4** only Navy blue and they must come to the top of the knee. Walking shorts may be worn during the months of August, September and May. White blouses, socks and dress shoes should be worn with the shorts.

Gym Uniform: All students in grades 5-8 are to wear appropriate clothing for gym. Shorts and shirts are to be loose fitting to allow for freedom of movement. Gym tennis shoes will have non-marking soles.



# Student Expectations

Self-esteem, self-discipline, love and respect for God, self and others are among the attributes and Gospel values Corpus Christi School strives to develop and maintain in students who enter its doors. Because these attributes and values are also goals, which may take varying amounts of time and effort to achieve, and because the students attending Corpus Christi School are at the formative stage in their growth and development, it is necessary to guide students in their daily behavior.

When students know what is expected of them, in terms of their behavior, and when they know that the purpose of demanding order within the school and classroom is to create a Christian atmosphere, which is conducive to learning, and then any inappropriate behavior becomes free choice.

Students, who freely choose a form of behavior other than that which is expected and acceptable, must learn to accept the consequences of that chosen behavior. Students who choose specific actions, which violate the rights of the Corpus Christi School community, will be dealt with in accordance with Christian justice. Disciplinary action will be taken to help students to grow in accordance with the maturity proper to their age level. The information that follows is intended to inform both students and parents of the expected behavior.

“Schools have the right to discipline students for behavior detrimental to the reputation of the school on grounds or not.”

While Corpus Christi neither claims control over nor accepts responsibility for the behavior of its students outside of the school time, activities, and premises, students’ out-of-school behavior reflects their personal integrity. Cases of behavior that could influence other students adversely may result in disciplinary action deemed appropriate by school authorities. An all-inclusive listing of various expectations is impossible to outline on these pages. However, activity such as harassing or bullying another student either in person or via the internet, cell phone, or other electronic devices is unacceptable and deserves special mention. The school reserves the right to take appropriate action for any offense which, in the opinion of the school authorities violates the good behavior expected of a Corpus Christi student.



# Student Expectations (continued)

## CAFETERIA BEHAVIORIAL EXPECTATIONS

- All students are expected to eat lunch, as proper nutrition is essential to learning. Pop and other soda drinks are not permitted for lunch.
- Students shall eat and observe good table manners.
- Students are discouraged from eating from other student's lunches.
- Students are expected to clean all food from the table where they eat. Teachers assign cleaning duties on a rotating basis.

## BEFORE CLASS BEHAVIORIAL EXPECTATIONS

- All students must enter the building when they first arrive at school. There shall be no loitering on the school ground.
- Upon entering the building, students who arrive before 8:30 a.m. must go directly to the cafeteria.
- All teachers have authority to correct any and all students, and all students are accountable to any and all teachers for their behavior.
- There shall be no running in the hallway or on the stairs, or other inappropriate behavior.

## BEHAVIOR EXPECTATIONS DURING INSTRUCTIONAL TIME

- Students are expected to be quiet in the hallways after 8:45 a.m.
- There shall be no running in the hallways or on the stairs.
- A learning atmosphere shall prevail in the classroom at all times.
- When entering the classroom, students must sit in their assigned seats and begin working immediately, whether or not the teacher is in the room. Generally, teachers are in the classroom when students arrive.
- Students are to stay away from the windows and heaters at all times.
- Students must not speak while the teacher is speaking, and must not argue with or be disrespectful to the teacher.
- No personal radios, headphones, tape players, cellular phones, or beepers are allowed in school (unless designated by the teacher for proper educational use).
- When the gymnasium is in use, and/or when the weather does not permit physical education classes, students will use their classroom for an appropriate activity. When the weather does not permit outdoor recess, students will have recess indoors.

## PLAYGROUND BEHAVIORIAL EXPECTATIONS

- Students will play outside under teacher supervision, when the weather permits and when teachers schedule breaks from regular work. If your child is not well enough to go outdoors, a written note is necessary.
- Students shall not use balls or other objects in any way that may be hurtful to others.



# Policy on Volunteers, Visitors, & Guests

## POLICY FOR VISITORS TO THE SCHOOL

All visitors are required to report to the office upon entering the school. They are not to stand in the hallways, visit the classroom or loiter on the campus without approval from the office. School personnel should notify the office of any person who may be visiting them, and those visitors should report to the office upon arriving at the school.

## POLICY FOR GUEST SPEAKERS AND OTHER GUESTS OF THE SCHOOL

The school administration must be consulted at least three (3) school days in advance of any special program that would involve special guests visiting the classrooms, or the school in general. This procedure will permit orderly scheduling of events and the opportunity to make proper arrangements.

## PARENT PARTICIPATION and VOLUNTEERS

Parent participation is one of the greatest assets at Corpus Christi School. We take great pride in the talents and time our parents give to the children through service to the school. Parents sharing their time, talent and treasure enable this school to do things it could not do without such assistance.

Our parents support us through:

Participation in the Advisory Council, PTG, Boosters, and Athletics

Positive reinforcement of the concepts taught in the classroom

Involvement in special school activities such as field trips, celebrations, fundraising, etc

## VIRTUS PROGRAM

Any parent or volunteer must complete the Virtus training and undergo a background check as required by the Diocese of Wheeling Charleston, Office of Safe Environment. All background checks must be redone every 3 years.





# Extra-Curricular Activities/Field Trips

Students may be involved in the following extra-curricular activities: safety patrol, community service projects, football program, boys' basketball, girls' basketball, pep club, pep assemblies, cheerleading, volleyball, drama club, yearbook staff, student council, Christmas show, talent show, walkathon, Race for Education, school dances, choir, peer tutoring, robotics club, and art club

Parochial school dances are limited to the seventh and eighth grade students. The time of the dances will be from 7:00 – 8:30 p.m. Once a student has entered the hall, he/she must remain there until the dance is ended or an adult picks him/her up. **NO BACKPACKS ARE PERMITTED**

## FIELD TRIPS

Educational field trips are scheduled throughout the year as an extension of the classroom curriculum. Field trips are privileges afforded to the students.

A student may be denied participation if they fail to meet the academic or behavioral requirements for a particular activity established by the school/administration/faculty.

Parents are asked to help with transportation.

Permission forms will be sent home for all field trips. Students will not be allowed to participate until a completed form has been returned to the school.

Parents may choose to deny their child the right to participate in a field trip if consulted with the principal.



# Treats, Dress Downs, Lockers

## TREATS

Simple treats may be sent in to school for parties or a child's birthday. Parties, with permission, may be held on special occasions such as Halloween, Valentine's Day and Christmas.

Homeroom parents, with the supervision and direction of the classroom teacher, plan the parties. Homeroom teachers will inform parents of their class policy regarding treats during school time for their students.

## DRESS DOWN DAYS:

Dress down days are for special occasions only. Permission for dress down days will be granted only by the principal. Dress down days after PTG meeting are not guaranteed. It will be announced in the newsletter if a dress down day after a meeting is to be granted.

### *APPROPRIATE SUGGESTIONS FOR DRESS DOWN DAYS*

\*jeans \*tennis shoes \*shorts or skirts no shorter than three inches above the knees  
\*sweatshirts \*jogging outfits

### *NOT ACCEPTABLE FOR DRESS DOWN DAYS*

\*tank tops or spaghetti strap tops \*shirts with inappropriate writing  
\*pajama or lounge pants \*low cut blouses or tops \*clothing that is extremely tight

If any student wears any clothing item that is inappropriate or questionable, parents/guardians will be called to pick up the student to change clothes.

## LOCKERS

Students in grades 2 through 8 will have lockers for storage of books and personal items. Students will be given a short amount of time prior to the start of class to get books/items needed for class from their lockers. Lockers are not to be accessed during class time. Students are not to slam locker doors.

*The school reserves the right to inspect lockers and desks at any time.*



# Emergencies

## EMERGENCIES

Parents are asked to fill out an emergency card for each child at the beginning of the school year. If, for any reason, a student should need to return home during school hours, the parents or guardian will be contacted. In the case of such an emergency the parent or guardian must come to the office for the child.

At no time should the parent or guardian go directly to the classroom.

No child will be permitted out of the building without a parent or guardian.

## FIRE DRILLS

In compliance with state regulations, our school conducts regular fire drills during the course of the year. Students are informed how to respond to the fire alarm and where to go. Signs are posted in each classroom. All visitors and personnel must leave the building as quickly as possible using the nearest exit during fire drills.

## SCHOOL SECURITY

At Corpus Christi School, we follow all federal, state, and local school safety guidelines. Staff have all been trained in ALICE (Alert, Lockdown, Inform, Counter, Evacuate). Students practice regular safety drills and monthly fire drills. Clear security guidelines are shared with and upheld by all members of the school community.

Our security infrastructure includes:

Security cameras located on the outside and in the inside of the building

Electronic/magnetic security locking systems on the main doors

Video security system at entrance to scan all visitors to the school

Safety/Emergency bags filled with supplies in all classrooms

Teacher-Lock locks on all doors as added security

Fire-proof doors on all classrooms



# Wheeling Parochial League

Corpus Christi students have the opportunity to participate in football, basketball, volleyball, cheering, pep club, and other seasonal sports when possible. Students are under the guidance of the coaches and moderators of these activities.

In accordance with West Virginia State law, any student who is absent for any portion of the academic day due to illness may not participate in any athletic activity that day. The participant must maintain at least a 2.0 overall average in all major subjects. (Religion, Reading, Language, Math, Social Studies and Science). The conduct level must be satisfactory or higher. Grades are checked at midterm and at the end of the marking period. All other Parochial League rules apply.

## WHEELING PAROCHIAL LEAGUE STANDARDS FOR PARENTS, STUDENTS, and COACHES.

### COACHES STANDARDS FOR COACHES ARE:

1. To realize the psychological and emotional needs of children as well as physical capabilities.
2. To abide by the Wheeling Parochial League guidelines and rules.
3. Directly responsible to the Athletic Director/Principal of the school, as this program is under the jurisdiction of the school.
4. To pledge a commitment to provide an organized enjoyable, healthful Christian youth, sports experience.
5. Reminded that appropriate Christian behavior and language are to be exhibited at all times. Students are taught by example.
6. To work within school policies/guidelines for academics and discipline.

### PARENTS STANDARDS ARE:

1. To recognize that youth sports are but a single facet of a child's life.
2. To encourage and abide by rules of the League and School.
3. To be respectful and supportive of coaches and school personnel in their roles and responsibilities.
4. To communicate through proper channels within the school program: Coaches, Athletic Director, Principal, Parochial League Board.
5. To serve as a positive role model exhibiting sportsmanlike and Christian behavior at all times.
6. To reinforce, encourage and support their children in academic and athletic areas.

### STUDENT STANDARDS ARE:

1. To understand that athletic participation is a privilege with responsibilities.
2. To respect coaches, athletic and school personnel at all times.
3. To abide by League and school rules and guidelines.
4. To maintain an academic average of 2.0 or higher for sports participation.
5. To exhibit appropriate Christian behavior, manners, and language at all times.
6. To exhibit a sportsmanlike attitude when engaged in athletic/school activities.

**Any student missing school on the day of a game or practice is not permitted to attend the game or practice that evening.**



# PHOTO RELEASE FORM

Individual and group pictures will be taken during the school year.  
Please check newsletter for dates. Yearbooks are also sold at a nominal fee.

By signing the photo release form, you release and assign all of your child(ren)'s rights to Corpus Christi School and the Diocese of Wheeling-Charleston to the video, sound recordings, and/or photographs made of my child during school hours and school events.

You authorize reproductions, sales, copyright, exhibition, broadcast, and or distribution of said video, sound recordings, and/or photographs without limitation for general religious and promotional purposes of the Diocese of Wheeling-Charleston.

Also, on behalf of your minor child, the Diocese of Wheeling-Charleston, and its agents and employees from any and all claims, damages, liabilities, costs and expenses which I now have or may hereafter have arising out of the making or use of such video, sound recordings, and/or photographs.

You may withdraw this authorization in writing at any time.

Also, refusing to grant this consent will in no way affect the scholastic or extracurricular services that your child receives.



# Health and Medication

## HEALTH

(Diocesan Policy no. 5911)

All children entering a school in the Diocese of Wheeling-Charleston for the first time shall have been immunized against diphtheria, pertussis, and tetanus with at least four doses, polio with at least three doses, and measles, mumps, and rubella with at least two doses. The last dose of each of these vaccines must be given after the child's fourth birthday.

A state issued birth certificate and a record of all required immunizations (as delineated above) must be submitted at the time of enrollment. Students who transfer into our state from another are required by West Virginia law to have a recent tuberculin skin test administered by a health care facility in the state of West Virginia. It is recommended that parents consider vaccinations for varicella and hepatitis B prior to matriculation.

Students diagnosed with any communicable diseases/illnesses, such as pink eye (conjunctivitis), must be on medication for at least twenty-four hours before returning to school. Any student that has had a fever should be fever free for twenty-four hours before returning to school. Any student that has contracted head lice must have proof from their doctor or the health department of a clean bill of health before reentering school.

## MEDICATION

A student possessing or using prescribed medication during school hours must have a signed medical authorization form on file from the parent/guardian and, if necessary, a properly completed physician's statement. The medicine is to be kept locked in the office until the time of dispensement. Forms may be obtained in the school office. Any possible side effects must be listed on the form.

Medicine must be in the original container and have a fixed label including student's name, name of the doctor, frequency, dosage, and data. Medicine should be given to the school secretary. Only prescribed medicine, provided by the parent/guardian, will be dispersed by school personnel. Accurate records of medicine will be kept in the student's file.

Indiscriminate dispensing of medicine out of the office (such as Tylenol, cough drops, etc.) is forbidden unless authorized by a parent or guardian



# Child Laws/Buckley Agreement

## CHILD ABUSE LAWS

Corpus Christi School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## TITLE IX

Corpus Christi School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

## BUCKLEY AMENDMENT

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, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. 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.



# DWC - Policy Relating to Sexual Abuse

## DIOCESE OF WHEELING-CHARLESTON POLICY RELATING TO SEXUAL ABUSE OF CHILDREN

Insurance companies have placed the burden of proof regarding child sexual abuse solidly upon the shoulders of administrators of Catholic institutions that employ or seek volunteer assistance in programs ministering to children (i.e. any person under the age of 18).

It is with the profound discomfort that such tragedies have occurred in our Catholic schools and youth programs throughout the nation. To date, we have been spared the agony of such tragedies.

Nevertheless, we find it necessary by Diocesan mandate to request that any employee or volunteer, no matter how generous he/she may be in sharing time and talents with our students, fill out the appropriate information for a background check and attend the completion of a "Protecting God's Children" workshop





# Technology/Chromebook Policy

One of our curriculum goals at Corpus Christi School is to integrate technology into the classrooms to provide a 21st century learning environment.

The use of these Chromebooks for students enhances the current teaching methods and provides extra tools and resources for our students. With the Chromebooks being incorporated into the classroom it prepares the students for not only future education, but an increasing digital workforce.

These Chromebooks complement our current curriculum well and engage our students in an exciting approach to learn. The use of school-owned technology is a privilege afforded to the students to enhance learning. With this privilege comes responsibility. The staff will make every effort to provide a safe environment for students who access the Internet, but the student MUST also use the equipment correctly and appropriately.

Students are responsible for returning broken, damaged, or unusable Chromebooks to the Principal or Technology Director. Non-functioning devices are not an excuse for lack of participation in class or failure to complete assigned work.

## **Damage:**

The following fees apply when the Chromebook is damaged, but still usable

First Offense: \$25.00 Fee

Second Offense: \$50.00 Fee

Third Offense: \$100.00 Fee

Fourth Offense- \$200 – the cost of a new Chromebook

These repair prices are subject to change depending on the cost of the damage done to the Chromebook. If the Chromebook is completely damaged and unusable, the parent is responsible for the \$200 (fourth repair fee – regardless of which offense)

These fees are based on a single academic year and number of repairs do not carry over to the following year.

If charging cord is not returned at the end of the school year a \$25 charge is due. The school technology fee does not cover lost Chromebooks and therefore the student must purchase a new device through the school.



# Technology Concerns

## BLOGS

Engagement in online blogs such as, but not limited to: MySpace, Xanga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

## BULLYING AND CYBER-BULLYING

Corpus Christi attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest online) face detention, suspension, and/or expulsion.

## CELL PHONES

Students are permitted to carry a cell phone to school. Upon arriving in homeroom the cell phone must be turned off and stored in their locker or in a container in the classroom. No cell phone use is allowed during school hours.

Students are not permitted to text friends or parents during the regular school day, make or receive phone calls unless approved by the teacher or principal.

## SEXTING

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.



# Technology Code of Ethics

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Corpus Christi School.

1.I recognize that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2.I recognize that software is protected by copyright laws; therefore I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3.I recognize that the work of all users is valuable; therefore, I will protect the privacy of theirs by not trying to learn their password; I will not copy, change, read or use files from another without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4.Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address or personal phone number or those of students, teachers or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5.Parents must realize that their students may encounter material on a network/bulletin boards that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

6.The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges.Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final.The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.



# RIGHT TO AMEND

Corpus Christi School reserves the right to amend this handbook for just cause. Notice of amendments will be sent via the newsletter in the brown envelopes and posted of the school website.