



## **Parent and Student Handbook**

**2024-2025**

Dear Parents and Students,

Welcome to Corpus Christi School! In choosing Corpus Christi School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Corpus Christi School for the 2024-2025 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Holy Cross School during the 2024-2025 school year.

The faculty and staff of Corpus Christi School look forward to working with you to fulfill the mission of the school which is as follows:

*We will, as the community of Corpus Christi, develop our students spiritually, morally, intellectually, and socially, supported by the doctrine of the Catholic Church and the tradition of Catholic education.*

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Mattie Willerton  
Principal

## **Corpus Christi School**

### **ADMINISTRATION:**

Pastor  
Principal

Rev. Daryl Rybicki  
Mrs. Mattie Willerton

### **TEACHING STAFF:**

Prekindergarten  
Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
Sixth Grade HR / MS Social Studies  
Seventh Grade HR / MS Religion  
Seventh Grade HR / MS ELA  
Eighth Grade HR / MS Science  
Eighth Grade HR / MS Math  
Art  
Music  
Learning Resource  
Resource Aide  
PE/Health  
Library  
Title 1

Mrs. Laura Barnes  
Miss Monica Moore  
Mrs. Kim DeGroote  
Mrs. Maureen Alexander  
Mrs. Christine Nemeth  
Mrs. Becky Mammon  
Mr. Aaron Nowak  
Mr. Andy O'Reilly  
Mrs. Jennifer Carrier  
Miss Trisha Perry

Mrs. Cathy Oosterhoff  
Mrs. Isabel Horban  
TBA  
Mrs. Michele Tubbs  
Mrs. Colleen Bean  
Mrs. Mary Pluta  
Mrs. Mary Derda  
Mrs. Jennifer Veldman

### **INSTRUCTIONAL AIDES:**

Mrs. Angie Kopec  
Mrs. Kelly Wroblewski  
Mrs. Tracey Kambol  
Mrs. Sioban Healy

### **MAINTENANCE**

Mr. Dan Miner  
Mr. Tim Taylor  
Ms. Susie Burgos

### **OFFICE STAFF**

Mrs. Jane Kiley

### **NURSING COORDINATORS**

Mrs. Tammy Hale

### **AFTER SCHOOL CARE**

Mrs. Peggy Foldenauer

## **VISION, MISSION AND PHILOSOPHY**

### **Vision**

Corpus Christi School is a community of faith, dedicated to fostering lifelong learning and enriching the mind, body, and soul through a Christ-centered education.

### **Mission Statement**

Corpus Christi Catholic School will provide an education for all children that will nourish spiritual, academic, social, emotional, and physical development through a balanced curriculum anchored in the doctrines of the Catholic Church and in the rich tradition of Catholic education.

### **Belief Statements**

We believe the following:

- Students' growth in faith is the essential purpose of our school.
- Service to others is fundamental to the growth and development of each child and enriches a child's awareness of social concern
- Every child is unique and created in the image and likeness of God, deserving of respect, fairness, and understanding.
- Corpus Christi School is committed to academic excellence.
- Our school assists parents in their role as primary educators of their children.
- Our school environment reflects peace, mercy, justice, and love.

## **School Partnership Agreement**

In order to foster an environment that promotes the optimal and spiritual development of the students, parents/guardians of each student are expected to act as cooperative partners with the Diocese and School. It is our expectation that parents will comply with all policies and rules which are established by the Diocese or School. In an effort to maintain high academic standards for our students, it is our expectation that students, with the support of their parents/guardians, will work to their potential, striving to meet the academic standards established for them by the faculty and administration. Corpus Christi will not necessarily promote or place in the next grade students who have not made adequate progress in the mastery of curriculum at the present grade level. Corpus Christi School retains the right to rescind approval for enrollment of any students if it determines a lack of cooperation on the part of either the student or his/her parents/guardians. If such a determination is reached, said withdrawal would be in the best interest of the student, CCS, other students attending the school, and the fulfillment of the school's mission. Enrollment in Corpus Christi School is subject to the approval of the Diocese of Fort Wayne-South Bend and the administration of Corpus Christi School.

## **Parents as Partners**

We expect our families...

- To support and participate in the Catholic mission and all educational goals of the school, including active participation in all Catholic practices (ex. Sign of the Cross, prayers, devotions, Mass, and religious curriculum).
- To comply with State of Indiana compulsory attendance laws, to follow school attendance procedures, and notify the school with a phone call, written note, and/or official documentation when the student has been absent for more or tardy more than \_\_\_\_ days.
- To make a timely response when contacted by the school administrator, office, or faculty.
- To notify the school office of any changes of address or contact information.
- To complete and return to school any requested information promptly including progress reports, detention forms, and lunch forms.
- To inform the school of any special situation or needs regarding the student's health, safety, or learning ability.
- To send children to school clean and well-groomed wearing dress code-compliant clothing.
- To send children to school with nutritionally sound snack and lunch contents.
- To encourage and support children in the timely, honest completion of schoolwork, studying, and reading.
- To read school notes, emails, and newsletters and to show interest in the students' total education.
- To actively participate in school activities such as parent-teacher conferences.
- To meet all financial obligations to the school, including the policies of active participation in sacramental and parish life, lunch balances, and other fundraising programs.
- To pay for damage to school books or property due to carelessness or neglect on the part of the student.
- To support and cooperate with the discipline policy of the school.
- To ask their students to report problems and issues concerning peers in a timely manner - first to the teacher, and if necessary, to the principal.
- To treat teachers, staff, and administration with respect and courtesy in discussing student problems.
- To speak positively and fairly about the school, its faculty, its staff, its administration, its students, its families, and its stakeholders; and to ensure that verbal, written, electronic, and social media

communications maintain the confidentiality of of all parties and do not reflect unfavorably or disparagingly on those same persons or entities.

- To allow legitimate disagreements and concerns be discussed with teachers, administrators, and if necessary, the pastor, through an ongoing process of mutual good faith, dialogue, and the understanding that such conversations will be guided by a mutual interest from all parties in the well-being of all students.

### **Notice of Implied Agreement**

The registration of students at Corpus Christi School is deemed to be an agreement on their part, and on the part of their parents or guardians, to comply fully with all policies, rules, and regulations of the school and the Diocese of Fort Wayne-South Bend. Corpus Christi School reserves the right to make revisions in these policies, rules, and regulations when deemed necessary by the school administration. Observance of any change is expected of all, when the change is made known to the students and their parents in writing.

**Attendance Policy IC 20-33-2-6**  
**Diocesan Policy 4040 (08/09/2022)**

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

**I. Parents/Legal Guardian Responsibility**

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on with the child:

A. Graduates; or

B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:

1. the student and the student's parent or guardian and the principal agree to the withdrawal;
2. the student provides written acknowledgment of the withdrawal which must include a statement that the student and the students' parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
3. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction over the student, or

C. Reaches the age of eighteen (18) years,

whichever occurs first.

**II. Absences from School**

Absences from school shall fall into one of the three following categories:

A. Absences which are counted as present.

1. Serving as a page for or honoree of the Indiana General Assembly;
2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.
8. Approved, educationally related non-classroom activity per I. C. 20-33-2-17-5.

9. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.

#### B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals
  - a. for death in the immediate family
  - b. for persons outside of the immediate family with parental permission
3. Out-of-school suspension
4. Medical and legal appointments - Such appointment should be scheduled after school hours when possible.
5. School/college visits (2 days) - Parents/guardians need to check with the individual school's policy when arranging such visits.

#### C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations.
4. Absences other than those defined as excused or absences counted as present.

### III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures:

The following may be evidence of habitual truancy:

- a. Refusal to attend school in defiance of parental authority.
- b. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- c. Three (3) or more judicial findings of truancy.

### IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

### V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

### VI. Response to Irregular Attendance



If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- a. Call daily from school (secretary, principal, or attendance clerk), to the parent/ guardian to verify absence and to determine reason.
- b. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- c. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- d. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

## VII. VII. Habitual Truancy Report to BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

## Attendance Procedures at Corpus Christi

### Reporting an Absence

Parents are to report all student absences in one of the following ways:

1. An email from parent / guardian no later than 8:30 a.m. on the day of the absence to the school principal and/or school secretary.
2. A note signed by the parent / guardian no later than 2 days prior to the day of the absence.
3. A phone call no later than 8:30 a.m. the day of the absence followed by an email or note per #1 and #2 above.

Please include the name of the student, the date of the absence, and the specific reason for the absence in the email or note.

### Special Absence Reporting

If a student is absent for five (5) consecutive days due to illness, a physician's statement is required. If a student has contracted a contagious disease, a physician's note may be required to return to school.

Failure to meet the above requirements may result in the absence being considered an unexcused absence.

### Requesting an Early Dismissal

Medical, dental, or other appointments should be made outside of the school day whenever possible. If it becomes necessary to miss school for an appointment, the following is required:

1. A note and/or email should be sent to the School Office from the parent / guardian with the time, date, and reason.
2. Upon return to school, either on the same day or the following school day, the student must submit a note from a medical or dental office in order for the absences to be considered excused.

Students who arrive later than 10:00 a.m. or leave prior to 1:00 p.m. may be charged with ½ day of absence.

## **Types of Absences**

The categories of absences are listed above in Policy 4040.

### **General Attendance Notes**

Please do not send a sick child to school. If your child requires medicine in the morning to reduce a fever, that fever will likely return at lunch, and your child will have exposed the other students to his/her illness as well as miss out on the needed rest for their own recovery.

Students who are not in attendance in school for a full day are not permitted to participate in any extracurricular activities on the day of the absence. If a student is absent on Friday, he/she may not participate in extracurricular activities on Saturday and/or Sunday. If the absence is due to a doctor's appointment, the student must bring a doctor's note in order to participate.

Lack of parent note explaining the absence or any excuse not allowed by policy P4040 will be considered "unexcused." Normally the school will help students make up work missed for both excused and unexcused absences. Teachers are not obligated to provide missing work in advance of an unexcused absence (such as a family vacation). Students will be responsible for making up all missed work regardless of the reason.

Students who accumulate 15 or more days of unexcused absence (or tardies that sum, in minutes, to the equivalent of 15 full days missed) will be referred to CASIE Center and/or St. Joseph County Probate Court.

Promptness is a priority! Please model responsible and professional habits by making efforts to get your children to school at least 10 minutes before 7:50 a.m. Most students need at least 5 minutes to unpack their belongings for the day. It is extremely frustrating for teachers and embarrassing for students who must either wait to proceed or interrupt meaningful activities.

All students arriving later than 7:50 a.m. must stop in the office to get a tardy note. Health-related appointments, illness, or family bereavement will be considered the primary grounds for an excused tardy. Lack of parental notification will result in an automatic unexcused tardy.

It is difficult to give a consequence to a student for reasons that may or may not always be beyond his or her control (weather, traffic, etc.), but to a certain degree, by 5th grade, students may be expected to take some ownership over their morning habits—in terms of getting up on time and preparing to leave the house at a certain time. Repeated tardies make it difficult on students to complete morning work and prepare for the full school day. Tardies do have an impact on the academic and emotional well-being of students.

Since regular attendance is important to the consistency of each student's education, vacations and family trips which take students out of school are discouraged. If vacations must be scheduled during school time, the student's teacher(s) and the office must be notified ten days in advance. Teachers are not required to provide a list of assignments prior to the vacation. They will be given upon the student's return. Upon their return, students have the same number of days they were absent in which to complete and submit the missed assignments. It is the student's responsibility to contact teachers regarding missed work.

Homework will be made available for students whose parents/guardians request assignments. Materials will be ready for pickup by 3:30 p.m.

## **Enrollment**

### **Diocesan Policy 4010 (08/09/2022)**

#### **I. School Admission Policy**

Diocesan schools shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

## II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, sex, or national origin, and reasonably accommodate students with disabilities in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law.

### A. High School Admissions

In the event enrollment appears to be reaching capacity, the school is to give preference in admissions to students with Active Registered Parishioner status from feeder schools. The school may also give preference to siblings of current students or alumni and children of faculty and staff.

When a school class has reached capacity, the names of children not able to be accepted (or on a waiting list) should be given to the other Catholic high school in the area no later than the end of May. At the request and expense of the other Catholic high school in the area, the school which has reached capacity will address and then mail marketing materials provided by the other Catholic high school to the parents of the children not able to be accepted or on that school's waiting list.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal or designee is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

## IV. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody must also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodian parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.

Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

## V. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be five years old prior to August 1, or date set by the State.

A school should administer a developmental assessment for determining proper placement in kindergarten.

#### VI. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

#### VII. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school setting which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the special education teacher and the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances, the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

#### VIII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy / procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the

school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk - how the disease is transmitted;
- B. the duration of the risk - how long the carrier is infectious;
- C. the severity of the risk - the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/ or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

## **Admission Policy**

Students will be admitted to Corpus Christi according to the following priorities:

### **Prekindergarten/Kindergarten**

- 1. Active parishioner's children with siblings enrolled in Corpus Christi School
- 2. Active parishioner's children who are enrolling for the first time in Corpus Christi School
- 3. Non-parishioner children with siblings already enrolled in Corpus Christi School
- 4. First time non-parishioners

### **Grades 1-8:**

- 1. Children currently enrolled in Corpus Christi School, parishioners and non-parishioners
- 2. Siblings of students currently enrolled in Corpus Christi School, parishioners and non-parishioners, with active parishioners having priority
- 3. Parishioners who have children enrolling for the first time in Corpus Christi School, accepted according to Parish registration date
- 4. Non-parishioners who have students enrolling for the first time in Corpus Christi School

\* An active parishioner is defined as someone who is a church-attending member of any parish in the Diocese of Fort Wayne-South Bend using his/her offertory envelope on a regular and consistent basis. In addition to regular attendance and making regular financial contributions to the Church, parishioners are expected to be actively involved in Church and/or school-related activities.

The pastor will review on a regular basis the status of each family paying the active parishioner tuition rate to determine if the above criteria are being met. The school will notify any family not meeting the definition of a "parishioner in good standing." Unless immediate steps are taken to justify continued eligibility for active parishioner status, any family so notified shall be required to pay the non-parishioner tuition rate for the remainder of the school year and/or the following school year as determined by the pastor.

Those parents whose tuition and fees are delinquent will not be able to receive report cards, progress reports or have access to PowerSchool. Eighth graders will not be permitted to participate in graduation and end of the year activities if there is delinquent tuition or fees.

## **ADMISSION LOTTERY PROCESS**

Students will be enrolled on a priority basis as stated above. Once a class has reached capacity as determined by the school administration, the following lottery process occurs:

For each grade, the students are divided into two wait list groups: parishioner and non-parishioner. Each student in each grade on the waitlist is assigned a number, and students and their families are informed of the student's number on the day of the lottery. The lottery date is the first Friday after spring break. Lottery numbers will be selected at random from the population of parishioners on the waiting list and then from the population of non-parishioners on the waiting list. As numbers are chosen, a list will be established. The list of numbers chosen will be posted publicly on the school grounds. Spaces that open within a previous full grade are assigned first to the parishioner wait list. If all registrants from the parishioner list are placed and space still exists, the non-parishioner list follows. This process continues for each grade. After the lottery date, anyone else who registers for admission for the upcoming school year, will be placed on a waiting list (also separated into parishioner and non-parishioner). Parish families are always given first preference.

### **School Board Policy:**

All families are expected to use the FACTS tuition payment program unless other payment arrangements have been agreed upon.

Tuition must be current. Children of families who are in arrears on tuition, late fees, or school fees, and have not made special, written arrangements for payment with the parish finance committee will not be readmitted to Corpus Christi School for the following grading period or school year, whichever applies. Arrears are defined as payment received after the designated due date.

All children seeking admission to Corpus Christi School (grades K-8) must reapply each year.

## **COMMUNITY RELATIONS**

### **Office Hours**

Office hours are 7:30 a.m. – 3:30 p.m. during the school year and 9:00 a.m. – 1:00 p.m. during the summer. The school office will be closed during the month of July.

### **Communication Folder/Email**

We feel strongly that the best education for students occurs when the parents, teacher, and administrators work together. Therefore, it is imperative that constant communication is maintained. If the need to speak to or meet with a teacher arises, please call the school office (272-9868) to schedule an appointment. If you have concerns regarding work, progress, behavior, etc. please address these issues with the teacher first. If there are continuing concerns, please make an appointment to speak with the principal.

The school newsletter and other information will be sent by email each week. A communication envelope will also be sent each week with the youngest child in each family. This envelope will contain a copy of the church bulletin, lunch order forms, and other necessary paperwork.

Lunch order forms will be sent home in the communication envelope. If you choose to order lunch, please return order forms and payment in the communication envelope by the due date. If paying with a check, please write separate checks for each company, e.g. one for Coffee Spot, one for Hacienda. Families can combine the orders for each company on the same check, e.g. one check for Coffee Spot for all the children in the family. If paying with cash, please include the exact amount of money for every order as no change will be given. Orders are to be placed in an envelope with the child's name, homeroom, and labeled with the appropriate name (e.g. Coffee Spot, pizza)

### **Parent/Teacher Meetings**

If you need to speak with your child's teacher, appointments are required. Prior to students arriving and departing is not an appropriate time. Teachers' attention needs to be with the students.

### **Telephone**

The office telephone is available to students in case of emergency only. Forgotten supplies, lunches, and homework are not considered emergencies. If forgotten items are brought to school, please leave them with the secretary in the office. She will see to it that your child receives them. The office staff is not free to run messages to students. Parents should make all necessary arrangements with their child in the morning before bringing the child to school.

### **Cell Phones**

Since students are under the supervision and direction of the faculty and staff while on school grounds, communication between home and the school would ordinarily be done via the school phone. Students may not use cell phones at any time during the school day, while attending after school activities, or at dismissal while still on school grounds. Students need to respect the learning environment of the school by ensuring that cell phones will not disrupt the classroom or other activity, nor will they be used to retrieve stored information.

Students in Kindergarten through third grade may not bring cell phones to school. Students in grade four through eight will be permitted to bring cell phones to school for extraordinary reasons and under the following conditions:

- Cell phones must be kept in the students' backpack. The school is not responsible for lost or stolen cell phones.
- The cell phone must be turned off while on school grounds.
- Students may not use cell phones to take photographs, videos, or to download inappropriate material, etc.
- Cell phones may not be used to send text messages or other communication during the school day or during after school activities.

Failure to comply with the above regulations will result in the phone being confiscated and not returned to the student. The principal will handle any actions regarding this matter as a disciplinary matter.

### **Parent and Teachers United in Christ**

The objective of the Parents and Teachers United in Christ (PTUC) is to be a source of information between school staff and parents. PTUC is a means of social interaction among the Corpus Christi families. Please watch the weekly communication envelope for dates and times for PTUC meetings.

PTUC supplements several activities throughout the school year. These include teacher start-up money, library needs, Staff Appreciation Week, Grandparents Day, Ice Cream Social, and other activities to honor volunteers, parents and students throughout the year. A registration fee is assessed at registration.

### **School Board Meetings**

Parents who wish to make requests, presentations, or proposals to the School Board must contact the President of the School Board by the Friday prior to the next School Board meeting. Meetings are normally held on the 2<sup>nd</sup> Wednesday of each month at 6:30 p.m. in the parish meeting center. Watch the Church Bulletin and/or Cougar Connection for dates and times.

### **Gift Deliveries**

No gift/balloon deliveries are to be sent to school.

## **Party Invitations**

Party invitations are only to be handed out at school if the whole class/grade level or all boys/girls in that class/grade level are invited. Invitations must be given to the teacher to hand out.

## **Fund Raising**

### **Diocesan Policy 2120 (05/13/2020)**

Fundraising is left to the discretion of the principal, and in the case of an elementary school, the pastor's approval is required. Fundraising activities should be in conformity with Church teaching as determined by the pastor or the Secretariat for Catholic Education. The design of the fundraising activities should consider student safety, socio-economic factors of the parish/school, state guidelines, instructional time, state law, the Diocesan Business Office and Diocesan Development Office guidelines.

## **Quality Dining (Burger King) Coupons / Booklets**

Each family will be expected to pay for all coupons (number of coupons to be determined annually) within three weeks of the date of distribution.

## **Solicitations**

### **Diocesan Policy 2130 (05/13/2020)**

Solicitations by non-school organizations, agencies, or companies may not be conducted in the school or at school-related events unless authorized by the pastor and/or principal. Non-school organizations should be appropriately vetted by the pastor and/or Secretariat for Catholic Education to ensure their activities and objectives are in conformance with Church teaching.

## **Student Publications and Performances**

### **Diocesan Policy 2210 (05/13/2020)**

#### **I. School-Related Publications/Web Sites**

Student and school-related publications, including electronic formats, are encouraged as a means of keeping the public informed of current school activities. Such publications and information are expected to be in conformance with Church teaching, journalistic excellence, and the Diocesan Communication Policy and Social Media Policy.

The principal, as representative of the Bishop/pastor, has the responsibility for final approval of any student and school-related publications.

#### **II. Public Performances**

All school plays and other performances by students are to be selected and performed in accordance with Church teaching and reflective of Christian values.

The principal, as representative of the Bishop/pastor, has the responsibility for final approval of any student and school-related performances.

## **Parent/Legal Guardian Concerns Procedure**

### **Diocesan Policy 2310 (05/13/2020)**

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:



Step 1: Address the issue with the classroom teacher in a formal manner (face-to-face or in writing).

Step 2: Address the issue with the department chair.

Step 3: Address the issue with the Principal.

Step 4: Address the issue with the Pastor (elementary schools only).

Step 5: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Step 6: Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

### **Visitors**

Anyone not employed by Corpus Christi School is a guest, including parents; and as such, is not allowed to be on any of the school's premises (including classrooms, gym, library, or other school areas) without first reporting to the office. Guests may be given a "Visitor's Pass" to wear while in the school. This regulation is imposed for the **safety** of our students. Students from other schools are not permitted to visit or sit in classes.

All parents or other visitors to the building must enter through the main door (door #1) by the office and report to the school office upon entering the building.

Parents bringing forgotten items for students are asked to label the items with the child's name and grade and bring them to the office.

### **Use of School Facilities**

Elementary school personnel shall cooperate with the parish in establishing guidelines for the use of school facilities. Such use by school organizations or other outside agencies should never interfere with the learning process of the students.

### **Lost and Found**

Parents should build a sense of responsibility in their children for their personal belongings. However, in the event of loss, an effort will be made to find the lost article. **Labeling items** with the child's name helps in this effort. A Lost and Found tote is located in the school near the Cougar Closet. Periodically, unclaimed items are donated to charity.

### **Volunteer Applications-Background, Training, and Supervision**

#### **Diocesan Policy 2430 (05/12/2020)**

Volunteers are individuals who provide services at a Diocesan elementary or high school on their own initiative for no compensation or payment of any kind. Volunteers assisting in a school or in any school-related or athletic-related activity may perform any number of suitable functions for which they are qualified based upon their training or background.

All volunteers performing services for a school on a regular or recurring basis must successfully complete the Diocese of Fort Wayne–South Bend Volunteer Application, Criminal Background Check, and the Safe Environment Training. The acceptance, utilization, and supervision of volunteers in a school is the responsibility of the school principal.

#### **I. Application**

A copy of the Diocese of Fort Wayne-South Bend Volunteer Application which all current and future volunteers must complete and the principal must keep on file at the school as required by diocesan record keeping policy can be found on the diocese's website. Volunteers 14-17 years old are required to complete a modified permission form, background check, and safe environment education. Direct all questions concerning these requirements for volunteers to the diocesan safe environment coordinator.

## II. Background Screening

### A. Criminal Database Searches

Under Indiana law, the Diocesan schools have the right to obtain limited criminal history information about any volunteer who will have contact with, care of, or supervision over enrolled students. By agreeing to volunteer at a Diocesan school, a person acknowledges that he/she can be subject to such a criminal background check.

Before being placed in a volunteer position that would involve regular contact with children or young persons, the applicant must:

- Complete the required reference and diocesan criminal background check.
- Complete the orientation and training process.

### B. Orientation and Training for All Volunteers

Well-planned orientation and periodic updating help ensure that volunteers are as well prepared as possible to meet the demands of ministry to young people. All volunteers shall read and complete a verification of receipt for the diocesan Personal Conduct and Policies Manual, view and sign a verification for the Safe Environment Training video and be advised of:

- School mission statement
- Classroom and/or group management (playground/lunchroom)
- Appropriate discipline of and conduct around students
- Lesson planning
- Basic first aid and safety procedures
- Indiana Department of Child Services notification requirements
- Emergency drill
- Other functions specified to designated volunteer activities

### C. Supervision

Although volunteers should be supervised in much the same manner as other staff members, more intensive methods may be needed when volunteers have had little, if any, prior professional training or experience. Volunteers must be held to at least the same standards of conduct and decorum as required of paid staff members.

## III. Termination of Volunteer Service

It is the principal's responsibility to immediately discontinue the use of a volunteer's service at the school if the volunteer is no longer necessary, does not suitably perform assigned duties, or otherwise engages in behavior unacceptable in a Diocesan school.

## IV. Inquiries

Any question or concern regarding a volunteer's suitability either during the application process or after acceptance should be directed to the Catholic Schools Office for review.

## **Recruitment in Elementary Schools and Parishes by Diocesan High Schools** **Diocesan Policy 2520 (05/13/2020)**

### Marketing in Elementary Schools and Parishes by Diocesan High Schools

High schools shall market to students from Catholic elementary schools based on the diocesan-approved marketing activities as defined below.

A marketing activity meets the following criteria:

1. Activity is targeted at a specific population, solely (or primarily) at prospective students and parents, or
2. Expressed purpose of the activity is encouraging students to attend diocesan high schools.

A non-marketing activity meets the following criteria:

1. Activity is targeted at the general public (e.g., athletic competition), or
2. Activity is academic in nature (e.g., play, art fair, musical).

Any information distributed for solicitation of students must be approved by the high school principal. Students residing in parishes without schools may be solicited by either high school.

## **Student Transfers**

### **Diocesan Policy 4020 (08/09/2022)**

#### **I. Accepting Transfer Students from Another Diocesan School**

The principal of the school from which the student expects to transfer shall be notified within five school days once the first inquiry is made. It is expected that the principals involved can arrive at a decision agreeable to both schools regarding the requested transfer. All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school so that enrollment can be finalized.

In the case of high school students, all rules and regulations of the Indiana High School Athletic Association (IHSAA) regarding athletic eligibility shall be strictly followed

#### **II. Accepting Expelled or Suspended Transfer Students**

A principal may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted by applicable school operating policies and/or parent/student handbook or appropriate state law only after a full and complete explanation of the facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the “Gun Free” diocesan policy, which is required by state and federal law (Policy 4560).

Discovery that any information provided to the receiving school was falsified will automatically be grounds to refuse the transfer request or immediately dismiss the child from the school if the discovery occurs after the child has been enrolled.

All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school. The final decision of accepting a transfer student rests in the discretion of the principal (in consultation with the pastor in the case of elementary school).

#### **III. Accepting Students from Non-Accredited Private School or Home Schools**

Credits from a non-accredited in-state or out-of-state private school or home school shall not be accepted at face value, and parents shall be notified of this at the time of enrollment. In order to determine grade placement and/or credit, the principal may require a battery of tests or evidence of equivalency. Evidence of equivalency shall include an evaluation of the certification of the instructional staff and an evaluation of the course of study followed from the private school or home school (refer to Policy 4010).

Testing shall be administered under the auspices of the enrolling principal. The principal shall place the student and accept credits based upon the test results according to the local school policy.

The tests and procedures used to appraise eligibility for credit and/or placement may include, but not be limited to, standardized achievement tests, criterion referenced tests, intelligence tests or other ability tests,

departmental achievement tests, oral testing, teacher semester tests, interviews, and teacher recommendations.

IV. In all cases, the receiving school must request records from the sending school within fourteen (14) days of enrollment.

### **Release of and Access to Students during the School Day** **Diocesan Policy 4050 (08/09/2022)**

#### **I. Release of Students during the School Day**

School officials may permit a student to be released during the school day only in limited circumstances. Such release shall be only to, or at the written request of, the student's custodial parent, legal guardian, or as otherwise provided by Diocesan policy or applicable law.

#### **II. Access to Students During the School Day**

Access to a student by non-school personnel during the instructional day and/or during times that the student is in the care and custody of school personnel shall be restricted to that access necessary and incidental to school-sponsored activities, situations of an emergency nature, or circumstances required by law.

Permission of the custodial parent or legal guardian of a minor student shall be sought prior to permitting non-school personnel access to the student in all cases other than those necessary and incidental to school sponsored activities. However, such prior permission shall not be sought when directed by appropriate civil authorities in the case of child abuse investigations involving suspected members of student's family, and is not required where such contact is an emergency nature, necessary to prevent an imminent threat to life or property or to prevent an immediate disruption of school activities.

#### **III. Application to Law Enforcement Officers**

If a law enforcement officer requests to take a student into custody pursuant to a valid court order, arrest warrant, or arrest power, the student's custodial parent or legal guardian shall be notified as soon as practicable.

A. Except in cases of emergency involving the potential threat of harm to students, staff, or others, or other exigent circumstances, school officials should request the law enforcement officer not to take a student into custody from the school until the student's custodial parent or legal guardian has been contacted and consulted.

B. In cases of emergency, as referenced in A. (above), school officials shall honor a law enforcement officer's efforts to take a student into custody pursuant to a valid court order, arrest warrant, or arrest power.

C. In the event of a request for an in-school interview, the school shall permit the interview of a student by a law enforcement officer during the school day only when interviews during non-school hours are shown to be impossible, impractical, or would unduly interfere with law enforcement and, except as otherwise provided in this Policy and Policy 3610, such interview should be allowed only after permission of the custodial parent or legal guardian has been obtained.

D. Unless otherwise ordered by a court of competent jurisdiction or requested by the custodial parent or legal guardian, a member of the school staff shall be present whenever a law enforcement officer interviews a student in school. The school's staff representative may be a school administrator or a school counselor.

#### IV. Investigation of Child Abuse or Neglect

A. When a student is taken into custody pursuant to a valid court order or prosecutor's subpoena in connection with a child abuse investigation, notice to the student's custodial parent or legal guardian shall be given by school officials unless specifically directed otherwise by the officials conducting the child abuse investigation.

B. If school officials are directed to not provide notice, as noted in the prior paragraph, and if the student's custodial parent or legal guardian subsequently calls or comes to the school requesting information regarding the student's whereabouts, he/she will be referred directly to the officials conducting the investigation. No other information shall be given to the custodial parent or legal guardian by the school officials regarding the investigation.

See P4220 – Health and Safety Precaution; and P3610 – Child Abuse Reporting and Procedure A for P3610.

#### **Attendance in Religion Program**

##### **Diocesan Policy 4060 (08/09/2022)**

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend liturgical functions.

#### **Academic Standards**

The students, parents, and teachers at Corpus Christi School have very high expectations of each other. The students, under the care and guidance provided by the teaching staff, are expected to pass all classes at the conclusion of the academic year. Special considerations and modifications are made for students depending upon their individual needs and their curricular strengths. Some of these considerations include a modified grading scale, an Individual Service Plan (ISP) and individual instruction provided in the Resource Room. Every effort is made to provide the academic support needed for a successful classroom experience.

#### **Curriculum**

Corpus Christi School provides for a well-rounded curriculum in accordance with the guidelines set forth by the State of Indiana and the Diocese of Fort Wayne-South Bend. The curriculum is reviewed and updated annually by staff in relation to the direction of the Diocese, results of student standardized test scores and initiative from the Indiana Department of Education.

#### **Standardized Testing**

ILEARN testing is administered to the students in grades 3-8 as mandated by the State of Indiana.

IREAD3 testing is administered to students in grade 3 as mandated by the State of Indiana.

NWEA testing is administered to students in grades K- 2 three times per year.

#### **Homework**

With the vast amount of material that young people are expected to master, homework is an integral factor in the learning process. It is a part of the curriculum and is meant to augment classroom instruction. Corpus Christi School will assign homework, based on the age and the needs of the student. Homework is the responsibility of students, not the school.

Missing assignments will result in no credit given. If late assignments reduce the student's average significantly, the ineligibility rules will apply.

## Make-Up Work

It is the students' responsibility to make up all work missed because of an excused absence. Upon returning, the student should meet with each teacher to obtain necessary assignments. Work that is not made up will be considered the same as work not submitted.

The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

Any assignments given prior to a student's absence are expected to be turned in the day a student returns. Students who miss a test because of an absence will be expected to take his/her test on the day the student returns to school.

A student has to complete missed work. Generally, the time allowed to make up work will be determined by allowing 1 day for each day absent. This will not include days on which school is not in session.

## Grading Scale

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62

F 59 & below

## Progress Reports

Progress reports are distributed to students at the halfway point of each grading period. They are to be signed and returned to the homeroom teacher. If the teacher wishes a conference with the parents, it will be indicated at the bottom of the progress report.

Note: Access to PowerSchool will be denied and progress reports and report cards will not be distributed to students whose accounts are in arrears. It is the parents' responsibility to contact the teacher with any concerns.

## Honor Roll

At the end of each grading period, **students in grades 4-8 are eligible for honor roll status** as follows:

**High Honors:** Students must receive A's in all academic subjects including music, art, physical education, and no less than an S in conduct.

**Honors:** Students must receive A's and B's in all academic subjects including music, art, physical education, and no less than an S in conduct.

**Honorable Mention:** Students must receive A's, B's, and no more than 1 C in all academic subjects including music, art, physical education, and no less than an S in conduct.

## Academic Eligibility for Extracurricular Activities

For the purposes of this policy extracurricular is defined as any activity or involvement that occurs beyond what a regular school day would entail. This includes field trips during the school day, and activities after school is dismissed. The list below provides the activities that this policy applies to but is not limited to just the ones listed below:

Any School Related Activity, Field Trip, or Sport

Newspaper	Cheerleading	Student Council
Quiz Bowl	Chess Club	Drama Club

Altar Servers are excluded from the eligibility requirements.

Students maintain eligibility to participate in school sponsored extracurricular activities by meeting or exceeding the academic and behavioral standards established by the school.

Academic ineligibility will occur when a student earns one of the following on a progress report or report card:

1. Two 'D' grades in any academic subject, including specials.
2. A grade of an 'F' in any academic subject, including specials.

Additionally, beyond academics, a student will become ineligible receiving an 'N'-Needs improvement or a 'U'-Unsatisfactory in conduct.

### **Ineligibility Process**

Once students are deemed ineligible they are not allowed to partake in any extracurricular activities until further notification is received from the school.

Grades / Conduct will be checked weekly on Mondays.

The following process will occur until a student has achieved the level of academic or conduct required for reinstatement.

1. Students will be notified if grades are below the expected level and placed on probation for one week. During this time, students may continue to participate in extracurricular activities. Parents will be notified of the probationary status as well as the AD who will notify coaches.
2. If a student was not able to improve during the probationary week, he or she will be deemed ineligible, and students and parents will be notified as well as the AD who will notify coaches.
3. For the week, the student will not be allowed to practice or participate in any games/performances.
4. Grades and/or the conduct will be evaluated against the same criteria above to review the student's status.
  - a. If appropriate progress is made, then the student will be reinstated. Students and parents will be notified as well as the AD who will notify coaches.
  - b. If the appropriate progress is not made the student will remain ineligible until the next Monday, and grades and conduct will be reviewed again.
5. After 3 weeks (1 week of probation and 2 weeks of ineligibility) of remaining ineligible, a parent meeting will be requested to help the student regain eligibility.
6. Students may not return to the team until approved by school administration and the AD.

### **Report Cards/Progress Reports and Parent/Teacher Conferences**

Report cards will be distributed three (3) times per year at the end of each trimester. Progress reports will be distributed half way of each trimester (3 times per year). First Quarter Report Cards will be shared at the October scheduled parent/teacher conference. These conferences are meant to be an overview of your student's achievement during that grading period. If more time is needed, please schedule an additional time to speak with the teacher. Parents can also schedule time for special areas like PE or Art, In early spring, an optional conference may be requested by either the teacher or the parent.

Note: Access to PowerSchool will be denied and progress reports and report cards will not be distributed to students whose accounts are in arrears.

## **Learning Disabilities**

Corpus Christi School, in cooperation with the Diocese of Fort Wayne-South Bend and the South Bend School Corporation provides testing for learning disabilities, speech problems, and psychological problems for students residing in the South Bend Community School District. Corpus Christi School cooperates with South Bend Community School Corporation to provide necessary learning disabilities classes and/or speech classes for those students requiring these services.

## **Promotion/Retention/Graduation**

### **Diocesan Policy 4130 (08/09/2022)**

#### **I. Elementary Schools:**

Each school shall develop a policy regarding grade level promotion or retention guidelines. The promotion or retention is the local school's decision based on evaluation of the following factors:

- A. Ability
- B. Emotional and physical maturity
- C. Attendance
- D. Completion of required curriculum/ achievement
- E. Testing results, review of supportive evidence, such as samples of student work, test results, progress reports, report cards, etc.
- F. Previous retention in a grade

The principal (in consultation with the teacher) may recommend that a student be retained in the present grade after considering the above factors.

#### **II. The school may prepare a recommendation for retention whenever practical and consistent with Diocesan education standards. These steps should be followed:**

- A. Identification and documentation of the student's deficiencies by the end of the 90th day of school;
- B. Parent/teacher conference with parent/guardian to discuss the possibility of recommending retention of the child and to explore assistance (e.g., educational and/or psychological testing, tutoring, etc.) and options;
- C. Upon continuation of the learning problems, a written recommendation for retention providing reason for the recommendation and signed by the principal and teacher; and
- D. Signature of the parent/guardian if the recommendation is rejected. The signed document is placed in the student's permanent folder.
- E. The school retains the right not to accept or enroll said student for the following year.

## **Family Education Rights and Privacy Act Access to Official Student Records**

### **Diocesan Policy 4170 (08/09/2022)**

In accordance with the Family Educational Rights and Privacy Act ("FERPA") of 1975, any natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian of a student has the right "to inspect and review" his/her minor student's educational records, unless the school has been provided with a court order, State statute, or legally-binding documents that specifically precludes such inspection and review. In addition, a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education will have all access rights that his/her parent or guardian would have had prior to that time. Absent such court order or legally-binding document, a non-custodial parent has the same right to inspect and review as a custodial parent.

Parents or eligible students may review copies of the diocesan school's policies and procedures for inspecting and reviewing a student's records and requesting amendments to a student's records. These policies are kept in the principal's office of each diocesan school and may be reviewed during regular school hours.



## **Class Assignment of Students**

### **Diocesan Policy 4180 (08/09/2022)**

The principal shall consider several factors – class loads, scheduling ramifications, ability levels, gender balance, physical and emotional needs, student-teacher rapport, peer relationships, placement test data – in determining teacher and class assignments of students. Parents/guardians are welcome to provide special insights as to which learning environment may be best for their children.

However, the school principal shall make the final determination with regard to the assignment of students to teachers and classes.

Corpus Christi School strives to place students in the best possible learning environment each year. The classroom teachers and administration are responsible for the decision for class placement based on the following considerations:

- Gender balance
- Diversity of academic ability
- Social compatibility
- Teaching and learning styles
- Special needs of the children
- Creating student groupings that will provide the best classroom climate

No specific policy regarding twins is necessary if the above criteria are in place.

## **HEALTH AND SAFETY**

### **School Day**

School staff members are not available to supervise students before school. **Therefore, students must not be dropped off at school prior to 7:00 a.m. each day.**

### **SCHOOL DAY SCHEDULE**

7:00 a.m. Gym is open for supervised, early drop-off at Door #1

7:30 a.m. Teachers arrive

7:35 a.m. Students allowed to enter the classrooms

7:45 a.m. Morning Prayer

7:50 a.m. Classes begin

3:00 p.m. General dismissal

Students who are not picked up by 3:15 p.m. will be sent to office, and parents called.

### **PreK Hours**

½ Day 7:50 a.m. – 11:15 a.m.

All Day 7:50 a.m. – 3:00 p.m.

Any students arriving after 7:50 a.m. must enter the building through the doors by the office (Door #1).

### **Arrival/Dismissal**

The safety and well-being of our students is a primary concern of Corpus Christi School. Therefore, students must abide by all arrival and dismissal procedures. Parents are asked to support our guidelines in this matter. Please do not put your child in the position of having to decide whether to obey you or the supervisor on duty.

## **Arrival**

Students may begin arriving at school at 7:00 a.m. They must enter through the main door (Door #1) by the office and remain in the supervised area until the 7:35 a.m. bell rings. At this time, they are to go quietly to their classroom and prepare for the school day which begins at 7:50 a.m.

To prevent access to the building by unauthorized persons, all exterior school doors are locked. All designated entrances are accessible from 7:35 a.m. to 7:50 a.m. After 7:50 a.m., entrance to the building is through the doors by the office only. Please do not knock for admittance at any other entrance. Staff and students will not open doors for non-school personnel.

## **Dismissal**

Those students who walk to and from school will be dismissed after the car traffic. They are expected to walk directly home and not loiter around the building. Those students who are car pick-up will remain in their classrooms and be called to the car line as parents/guardian arrive. Parents must send a note if the child will be going home with someone else. Car tags are provided to families at the beginning of the year. Please place these tags in the front right window to expedite pick-up.

## **Emergency Information**

### **Diocesan Policy 4140 (08/09/2022)**

It is critical that we have updated and accurate information regarding places of employment, phone numbers, and current addresses. In case of an emergency we need to be certain that someone can be contacted for assistance and information. All information you provide for us will be kept confidential. It is very important that we be notified of any changes in addresses, phone numbers, places of employment, and custodial rights situations, so that our records can always be kept up to date.

## **Lunch**

Each student eats lunch with his/her class. Due to security concerns, we operate a closed campus for our students. Due to new Federal guidelines, carbonated soft drinks are not permitted during lunch. We also discourage parents from bringing in or sending their children to school with fast food meals, and similar items. These have a tendency to cause a disruption at the lunch table and subject the student to a flood of requests to share their food. Students are to behave in Corpus Christi's lunch program in a manner consistent with good manners and Christian behavior. They are to eat and act in a courteous and responsible manner.

Note: We are not able to heat lunches in the microwave for students.

## **Recess**

Children have recess as part of their day. Therefore, they will be expected to go outdoors when the weather is inclement. If the temperature is 20 degrees (wind chill) Fahrenheit or below, the students will not have outdoor recess.

## **Non-Related School Items**

While it is impossible to compile a complete list of these items the following have no place at school or at school functions and are to be kept at home: iPods, cell phones (K-3), smart watches, video recorders, GoPro cameras, radios, tapes, tape players, tape recorders, electronic games, CD's, disc players, laser pointers, sport/hobby card collections, toys, dolls, skateboards, roller blades, roller shoes, snowboards, stuffed animals, squirt guns (and other related similar items), martial arts materials, hood ornaments, pagers/beepers, cameras, incense, perfumes, lotions, key chains and make-up, or any other item which, in the judgment of the school administration could have the potential to cause a disruption (If an inappropriate item is brought into the school, the student will be disciplined according to the school rules).

Students are not allowed to carry book bags/backpacks into the classrooms except when first arriving at school and at the end of the school day.

## **Administration of Medication**

### **Diocesan Policy P4210 (08/09/2022))**

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Medications which are prescribed as necessary by a physician to maintain the child in school and must be given during school hours shall be administered in accordance with the physician's written prescription, a copy of which must be provided to the school. (Complete policy on file at school)

Parents who wish Corpus Christi School employees to administer any medication to their child must provide written instructions and must complete a Student Medication permit form available in the office. All medication must be submitted in the original prescription bottle.

Medication will be kept in the office and will be administered by the office staff.

All permission for long-term medication shall be renewed annually. Changes in medication shall be documented by written authorization from a licensed prescriber.

In specific cases, the school may require the parent/guardian to come to school to administer medication for his/her child.

Over-the-counter (OTC) non-prescription medication may be given at school with the parent's written permission.

OTC medication shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in the office.

Corpus Christi School does not have any medication (including aspirin or Tylenol) available in school for student use.

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal or office staff will dispose of the medication in an appropriate manner.

## **Health and Safety Precautions**

### **Diocesan Policy P4200 (10/15/2017)**

The school shall be concerned with the health and safety of all students. Anything that is considered, in the opinion of school personnel, a health or safety hazard in the school building or on the school grounds shall be reported to the principal or other appropriate school personnel. If necessary, appropriate steps should be taken to protect students, staff, visitors, or others from the thing considered hazardous.

Any serious illness or injury of student is to be brought to the attention of the principal as quickly as possible. Only trained personnel will move a seriously injured or ill child. If, in the opinion of school administrators or the school nurse, a student's injury or illness is severe or life threatening, the school shall immediately seek emergency medical services and have the student immediately transported to a hospital or medical center by ambulance service. The student's custodial parent, guardian, or emergency contact person will be contacted as soon as possible but the inability to contact shall not delay necessary efforts to secure medical assistance for the student.

If a student is injured or becomes ill at school to the degree that medical attention may be necessary but the injury or illness does not appear life threatening, the school shall immediately attempt to contact the custodial parent or legal guardian. If the custodial parent or guardian cannot be contacted, the emergency contact person will be contacted. If contact cannot be made with the custodial parent, legal guardian, or emergency contact

person, the school may have the student transported by ambulance to the family's physician or the emergency room of the nearest medical facility or the facility specified on the emergency card.

Except in emergency situations, no student shall be permitted to leave the building ill or go home prior to the end of the school day without the consent of the custodial parent or legal guardian. Students may be sent home when ill or injured only if there is an authorized adult there to transport and care for them or with the specific approval from the custodial parent or legal guardian in the case of a high school student.

### **Seclusion/Restraint Plan**

Corpus Christi School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of this plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. A copy of this plan is available by request.

### **Air Quality Act**

Corpus Christi must monitor and comply with Indiana law regarding air quality. Smoking is not allowed anywhere on school or church property. In addition, we ask that car line users turn off their vehicles while waiting to pick up students (with the exception of extreme hot or cold days).

### **Pesticide Use**

Throughout the school year, pesticides may be used on the school grounds. If you would like to be notified in advance of this, please contact the school by Friday, September 20th.

## **STUDENT LIFE**

### **Student Publications and Performances**

#### **Diocesan Policy P4310 (08/09/2022)**

The principal, as representative of the Bishop/pastor, has the responsibility for final approval of any student and school-related publications and performances.

#### **I. Student Publications**

Student and school-related publications are encouraged as a means of keeping the public informed of current school activities. Such publications shall reflect Church teachings, Christian values, journalistic excellence, and good taste.

#### **II. Public Performances by Students**

Plays and other performances by students shall reflect Christian values and aesthetic taste and not be in conflict with or contradict Church teaching.

### **Field Trips**

#### **Diocesan Policy P4320 (08/09/2022)**

School-sponsored field trips shall be limited to activities, which meet Diocesan policy and applicable law by promoting the educational philosophy and goals of the school, and facilitate attainment of specific educational objectives. (This policy prohibits all field trips to amusement parks). Teacher requests must be submitted in writing when seeking approval by a school administrator. The requesting teacher is required to accompany the students on approved field trips but is discouraged from transporting the students.

- I. All field trips, including local, long distance, and overnight stays shall follow diocesan guidelines.
- A. Such trips should be well planned. Full information should be given to parents and the proper permission slips should be signed. Adequate supervision by prepared adults should be in place for such trips. A car and/or bus roster must be compiled.
- B. The following guidelines must be followed:
1. Medical Authorization Release forms
  2. Documentation of insurance carrier coverage.
  3. Documentation of educational purpose
  4. Adequate supervision.
    5. Diocesan Practical Guidelines for Conduct When Interacting with a Child or Young Person must be followed.
    6. Policy for all youth events involving overnight stay conducted or sponsored by a parish, school or organization of the Diocese of Fort Wayne-South Bend–Refer to Policy 4330.
  7. Forms to accompany overnight policy–Refer to Policy 4330.
- C. Insurance liability coverage also demands strict observance of the above criteria.
- D. All school rules apply on a field trip; however, discipline is more stringent. Behavioral expectations shall be clearly defined and applied consistently.
- E. If the principal is not present, the teacher in charge of the field trip shall be the on-site representative of the principal.

The following alternatives to out-of-town field trips should be considered:

- F. Field trips can enrich classroom learning and open new areas of interest for the student. Schools are encouraged to use the vast resources of the diocesan area for one-day field trips for students, which meet the criteria established in the policy.
- G. The use of the camps for retreats and environmental education and camping offer new learning situations that will complement classroom learning.

### **Student Code of Conduct**

We believe each student has the right to an education. Our Code of Conduct is designed to help students develop the necessary self-discipline and responsible citizenship to function in their school and community.

Our aim is to teach:

1. Respect for rights, dignity, and safety of individuals.
2. Respect for law and observance of Corpus Christi School policies, procedures, and regulations.
3. Respect for property of others.

### **Disciplinary Steps**

1. Time-out / Break
  - a. The student will be sent to the office.
  - b. The teacher will notify the office of the major infraction.  
\*This is an opportunity for the student to calm down, reflect, and prepare to return to the classroom.
2. Verbal Planning
  - a. The Student will conference with the administrator.
  - b. The student will reflect on his/her behavior and practice appropriate behavior.

### 3. Consequences

- a. Depending on the severity of the student's actions, the administrator will determine and assign an appropriate consequence.
- b. Consequences may include but are not limited to the following:
  - i. After School Detention
  - ii. In School Suspension (ISS)
  - iii. Out of school suspension (OSS)
  - iv. Repayment of damaged personal/school property

### 4. Parent Contact (Verbal or in-person)

- a. Plan for correction will be discussed.
- b. Parents will be advised that additional student behavior issues will result in a meeting with parents, teachers, student and administration, and that a behavior contract will be written and implemented

### 5. Behavior Contract

- a. If the student is still unable to meet classroom and school expectations, the parents will meet with the administrator, teacher, and student, and a behavior contract will be written and implemented.
  - i. The contract may include student responsibilities, parent responsibilities, and school responsibilities.
  - ii. The contract may also outline terms where the student will be asked to leave school.

### 6. Final Determination

- a. Once a contract has been broken, the administration will notify the parents that an alternative placement is necessary.

## **Expected Behavior**

Good behavior is expected of all students at all times. Students are expected to be respectful to all adults, their peers, as well as of school and individual property. Any behavior that violates the rights of others is considered inappropriate and will be addressed immediately. These conduct rules apply at all school-related events as well as during the school day.

Each teacher will go over classroom behavior expectations with students and handle routine discipline within the classroom.

The principal will be informed of disciplinary problems and will become actively involved in cases of serious or repeated misconduct. Such cases may call for suspension or expulsion.

When a student serves a detention, siblings may not accompany brothers or sisters during said detention.

## **Recess Behavior**

Our concern is for the safety of our students, therefore we expect all students to play safely. Teasing, pushing, shoving, fake fighting, piling on, tackling, and any other behavior of this sort are not appropriate recess behaviors and will be dealt with promptly.

## **Sending Money or Checks to School**

Students are not to bring large sums of money to school. Any money being turned in must be in a sealed envelope with the student's name, grade, amount, and function (e.g. pizza, field trip) on it.

Returned check fee-\$35.00 per check

2<sup>nd</sup> returned Check-Cash, money order or cashier check will be required for the remainder of the year.

Post-dated checks will not be considered for payment.

### **Dress and Appearance Code**

Students in Grades K-8 will be required to wear uniforms shirts purchased online through Sports Image Apparel. All uniform shirts and fleeces must have the school logo.

The following items apply to all students, K-8, unless otherwise stated.

<b>SHIRTS</b>  Red or blue polo shirts with the Corpus Christi logo (order available online) - Long or short sleeve allowable  White, short sleeve shirt allowed under Corpus Christi polo  Shirts must be tucked in	<b>SWEATERS and SWEATSHIRTS</b>  Navy blue cardigan sweater.  Navy full zip embroidered fleece jacket or ¼ zip pullover (order available online)
<b>PANTS and SHORTS</b>  Navy or khaki pants and/or shorts  Pants and shorts must be a classic cut style (no cargo pants, form-fitting styles, joggers, jeggings)  Pants should be full length; shorts should be no more than 2 inches above knee  Pants and shorts should have belt loops (Grades 5-8)  Shorts may be worn until the last Friday in October and beginning the Monday after Spring Vacation.  Belts are optional but should be without adornments	<b>GIRLS SKIRTS, JUMPERS, and SKORTS</b>  Girls may wear navy or khaki skirts, skorts, or jumpers (Grades K-4). These should be no more than 2 inches above the knee.  <b>LEGGINGS</b>  Leggings may be worn under skirts, skorts, or jumpers only. Leggings should be solid navy or black. Leggings should be ankle length.
<b>SHOES and SOCKS</b>  Dress or athletic shoes that are closed around the heel and the toe. Shoe laces should be tied.	<b>HAIR</b>  Hair must be kept off the face. Hair should be a natural color. Fad haircuts and colors are not allowed.

<p>Moccasins, slippers, sandals, boots, heels exceeding ½ inch, flip flops, and croc-type shoes are not to be worn.</p> <p>No blinking shoes</p> <p>Winter boots may be worn to and from school, but should not be worn all day in the classroom.</p> <p>Socks should be white or black and be visible above the top of the shoe. Girls may wear black, navy, or white tights under their skirts, skorts, or jumpers.</p>	<p>Hair must be clean, combed, out of the eyes and off the shirt collar.</p> <p><b>JEWELRY</b></p> <p>No jewelry may be worn with the exception of a watch, medical bracelet, and/or a small religious medal / pendant. Medal/pendant must be worn under the shirt. Smart Watches are not permitted at school.</p> <p>No more than two earrings per ear; posts only, no hoops or dangles.</p> <p><b>NAILS</b></p> <p>Nails must be kept short, neat and clean as to not interfere with school or typing.</p>
<p><b>DRESS DOWN GUIDELINES</b></p> <p>Allowable items include:</p> <ul style="list-style-type: none"> <li>• Jeans</li> <li>• Uniform shorts or pants</li> <li>• T-shirts (all tops need to be of a length to not show midriff)</li> <li>• Sweatshirts</li> <li>• Shoes must follow regular school day dress code unless otherwise noted</li> </ul> <p>Items not allowable:</p> <ul style="list-style-type: none"> <li>• Leggings</li> <li>• Pajama bottoms</li> <li>• Pants, shorts. or shirts with holes</li> <li>• Shirts with spaghetti straps, tank tops, midriff tops, strapless</li> <li>• Athletic pants or shorts</li> </ul>	<p><b>DRESS UP GUIDELINES</b></p> <p>Boys - collared shirts, dress or uniform pants/shorts, polo shirts. No jeans.</p> <p>Girls -Dresses, skirts, dress pants, uniform pants/shorts, blouses/tops with sleeves and are long enough to not show midriff. No jeans.</p>



## **PE Dress Code**

All students in grade 4 through 8 are expected to wear the Corpus Christi School PE uniform. PE ordering information is available online on the school website.

## **Religious Issues**

### **Diocesan Policy 4410 (08/09/2022)**

The teaching and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

#### **I. Pregnancy – Elementary Student**

Every human being is created in the image and likeness of God; and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the students and his or her family.

While the first responsibility for the pastoral, spiritual, and psychological care of the students involved in a pregnancy belongs to the parents/guardians of the student(s), the Church and the school also bear serious responsibility.

When a pastor/principal is made aware that a student(s) is pregnant, the following action shall be taken:

1. The pastor and principal should meet with both parties, the male and female, and their parents/guardians to investigate the situation and to assure them, if necessary, that the young people involved will be provided the opportunity to complete his/her education in the Catholic school without interruption.
2. Both parties, the male and female, should then be referred for pastoral counseling given by a priest and a social worker or psychological counselor. The counseling must emphasize the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
3. The pastor and principal must seek to assist the young people to ensure that the child is born, not aborted.
4. The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the pastor, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

#### **II. Applies to High Schools**

#### **III. Abortion**

Every human being is created in the image and likeness of God, and his or her life must be respected and protected from the moment of conception until natural death. The Catholic Church views abortion as a grave violation of this principle and as a most serious sin. Catholic schools must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and in policies.

Therefore, when information becomes available to any Catholic school personnel that a student enrolled in a diocesan school is contemplating abortion, has obtained a completed abortion, or has aided or induced another person in any manner whatsoever in procuring an abortion, the following steps shall be taken:

- A. The so informed school personnel must notify the Principal, who, in turn must notify the Superintendent of Schools.

B. A confidential meeting shall be held with the student(s) and parent(s) or guardian(s) involved, the pastor/chaplain and pastoral minister (high school), and Superintendent of Schools or his/her representative.

C. The confidential meeting shall seek to ascertain the facts relevant to the contemplation of, aid or inducement for, or commission of an abortion and to provide the appropriate pastoral assistance.

D. Both parties, male and female, should be referred for pastoral counseling given by a priest or pastoral counselor. The student(s) may be referred to a licensed mental health provider for further support. This counseling should provide both healing and an affirmation of the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.

E. Because of the gravity of the situation, the Catholic identity of the school, and the concern for the school as a whole, a course of action will be developed which may provide for: a) a plan which will allow for the student(s) to remain in school, or b) the student(s) being denied the privilege of continuing his/her education in a diocesan school. The school's principal, in consultation with the pastor/chaplain will make a recommendation to the Superintendent of Schools regarding whether any sanctions should be imposed on the student(s). The Superintendent of Schools will present the principal's recommendation, along with his/her recommendation, to the Bishop. The Bishop will make the final decision.

### **Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding Diocesan Policy 4420 (08/09/2022)**

The failure of parents/guardians/custodians to meaningfully participate in disciplinary proceedings may be considered grounds for disciplinary actions up to and including expulsion. The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior or delinquency, or if the behavior of the student has been repeatedly disruptive in the school, may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred by the building level administrator to Department of Child Services or local office of juvenile probation.

### **Grounds for Suspension or Expulsion of Students Diocesan Policy 4520 (08/09/2022)**

Grounds for Suspension or Expulsion of Students

I. The grounds for suspension or expulsion below apply to student conduct which occurs:

- A. On school grounds;
- B. Off school grounds at a school activity, function, or event;
- C. Traveling to or from school or a school activity, function, or event; or
- D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.

II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.

- A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
- E. Threatening or intimidating any individual for whatever purpose.

- F. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.
- G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

### **Disciplinary Review for Suspension and Expulsion** **Diocesan Policy 4530 (08/09/2022)**

#### **Students**

#### **Disciplinary Review for Students (Suspension or Expulsion)**

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either: the principal, his or her designee, or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters, and the decision shall be final and binding on all parties.

### **Student Accused of a Non- School Related Criminal Act** **Diocesan Policy 4550 (08/09/2022)**

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or the privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's, after consultation and approval of the pastor and Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

#### **Gun-Free Schools**

#### **Diocesan Policy 4560 (08/09/2022)**

Students are prohibited from bringing a “firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon en route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic expulsion from school.”

This penalty supersedes any penalty which may be attributed by a local school discipline policy.

## **Substance Abuse**

### **Diocesan Policy 4570 (08/09/2022)**

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or the school’s counselor shall meet with the student and arrange a conference with the student’s parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student see a substance abuse counselor for an evaluation at the parent/guardian(‘s) expense, and to require that recommendations for treatment be implemented and followed by the student as a condition for the student’s continued enrollment in the school. Should the student or the students parent(s)/legal guardian(s) refuse to cooperate, the principal after consultation with the pastor may require the student to withdraw from school and/or the principal may contact Department of Child Services.

Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school’s policies or rules and regulations of student behavior, regardless of whether the violation was involved or related to a substance abuse problem.

## **Sexual/Racial Harassment Prohibition**

### **Diocesan Policy 4580 (08/09/2022)**

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure. (For harassment against employees, see Policy and Procedure 3630). The use of the term “employee” in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities.

## **Student Locker and Vehicle Inspection**

### **Diocesan Policy 4590 (08/09/2022)**

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, cellular phones and any other electronic devices, lockers, school desks, vehicles, etc., at any time and for any reason consistent with this policy.

#### **I. Persons and Personal Belongings**

The school reserves the right to examine the contents of the student’s pockets, purses, back packs, book bags, or other personal belongings when an administrator has reason to suspect they may contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.

II. Student Lockers All lockers, school desks, cloak rooms, etc., (“lockers”) made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms, are the property of the school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items necessary for use at school, but the lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or an education function, or which are inappropriate or forbidden by federal or state law or diocesan or school policy or rules. The student’s use of the locker does not diminish the school’s ownership or control of the locker. A student may not expect to have privacy in a locker or its contents.

The school retains the right to inspect the locker and its content to ensure that the locker is being used solely in accordance with its intended purposes.

Each school shall develop rules and procedures for the inspection and maintenance of school lockers.

### III. Vehicles

Parking facilities may be made available to students upon approval of the school administrators. The school, however, reserves the right to establish rules for the use of such parking facilities including the right to examine the contents of any P4590 – Page 2 vehicle while parked on school premises when an administrator has reason to suspect that the contents of such vehicle may include items or elements which are in violation of school or diocesan policy, inappropriate, illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff.

IV. Searches will be conducted by the administrator or administrator’s adult designee in the presence of a witness.

At Corpus Christi, no decals, stickers or other types of stick-on items are permitted in/on the lockers unless sanctioned by the school administration. Students may use commercially available locker products that are magnetized or are stackable.

Lockers may not be locked.

Teachers and/or Administrators may inspect the lockers at any time for any reason.

Students are not permitted to enter another student’s locker at any time or for any reason without the expressed permission of a teacher or administrator. Consequences for students who violate this rule will be determined by the administration.

## Surveys, Analyses, Examinations

### **Diocesan Policy 4610 (08/09/2022)**

Parents/guardians of diocesan students have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to students. Requests to inspect a third party survey should be made in writing to the school principal.

## Diocesan Internet Acceptable Use Policy

### **Diocesan Policy 4620 (08/09/2022)**

Students

Diocesan Internet Acceptable Use Policy

## I. Background

The Internet is an “electronic highway” connecting millions of computers all over the world and millions of individual users, allowing students access to communicate with fellow students all over the planet.

The Internet is an international collection of thousands of independent networks. It links tens of thousands of computers with the ability to communicate as if on a single network. The Internet provides a means for people to interact and associate with others.

Internet access is now available to students and teachers in many of our Catholic schools. The access is being offered as part of a collaborative project involving the school and a local Internet Service Provider. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

Electronic information research skills are now fundamental to the preparation of citizens and future employees during an Age of Information. It is expected that staff will blend thoughtful use of such information throughout the curriculum and assist students in the appropriate use of such resources.

Use of the Internet enhances the present curriculum of diocesan schools. The Internet is a tool for motivation for increasing reading and writing skills. It is a resource for information and for classroom research projects and other studies related to the curriculum. It provides communication with professionals in every field.

Use of the Internet is determined to be a privilege and not a right of the students in the Catholic schools. As such, Internet usage will be regulated.

## II. School's Responsibility

The diocesan Catholic schools will employ the diocesan policy stating the Acceptable Use of the Internet in the school and utilize written Internet User and Permission Agreements. Each student, parent /guardian, and teacher shall sign the annual written agreements. They outline the agreed to terms and conditions of Internet use and shall be kept on file. The policy specifically sets out acceptable uses, rules of on-line behavior, and access privileges. It also covers the penalties for violations of the policy, including security violations and vandalism of the system. The policy is provided for all schools by the Catholic Schools Office.

All use of the Internet must be in support of education and research and consistent with the purposes and Christian mission of Catholic schools. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and to communicate with others under proper supervision. Access to network services will only be provided to students after they agree to act in a Christian, considerate and responsible manner. Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms that include guidelines for the student's responsibilities. Based upon the acceptable use guidelines outlined here, the Catholic school administrators will deem what is appropriate and inappropriate and their decision is final. The administration, faculty, and staff of the school may request the principal to deny, revoke, or suspend specific user accounts when violations occur.

The school is not liable for information stored on school diskettes, hard drives or servers; for information retrieved through school computers, networks, or on-line resources; for personal property used to access school corporation computers, networks, or on-line resources; or for unauthorized financial obligations resulting from use of Diocesan resources and accounts to access the Internet.

### III. Acceptable Use

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purposes, and mission of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is imperative that users comply with the school's standards and honor the agreements they have signed.

Network storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private.

A defined network etiquette is followed.

### IV. Unacceptable Use

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Catholic school administrators will deem what is appropriate and inappropriate, and their decision is final. The following are not permitted:

- A. Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- B. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
- C. Using violent, abusive, obscene or sexually explicit language.
- D. Harassing, insulting, or attacking others.
- E. Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- F. Violating copyright laws.
- G. Unauthorized use of another's password.
- H. Trespassing in others' folders, work, or files.
- I. Intentionally wasting resources.
- J. Employing the network for commercial purposes
- K. Downloading or transmission of any material in violation of any federal, state or local law, regulation, rule or ordinance.

Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damages the software components of a computer or computing system is prohibited.

### V. Consequences For Violations of the Privileges

The faculty, staff, or parents/guardians may request the administrator or designee to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. Internet policy is stated in the school handbook. Additional disciplinary action may be taken at the school in accordance with existing disciplinary practice as stated in the school handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved..

### VI. Parents'/Guardians' Responsibility

During school, teachers will guide students in accessing appropriate materials. Outside of school, families must bear responsibility for such guidance as they also must with information sources such as television, telephones, movies, radio, and other potentially offensive media.

It is the family's right to decide whether or not to apply for the student's independent access to an Internet account. The school administration and teachers believe that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Parents/guardians accept responsibility for guidance of Internet use, setting and conveying standards for the child to follow when selecting, sharing or exploring information and media. Parents/guardians will be responsible for any financial obligation incurred through the use of Internet and related technologies that is not specifically previously approved and included as part of the school's budget.

Parents/guardians are required to sign an annual Permission Form and an Acceptable Use Policy with their child. Students may not access networked computer services such as electronic mail and the Internet without this annual expressed permission. Individuals and families may be held liable for violations.

Parents/guardians will be notified that their children will be using school resources and accounts to access the Internet. Parents/guardians have the option to request alternative activities not requiring Internet access.

## VII. School Professionals' Responsibility

The students will, in most cases, be closely supervised during usage of the network. Precaution will be taken that they are instructed on proper usage when they are working independently. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

Staff will provide training in the proper use of the network. They will provide developmentally appropriate guidance to students during students' use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum. As much as possible, access to the network will be designed to point students to resources which have been evaluated by staff, and students shall be provided with guidelines and lists of information particularly suited to the learning objectives.

The smooth operation of the network relies upon the proper conduct of the ones who use it. They must adhere to strict guidelines. These guidelines include the responsibilities of not violating the privacy of other users, the right of free expression, and not plagiarizing other users' works.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the contexts of the school setting and the school's purpose and Christian mission. All diocesan schools should take precautions to restrict access to controversial materials by using special CIPA approved software.

All staff members are responsible for reporting any suspected incorrect usage of the Internet to school authorities. School authorities reserve the right to inspect accounts without notice, with or without cause. The student is responsible for adhering to all rules and guidelines while on-line with the Internet.

## Internet Use Outside of School

### **Diocesan Policy 4630 (08/09/2022)**

The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer,) may subject the student to consequences. Inappropriate use includes harassment, derogatory use of the school name, offensive or immoral communications and safety threats. The school does not, however, actively monitor



student use of technology (Internet blogs, chat rooms, etc). While the school filtering system establishes some parameters for appropriate use within the building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

## **Environmental Tobacco Smoke**

### **Diocesan Policy 5430 (08/20/18)**

All facilities (buildings which are enclosed) where pre-school, kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings.

## **Child Abuse Reporting**

### **Diocesan Policy P3610**

Any diocesan school employee or volunteer who, in the capacity as a member of the school's staff, "has reason to believe that a child is a victim of child abuse or neglect," shall make an immediate oral report of the same to the Department of Child Services or law enforcement agency as well as to his/her supervisor as defined in diocesan child abuse guidelines regardless of when the abuse or neglect is claimed to have occurred. The direct supervisor also becomes personally responsible for reporting or causing the report to be made to the appropriate Department of Child Services or law enforcement agency. If the person making the report is someone other than the school administrator, that person has the responsibility of letting the principal know that the Department of Child Services has been contacted. The principal, as the primary source of communication, shall inform the pastor and the Catholic Schools Office.

## **Acceptance of Eighth Grade Students from Catholic Elementary Schools**

### **Diocesan Policy 5240 (08/20/18)**

Acceptance of Eighth Grade Students from Catholic Elementary Schools

A high school shall not accept a child from any other diocesan or parish school whose financial obligations are not current.

The following steps shall be taken to implement this policy in regard to accepting of new students:

- I. The following statement will be included on the high school registration forms: "This registration will not be considered final until confirmation is received from the Catholic elementary school that financial obligations are current."
- II. The high school principal will send a list to each feeder elementary principal listing names of all students who have pre-registered from that school for the following school year.
- III. The high school principal will follow-up with parents of pre-registered high school students indicating that high school acceptance depends on paying current elementary tuition and fees. Extenuating circumstances will be considered and communicated by the parish/school financial officer to the high school principal.
- IV. High school will not accept registration until the elementary school notifies the high school of payment of tuition and fees.

## **Response to Bullying Behaviors**

Corpus Christi will make a sincere effort to minimize and respond to documented cases of bullying. Measures are in place to help students recognize and respond to bullying behaviour. The basics of good behaviour include the following: to act civility and in a way that would be pleasing to God and to recognize and avoid inappropriate situations.

## **SCHOOL FINANCES**

### **Tuition Collection**

- I. Corpus Christi School has three methods of collecting tuition.
  - A. Full payment due by first day of school. This tuition option will receive a discount.

- B. Two payments of half tuition paid in August, the second half of tuition paid in January.
- B. FACTS payment option-automatic deduction from checking account on a monthly basis.
- II. All previous tuition payments must be current for the student to be considered eligible for re-enrollment. (Diocesan Policy 5140)
- III. Grade card or transcripts and PowerSchool access for a student will be withheld until all tuition and fee bills are paid in full. Promotion to the next grade will not be processed. No official transcript or diploma will be sent from any elementary or high school until all tuition and fees are paid in full. Verbal grades may be released to aid in placement.
- IV. All tuition collection enforcement procedures shall be administered only by the Pastor or upon consultation with the Pastor.

### **Tuition Assistance Plan**

Corpus Christi Parish has a tuition assistance plan to assist families with payment of tuition based on financial need. Need-based applications for assistance are based on need and considered by the parish after the applicant has submitted sufficient financial information.

This information includes the requirement to submit a schedule of the family's income and expenses as well as a schedule of assets and liabilities and support materials such as tax returns.

In order to receive consideration for tuition assistance, families must:

1. Enroll the child/children at Corpus Christi School and pay the registration fee.
2. Enroll in FACTS program and fill out the Grant in Aid section.
3. After steps 1 and 2 are complete, the FACTS recommendation for tuition assistance will be reviewed anonymously by the Corpus Christi School Finance Committee. Each family that has applied for tuition assistance will be assigned a number. The Finance Committee will not be given the family name when reviewing the recommendation.

Tuition assistance for a child who is sent to school in another parish is the primary responsibility of the home parish.

### **Diocesan Financial Assistance to Large Families**

#### **Diocesan Policy 5710 (08/18/2018)**

The Large Family Fund has been established to provide tuition assistance to families with three or more children in Catholic elementary or high schools within the Diocese of Fort Wayne-South Bend. It is designed as a supplement to the tuition assistance provided to the family by the local elementary or high school.

I. Families of Catholic school students meeting the following criteria may be eligible for financial tuition assistance administered through the Catholic Schools Office of the Diocese of Fort Wayne-South Bend:

- A. At least one parent must be an Active Registered Parishioner, AND
- B. Must have three or more students who are currently attending or would attend (with financial assistance) a Catholic elementary and/or high school, AND
- C. Must demonstrate financial need through FACTS Grant & Aid.

II. A family meeting the above criteria shall first apply for financial assistance through normal school procedures. It is suggested that local school procedures be published by the parish on an annual basis so that potential applicants have notice of the opportunity to apply and the deadlines for doing so. A family should contact the school office at the elementary and/or high school, as appropriate, for information on such procedures.

III. The Large Family Fund Committee, composed of the Secretary for Catholic Education, Vicar General, the Superintendent of Schools, and three persons appointed by the Bishop, shall review all completed applications.

III. The Large Family Fund Committee composed of the Vicar of Education, the Superintendent of Schools, and three persons appointed by the Bishop, shall review all completed applications.

IV. The amount of assistance will be based upon the availability of funds, the recommendation of the Committee, and the Bishop's discretion. A family generally may not receive more than the following amount for a specified period of time:

A. one-half of the total elementary tuition for all elementary school children AND/OR

B. one-half of the total high school tuition for all high school children.

The Committee, in its discretion, may recommend to the Bishop that additional funds be awarded based upon extenuating circumstances.

V. The Bishop's decision shall be final and binding.

VI. A new application for financial assistance through the Large Family Fund Committee must be submitted each school year regardless of whether such assistance was granted in a prior school year.

### **Insurance**

All students are covered by diocesan insurance while they are in school or are engaged in any school related activity that is supervised by school personnel or their designee.

### **Parent Responsibility**

Parents are financially responsible for property (which does include the school-issued Chromebook) and/or books damaged by their children. School property is Church property. Therefore, it is to be treated with the same consideration. The following rules should be observed:

1. Avoid marring or defacing in any way school furniture, books, equipment, or walls on the parish property.
2. Textbooks should be covered at all times.
3. Respect the privacy of teachers' as well as other students' desks, papers and property.

### **Corpus Christi School Chromebook**

A Chromebook and charger are being given to each student to use for school work. It is each student's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is the property of Corpus Christi School, South Bend, Indiana, and is herewith being loaned to the student for educational purposes for the academic school year or until further notice. The equipment may not be defaced or destroyed in any way. Inappropriate material on the Chromebook may result in the student losing his/her right to use the device and further disciplinary measures could be taken depending on the nature of the issue. The equipment will be returned to the school on a date requested or sooner if the student is discharged from the school prior to the end of the school year.

Borrower acknowledges and agrees the Borrower's use of Corpus Christi School Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the school property and to return the same in good condition and repair. If any issues arise during use of the school laptop, parents/guardians agree to contact the principal, Mrs. Willerton, as soon as possible. The repair and replacement costs are listed below:

- |              |                       |
|--------------|-----------------------|
| ○ 1st Repair | \$45.00               |
| ○ 2nd Repair | \$60.00               |
| ○ 3rd Repair | \$75.00               |
| ○ 4th Repair | Full Replacement Cost |
| ○ Charger    | \$25.00               |

Only students who attend Corpus Christi School may use the school Chromebook. Parents are responsible for the safety of the device and the safety of their child(ren) while using the Chromebook Please make sure their use is being monitored.

Please see the Student / Parent Chromebook User Agreement for additional details.

*The principal/pastor reserves the right to amend this handbook at any time without advance notice. Parents shall be given prompt notice of amendments.*

*Parent Signature Page*

I have read the 2024/2025 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name**\_\_\_\_\_

_____ Parent/Guardian signature	_____ Date
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_____ Parent/Guardian signature	_____ Date
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_____ Student signature	_____ Date
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_____ Student signature	_____ Date
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_____ Student signature	_____ Date
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_____ Student signature	_____ Date
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**\*Parents and students (Grades 4 and up) must both sign.**

