

Corpus Christi School

Elementary/Middle School Parent/Student Handbook
2011-2012



*A Blue Ribbon
School of Excellence*

*Committed to the pursuit of Excellence in
Catholic Education*

Elementary Campus
3301 Glen Carlyn Road
Falls Church, VA 22041
Phone 703-820-7450
Fax 703-820-9635
E-mail: info@corpuschristischool.org

Early Childhood Center
7506 St. Philip's Court
Falls Church, VA 22042
Phone 703-573-4570
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Corpus Christi School

St. Anthony's Pastor
St. Philip's Pastor
Principal
CCE Assistant Principal
ECC Assistant Principal
CCE Extended Day Director
ECC Extended Day Director

Rev. Kevin B. Walsh
Rev. Denis M. Donahue
Mr. Al Garcia
Mrs. Marie Bonard
Mrs. Ann Stich
Miss Susan Zaycosky
Mrs. Shagufta Nande

ELEMENTARY CAMPUS (CCE)

Grades 1 to 8
3301 Glen Carlyn Road
Falls Church, VA 22041
703-820-7450

Office Hours

During School Year:
Monday - Friday
8:00 a.m. to 4:00 p.m.

Summer Hours
Tuesday to Thursday (*or by appointment only*)
9:00 a. m. to 12:00 noon

EARLY CHILDHOOD CENTER (ECC)

Pre-School to Kindergarten
7506 St. Philip's Court
Falls Church, VA 22042
703-573-4570

Office Hours

During School Year:
Monday - Friday
8:30 a.m. to 3:030 p.m.

Summer Hours
Monday - Friday
8:30 a.m. to 3:30 p.m. or by appointment only

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PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

*Go, therefore, and make disciples of all nations
Teaching them to carry out everything I have commanded you.
Matthew 28:19-20*

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person.¹ The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

¹ Declaration on Christian Education #3

SCHOOL MISSION STATEMENT/PHILOSOPHY

Corpus Christi School is committed to the tenets and the tradition of the Catholic faith and its educational mission is directed toward the faith development of the students. A Christ-centered learning environment is provided to instill the Christian story and to nourish the love of peace and justice. The school also cultivates intellectual growth, creative expression, and character formation. The students are prepared to translate the Good News into action in a challenging and disciplined setting by caring professional educators.

In order to prepare the student population to face the challenges of the future, the school is committed to the development of the whole person. Religious instruction is integrated into all facets of the curricula to foster a sense of curiosity, confidence, and emotional maturity within each student. The school welcomes and provides assistance to families with children from different cultures, socioeconomic backgrounds, and developmental needs.

As Catholic education begins at home, the parents have the primary responsibility for the moral and religious development of their children. The role of the school is a supportive one. The Christian family and the Christian community must teach by example and the faculty and staff members are dedicated to building the Catholic faith.

STUDENT/PARENT HANDBOOK

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with Diocesan policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (see Appendix AG-1 and AG-2). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the school from enforcing its policies, but result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

Faculty and staff members shall be given copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines or regulations of the Diocese, the Diocesan policies guidelines or regulations shall be of controlling force and effect.

PARENTAL ROLE

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Diocese of Arlington Catholic schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan Schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations. In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior

toward teachers or toward school, parish or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's Parent-Teacher Organization.

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of

the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

ACADEMICS

CURRICULUM

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education, Library and World Languages

This path would be followed by those students capable of completing High School GEOMETRY in the eighth grade.

FIVE TO SIX (effective 2012-2013)

Prior to entering Pre-Algebra as a sixth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 96 or above
2. Class grade in 5th grade math: 93 or above
3. End of year diocesan comprehensive test: 80 or above (Recommended time of testing – May of 5th grade year)
4. Favorable teacher and principal recommendation

SIX TO SEVEN (effective 2012-2013)

Prior to entering Algebra I as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 96 or above
2. Class grade in Pre-Algebra: 93 or above
3. Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year)
4. Favorable teacher and principal recommendation

Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.

SEVEN TO EIGHT (effective 2011-2012)

Prior to entering Geometry as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through Algebra I.

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 96 or above
2. Class grade in Algebra I: 93 or above
3. Scoring 77% on the Diocesan Algebra I exemption exam
4. Favorable teacher and principal recommendation

This path would be followed by those student identified as capable of completing High School ALGEBRA in the 8th grade.

SIX TO SEVEN (effective 2011-2012)

Prior to entering Pre-Algebra as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria::

1. Math Composite standardized test score National Percentile: 93 or above
2. Class grade in 6th grade math: 90 or above
3. End of year diocesan comprehensive test: 80 or above (Recommended time of testing – May of 6th grade year)
4. Favorable teacher and principal recommendation

SEVEN TO EIGHT (effective 2012-2013)

Prior to entering Algebra I as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 93 or above
2. Class grade in 7th grade math: 90 or above
3. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year)
4. Favorable teacher and principal recommendation

Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.

KINDERGARTEN

The Kindergarten curriculum combines a phonetic approach to teaching reading with the introduction of appropriate literature-based materials. The Math program utilizes manipulatives extensively to increase a child's understanding. Science and Social Studies units are coordinated with their Language Arts activities and are taught using a hands-on approach. The program also utilizes the Handwriting without Tears Program that uses an easy and effective way to teach handwriting right from the start. Instructors from the Elementary and Middle School Campus teach Spanish, Art and PE.

GRADES 1 TO 8

I. Religion:

Religion plays an integral part in everything we do. In addition to the daily Religion class, students participate in a regular school Masses and other Church liturgies. The parishes have full-time Directors of Religious Education who provide guidance in religious planning and sacramental preparation.

II. Core Academic Curriculum:

- A. Language Arts - English, spelling, oral and written expression (and penmanship in primary grades)
- B. Reading
- C. Mathematics - High School Algebra I is offered
- D. Science - Jr. High Laboratory
- E. Social Studies
- F. Foreign Languages - Spanish is taught in grades K-8

III. Arts and Physical Education Curriculum

- A. Physical Education (PE)
 - 1. Required for all students, unless exempted by a physician
 - 2. Students in grades 6-8 have Health classes incorporated into the program
 - 3. Note required from parent for missing one or more days
 - 4. A Corpus Christi PE uniform is required. When not in the PE uniform on the day PE is scheduled, the child will receive both:
 - a) "0" for the day, and
 - b) "Non-participation" grade
 - B. Music
 - 1. Part-time teacher
 - 2. Classes meet on a regular basis
 - C. Library (Grades 1-5; Incorporated into Literature classes in grades 6-8)
 - 1. Part-time teacher
 - 2. Lending library and resource library
 - D. Art
 - 1. Part-time teacher for grades K through 8
 - 2. Art shirt/smock required
 - 3. Classes meet on a regular basis
 - E. Computers
 - 1. Part-time teacher
 - 2. Classes meet on a regular basis
 - F. Remedial Tutoring Program
 - 1. Enrichment Classes for Middle School students
 - 2. Title I
-

IMPLEMENTATION OF FAMILY LIFE PROGRAM

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. It is important that children and young people be given positive and prudent sexual education, in accordance with the Second Vatican Council. Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood and religious life.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

The textbooks used by the children are the property of the school. They are numbered and signed out to the children at the beginning of the school year. With the exception of consumable workbooks, books are to be kept covered at all times and are not to be written in/on. If a student loses or damages a book, the family will be charged for the cost of the book or repairs and the shipping costs necessary to replace the book.

The school does not supply duplicate copies of textbooks for students. If needed, additional copies of textbooks are available to purchase from the book publishers.

Information regarding classroom supplies for the following school year will be distributed each year to all students. This information will also be available in the school office and on the school web site.

TECHNOLOGY

There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. Any use of the School's computers and Internet access must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools.

Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action. Where appropriate, the school should submit a completed Internet Threat Report form to the Superintendent of Schools and to the local police department. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading and/or downloading of "computer viruses" are expressly prohibited.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
3. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
4. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
5. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
6. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language. Use of the network shall not disrupt use of the network by others.
7. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

ELEMENTARY CAMPUS COMPUTER USAGE

All students using computers and the computer lab are expected to abide by the rules and guidelines listed below. Failure to do so can result in loss of computer privileges, demerits and possible suspension from school.

- Never shut down or logoff the computer unless directed by the teacher.
 - Never open any files brought in on a diskette or CD unless the teacher has first scanned the files by using the anti-virus software in the classroom.
 - Internet Usage
 - Only go to sites that are required for class work.
 - The school computer lab has Internet filtering software to block inappropriate and non-educational sites (web-based e-mail, chat rooms, instant messaging, blogs, game
-

- sites).
 - Never turn off or alter tool bars in any application (WORD, Internet, etc.).
 - Never download any programs or files from the Internet without teacher approval.
 - Students may only access the Internet when given permission by the teacher.
- Never open or alter any computer files EXCEPT YOUR OWN.
- Never alter the desktop settings or delete anything on the computer.
- Students will refrain from the use of the school's name or logo without the consent of the school's administration.
- Always be aware of what you are doing on the PC and report any problems to the teacher immediately.
- Please be careful when inserting CDs into the CD ROM Drive.
 - Always put CDs back into their cases.
- Never have food or drinks near the computer.

Students in grades -8 may use the Internet as part of the computer lab curriculum. Internet safety and guidelines will be reviewed before Internet access is given. The computer teacher has monitoring software that allows monitoring of a student's screen during class.

The school's goal in providing Internet access to students is to promote educational excellence by facilitating resource sharing, innovation and communication. The use of the Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Use of the Internet account must be in support of education and consistent with the educational objectives of Arlington Catholic Schools. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

The school administration will deem what is inappropriate use and its decision is final.

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses and to aid in revision of the curriculum and planning of instruction. In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth grade students take the high school placement test used in determining placement in diocesan high schools. Eighth grade teachers are encouraged to review only the format and style of the high school placement test with their students.

Each year, students in grades two through eight participate in standardized testing in the spring. The scores are sent home at the end of the year with the final report cards. Kindergarten students will be given the Phonological Awareness & Literacy Screening (PALS) in the spring. First graders are tested on an "as needed" basis. More information will be sent home at testing time.

HOMework

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day and the speed at which the child completes his/her work at home.

SUGGESTED TIME ALLOTMENTS

Homework is given to supplement and reinforce the various subjects taught in class. This work is assigned at the discretion of each teacher. Assignments may be given on weekends and holidays. All students in grades two through eight are required to record their assignments in an assignment notebook, which is provided by the school.

Daily homework **MUST** be turned in the day the assignment is due. If assignments are turned in one day late, it will be accepted for half credit. If an assignment is two days late, there will be **NO** credit given.

Below are suggested homework time allotments per grade level. Parents should keep in mind that different children work at different paces and these are only **SUGGESTED** times. If you find that your child consistently needs more time than the suggested amount below, please inform his/her teacher.

Primary Grades (1 - 2)	1 hour nightly	<i>30 minutes of which might be reading for pleasure</i>
Primary Grade (3)	1-1.5 hours nightly	<i>Includes math homework/review</i>
Intermediate Grades (4 - 5)	1.5-2 hours nightly	<i>plus long-term assignments</i>
Middle School Grades (6 - 8)	2-2.5 hours nightly	

Parents are asked to:

- Encourage your child to complete assignments
- Provide proper study conditions at home, i.e. proper lighting and quiet atmosphere
- Assist by drilling such skills as spelling and math facts (e.g. multiplication tables)
- Encourage your children to take responsibility for their own possessions.
- Review student's assignment notebook daily
- Contact the school's attendance line by 9:00 a.m. to request homework and other

assignments in the event of a student absence for grades 1-5 only. Middle School students should check online homeworkknow.com site. Missed work will only be sent home for Middle School if a student is absent three or more days.

Tips for students:

- The amount of homework varies from teacher to teacher.
- Assignments are usually given each day Monday through Thursday.
- Long-term assignment may require weekend work.
- Homework is designed and given to reinforce class work.
- All students in grades two through eight must use an assignment notebook.
- Good study habits include:
 - Work at the same time and place every day.
 - Have a good light when you work.
 - Work on a solid surface, like a table, to assure good handwriting.
 - Work in a quiet place.
- Formal Papers
 - Neatly written or typed, by yourself
 - Standard 8 1/2" x 11" loose leaf, wide ruled paper
- All pages neat and clean, no torn edges.

ADDITIONAL PARENT RESPONSIBILITIES

In addition to student responsibilities for homework, parents also have responsibilities.

Parents should maintain an awareness of their child's progress and homework assignments.

Parents should encourage a home study period daily and provide a quiet environment for study.

Parents should help by quizzing their child on assigned work and reviewing math facts in ALL grades, especially prior to tests.

Parents should give assistance when necessary but **should not do the homework** for the student.

Parents should check the www.homeworkknow.com site every day.

SUMMER WORK

Students are given summer work to keep their skills sharp. This work includes summer reading for all grades and Middle School English and Literature assignments. Students in grades 3-8 have required reading to help build and maintain reading skills.

PARENT-TEACHER COMMUNICATION

Teachers are expected to be reasonably available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

SCHEDULING AND OTHER CONFERENCE INFORMATION

A formal conference will be held every fall in grades one through eight to discuss your child's progress. Another formal conference may be requested in the spring by either parent or teacher.

A parent or a teacher can request a conference at any time during the school year for the benefit of the student. Notify the school either by telephone or written note if you would like a conference with your child's teacher. Please do not call the teacher at home.

GRADING/REPORT CARDS

Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort and performance on teacher prepared tests (to include but not be limited to projects, portfolios and other tools of assessment).

The purpose of report cards is to alert the parents and present to them an assessment of their child's achievement in his/her academic studies.

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum. A modification changes the content, instructional level or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

GRADING SYSTEM

Grades 1-3

- M Meets Grade Level Standards - Child consistently meets skill
- P Progressing towards Grade Level Standards - Child is in process of developing skill
- NI Needs Improvement – Child is not demonstrating skill

Academic Progress Scale

The letter M, P or NI is indicated in the appropriate box for each subject area.

* (asterisk) indicates modified curriculum

Grades 4-8 use numeric (percentage) grades. Below 70 is designated by an F.

Grades 1-3:

- 1 (Outstanding) (reserved for exceptional student performance)
- 2 (Very Good)
- 3 (Satisfactory)
- 4 (Improvement Needed)
- 5 (Unsatisfactory)
- * Indicates modified curriculum

Academic Program

A numbered grade is indicated in the appropriate box for each subject area.

* (asterisk) Indicates modified curriculum

Grades 4-8 use numeric grades. Below 70 is designated by an F.

Progress reports are sent home at mid-quarter to all students in grades four through eight. Any student receiving below a 77 in any subject must return the report signed by the parents within two days. **A \$5.00 fee will be charged for reprinting of or lost progress reports.**

Kindergarten report cards are issued twice a year in January and in June.

Report cards are issued four times during the school year for grades one through eight. The first report cards for the primary grades are distributed at fall conferences. The report cards for grades four through eight are sent home prior to conferences. Report cards are to be signed and returned to the homeroom teacher. The final report card for the academic year is retained by the parents/students.

Parents are required to return report cards to the school within one week. **A \$5.00 fee will be charged for the reprinting or lost report cards.**

In order to remain eligible to participate in all school-sponsored activities, CYO athletics and student leadership positions, Corpus Christi students must maintain academic standards. A student must receive a passing grade in all subjects. Those students who do not meet these requirements lose eligibility for these activities until the next interim report. Any student who receives a failing grade in more than one course at interim time loses eligibility unless a failing interim is based on a quiz, test, project or homework that can still be made up. If, after a failing interim, a student brings a written note to the Principal from the teacher that the failure has been eliminated, eligibility may be restored prior to the next reporting period.

HONOR ROLL

To be placed on an honor roll is an academic achievement. In addition to grades, student conduct is also important for a student on the honor roll. Any student who has more than 3 demerits a quarter will not be eligible for honor roll. In addition, any student who has 5 or more unexcused tardies or absences during a quarter will also be removed from honor roll. Students on the honor

roll should be representative examples of responsibility, respect, and integrity of Corpus Christi Honor Students.

FIRST HONORS

First honors for grades 4 through 8 is defined as students who have achieved an overall average of 93% or above in all academic subjects with no subject area being below a 77, a "3" or better in all non-academic and effort grade areas and a "3" or better in all skill areas.

SECOND HONORS

Second honors for grades 4 through 8 is defined as students who have achieved an overall average of 90% or above in all academic subjects with no subject area being below a 77, a "3" or better in all non-academic and effort grade areas and a "3" or better in all skill areas.

NATIONAL JUNIOR HONOR SOCIETY

Membership is available to those seventh and eighth grade students who achieve an average of 90 for two specified consecutive quarters. A faculty committee further considers their eligibility based on qualities of leadership, citizenship, service, and loyalty. Induction of new members takes place in the spring.

If the minimum required average of 90 is not maintained, the student is placed on probation for one quarter. If the average is not brought up to standard, the student is dropped from membership in the National Junior Honor Society, relinquishing any privileges thereof.

PROMOTION/RETENTION/PLACEMENT POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- Elementary students failing one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement an "Academic Intervention Plan" for the student as a condition of placement.

In grades 4 through 8, a child must pass all major subjects with a 70% or better in order to pass on to the next grade. Retention may be recommended in order to give the student the full benefit of mastering the subject matter. Successful completion of a summer school/tutoring program will be recommended as an option, rather than retention. Enrolling the student in a summer school/tutoring program is the responsibility of the parents.

In the primary grades, a student must pass a reading level test applicable to the present grade. A social retention may also be recommended.

If a student is given a “placement status,” rather than a retained or promoted status, an Academic Intervention Plan is required to be completed.

SCHOOL COUNSELORS

School counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration or other authorities.

While Corpus Christi does not currently have a school counselor on staff, the Principal or Assistant Principal will be able to assist students and families to obtain the necessary resources available in both the Diocese of Arlington and the public sector.

ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission is determined by the school according to the following general criteria:

- Children from the parish
- Children from parishes without schools
- Children from parishes with schools (for sufficient reason)
- Children from non-Catholic families

If approved by the pastor, and where practicable, the siblings may receive special consideration.

AGE FOR ADMISSION TO KINDERGARTEN

Children who will have reached the age of five years by September 30th may be admitted to a kindergarten program. Readiness testing, at the discretion of school officials, may be used to determine, among other things, the developmentally appropriate placement in the kindergarten program. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

REQUIREMENTS FOR SCHOOL ADMISSION: PRE-SCHOOL – GRADE 5

1. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
2. Baptismal certificate for Catholic students
3. Proof of custody where applicable
4. Current report card and previous academic years' report card as applicable
5. Current standardized test scores and previous years, if applicable
6. Completed Diocesan Application Form (Appendix J)
7. A non-refundable application fee
8. A fully executed MCH-213 Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 1. Proof of exact dates of immunization as required by the Code of Virginia
 2. Current Certification of Immunization
 3. Physical examination covering all required aspects as mandated on the MCH-213, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
9. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

1. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
 2. Baptismal certificate for Catholic students
 3. Proof of exact dates of immunization
-

4. Records from previous school, including standardized test scores
5. Proof of custody where applicable
6. Completed Diocesan Elementary or High School Application Form (Appendix J)
7. A non-refundable application fee
8. If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former Diocesan school.

GENERAL CONDITIONS OF ADMISSION

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

INTERNATIONAL STUDENTS

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons:

A. International students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:

- a. Meets Diocesan admission requirements as stated in Policy 601.2;
 - b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
 - c. Resides at the same U.S. address as the guardian;
 - i. Guardian cannot house not more than two international students;
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees;
1. The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1)
-

Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.

2. For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*);
 - b. International students who are currently in B-1, B-2, F-2, or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

- B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant¹ or permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school (K-8) is normally in session not less than 180 days per academic year or the length of time as required by the Virginia Catholic Education Association.

- Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. However, the Diocese, the Office of Catholic Schools, the school and its employees, are not responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).
- Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

ABSENCE/TARDINESS/LEAVING SCHOOL

In order to ensure continuous progress in school, regular attendance and habits of punctuality are

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essential. The school defines proper procedures as:

1. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
2. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
3. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

TARDINESS

Students who arrive late disrupt the class and interfere with learning. Students are deemed tardy after the 8:15 a.m. bell has rung. The accumulation of five unexcused tardies may result in the assignment of a student detention. Parents must accompany their children to the school's main office to sign in their children when they are tardy.

Middle school students who have been tardy more than five times in a quarter will be required to be supervised until the end of first period. This policy can be adjusted.

A student who is tardy, as determined by local policy, should report to the principal's office or attendance office.

A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy.

The student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent may be contacted.

ABSENCES FOR OTHER REASONS

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is not under any obligation to provide a tutor, make-up work or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

Daily attendance is taken by homeroom teachers and sent to the office after morning announcements. If a student enters school after the 8:15 a.m. bell has rung, he/she will be considered late and must obtain a tardy slip from the main office to enter class. The school's main office will maintain and record attendance data. Parents are asked to call in absences and homework requests by 9:00 a.m. and request assignments.

- For grades 1-5, contact the school's attendance line by 9:00 a.m. to request homework and other assignments whenever a student is absent. Fulfilling homework requests received after 9:00 a.m. cannot be guaranteed. All homework to be picked up in the main office will be available after 3:15 p.m.
- For grades 6-8, check the homework site if the student is absent. Homework will only be sent home if a student is absent 3 days or more.

Please contact the school office to make homework arrangements in the event of a long-term illness.

MEDICAL EXCUSES

If your child's illness is such that an extended absence is anticipated, please inform the school as soon as possible.

If your child has been absent for more than three days or has had a contagious illness, a physician's note is required upon return to school.

ANTICIPATED ABSENCE

Although we do not encourage extended absences for non-medical reasons, a written note signed by a parent/guardian must be sent to the homeroom teacher at least two weeks in advance. It is **STRONGLY** urged that family vacations be planned during scheduled school vacation periods. **The school is under NO obligation to provide a tutor, make-up work, or special testing schedules for such a period of absences.** The administration in their sole discretion may determine the conditions and terms governing such absences.

RELEASE OF STUDENTS

Parents who want a child dismissed at any time during the school day must come to the school office and sign out their child.

No student will be dismissed between the hours of 3:00 p.m. and 3:20 p.m. No student will be dismissed between the hours of 1:15 p.m. and 1:30 p.m. when dismissal is at 1:30 p.m.

Middle school students being dismissed after 2:25 p.m. must report to the Assistant Principal until a parent/guardian arrives. This means that the student will miss the entire last period and be

responsible for any missed class work. All parents, especially middle school parents, must submit a note for any early release.

Students should not be leaving early for extracurricular activities, or personal commitments.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records" from the new school. All fees and tuition **MUST BE PAID** prior to the release of the student's records.

LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

Information concerning the milk program is posted on the school website at the beginning of the school year.

At the Elementary Campus, there is no hot lunch program with the exception of the PTO sponsored lunch programs on Mondays and Wednesdays. Please pack a well-balanced lunch for your child. Glass containers, canned drinks/foods and foods that need to be heated are not permitted. Lunches should be sent with your child in the morning. **Restaurant provided lunches (i.e., McDonalds, Wendy's, Subway, Panera, etc.) CANNOT be delivered to the school for a student's lunch.** This practice is disruptive and unfair to the student who cannot have special lunches brought by their parents.

Kindergarten students have the option of participating in the ECC's daily hot lunch program. Parents who wish to register must do so by the semester (August/September thru January and February thru June). For the 2009 - 2010 school year the cost will be \$50.00 per month and will be added to the student's account and deducted via FACTS in conjunction with the tuition payment. A monthly calendar of menus will be posted. Restaurant provided lunches (i.e., McDonalds, Wendy's, Subway, etc.) CANNOT be delivered to the school for a student's lunch. The two Food Service Managers on staff at the ECC will constantly monitor food temperature, quality and proper handling.

ARRIVAL AND DISMISSAL

See the section on Transportation for additional information.

Extended day parents or designated adults must accompany the child directly to the Extended Day room where the parent must sign the appropriate daycare or extended day register.

ELEMENTARY CAMPUS

ARRIVAL

Students arriving before 8:00 a.m. must be escorted to the Extended Day in the school cafeteria in the mornings a parent or guardian. The Extended Day program will charge fees in accordance with a published schedule. **Students arriving after 8:15 a.m. are considered tardy.**

DISMISSAL

- Students are dismissed at 3:20 p.m. (1:30 p.m. on one Monday of each month.)
- Students must be picked up promptly at the end of the day.
- Students not picked up on time will be taken to Extended Day and parents will be charged accordingly.
- If your child will be going home with another child, parents of both children must send a note to indicate permission.
- Only registered bus riders may go home on the bus. No guests may ride the bus with a student.

EARLY CHILDHOOD CENTER - KINDERGARTEN

ARRIVAL

School hours are:

Early Dismissal Mondays	8:30 a.m. to 1:15 p.m.
Normal School Days.	8:30 a.m. to 2:55 p.m.

Please check monthly calendar for updates. A parent or designated adult must escort children to the carport after 8:20 a.m. Parents attending Mass can go directly to the church, using the church doors.

DISMISSAL

Kindergarten regular dismissal is at 2:55 p.m. One Monday of each month kindergarten students will be dismissed at 1:15 p.m. (*check the monthly calendar for specific dates*).

The students will be accompanied by the teachers to the carport and dismissed as a group. Children not picked up by 3:05 p.m. will be taken to the Extended Day room and parents will be

charged accordingly.

If a student is to be picked up by anyone other than his/her parent, the school must be notified in writing beforehand.

GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- a. Custodial parents should identify in writing other adults who may have access to information regarding their child.
- b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, assistant principal and those to whom they extend access within a given year.)

The School administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

TRANSFER OF RECORDS

Schools may disclose a student's cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest provided a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Parent signature is required for release of a

student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information or reports by the school counselor).

Only copies of student records may be released. Original Cumulative Health Record and MCH-213 transfer with the student

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is a ground for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students' cumulative files.

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

Permanent record card (to include transcripts, attendance record and standardized test results)

The following student records are to be retained for 25 years:

- IEP/ISP or 504 Plans
- Student Assistance Plan
- Eligibility Minutes
- Student Assistance Team minutes

The following student records are to be retained for 7 years or age 25 whichever is greater:

- Application
- Counselor notes
- Discipline notes
- Court Documents
- Psychological reports

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign-in and wear an identification tag when visiting the school.

PRINCIPAL'S COMMUNICATION

All urgent communications from the Principal will be distributed through the children and will be typed on "bright red" colored paper and posted on the school web site.

TAKE-HOME COMMUNICATION

All materials prepared by parents for release to the Parish or school community must be approved by the Principal or his/her designee.

Important communications are usually distributed through the children. Please check your child's backpack daily to ensure that you do not miss any information. Most school-wide notices that are sent home will also be posted on the school web site.

WEB SITE

The school's web site address is <http://www.corpuschristischool.org/>. The school will request your permission to use your child's name and/or likeness on its web site. The web site contains information including downloadable forms, PTO events, calendars, and more. However, please continue to rely on paper bulletins distributed through school as your official source of information about the school and its activities.

TELEPHONE USE/MESSAGES FOR STUDENTS

The school phones are for business use only. Parents may leave messages for teachers via their voicemail extensions. Important messages for students may be left with the school secretary and delivered during afternoon announcements. Students will not be called down from class to take a phone call. Only in a case of an emergency will a student be permitted to use the school office phone. A fee may be charged for all phone calls. Forgotten homework, band instruments, lunches, and PE clothes are not considered emergencies.

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 phones. 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 must be trained 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 fifth grade may not bring cell phones to school. Students in

grades six through eight will be permitted to bring cell phones to school for extraordinary reasons and under the following conditions:

- **A written note from the parent regarding the cell phone must be sent to the Principal.**
- Cell phones must be kept in the student's locker or 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, 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 by the Administration and a fine of \$20.00 will be charged when the parents come to the office to collect the cell phone.

INCLEMENT WEATHER/SCHOOL CLOSINGS

In addition to the traditional 180 school days, schools should add at least three extra days to the Diocesan school calendar each year to accommodate days off due to inclement weather or other non-weather related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 990 hours of instructional time (as defined by the Commonwealth of Virginia).

If during the course of the year, the school uses inclement weather/emergency days, it may be necessary to modify the published school calendar.

Corpus Christi School follows the Fairfax County School System concerning delays and cancellations in the event of inclement weather. Announcements are made by 6:00 a.m. on most local television and radio stations. (Do not phone the school, rectory or staff.) When possible, information will also be posted on the school web site.

Corpus Christi will also use the School Messenger system to notify parents via email and phone if the Corpus Christi closing differs from Fairfax County or if Fairfax County Schools are closed on an inclement weather day. Under these circumstances, the school will also use WTOP radio station this year to supplement our inclement weather/ emergency closings. WTOP radio will be used if our closing/delay differs from Fairfax County Schools.

WTOP News is available at 103.5FM, 103.9FM, 107.7FM, and <http://WTOP.com>.

If school closes during the school day, a School Messenger will be sent to all families as soon as the decision is made to do so.

If Fairfax County Schools are closed for the day, there will be NO Extended Day.

If Fairfax County Schools close early or if Fairfax County Schools do not close early but after school activities are cancelled, then Extended Day will close two hours after the announced closing time. For the safety of the students, parents and staff the school strongly encourages parents to pick-up their student(s) as soon as and as safely possible.

NOTE: If Fairfax County Schools are closed or in case of other unexpected emergencies, Corpus Christi will make announcements using the School Messenger System. It is very important that families keep the school informed of changes to home, work and cell phone numbers as well as email accounts.

ELEMENTARY CAMPUS

- School opens one or two hours late. In this case, school will close at 3:20 p.m. (i.e. even if it is an Early Release Monday.)
- School closes one hour early. The announcement will be made by 11:00 a.m. If it is an Early Release Monday, school will close one hour earlier than the usual Tuesday through Friday time (i.e. 2:20 p.m.)
- School closes two hours early. The announcement will be made by 10:00 a.m. If it is an Early Release Monday, school will close at the usual time (i.e. 1:30 p.m.).
- School faculty and staff are not permitted to let parents into the school building on evenings/weekends or during snow days. Do not call them to make this request.

EARLY CHILDHOOD CENTER

The Corpus Christi Early Childhood Center follows the Fairfax County School system with the exception of a two-hour delay. The following schedules used by the ECC are as follows:

- On days when Fairfax County schools open one (1) hour late, the ECC will open at 10:00 a.m.
- If county schools open two (2) hours late, the ECC will open at 10:00 a.m. ***In the event that school opens late on an early release day, Kindergarten closes at the normal 2:55 p.m. This applies to early release Mondays also.***
- If school closes one (1) hour early the announcement will be made by 11:00 a.m. If it is an Early Release Monday, school will close one hour earlier than the usual Tuesday through Friday time. (i.e., 1:55 p.m.).
- If school closes two (2) hours early the announcement will be made by 10:00 a.m. If it is an Early Release Monday, school will close at the usual time (i.e., 1:15 p.m.).

PHOTOS AND OTHER MEDIA

Schools must state in their Parent/Student Handbook the right for parents to forbid their children from participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is

required to use the *Waiver/Right to Object* form (Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

LIBRARY

All books chosen for classroom reading in Diocesan schools must be appropriate for students not only in age level and reading ability but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

FIELD TRIPS

If a parent opts their child out of a field trip, the child must remain at home during the field trip hour. The school will not be responsible for watching the child during the field trip.

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity (Appendix).
- In the event private automobiles/vehicles of students, parents or other authorized adults are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. The principal/administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip. Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their children from the field trip.
- **Teachers and other school employees should not drive students in their personal vehicles.**
- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.
- School-sponsored ski trips are not permitted.

Students will wear the Corpus Christi uniform unless otherwise indicated by the teacher. Parent volunteers are necessary and encouraged, but siblings are not permitted. The PTO often funds

transportation; however, additional fees may be required. In these cases checks are to be made out to the school and not the individual teacher.

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

Students are offered varied opportunities to participate in activities that promote the sanctity of life.

Based on the principal/administration's decision, students in grades 7 and 8 may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed. Students in grades K through 6 will not participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

Students who accompany parents on the March for Life should not be marked as absent for that day.

GRADUATION REQUIREMENTS/CEREMONIES

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia. In addition students must comply with all school regulations and policies.

The principal shall have the right to withhold certification of a student's graduation or provide transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.

A celebration of the Eucharist should be held for the graduates close to the date of graduation.

PARENT ORGANIZATIONS

Parent-teacher (and/or home-school) organizations are sponsored by the School to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school, and all parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal.

The parent organization should strive:

1. To serve in an advisory capacity to support the principal/administration;
2. To provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
3. To support and promote quality Catholic education at the school;
4. To encourage Catholic values of family life;
5. To share with teachers the values that parents are attempting to develop with their children at home;
6. To acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the school so that they can be in a better position to promote the legitimate rights of their children;
7. To unify parents with efforts to raise funds each year for the school.

Corpus Christi School has a very active Parent Teacher Organization (PTO). The PTO annual activities may include the following:

- ❖ Welcome Back Social
- ❖ Christmas Attic
- ❖ Wednesday Lunch
- ❖ Monday Pizza Lunch
- ❖ Field Day
- ❖ Three General Meetings
- ❖ Uniform Consignment Sales
- ❖ Cultural Arts Programs

Volunteering for any of these activities can count toward a family's service hours with the new Family Service Program.

VOLUNTEERS/ SERVICE COMMITMENT

Corpus Christi is a place for your children to grow both academically and spiritually from preschool through eighth grade. The School administration and PTO believe that parent involvement and participation in school activities is not only a means to show our support for the Faculty and the School, but is absolutely necessary in order to maintain and expand many of the academic and extracurricular services offered by the School to our children. Educational research also demonstrates that children achieve at a higher level if parents are involved in their child's education.

Corpus Christi has implemented the Family Service Program (FSP) in which parents or legal guardians (or other designated family members like grandparents) are required to volunteer a minimum of 20 hours for a two parent family or 10 hours for a one parent family during the

school year. The school year for volunteering is defined as August 11th through the last day of school in June. Families must be registered for the FSP by September 30, 2011. **All service hours must be completed by May 15th.** Families who have not performed their service hours by May 15, 2012 (or are scheduled to volunteer before the last day of school) will receive a bill that is due May 30th.

If for some reason you can not commit to volunteer hours, a "buy-out" of \$200 will be offered (\$100 for single parent families).

FUNDRAISING

Any program of fundraising at the school must have the approval of the pastor and the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

TRANSPORTATION/PARKING CAR TRANSPORTATION - ELEMENTARY CAMPUS

At the Elementary Campus location, orange safety cones mark the area where students are dropped off in the mornings and where the car lines are formed in the afternoons. **Cars may not enter this area at any time during the morning. Cars enter the coned area in the afternoon only when directed by a faculty/staff member.**

DOs

- For the safety of all students, please follow the procedures on the next two pages.

DON'Ts

- In case of inclement weather, do **not** drop your child off at the cafeteria doors.
- Do **not** park your car and escort your child across the lot or let your child cross on his/her own.
- Do **not** drop your children off in front of the school building on Glen Carlyn Road.
- Do **not** pass cars in front of you that are still loading/unloading children.
- Do **not** block the rectory driveway to the right of the Church.
- **“U” turns are illegal on Glen Carlyn Road. Fairfax County will ticket cars caught making illegal “U” turns.**

MORNING TRAFFIC FORMATION

In the morning enter the driveway and immediately turn right. Follow the outside perimeter of the parking lot to the front of the church, and then turn left (towards the same entry you came in.) The students are to be dropped off near the entrance at the front of the school. All children go into the cafeteria until 8:05 a.m. At 8:05 a.m. the children will go up to their classrooms.

AFTERNOON TRAFFIC FORMATION

In the afternoon, enter the parking lot and immediately turn right following the outside perimeter of the parking lot and going behind the church. **Follow the directions of the teachers on duty.** Line up in the parking area (including the area located behind St. Anthony's Church) to wait to enter the coned area. When signaled by the teacher on duty, pull into the coned area and **turn off your engine**. After all lines in that area have been filled, and all engines are turned off, the children will leave the waiting area to enter the cars.

Start your engine when given the okay by the teacher on duty. Pull out to exit the parking lot when instructed. You may only turn right onto Glen Carlyn Road.

BUS SERVICE

Corpus Christi School provides bus service for students in kindergarten through grade eight by a shuttle bus owned by the school. The service provided is a campus-to-campus shuttle between the Elementary Campus and the Early Childhood Center.

Information, registration forms and a fee schedule are distributed in the spring of each school year along with school registration materials for the following school year and are available at the front office.

Registration forms are received in the finance office, dated, and considered on a “first come first served” basis. Bus fees will be added to the FACTS agreement established by the family. If a parent wishes to cancel bus service they must notify the school within 3 business days of the next FACTS payment. No refunds will be issued for payments made to FACTS if the parent has not given sufficient notice to have the payment cancelled.

If a parent would like to suspend service for a limited amount of time, they will be responsible for payment during the time they are not using the service. Suspending service guarantees that the family has a reserved seat on the bus, but does not suspend payments. If a family cancels bus service but decides they want to resume bus service at a later date, they will be responsible for an additional registration fee to resume bus service and they will not be guaranteed a space on the bus.

Children who ride the bus are required to abide by the rules mandated by Corpus Christi School. All school bus rules are posted on our web site and also issued to all parents and students who sign-up for the service.

BUS RULES:

Listed below are some of the rules and regulations that apply to all students who ride the bus. The bus is an extension of the school property and all rules that apply in the classroom or school building apply while on the bus or waiting for the bus. Bus riders are subject to the same demerit

system that is in effect during school. Below are additional rules that apply to bus riders specifically.

1. The bus driver must be respected at all times. The bus driver has the authority to assign seats or change someone's seat at any time.
2. Riders must be at the bus stop at least 10 minutes early.
3. No eating, drinking or gum chewing allowed on the bus at any time.
4. Students are to remain seated, with seat belt fastened, and facing forward at all times.
5. At no time shall any body part or article of clothing be extended out the window of the bus. All emergency exits and aisles must be kept clear at all times.
6. No animals, except certified assistance animals, are permitted on the bus.
7. Students will only be permitted to get on or off the bus at their designated bus stop.
8. Any cost associated with vandalism or unruly behavior will be charged back to the parent or parents of the offending student.
9. Only students who have registered for bus service are permitted to ride the bus.

BICYCLES

The use of bicycles is not encouraged due to automobile traffic and limited space. If a student rides a bicycle to and from school, the parent must request a bicycle pass in writing. A detailed map of your child's route must be attached to the request and approved by both the parent and Principal. The school is not responsible for loss or damage of the bicycle.

SAFETY PATROL

Seventh and eighth grade students may be members of the Safety Patrol Program. Students are selected for participation based upon teacher recommendations. Each school year, two safety patrols are chosen to attend a training course sponsored by the Fairfax County Police Department. The safety patrol sponsor trains other safety patrol members. Safety patrol members direct students during arrival and dismissal time. All students are to follow the direction of the safety patrols.

WALKERS

An adult **MUST** accompany all students who walk home across Leesburg Pike (Route 7).

All walkers must have a completed Walker's Form on file at school that has been approved by the Principal. The form is available in the main office or downloadable on the school web site.

FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

Application Process & Requirements

- a. All school families participating in the program must submit the same application form (available in English and Spanish) along with a processing fee payable to the private vendor.
- b. To become eligible for receiving funds from this program, students must satisfy all of the criteria described below:
 - A baptized Catholic or convert officially received into the Church
 - Family resides within the boundaries of the Diocese of Arlington
 - Family is registered and an active member of the parish
 - Student attends or is accepted by a Catholic school in the Diocese of Arlington
- c. The deadline for submitting applications to the contracted vendor is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are still available.
- d. Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible for the Diocese of Arlington Tuition Assistance Program.
- e. The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

SCHOOL TUITION POLICIES

PARISH/SCHOOL FUNDED FINANCIAL AID

In addition to the Diocesan tuition assistance program, families may qualify for parish funded tuition assistance for students in grades Kindergarten through eight if they are registered members of St. Philip or St. Anthony's parishes and have a validated Parish Verification Card.

Families are provided with a tuition assistance application form at the time of re-registration. Forms are also available in the school finance office. Forms must be completed and mailed to FACTS by the deadline stated in the registration materials. Awarded aid is for the subsequent school year. Awards are made for one year at a time; families must reapply each year. If a family falls behind in their portion of their tuition obligation, the award may be revoked.

PARISH VERIFICATION CARDS

Validation of parish status is required each year in order to obtain in-parish discounts and financial assistance provided by the parishes. The school provides a list to the parish each year for validation. If a family is new or previously did not receive the in-parish rate, they will need a Parish Verification Card signed by the Pastor. It is the family's responsibility to obtain their pastor's signature on the card and to have the card submitted to the school.

Retroactive adjustments to in-parish rates will not be given for the new school year. Tuition rates will only be adjusted from the date a validated Parish Verification Card is received at the school.

No adjustments for other rates paid up to date of receipt of the validation will be made. Adjustments to in-parish rates will not be made after the last Friday in March.

RATES

The Pastors of St. Philip and St. Anthony Parishes, in consultation with the administration and School Board, establish the amount of tuition and other fees to be charged each year. The rates and fees for the current year are listed in the next section. A schedule of the current year rates and fees is distributed with registration materials. In addition, copies are available in the school finance office and on the school web site.

PAYMENTS / PAST DUE ACCOUNTS

Student tuition accounts may be paid yearly (by July 1st preceding the start of the school year) or in eleven (11) monthly installments through FACTS, our tuition management company. Parents, of returning students, who register after July 1st, must pay any missed tuition or fees with cash or money order at the school at the time of registration.

Bus fees are paid through FACTS over nine (9) months beginning September 1st.

No other method of payment is accepted.

Tuition payments are the responsibility of parents/guardians through FACTS. FACTS payments are due on the 5th or the 20th or the last day of the month, each month as established by parents/guardians. Parents/ guardians must notify FACTS and the finance office of any address changes, changes in credit card information (expiration date, credit card number) and banking account information.

If payment is declined by your bank the following will occur:

1. FACTS will automatically resubmit the request for payment to the bank two more times.
2. A \$25.00 charge will be assessed to the account for each re-attempt.
3. If your payment is declined after the third attempt by FACTS you will be required to pay an additional \$25.00 charge and pay at the school in cash or money order and your child may not be admitted to class until the issue is resolved.

If your account is delinquent, the following will occur:

1. The Business Manager will call the parent/guardian to discuss the delinquency and options for resolving the matter.
 - a. If there is a financial hardship, a payment plan can be arranged at the discretion of the Pastors, Principal and the Business Manager.
 - b. Any payment plan must use the FACTS tuition management program for collection. The school will NOT receive payments on payment plans.
2. If payment is not received and/or the payment plan is not adhered to, then a letter will be sent notifying the parent that the agreement is null and void. Additionally, the respective pastor will be notified.
 - a. If a parent defaults on a payment plan, they must bring the account current before

the student will be allow to resume classes.

3. If the parent refuses to participate in the FACTS tuition management program, they may pay their tuition in full.
4. Delinquent payments must be resolved in a timely manner; otherwise arrangements will need to be made for your child’s education elsewhere.

SEE “EXTENDED DAY” FOR INFORMATION REGARDING PAYMENTS FOR EXTENDED DAY USAGE.

RETURNED CHECKS

If payment is declined by your bank the following will occur:

1. FACTS will automatically resubmit the request for payment to the bank two more times.
2. A \$25.00 charge will be assessed to the account for each reattempt.
3. If your payment is declined after the third attempt by FACTS you will be required to pay an additional \$25.00 charge and pay at the school in cash or money order and your child may not be admitted to class until the issue is resolved..

WITHDRAWAL OF STUDENTS

If a student is withdrawn from school after the first day of school, tuition is pro-rated to the quarter. Tuition is pro-rated to the quarter if the student has attended one day of quarter in session when the parent notifies the school, in writing, of the intent to withdraw the student.

If a student is withdrawn before the first day of school, but after the first tuition payment is drawn by FACTS, the parent/guardian may be entitled to a partial refund of the tuition if:

- The withdrawal of the student could not have been anticipated prior to the payment being taken out.
- There are special circumstances surrounding the withdrawal of the student.
- There is a verifiable life change in the family.

If any of the above conditions apply, the parent should meet with the Principal as soon as possible to discuss the account.

All fees and tuition must be paid in full before records will be released to a new school.

Tuition and other Fee Schedules – School Year 2011-2012

	Supporting Parishioner Rate	Annual Tuition Rate	Monthly payments @ 11 payments (July-May)
One child	A	\$5417.00	\$492.45
Two children	B	\$9644.00	\$876.73

Three or more children	C	\$13,144.00	\$1,194.91
	Catholic Family/Military/Preschool Rate	Annual Tuition Rate	Monthly payments @ 11 payments (July-May)
One child	D	\$5787.00	\$526.09
Two children	E	\$10,245.00	\$931.36
Three or more children	F	\$13,999.00	\$1,272.00
	Full Tuition Rate	Annual Tuition Rate	Monthly payments @ 11 payments (July-May)
One child	G	\$8270.00	\$751.82
Two children	H	\$15,442.00	\$1,403.82
Three or more children	I	\$23,169.00	\$2,106.27

NON-REFUNDABLE RE-REGISTRATION FEE: \$250.00 for each returning student with a minimum payment per family of \$250.00 is due NO LATER THAN THE LAST FRIDAY IN FEBRUARY. The remaining portion is DUE BY LAST FRIDAY IN APRIL.

Returning Families who participate in the FACTS tuition assistance application process may apply for a refund of their registration fee upon withdrawal of the student only if **all of the following criteria is met **and they apply for a refund before July 1st.***

- 1) The parents must have applied for tuition assistance through the FACTS tuition assistance program **prior to the deadline.**
- 2) Parents must have supplied all of the information and supplemental documentation required by the diocese for the completion of the application **before the deadline.**
- 3) Tuition assistance awarded must be at least 50% less than what was awarded last year or zero.

Please note:

** If the family did not receive an award last year, they will not be eligible for a refund based on their award.*

**If the family does not receive an award because they do not qualify to apply- They are not registered or they are not Catholic, they will not be eligible for a refund based on their award.*

TUITION DISCOUNTS:

Multiple Child Discount – A discount is built into our rate schedule for families who have more

than one child attending the K-8 school. Children who have more than one child attending the preschool receive a 5% discount on the lowest tuition rate for the second child.

Preschool Discount – A discount for preschool students is provided by the school for families entering kindergarten, whose child continuously attended Corpus Christi Preschool for more than one full year prior to entering kindergarten and were timely in their tuition payments. The discount is based on ECC records and approved by the Vice-Principal/Director of the Early Childhood Center.

Supporting Parishioner Discount - St. Anthony of Padua and St. Philip parishes provide a discount to registered parishioners who support their parish financially. The discount is built-in to the rate schedule. Families who have previously received an in-parish discounted tuition rate will be submitted to the appropriate Pastor for validation for the new school year. Parishioner interested in this discount, which have not previously received the in-parish discount, but feel they qualify must obtain a Parish Verification Card and have it signed by the pastor of St. Anthony or St. Philip to validate eligibility. New Parish Verification Cards must be submitted no later than the last Friday in February. **Retroactive adjustments to in-parish rates will not be given for the new school year.** In addition to this discount, the parishes also provide financial aid based on need.

Catholic Family or Military Rate - St. Anthony of Padua and St. Philip parishes provide a discount to Catholic families who are not eligible for the supporting Parishioner discount.

- To receive the Catholic family tuition rate, parents must present a copy of their parish envelope.
- To receive the Military tuition discount the parent/guardian must supply a copy of their military identification. **A military rate is granted when the person who is financially responsible for tuition payments is a member of the United States Military. A military member is defined as someone who is on active duty, retired, or has been honorably discharged within the previous 12 months with accompanying relocation.*

SCHEDULE OF TUITION PAYMENTS:

To reduce administrative costs the school uses the services of FACTS, a tuition management company, to collect tuition and other fees on a monthly or bi-monthly basis. This year, parents have the option of adjusting the date that their tuition is taken out of their bank. Returning families who have already established accounts) with payments being deducted from their checking or savings accounts) will automatically be re-enrolled using their current banking information. Returning families who use a credit card to pay their monthly tuition agreement will need to re-enroll each year as though you are a new family. A FACTS tuition agreement divides the annual tuition into 11 monthly installments beginning in July and ending in May. **Your first tuition payment must be made in July or your registration is subject to cancellation and tuition assistance may be revoked.**

If you have a delinquent account at the time of re-registration, registration fees will be applied to

the delinquent tuition and you will be notified that your re-registration is not complete.

OTHER FEES:

Regardless of any tuition assistance awarded, a separate and non-refundable registration fee of \$250.00 per student must be paid each year to register your student(s). As a hardship allowance for returning families with more than one student, \$250.00 may be paid at the February re-registration and the balance paid in full by the last Friday in April. This amount must be paid directly to the school prior to your FACTS agreement setup. Registration is not complete until all tuition and fees are paid.

FACTS charges a \$41.00 account activation fee for each family, every year. The account will be charged that fee as a separate charge before their first payment is made.

Families will be charged a \$25 fee for any payment attempt not honored by the bank.

- FACTS attempts payment three times and the family will be charged on each attempt.
- If FACTS is unable to collect a payment after three attempts the parent will be notified and will be required to pay an additional \$25.00 return check charge and all delinquent tuition and/or fees in cash or money order at the school.
- If a parent has two payments un-collectable by FACTS, they will be asked to pay the remainder of the tuition in full.

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and extracurricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Girls are not allowed to participate in boys' football and/or wrestling activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical. Submission of a pre-sport participation physical examination form and consent form for elementary and middle school based athletic program participation is required, excluding parish CYO.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

TRANSPORTATION OF ATHLETES

Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have a written permission from their parents/guardians. This approval does not permit a student to transport other passengers, under any circumstances, unless that passenger is a member of the car pool as permitted by the parents and administration.

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right to possible intervention by the school in the event a significant incident would bring the reputation of the parish and/or school into question within the community.

SUPERVISION OF STUDENTS

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is participating in a school-sponsored activity (such as athletics or theater).

<h2>STUDENT RESPONSIBILITIES & BEHAVIOR</h2>

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning. Based upon the Catholic moral values and loving respect for others taught by Jesus, students:
 1. Will be honest and committed to integrity.
 2. Will be respectful and courteous toward all teachers and adults.
 3. Will refrain from harassment of any kind.
 4. Will use appropriate language.
 5. Will speak respectfully to and about others.
 6. Will complete all assignments and participate fully in class.
 7. Will respect all school and personal property (*Care of School Property*).

8. Will refrain from any deliberate disruption in the school.
9. Will adhere to the school's cell phone policy.
10. Will comply with the Internet Acceptable Use Policy.
11. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
12. Will be present for all required activities unless officially excused by the administration.
13. Will adhere to the dress code (*Dress Code*).
14. Will not give or receive unauthorized assistance on tests, quizzes or assignments.
15. Will not leave school grounds during the school day for any reason without permission from the principal/administration.
16. Will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result (*Substance Abuse/Weapons* and *Inappropriate Materials*).
17. Will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
18. Will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
19. Will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

SUBSTANCE ABUSE/WEAPONS

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

1. It is unlawful for any person to manufacture, sell, or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity.) If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the

appropriate law enforcement agency may be contacted.

2. If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol or tobacco while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted (see also Policy 615).

3. A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615, paragraph 1) or on school property (e.g., lockers—Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up to and including expulsion.

4. A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments (which may sometimes be known as nun-chucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

DISCIPLINE

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

1. Counseling and/or conference with the student and family
2. Assignment of special tasks
3. Denial of privileges
4. Detention
5. Probation
6. Suspension
7. Dismissal
8. Expulsion

SPECIFIC DISCIPLINARY POLICIES

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the school may impose any appropriate disciplinary action, without prior recourse to less severe disciplinary action, considering the nature of the student's infraction and surrounding circumstances.

BASIC RULES

- Any un-Christian conduct is not permitted.
 - Spitting, kicking, hitting and throwing of any objects such as stones and snowballs are not permitted.
 - Defacement or destruction of school or personal property is not permitted.
 - Physical attack of teachers, fellow students or others involved with the school is not permitted and will result in suspension or expulsion.
 - Disrespect and/or bullying are not permitted.
 - Foul or improper language is not permitted.
-

- Theft of school or personal property is not permitted.
- Possession or use of illegal drugs, alcohol and tobacco is not permitted.
- Possession or distribution of pornographic materials is not permitted.
- A verbal attack or threat of teachers, fellow students or others involved with the school is not permitted and may result in suspension or expulsion.
- Improper conduct on the bus is not permitted.
- Improper use of the dress code is not permitted.
- Unusual haircuts are not permitted.
- Gum and candy is not permitted during the school day or during any after school activity such as extended day, play practices, band, choir, etc.
- Restaurant provided foods and canned foods or soda/drinks are not permitted in the cafeteria.
- No radios, beepers, iPod's and other MP3 players, tape or CD players or toys or games of any kind are permitted. Toys or games may be shared for 'Show and Tell' in the primary grades only.
- Laser pointers are not permitted.

PLAGIARISM

Plagiarism is the improper borrowing of another person's words, ideas, or methods. If a student uses another person's material, the student must acknowledge the source. When a source is cited properly, credit is given where it is due, and the readers have a way to locate the original material on their own.

Plagiarism undermines a student's work. Students are not expected to have ideas that consistently rival those of experts and professional scholars, but they are expected to know how to find expert opinions on a given subject and how to properly cite those opinions. Plagiarism is a direct violation of academic code: whether it involves a single idea, a sentence, or an entire essay. If you pass someone else's work off as your own, you risk disciplinary action. Consequences may include a zero or failing grade for the assignment/exam. Repeated violations may result in more serious consequences.

DEMERIT SYSTEM

A demerit is a written notice of a violation of good conduct. It must be reviewed, signed by the parent and returned to school.

Grades K to 3:

1. If there are any infractions of the basic guidelines, the teacher will discuss the incident with the student and the parents will be contacted.
2. Demerits will only be issued for a very serious infraction.
3. Detention may be given for a serious offense as deemed necessary by the Principal.

Grades 4 to 8:

1. Accumulation of five (5) demerits:
 - Students must report to school at 7 a.m. on an assigned day. Student will report to the Main Office from 7 a.m. – 8:00 a.m.
2. Accumulation of ten (10) demerits:
 - Students must report to Saturday detention from 9 a.m. – 12:00 p.m. Parents will be charged \$50 to cover the cost of a teacher’s time to monitor the student.
 - Loss of privileges such as field trips, assemblies, patrol duties, altar serving, and sports for a one-month period.
 - Privileges resume if no further demerits are accumulated.
3. Accumulation of fifteen (15) demerits:
 - Student and his/her parents will be scheduled to meet with the Principal.
 - Three day external suspension
 - Loss of all privileges and sports
4. Accumulation of twenty (20) demerits:
 - Suspension or dismissal from school as deemed necessary by the Principal
 - The student is penalized grade points for time missed during suspension
 - The student will have 48 hours after return in which to make up all class work, homework and tests
 - The teacher is not responsible for re-teaching materials taught during the suspension period
 - Physical attack of any other person will result in suspension or expulsion
 - Verbal attack or threats will result in suspension or expulsion
5. Expulsion:
 - Expulsion is resorted to only when all other means of discipline have proven ineffectual (see above), and the student's conduct is a definite hindrance to the welfare and progress of the school community
 - Physical attack of any other person will result in suspension or expulsion
 - Verbal attack or threats will result in suspension or expulsion

SUSPENSION

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

DISMISSAL

Conduct which is disruptive to the learning atmosphere and/or contrary to the school’s Code of Conduct is justification for a principal/administration to dismiss a student at the close of the school

year.

Students who are dismissed may apply for readmission to any Diocesan school after one full year.

EXPULSION

Expulsion may be resorted to when one or all of the following are present:

1. A serious infraction of school rules occurs;
2. The student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. The student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
4. A parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the principal/administration believes it necessary to expel a student, the principal/administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent whose child is expelled may appeal this decision in writing to the Superintendent of Schools within 5 working days from the time of written notification.

During the pendency of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in the discretion of the principal/administration.

Students who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

STUDENT REGULATIONS AND PROCEDURES

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

STUDENTS AND STUDENT PROPERTY

SEARCHES

The principal/administration or his/her designee has the right to protect the health, welfare and

safety of school patrons against drugs, weapons, unauthorized publications and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

INTERROGATION OF STUDENTS

Unless provided with a court-issued warrant, the pastor (or principal if Diocesan high school) or the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- The principal, the assistant principal, or the principal's designee shall be alerted.
- The police officers shall report to the principal's office.
- Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired.
- The principal or a school representative shall be present.
- The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.

STUDENTS AND STUDENT PROPERTY

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

SCHOOL LOCKERS AND DESKS

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has *vis-a-vis* other students exclusive use of the locker or desk but has no proprietary rights versus the school.

Students are required to purchase locks through the school at the beginning of the school year.

Writing or drawing on lockers is forbidden. Lockers are to be locked at all times. Students should not give their combination to any other student. Corpus Christi is not responsible for items that are taken from lockers.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

ELEMENTARY CAMPUS – CHURCH GROUNDS

Students are to use the sidewalk next to the church to keep off the grassy areas.

EARLY CHILDHOOD CENTER – CHURCH GROUNDS

The grassy area in front the Parish Activity Center and the school are off limits. Please instruct the children never to pick the flowers or climb on the trees planted on the church grounds.

DRESS CODE

The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/administration.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

Students are required to maintain a neat and clean appearance. The following guidelines are to be met:

Hair

- Hair should be clean and neatly styled.
- Length of boys' hair must be above the collar in the back, not cover the ears on the side and not cover the eyes.
- No dyed, bleached or otherwise altered hair color permitted. Only natural hair color is permitted. If hair color has been altered, it must go back to the natural color before the student returns to school.
- Fad haircuts are not acceptable.
- Girls may wear clips and hair bands that keep hair in place but not hairpieces. Long hair must be pulled back, off the face, and not interfere with vision.
- Caps and hats are not to be worn in the school at any time with the exception of outdoor

recess. Bandannas are prohibited at all times from being worn at the school.

Make-up and Nail Polish

- No make-up or fingernail polish is permitted.
- Girls are not to wear artificial nails or French nails/tips.

Jewelry

- Students may wear a watch and one religious medal inside of the blouse/shirt.
- Girls may wear one pair of small, post earrings with one earring in the lobe of each ear. **No hoop earrings are allowed.**
- Necklaces (other than one religious medal), chokers, rings (of any form and on any body part), tattoos, bracelets (including rubber “support” bracelets, e.g. Lance Armstrong yellow rubber bracelets) or ankle bracelets are not permitted.

The administration is ultimately responsible for the environment of the school; therefore, parents and students must understand that the Administration reserves the right to make judgments about inappropriate dress, behavior, etc. in order to maintain this environment.

EARLY CHILDHOOD CENTER - KINDERGARTEN

Comfortable properly fitting play clothes should be worn; shoes suitable for safe play outdoors are the most practical. Due to safety concerns no sandals are permitted. Sweaters, jackets, mittens, etc. should be labeled with child's name. Please bring one change of clothes (shirt, pants, socks and underwear) in a labeled clear bag, to be left for the year, in case of accidents.

ELEMENTARY CAMPUS – GRADES 1 TO 8

Corpus Christi School uses three uniforms. The fall uniform may be worn year round and is required from October 1st through April 30th. The warm weather uniform may be worn from the first day of school through September 30th and from May 1st through the last day of school. The warm weather uniform may not be worn from October 1st through April 30th. The PE uniform is to be worn on the student's assigned PE days only.

Fall Uniform

The fall uniform may be ordered from the uniform company that the school designates. The name and address of the company is available in the school office.

BOYS

Grades 1 through 8

Pants - Pants must be dark navy twill. Pants must be worn in the proper size and at the waist.

Belt - A black or brown leather belt must be worn with all pants.

Shirts - White or yellow dress button down oxford, long or short sleeves. Shirts must be neatly tucked in.

Sweater - For the 2011-2012 school year Corpus Christi students will have the option of wearing

a monogrammed navy blue V-neck cardigan or V-neck sweater vest. **PE sweatshirts are no longer permitted to be worn with any fall or warm weather uniform.** Sweaters are optional.

Socks - Dark navy or white socks that must cover the ankle must be worn.

Shoes - Shoes must be leather dress shoes in black or brown, with heels no higher than one inch (no sneakers, tennis shoes, athletic style shoes, boots/hiking boots, moccasins, suede shoes, or slip-on canvas style shoes).

Ties - A specific uniform tie must be worn from October 1st through April 30th (only grades 4 through 8 require ties).

GIRLS

Grades 1 through 8

Socks - Dark navy knee high socks, dark navy cable knit or opaque tights must be worn from October 1st through April 30th.

Shoes - Shoes must be leather dress shoes in black or brown, with heels no higher than one inch (no sneakers, tennis shoes, athletic style shoes, boots/hiking boots, moccasins, suede shoes, or slip-on canvas style shoes).

Grades 1 through 5

Jumper - Regulation uniform jumper in dark navy plaid purchased from the uniform company.

Blouses - Peter Pan collared white or yellow blouse, long or short sleeve.

Pants - Navy blue pleated uniform pants may be purchased and worn as part of the girls' winter uniform. A monogrammed navy blue sweater vest must be worn over the blouse.

Turtleneck - A white or yellow turtleneck may be worn in place of the blouses.

Sweater - For the 2011-2012 school year Corpus Christi students will have the option of wearing a monogrammed navy blue V-neck cardigan or V-neck sweater vest. **PE sweatshirts are no longer permitted to be worn with any fall or warm weather uniform.** Sweaters are optional.

Grades 6 through 8

Skirt - Regulation uniform dark navy kilt. **Skirts may not be more than one inch above the knee.**

Pants - Navy blue pleated uniform pants may be purchased and worn as part of the girls' winter uniform. A monogrammed navy blue sweater vest must be worn over the blouse.

Blouses - White or yellow button down oxford blouse, long or short sleeves. Blouses must be neatly tucked in.

Turtleneck - A white or yellow turtleneck may be worn in place of the blouses.

Sweater - For the 2011-2012 school year Corpus Christi students will have the option of wearing a monogrammed navy blue V-neck cardigan or V-neck sweater vest. **PE sweatshirts are no longer permitted to be worn with any fall or warm weather uniform.** Sweaters are optional.

Warm Weather Uniform

The warm weather uniform may also be ordered from the uniform company. It is worn from the beginning of the school year through September 30th and May 1st through the end of the school year. The warm weather uniform consists of the following:

Shirts - Polo shirts in white or yellow with the embroidered Corpus Christi name. Shirts must be neatly tucked in at all times. *(These are identical for both boys and girls.)*

Shorts - Navy walking shorts for boys; navy walking shorts with cuffs for girls. Shorts must be worn in the proper size and at the waist.

Belt - A black or brown leather belt is to be worn with the shorts.

Shoes - Shoes must be leather dress shoes in black or brown, with heels no higher than one inch (no sneakers, tennis shoes, athletic style shoes, boots/hiking boots, or slip-on canvas style shoes).

Socks - White crew socks that cover the ankles.

PE Uniforms

All students **must** wear the appropriate PE uniform for all PE classes. The uniform is purchased through the school, not the uniform company. It is identical for both boys and girls. The uniform consists of the following:

T-shirt/Sweatshirt - Corpus Christi T-shirt; Corpus Christi sweatshirt must be worn when the school is following the fall uniform. Shirts must be neatly tucked in.

Pants - Corpus Christi PE Shorts; Corpus Christi sweatpants must be worn when the school is following the fall uniform. Pants are to be worn in the proper size and at the waist. Sweatpants should have elastic at the bottom and be worn at the ankles.

Socks - White crew socks the cover the ankles.

Shoes - Athletic shoes must be worn. No Healey's can be worn at any time.

The PE teacher will issue a penalty to any student not in the correct PE uniform on the student's PE day.

Sweatpants and sweatshirts must be worn over the t-shirt and shorts from October 1st through April 30th.

OUT OF ATTIRE UNIFORM

On occasion, the students will be given an out-of-uniform day. This is a day that the students may choose what to wear for the day. The attire must meet the following criteria:

- The clothing is to be clean, free from holes, chains or any inappropriate slogans.
 - The clothing must fit properly; pants are to sit at the waist.
 - no undergarments are to be visible
 - no midriff shirts
 - Shirts are to cover the waist of the pants/skirt.
 - Shorts may only be worn during August, September and May (when Corpus Christi is following the warm weather uniform) and the length is equal or better than the length of their fingertips placed at their side.
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- No make-up or finger nail polish of any kind may be worn.
- The uniform policy regarding jewelry will be enforced.

In the event that the attire does not meet the above criteria, the student will be sent to the office to call his/her parent/guardian and a proper change of clothing must be brought to the school for the student to change into prior to being admitted to class.

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions:

- Tobacco, alcohol or any other drug
- Weapons
- Cell phone, beeper or laser pointer
- Inappropriate literature, photos films, etc.

PLAYGROUND REGULATIONS

During recess, the teachers and teacher aides on duty supervise the children.

The children are to stay with the other students in their grade. Students are to obey instructions regarding the safe use of playground equipment (particularly regarding the number of children using a piece of equipment at one time.)

Students in grades six to eight may only play sports/games in single same sex groups.

LUNCHROOM REGULATIONS

Given the risk of potential harm, students' access and use of microwave ovens are prohibited. Student meals provided by parents must not be heated in microwave ovens by school personnel and/or school volunteers.

- Students must bring a nutritious lunch every day, including fruits and vegetables.
- Glass containers, canned drinks/foods and restaurant provided foods are NOT permitted.
- Milk is available daily. A milk ticket must be purchased.
- All students must sit in their assigned areas.
- Students must remain seated until the assigned teacher dismisses them to the playground area.
- Loitering in restrooms or the cafeteria is prohibited.
- Students are responsible for cleaning their areas.
- Students may talk quietly to one another.

HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

Parents and guardians have the primary responsibility for the health and well being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee or volunteer.

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee or volunteer with the Diocese,

- must comply with applicable reporting and other requirements of state and local law;
- must report the incident to the Moderator of the Curia of the Diocese of Arlington.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal (who in turn will call the Moderator of the Curia). At that point, confidentiality must be respected.

According to the *Code of Virginia*, (Section 63.2 – 1518) *Authority to Talk to a Child or Sibling*, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in loc parentis, or school personnel.”

WELLNESS POLICY

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) meets minimum federal standards and establishes goals for physical education, nutrition and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The

local policies create a framework for increased student activity, staff wellness, safe and healthy environments and the elimination of foods of minimal nutritional value, during the school day. All schools have wellness committees to implement, sustain and evaluate the local wellness program.

ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition.. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

ILLNESS

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines, 2nd edition*.

Children with fevers, contagious or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

If a student becomes ill during school, the parent will be called to pick up the student. If the parent cannot be reached, the school will contact the other emergency contacts listed on the emergency medical form.

A parent will be called to pick up his/her child if he/she vomits or has a temperature of 100°

degrees or above. If student has had a fever while at home, he/she must have a normal temperature for a full 24 hours before returning to school.

Please do not send a student to school if they feel ill, have vomited or had diarrhea in the morning. A child that is too sick to attend PE or recess is too sick to be in school.

MEDICATION ADMINISTRATION OVERVIEW

Detailed Diocesan medication policies and procedures can be accessed on the Office of Catholic Schools website, in the school clinic and in the appendix of this document.

All school clinic, administrators and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy and summarized here.

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
2. After the first dose of any medication has been given at home;
3. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant, or a senior member of the school administration;
4. When there is a health care provider's written order signed by the parent/guardian requesting the school to administer medication or to permit the student to self-administer the medication;
5. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate medication authorization form (Appendix) has been completed, signed and accompanies the medication;
7. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (Appendix). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent indicates in writing that the student cannot do this.

Students are NOT permitted to self-medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self-administer emergency lifesaving medications (e.g. inhaler, Epi-pen).

Within one week after expiration of the effective date on the order, or on the last day of school, the parent /guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

SPECIALIZED STUDENT CARE NEEDS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and identify in writing the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures or behavior at school.

LIFE THREATENING ALLERGY

The Diocese of Arlington Office of Catholic Schools Life- Threatening Allergy Policy (2009) aims to minimize the risk of student exposure to known allergens during the school day. All schools will provide an annual in-service for school faculty and staff to educate on the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms and parental publications. Schools will recruit and train teams responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform principal and school health personnel of any allergies and provide schools with fully executed Diocesan documents, including but not limited to; allergy action plans (F-4A), medication administration forms (F-6), inhaler administration forms (F-3) and Epinephrine administration forms (F-4). Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with "safe" foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to; teacher(s), food service, bus driver, janitorial staff.

INFECTIOUS/COMMUNICABLE DISEASES

Parents must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance protection of students:

1. No daycare/preschool, elementary, middle or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213).
 - a. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
 - b. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
2. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
3. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2nd edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
4. The Diocese of Arlington has comprehensive guidelines for school /parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (appendix F-##). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

Head Lice (Pediculosis) Information

Outbreaks of head lice are common among children in schools and day care, affecting all social and economic groups. According to the Centers for Disease Control and Prevention (CDC), current evidence does not support classroom or school-wide screening for head lice to reduce the number of head lice infestations among school children. Excluding children from school because of head lice is not recommended. Students diagnosed with live head lice should be treated and then be allowed to return to class. “No-nits” policies that require a student to be free of nits before they can return to school are not recommended.

Because there is no evidence that head lice transmit disease, pediculosis is considered a nuisance rather than a health hazard. Head lice are not spread to humans from pets. Head lice are spread either by direct contact with a person who has head lice or by indirect contact with personal belongings of an infested person. Specific guidelines are in place to address pediculosis in the school setting. Current research does not support exclusion policies for nits.¹ Exclusion policies can result in:

- Increased absences from school that can have a negative impact on academic success and lost work time for parents.
- Issues surrounding discrimination.
- A decreased tendency for parents to report cases identified at home.
- Overtreatment for head lice leading to resistance to commonly used medication.

¹ National Association of School Nurses Position Statement: Pediculosis in the School Community, July 2004; Harvard School of Public Health: Head Lice Information, 2007; Virginia Department of Health, 1998.

When it is determined that a student has an active case of lice, the parents will be contacted and the child will be sent home until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional.

Corpus Christi School Supports Fairfax County Public Schools-Fairfax County Health Department (FCPS-FCHD) Head Lice Guidelines to address pediculosis in the school setting. The following checklists on the responsibility for the prevention of head lice are available on the school website:

- Responsibilities of the School Administration and Staff--Prevention of Head Lice
- Responsibilities of the School Public Health Nurse-Prevention of Head Lice
- Responsibilities of the Parents or Guardians of a Student with Head Lice
- *Head Lice Treatment – What Parent’s Need to Know Brochure*, (English & Spanish)

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected

with Hepatitis and HIV to provide a safe environment for students, staff members, and the public. Students who are infected with blood-borne Hepatitis, Human Immunodeficiency Virus (HIV) or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that blood-borne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that, most blood-borne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law, and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to blood-borne pathogens. This includes training related to the proper application of universal/standard precautions.

FIRE/EMERGENCY DRILLS

Fire evacuation maps are located in all rooms of the school building. Formal fire drills, as required by the Fairfax County Fire Marshall, are held once per month. Tornado drills are held periodically.

SEXUAL HARASSMENT--STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavors to provide for its students an atmosphere free from sexual harassment.

1. No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.
2. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic

- materials which is not necessary for school purposes."
3. Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official
 4. No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.
 5. In adherence to the *Charter for the Protection of Children and Young People*, schools will offer the "Safe Environment Program" endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (Policy 616.5).

Parents should be afforded the opportunity to review the materials prior to presenting the program at any given grade level and reserve the right to remove their children from the classes.

BULLYING

Bullying is prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats
- d. Teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber-bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of bullying to take appropriate steps to intervene—unless intervention would be a threat to staff members' safety. If a staff member believes that

his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

In cases of reported bullying, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

- a. Consequences for students who bully others shall depend on the results of the investigation and may include:
 - Counseling
 - Parent conference
 - Detention
 - Suspension and/or Expulsion
- b. Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement if appropriate.

RESPECT FOR LIFE

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. In the event of a student pregnancy or participation in an abortion, the school may condition continued enrollment in the school upon the student's/family's compliance with the foregoing and other corollary tenets of the Catholic Church.

STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is grounds for terminating enrollment in the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through a

Student Assistance Plan written at the Catholic school.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Special Needs.

Failure of the parent to sign Student Assistance Plan or Individualized Catholic Education Plan does not negate the implementation of the plan.

Students with disabilities are expected to follow the school's policies and honor code.

Students who have a documented Individual Education Plan (I.E.P.) which specifies testing accommodations on standardized tests will be allowed to have those specific accommodations for any standardized test that is offered by the school. This includes the elementary testing program for grades 2 to 7, the 8th grade high school placement test and the ACRE religion test for grades 5 and 8.

Corpus Christi offers Title I remedial services in reading for those students who qualify for special needs service. Corpus Christi also participates in Title VI programs for library and media resources.

A full time registered nurse and well-equipped clinic is also available for student needs.

After-school tutoring may be available with a volunteer program with local Catholic high school students. Counseling is available with local community resources, private practitioners and Lumen Christi Counseling Services (St. Anthony's Parish).

EXTENDED DAY

EXTENDED DAY PROGRAM

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section V. General School Policies regarding fees to utilize this program. Parents must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II., Academics, but including the section on Technology), apply to the Extended Day Program.

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

OVER-THE-COUNTER SKIN PRODUCTS

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products,

- written parent authorization noting any known adverse reactions shall be obtained;
- shall be in the original container labeled with the child's name;
- does not need to be kept locked but shall be inaccessible to children under five years of age;
- any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- Children nine years of age and older may administer their own sunscreen if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application and any adverse reaction. Manufacturer's instructions for age, duration and dosage shall be followed.

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes, which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or

imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office
11320 Random Hill Road, Ste. 200
Fairfax, VA 22030
(703) 934-1505

Verona Licensing Office
Post Office Box 350
Verona, Virginia 24482-0350
(540) 248-9345

Northern Virginia Regional Office
320 Hospital Drive, Suite #23
Warrenton, VA 22186
(540) 347-6345
Central Regional Offices
1604 Santa Rosa Road, Suite 130
Richmond, VA 23229-5008
(804) 662-9743

Piedmont Regional Office
Commonwealth of Virginia Building
210 Church Street, S.W., Ste. 100
Roanoke, VA 24011-1779
(540) 857-7920

Eastern Regional Office
Pembroke Office Park
Pembroke Four Office Building, Suite 300
Virginia Beach, VA 23452-5496
(757) 491-3990

Abingdon Licensing Office
190 Patton Street
Abingdon, VA 24210
(540) 676-549

INSURANCE

The extended day program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy or purchased through an independent school insurance provider. The school will send home optional policies each fall for the families to consider.

TAX INFORMATION

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the program staff will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

PARENTAL INVOLVEMENT

Incompliance with state regulations for state licensed programs, a custodial parent shall be

admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

INCLEMENT WEATHER

In the event of inclement weather, it is the parent's responsibility to listen to the radio or TV stations for **Fairfax County** announcements concerning late openings and early closings. When possible, information will also be posted on the school web site.

In order to keep all children, parents and staff members safe during inclement weather, please note the following inclement weather policies:

If Fairfax County Schools are closed for the day, there will be NO Extended Day.

If Fairfax County School close early or if Fairfax County Schools do not close early but after school activities are cancelled, then Extended Day will close two hours after the designated closing time. *For the safety of the students, parents and staff the school strongly encourages parents to pick-up their student(s) as soon as and as safely possible.* Any child who is not picked up by the time school closes, a late charge of \$1.00 a minute per child will be charged.

NOTE: If Fairfax County Schools are closed or in case of other unexpected emergencies, Corpus Christi will make announcements using the School Messenger System and WTOP News. [Please refer to page 32 in this manual for additional information.](#)

LATE OPENING

If school opens **one** or **two** hours late due to inclement weather, Extended Day will open as follows: [Please refer to page 32 in this manual for additional information.](#)

OTHER EXTENDED DAY CLOSINGS

There will be no afternoon Extended Day on the last day of school at the Elementary Campus. If any special closings are necessary, the dates will be distributed at the beginning of each school year to all Extended Day families. Notices will also be sent home to all school parents and posted throughout the school closer to the actual dates.

PICK-UP AND DROP-OFF PROCEDURES

SIGN IN AND OUT PROCEDURES

When children arrive in the morning, they must be accompanied by a parent and signed in on the sign-in sheet. A staff member must sign in children using the program in the afternoon.

When departing Extended Day, a parent or a staff member must sign out the child. **Any child who is not signed out will be billed until 6:00 p.m.**

LATE PICK UP

If a child has not been picked up from Extended Day by 6:00 p.m. and the school has not been

notified as to why the child remains in the program, the parent will be charged \$1.00 per minute per child. In addition, the following procedures will apply:

- Parents will be called at home and/or work.
- Emergency contacts will be called.
- **If no one can be contacted and the child remains in Extended Day until 7:00 p.m., Fairfax County Child Protective Services will be called.**

DAILY OPERATION

DRESS

All children are encouraged to wear play clothes and sneakers to avoid getting school uniforms dirty. The kindergartners will come already dressed. Children in grades one to eight may bring clothes to change into after school. All clothing must have your child's name on it.

SNACK AND LUNCH

A daily snack and milk are provided which adhere to USDA guidelines. Snack schedules are posted. Although milk will still be provided on regularly scheduled early dismissal days, children must bring their own lunch.

FOOD BROUGHT FROM HOME

In order to ensure the health and safety of all children, the Extended Day staff asks for your cooperation with the following policies regarding food brought from home:

- Morning breakfast foods must be eaten by **8:00 a.m.**
- The Extended Day Program provides afternoon snacks. Children may eat a nutritious snack from home after **5:00 p.m.** Any food from home should not require refrigeration or any special care. All food should be properly wrapped. Since many children have special diets to prevent allergic reactions, your child should not share any food with anyone.

DISCIPLINE POLICY

Since the Extended Day program is an extension of the normal school day, students will follow **all** school rules. If they do not follow the rules, then there will be the following consequences:

- At the first offense, children will receive verbal warnings.
- If behavior does not improve, then demerits may be given to children in grades 4 to 8.
- If outside, younger children may have a short period of time out.
- The Director should be notified immediately if a student continues to demonstrate inappropriate behavior and he/she will speak to the student.
- If behavior still does not improve, then the parents will be given a formal call, letter or conference with the director.
- The Director will also notify the Principal if inappropriate behavior continues.
- If an incident is very serious, an **Incident Report** will be filled out, given to the parents, and put in the student's file indicating the action taken. After **three** serious incidents, the student will be dismissed from the Extended Day program.

- Depending on the seriousness and magnitude of the incident, the student may be dismissed from the Extended Day program immediately with the approval of the Principal.

DISMISSAL FROM THE EXTENDED DAY PROGRAM

If the above unacceptable behavior continues, the Director, with the approval of the Principal, will inform the parents in writing that their child will no longer be able to attend the Extended Day program.

LINE OF AUTHORITY

The following is the line authority parents should use if there are questions or problems concerning the Extended Day program:

- Routine questions may be asked of any Extended Day staff member.
- If a parent has a concern or problem with the Extended Day program or any staff member, he/she should always speak with the Director **first** whenever possible. If the Director is unavailable, then the parent should speak to the Back-up Director.
- If after speaking with the Director (or Back-up Director in the Director's absence) the parent still needs further assistance, then he/she should speak to the Principal.

VISITING THE EXTENDED DAY PROGRAM

Although students attend the Extended Day Program to help parents who work and cannot stay at home with their children, there are occasions when the parents would like to visit the program to observe or help with a project. Parents do have the right to be admitted to the program only while their children are in attendance.

ILLNESS, CONTAGIOUS DISEASE, AND BITING

Any child who has the following: a temperature of over 100° degrees, diarrhea, vomiting, or has bitten a child will be sent home within one hour. A child must be fever free for 24 hours before returning to Extended Day.

FEES AND CHARGES

Corpus Christi Extended Day offers quality care for an affordable price. The following information summarizes the various payment options:

REGISTRATION FEE

- **\$25** registration fee per family per year.
- Drop In users must pay the registration fee on their **second** time of use.

DROP INS

Child(ren) who use Extended Day less than five hours per week are required to use the drop in

rate.

Payment Structure for Drop-Ins

One child	\$7.00 per hour or any portion of the hour
Two children	\$9.00 per hour or any portion of the hour
Three children or more	\$10.25 per hour or any portion of the hour

CONTRACTED USERS

Child(ren) who use Extended Day five hours or more per week will be considered contracted users.

Payment Structure for Contract Users

One child	\$6.00 per hour or any portion of the hour
Two children	\$8.00 per hour or any portion of the hour
Three children or more	\$10.25 per hour or any portion of the hour

Contract users must notify the Extended Day Director in writing, at least two weeks in advance, of any changes to the contract.

Families who use Extended Day will be charged through FACTS. FACTS sends invoices on the 10th of the month for charges that were incurred the previous four weeks. All invoices are due on the 1st of the following month. Payments must be made to FACTS by following the instructions on the bill. No payments will be accepted at the school for extended day. Disputes must be brought to the attention of the Extended Day Director before the invoice is due in order to have corrections made before the next invoice.

ADDITIONAL FEES AND CHARGES

- Late pick up, after 6:00 p.m., will be charged at \$1.00 per minute. Advising us by phone is appreciated but a late pick up fee will be charge nonetheless. Three late fees within a school year will result in dismissal from the Extended Day program.

SPECIAL CLOSINGS

The Extended Day Program has a special schedule in some circumstances (i.e. the first week of school, the last week of school, holidays, etc.) Please check the monthly school calendar carefully to be sure you are aware of changes to the regular schedule.

APPENDICES

Diocesan and School forms below are available on the school website at www.corpuschristischool.org and/or on the Arlington Diocese's website at www.arlingtondiocese.org/catholicschools/forms.php.

1. Permission for Emergency Care Form (*Appendix F-1*)
2. Confidential Health History Update (*Appendix F-1A*)
3. Virginia School Entrance Health Form (*Appendix F-2*)
4. Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
5. Inhaler Authorization Form (*Appendix F-3*)
6. Asthma Action Plan (*Appendix F-3A*)
7. EpiPen/Twinject Authorization Form (*Appendix F-4*)
8. Allergy Action Plan (*Appendix F-4A*)
9. Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
10. Diabetes Medical Management Plan (*Appendix F-5A*)
11. Medication Authorization Form (*Appendix F-6*)
12. Waiver Information/Right to Object Form (*Appendix N*)
13. Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
14. Academic Intervention Plan (*Appendix AA*)
15. Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)