

PARENT- STUDENT HANDBOOK



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WELCOME TO CORPUS CHRISTI SCHOOL COMMUNITY

INTRODUCTION

The third millennium reality varies drastically from the past regarding safety and security issues. Therefore, this Handbook has been carefully crafted to offer our students a safe and secure school environment. Compliance with the policies and regulations of Corpus Christi School contained herein is the expectation for each individual student and parent. Since non-compliance to policy can place students at risk, the administration, faculty and staff will make every reasonable effort to assist students in understanding the relationship between adhering to school policy and safety.

Parents are expected to monitor homework, be observant of your child's friends and relationships, be vigilant regarding your child's computer and device habits and serve as role models in behavior and attendance at the Sacraments. Parents are also expected to collaborate with the school administration regarding any disciplinary decisions.

MISSION STATEMENT

Corpus Christi Catholic School values lessons of living faith through a commitment to prayer, community and service to others. Our academic rigor is based on a holistic philosophy of education whereby each child's gifts are recognized and developed. Corpus Christi engages students in 21st Century Skills to enable success and global citizenship in an ever-changing world.

NON-DISCRIMINATION POLICY

Corpus Christi School admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Corpus Christi School does not discriminate on the basis of race, color, national and ethnic origin, in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PURPOSE AND USE OF THIS HANDBOOK

This Handbook exists to foster the efficient operation of Corpus Christi School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

AMENDMENTS TO HANDBOOK

The school administration/principal retains the right to amend this Handbook for just cause and parents will be given prompt notification if changes are made.

Lighting the Way: Building a New Era in Catholic Education

I. ORGANIZATION OF CORPUS CHRISTI SCHOOL

GOVERNANCE

For generations, Catholic schools nationwide have been centered on local parishes. Pastors and priests headed the schools; the religious of the parish taught the classes; the children of the parish filled the seats. The Catholic schools of the Archdiocese of Newark were no different, and for generations this model led to thriving and successful schools.

Today, however, a rising number of laity in leadership positions and the dissolution of the parish model in many neighborhoods call for a re-evaluation of existing governance models. An innovative approach must be taken to ensure the continued success and sustainability of Catholic education.

Under *Lighting the Way*, our schools will be guided by a partnership among the Principal, the School Advisory Board, Pastor and the Archdiocesan Catholic Education Services (ACES).

The Archdiocesan model is a bold new direction in governance and leadership. It relies more heavily on local lay leaders to ensure the fiscal successes of every school. At the same time it maintains a commitment to highest academic standards, and a strict adherence to sound Catholic Identity. The new model for Catholic schools in the Archdiocese of Newark is a "Call to the laity." It is always mindful of the authority and teachings of the Church, and at the same time it provides an opportunity for the laity's greater involvement in the school's Strategic Planning, Finance, Facilities, and Marketing and Development activities.

The purpose of the School Advisory Board is to assist the Principal in the abovementioned areas.

STATE AND ACCREDITING AGENCIES

The school abides by all state laws and regulations that apply to it. Corpus Christi School is accredited by the Middle States Association Commissions on Elementary and Secondary Schools.

I. CATHOLIC IDENTITY AND ETHICS

The Catholic Nature of the School

Corpus Christi School is a Catholic school in the Roman Catholic Archdiocese of Newark, New Jersey, and, as such, is recognized by the Archbishop as a Catholic school.

The primary purpose for which Corpus Christi School exists is the teaching of the Roman Catholic faith. While the primary goal of the school is academic excellence, the academics and all other programs exist within the primary framework of the Catholic Church.

In keeping with the ecumenical spirit of the Catholic Church, all religious traditions are respected and, space permitting, students from other faith traditions are welcome in the school. Attendance at Corpus Christi School is a choice. Should your child attend, you understand that part of the daily activities will include reference to God and to country, the United States of America.

The Teaching and Practice of Religion

Roman Catholic liturgy, sacraments, traditions and prayer shall be taught as an integral part of the school's curriculum.

Anyone who sends a child to Corpus Christi School understands that this is a Roman Catholic faith based school and students and staff say prayers during the school day. Prayer services are also held throughout the year either in small groups or as a total student body. Every child is expected to join in prayer and be respectful. Each month a different grade is responsible for preparing the Mass, involving as many students as possible. The goal of Corpus Christi's liturgical program is to deepen the student's appreciation and understanding of the liturgy and to enable the students to participate more actively in the sacraments. Students will participate in the sacrament of Reconciliation during Advent and Lent.

Sacramental Preparation

Students in second grade participate in Reconciliation and First Holy Communion preparation programs. These sacraments are usually received in the Winter and Spring respectively. Retreat days and parent meetings regarding the sacraments will take place prior to the reception of the sacraments.

Students in eighth grade begin to prepare for the sacrament of Confirmation. This sacrament is usually received in the Fall of ninth grade.

Religion Curriculum

Religion classes are held daily for all students and the religion curriculum is consistent with the teachings of the Roman Catholic Church and conforms to the guidelines of the Archdiocese of Newark. Corpus Christi School provides structured opportunities for students to participate in community service that will benefit the parish and local community.

Teachers of religion must be practicing Roman Catholics. They shall be certified catechists or in process of receiving their catechetical certification.

The Family Life Program is taught to grades kindergarten through eight. A Teaching Touching Safety Program is included in the religious education curriculum.

Ethical Behavior

At all times, the religious and educational programs of Corpus Christi School shall reflect adherence to the highest standards of ethical behavior.

Duty to Safeguard Reputation

The reputations of all in the Corpus Christi School community shall be considered sacred and shall be safeguarded at all times.

Corpus Christi school personnel, parents, guardians and students are obligated to uphold the positive reputation of the school at all times, both during and outside of school hours.

The Pledge of Allegiance

The United States flag is displayed on school grounds and in each assembly room or classroom. Every student is expected to stand and repeat the oath of allegiance every school day.

II. Curriculum Program and Academic Policies

Corpus Christi School ensures that its curriculum and standards meet the Roman Catholic Archdiocesan Guidelines including the New Jersey State Standards.

The school's basic curriculum teaches Catholic values, respect for human rights, curriculum content and life skills. The school promotes the values stated by the United States bishops in their Pastoral Letter on the Handicapped. Corpus Christi recognizes

the individuality of each learner and encourages students with learning differences and/or special needs to apply to the school. The school's faculty and staff will make reasonable accommodations for students who qualify.

Corpus Christi School teaches 21st-century skills. An inquiry-based approach is used to develop critical thinking and problem-solving. These processes will allow students to succeed in a multidimensional world.

Textbooks

Textbooks will be updated regularly with e-book accessibility Ancillary diagnostic materials, technology, and activities will be available to teachers and students.

In order to provide adequate care of textbooks, students of every grade must have their books covered. Books are on loan to the student for a period of one year. If a book is lost or damaged, the student and parents are responsible to purchase any replacements.

Technology

The use of computers and other devices at Corpus Christi School is a privilege, not a right. A fully equipped technology Media Center is available for student instruction. Teachers integrate technology into their lessons through the use of Interactive Whiteboards and/or Tablets. Firewall precautions have been utilized to secure the computers from unwanted and controversial sites. However, complete control is not possible while on a global network. Therefore, it is expected that student comply with school technology policies

All students are expected to make responsible, ethical and appropriate use of computers and information services provided by Corpus Christi School. Network and technology services include but are not limited to; use of school computers and peripherals, the Internet and all associated software and apps. Students and parents are required to sign an Acceptable Use Agreement for Technology. This document will be distributed at the beginning of each school year.

Acceptable Use Agreement for Technology

The use of computer services at Corpus Christi School is a privilege not a right. Students have no right to privacy while using school technology. Students are expected to make responsible, ethical and appropriate use of computers, tablets and information services at all times. Network and computer services include: use of school computers, devices, peripherals and the internet. Students should realize that these services are finite and costly and such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

Corpus Christi School holds specific expectations for students at each grade level regarding the use of computers, tablets and all other devices before, during and after school in either the media center or classrooms. The following **RULES OF CONDUCT** apply to information services.

Students:

- ✓ *May use only their password.*
- ✓ *May not reconfigure or tamper with the network system in any way, nor attempt to access or alter files with proper authority.*
- ✓ *May not delete, reconfigure or tamper with desktop icons or set-up.*
- ✓ *May not unlawfully copy information*
- ✓ *Must cite properly all information that is required from electronic sources and used in their assignment.*

(over)

- ✓ *Are held responsible for all activity conducted on his/her account or under his/her password.*
- ✓ *May not run non-instructional computer games on any school-owned-computer, device, server or network system,*
- ✓ *May not use school devices for personal use or email.*
- ✓ *May not use non-school computers or other equipment unless cleared to do so by the school technology coordinator/administrator.*
- ✓ *Must comply with other additional guidelines as stipulated by the school.*

ACADEMIC POLICIES

Academic Expectations

The administration and faculty expects every student to perform to the best of his/her ability. A continuous effort regarding homework, test preparation, projects, reports and writing assignments, etc. is expected of each student. Lack of effort or interest in academics will warrant a parent conference and could lead to additional consequences

Homework

All homework assignments are expected to be complete and due dates strictly adhered to. Homework will not be assigned on an evening when parent meetings are held at the school.

Assessment

Student progress is continuously assessed. Assessment at Corpus Christi drives instruction. Each grade level utilizes these practices to ensure students are mastering appropriate skills.

Students with Specialized Learning Needs

Corpus Christi School accepts students with specialized learning needs if with reasonable accommodation, the individual can meet the requirements of the school program. Bergen County Special Services assists students with specialized learning needs in a small group instructional setting. Services include; Supplementary Instruction, Compensatory Education and Speech. Occupational Therapy will be provided when state funds are available.

Corpus Christi School allows for modifications and accommodations to be made in the instructional process for students who qualify.

Grading

The grading system for grades 1 (one) through 3 (three) is as follows:

- E = Exceeds (high understanding)
- S = Secure (understanding demonstrated)
- D = Developing (growth demonstrated)
- B = Beginning (beginning stages)
- N = Not yet performing (assistance required)

The grading system for grades 4(four) through 8(eight) is as follows:

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

Grades for personal development and special subjects are as follows:

- O Outstanding
- S Satisfactory
- I Improvement needed
- U Unsatisfactory

Rubric code for Written Communication:

- 6 Very good
- 5 Good
- 4 Acceptable
- 3 Below average
- 2 Poor
- 1 Unacceptable

Report Cards

Corpus Christi School uses the Report Card required by the Archdiocese of Newark Schools Office. The academic year is based on trimesters. Report Cards are based on formal and informal assessment, class work, homework, projects, and class participation.

Parents should be aware of tests, know what projects are assigned and review homework so that it is complete.

Report Cards need not be returned to school. However, as an indication that parents have received the report card, the envelope is to be signed and returned to school. Parents may access grades online via the PowerSchool Information System. Access codes are given to parents at the beginning of the school year.

Progress Reports will only be distributed to students who are experiencing academic difficulty. These will be issued each mid-trimester.

Records

A parent/guardian has the right to view a student's academic records and standardized test results. Records will be made available upon request.

Honor Roll (Grades 4-8)

Corpus Christi students will be placed on the Honor Roll when the following academic qualifications have been met:

Principal's List – An academic average of 97% or above

First Honors – An academic average of 92-96%

Second Honors – An academic average of 88-91%

“On-A-Roll” – Students who have demonstrated exemplary effort and improvement.

*To be eligible for the Honor Roll, a student may not receive any grade lower than “Satisfactory” where this grading system applies

National Junior Honor Society (NJHS)

The purpose of this organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character and to encourage good citizenship.

The scholarship requirement is open to qualified 7th and 8th graders and 6th graders in the third trimester who obtain a 92% average of the academic subjects.

Leadership is considered highly important for membership selection. Students can hold elected positions both in and out of school. Leadership also exists outside of elected positions including effective participation in positions of responsibility in activities such as athletics, choir, committees, etc.

Service is considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation. It includes the contributions a candidate has made to school, church, classmates and community as well as the student's attitude toward service.

Citizenship is demonstrated by understanding the importance of civic involvement. The student has a high regard for freedom and justice, respects the U.S. form of government and respects the laws of local, state and federal level that protects the government. The student demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations and school clubs.

Character has a multifaceted definition based on the Six Pillars of Character outlined by the Character Counts Coalition of which the NJHS is a member. A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring and citizenship.

Qualified students will be asked to complete a Candidacy Form. These forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection.

Following notification, a formal induction ceremony is held to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service projects. If for any reason students do not uphold the abovementioned requirements, they will be called before the Faculty Council and suspension/dismissal from the National Junior Honor Society could result.

The Chapter Advisor will oversee all NJHS processes, activities and functions.

Promotion and Retention

Promotion and retention are approved by the principal after consultation with the teacher(s). Both are based on academic accomplishment of the student, consideration of learning needs, his/her maturity level and effort.

A student will be retained in a grade only when there is reason to believe that he/she will benefit from retention. Every effort will be made by the school to meet the students' needs, utilizing differentiated instruction, extra help and a possible recommendation for tutoring. Parents are expected to be actively engaged in helping the student at home.

In those cases, where specialized services are required, and cannot be provided by Corpus Christi School, a transfer will be recommended.

Teacher Conferences

In the Fall, every family has the opportunity to meet for formal Parent-Teacher conferences. Teachers and parents may request conferences at anytime throughout the school year. Meetings will take place based on scheduled appointment times.

Records and Transcripts

A parent/guardian has the right to review his/her child's academic records and standardized test scores. These records will be made available upon request.

Records attached to publicly funded services provided through the local Board of Education, such as Child Study Team Reviews, Compensatory Education, Speech, ESL, etc. are the property of Bergen County Special Services.

A parent who wishes to examine these records, or to procure additional copies for his/her own use must contact the Bergen County Special Services Office.

Faculty Meetings and Professional Development

Faculty meetings are an opportunity for professional growth for our teachers. These meetings will be held on a monthly basis. Dismissal will be at 12:00 Noon on those days. There will be no lunch served on early dismissal days. Students who stay for Aftercare must bring their lunch and snack to school.

IV. Student/Participant Issues

Admission of Students

Corpus Christi School admits qualified students to its program. It does not discriminate on the basis of gender, race, color, national or ethnic origin, if with reasonable accommodation, the applicant can meet the program requirements. This school does not discriminate on the basis or race, color, national and ethnic origin in the administration of its educational policies, admission policies, athletic programs and other programs.

Registration and Document Requirements

The following are required at the time of registration:

1. An original Birth Certificate must be submitted for proof of age
2. Baptismal Certificate if applicable
3. Immunization Records
4. Non-Refundable registration fee

State Immunization Requirements

Early Childhood

- ✓ DIP.... minimum of 4 doses
- ✓ IPV... minimum of 3 doses
- ✓ HIB... at least one dose given after the 1st birthday
- ✓ Pneumon at least one dose given after the 1st birthday
- ✓ Hepatitis B at least 3 doses
- ✓ MMR one dose given after 1st birthday
- ✓ Varicella one dose given after the 1st birthday
- ✓ Influenza one dose due each year up to age 59 months

Kindergarten

- ✓ DTP... minimum of 5 doses
- ✓ IPV... minimum of 4 doses
- ✓ MMR total of 2 doses

6th Grade

- ✓ Dtap... given after the 10th birthday
- ✓ Meningococcal applies to students when they turn 11 years of age and attending 6th grade

A physical is due within one year prior to admission for all grades

Age Requirements:

A Pre-Kindergarten child must be three (3) or four (4) years of age on or before October 1.

A Kindergarten child must be five (5) years of age on or before October 1.

The First Grade child must be six (6) years of age on or before October 1, if the prospective student has not satisfactorily completed a licensed Kindergarten program.

* The date that controls age requirements is established by the Hasbrouck Heights Board of Education.

Re-Registration

Corpus Christi School holds re-registration of enrolled students in January of each year. Each family must pay a non-refundable registration fee at that time. Receipt of the re-registration fee by the school guarantees student placement for the upcoming academic year.

Re-registration is done in January for current students so as to register new students during Catholic Schools Week. If a current student is not re-registered during the designated time, placement cannot be guaranteed.

Transfer Students

Each transfer student and his/her parent(s) must be interviewed by the principal. At that time, available to the principal must be a copy of the child's report card, standardized test scores and any additional educational documentation.

The student must be in good standing at the previous school.

If the student is transferring from another Catholic or Private school, that school will be notified and all tuition and financial obligations must be paid in full before registering at Corpus Christi School.

No student will be allowed to transfer into the 8th grade unless the student/family has moved into the area and is from another Catholic school and has successfully completed the 7th grade. The decision is up to the discretion of the principal.

For students transferring out of Corpus Christi School parents are required to:

- Contact the school and state in writing the reason for transfer
- Provide the name and address of the receiving school
- Procure an official Transfer Card from Corpus Christi School

Admission of Students with I-20 Status

Foreign students may be admitted in accordance with the existing requirements and regulations of the United States Department of Homeland Security. To register a non-immigrant student, it is required that the student possess an F-1 Visa issued by the Immigration and Naturalization Service (INS). The Office of the Superintendent will use the information to electronically submit an I-20 for the student to SEVIS (The Student and Exchange Visitor Information System). Upon acceptance of this form, the INS will transmit an I-20 to the Office of the Superintendent which will send the school a copy for the student and a copy for the school's file. The Archdiocese of Newark has been assigned an identification number that covers all its schools.

Tuition

Corpus Christi School funds its quality Catholic education through tuition, and support from the Archdiocese of Newark. Upon registration, parents/guardians accept the responsibility and obligation of regular and timely payments in accordance with the Corpus Christi School Financial Obligation Policy.

Tuition is collected using the FACTS Tuition Management Company or by a one-time payment described below. The FACTS system provides payment options with your credit card or automatic deduction from a bank account. The FACTS yearly enrollment fee is \$41.00 (subject to change) payable to FACTS at the time of registration for the upcoming school year. Tuition payments are payable in ten (10) equal installments on the first of each month beginning July 1 and ending on April 1 of each school year. Families also have the option of paying in full by August 15th of the upcoming school year and will receive a 3% discount.

Non-refundable Registration fees and Home and School Association dues are payable at the time of registration.

All tuition payments must be completed by April 1, regardless of when payment commenced.

All tuition must be paid through the FACTS system as the school office will not accept tuition payments except when paying in full. Families are responsible for signing up for a FACTS account.

Timely tuition payments and fees are necessary to finance school expenditures and are therefore a condition of attendance at Corpus Christi School.

Tuition accounts are reviewed on a monthly basis. Corpus Christi School reserves the right to terminate educational services for accounts that are in arrears. Late registrations will be prorated.

All past due tuition and fees of families who no longer have children in the school will be referred to a collection agency.

*Unless otherwise indicated all fees are non-refundable.

Supporting Families

Supporting families are those families who are registered and considered bona fide members of their parish in the Archdiocese of Newark. Upon confirmation of this status a family will be offered a family supporting tuition rate.

Attendance

Regular and prompt attendance is essential for success in school. Unless excused for illness or another serious reason, students are expected to attend school daily.

If a student is absent from school three (3) or more days due to illness, a doctor's note is required to return to school.

Parents are to notify the school by telephone if a student is going to be absent. If an absence is unreported, the school will attempt to contact the parents.

The following include, but are not limited to, medical conditions that will cause a child to stay home from school:

- ✓ Temperature greater than 100 degrees
- ✓ Vomiting, nausea or diarrhea
- ✓ Pain or discomfort
- ✓ Excessive coughing, sneezing, running nose and eyes or sore throat
- ✓ Severe nose bleed
- ✓ Head injuries with concussion symptoms
- ✓ Conjunctivitis
- ✓ Rash of unknown origin
- ✓ Head lice
- ✓ Draining wounds
- ✓ Any communicable disease
- ✓ Untreated physical injuries

If a child is ill with a communicable disease (strep throat, conjunctivitis, mononucleosis, etc.) the school must be notified immediately. In such cases, a Doctor's note is required in order for the student to return to school.

If a student is kept home due to a fever or vomiting, the child must be fever free for 24 hours without the use of medication. The same holds true for a student who is kept home due to vomiting and nausea.

Parents are asked to make doctor appointments for their children outside of school hours. Leaving school during the day is very disruptive for the student, teacher and class.

The school requests that vacations be planned only when school is not in session. If a parent decides to take a student out of school during scheduled school days, it may not be possible for teachers to provide work in advance that has not yet been presented in class. Students are responsible to make up all missed schoolwork.

Excused Absences

High School visits and "Take your child to work days" may be excused absences with a note from the high school or company

Tuancy

A student who deliberately avoids coming to school, contrary to the wishes of his or her parent/guardian, is considered truant. Habitual truancy will be reported to the child's district of residence and will be subject to disciplinary actions.

Daily Schedule and Supervision

School begins each day promptly at 8:00AM and dismissal is at 2:45PM. Kindergarten students are released at 2:40PM.

School doors open at 7:40AM and students are to report directly to their homeroom between 7:40AM and no later than 8:00AM. After eight you are late!

A Before Care program is available from 7:00AM. An After Care program is available from 2:45PM to 6:00PM.

Students participating in extracurricular activities will be supervised by faculty moderators until picked up by parents or authorized persons. If parents are late picking up their child/ren, students will be placed in the After Care Program and parents will be responsible for the fee incurred.

The administration and faculty bear no responsibility for students who arrive on school premises before 7:40AM (other than students who are registered in the Before and/or After Care Program) or remain after dismissal unless the student is a participant in an extracurricular activity.

Waiting List

In the event of a “closed grade”, a waiting list will be established at the time of registration for the upcoming academic year. This is effective only for one academic year.

Release of Students During the School Day

Students shall be released only to custodial parents or persons who are authorized in writing by the custodial parents.

Court Orders

If there is a court order specifying the rights and responsibilities of individual parents, the custodial parent must provide the School with an official copy of the court order. The custodial parent should provide the principal with the “custody section” of the document.

Parental Rights to School Records

Under New Jersey law, student records, held by the school, must be available to parents and custodial parents regardless of custodial status, or legal guardians, Parents have the right to challenge information kept in these records.

Lunch Program

Corpus Christi School will provide a hot lunch program to students and lunches are paid for in advance. A brown bag lunch may be brought from home if so desired. All lunch periods are supervised by faculty and parent volunteers.

School Sponsored and Social Activities

The principal is responsible for the direction of all activities of the school, including those occurring outside the school building.

The principal must approve in advance any and all school sponsored social activities.

Field Trips

Corpus Christi School will sponsor field trips that are educational in nature. Field trips are organized by the teachers and approved by the principal. Field trips are privileges given to students and therefore students can be denied participation if they fail to meet academic and/or behavioral requirements of the school.

No student will participate in a field trip unless a signed parent/guardian permission slip, for the specific event, is submitted to the school. Phone calls or verbal permission in lieu of written permission will not be accepted. Parents have a right to refuse to allow their child/ren to participate in a field trip. In such instances, the refusal must be stated in writing on the permission slip provided by the school and the student must be kept home on that day.

Permission slips will be provided by Corpus Christi School.

Children not enrolled in Corpus Christi may not attend school sponsored field trips. Transportation will be provided by a bus company to transport students, teachers and chaperones to and from field trips or school events that require transportation.

The school strictly prohibits the use of privately owned vehicles for the transportation of students to and from school sponsored trips or events.

Corpus Christi School strictly prohibits overnight field trips.

Home and School Association

The Corpus Christi School Association assists in fundraising and event-planning activities for Corpus Christi School. All parents are members of the Home and School Association and their active participation and cooperation is expected. Meetings are held throughout the year and all parents are expected to attend. Home and School Association dues are collected at the time of registration. Students benefit greatly from school sponsored events as a result of the Home and School spirit of volunteerism.

Volunteers

Corpus Christi School welcomes volunteers. The principal makes the final determination as to whether a particular volunteer's services can be utilized.

Volunteers must fulfill the following requirements:

- By mandate of the Roman Catholic Archdiocese of Newark all volunteers must take a workshop in Protecting God's Children and be certified as a volunteer. Background checks will be done as part of this process. Volunteer activities include but are not limited to; lunch/recess duty, field trip chaperones, assisting in activities and class parents.

- A certificate stating that the Protecting God's Children workshop has been taken along with documentation stating that the background check has been completed are necessary before volunteering for any activity or event.

DISCIPLINE CODE OF CONDUCT and EXPECTED BEHAVIOR

Respect for the Dignity of All

Corpus Christi recognizes, as a Catholic School, that the respect and dignity of all members of the school community is vital.

Expected Behavior

Every student enrolled is a Corpus Christi student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school or its administration, faculty or staff may be disciplined by school officials.

Corpus Christi School, in conjunction with traditions of high Catholic morals and ethics, expects its students to behave in a spirit of Christ-like charity, respecting authority and mutual cooperation. Students are to act with courtesy and respect toward one another and toward all members of the school staff. They are to take seriously their obligation to develop life skills and habits of self-control as well as concern for the well being of others. The administration, faculty and staff will work together to assist students to learn and exemplify responsible behavior and the qualities of good citizenship. A student who chooses to disrupt the good order of the school or violates policy will have to accept the consequences of his/her actions.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

Consequences for conduct unbecoming of a Corpus Christi School student could include but are not limited to the following:

- Conduct referrals or warnings
- Denial or suspension of privileges
- Detention
- Probation
- Suspension either in or out-of-school
- Expulsion

Definition of Bullying, Harassment and Intimidation

Any behavior that takes away the rights of another and/or causes a person to not feel safe constitutes bullying, harassment and/or intimidation. This behavior can include, but is not limited to any gesture, verbal, written or physical act or electronic communication that is reasonably perceived as being motivated either by any actual or reasonably perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or any other distinguishing characteristic, taking place on school property or any school-sponsored function, that:

- A. a reasonable person should know, under the circumstances, will have the effect of harming a student physically or emotionally or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- B. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or the student's ability to be educated.
- C. involves electronic communication defined as cyber-bullying or communication transmitted by means of an electronic device, including, but not limited to, a telephone, cell phone, computer, IPAD or Tablet.

Harassment/Demeaning Behaviors

Harassment is the persistent tormenting or irritation of another. When one person makes repeated verbal, physical and/or visual contact with another person who does not want these contacts, it is harassment.

Harassment includes, but is not limited to:

- Telephone calls, texts, emails without the purpose of legitimate communication
- Insults, taunts or challenges to another, in a manner likely to promote an antisocial response
- Repeated communications anonymously, or at extremely inconvenient hours
- Offensive touching
- Alarming conduct serving no legitimate purpose, including inappropriate Internet communication and postings during or after school hours.

Visual Harassment

Visual harassment involves derogatory, demeaning, or inflammatory material, such as posters, cartoons, writing, art work and gestures.

Parents should be aware that some bullying, harassment and/or intimidation could have legal consequences.

Consequences and Appropriate Remedial Action

Factors for determining consequences include but are not limited to:

- Age, development and maturity levels of the parties involved
- Degrees of harm
- Surrounding circumstances
- Nature and severity of the behaviors
- Incidences of past or continuing patterns of behavior
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Consequences and appropriate remedial actions for a student who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem; and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the below lists.

Consequences:

- Admonishment
- Temporary removal from the classroom
- Deprivation and/or suspension of privileges
- Detention
- In-school or out-of-school suspension
- Legal action; and
- Expulsion

Remedial Measures:

- Restitution and restoration
- Mediation
- Corrective instruction
- Behavioral assessment or evaluation, including but not limited to, a referral to the Child Study Team, as appropriate.
- Behavioral Management Plan with benchmarks that are closely monitored
- Student counseling
- Parent conferences

Reporting Guidelines

Any student having witnessed or having reliable information that a student has been subjected to bullying, harassment or intimidation must report the incident verbally or in writing to a teacher or to the administration. All teachers and staff members, volunteers, parents and other adult members of the school community having witnessed or having reliable information that a student has been subject to bullying, harassment or intimidation must immediately report the matter within 24 hours in writing to the principal.

The school can only address problems it has been made aware of. Therefore it is expected that all students and adults take the responsibility to report any acts that may be in violation of this policy immediately so that the matter may be given immediate and proper attention. All complaints or concerns will be promptly acknowledged and investigated. This will be done with sensitivity to the subject matter and the need for confidentiality will be determined and respected as appropriate.

Reporting and/or communication regarding incidents of bullying, harassment or intimidation will not affect students' grades.

Investigation

When a report is made about an incident of bullying, harassment or intimidation, the principal or designee will thoroughly investigate the incident in a timely manner. Investigations may include interviews with students, parents and school personnel, review of school records and/or communication with law enforcement officers.

Interventions and Responses

Corpus Christi School recognizes that some acts of bullying, harassment or intimidation may be isolated incidents requiring that the school respond appropriately to the individual committing the acts. Other acts may be so serious or parts of a larger pattern of bullying, harassment or intimidation that require a response either at the classroom, school building or school wide level or by law enforcement officials.

After results of an investigation are concluded, consequences for students who bully others may include but are not limited to: counseling, parent conference(s), detention, suspension or expulsion, or consultation with/or reporting to law enforcement officers.

Depending upon the severity of the incident, the administration may take appropriate measures to ensure student safety, including but not limited to; separating and supervising the students involved, involving school staff for intervention and/or ongoing support, developing a plan involving parents. Since parents are key partners in both changing the bullying behavior and supporting victims of bullying, the principal and/or

investigating staff member shall discuss his/her findings, planned consequences and intervention plan with the parent of both the offender and the victim. The principal or her designee shall keep a record of the findings and remedial actions on file for future reference.

Reprisal and Retaliation Prohibited

Corpus Christi School prohibits reprisal or retaliation against any person who reports an act of bullying, harassment or intimidation. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal after consideration of the nature, severity and circumstances of the act, in accordance with school policies and procedures.

Consequences for False Accusation

Corpus Christi School prohibits any person from falsely accusing another as a means of bullying, harassment or intimidation. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of bullying, harassment or intimidation may range from positive behavioral interventions up to and including suspension or expulsion.

Implementation of Policy

Corpus Christi School and all school personnel, with the support and guidance of the principal, are committed to ensure that this policy is carried out consistently and uniformly, and that all necessary disciplinary actions are carried out with necessary due process.

Parent Cooperation

The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Probation

Students who demonstrate a serious and consistent lack of responsibility and disregard for school rules may be placed on probation. The length and restrictions of the probation will be determined by the principal and/or school administration. Students on probation may be subject to eligibility restrictions for participation in school activities. If behavior does not improve, suspension and/or expulsion could result.

Suspension/Expulsion

Based on the severity of the misconduct, students may be assigned to in-school or out-of-school suspension for a determined period of time.

Students who seriously violate the school's discipline code could be subject to expulsion.

Issues of Safety

Every member of the school community is responsible for his or her own safety and the safety of others. Behavior that poses a threat to safety will not be tolerated and will result in disciplinary action. Serious infractions could result in suspension or expulsion from school.

Students attending Corpus Christi are expected to evidence fair play, team spirit and kindness to everyone. All interactions with administration, faculty, staff and schoolmates are to always be respectful.

Any student who chooses to disrupt the order of Corpus Christi School or violates a policy or regulation must accept the consequences of those irresponsible choices. Discipline is within the discretion of the principal.

Accountability for uncooperative, disruptive, disrespectful or unsafe behavior may include but are not limited to; misconduct referrals, or warnings, denial of privileges, detention, probation, suspension or expulsion.

Parents will be notified in the event of serious misconduct issues. Conduct referral slips, detention slips or out-of-uniform slips will be sent home for a parent signature.

Cell Phones

Students are not permitted to use cell phones in school, If a student decides to bring a cell phone to school, the phone must be turned off and stored in the student's backpack. If cell phones are visible or in use during the school day, the phones will be confiscated.

Parents will be notified of any infraction against this policy.

The use of text messaging, photos, videos and/or recording features of a cell phone is strictly prohibited during school hours and during extra-curricular activities.

Students are allowed to use the phone outside the main office after requesting permission to do so. Further, students are not to call home for forgotten or missing

books, homework, gym uniforms, lunch, snack, etc. If a child forgets his/her lunch, lunch will be provided and parents will be charged a fee.

Supervision

Daily school supervision is provided:

- In the Before Care Program beginning at 7:00AM
- During school hours from 7:40AM to 2:45PM
- During after school activities from 2:45PM to 3:30PM
- In the After Care Program from 2:45PM to 6:00PM

Students are not allowed on school property outside of the specified times above. A “No Trespassing” policy is applicable.

All school sponsored activities, events and field trips will be appropriately supervised.

Recess

The following behaviors while at recess are not permitted:

- Leaving school property
- Re-entering the school building without permission from the teacher or supervising adult
- Rough play
- Physical contact

Students will be participating in recess during the winter months providing the temperature is 34 degrees or above. All students must wear proper winter attire.

Procedure for Managing Unacceptable Behavior

Student meets with the teacher.

Student and teacher meet with the administration.

A joint meeting with the administration, teachers, student and parents will be held.

Recommendation for remediation. Example: Counseling

If none of the above recommendations are effective in supporting the student and modifying behavior, the principal has suspension/expulsion at her discretion.

Detention

Detentions should be rare and taken seriously by the student’s parents. It is an indication that the child is interfering with his/her learning experience and/or that of his/her classmates.

Excessive detentions are indicative of a lack of cooperation on the part of the student. A parent conference will be held before final consequences are given. All decisions are at the discretion of the principal.

Detentions are given by the teachers and are supervised by that same teacher. Detention notices are sent home in advance so as to inform parents of the time and date of detention. A parent signature is required on the detention form. Signed detention forms must be sent back to school the following day.

Parents are asked to object to disrespectful behaviors. Be vigilant in correcting behavior that takes the form of:

- Interrupting adults or friends
- Shouting at parents or siblings
- Inability to respect the choices of others
- Self-centered conduct

Gum chewing is prohibited in school and on school grounds.

Suspension/Expulsion

A Corpus Christi School student may be officially suspended/expelled for serious violations of school policy. The following are, but are not limited to, reasons for suspension or expulsion:

- Possession of dangerous objects or weapons
- Possession of cigarettes, matches, drugs, drug paraphernalia, and/or alcohol
- Smoking in school or on school property. Corpus Christi School is a Non-Smoking environment.
- Use of abusive language, oral or written obscenity, deliberate defiance or serious disrespect toward, the administration, teachers, teacher aides, staff, students, parents or any supervising adult
- Defacement or destruction of school property
- Truancy
- Leaving school grounds without permission of the principal or staff
- Repeated misbehavior which undermines classroom discipline or interferes with the instructional environment
- Misuse and abuse of the Internet
- Misrepresentation of Corpus Christi School on the Internet via texting, Instant Messaging, photo's, postings, email, videos, social media and/or all social networking sites, etc.

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at her discretion.

STUDENT HEALTH CARE

Corpus Christi School respects parents as persons responsible for the health care of their child/ren. The school's administration, faculty and staff will cooperate with all reasonable medical requirements, but parents must understand that the school is primarily an educational institution.

The School Nurse is present on a daily basis. She conducts health screenings throughout the school year and administers first aid when necessary. The Nurse also maintains cumulative health records for all enrolled students.

The school must be notified of any health concerns or issues that a student may have. Any allergies either to food, medications or of environmental in nature must be reported to the school as well. Corpus Christi is a Nut Free School.

Physical Examinations

Corpus Christi School requires that each student have a physical examination upon entry into school. The physical must be performed by the child's health care provider no more than one year prior to entering school.

Physical exams are further required for all students entering Kindergarten, Fourth and Seventh grades by September 1.

Dental exams should be done yearly by the child's own dental health provider.

Nursing Services

In addition to caring for injuries and illnesses and record keeping, the nurse performs screenings for vision, hearing, scoliosis (grades 5 and 8), heights and weights. If any abnormalities are found, notices will be sent home. Annual reports are filed with the New Jersey State Department of Health.

Accident and/or Injury Reporting

The school will promptly record in writing and report any student accident or injury to the affected students' parents. Reporting does not constitute an acceptance of liability.

Immunizations

According to the New Jersey State Department of Health, no child may be admitted into school without proper verification of the required immunizations.

Administration of Medication

Corpus Christi School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

The School Nurse may administer the medication ONLY under the following conditions:

- The medication is given to the school nurse by the parent/guardian and is in its original pharmacy labeled container.
- The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This policy applies to both prescription and over-the-counter medication. In the absence of the school nurse, the parent/guardian must administer medications in school.

OTC Medications

Over-the-Counter medication requires written permission from the Doctor and the Parent. This is the State law and includes, Tylenol, Advil, Cough Medicine, etc. If a child requires these, the Doctor must complete the form for Administration of Medication in School. This form is available from the school nurse.

Emergencies

In the event that a student's injury, illness or condition requires medical intervention (open wound, bleeding, loss of consciousness, threat to breathing, etc.) the parent/guardian will be notified. In the event of an emergency, when the parent/guardian cannot be contacted, the emergency contact listed will be called and advised that the student is being taken by ambulance (via 911 call) to the closest hospital or medical center. Every effort will continue to be made to contact the parent/guardian to have the parent/guardian present at the hospital or medical center.

Parents are to insure that all their contact and emergency contact information is accurate and updated.

Epinephrine Administration

As permitted by New Jersey law, the School shall follow the orders provided by a physician for the emergency administration of epinephrine, via an Epi-Pen, for anaphylaxis.

Epinephrine Liability

Written authorization for administration of the Epi-Pen must be received from the parent/guardian of the Student. The parents/guardians of the Student shall be notified that upon administration of the Epi-Pen in accordance with the procedure below as provided by law, the School and its employees or agents shall have no liability for any injury arising from administration of the Epi-Pen to the Student. The parents/guardians of the Student shall indemnify and hold harmless the School and its employees or agents for any such injury, as provided by law.

Epi-Pen Administration by School Personnel

The School Nurse shall have primary responsibility for administration of the Epi-Pen. In the absence of the School Nurse, another school employee-designated and trained in the administration of the Epi-Pen by the School Nurse pursuant to New Jersey law- may administer the Epi-Pen.

Self-Administration of Medication

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the School Nurse.

Sudden Cardiac Events/Automated External Defibrillators

Corpus Christi School is committed to ensuring the health of the school community. Consistent with this commitment, the school has an automated external defibrillator (AED) located in a central location for the purpose of responding to a sudden cardiac arrest (SCA) in students, staff members, or any other adults on the school premises.

Issues of Child Custody

Corpus Christi School requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. If no such copy is on file, school officials will presume that both parents have custodial rights. School officials make all reasonable efforts to insure that children are released only to the appropriate parent at the appropriate time according to the court-mandated custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their child/ren as to which parent should have physical custody of them on any given day.

Student Photographs, Images, Likenesses and/or Voice

Promotional photographs of students may appear on the Corpus Christi School Website, Facebook Page, Twitter, Videos or in Public Relations articles, brochures or other publications. Release Forms are to be signed by the parent/guardian to allow the school to use the student photographs. Forms are distributed at the beginning of each school year or at the time of registration.

School Uniform Code

All students from Pre-K to Grade 8 are to wear uniforms purchased at Co-Ed Uniform Company, 100 Broadway, Elmwood Park, New Jersey. 201-796-4220.

www.coeduniform.com

Girls and Boys Uniform Pre-K 3 and 4

Corpus Christi Sweat Pants and Sweat Shirt
Predominately White Sneakers

Summer Pre-K 3 and 4

Corpus Christi Navy Shorts
Corpus Christi Gold Tee Shirt
Predominately White Sneakers
White Socks

Girls Uniform K-3

Plaid jumper or Khaki Slacks
White shirt long or short sleeve
Navy knee high socks
Black or Navy Shoes (supportive and safe)
Navy cardigan sweater (optional)

Girls Uniform 4-5

Khaki Skirt or Slacks
White shirt long or short sleeve
Navy knee high socks
Black or Navy Shoes (supportive and safe)

Summer K-5

Khaki Skort or Shorts
White Short Sleeve Shirt

White socks
Predominantly white sneakers

Girls Uniform 6-8

Khaki Skirt or Slacks
Navy shirt (long or short sleeve)
Black or Navy Shoes (supportive and safe)
Navy Knee High Sock

Summer 6-8

Khaki Skirt or Shorts
Navy Short Sleeve Shirt
White Socks
Predominantly White Sneakers

Boys Uniform K-5

Khaki Pants
White Shirt (long or short sleeve)
Navy Cardigan (optional)
Black or Navy Socks
Black Shoes (supportive and safe)

Summer K-5

Khaki Shorts
White shirt
White Socks
Predominantly white sneakers

Boys 6-8

Khaki Pants
Navy Shirt (long or short sleeve)
Black or Navy Socks
Black Shoes (Supportive and safe)

Summer 6-8

Khaki Shorts
White Socks
Predominantly White Sneakers

Gym Uniforms Girls and Boys K-8

Navy Blue or Gold CCS Tee or Sweat Shirts
Navy Mesh Uniform Gym Shorts or Sweat Pants
White Socks
Predominantly White Sneakers

Students may wear Corpus Christi School Store Apparel.

Summer uniforms may be worn up to November 1st and after April 15th.

Fashion Attire

For safety reasons and to avoid distracting others:

- A minimum of jewelry is to be worn
- Stud earrings for girls may be worn
- Minimum make-up and light nail polish is acceptable
- Boys' hair is to be kept conservatively cut and clean
- Tattoos and body piercings are prohibited
- Hats are not to be worn in school

Unusual trends in hair fashions are not permitted for boys or girls. The principal has the final decision on all fashion issues.

Heelies, sneakers with wheels or lights, sandals or open backed foot attire are prohibited.

If a student has a valid reason for not taking Gym on a particular day, or days, a note of explanation must come from the parent and/or the student's Doctor. The student will then be considered "Excused" from gym class. Otherwise, he/she will receive a failure for that Gym Class.

Absence Due to Illness

When a child returns to school a written excuse from a parent, stating the reason for the absence must be given. The absence note must include the dates of absence. An absence of 3 (three) consecutive days or more, requires a Doctor's note in order to return to school.

The following include but are not limited to, medical conditions that will cause a child to stay home from school:

- Temperature greater than 100 degrees
- Vomiting, nausea or diarrhea
- Pain or discomfort that persists after resting
- Excessive coughing, sneezing, runny nose and eyes or sore throat
- Severe nosebleed
- Head injuries with concussion symptoms
- Conjunctivitis
- Rash of unknown origin
- Head lice
- Draining wounds
- Any communicable disease
- Untreated physical injuries

If a child is ill with a communicable disease (Strep Throat, Conjunctivitis, Mononucleosis, etc.) the school must be notified immediately. In such cases, a Doctor's note is required in order for the student to return to school.

If a student is kept home due to a fever or vomiting, the child must be fever free for 24 hours without the use of medication. The same holds true for a student who is kept home due to vomiting and nausea.

V. Facilities and Safety

Visitors

Any parent or visitor entering the school must sign in at the main office and obtains a visitor pass to be worn while in the school building.

Facilities and Safety

In accordance with New Jersey State Law, fire and emergency drills will be held twice per month. Safety procedures and proper conduct are taught to all students. Violations of the safety code during emergency drills are cause for disciplinary action.

SCHOOL CLOSINGS

When emergency situations such as inclement weather prohibit the opening of school, the School Reach Notification System will be used to announce any closures or delays. This information will also be available on the Corpus Christi School Website. The school will implement delayed openings on days that require more time for students to arrive safely to school. School will open at 10 a.m. on delayed opening days and notification will be given as stated above.

Crisis Management Plan

Corpus Christi Schools has a Crisis Management Plan that addresses issues of preparedness, responding to a crisis and managing the aftermath of a crisis. Fire Drills, Emergency Drills, and Evacuation procedures are defined in the Plan.

If an evacuation from Corpus Christi School becomes necessary, students will be evacuated to the Hasbrouck Heights Middle/High School on the Boulevard in Hasbrouck Heights.

Transportation of Students

Students will be transported to and from school-sponsored events by Bus. Corpus Christi School strictly prohibits the use of personal/private vehicles in transporting students.

Administrators, faculty and staff are prohibited from transporting students in their personal vehicles.

Suspected Child Abuse or Neglect

New Jersey State Law states, "That any person who has reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report same immediately" to the New Jersey Department of Children and Families ("DCF") by telephone or otherwise. N.J.S.A. 9:6-8.10

Pursuant to N.J.S.A. 9:6-8.14, failure to report a suspected case of abuse may result in a disorderly persons offense charge being levied against the person who suspected abuse but knowingly refused to report it. This includes abused, neglected and potentially missing children.

Asbestos Management Plan

Corpus Christi School's Asbestos Management Plan is on file in the school office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for review upon request.

Student Insurance

Corpus Christi School students are covered by the Student and Sport Accident Insurance purchased by the Archdiocese of Newark. In the event that a student is injured when participating in a supervised activity, the Archdiocesan policy will help cover expenses incurred for medical treatment that are in excess of benefits payable under any other insurance covering the student. Claim forms may be obtained from the school office.