



# PARENT/STUDENT HANDBOOK

2020-2021 ACADEMIC YEAR

**CORPUS CHRISTI SCHOOL**  
A MIDDLESTATES ACCREDITED SCHOOL

Since Christ intended His Church to be a teaching evangelizing Church, He commissioned His disciples to proclaim the Good News to all people. Throughout its history, the Church has engaged itself with its mission of preserving and transmitting the fullness of the Christian message. The administration and staff of Corpus Christi School attempt to fulfill this message in the quality of education provided to its students. The philosophy, goals, and policies set forth in this handbook are intended to be a guide for parents and students to share in the responsibility of Christ's educational ministry.

Corpus Christi School has long offered to the community of Hasbrouck Heights the many opportunities and advantages of Catholic Education.

Catholic Education is a gift of the teachings of Jesus, of values, morals, roots, traditions and academic excellence.

Corpus Christi School is accredited by the Middle States Association  
Commissions on Elementary and Secondary Schools





### NOTICE OF NON-DISCRIMINATORY POLICY

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

### PURPOSE AND USE OF 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. In appropriate circumstances, the principal has the authority 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 the students or parents/guardians.

### AMENDMENTS TO HANDBOOK

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, students and parents will be given prompt notification.

Revised January 2020

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# CORPUS CHRISTI SCHOOL

## 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.

## PHILOSOPHY

Corpus Christi School accepts the challenges of education as we enter the third millennium. We are not naïve to the challenges our children face in the future; challenges not only for their minds but also for their souls. As a cornerstone of the community in which it serves, Corpus Christi School endeavors to perpetuate the values that form the fabric of Christianity and Catholicism. With Jesus Christ as our model and guide, we develop our students' religious faith, strengthened by the knowledge of scripture, regular participation in the Catholic liturgy, a growing sense of community, and a desire to serve. The key to a successful Catholic education is a faculty and staff united in sharing their faith and knowledge for the benefit of the student body. We attempt to foster the spiritual, academic, physical, and social growth of each student in a loving, supportive environment. The school strives to guide the children entrusted to its care to participate in the reformation of a more harmonious world, as God intended. We seek to educate each child to the best of his or her ability, encouraging proficiency in all subjects necessary for acceptance into the secondary institution of his or her choice.

We follow the New Jersey State Standards along with the Curriculum Guidelines issued by the Archdiocese of Newark and Schools Office. The administration will continue to seek highly qualified teachers who are certified for their field of instruction. Faculty members are required to comply with New Jersey's professional development requirements and are subject to periodic evaluations by the school administration. The school will adapt to the evolving needs of its students, evaluating their performance and progress through class participation, in school and standardized testing, and ongoing communication with their families.

Moreover, Corpus Christi School offers our students the opportunity to be part of a warm school community that teaches confidence and compassion bringing forth the message of faith, community, worship, prayer, and service to others. We seek to enable each child to develop relationships of mutual respect and support. Such relationships are encouraged through responsible and cooperative experiences with other students, teachers, and families within the atmosphere of a caring, open, and student centered school.

Corpus Christi School prepares its students utilizing 21st Century Skills to face life's challenges and instills in them a deep sense of personal responsibility in all aspects of their being. By teaching and bearing witness to the principles of Christianity, Corpus Christi School strives to produce graduates who will be prayerful Catholics and who will be ready to face an ever-

changing world, armed with a superior education and the eternal teachings of Jesus Christ. The school, as an integral part of the parish, is dedicated to the holistic development of each child.

### SCHOOL GOALS

In order to educate the total person, it is necessary to:

- Develop in the child the recognition that each person is a unique individual created by God.
- Create a Christian atmosphere with experiences that will enable a child to develop his/her fullest potential.
- Provide educational opportunities with resources and services of high quality.
- Instill a desire to learn so as to broaden his/her values and attitudes toward himself/herself and society.
- Provide an academic education in which each child grows and develops to the best of his or her God given ability.
- Prepare the child to meet the challenges of a multi-dimensional world.

To this end the Corpus Christi community supports the following objectives:

- To provide an effective religious education through the use of a coordinated program, uniform texts, religious resource people, technology, liturgical and Para liturgical services, personal prayer experiences, charitable works which will serve to formulate a firm foundation and a well-rounded knowledge of the Catholic faith.
- To offer an enriched curriculum through the use of sequential text programs, supplementary material, technology integration, interactive learning, field trips and special subjects such as technology, music, art, and physical education which will enable the child to achieve his/her maximum intellectual growth.
- To help the child develop a positive self-image through example and encouragement, by promoting a favorable learning atmosphere and by instilling the confidence that God is working in the Body of Christ.
- To afford the child the opportunity to fully realize the responsibilities of his/her actions to himself/herself and through participation in school programs, civic activities and social events which are a reflection of the Christian ideals upheld by the Catholic Community.
- To guide the students in understanding the problems of famine and poverty in the world and to respond to this injustice by sharing with others what they have. For example: working with organizations that collect food, clothes, or money for the marginalized.
- To include in all programs, formal and informal, an awareness of the indwelling of the Holy Spirit in each student.

# CONTACTING THE SCHOOL

## CONTACT NUMBERS

School Office: 201-288-0614  
Nurse's Office: 201-288-0614  
School Fax: 201-288-5956

## SCHOOL ADDRESS

CORPUS CHRISTI SCHOOL  
215 Kipp Avenue  
Hasbrouck Heights, New Jersey 07604

## SCHOOL WEBSITE

[www.corpuschristischool.net](http://www.corpuschristischool.net)

## PROCEDURE FOR REQUESTING A MEETING

Parents who wish to meet the principal must contact the office to arrange a mutually convenient meeting time.

Parents who wish to meet with teachers regarding their child must e-mail the teacher directly. E-mail accounts are listed on the school website. Please give the teacher a twenty-four to forty-eight hour turnaround for a response. For the sake of good order in the school, parents may not approach staff members during the school day without arranging an appointment beforehand.

When appointments are made, both the parent and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

Parents who have conferences must come to the office to sign-in before meeting with the teacher.

Whenever problems arise, a parent should FIRST MEET WITH HIS/HER CHILD'S TEACHER by appointment. If a resolution is not met following that meeting, only then should the next step be to meet with the principal or an administrator.

## SCHOOL COMMUNICATION WITH PARENTS

Corpus Christi School will communicate with a monthly calendar and newsletters which will be available to parents on the school website.

Notices and reminders concerning activities, scheduled meetings, school letters and forms, updates and additional important information will be sent home when necessary via Schoolmessenger, placed on the school's Facebook account, and/or distributed via written forms. Grades can be viewed daily on PowerSchool through the Parent Portal option on the school website.

Homework assignments and class notices are placed in each individual teacher's Google Classroom webpage.

### SCHOOLMESSENGER

Schoolmessenger is a trusted online platform utilized by all schools in the Archdiocese of Newark that allows schools to communicate instantly with its parents. Messages sent through Schoolmessenger will be delivered in the form of a phone call, text message or email. Dependent on the urgency of the message, there may be some cases where all three forms of media will be used to deliver the same message.

As a result, please make sure Corpus Christi School consistently has the most current contact information. Also, please make sure to have [ccsoffice@corpuschristischool.net](mailto:ccsoffice@corpuschristischool.net) and [jfeliciano@corpuschristischool.net](mailto:jfeliciano@corpuschristischool.net) on your list of accepted emails in order to prevent any kickback or any instances where the school messages are automatically sent to SPAM.

### TELEPHONE CALLS

Please contact the office ONLY when it is important. Most information parents seek can be found on the school calendars, written notices, and school website where information is consistently updated and readily available. Additionally, specific changes to your child's daily schedule, such as doctor's appointments or change in pick-up, should be discussed prior to the school day to avoid having to contact the school regarding immediate amendment to same-day issues.

Please do not ask the office to give students personal messages. This action requires that an office staff member interrupt instructional time. Consequently, this takes time away from other responsibilities, interrupts the classes, and at times, when the office is very busy, a message might not be given.

# ACADEMICS

Students are required to master the subject matter for each grade level before being promoted to the next level.

If a child is not achieving academically, behaviorally or conducting themselves properly the school maintains the right to not re-register him/her or request removal from the school.

## REPORT CARD/ACADEMIC SCORING

At The Corpus Christi School, the curriculum consists of the following subjects:

Major subject offerings include:

- Religion
- Reading (Includes: Spelling and Vocabulary)
- Math
- Language Arts
- Science
- Social Studies

Minor subject offerings are:

- Art
- Computer/STREAM
- Physical Education
- Music
- Foreign Language

## GENERAL ACADEMIC SCORING

READING/LITERATURE, MATHEMATICS, SOCIAL STUDIES AND SCIENCE

- For Grades K-3, use the Academic Code: **E** to **N**.
- For Grades 4-8, use the Academic Code: **A+** to **U**.

WRITTEN COMMUNICATION

- Use the numeric Rubric Code:

<b>6</b>	= Very Good	<b>3</b>	= Below Average
<b>5</b>	= Good	<b>2</b>	= Poor
<b>4</b>	= Acceptable	<b>1</b>	= Unacceptable

PRE-ALGEBRA or ALGEBRA

- Students in 7<sup>th</sup> grade will receive Pre-Algebra; students in 8<sup>th</sup> grade will receive Algebra

- If the school offers a yearlong course, then students must have Pre-Algebra or Algebra I instruction for at least 200 minutes a week.
- Use the Academic Code: **A+** to **U**.

#### WORLD LANGUAGE

- If students in **grades 5-8** receive **150** minutes or more of instruction per week, use the Academic Code: **A+** to **U**. If students receive less, use the Academic code: **O**, **S**, **I**, or **U**.
- If a school offers world language for fewer than the minutes listed above, give a mark for introduction to world language and use the code: **O**, **S**, **I**, or **U**.
- No student shall receive a mark for both introduction to world language and world language unless two different languages are taught.

#### RELIGION

- The religion grade shall be based on knowledge of content only. This will be evaluated through assessments as well as class and homework assignments.

#### ART, HEALTH, MUSIC, PHYSICAL EDUCATION, and TECHNOLOGY

- These courses are an integral part of the school’s curriculum and are graded.
- The student shall receive a mark only in the trimester in which the course is given.
- Use the code: **O**, **S**, **I**, or **U**.

The Academic Code on the report card and the permanent record card shall be the same.

Students will be graded for academic performance and for effort. Effort grades will not keep a student off the Honor Roll, but an I or U on the personal development side of their report card will prohibit the student from obtaining Honor Roll.

**Yearly Average** is calculated by adding the three trimester grades and dividing by 3.

#### ACADEMIC CODE FOR GRADES 1-3

A. The Marking Code for the subcategories under religion, communication arts, mathematics, social studies and science is:

E = Exceeds	<u>High Understanding</u> : Student demonstrates a high level of skill, knowledge and performance.
S = Secure	<u>Understanding Demonstrated</u> : Student has a solid understanding of concepts, skills and knowledge.
D = Developing	<u>Growth Demonstrated</u> : Student demonstrates progress but lacks full understanding.
B = Beginning	<u>Beginning Stages</u> : Student demonstrates an emerging interest in concepts being taught.
N = Not Yet Performing	<u>Assistance Required</u> : Student lacks understanding and requires teacher support.

B. The Marking Code for art, health, introduction to world language, music, physical education and technology is:

- O = Outstanding
- S = Satisfactory
- I = Improvement Needed
- U = Unsatisfactory

#### ACADEMIC CODE FOR GRADES 4-8

A. The Marking Code for the subcategories under religion, reading, language arts, mathematics, social studies and science is:

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

B. The Marking Code for art, health, world language, music, physical education, computer and STEM is:

- O = Outstanding
- S = Satisfactory
- I = Improvement Needed
- U = Unsatisfactory

C. The Marking Code for the PERSONAL DEVELOPMENT section of the report card is:

- O = Outstanding
- S = Satisfactory
- I = Improvement Needed
- U = Unsatisfactory

D. Additional codes will be used to determine the academic standing in particular areas of a subject. The codes are as follows:

- + Strength
- √ Satisfactory
- Weakness

#### HONORS FOR GRADES 4 – 8 ARE AS FOLLOWS

Principal's List

- A+ in all major subjects
- No I's or U's in the Personal Development section of the report card
- No I's or U's in the courses of art, music, health, physical education, computer or STEM

First Honors

- A or A+ in all major subjects

- No I's or U's in the Personal Development section of the report card
  - No I's or U's in the courses of art, music, health, physical education, computer or STEM
- Second Honors
- B+ or higher in all major subjects
  - No I's or U's in the Personal Development section of the report card
  - No I's or U's in the courses of art, music, health, physical education, computer or STEM

Final Examination Marks:

- Examinations shall be given at the end of the year in grades 4-8.
- The examination grade is weighted 20% (1/5th) of the 3rd trimester average.
- Examinations are optional in other grades.

Yearly Average is calculated by adding the three trimester grades and dividing by 3.

The Academic Code on the report card and the permanent record card shall be the same.

SUMMER SCHOOL

Students who fail major subjects WILL be required to attend summer school or successfully complete 25 hours of private tutoring approved by the principal for the subjects failed. At the completion of the appropriate summer classes or tutoring, all work and documentation MUST be presented to the principal for review before the student will be passed on to the next grade.

For grades K-3, summer school will be determined collaboratively by the teacher and administration based on the number of B's, D's and N's that appear throughout the student's report card without any significant signs of growth or improvement.

For grades 4-8, a student must attend summer school for any major subject that he/she has a yearly average lower than a 70.

In the case of 8th grade students, all work and documentation MUST be presented to the school office before the student will receive his or her diploma.

RETENTION

Inadequate academic performance may require withdrawal from the school.

For grades K-3, a student will be retained if failures are received in math and reading/language arts for the year. These are basic required subjects and a failure in these areas will place the student at a disadvantage in the following grade.

For grades 4-8, a student will be retained if he/she fails three or more major subjects. No pupil in the 8th grade will receive a diploma at graduation unless he/she passes all major subjects. In the case of failure in one or two subjects, the student will receive his/her diploma ONLY after successfully completing those subjects in summer school.

Excessive absences may also result in retention based on NJ State educational policy.

### NOTIFICATION OF RETENTION

Retention should be very rare, and only when it is evident that the student will benefit from repeating the year.

In the case of retention, it is the teacher's responsibility to notify the principal first and then the parents by at least mid-semester. After monitoring progress, another report should be given to the aforementioned people no later than May 15 unless failure is contingent upon a grade such as a final exam.

Teachers noting a child's behavior or learning difficulties, which might indicate consultation with guidance services or evaluation by The Child Study Team, should confer with the principal. Consultation with the principal as early as possible is necessary to discuss appropriate action. Verbal statements should always be backed up with written duplicate anecdotal style letters.

### DELIVERY OF REPORT CARDS

Report cards are distributed three times a year for grades K-8. Preschool receive two progress reports a year.

### ENRICHMENT AND SUPPLEMENTAL PROGRAMS

Corpus Christi School has the following state programs which give supplementary help to students who need tutoring:

E.S.E.A. TITLE I is a federally funded remedial program. Presently, we are providing a reading and language experience in grades K-8 for those students who are in need of remediation.

Compensatory Education 192-193 Supplementary help in reading, math, writing, speech, and ESL given to any student regardless of the town in which he/she resides. Achievement test scores are used to determine who is eligible for aid.

### HOMEWORK

Some reasons for homework include:

- to practice skills
- to complete the day's work
- to gather information for a project
- to complete assigned research
- to present challenges
- to reinforce skills and concepts

As it pertains to homework, please note:

- Each teacher will have his/her own methods of requiring and collecting homework from his/her students.
- Each student should have an assignment pad in which to write his/her daily homework assignments.
- Homework usually involves either a workbook and/or a hard-covered text. If during the year, any school book is lost or damaged, a replacement fee will be charged.
- Homework for the child will always be displayed daily in the classroom and on the teacher's google classroom webpage.

If one student is to pick up another student's homework, please contact and make arrangements with your child's teacher.

The teacher and office are to be informed in advance in writing of absences due to family vacations or high school visitations. It is the student's responsibility to complete the missing assignments and to make up any missed tests. The student will have the number of days absent to make up the work; i.e., if a child is absent five (5) school days, he/she will have (5) school days to make up the school work and take any missed tests. If a parent chooses to take his/her child to work with on "Take Your Child to Work Day", it will be considered as an absence from school.

PLEASE NOTE: Students are given an additional day for every day he/she is absent to make up classwork, homework, and take exams. This policy DOES NOT relate to vacations. If a parent elects to remove his/her child(ren) from school during the school year for purposes outside of medical reasons or family emergencies, students WILL NOT be given more than two school days to complete all of the missed work.

### POSTING GRADES

Teachers are to post all assignment grades for students within 5 school days of the assignment being given.

### HONORS AND AWARDS

At the commencement exercises in June the following honors are conferred:

1. With honor – four years' general average of 90.0-92.5.
  - With high honors – four years' general average of 92.6-95.5.
  - With highest honors – four years' general average of 95.6-99.
2. Departmental awards will be granted to those who have superior ability in at least a three-year sequence of a particular subject.

## CRITERIA FOR CHOOSING MONTHLY STUDENT AWARDS

### Student of the Month

- Student is attentive to his/her teacher.
- Student works independently whenever possible.
- Student tries hard to achieve.
- Student is not afraid to express an opinion respectfully.

### Apostle of the Month

- Service to school, the Church and others.
- One who cannot be swayed from his/her religious beliefs and not ashamed to vocalize it.
- Focus on prayer and religious service.

### Good Samaritan of the Month

- The Good Samaritan Award is given by the teacher to student that has observed a good deed done by one student for another student.
- It is important to emphasize (when applicable) to the class the reason for the particular student receiving the award.

# ADMISSIONS

## ADMISSION POLICY FOR STUDENTS

Corpus Christi School gives preference to:

1. Registered parishioners of Corpus Christi Church who currently have siblings in the school.
2. Registered parishioners of Corpus Christi Church who currently do not have any siblings in the school.
3. Catholic students registered in parishes within the Archdiocese of Newark who currently have siblings in our school.
4. Catholic students registered in parishes within the Archdiocese of Newark who currently do not have any siblings in our school.
5. Non-Catholic students who will cooperate in religious functions and respect the tenets of the Catholic Faith.

A waiting list will be maintained for one academic year only.

## TESTING

All preschool and kindergarten students will go through a screening process.

## PARISHIONERS

To qualify for parishioner status, you must agree to contribute financially to the parish. Your contribution must be verifiable in church records from July through mid-October and another from mid-October through mid-January. Failure to abide by this policy will result in your status being changed to non-parishioner and your tuition being raised to the higher rate. Please note, all contributions must be enclosed in the Church provided envelope, or an appropriately labeled envelope, in order to qualify towards your parishioner status.

## CATHOLIC APPLICANTS

Catholic applicants are required to have a Baptismal Certificate and verification of reception of any additional sacraments. We strongly urge all Catholic parents to see that their children attend Sunday Mass and Mass on Holy Days of Obligation.

## NON-CATHOLIC APPLICANTS

The non-Catholic student is welcome at Corpus Christi School. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religion classes and liturgical services scheduled for the students during the school year. Parental cooperation is expected in this area of student growth.

Non-Catholic applicants, who are accepted by the school, must cooperate in religious functions and respect the tenets of the Catholic Faith. These students must take religion as an academic subject and receive passing grades in this area of the curriculum. Activities, which are religious in nature, must be attended by these students; e.g., the Christmas Pageant, Communion and Confirmation preparations and classroom prayer services.

## TUITION

Tuition must be up to date and current. Payment in arrears of thirty days will necessitate the student to immediately be removed from the school and classes.

From July through May, tuition will be collected periodically using the online school tuition payment plan, FACTS Tuition Management.

To set up your FACTS payment plan, go to <https://online.factsmgt.com/signin/3JTCB>

## EARLY WITHDRAWAL

Please note that if at any point in the school year you withdraw your child from the school, you will be charged the current month tuition in full.

## TECHNICAL REQUIREMENTS FOR ADMISSION

An applicant whose immunization record is incomplete will not be admitted. **Please note, religious exemption will not be accepted in lieu of vaccinations.** A parent must provide a completed list of age appropriate required vaccinations or a doctor signed schedule of when vaccinations will take place. This must be provided during the admission process in order to be accepted into school.

Registration Fee: Please note the registration fee is non-refundable.

Age Requirements:

- A birth certificate must be submitted as proof of age.
- A preschool 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.

Immunization Requirements (Required Vaccines to Enroll in Preschool):

- DTP/DTaP - minimum of 4 doses
- IPV - minimum of 3 doses
- HIB - at least one dose given after the 1st birthday
- Pneumonia - at least one dose given after the 1st birthday
- Hepatitis B - at least 3 doses
- MMR - one dose given after the 1st birthday
- Varicella - one dose given after the 1st birthday
- Influenza - one dose due each year up to age 59 months

Immunization Requirements (Required Vaccines to Enter Kindergarten):

- DTP/DTaP - minimum of 5 doses
- IPV - minimum of 4 doses
- MMR - total of 2 doses given after the 1st birthday

Immunization Requirements (Required Vaccines to Enter Grade 6):

- DTP/DTaP - given after the 10th birthday
- Meningococcal applies to students when they turn 11 years of age and is attending 6th grade

Health Requirements:

New students must have a complete physical examination, including eye and dental examinations, before applying for admission.

- NOTE: Sports Physicals must be current within one year of the first day of practice of the sport to participate.

Catholic Applicants:

- A Baptismal certificate and verification of reception of any additional sacraments is required.

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.

ADMISSION OF STUDENTS WITH 1-20 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.

### TRANSFER OF STUDENTS

Each transfer student and his/her parent(s) must be interviewed by administration. At that time, in addition to the admission requirements a transfer notification, standardized test scores, most recent report card and any additional educational documentation from the previous school are required.

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 transfers will be accepted during the final year before graduation unless the student/family has moved into the area and is from another Catholic School and has successfully completed the 7<sup>th</sup> grade. This policy will be at the discretion of the principal. A release paper must be signed to allow access of records from a previous school.

### WITHDRAWAL FROM SCHOOL

Transcripts of academic and health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in writing by a parent/guardian. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the "sending school."

All financial obligations must be met before a transcript of the school record is mailed to the school to which the student is transferring. All textbooks must be returned and checked by the individual homeroom teacher. Any recreational books borrowed from a classroom or the school must be returned to the teacher/office. The student must empty his/her desk before leaving the building.

### POLICY ON PERSONAL CLASSROOM REQUESTS

Please note that Corpus Christi School reserves the right to not honor a parent's personal request for the placement of their child(ren) in a specific classroom.

## PARENTAL RIGHTS TO SCHOOL RECORDS

Corpus Christi School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

A request can be made to obtain specific academic records such as your child's report cards, progress reports, and disciplinary referrals. To do so, please contact your child's teacher through email or written request. Please note the school cannot provide duplicates of a child's original artwork, project, or classroom assignment.

## COURT RECORDS

### Court Orders Affecting Parents

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "Custody Section" of the Divorce Decree if it contains information which may be useful to the school in fulfilling its obligations.

### Pick-Up from School

The school will permit only the custodial parent/guardian or his/her designee to pick up the child(ren) during or at the end of the school day. The non-custodial parent will not be permitted to remove the child(ren) from school during or at the end of the school day unless there is a written authorization from the custodial parent/guardian. In an emergency, a clearly defined, one-time telephone authorization will be acceptable. Whenever possible, a change of routine should be shared with the child before they leave for school and for Pre-K - 4, notify the teachers in writing. Call school in emergency situations only to change plans as soon as possible.

### Compliance with Law

Suspected Child Abuse or Neglect – New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family Services.

# ARRIVAL/DISMISSAL

## ORDER OF THE SCHOOL DAY

### Preschool

8:00 AM-8:20 AM	Time of Arrival
2:30 PM	Time of Dismissal
11:50 AM	Preschool Time of Dismissal on a Half Day

If you choose a ½ day program for Pre-K3 or 4, dismissal will be at 11:50 AM every day.

### Grades Kindergarten – Eighth

7:40 AM-8:00 AM	Time of Arrival
8:00 AM	Classes Begin
2:40 PM	Kindergarten Time of Dismissal
2:45 PM	Grades 1-8 Time of Dismissal
12:00 PM	Grades K-8 Time of Dismissal on a Half Day

HAVING YOUR CHILDREN ARRIVE ON TIME IS SO IMPORTANT FOR THEIR EDUCATION. PLEASE NOTE IT IS POSSIBLE THAT ADMITTANCE TO SCHOOL WILL NOT BE ALLOWED AFTER 8:30 AM SO THAT CLASSES WILL NOT BE DISRUPTED. THIS DETERMINATION WILL BE MADE BY THE PRINCIPAL AT THE TIME OF ARRIVAL. ALSO, STUDENTS WILL NOT BE DISMISSED BEFORE 2:30 PM. LATE ADMITTANCE OR EARLY DISMISSAL WILL REQUIRE PROOF OF REASONING SUCH AS A DOCTOR'S NOTE.

## GENERAL REGULATIONS

- School entrances are locked once school begins. This is to protect students and all personnel.
- When parents come to school, please ring the bell that is located left of the main entrance door and wait to be buzzed in. The left entrance door is the door that opens. When in the building, immediately go to the office. PARENTS SHOULD NEVER GO DIRECTLY TO THE CLASSROOM OR NURSE'S OFFICE.

NO PARENTS ARE PERMITTED TO ENTER THE BUILDING AT DISMISSAL TIME. IF THERE IS A NEED TO SPEAK TO SOMEONE, PLEASE REPORT TO THE OFFICE FIRST.

### SUPERVISION

The school's responsibility for supervision of students begins at 7:40 AM and ends at 2:45 PM. For children properly enrolled in the school's Aftercare Program, the responsibility for supervision begins at 2:45 PM and ends at 6:00 PM.

### RECESS BEFORE SCHOOL AND DURING LUNCHTIME

When the temperature is 35°F or above, students will be sent out to the playground for recess. Please make sure your child has the proper attire; e.g., gloves, jacket, hat, etc.

### LATENESS

Each parent has the obligation to see that the child arrives no later than 8:00 AM. A late pass will be administered to any student that arrives after 8:00 AM.

Students who are late, must report to the office to sign in and receive a late pass.

A detention slip will be administered to any student, in grades K-8, that receives five late slips in the same trimester.

### RELEASE OF STUDENT TO SOMEONE OTHER THAN A PARENT

If your child is to be picked up by anyone other than yourself, you must have the office release form filled out and sent to the office in September. The designated person allowed to pick up your child MUST present identification to the office at the time of pick up before the child can be released.

### HALF DAY SESSIONS

The first Friday of each month is usually a half day as are the days before Thanksgiving, Christmas, and the Wednesday before Easter vacation. Dismissal time is 12 noon for all grades kindergarten through eighth. Dismissal time for Preschool is 11:50 AM.

### EMERGENCY CLOSINGS/DELAYED OPENINGS

Planned early dismissals will be listed on the monthly calendar. Unplanned delayed openings/early dismissals will be delivered through School Messenger Service with times and procedures. Parents MUST notify the school office immediately of any phone number changes.

# ATTENDANCE

## ATTENDANCE REGULATIONS: ABSENCE

New Jersey State Law requires that students attend school regularly and that it is the parents' or guardians' responsibility to see that their children attend school on the days/hours that school is in session. (N.J. 18A 38-25, 26). In order to ensure that each child will gain maximum benefit from attendance at school, it is necessary that the school and home work together.

Prompt, regular attendance is also absolutely essential to academic success. Fostering these good habits in the student both benefits the student's current academic achievement and encourages mature and adult behavior in the future. Each parent has the obligation to see that the child arrives no later than 8:00 AM. A late pass will be administered to any student that arrives after 8:00 AM. Students who are late, must report to the office to sign in and receive a late pass.

A parent/guardian must call the School Nurse's Office (201-288-0614) between the hours of 7:00 AM and 8:00 AM and leave a message to report a student's absence. If a student is out one day, missed homework and class assignments will be made up upon the students return to school. If a student is absent for more than three (3) days, the parents are responsible for picking up their child's work. This may be done through the office.

Students are responsible for daily attendance at school as per state and federal law. The principal will notify parents at the time of a student's eighth absence and the parents/guardians will be notified of a meeting to review student status. Students may not miss school for outside activities or frequently scheduled doctor appointments. If this becomes a recurring problem, the student may be asked to withdraw from the school.

If emergency requires that a child will need to be absent, the teacher and office should be informed immediately. The parent may request work but this should be done in advance so the teacher has enough time to prepare the assignments. It is the student's responsibility to complete the missing assignments and to make up any missed tests. The student will have the number of days absent to make up the work; i.e., if a child is absent five (5) school days, he/she will have (5) school days to make up the school work and take any missed tests. If you choose to take your child to work with you on "Take Your Child To Work Day", it will be considered as an absence from school.

## REGULATION

All students in grades kindergarten through eight are expected to attend school regularly. It is expected that there be no more than twenty accumulated absences during the school year. This should provide for normal illnesses and emergencies during the school year. Students exceeding

eighteen days are considered extreme and advancement to the next grade will be in question. So also with tardiness. Students must be at school at the start of the day at 7:40 AM.

The following absences, if verified, will not be counted toward the twenty absences:

- Death in the immediate family
- Observances of a religious holiday
- School sponsored or approved event or activity (field trip, early dismissal)
- Documented long-term illness

### ABSENCE FROM SCHOOL AND PARTICIPATION IN SCHOOL ACTIVITIES

If a student is absent from school due to illness or disciplinary action, he/she will not be permitted to take part in school-sponsored extracurricular or athletic activities the afternoon or evening of the day of absence. If a student is absent for a reason other than illness or disciplinary action, the school principal reserves the right to make an individual judgment regarding same-day school-sponsored extracurricular and athletic activity participation.

PLEASE NOTE: Students are given an additional day for every day he/she is absent to make up classwork, homework, and take exams. This policy DOES NOT relate to vacations. If you elect to remove your child/children from school during the school year for purposes outside of medical reasons or family emergencies, students WILL NOT be given more than two school days to complete all of the missed work.

If one student is to pick up another student's homework, please handle this WITHOUT GOING THROUGH THE OFFICE. The office does not need to be notified that arrangements were made to pick up a child's missed school work.

Please contact the teacher directly via e-mail for any questions or additional information.

### ATTENDANCE REGULATIONS: LATENESS

School hours are from 7:40 AM. to 2:45 PM. A student is considered late once the second bell rings at 8:00 AM. At this time, the student must be in his/her homeroom for instruction. A late pass will be administered to any student that arrives after 8:00 a.m. Students who are late must report to the office to sign in and receive a late pass. Tardiness disrupts the learning process.

Any student in grades K-8 who is tardy five times in a trimester, will receive a school detention and for each subsequent day that the tardiness occurs a recess detention will be served. If tardiness becomes a routine occurrence, the principal may schedule a meeting with the parents/guardians to discuss student status.

PLEASE NOTE: A student CANNOT be eligible for Honor Roll, regardless of grades, if he/she has excessive non-excused absences or is tardy MORE THAN six times a trimester.

The number of lates a child accumulates will reset at the beginning of each trimester.

# DISCIPLINE

## BEHAVIOR/DISCIPLINE POLICY

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Corpus Christi School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligations to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings, assignments, denial of privileges, detention, in-school suspension, out-of-school suspension, or expulsion.

Actions, which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate suspension or expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a principal/parent/student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive home-school efforts to help the student improve behavior. If these cooperative efforts of parent and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

Corpus Christi School has implemented a behavior discipline policy for the school year. Please review the following summary of the plan so you are familiar with the procedures.

## DETENTION POLICY

Detention slips can be given by any supervising adult to a student who breaks a school policy or rule. It must be signed by a parent or guardian and returned to the assigning adult the following day. The student reports to school-wide detention which is held in designated classrooms on a specified day from 2:50 PM – 3:20 PM. If a family has an emergency that impedes the ability of a student to attend detention the day for which a student is scheduled, the main office must be notified, and the detention will be rescheduled for another time.

If a student fails to attend school-wide detention after having been issued a detention slip and has not been excused, an additional referral is issued. The student then reports to school-wide detention the next designated day. Please note that in-school suspension for failure to attend

school-wide detention may be issued if the student misses three consecutive detention periods. This decision is at the discretion of the principal.

1. In addition to a detention slip completed by the teacher and signed by the administration, students may be asked to complete a Reason for Detention form. This form is done at the discretion of the teacher and may be handed to administration when the detention slip is handed in for signature.
2. If a student receives 6 detentions, the sixth detention will automatically become a one-day in school suspension. If a student obtains 8 detentions, the eighth detention will automatically become a one-day out of school suspension. Please be aware. A student risks expulsion if he/she obtains 10 detentions within the academic school year. This will be at the discretion of the administration.
3. Certain infractions such as fighting, cursing, arguing with a teacher, throwing objects across the room or outside a window, using certain language and/or gestures towards other students and faculty, etc. will result in an automatic suspension instead of a detention slip.
4. If any incident occurs that the faculty or administration feels is very severe (i.e., bringing a weapon to school, etc.), the school reserves the right to ask the parent/guardian to withdraw the child from Corpus Christi School.
5. The repercussions stated in the school's behavior policy, as well as in the Athletic Code of Conduct, will be held when students receive detention. However; in addition, if a student receives 5 detentions for misbehavior and/or academic conduct, the student will not be allowed to participate in one of the following:
  - Class Field Trip
  - Next Class Party
  - School functions such as field day, movie presentations, school dances, etc.This decision, as to what additional consequence is received, will be made by the principal. Please note, a late slip detention does not count towards the five detentions mentioned above.
6. A suspension/expulsion can be administered as a consequence for any offense at the discretion of the principal/administration.

#### LATE SLIP DETENTIONS

Late Slip Detentions are administered to students in K-8.

Every 5 unexcused late slips will result in the student receiving one afterschool detention, the following Wednesday, from 2:50 PM to 3:20 PM. For each subsequent day that the tardiness occurs, a recess detention will be served.

A student cannot be on Honor Roll lists if he/she is tardy more than six times a trimester.

The student's accumulated number of late slips reset at the beginning of every new trimester.

### SCHEDULING ALTERNATE TIMES FOR DETENTION

If a child receives detention, it is the responsibility of the parent to make arrangements for pickup. If no one is able to pick up the child at 3:20 PM, he/she will be sent to aftercare. The detention time is non-negotiable.

### CCS SPORTS PROGRAM ATHLETIC CODE OF CONDUCT

The purpose of the following Student Athlete Code of Conduct is to help define appropriate actions and behaviors that support the mission of Corpus Christi School's Sports Program. All participating student athletes and parents should remember that everyone involved is a representation of Corpus Christi School and its sports program and; therefore, needs to adhere to the following guidelines.

Student Athletes:

- Attendance is very important; if you miss practice...you cannot play. If you miss three practices...you will be off the team. If you are going to miss practice, you are required to contact your coaches to inform them.
- You must have a passing grade to maintain your status on the team. A failing grade will result in suspension from team play.
- If you get one detention you cannot practice or play if a game is that day. If you receive two school detentions, you cannot play in the following game. If a student receives three detentions, he is suspended from team play until notice is provided.
- If a student is absent from school, he is not permitted to participate in any practice, game, or sports related activity that day. If a student is late to practice, he will be sent home. Being sent home will count as a missed practice.
- Behavior in the classroom will affect a student's participation on the team. Act in a Christian way exhibiting good sportsmanship both on and off the court/field.
- Respect opponents, officials, coaches, teammates, and spectators at all times. Welcome your opponents when they arrive and congratulate them sincerely at the end of a competition's win or loss. Accept both victory and defeat with pride and honor—never be boastful or bitter.
- Maintain good behavior in school and at school events. Remember the CCS student represents his school in all that he does.
  - Use self-control.
  - Listen and learn from the coach. Work hard to improve skills and help the team.
  - Follow all the rules and regulations set by the school, coach and sport.
  - Respect the judgment of the officials. Never argue or show disrespect to the officials.
- Only the captain should communicate with the officials regarding clarification of a rule.

Parents:

- No parent or guardian is permitted in the gym while practice is underway. Return for prompt pick up.
- Encourage good sportsmanship, effort, and teamwork from student athletes, coaches, and spectators.
- Model Christian behavior for all students, spectators, and coaches. Remember you represent your school and your child in the community. Respect the judgments of the officials and efforts and strategies of the coaches.
- Remember athletic experiences are learning opportunities for the players. It is intended to be fun for the student. Encourage, but don't pressure participation in sports. Make sports part of your child's life; not everything in his life.
- Keep winning in perspective; help your child do the same.
- Help your child meet the responsibilities to the team and coach.
- Place academics as first priority. Schoolwork is still the primary task!
- Let the coach guide and instruct your child during competitions and practices.
- Cheer for your team. Acknowledge the efforts and successes of the opponents.

#### VIOLATION OF THE CODE OF CONDUCT

Failure to exhibit good sportsmanship in keeping with the behavior outlined above may, at the discretion of a coach, referee, official or school administrator, result in removal from a sporting event and the requirement to leave the immediate area. Any coach, player, parent or spectator removed from an event will receive a one-game suspension and may not attend the next event. Two removals of a coach, player, parent or spectator will result in an automatic suspension for the remainder of the school year for ALL athletic activities.

#### EXPULSION (WITHDRAWAL DUE TO INTOLERABLE SITUATIONS)

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly. If you are requested to withdraw your child, any tuition for the remaining school year for which your child will not be in attendance shall be refunded.

#### CCS ANTI-BULLYING POLICY

Corpus Christi School recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a pupil's ability to learn and the school's ability to educate students.

It is expected that students conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other

students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the code of student conduct.

Corpus Christi School believes that standards for student behavior must be set cooperatively through interaction among students, parents, and staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

Corpus Christi School believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

Corpus Christi School requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

Definition:

There is no clear image of bullying behavior or of a bully type. Some children may use threats of violence or actual physical intimidation while others might prefer verbal malice, exclusion of the victim or the setting of others against their chosen victim.

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

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 verbal, gesture, written or physical act that is responsibly perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristics, that takes place on school property, during school hours, at any school-sponsored function, on a school bus that:

- A. Has the effect of harming a student physically or emotionally or damaging the pupil's property, or by placing a pupil 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 pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or a student's ability to be educated.

Bullying Behaviors could include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors or untruths about someone.
- Leaving someone out on purpose or trying to get other kids not to play with someone.

Instruction:

Corpus Christi School will periodically provide students with grade level appropriate programs of instruction, expectations of student conduct and bullying prevention. Our daily aim within the school is to:

- To prevent bullying from happening at Corpus Christi School
- To clarify procedures for dealing with incidents which are clear to children, staff and parents
- To give children the confidence to speak up and report any incidents taking place
- To monitor and review regularly the number of incidents and strategies for prevention
- To make sure that teachers and faculty are reinforcing and modeling the school rules and use reward systems to promote positive behavior
- To keep records of incidents
- To communicate regularly with parents
- To closely supervise students in all areas of the school and playground.
- To watch for signs of bullying and stop it when it happens.
- To respond quickly and sensitively to bullying reports using the Four-A-Response process (Affirm Feelings, Assess Safety, and Act by coaching children on what to do in the future).
- To look into all reported bullying incidents
- To make sure students are treating each other respectfully, including everyone in play and encourage students to refuse to watch, laugh or join in when someone is being bullied

Reporting Guidelines:

Any student, staff member, volunteer and other adult member of the school community 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 faculty member, school nurse and/or the principal.

The principal and staff can only address problems that they have been made aware of, therefore it is expected that all students and adults take the responsibility to report acts that may be in violation of this policy immediately so all concerns may be given the proper attention. All complaints and 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.

Reports may be made anonymously, but investigation will be necessary as formal disciplinary action may not be based solely on the basis of an anonymous report.

Corpus Christi School prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

#### Investigation:

When a report is made about an incident of bullying, harassment or intimidation, the teacher and/or administration will thoroughly investigate the incident in a timely manner. These steps will include:

- Listening carefully to any child's complaint and take any incident or report seriously.
- Deciding which pupils are involved and talk to them about the incident.
- Reassuring and supporting the victim so he feels neither inadequate nor foolish.
- Making it absolutely clear that bullying behavior is unacceptable.
- Reporting the incident to the appropriate and necessary personnel.
- Speaking to the parents involved.
- Supporting children in changing bullying behavior.
- If problems persist, seeking further assistance from administrator if needed.

Investigations may include interviews with students, parents and school personnel, review of school records and/ or communication with law enforcement officers.

After results of an investigation are concluded, consequences for students involved will be determined.

#### Consequences:

Depending on the severity and nature of the incident, the consequences may include, but are not limited to: counseling, positive behavioral interventions, a parent conference, detention, suspension or expulsion and/or consultation with/reporting to law enforcement officers.

Corpus Christi School also reserves the right to take one or more of the following steps when bullying occurs:

- **Intervention, Warning, and Redirection:** A teacher, principal or staff member will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success in case they find themselves in a similar situation in the future.
- **Resolution with the Target of the Bullying:** The student may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.
- **Referral to Professional School Support Staff:** The student may meet with the school administrator to help prevent future violations.
- **Record Keeping:** The office shall keep a record of the findings and remedial actions on file for future reference.

Since parents are key partners in both changing the bullying behavior and supporting victims of bullying, the principal and/or the investigating staff member shall discuss his/her findings, planned consequences, and intervention plan with the parent of both the offender and the victim.

Factors for Determining Consequences:

- Age, developmental 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.

Corpus Christi School prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

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

## SEXUAL HARRASSMENT POLICY

Another right each student has in Corpus Christi School is to a wholesome, comfortable, social, and academic environment free from sexual harassment.

Sexual harassment is unwelcome sexual attention. It can involve intimidation, threats, coercion, or promises. Harassment can occur between any combinations of members of the school community: students, faculty, staff and administrators. It generally occurs when one person, — the harasser, — holds a position of real or perceived authority over the other. Examples can include:

- Unwelcome physical contact;
- Pressure for dates or sexual favors;
- Displaying sexually, explicit, visual material (calendars, posters, cards, software, websites, email, sexually offensive or degrading pictures or reading material);
- Promises or rewards (better grades, promotion) in return for sexual favors;
- Suggestive comments about someone’s physical appearance or clothing;
- Sexual teasing, jokes, remarks, or questions regarding a student or referring to a family member.

Corpus Christi School will not tolerate any acts of sexual harassment and will take all necessary actions up to and including expulsion from the school to ensure a safe, comfortable environment for all students.

We also have a unique responsibility. Sometimes a child who is being sexually abused outside of school will attempt to sexually abuse another student. In such cases, we will notify the proper authorities. Social services and the police will take steps to stop the abuse and ensure that the child is well cared for. .

## STUDENT HANDBOOK POLICY- SEXUALITY

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.

Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity.” (§2393, Catechism of the Catholic Church).

“Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.”

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not

resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the school.

As in the case of students, if serious concerns arise as to a parent's or guardian's (herein "parent's") position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic School.

## POLICY GOVERNING USE, POSSESSION AND SALE OF CONTROLLED DANGEROUS SUBSTANCES

### DEFINITIONS

**Controlled Dangerous Substance:** A drug, substance or immediate precursor in Schedules I through V of the New Jersey Criminal Code, including but not limited to, marijuana, cocaine, heroin and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

**Under the Influence:** Any student who manifests physical or physiological symptoms or reactions which are commonly associated with the use of ingestions of a controlled dangerous substance whether the student is observed on or off school property and whether the use of ingestion occurred on or off school property.

**Possession:** Any student who knowingly or purposely obtains or possesses, actually or constructively, a controlled dangerous substance or drug paraphernalia whether on or off school property. A student is deemed to be in actual or constructive possession of a controlled dangerous substance or drug paraphernalia if the item is on the person, in an accessory, including but not limited to, a purse, book bag or in a locker. Drug paraphernalia is any material used or intended for use in manufacturing, packaging or ingesting a controlled dangerous substance and, includes but is not limited to, rolling papers, roach clips, syringes and vials.

**Distribution:** Any student who shares, sells or dispenses a controlled dangerous substance. A student will be deemed to have distributed a controlled dangerous substance regardless of whether (1) the student received payment; (2) the distribution was made to an individual who is not enrolled in the school; and (3) the distribution occurred off school property.

A student shall not:

- be observed to be under the influence of a controlled dangerous substance, or
- be in possession of a controlled dangerous substance, or
- engage in distribution of a controlled dangerous substance, or
- have possession of a controlled dangerous substance with intent to distribute it.

A student who violates any provision of this policy on controlled dangerous substances shall be subject to the following provisions and to the general discipline policy set forth in this handbook.

When violation of this policy on controlled dangerous substances involves a student under the influence or possession, the principal has the discretion to refer the matter to local law enforcement officials. When violation of this policy on controlled dangerous substances involves distribution or possession with intent to distribute, the principal must refer the matter to local law enforcement officials.

A student suspected of violation of this policy on controlled dangerous substances will immediately be placed on suspension for an indefinite period of time. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation as quickly as possible. If the principal determines there was no violation of policy, the student will be permitted to return to school.

A student suspected of being under the influence of a controlled dangerous substance may, at the student's expense, submit to a drug test administered by a licensed physician. If the results of the test are submitted to the school, the principal shall consider the results if the principal determines the test has relevance to the time when the student was alleged to be under the influence.

If the principal determines a violation of this policy on controlled dangerous substances did occur, the principal may impose discipline under the general discipline policy set forth in this handbook up to and including expulsion. The principal may require a student who has violated this policy to participate in an appropriate treatment or counseling program as a condition of the student's return to the school.

When the violation of this policy on controlled dangerous substances involves distribution or possession with intent to distribute, the discipline imposed will normally be expulsion.

#### SEARCH AND SEIZURE

The administration and authorized staff of the school reserve the right to conduct reasonable searches of students, visitors, and areas under their control (desks, personal belongings, lockers, cars, etc.) in cases of suspected violation of school policies (e.g., drugs, weapons, alcohol, tobacco, stealing).

# DRESS CODE

## SCHOOL UNIFORMS

The purpose of the school uniform is to provide a healthy academic atmosphere, to help foster the goals and objectives of the educational environment, and to promote a sense of self-respect, as well as, respect for others.

## UNIFORMS FOR GIRLS

Preschool:

- Navy Sweat suit and T-shirt Set (T-shirt is gold with school logo)
- Gym short (navy with school logo)
- A long sleeve shirt may be worn under the T-shirt

Kindergarten-8th grade:

- Plaid Jumper (Grades K-3 ONLY)
- Khaki Skort (Grades 4-8 ONLY)
- Khaki Slacks (Grades K-8 with the Winter uniform, optional)
- Navy Polo shirt with logo (short/long sleeve)
- Black, Brown or Navy Shoes
- Navy Knee high socks or Navy tights
- Gray V-neck cardigan sweater with logo

Required gym uniform for all grades K-8:

- Sweat suit with logo (navy)
- T-shirt with logo (gray; gold shirt still acceptable)
- Gym shorts mesh with logo (navy)
- Sneakers must be worn (Any color is acceptable, but all logos and designs must be appropriate). The soles of sneakers must have grips. To prevent sliding or injury, sneakers cannot have flat soles or be worn out.

*Spirit Wear Sweatshirts and t-shirts can be worn on gym day and administration approved days. They cannot be worn with the school uniform.*

## UNIFORMS FOR BOYS

Preschool:

- Navy Sweat suit and T-shirt Set (T-shirt is gold with school logo)
- Gym short (navy with school logo)
- A long sleeve shirt may be worn under the T-shirt

Kindergarten-8th grade:

- Khaki Slacks
- Navy Polo shirt with logo (short/long sleeve)
- Black, Brown or Navy Belt
- Black, Brown or Navy Shoes
- Dark socks
- Gray V-neck cardigan sweater with logo

Required gym uniform for all grades K-8:

- Sweat suit with logo (navy)
- T-shirt with logo (gray; gold shirt still acceptable)
- Gym shorts mesh with logo (navy)
- Sneakers must be worn (Any color is acceptable, but all logos and designs must be appropriate). The soles of sneakers must have grips. To prevent sliding or injury, sneakers cannot have flat soles or be worn out.

*Spirit Wear Sweatshirts and t-shirts can be worn on gym day and administration approved days. They cannot be worn with the school uniform.*

#### UNIFORM GUIDELINES

- All school uniforms shall be neat, clean, and reflect an appearance of modesty. Uniforms are available at Mr. G's Embroidery in Kearny.
- On dress down days, apparel shall not be sheer, brief, low cut, or revealing above or below the waist as to be embarrassing or indecent. Shorts, ripped jeans, and shirts containing inappropriate logos and/or designs will not be permitted. Inappropriate-style clothing or jewelry will not be allowed in the building.
- Boys are prohibited from wearing shorts between mid-November and the beginning of April. (The date of when shorts can be worn is subject to change at the discretion of the principal.)
- Gym uniforms must have the school logo on them and cannot be replaced with other apparel that resemble the uniform in color.
- The school designated gym shorts may be worn on gym days. The shorts must be the school approved shorts and contain the school logo on them. Once the school moves to winter uniforms, the shorts will no longer be allowed during gym. Only the gym sweatpants will be allowed to be worn during the course of the school day. (The date is subject to change at the discretion of the principal.)
- Girls and boys in kindergarten through 8th grade must wear sturdy navy or brown shoes. (No sneakers, skateboard tennis shoes, clogs, golf shoes, jelly shoes, backless thongs, flip

flops, boots, Asian style slip-ons, or ballet slippers.) Preschool must wear sneakers. **Due to insurance regulations, no shoes may have a heel higher than ½ inch.**

- Uniform skirts and gym shorts must be a length that meets the middle of the knee (no rolling up is permitted). The gym shorts must contain the school logo on them to be permitted.
- Earrings are not to be worn by boys. Girls may use small, simple, inexpensive earrings – post style – not hoop or drop style - only one (1) in each ear. It is not permissible for either boys or girls to wear body-piercing jewelry in school. Only one necklace or bracelet may be worn. Only one ring on each hand may be worn. Inappropriate-style jewelry and hard barrettes or beads are not to be worn.
- Haircuts are to be non-faddish in style – “no hair designs shaved into a hairdo is permissible.” Hair coloring other than the child’s natural color is not allowed. . Mohawks of any sort are not permitted. Hair, which is braided, may not be jeweled or beaded. Hair bands are to be small in size; scarves, animal-shaped headbands and triangles are not permissible.
- For boys, the length of each hair strand must not exceed 4 inches and/or extend past the eyebrows. Longer hair, slicked back, is also not permissible.
- Hats and outdoor jackets are not to be worn in the building. Only school based sweaters and sweatshirts can be worn.
- Dungarees or blue jeans are never permissible in school at any time except for events specified by the school.
- Make-up, eye-liner, fake eyelashes, nail polish and artificial/press-on nails are not allowed to be worn at any time. We also require that nails be trimmed for the safety of all students. The nail length cannot exceed passed the fingertip.
- No large hair ribbons, bandannas or hats are to be worn during school time.
- Students not in compliance with the dress code will receive a uniform referral sheet and may be subject to a detention or being sent home (unexcused) and permitted to return upon approval of the designated school administrator.

# EXTENDED CARE

## EXTENDED CARE PROGRAM

Extended care includes both before and aftercare programs. The extended care program at Corpus Christi School is available for all students in grades preschool through eighth grade. The extended care program begins on the first full-day Monday of September and is available everyday including half days.

Before care is every morning from 7:00 AM-8:00 AM. At 7:40 AM, your K-8 child will be sent to class where his/her homeroom teacher will be waiting. All preschool students in before care will stay in before care until a preschool teacher picks them up at 8:00 AM. There is a flat rate of \$8 per child regardless of what time your child arrives and/or leaves.

At 2:45 PM if your child is not picked up because of your tardiness, he/she will be sent to aftercare and you will be charged. There will be no exceptions to this. No child will be allowed to wait alone outside to be picked up by a parent. Please note the same applies for all preschool students beginning at 2:30 PM.

Aftercare runs from 2:30 PM until 6:00 PM. The rates are dependent upon when your child is picked up. Please be aware of the following guidelines for the Aftercare Program:

### FEES

TIME	(PER DAY) EACH CHILD
2:30 PM - 3:30 PM	\$ 10.00
2:30 PM - 5:00 PM	\$15.00
2:30 PM - 6:00 PM	\$20.00

### FIRST FRIDAY / HALF DAY DISMISSAL FEES

TIME	(PER DAY) EACH CHILD
12 NOON – 3:00 PM	\$25.00
12 NOON – 4:00 PM	\$30.00

### MULTIPLE CHILDREN

If you have 2 children attending extended care, there is a 25% discount for the second child. If you have 3 or more children attending extended care, there is no additional cost after the second child.

### HALF DAY LUNCH

If your child is attending aftercare on a half day, please pack a lunch for your child. The first half hour will be designated for lunch and food will not be provided to the children by the school.

### LATE FEES

The program ends at exactly 6:00 PM. Parents must be at school before 6:00 PM to take their child home. If this pick-up time is not adhered to, there will be a continual late charge of \$10.00 for each additional ten minutes that a student is left waiting with the teacher. If you are aware that you could possibly be late, please contact us at 201-288-0614 and notify us as to what arrangements have been made for your child to be picked up at the appropriate time. If you fail to notify the school that you will be late, the person you listed to call in case of an emergency will be contacted to arrange for your child to be picked up.

### PAYMENT POLICY

All fees related to extended care will be charged monthly via your SmartCare account. Payments are not remitted to the school directly.

### BEHAVIOR POLICY

Appropriate behavior is required from the students in the extended care program at all times. A discipline plan is enforced so that we may have a happy and cooperative atmosphere for students to do their homework and play with their peers. If there is any discipline problems, parents will be notified immediately. There will be discipline for a student's misconduct. If there is a continual problem with any one child, he/she will be asked to leave the extended care program for the remainder of the school year.

# FIELD TRIPS

## FIELD TRIPS

On occasion, Corpus Christi School will sponsor and conduct field trips for the educational enrichment of the students. Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. Participation in field trips is a privilege.

The written consent of parents must be obtained for every child participating in a field trip. No student may participate unless a signed parent permission slip for the specific event is on file with the principal. -no phone calls will be accepted. The parental slip form is provided by the school.

Field trip participation is dependent on student behavior at the teacher's discretion.

Whenever possible, bus transportation should be provided. The use of private vehicles is prohibited.

Each chaperone should be given a copy of the approved itinerary including the route(s) to be followed, a summary of their responsibilities, and a complete list of students and their telephone numbers for trips other than interschool athletics.

## ADMINISTRATION OF THE EPI-PEN BY THE SCHOOL

Any student requiring an Epi-pen at school must have one to take on all field trips to avoid exclusion from the trip. In most situations, the parent or a representative will be asked to join the student on the trip with approved permission from the family to administer the epi-pen.

## GAMES AND ELECTRONICS ON TRIPS

Cellphones and/or other electronic devices are not permitted on any trips (i.e. field trips, retreats, etc.) without permission from the teacher.

Students are not permitted to bring any games, toys, trading cards, fidget spinners or any electronic device other than cell phones,

**ANY ITEMS NOT PERMITTED WILL BE CONFISCATED AND RETURNED ONLY TO PARENTS AFTER A CONFERENCE WITH THE ADMINISTRATION OF THE SCHOOL.**

# GENERAL INFORMATION

## BIRTHDAY PARTY CELEBRATIONS

Munchkins, mini-cupcakes, cookies, 100% juice and water bottles will be the only refreshments permitted for birthday celebrations in school. CCS has the right not to celebrate a birthday if the policy is not followed.) No parents may attend celebrations in classrooms and no special accommodations will be made.

If your child's birthday is Monday through Friday, they can come in dressed down on their birthday. If their birthday is during a weekend, they may dress down either the prior Friday or the following Monday, but not on both days.

If their birthday is in July, August or September they will receive a "NUT CARD" (No Uniform Today) from their teacher allowing them to choose a day in the school year to dress down.

## BRINGING ITEMS TO SCHOOL

Students are not permitted to bring any games, toys, trading cards, fidget spinners or any electronic devices other than cell phones, Fitbits and apple watches that will be collected by the teacher in the morning and returned at the end of the day. Any items not permitted will be confiscated and returned only to parents after a conference with the administration of the school.

## CHANGE OF ADDRESS/NAME

A change of address, parents' business address or telephone numbers should be reported promptly to the homeroom teacher and to the school office. Also, a change of a parental name or marital status must be reported to the office. Custodial documents must be presented to the school, as well as, orders of protection to insure a student's safety.

## CLASS PARENT'S ROLE

Class parents are extremely important volunteer personnel for an educational facility.

From Pre-K3 – 8th grade, there will be 2 class parents. Class parents' responsibilities will be to assist the teachers throughout the year. For example: class parties and field trips. All class parents MUST complete a Protecting God's Children Workshop through the Archdiocese of Newark and submit a certificate of completion to the school office or they will be unable to assist with the children.

## LOST AND FOUND

All articles found will be in the main office in a bin for perusal. Children may reclaim these articles at any time. Labeling personal possessions will facilitate the prompt return of these articles. Unclaimed articles will be donated to charitable institutions.

## LUNCH

Corpus Christi School has a cafeteria where the children eat their lunch. Lunch should be sent in each morning with your child. Special delivery of lunches to the office will not be allowed. Specialty lunch: e.g., Burger King, cannot be eaten at lunch time. You can order food from the school lunch program if you do not wish to prepare your child's lunch.

Corpus Christi School has a contract with RPM Food Services to provide students with a daily hot lunch. Lunch is ordered through RPM's online service which can be found through a link on the homepage of the school website. The price for an individual lunch is \$5.00. Please purchase your meals prior to the day a particular lunch is served in order to allot the kitchen staff sufficient time to order the food necessary for each student. Your child can bring money for a lunch the day it is served, but please be aware, the food is made-to-order and the kitchen staff only orders and cooks the necessary amount of food to prevent wastefulness of product. Therefore, if your child brings in money the day of a particular lunch, he/she cannot be guaranteed that the food provided will be the hot lunch meal for that day. Instead, your child may receive the cold lunch, a bagel or a roll with butter along with the available side dishes.

The same applies if your child does not have credit on his/her lunch account and fails to bring in money to buy food the day of. In this case, your child's lunch account will be charged and he/she will be fed. As per school policy, if money is owed for lunch, the school must contact the student's parent or guardian with a first notice of the debt. The parent or guardian has **10 school days** to pay the amount due. If the parent or guardian does not make a full payment by the end of the **10 school days**, a second notice must be provided to the parent stating that lunch, as applicable, will not be served to the student beginning one week from the date of the second notice unless the payment is made in full.

If your child owes money and does not have lunch, he/she will receive a cheese sandwich with a water and a piece of fruit. This will continue each day until the negative balance is paid in full.

## PHYSICAL EDUCATION REGULATION

- All students are to be properly dressed in complete gym uniform. No student will be permitted on the gym floor without proper gym attire. Failure to meet these requirements results in detention and the lowering of the physical education grade.
- No student may be absent from gym class without a doctor's certificate. In case of absolute necessity, a student may be excused from the day's activities once a month.
- Gym clothes must be laundered each week. Failure to have clean gym attire will result in detention.

- Physical education classes begin on time. Students must move quickly in reporting to the gym.
- All gym classes leaving and entering the gym are reminded that other classes are in session and silence is to be maintained.

### SCHOOL BOOKS

School books should be kept covered at all times and may not be carried to and from school without a book bag. Teachers are requested to check books occasionally for pencil or pen marks, soiled covers, torn pages, etc.

Damaged books **MUST BE PAID FOR** by the end of the school year.

There is a book fee for the purchase and rental of textbooks and workbooks included in the registration fee. The book fee will reflect the cost of inflation as the need arises.

### SCHOOL TESTING AND EXAMS

Mid and end term exams are to be administered in grades 4-8.

In grades, first through eighth, there is to be at least 8 grades per subject for each marking period. (This should include tests, quizzes, participation and class and homework assignments.)

### SNACK TIME POLICY

Snack time is mandatory for grades Preschool – 2ND grades.

It is suggested that snacks be:

- Healthy
- Age appropriate
- Prepared for easy consumption (food which requires no heating or refrigeration)

No liquids (except water bottles) are allowed.

In order to be approved, the snack must be one of the following items:

- A piece of fruit or vegetable
- A pack of fruit snacks
- A bag of pretzels or rice cakes (potato chips are not permitted)
- A small bag of crackers
- A granola bar (Nuts must be excluded)

If the snack is not one of the following items, the student will not be allowed to eat it in class without teacher permission.

# GRADUATION

## CEREMONIES

- There is an end of the year show for all preschool classes. This event will occur during a school day in early June.
- The Kindergarten graduation takes place in June.
- The eighth grade graduation takes place in June.

## GRADUATION

Graduation is attained after a student has completed the academic, spiritual, and moral prerequisites for the elementary school experience.

### GRADUATION ATTIRE

(This applies for the eighth grade award ceremony and dinner dance as well.)

**GIRLS:** Appropriate dress and footwear approved by the administration. Dresses must be:

- A. without cleavage showing,
- B. reach the mid-calf or longer on one's leg,
- C. non-transparent in material,
- D. no slits of any kind,
- E. must have backs and straps (strapless or backless dresses aren't allowed)
- F. appropriate shoes, not sneakers, must be worn,
- G. body piercing jewelry is not allowable for girls.

The dresses must be preapproved by the administration days prior to the event.

**BOYS:** Boys must wear a suit, shirt and necktie. Shoes and socks must be worn.

### GRADUATION MASS AND CEREMONY

The Mass and Graduation Ceremony will be separate from the Awards Ceremony.

#### **GIRLS**

- Cap and gown must be worn.
- Appropriate shoes, not sneakers, must be worn.
- Jewelry must be non-ostentatious:
- Earrings are to be only post style (no drops or hoop styles)
- Necklaces simple in nature, either gold or silver, preferably inexpensive

- Haircuts are to be non-faddish in style – “no hair designs shaved into a hairdo is permissible.” Hair coloring other than the child’s natural color is not allowed.

## BOYS

- Cap and gown must be worn with a suit, shirt and a necktie.
- Shoes and socks must be worn to the ceremonies.
- Earrings and body piercing jewelry are not permissible.
- Haircuts are to be non-faddish in style – “no hair designs shaved into a hairdo is permissible.” Hair coloring other than the child’s natural color is not allowed.

## AWARD CEREMONY

During the award ceremony, several teachers, local committees, clubs and sponsors will distribute various awards to the students. The selection of the awards will be based on students’ character, academic standing, and dedication and service to their parish and community.

# HEALTH & SAFETY

We must remember that the purpose of these drills is to insure the safety and/or safe evacuation of the building by the orderly use of all available exit facilities. Order and control are the primary aspects of these drills. While speed is desirable, it is not in itself an object and should be secondary to the maintenance of proper order and discipline.

Proper drills, therefore, must establish habits of orderly routine such as exiting, thereby preventing possible panic, or the loss of life.

## FIRE DRILLS/SECURITY DRILLS

Fire drills/security drills are held twice monthly by order of the state and local fire departments.

There will be at least one fire drill per month and one security drill per month. The security drill could be: a lockdown, a shelter in place, weather drill and/or an evacuation drill.

During the fire drill and evacuation drill, students use the emergency exits and the main stairways. At the signal, students stand and leave the room in single-file, walk fast, but do not run. Students closest to the windows, shut windows. Absolute silence during drills is demanded by LAW. Students speaking for any reason could be suspended by the principal/vice principal.

Students are to stay in the classroom and oblige to protocol procedures for lockdown and evacuation drills.

Corpus Christi School works closely with Hasbrouck Heights police and fire departments in developing safety and security plans. A Crisis Management Plan is in effect and strictly enforced.

## ASBESTOS MANAGEMENT PLAN

The Archdiocesan manual and guidelines for asbestos care and removal and all procedures regarding this are on file in the Archdiocesan Manual in the school office.

### AHERA ANNUAL NOTIFICATION LETTER

Dear Parents and Staff,

As per the United States Environmental Protection Agency's "Asbestos Hazard Emergency Response Act" [(AHERA) 40 CFR Part 763], an inspection for the presence of asbestos-containing building materials has been completed, and an Asbestos Management Plan has been developed for Corpus Christi School School.

The inspection report and asbestos management plan file are available for review in the school office during normal school/office hours. Upon request, copies will be provided for a reasonable charge.

As required by the USEPA, additional inspections of the school are conducted every six months by properly accredited staff of the Archdiocese of Newark.

# MEDICATION

## POLICY ON 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:

- A parent/guardian should come to the school and personally administer the medication.
- If this arrangement is not possible, the school nurse or principal must have written permission for the dispensing of the medication from a parent or guardian; then the procedure must be:
  - The medication must be given to the school nurse or principal by the guardian/parent;
  - The medication must be in the 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 form is available from the school.
- 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 office.

## POLICY ON ADMINISTRATION OF EPINEPHRINE

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

## PARENTS/GUARDIANS AUTHORIZATION/AGREEMENTS REGARDING LIABILITY

Written authorization for administration of the epi-pen must be received from the parent or guardian of the student. The parents/guardians of the student shall be notified that upon administration of the epi-pen in accordance with 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.

### ADMINISTRATION OF THE EPI-PEN BY THE SCHOOL

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 administration of the epi-pen by the school nurse pursuant to New Jersey law – may administer the epi-pen.

Any student requiring an Epi-pen at school must have one to take on all field trips to avoid exclusion from the trip. In most situations, the parent or a representative will be asked to join the student on the trip with approved permission from the family to administer the epi-pen.

### COPIES OF AUTHORIZATION OF ADMINISTRATION FORMS

Copies of all medical authorization of administration forms can be picked up at the main office or nurse's office. All of the forms are also available under IMMUNIZATIONS on the school website.

# RELIGIOUS ACTIVITIES

## CONFESSIONS AND MASS

The celebration of the Sacrament of Penance (Confession) will be held in school throughout the year for the students' convenience. Mass will be held each month in the Church for spiritual enrichment.

## PROTECTING GOD'S CHILDREN

All teachers in the schools of the Archdiocese of Newark are required to be certified under the Protecting God's Children programs.

## RETREAT

All eighth grade students are obliged to attend a retreat at a place designated by the school.

## RING CEREMONY

During the year, on a date set by the administration, a ring ceremony is held for the seventh grade class. During this time, the rings are blessed and distributed to each student.

## SACRAMENTS OF HOLY EUCHARIST

The sacrament of First Communion will be celebrated according to Archdiocesan regulations. The assumed recipients of First Communion will be in grade 2.

## SPIRITUAL ENRICHMENT

A priest is available at times to provide spiritual guidance and moral assistance to the students.

# USE OF TECHNOLOGY

The use of computer services at Corpus Christi School is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computer and information services at all time. Network and computer services include: use of school computers, I-Pads and Chromebooks, the Internet and all other associated software. Use of personal e-mail is strictly prohibited. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

Corpus Christi School strongly believes in the educational value of electronic services and recognizes the potential to support the curriculum and student learning by facilitating resource sharing, innovation, and communications. Corpus Christi School will make every reasonable effort to protect students and teachers from any misuses or abuses as a result of their experience with the information network, but there is no system in place to totally restrict student access. Please discuss the following use guidelines with your child and sign where indicated. As a user of this network, your child will be expected to abide by the generally accepted rules/policies of Corpus Christi School. As new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Corpus Christi School supports access by pupils to explore databases and informational sources, but reserves the right to limit in school use to materials appropriate for educational purposes.

Corpus Christi School holds specific expectations for students at each grade level regarding their use of computers, cellphones, iPads, Google Chromebooks, smart watches etc. before, during, and after school in either the computer lab, classroom, library or off school premises. Failure to adhere to the following guidelines may result in a revocation of a student's internet access/electronic device and disciplinary action up to and including suspension or expulsion.

## ETHICAL AND MORAL USE OF TECHNOLOGY

In an academic environment, it is generally desirable for technology to support learning and to enhance instruction. In general, it is a policy that all technology be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and guidelines described will result in the revocation of use privileges.

The fundamental principle behind the policy is, "While using the technology, you should never do anything that harms another user."

The network and technology in Corpus Christi School is provided to students for educational purposes, and will be used to support the learning process. All students will be provided a network login ID and password that they should not share with other students. Students are expected to take individual responsibility for his or her appropriate use of the Internet and electronic resources, and follow all conditions and rules of technology use as presented by

Corpus Christi School. Any violation of the conditions and rules may result in disciplinary and/or legal action.

### INTERNET ACCESS

Access to the Internet and electronic resources will enable students to use thousands of libraries and databases to facilitate learning and information exchange. Students should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the risks or disadvantages. Ultimately, teachers, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Students should have no expectation of privacy in their use of electronic resources provided by, or accessed in the school. All data storage areas including, but not limited to workstations, external drives, network storage, Internet browsing history and computer sessions etc., may be accessed and reviewed by network administrators and administration to maintain system integrity and insure that the system is used responsibly.

### RESPONSIBILITIES

In the spirit of cooperation, all students are expected to adhere to the following standards in their use of computers and networks in the school and at home:

- Respect and protect individual rights, as well as, the well-being of the school.
- Computers are to be used exclusively for academic work and school related activities.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail must clearly identify the sender of the message.

School:

- Ensure that filtering software is in use to meet the guidelines of the Child Internet Protection Act (CIPA);
- Periodically review and update Acceptable Use Policies.

Parent/Guardian:

- Discuss these rules with your son or daughter to ensure he or she understands them;
- Immediately notify the school Principal if your child expresses concern or shares information about inappropriate content or uncomfortable/threatening messages;

- Support the school in enforcing these guidelines;
- Provide a similar framework for your child’s use of computers outside of school so that that precautions are in place at home to eliminate the exposure and use of inappropriate material, and communicate with your child regarding Internet safety on an ongoing basis.
- Understand that you should be monitoring your child's accessed Internet sites and email messages (where applicable) as required by the Family Educational Rights and Privacy Act.

The Corpus Christi School makes no warranties of any kind for the technology services provided. The user will be responsible for repair or replacement of equipment damaged by malicious or inappropriate use as defined by this policy. Protection of data is the responsibility of the user. The school will not be responsible for any loss in service or data. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network. Corpus Christi School reserves the right to change this policy at any time.

### STUDENT PRIVILAGES

Student users of Corpus Christi School equipment may:

- Use authorized hardware and software, under teacher direction, for educational purposes only;
- Access information from outside resources, under teacher direction, for educational purposes only;
- Access district networks and the Internet to retrieve information, under teacher direction, for educational purposes only;
- Use computer and network storage for files and teacher approved downloads, for educational purposes only;
- Use only those electronic communication tools that have the explicit prior approval of the school principal and classroom teacher, for educational purposes only.

### STUDENT EXPECTATIONS

Student users of Corpus Christi School’s equipment are expected to:

- Utilize technology in the school only under teacher direction and supervision, for facilitating learning and enhancing educational information exchange consistent with the educational mission of Corpus Christi School;
- Maintain the privacy of passwords and they are prohibited from publishing or discussing passwords, including passwords used for network access and web-based subscriptions;
- Maintain the privacy of personal information for all students;
- Keep all inappropriate materials, inappropriate text or image files, or files dangerous to the integrity of the school’s network, equipment, and software from entering the school via the Internet, removable media, or other means;
- Abide by the rules of Network etiquette:
  - Be polite and respectful in all forms of communication;

- Use appropriate language and graphics;
- No swearing, vulgarities, suggestive, obscene, belligerent, offensive or threatening language;
- Adhere to all copyright guidelines and avoiding plagiarism;
- Not engage in bullying, harassing, insulting or attacking others including acts of cyber bullying;
- Prevent damage to computers, printers, etc. from food or drink or from acts of negligence or vandalism.
- Immediately notify the teacher if:
  - You access an Internet site that displays inappropriate material;
  - You receive a pop-up message that warns you of a computer or virus problem;
  - You receive any message that makes you uncomfortable or feel threatened;
  - You witness plagiarism or violations of academic integrity.

The activities listed below are not permitted:

- Using any personal electronic devices during class time without the consent of the teacher;
- Using a code, accessing a file, or retrieving any stored communication unless given the appropriate authorization to do so;
- Sending or displaying offensive messages or pictures;
- Participating in any communications that facilitate any illegal activities or violate any other laws;
- Damaging or modifying computers, computer systems or computer networks;
- Removing hardware and/or software from school premises without prior written consent from the school Principal or his/her designee;
- Violating copyright laws or committing plagiarism;
- Using others' passwords;
- Impersonating another user;
- Sharing or publishing any personal information of oneself or any student or staff member on the Internet or through other electronic means:
- No personal addresses, phone numbers, email, screen names or login information;
- No identifiable photographs unless appropriate written consent has been provided by the parent/guardian;
- Trespassing in others' folders, work or files;
- Intentionally wasting shared resources (including network, printers);
- Using the network for commercial purposes, personal or financial gain, or fraud;
- Intentional use of software, other websites or proxies to bypass the Internet filtering technology;
- Downloading, installing or storing files for nonacademic use (including image and music files).
- Unauthorized copying of materials or installation of software.
- Downloading or copying information onto disks or hard drives without prior teacher approval.

- Accessing, downloading, storing, or printing files or messages that may be offensive to others.
- The intentional writing, producing, generating, copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, “worms”, etc.
- Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.

### CONSEQUENCES FOR VIOLATING TECHNOLOGY POLICY

Corpus Christi School enforces a strict three strike policy as it pertains to the use of Google Chromebooks in the school. Strikes are determined by inappropriate use of the Chromebook in the school as described in the technology policy.

Please note:

- All Chromebooks are subject to random inspection by teachers and administration.
- Being seen on another website, game, etc. other than what is instructed as classwork will count as an immediate strike.
- Any removal of user history can result in an immediate strike.

When violating the policy:

- 1st offense
  - Will result in the loss of the Chromebook for 3 school days (This includes the day it was taken)
- 2nd offense
  - Will result in the loss of the Chromebook for a week after Chromebook was taken
- 3rd offense
  - Will result in the loss of the Chromebook for the academic year

Internet/network access at Corpus Christi School is to be used for educational purposes only.

At the discretion of administration, any act which violates the technology policy set forth in this manual is subject to any and all of the following consequences:

- Meeting with parents and administration
- Detention or multiple sessions of detention
- Suspension (either in-school or out-of-school)
- Immediate expulsion from the school.

### CHROMEBOOKS

Any student issued a Chromebook is responsible for that device. Students should treat their device with care just as they would their own personal items. Chromebooks should remain with the student at all times throughout the day, unless instructed otherwise, and placed in the proper charging station prior to dismissal. Students should never leave the Chromebook in an

unsecured location. Just as students are issued fines when the books issued to them are damaged, students will be issued fines if their Chromebook is damaged.

Corpus Christi School realizes that accidents happen and that the Chromebook may need to be repaired. Prices vary depending on what needs to occur in order to repair a Chromebook. Each year, Corpus Christi School offers parents the opportunity to purchase insurance for their child's Chromebook. This insurance will take care of any normal wear-and-tear or accidental damage (as determined by administration) that a student's Chromebook may incur. If you choose not to purchase insurance, and something happens to your child's device, you will receive a bill to cover the cost to repair and/or replace it. Please note that any deliberate damage, or damaged incurred by negligence, on a Chromebook will result in a bill for the cost of all repairs/replacement, as well as disciplinary action, regardless of whether or not insurance is purchased.

### GOOGLE CLASSROOM AND G SUITE

At Corpus Christi School we will be using G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Corpus Christi School, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their assigned Chromebooks, and learn 21st century digital citizenship skills.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

Gmail (including Inbox by Gmail)	Docs	Sites
Calendar	Forms	Slides
Classroom	Groups	Talk/Hangouts
Contacts	Keep	Vault
Drive	Sheets	

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "Additional Services":

- Google Bookmarks
- Google Books
- Google Earth
- Google in Your Language
- Google Maps
- Google My Maps
- YouTube

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html).

As a parent, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice. If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Ms. Oliveira via e-mail: [boliveira@corpuschristischool.net](mailto:boliveira@corpuschristischool.net). If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Ms. Oliveira via e-mail: [boliveira@corpuschristischool.net](mailto:boliveira@corpuschristischool.net). If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review:

- The G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>)
- The G Suite for Education Privacy Notice (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)) The Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>)
- The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html))

## CELL PHONES

Students may bring a cell phone/smart watch to school under the following conditions:

Device is turned off from arrival at school through departure from school property. Phones/smart watches will be collected by the Homeroom teacher each morning and stored in a safe location. No cell phone or other electronic device is permitted for school use unless otherwise instructed.

Disregard of the above rules will result in confiscation of the device.

All phone/electronic devices must be turned off during school hours. Non-adherence to this policy will result in confiscation of the phone/device until parents/guardians are called and the phone is picked up by them personally. Other persons will not be able to retrieve phone/device on parents' behalf. It is critical that the learning environment remain uninterrupted by outside distractions.