



**CORPUS  
CHRISTI**  
CATHOLIC SCHOOL

## **PARENT/STUDENT HANDBOOK**

*2019-2020*

2410 N. Cascade Ave Colorado Springs, CO 80907

Phone: 719-632-5092 FAX: 719-578-9124

<http://corpuschristicos.org/school>

Pastor, Rev. Brian Roeseler  
Principal, Anneliese Degenhart

***“Beyond All Thing, Put On Love”***  
***Colossians 3:13-14***

***Corpus Christi Catholic School, CCCS***

CCCS is a pre-Kindergarten through Grade 8 Catholic Elementary, Middle School, and Junior High under the Diocese of Colorado Springs Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Texts and methodologies are used to ensure our theology is in compliance with the bishops of the United States. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At CCCS, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

***Mission Statement of CCCS***

To live our faith as Catholic leaders through superior spiritual and academic learning.

***Student Pledge***

Today I promise to keep Jesus in my mind, on my lips, and in my heart. I will treat others, myself, and creation with Prudence, Temperance, Justice, Fortitude, Faith, Hope, & Love. Today, I promise to live as a Disciple of Christ by making Virtuous Choices.

***Strategic Plan***

The CCCS Strategic Plan, Bold and Faithful, illustrates the vision for the school 2015-2025. All families are encouraged to thoroughly read the Plan on the school website and commit to its completion.

***Core Values***

Leadership  
Community  
Faith  
Service  
Knowledge

## **Absence**

When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence, 719.632.5092. If the office does not receive a call, a parent will be contacted.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

## **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Parents whose students who are tardy more than 20 times will be charged an administrative fee of \$5 per following tardy.

Students who are absent for more than three class periods in a day, for any reason whatsoever, may not participate in after school activities, including sports practices or games for that day.

## **Academic Information**

### **Curriculum & Testing**

The Diocesan curriculum guidelines are followed for the teaching of all secular subject areas. Core subjects include: Religion, Language Arts, Mathematics, Social Studies, Science, Fine Arts, Handwriting, Computer Literacy, Physical Education, Music, Spanish, Catechesis of the Good Shepherd, and Theology of the Body. Students 5th-8th take Physics through the *See The Change* curriculum.

Students take the Diocese of Colorado Springs Religion Assessment and 5th Grade students take the national ACRE test of Catholic religious knowledge. Students also annually take the national IOWA Academic Assessments. Overall tests scores are made public each Spring; individual student scores are shared with parents each Spring.

CCCS does not participate in the Colorado state assessments, PARCC, CO-Alt, CMAS, or other state or national tests.

### **Academic Ineligibility for Extra-Curricular Activities**

Students involved in sports or other extracurricular activities will have their grades and citizenship scores checked every Monday. Students who have no more than two behavior logs and a “C” or better in all their classes will be able to play/practice/participate in their sport/activity for the rest of that week. The eligibility list will be communicated to teachers who have participating students every week as well as to parents and coaches who have students who are ineligible.

Any student participating in extracurricular activities must also maintain behavior expectations as specified as a member of CCCS Community. Students can be removed from extracurricular activities if the principal deems it necessary. Parents and coaches will be contacted when ineligibility based on behavior occurs at which time the ineligible status time period will be stated.

### **Academic Awards, 5th-8th Grades**

Each quarter, 5th-8th Grade Students have the opportunity to receive the following honors:

- Principal’s Honor Roll – Presented to students earning a 4.0 GPA in all classes including arts and elective classes.
- Gold Honor Roll – Presented to students earning a 3.5 – 3.999 GPA in all classes including arts and elective classes.
- Blue Honor Roll - Presented to students earning a 3.0 – 3.5 GPA in all classes including arts and elective classes

## **Accreditation**

CCCS is accredited through the AdvancEd Accrediting Association, is a member of the National Catholic Educational Association, and is a parochial school in good standing with the Diocese of Colorado Springs and the Roman Catholic Church.

## **Admission Information**

### **Nondiscriminatory Policy**

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

### **Availability**

As openings become available, the following priorities will be used to accept students to CCCS:

1. Members of Corpus Christi Parish
2. Members of other Catholic parishes
3. Non-Catholic students

### **Age Requirements**

Children entering Three-Year-Old Pre-K must be three (3) years of age by September 1st.

Children entering Four-Year-Old Pre-K must be four (4) years of age by September 1st.

Children entering Kindergarten must be five (5) years of age by September 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on Kindergarten readiness assessments.

At the time of registration, all new students seeking admission to CCCS are evaluated on the basis of current standardized test scores and report cards. Other academic testing may be required determined by the principal.

### **Documents Required**

Requirements include:

- \*Verification of active parish affiliation/stewardship
- \*Health Records
- \*Immunization Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at CCCS will meet the educational needs of the students.

Testing in some academic areas may be held for new incoming students in Grades 1-8.

Non-Catholic students whose parents accept the philosophy of CCCS will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

### **Probationary Status**

All students new to Corpus Christi are on probationary status for their first quarter. At the end of the first quarter or at anytime prior, the principal may elect for any reason to terminate enrollment. After the first quarter, students are no longer on probationary status.

### **Financial Obligations**

All families must have a signed Tuition Agreement on file with the Admissions office before attending CCCS. No student is considered enrolled without this Agreement on file. All financial agreements must be met to continue enrollment. Parents/Guardians must make the principal or parish business manager aware of any deviations from one's payment plan. A fee of \$25 will be assessed for any bounced checks, this is in addition to any bank fees.

### **Academic Accommodations**

Children with a recommendation for an IEP or a 504 plan may be admitted to attend CCCS after determining if the needs of the student can be met within the context of the school, considering the facility and staff available. A Student Assistance Plan (SAP) meeting will be required and a SAP may be created in conjunction with the parent and the school to determine how the needs of the student can or will be met. After admission, it may become evident during the probationary time period that the designated disability may seriously impair the student's ability to successfully complete the school's academic program or the school cannot provide sufficient care and make reasonable accommodations for the disabled child, a recommendation of attendance at another school to better meet a student's needs may be required.

NOTE: Corpus Christi Catholic School does not accept requests for specific teachers from parents.

### **After School Care**

CCCS After School Care is licensed through the Division of Human Services and works in conjunction with the school. After School Care serves the families of the school and is available immediately following the close of the school day (2:45 PM on regular days) Full time and part-time care is available.

Should pick up plans change during the school day, please notify the office NO LATER than 2:00 PM to ensure that your child receives the information. Calls/messages received after 2:00 PM WILL NOT be guaranteed to reach the student as they are preparing to leave for the day.

STUDENTS ARE NOT ALLOWED TO LINGER INSIDE OR OUTSIDE the CHURCH or SCHOOL BUILDINGS WAITING FOR PARENTS. This is legally considered abandonment which requires the administration to take action.

If students are still in the gym after all other students have been picked up, they will be taken to the front office of the school and will be asked to call their parent. One day of "grace" will be given on the first time this occurs. Parents will be asked to sign up for After School Care from this point forward to allow for safe supervision of their children.

Aftercare ends at 5:30 each evening and timely pick-up is essential. Late fees will be assessed for late pick up. Continuing late pick-up will be grounds for termination of Aftercare enrollment.

Students and/or parents are not to return to the classroom/lockers after school, unless accompanied by their homeroom teacher, for materials/homework (this includes students enrolled in After School Care).

### **Allergy Policy**

CCCS recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

### **Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

### **Record Keeping**

At the beginning of each school year, or when a child joins CCCS, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

### **Food Allergy Policy**

CCCS recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, CCCS will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### **Classrooms**

- Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.
- In the event of a suspected severe allergic reaction (where there is no known allergic history), emergency medical services (911) will be called immediately and the school's Emergency Response Plan activated. The y.
- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

- All teachers and substitutes will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **Asbestos Annual Notification**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) requiring schools to inspect and identify any asbestos-containing building materials (ACBM). Corpus Christi hired a certified building inspector to identify and sample any suspect asbestos-containing building materials.

The law further requires the school to have an asbestos management plan. Corpus Christi has an asbestos management plan available for review in the school district administrative office or the administrative office of the school during regular business hours. Dan O'Connell is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed first to Dan at 719-632-5092.

### **Buckley Amendment**

CCCS adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony.

### **Bullying and Cyberbullying**

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

### **Calendar**

The CCCS calendar is found on TeacherEase and is the official calendar. Events, times/dates occasionally change, please regularly access the digital calendar available on this website.

### **Cell Phones**

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she may never use or have outside of his/her backpack or locker during the school day and must ensure the phone does not ring during any part of the school day. If a cell phone is seen or heard by a teacher, the phone will be confiscated and returned only within a meeting between the principal and parent. If a cell phone rings during Mass, the student will be immediately suspended for at least one school day. The administration reserves the right to search the contents of a confiscated cell phone and will do so if the principal determines there is a valid reason to do so.

### **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

### **Child Abuse Laws**

CCCS abides by the Child Abuse laws of the State of Colorado. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### **Chromebooks For Education**

Students in 5<sup>th</sup>-8<sup>th</sup> are issued Chromebooks by CCCS for use during the school day. Students are given a Chromebook when the following have been met:

- Student and parent have signed the *CCCS Chromebook Policy Pledge* (policy will be sent home within the first week of school)
- Student and parent have signed the *CCCS Telecommunications Use Agreement* (covered by signing the *Family Handbook* signature page, sent home on the first day of school), and
- The annual Chromebook Technology Fee of \$80 has been paid or added to the tuition agreement. This fee includes comprehensive insurance for each assigned Chromebook. Additionally, there will be a \$50 charge if the Chromebook must be replaced due to accident, misuse, or abusive handling.

### **Closing of School**

In the event that school has to be closed due to weather or other emergency conditions, please tune into most local radio and television networks as they will be notified as soon as possible. You may also access the school website at [www.corpuschristicos.org](http://www.corpuschristicos.org) to determine if school will be delayed or closed for the day.

Families are also able to self register with Flash Alert at [www.flashalert.net](http://www.flashalert.net), a web has service that Corpus Christi has purchased for family use. This service can send email and text messages to inform you of delays or closures.

CCCS will be closed whenever Colorado Springs District 11 Schools are closed. Additionally, CCCS will close if local conditions or faculty absences warrant closure (even when District 11 may choose to stay open). Therefore it is important to follow the media stations for updates.

When closure exceeds a reasonable number of days, then CCCS may require days be added to the calendar in order to maintain the level of instruction.

Emergency conditions, which may warrant early release, require the permission of the pastor or principal prior to the dismissal of students. Parents may come at any time during the threatening weather to sign their child out. Written permission, from the parent, must be given to the school before a student will be released to anyone else. If school does close early, students will remain in their classrooms until parents come to pick up their child. We will contact the television and radio stations and attempt to call each family if there is an early closure due to weather or emergency.

The decision to close CCCS due to weather is usually made by 6:00 am the same day school is in session. It is extremely difficult to determine a closure as hazardous driving conditions change very quickly and may vary due to the locations families are commuting from. The choice to drive in those conditions remains the decision and responsibility of the parent and weather related tardies/absences are considered excused absences and tardies.

In case of an emergency, when the building needs to be evacuated, every effort will be made to contact parents via phone, television, and radio.

All after school activities including sporting events will be canceled if school is dismissed early or if school has been closed due to an emergency or severe weather situation.

### **Communication**

A weekly newsletter will be sent via email. The purpose of this newsletter is to keep all community members informed of the happenings within the school and community.

Please inform your child's teacher if you need information sent to two different households. Parents are responsible for supplying self-addressed envelopes or for making arrangements to pick up the information.

### **Conduct-Discipline**

In accordance with the Catholic mission of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Items that may detract from classroom learning are not allowed at school. For items such as lighters, pocket knives, any illegal materials, or potentially destructive items, the school administration, guided by any pertaining state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of any of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

### **Behavior Logs**

A behavior log will be submitted to [www.teacherease.com](http://www.teacherease.com) when a student does not respond to correction, redirection, or a verbal warning. Once issued, parents/guardians will be notified via email and the behavior log becomes part of a student's permanent record. Concrete action will be taken to correct behavior (i.e., lunch detention, completion of a behavior reflection writing, cleaning desks, etc).

### **Detention**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

### **Suspension**

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$80.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from CCCS. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises and is the final arbiter on all disciplinary matters and may change/amend/edit/bypass the policies of this Handbook or of individual classrooms.

### **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### **Counselor**

CCCS does employ a part-time certified counselor for the personal consulting needs of students and parents. CCCS priests do make effort to be available to students and families in need of spiritual counseling.

### **Crisis Plan**

CCCS has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Corpus Christi Parish
2. Penrose-St. Francis Hospital

### **Custody Issues**

Our greatest concern for students of divorced or separated parents is in the creation of a safe and consistent environment at school. We therefore, as a school staff, do not become engaged or mediate parental disagreement or difficulties. Parents must not bring marital issues to the school environment thus keeping the sanctity of the learning environment in place. Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

The school recognizes custodial parent/legal guardian as the primary decision-makers for their children. Phone communication from the school will be made to only the custodial parent/legal guardian. It is the responsibility of that individual to communicate with the non-custodial parent per legal responsibilities.

Legal documentation regarding custody and visitation will be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school must be notified immediately regarding any changes to custodial provisions. Non-custodial parents will have access to school records, conferences, and information unless otherwise restricted by court order including via [www.teacherease.com](http://www.teacherease.com). It is the obligation of parents to properly inform the school of limit of access to children, records, or other information.

### **Deliveries to Students**

Should you have a delivery, such as homework, lunch, coats/clothing, etc., for your student during the school day and you will be bringing it to the school office, please be aware that the interruption of a class in order to notify your student of your arrival will not be allowed, nor may visitors deliver items personally. An interruption to the classroom will only occur if there is an emergency. Parents may not disrupt class at any time.

Deliveries sent to students for special occasions, such as birthdays or Valentine's Day, will not be delivered to the student until the end of the school day. Please refrain from sending deliveries to students at school unless absolutely necessary.

### **Disenrollment**

Disenrollment may occur due to lack of achievement, behavioral issues, attendance concerns or failure to pay tuition in a timely fashion. Other than for egregious disregard for the Catholic faith and the core values of CCCS, disenrollment will never occur without serious attempts by CCCS to rectify the issues. The Principal is the final arbiter on all matters of disenrollment.

### **Drop Off-Pick Up**

#### **Times**

- Students are not allowed to enter the building prior to 7:25 AM without prior staff consent. Students arriving after 7:40 AM are considered tardy. Students leaving before 2:45 PM are also considered leaving school early and should be signed out at the office.
- If your child is going to be absent or tardy, please notify the tardy/attendance line at 719-632- 5092 or via email by 8:00 a.m.
- It is the responsibility of the parent to contact car pool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

- Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

### **Safety**

- NO PARKING IS ALLOWED ON THE SCHOOL PARKING LOT AREA NORTH ON JACKSON NEXT TO THE SCHOOL. NO STUDENTS ARE TO BE DROPPED OFF ON THE STREET IN ANY AREA.
- Abide by any request by staff or volunteers directing traffic.
- The local police will be contacted by the Principal and safety violations by parents will be reported.
- If behavior continues, parents will be required to leave the car line and park their car before their student(s) will be released.
- Cross from Parish Grounds to School Grounds on via the crosswalk at Jackson & Cascade.
- Students may not be on the playgrounds before or after school without adult supervision. Students may also not be on the playground after school when After School Care is using the areas.

### **Options for Drop Off / Pick Up**

#### **Car Line**

1. Vehicles enter by either Jackson or Van Buren through the two entrances on the north and south sides of the school building.
2. Families are to drive toward the “cone zone” where teachers are on staff to assist students in safely exiting their vehicles.
3. Vehicles head east to circle around the school and then exit on the North side of the building.
4. A cross-walk area is also designed for families to cross traffic as it goes in front of the school.
5. Stop when you see the staff member holding the stop sign to ensure the safety of all.
6. Refrain from cell phone use while in the car line.

#### **Park & Walk**

1. Parents are welcome to park in the church parking lot and use the Crosswalk at Jackson and Cascade to walk into the school.
2. Parents, K-8, wishing to walk children to their classroom doors are to sign the visitor’s log at the front office and sign out when leaving the building.
3. Parents of preschool students are issued badges and are to walk their children to their classes each day; if a preschool parent does not have his/her badge, sign in at the front office is required.

### **Preschool / Jr.Kdg Drop Off - Pick Up**

Under state licensure requirements, preschool/pre-K students are required to be signed in and out by an adult each day. Therefore, Preschoolers/Jr.-K students are unable to use the care line for drop off or pick-up. Procedures:

1. Park your car in the church parking areas (not on the street)
2. Use the cross walk and enter through the MAIN ENTRANCE to enter the building
3. Wear their "PRESCHOOL PARENT" lanyard as they enter the building
4. Go with your student to the preschool area to sign students in with the preschool staff.
5. Preschoolers may be picked up beginning at 2:30.
6. Preschoolers are to be picked up by 2:45 (regular dismissal time for the entire school).

### **Indoor Reporting / Dismissal**

When weather conditions or other reasons prohibit the implementation of the car line, the Indoor Dismissal sign will hang on the large Corpus Christi Catholic School sign and students are to enter the building through the main entrance and report to the gym for K-5 and to homeroom classrooms for 6-8.

### **Drug Free School Zone**

Schools in Colorado, by law, are Drug Free Zones. This means tobacco and alcohol are not allowed on the school premises. Possession and/or use of tobacco, possession and/use or being under the influence of alcohol, or illicit drugs, is prohibited on school premises and at all school sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from the school and notification to the proper authorities.

### **Emergency Drills**

The CCCS emergency crisis plan contains provisions for a variety of crisis' including intruders, fire, tornado, and earthquake. It will be reviewed annually. Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building.

Persons without legitimate reason, or written authorization to be on school grounds, will be required to leave by school personnel. If a person does not leave upon request, the police will be called.

Visitors are to sign-in/out at the office so that an accurate assessment can be made of the number of people in the school in the event of an emergency.

Students may not open doors to let visitors/parents in the building. Parents are requested to ring the office to be admitted. Please state your name as well as the reason for your visit.

### **Enrichment Classes**

Enrichment classes are part of the CCCS curriculum and are scheduled for all Kindergarten – 8th Grade students Classes include: Art, Physical Education, Music, Spanish and Technology. Enrichment classes are an integral part of a student's education. Appropriate school behavior is expected in all enrichment classes. Students may have homework assigned and students are expected to follow homework guidelines as they would for any other class.

### **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is available in the Digital Locker. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may use a copy from the Digital Locker. Call the school for information needed to complete the form. Note: a fax does not take the place of an original signature.
10. A telephone call will not be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
13. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
14. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
15. All chaperones must be 25 years of age or older.

### **Grading Scale**

***A = 93 – 100***

***B = 85 – 92***

***C = 77 – 84***

***D = 70 – 76***

***F = 69 or below***

### **Graduation and 8th Grade Awards**

To participate in 8th grade end of year celebrations – Baccalaureate Mass, Graduation Mass as well as the 8th grade trip, 14 credits are required. Students may be required to attend an area summer school if credits for promotion are not met for the academic year, see *Summer School*.

### **Valedictorian**

- Student who has been at CCCS or another Catholic school with a 7 point scale for all of middle school and have received a GPA of 4.0 in both 6th and 7th grades, including specials.
- Valedictorian will be determined by the highest GPA of a student for the 8th grade academic year calculated to the nearest 10th percent.
- Student has no serious discipline records and exhibits strong Catholic virtues.
- More than one valedictorian award can be offered.
- If in a year no one student has met the full criteria for valedictorian or salutatorian, the faculty will choose a student to receive these honors.

### **Salutatorian**

- Student who has been at CCCS or another Catholic school with a 7 point scale for all of middle school and have received a GPA of 4.0 in both 6th and 7th grades, including specials.
- Salutatorian will be determined by the second highest GPA of a student for the 8th grade academic year calculated to the nearest 10th percent.
- Student has no serious discipline records and exhibits strong Catholic virtues.
- More than one salutatorian award can be offered.

### **Father Abel Award** (the founding pastor of CCCS)

- Student who has been at CCCS or another Catholic school with a 7 point scale for all of middle school
- A-B Student
- School related community service (ie. altar server, school projects)
- Collectively chosen by the Middle School teaching team and pastors of the school

### **Gum**

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day.

### **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Health Issues**

CCCS pledges to provide a healthy environment for all: students, employees, volunteers, and visitors. This pledge encompasses the physical and ecological environment to include a smoke-free campus and an interest in health issues. Each teacher and staff member is concerned with the health of every student. The buildings are subject to health department regulations. Adequate ventilation, sanitation, and lighting are provided.

### **School Nurse**

CCCS has medically trained staff members available during all school hours and on all field trips when required. CCCS also contracts with a professional Nurse Consultant who is on call throughout the school day. The role of the Nurse Consultant is to oversee the health of the school environment. Some of the duties of the Nurse Consultant or the medically trained staff members are:

- To monitor the health of students, to evaluate complaints of illness, and to administer first aid for injuries. When the Nurse Consultant is not available, a staff member will provide these services.
- To coordinate vision, hearing, and life education studies and assessments.
- To assist in health education in the classrooms.
- To maintain health files on each student, including health history, proof of immunization, and health screening.
- To be a community health resource person for parents and teachers in matters of health, health education, and life education.

### **Accidents and Illness at School**

Principals, teachers, and other school personnel are responsible for the handling of accidents and sudden illnesses occurring at school or during school sponsored activities. The procedures for responding to a sudden illness or injury are:

1. Give the student immediate and temporary first aid care. If the injury is serious or life threatening, 911 will be called.
2. Notify the child's parent or guardian. The school shall have child emergency cards delegating permission to take action in cases in which parents/guardians cannot be reached. If the school does not have a Child Emergency Card or the contacts cannot be reached, the school may call Social Services or the police. If at any time during the school year there is a change of address, phone number, or living arrangements, please notify the school office immediately.
3. School personnel will not transport seriously injured or ill students to medical treatment. If the parent cannot provide transportation, an ambulance will be called. If a child is seriously injured or ill at the end of the school day, he/she will not be allowed to go home unless accompanied by a parent, guardian, or other parent delegate.
4. After a serious accident or emergency illness of any sort, a record of the incident and the procedure taken will be made and filed in the school office. The school reserves the right to act as deemed necessary by the principal or principal designee in a life-threatening situation.
- 5.

### **Sending Students Home**

If a student has a fever of 100-degrees or higher, the student will be sent home from school. Also, if a student has vomited, they will be sent home from school. Students will be assessed for need to go home by medically trained individuals and a call will be made to parents if it is appropriate.

### **Health and Safety Information**

Teachers are informed of children needing special consideration due to health issues on an as need to know basis. The school observes state and local fire regulations. Tornado and lockdown procedures are practiced.

### **Home-School Association**

CCCS Home & School Association works to support and enhance the educational ministry of the school and to accomplish the goals of the Strategic Plan. Fund-raising, parent education, and building community are the goals of this organization.

By-Laws for the HSA are available on the school website.

### **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed.

Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

For pk-6th Grade (the following does not apply to 7<sup>th</sup> & 8<sup>th</sup> Grades): Homework may be assigned to students Monday through Thursday. No non-project/long-term homework will be assigned to students on Friday evenings. No tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week. However, students should expect to commit extra time for long-term assignments and projects outside of normal homework time.

### **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

### **Homework Policy Due to Illness**

When a student is absent for three or more days, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days will be given three school days to complete the missed work.

### **Immunizations**

Colorado law states that no child may attend school unless such child can present to the school a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health. Proper documentation of immunization vaccinations must be provided to the health office by the child's first day of school. If proof of immunization is not received, your child will not be allowed to attend class until documentation is provided. New cards do not need to be provided each year unless additional immunizations have been received. A doctor shall allow exceptions based on religious, personal belief, or for medical contraindication with confirmation.

### **Items Brought To School**

CCCS is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

### **Library**

Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

### **Lockers**

Each student, 5th-8th, is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time.

Students in Grades 7 – 8 are issued a school-owned combination lock to use to protect their personal items during the evening and on the weekends. The school maintains a universal key and reserves the right to open student lockers at anytime without probable or reasonable cause. The locks are the property of CCCS. Students will be responsible for replacement of any lost lock. A lock that is not locked on a student's locker during the school day will be taken from the locker. The student must come to the office to retrieve his/her lock.

### **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

## **Lunch Program**

CCCS offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Parents should not bring lunches or drinks from carry-out restaurants. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Hot lunch is provided by the Colorado Springs District 11. Hot lunch is served every full day school is in session August through May when the district schools are in session. CCCS will communicate via email as soon as we are informed if a particular hot lunch will not be served. A salad bar is available for students to choose fruit, salad and other healthy additions to their main meal as they like.

A monthly menu is sent home no later than the last Thursday of each month for the following month. The menus meet the guidelines set forth in the UCSPPR of the Diocese of Colorado Springs' Wellness Policy as well as in accordance with the USDA. A copy of the UCSPPR of the Diocese of Colorado Springs Wellness Policy is available in the school office for review.

Recess/Lunch Times: Students in each grade have a 40 minute block for lunch and recess. Depending on the weather, recess may be indoors.

Students may bring a lunch from home or purchase a hot lunch. In the event your child forgets his/her lunch from home, he/she may purchase a hot lunch. Due to food allergies, students are NOT allowed to share food at lunch. Students are NOT allowed to drink sodas, including take out delivery from parents.

Peanut Free Table: There is a designated "peanut free" table in the cafeteria reserved for students with peanut allergies. Although CCCS makes every effort to avoid exposure we cannot guarantee a 100% peanut free environment.

**PARENTS ARE RESPONSIBLE FOR KEEPING THEIR CHILDREN'S LUNCH ACCOUNTS CURRENT.** Please send check or cash no smaller than \$10 in an envelope to school with your child's name on the envelope. This will ensure accounts can be kept accurate and coins or loose dollars are not lost. Notifications of negative balances will be sent home weekly, unless in the event of a short week.

USDA Hot Lunch Program – CCCS participates in the USDA hot lunch program. Milk is included in the hot lunch program. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice mail and TDD). USDA is an equal opportunity provider and employer.

**FREE AND REDUCED LUNCH PROGRAM** - CCCS in partnership with the USDA, also participates in the Federal Free and Reduced Lunch program. Forms will be sent home at the beginning of the year and are available all year in the business office. We ask that each family, especially those receiving tuition assistance, complete this form each year and return it to the business office. This information and any information obtained from the government is kept **COMPLETELY** confidential.

### **Media Policy**

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and /or other reproduction of a student including voice and features with or without the name of student for any promotional purpose involving UCSPPR of the Diocese of Colorado Springs or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents. This permission will be kept on file for the length of the time the student is at the school. It is the responsibility of the parent to inform the school if changes need to be made.

### **Medication Given at School**

No medications, including aspirin, cough-and-cold medication, decongestants, cough drops, or other over the counter or prescription medications shall be administered by any school personnel or kept and administered by the child themselves, with the exception that students may care rescue inhalers and epi pens with a prescription and notification of the school office.

For administration to occur, including by a nurse, the following conditions must be met:

- Medications – including over-the-counter and prescription medications may be administered by the school nurse or their designee to any student with the written order of a physician, nurse practitioner, or dentist and the written authorization of a parent/guardian.
- All medication permission forms are located in the digital locker at [www.teacherease.com](http://www.teacherease.com) or from the main office.
- No verbal permission will be granted.
- Parent/guardian is responsible for transporting the medication to and from school.
- At no time is a student allowed to bring medication to and from school.
- All medications must be in the original labeled container.
- Medications will be kept in a locked place in the office to which students do not have access.
- The person designated by the nurse to administer medication is to keep a log of medicine administered.
- Individual records of such medications administered by school personnel shall be kept indefinitely.
- If a student has a condition that might require medication on an emergency basis, individual health care plans will be completed by the physician and direct specialized care that will be provided in a school setting.
- All medications including inhalers will be kept in the health office. If a physician deems it necessary for a student to carry medication, then the appropriate physician's orders and documentation must be completed.
- Essential first aid supplies are available at all times. First aid kits must be taken on all field trips. Rubber gloves must be included and worn when there is a possibility of exposure to blood or body fluids while administering first aid.
- Any unauthorized medicine including over the counter products that are brought to school by students will be confiscated and held in the school office and may result in disciplinary action.

### **Money**

Money brought to school for a particular reason must be placed in an envelope marked clearly with the student's name, homeroom, activity, and amount enclosed. Students may not bring money to school unnecessarily. Money should never be left in desks, lockers or the locker room.

### **National Junior Honor Society**

To encourage excellent performance by students in middle school and reward them for their efforts, Corpus Christi Catholic School began membership in NJHS in 2013. For the 2016-2017 school year, a student may be a candidate for the NJHS if the following criteria is met:

- Academic--the candidate must have a minimum G.P.A. of 3.8 at the end of the first semester to be considered. Inductees must maintain a 3.8 G.P.A.
- Citizenship--the candidate must have no submissions for major infractions in the behavior log. Additionally, the student has not served more than one detention.

If the academic and citizenship requirements have been met, then the student will be sent a letter and candidacy form. Once this application has been returned, the NJHS Faculty Council will review the form for following criteria: \* The candidate must have at least a 3.8 average of the four pillars (Leadership, Service, Citizenship, Character) as determined by the NJHS committee

### **Off-Campus Conduct**

The administration of CCCS reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Parents As Partners**

As partners in the educational process at CCCS, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

### **Parent's Role in Education**

We, at CCCS, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of CCCS involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at CCCS, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the

complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Parties**

Classroom parties are scheduled four times per year for Preschool-4th grade students. Middle School-Junior High will have a combined Christmas party and end-of-year party only. Room parents are asked to help plan these parties, which are held at the end of the school day.

The celebration of birthdays is at the discretion of the classroom teacher. Please discuss this with classroom teachers prior to sending items to school.

Treats sent to school must be individually wrapped and prepackaged. Treats brought into the school must not contain nuts or nut oil due to our numerous peanut and nut oil allergies. All snacks/treats must meet the Wellness Policy available in the school office for review. Floral or balloon bouquets may not be sent to the school for students.

Invitations to private parties may NOT be distributed at school unless EACH child in the class is included. If only a select few children are invited, please mail the invitations. Please be advised that the school office is NOT permitted to provide addresses for current or former students PRIOR to the distribution of the CCCS Family Directory. Gifts exchanged between friends should be done outside of school; including Christmas and birthdays.

### **Planners**

Kindergarten-8th Grades are required to have a student planner and will bring it back and forth between home and school each day. The first planner is supplied through student fees. If planners become lost or damaged beyond repair, students will be required to purchase a replacement. Students in grades 3rd -8th will record homework assignments to complete each day. Teachers will communicate to parents how these will be used on a class-by-class basis.

### **Political Issues**

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues, and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents, or students in the building, in the name of the school or during school sponsored activities. The posting of political materials in Diocesan schools is strictly prohibited.

Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the Catechism of the Catholic Church or in the authentic teaching documents of the Catholic Church, relevant to any controversial issue being considered.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in CCCS is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

### **Report Cards**

Report cards are important tools for communication. Report cards will be given four (4) times during the academic school year or every nine (9) weeks. Parents are to sign the report card envelopes and return the envelopes within two school days, except for the final report card of the year.

No student will be given a Report Card if tuition, library fines, or After School Care Program fees are in arrears.

### **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at CCCS. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

### **School Hours**

Grades Pre-K through 8: 7:40 AM – 2:50 PM. All students gather in the gymnasium for morning assembly prior to being dismissed to their homeroom classes. At CCCS, we work in partnership with parents to enable each child to develop as an independent learner. Parents of students in Kdg-8 should allow their children to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions. The school doors are opened for students at 7:30 AM. Students arriving at that time will go to the Gym.

Prayer and afternoon announcements begin at 2:40 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates. CCCS offers an After School Care Program. Please refer to the 2016-2017 Extended Care Handbook for a complete list of policies.

Parents are to make arrangements for their children to arrive at school on time and be picked up at dismissal time. Procedure following arrival prior to 7:15 AM or picking up after 5:30 PM:

1. A phone call will be made reminding you to not drop off your child early or to pick up your students on time
2. Registered letter will be sent reminding you that dropping your child off at school prior to 7:15 AM or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
3. Students who remain after 5:30 PM will be sent home via the Colorado Springs Police Department.
4. Repeated early drop off or failure to pick up your child from After School Care on time will result in expulsion from the school.

Students not picked up by the end of carpool (approximately 3:15 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate for using this program.

### **School Office Hours**

The school office is open on all school days from 7:25 AM – 3:30 PM.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks received by the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **School Safety**

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

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

### **Search**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

### **Service Projects**

The purpose of the stewardship program for students is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs.

**Service Projects and Required Hours:** All Preschool-8 th Grade Classes will participate in Christian service projects throughout the year. Middle School-Junior High students are required to also participate in out-of school service opportunities each year. Service can be rendered by serving neighbors, family friends, fellow parishioners or home parish community, etc. without pay. Service may not be rendered to a student's own personal family. Service may include but are not limited to volunteering to serve in Vacation Bible School, Mission Trips, Altar Serving or serving as a reader, usher, etc. during Mass, etc. Questions and related paperwork may be directed to the Middle School-Junior High Religion teacher.

Service Hours will be calculated as part of each student's final religion grade:

- 5th graders --10 hours for the year
- 6 th graders – 10 hours for the year
- 7 th graders – 15 hours for the year
- 8 th graders – 20 hours for the year

### **Smoking**

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes.

### **Social Media & Technology Concerns**

Photos and captions on a student or parent's Instagram, Snapchat, Facebook, or other social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

**Cell Phones:** If a student has a cell phone, he/she may never use it or have it outside of his/her backpack or locker during the school day and must ensure the phone does not ring during any part of the school day. If a cell phone is seen or heard by a teacher, the phone will be confiscated and returned only within a meeting between the principal and parent. If a cell phone rings during Mass, the student will be immediately suspended for at least one school day. The administration reserves the right to search the contents of a confiscated cell phone and will do so if the principal determines there is a valid reason to do so. Exceptions are made only for educational purposes with teacher permission

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. Law enforcement may be contacted, determined by the principal.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion. Exceptions are made only for educational purposes with teacher permission.

### **Student Records**

CCCS adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school. Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the school office for distribution.

Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Summer School**

Students in 5<sup>th</sup>-8<sup>th</sup> who have failed a semester course will be required to take summer school. The preferred CCCS partner for summer school is Catholic Virtual Online. The cost for summer classes is fully paid by the family, \$350 per course. Any other arrangement for summer courses must be pre-approved by the principal.

### **Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teachers only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

### **Testing**

In addition to classroom quizzes, tests, and assessments, students may be required to participate in further educational assessments. Students at CCCS will not take the Colorado State Tests, PARCC, CMAS, TCAP, or CSAP. The Iowa Assessments will be administered annually in the Spring to students in grades 1st – 8th. Benchmark testing in Math and Reading for grades Kindergarten-8th Grade will also be administered three times a year. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5

Students at-risk academically will also be progress monitored to check for ongoing growth and to drive individualized instruction. Individual student test scores of the progress monitoring tools are available on an ongoing basis and will be sent home to parents.

IOWA summative scores will be available to a student's parents, guardians, and teachers with the final year-end report card. Individual school achievement test scores may be published through news media or publicity brochures. UCSPPR and CCCS administration will also use the school's test scores for the purpose of improving instruction within the school. All students will participate in the assessment program. All students will be included in the class and school averages. Accommodations for test taking for students with active written Student Assistance Plans (SAPs) or Response to Intervention Plans (RTI Plans) may be made at the discretion of the school principal.

Middle School-Junior High students (Grades 5 – 8) may be given a maximum of three quizzes or tests per day. Junior High students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year.

### **Title IX**

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

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled. (See previous section on Student Records for transcript information.)

### **Uniforms**

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. There is a special uniform for Physical Education classes for Grades 5-8, also to be purchased through Dennis Uniforms, Inc.®.

The uniform for CCCS is listed on the Dennis Uniforms® website.

#### **Preschool:**

- Bottoms: Any solid Navy blue bottoms—pants, shorts, sweats, skirts, skorts, preferably elastic waists. No leggings.
- Shirts: Any solid, dark colored polos on non-Mass days; on Mass days a light blue polo. Shirts do not need to have the Corpus Christi logo for preschool students.
- Shoes: Any tennis shoes. No open toe or open heel shoes.
- School Uniform: Preschool students may wear the Kindergarten uniform but this is not required.

#### **Grades K-3 (only):**

##### **Girls:**

##### **"Everyday" Uniform (worn on non-Mass Days):**

- Navy pants, shorts, Capri pants (with black belt grades 3-8), skirt with navy bike shorts or navy skort. No leggings.
- Light blue DENNIS Logo Embroidered polo (short or long sleeve) – polo must be completely tucked in
- Matching solid black or white socks; tights with feet in the same colors can be substituted for socks (no color allowed on socks)
- Low-Top Black shoes – no other color on shoes allowed
- Solid black tennis shoes or dress shoes
- Optional: Corpus Christi Logo Crewneck sweatshirt or Dennis navy uniform sweater/zip-up fleece
- No OTHER jackets, hoodies or other items will be worn inside building

##### **Mass Uniform (worn on Mass Days and Holy Days as required):**

- Plaid jumper with navy bike shorts
- Dennis white short or long-sleeved peter pan shirt (the  $\frac{3}{4}$  length shirt has been phased out and is no longer permissible)

- Solid Black uniform shoes
- Matching solid WHITE KNEE HIGH socks, white tights with feet can be substituted for socks (no color allowed on socks)
- Optional: Navy uniform sweater (no sweatshirts or fleece)

**Boys:**

**"Everyday" Uniform (worn on non-Mass Days):**

- Navy pants or shorts (with black belt - grades 3-8 only)
- Light blue DENNIS Logo Embroidered polo (short or long sleeve) – polo must be completely tucked in
- Black or white socks -with NO logos or writing (must be ankle or higher)
- Low-Top Black shoes—no other color on shoes allowed
- Optional: Corpus Christi Logo Crewneck sweatshirt or Dennis navy uniform sweater/zip-up fleece

**Mass Uniform (worn on Mass Days and Holy days as required):**

- Navy uniform pants (with black belt – grades 3-8 only)
- White button-down short sleeve Oxford shirt (Top button must be buttoned)
- Plaid necktie – available through Dennis Uniform Company
- Low-Top Black uniform shoes and BLACK socks
- Optional: Navy uniform long-sleeved sweater or sweater vest

**Grades 4-8 (only):**

**Girls:**

**"Everyday" Uniform (worn on non-Mass Days and Non-PE days for 6-8 Grades):**

- Navy pants, shorts, Capri pants (with black belt grades 3-8), skirt with navy bike shorts or navy skort. No leggings.
- Light blue DENNIS Logo Embroidered polo (short or long sleeve) – polo must be completely tucked in
- Matching solid black or white socks; tights with feet in the same colors can be substituted for socks (no color allowed on socks)
- Low-Top Black shoes – no other color on shoes allowed - solid black tennis shoes or dress shoes
- Optional: Corpus Christi Logo Crewneck sweatshirt or Dennis navy uniform sweater/zip-up fleece
- No OTHER jackets, hoodies or other items will be worn inside building

**Mass Uniform (worn on Mass Days and Holy Days as required):**

- Plaid skirt with navy bike shorts - skirt must be fingertip length
- Dennis white short or long-sleeved shirt (the  $\frac{3}{4}$  length shirt has been phased out and is no longer permissible)
- Solid Black uniform shoes
- Matching solid WHITE KNEE HIGH socks, white tights with feet can be substituted for socks (no color allowed on socks)
- Optional: Navy uniform sweater (no sweatshirts or fleece)

**Boys:**

**"Everyday" Uniform (worn on non-Mass Days and on Non-PE days for 6-8 Grades):**

- Navy pants or shorts (with black belt - grades 3-8 only)
- Light blue DENNIS Logo Embroidered polo (short or long sleeve) – polo must be completely tucked in
- Black or white socks -with NO logos or writing (must be ankle or higher)
- Low-Top Black shoes—no other color on shoes allowed
- Optional: Corpus Christi Logo Crewneck sweatshirt or Dennis navy uniform sweater/zip-up fleece

**Mass Uniform (worn on Mass Days and Holy days as required):**

- Navy uniform pants - NO SHORTS (with black belt – grades 3-8 only). No leggings.
- White button-down short sleeve Oxford shirt (Top button must be buttoned)
- Plaid necktie – available through Dennis Uniform Company
- Low-Top Black uniform shoes and BLACK socks
- Optional: Navy uniform long-sleeved sweater or sweater vest

**Uniform Shoes**

All students in grades K-8 are required to wear solid low-top black shoes to school every day other than on their designated PE days. Solid black shoes can be purchased at most department or retail store. While the precise brand of shoe does not matter, all uniform shoes must conform to these regulations:

- Black shoes – no other color or white on the shoe allowed including on logo
- Soles and bottom edge of shoe must also be black
- Shoes may not have an open-toe, open-heel
- Shoes will be low-top/quarters – no high top shoes allowed
- Shoes may not be sandals, boots, high-heels, or fur lined shoes
- Shoes must be comfortable and safe for school use
- Shoe laces are to be black only and must always be tied securely
- Laces and shoes may not contain other colors or decorative attachments

**PE Uniforms**

**Grades K-4**

Students are required to have athletic shoes for PE classes. These shoes can be worn to school on PE days or brought to school and kept in a designated space in the child’s classroom/locker and can be changed for PE class. PE shoes should be ATHLETIC type shoe only. If black shoes worn as part of the regular uniform are athletic in nature, they may be worn in PE as well. Shoes should not have blinking lights, etc. Shoes must also have non-marking soles.

**Middle School/Junior High - 5th-8th Grade**

Students are allowed to wear their PE uniforms all day on their designated PE day.

PE uniforms are required for all 6-8 grade students and will be worn ALL DAY on designated PE days.

The required uniform is as follows:

- Corpus Christi Athletic Department shirt (purchased through Dennis Uniforms; No Spirit Wear Shirts allowed)
- Dennis black athletic shorts or optional Dennis black sweatpants. No leggings.
- (NO store-bought shorts or sweats)

- PE shoes that are athletic in nature (may wear shoes other than black on PE days)
- Shirts are to be tucked in at all times

### **Additional Regulations**

#### **Girls:**

- No Strong Perfumes or body spray
- One matching pair of earrings allowed—one per ear in lobe only
  - Solid silver, black, gold studs only – no dangling or hoop earrings
- One small ring per hand
- One small watch and one small bracelet allowed
- One religious necklace on a small gold or silver chain--MUST be Catholic/Christian in nature
- PreK-5th grade may not wear makeup
- Grades 6-8 – MODEST makeup allowed - no eyeliner or other heavy make-up - Make-up may include foundation, clear lip gloss and mascara ONLY.
- No other form of jewelry or body piercing
- No tattoos (including temporary tattoos – or ink drawings)
- Nail Polish – Clear ONLY
- No artificial nails allowed
- No unnatural or non-prescription contact lenses
- All hair apparel/accessories must match the Mass uniform in color - royal blue, black, white, yellow or plaid that matches the Mass plaid - plaid accessories can be purchased from Dennis Uniform company
- Girl's hair must meet the following regulations:
  - Hair must be well groomed and cleaned regularly
  - Hair may not be shaved with any symbols or writing
  - Natural hair colors are required, as well as conservative hairstyles
  - No Feathers or colored hair extensions are allowed

#### **Boys:**

- No Strong cologne or body spray
- No earrings
- One ring per hand
- One religious necklace on a small gold or silver chain--MUST be Catholic/Christian in nature
- One watch and one bracelet allowed
- No make-up or nail polish
- Unnatural looking or non-prescription contact lenses
- No form of headgear (hats, headbands, etc.)
- No facial hair (boys must be clean-shaven)
- No tattoos (including temporary tattoos)
- Boy's hair must meet the following regulations:
  - Hair must be well groomed and cleaned regularly
  - Hair length must not extend past the collar (in the back) or below the top of the eye (in the front)

- Hair may not be shaved with symbols or writing
- Natural hair colors are required. Inappropriate hairstyles are not permitted, as defined by the administration. Inappropriate hairstyles include: tails, tucks, braids, Mohawks, etc.

Please note: Most uniform items can be purchased through Dennis Uniforms. The following items can be purchased through other sources: white oxford shirt, navy bottoms, shoes (uniform and PE), socks, tights, belts and gym shorts/wind pants (6-8 grade only). Items bought outside of Dennis Uniforms may have no branding logos visible. For example: the white or black socks may not have the Nike logo on it.

**Uniform Items Requiring Purchase from Dennis Uniform Company:**

- ALL Girl's Mass Plaid Jumpers and Skirts
- K-3 Peter Pan and 4-8 Girl's Mass Shirts
- Light Blue Embroidered Logo Shirts
- Mass Day Ties

**Uniform/Dress Code Violations** – Students who do not conform to the uniform code will have a behavior log submitted for the day. Students will be sent to the uniform closet to acquire the appropriate uniform. If the uniform infraction is not "correctable" at school, parents will be called and students may be excluded from classes until the violation is corrected. Continued uniform dress code violations may result in further disciplinary action. The principal is the final arbiter in all matters pertaining to the uniform and dress code and will make the final determination of appropriateness.

Examples of uniform code violations include but are not limited to:

- Wearing inappropriate make-up, nail polish, cologne and/or perfume.
- Earrings – stud earrings in earlobes only are allowed for girls. Boys are NOT to wear earrings.
- Shoes – only solid black shoes are allowed. No suede or brown shoes. Crocs, flip flops, sandals, and clog style shoes are not permitted. Snow boots are not allowed in Mass or class.
- Hoodies – are not allowed to be worn in the classroom or church.
- Undergarments – must not be visible.
- Failure to wear a black belt daily for students in 3rd – 8th grades.

**Dress Down Days:**

- Clothes must be neat and clean, not torn or ripped.
- T-shirts MAY NOT have inappropriate logos.
- Jeans must be in good repair (no holes or ragged hems).
- Overalls, corduroy, cargo, and khaki pants may be worn.
- Pants that drag on the ground, jean shorts, tank tops, sweatpants, warm-ups, or spandex may NOT be worn.
- Shorts may be worn and must be knee length.
- NO BARE MIDRIFTS OR CROP TOPS.

- Shoes must be closed back/closed toed shoes

**Dress Up Days:** On special occasions, a "dress up" day may be administered. On dress up days, girls are expected to wear dresses, skirts with a blouse, or dress pants and a button down or "dressy blouse (no jeans). Appropriate shoes (no sneakers) are also to be worn. Boys are expected to be in button-down collared shirts (tie is optional), dress slacks, and a belt. Appropriate shoes should also be worn - no sneakers.

**Lost & Found:** Clothing and other items left at school are placed in the lost and found bin, which is located on the basement level by the cafeteria. Items not claimed will be donated to the poor at the end of each semester. It is the family's responsibility to check the lost and found before the end of each semester.

\* Students may wear to school uniforms for the following groups once per month.

- Brownie
- Girl Scout
- Boy Scout
- American Heritage Girls
- Trail Life Uniforms .Students may wear the uniforms on meeting days.

\* Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day or will serve a detention.

### **Video/Music Use**

Prior approval from administration is necessary if a teacher plans to use a video in the classroom. A curricular tie must occur to show any video in class and will not be used as a reward or for indoor recess times. No movies with an R rating will ever be viewed in Corpus Christi Catholic School at any time. Music and videos must be appropriate and conform to the Catholic Church's teachings on sexuality, violence, and language.

### **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day.

### **Volunteers / Parent Involvement Program**

#### **Family Hours**

Each family with a student enrolled at CCCS is expected to complete thirty (30) volunteer hours each year. Parents and extended family, who are 18 years of age and older, or students in conjunction with their parents may volunteer hours for the family. Hours may be completed anytime between June 1 and May 31 for the school year. The school will regularly

publicize opportunities for volunteering. Those not completing their Family Hours will be charged \$10 per hour not completed.

### **Expectations**

All individuals who volunteer in the school around children must complete the Volunteer Sign-Up sheet and complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, to decorate bulletin boards...

All those volunteering around children must have completed a volunteer application, a background check, Safe Environment Training, and have three reference checks prior to contact with any student or class. Please check with the office if you are not sure of the process.

Volunteers, who are in the school on a regular basis, including all coaches and assistants, must be cleared and participate in Safe Environment training each year.

### **Opportunities**

Volunteer opportunities may include, but are not limited to bulk mail preparation, making phone calls during the Annual Appeal, serving as a Volunteer receptionist or librarian, running concessions during sporting events, coaching a sport, chaperoning a field trip, dance, or other activity, offering clerical help, aiding in the lunch room, helping during open houses, helping in CCCS activities, social media coordination, snowplowing and shoveling, carpentry as needed around campus, etc...

### **Safe Environment Training**

Our school/parish, like all schools/parishes in our diocese, is conscientious in ensuring a safe environment for all who worship, work, volunteer, and learn in our school/church programs. Anyone who has regular contact with children or young people must attend Safe Environment Training. This 11 year old mandate is required for all adults 18 years or over who work with children across the entire nation in any ministry or school. These requirements are directly from Bishop Sheridan for all volunteering with children in our diocese.

### **Initial Safe Environment Training**

The Initial Safe Environment Training is a class that can be taken in the classroom or online. If you choose to do online training please contact Nichole Munoz at [volunteer@corpuschristicos.org](mailto:volunteer@corpuschristicos.org) to gain access to the designated website. Safe Environment Training is open to all, whether you intend to work with minors or not, and we encourage you to attend. If you have any questions please feel free to contact the school Volunteer Coordinator Nichole Munoz at [volunteer@corpuschristicos.org](mailto:volunteer@corpuschristicos.org) or go to [www.diocs.org/About/ProtectingGodsChildren.aspx](http://www.diocs.org/About/ProtectingGodsChildren.aspx) for more information.

### **Annual Update Training**

Everyone who has been trained through the two-hour Safe Environment Training and is in regular contact with children is expected to participate in an update training class **EACH** year. All classes will be publicized through e-blasts and the COLT Express Newsletter. If you have

any questions please feel free to contact the school Bishop's Charter Coordinator - Nichole Munoz at [volunteer@corpuschristicos.org](mailto:volunteer@corpuschristicos.org).

**Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file. See E-Learning Policy for 5<sup>th</sup>-8<sup>th</sup> graders.

**Right to Amend**

The CCCS principal reserves the right to amend this Handbook.



**FIELD TRIP PERMISSION FORM**

Field Trips are privileges afforded to students; no student has the absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. The following Field Trip Permission Form **MUST** be signed by the parent or guardian and given to their homeroom teacher. Students who fail to bring in this form will not be allowed to participate in the field trip. Telephone calls or any other written note are not acceptable – please refer to the School Handbook.

I/WE, the parent(s)/guardian(s) of \_\_\_\_\_ request that  
Corpus Christi Catholic School allow my/our son/daughter to participate in a field trip to

\_\_\_\_\_

Educational Purpose: \_\_\_\_\_ Date of Field Trip: \_\_\_\_\_

Departure from School: \_\_\_\_\_ Arrival back to School: \_\_\_\_\_

Fee: \_\_\_\_\_ Other Information: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Teacher's Signature

We hereby release and save harmless the school of Corpus Christi Catholic School and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip. In case of emergency, I give permission for

\_\_\_\_\_ to be taken to a physician or hospital  
by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.

Parent/Guardian Signature: \_\_\_\_\_

**MEDICAL RELEASE FORM**

Student's Name: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Known Allergies/Allergic Reactions: \_\_\_\_\_

Other Pertinent Medical Information \_\_\_\_\_

Current Medication(s):  
\_\_\_\_\_

Mother's Daytime #: \_\_\_\_\_ Father's Daytime #: \_\_\_\_\_

Mother's Cell Phone #: \_\_\_\_\_ Father's Cell Phone #: \_\_\_\_\_

## TELECOMMUNICATIONS USE AGREEMENT

As a computer user at CCCS, I agree to follow the rules and code of ethics in all of my work.

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that the software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of the software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system

administrators will deem what is inappropriate use, and their decision is final. Violations of the rules and code of ethics described above will be dealt with seriously.

## *Parent Signature Page*

I have read the **2019/2020 Parent/Student Handbook** and agree to follow the school policies and procedures as stated.

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

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**\*Parents and students must both sign.**