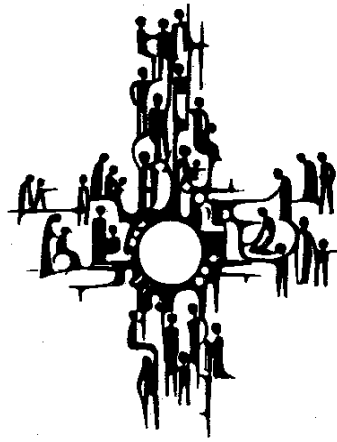


# CORPUS CHRISTI SCHOOL

## PARENT-STUDENT HANDBOOK 2009-2010



CORPUS CHRISTI SCHOOL  
535 West 121<sup>st</sup> Street  
New York, NY 10027

Phone: 212-662-9344  
Fax: 212-662-2725

e-mail: [principal@ccschoolnyc.org](mailto:principal@ccschoolnyc.org)  
website: [www.ccschoolnyc.org](http://www.ccschoolnyc.org)

**CORPUS CHRISTI SCHOOL  
FACULTY AND STAFF  
2009-2010**

Ms. Dorothy Valla, Principal  
Rev. Raymond M. Rafferty, Pastor

Ms. Carmen Aldebot, School Secretary  
Ms. Myrna Rodriguez, Office Assistant

Ms. Suzanne Mir	Pre-Kindergarten
Ms. Susie Schugt	Kindergarten
Ms. Elizabeth Browne	First Grade
Ms. Flordeliza Anisco	Second Grade
Ms. Nancy Vangrofsky	Third Grade
Ms. Sibyl Athimattathil	Fourth Grade
Ms. Margarita Cohn	Fifth Grade
Ms. Jenny Rodriguez	Sixth Grade
Mr. Michel Joseph	Seventh Grade
Ms. Bella Malek	Eighth Grade
Mr. Francis Caterino	Art
Ms. Nailah Nombeko	Music
Ms. Henrietta Nancis	Physical Education

Ms. Sonia Lugo, Ms. Zobeida Alarion  
Breakfast and Lunch Program

Mr. Antonio Echevarria, Custodian

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# Academic Policies

## Academic Expectations

Corpus Christi School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent or guardian to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

## Homework

Homework is an essential part of the instructional program and, it also reinforces learning. Homework serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

Grades Pre-k & K	<b>up to</b>	15 minutes
Grades 1 & 2	<b>up to</b>	30 minutes
Grades 3 & 4	<b>up to</b>	45 minutes
Grades 5 & 6	<b>up to</b>	90 minutes
Grades 7 & 8	<b>up to</b>	120 minutes

Students in every grade are required to complete all homework assignments. It is expected that parents or guardians will sign the completed homework.

## Grades and Grading

Report cards are distributed four times a year for kindergarten through eighth grade and are distributed to parents at required parent conferences. Pre-kindergarten parent conferences are scheduled by the teacher. The report card is a link between the school and the home.

## Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the achievement of the student in academic subjects.

- The achievement mark is based upon the demonstration of mastery of material covered in class such as:
  1. Class work
  2. Homework
  3. Daily quizzes
  4. Unit tests
  5. Comprehensive examinations
  6. Special projects
  7. Regular class participation

The June grade on the report card is an average of the four previous report card grades. This grade will be recorded on the student's permanent record card.

Numerical marks are recorded on report cards for Grades 1 – 8.

Passing is a mark of 70% or above for Grades 1 – 8.

### **Character Development**

The conduct/effort mark is placed under Character Development as a “Conduct Grade”. This mark indicates that the student:

- Follows class and school rules
- Shows care in the use of personal property
- Treats teachers with respect
- Treats other students with respect
- Exercises self-control
- Listens attentively
- Uses technology appropriately

### **Report Card Distribution**

Report cards are distributed in November, February, April, and June. Report cards will be withheld if financial obligations have not been met and/or fees are outstanding.

Report cards may not be given before the assigned date. In the event that a student leaves school prior to the last day of school in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

### **Promotion/Retention** *(for further information, see page 22)*

Very few decisions we make about children are more important than the recommendation to promote or retain a student. Most students will be able to follow the school’s regular program of sequential learning objectives. If the student successfully achieves the year’s objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school’s complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

## **Assessments**

In addition to class and school exams your child will also take part in the Archdiocesan testing program that includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

### **Standardized Tests**

<u>ITBS Testing – Administered in the Fall of each Academic Year</u>	
Grade K-8	Core Battery (All grades)
	CogAT (Grades 2,4,5 and 7)

### **Archdiocesan Tests**

Religion Test	Grade 3 to 8	June
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### **NY State Tests**

<u>New York State Testing</u>	
Grade	Tests
4	English Language Arts, Mathematics and Science
5	Social Studies
6	English Language Arts and Mathematics
8	English Language Arts, Mathematics, Science and Social Studies

The faculty of Corpus Christi School review these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for math and reading.

### **Accidents**

A student accident insurance fee is included in every child's fees. In the event of an accident at school you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

### **Admission Policies**

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities with the Archdiocese.

The process for admission to Corpus Christi School is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified about the status of the child.

### **After School Program**

An after school program is available to parents. The program runs from 2:30 PM until 6:00 PM. Details and registration forms are distributed at the start of the school year. Fees for the After School Program are separate from Corpus Christi School's tuition fees. Payment for the After School Program is expected to remain current. Failure to do so may cause the child to be dropped from the Program.

## **Announcements**

Informational announcements are sent home with students regularly. Parents are also invited to visit Corpus Christi School's website: [www.ccschoolnyc.org](http://www.ccschoolnyc.org)

## **Attendance**

A child is legally absent from school for the following reasons: sickness, death in the family, impassable roads or extreme weather. All other absences are *unexcused*.

A child should come to school even though he/she may be late. Each lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed.

The Corpus Christi school day begins at 8:00 A.M. with all school prayer and announcements in the auditorium. Any student in grades K to 8 who arrives after 8:00 will be considered late. The lateness will be recorded in the class register. Excessive latenesses could result in the child not being allowed to re-register for the following school year.

Arrival in the classroom for pre-kindergarten children begins at 8:15 A.M. Arrival beyond 8:45 will be considered a lateness.

Consistent attendance and punctuality for school is necessary for developing good work, study, and social habits. Excessive absences and latenesses tend to cause the student to do poorly in school and disrupt the smooth running of the classroom. Therefore the following school policy will be put into effect:

- 1) Any students with absences of more than twenty school days or 25 latenesses may not be permitted to return to Corpus Christi School for the following school year. An exception will be made for a hospital stay or other long term serious illness verified by a letter from a doctor.
- 2) Any eighth grade student with twenty or more absences may not be permitted to participate in the graduation ceremony. Excessive latenesses may reflect negatively upon his or her high school transcripts.
- 3) Any student who is truant from school may not be allowed to return to Corpus Christi School for the following year.

- 4) Parents are required call the school by 9:00 A.M. to let us know why your child is absent. Failure to call will result in the school assuming that your child is truant. A note explaining the absence is still required in addition to the phone call.
- 5) All children returning to school the day after an absence must have a note signed by the parent indicating the date and reason for the absence. Parents may make copies of the note found at the end of this Handbook.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to insure that does not happen. If it is necessary for a child to be dismissed during the school day the parent or adult chosen by the parent **MUST** come to the school office for the child. The school must be informed ahead of time about such occurrences.

## **Birthday Parties**

Birthday parties for Grades Pre-Kindergarten and Kindergarten may be held **monthly** in each classroom with the teacher's permission and on a date set by the teacher. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may not bring in favors or "goodie" bags for the students. No parties or treats for students in grades 1 – 8.

## **Books**

All books must be properly covered. Contact paper is **NOT** to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost of the book.

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
  - a. the pupil's name be placed in the space provided in each book
  - b. the teacher make a record of the number of the book
  - c. the teacher make a record of the condition of the book
  - d. in September, each child put a clean cover on each textbook received
  - e. in June, extra materials and covers are removed from textbooks and all textbooks are collected
  - f. all workbooks are collected in June.
2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after having been read. If the book is to remain with the children for any length of time, his/her name must appear in the book; the teacher will keep a record of this.

3. LIBRARY BOOKS: Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a ten cents fine per day per book, payable by the child. All lost library books must be paid for so that the school can purchase an additional copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

## **Breakfast**

Breakfast will be served between 7:45 and 8:00 A.M. in the school lunchroom.

## **Buses (Student MetroCards)**

Bus/train passes are provided by the City of New York on a free or partial-pay basis. Determination is made by the City and is decided by distance to and from school. The school is required to provide valid addresses for each student requesting transportation. The legal address of the student on file will be the only address provided by the school.

Students and parents should consider riding on public transportation as an extension of the school. Thus, students are to demonstrate a respectful, Christian and safety-conscious attitude at all times on the bus or train.

## **Change of Address**

The office must be informed immediately if there is a change of home address or telephone number for mailing and/or emergency purposes.

## **Chewing Gum**

No student is permitted to bring any form of gum into the school. Repeated violations of this rule will result in a required conference between the principal and the parents.

## **Child Abuse Laws**

Under New York State law, school officials are legally obliged *to* report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

## **Child Custody**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

## **Communication**

Because parents are a child's first teachers, they are our partners in education. Therefore, regular communication with parents and guardians is an essential part of the child's school experience. Scheduled parent conferences allow teachers and parents/guardians to discuss student achievement as well as to develop means to assist students in areas of difficulty.

If parents receive a letter from the teacher or principal requiring attendance at a mandatory parent-teacher conference, the meeting is not optional. In many cases the teacher will coordinate the individual conference with the regular report card "Parent-Teacher Conference Day." If, before the regularly scheduled "Report Card Day," such a letter is received, parents must come in to speak with the teacher. Failure to do so without arranging for another meeting time may result in the child not being admitted back into class until another meeting time is scheduled.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question, and the teacher will arrange for this meeting outside class at a mutually convenient time. A parent who is refused such a meeting should notify the principal. The meeting should take place in the classroom or other area that insures privacy, never in a hallway or on the street.

## **Confidentiality**

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature. It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always the sense of the sacred should prevail.

## Crisis Plan

Should a crisis require evacuation from the Corpus Christi School building, students will be brought to a safe place located at Teachers College/Columbia University on 120<sup>th</sup> Street. Parents are to meet their children there.

For further information concerning the crisis, parents can refer to the following:

Radio	On the Dial	On the Internet
WOR	710 AM	<a href="http://www.wor710.com">www.wor710.com</a>
WCBS	880 AM	<a href="http://www.wcbs880.com">www.wcbs880.com</a>
WINS	1010 AM	<a href="http://www.1010wins.com">www.1010wins.com</a>
WADO	1280 AM (Spanish)	
WPAT	93.1 FM (Spanish)	<a href="http://www.lamusica.com">www.lamusica.com</a>
WSKQ	97.9 FM (Spanish)	<a href="http://www.lamusica.com">www.lamusica.com</a>

Every effort will be made to post up to date information on the Corpus Christi School website: [www.ccschoolnyc.org](http://www.ccschoolnyc.org)

## Daily Schedule

Grades K – 8, will observe the following schedule:

7:45	Enter school; breakfast
8:00 A.M.	School Begins with Prayer and Announcements in the school auditorium.
10:50 –11:35 A.M.	First Lunch (Grades 1 to 4)
11:40 –12:25 P.M.	Second Lunch (Kindergarten and Cooke Center)
12:30 – 1:15 P.M.	Third Lunch (Gr. 5 - 8)
2:30 P.M.	Pre-Kindergarten Dismissal
2:45 P.M.	Kindergarten – Grade 6 Dismissal
3:00 P.M.	Seventh and Eighth Grade Dismissal

Before 8:00 AM and between 2:30 – 3:00 P.M. Corpus Christi School does not have staff available to watch for problems on school grounds or to supervise children on school grounds. Students should not arrive on the school grounds prior to 7:45 A.M. Parents must arrange for pickup at dismissal times. IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 7:45 AM, PARENTS MUST PROVIDE FOR THEIR PROTECTION AND SUPERVISION.

To avoid interruption during the school day, any messages, forgotten lunches, books and boots, etc., must be taken to the OFFICE and not to the classrooms while school is in session. The school office will see to it that the child receives such items.

## **Discipline Code for Student Conduct**

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times as examples of Christian behavior and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must understand the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in this school the parent agrees to and is supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions, for not coming prepared to class, not being in the complete school uniform, for not completing assigned homework, for minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his or her classmates. Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; vandalism; or the possession of a drugs, alcohol, or a weapon. The administration handles such matters in a variety of ways depending upon the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. Repeated violation of these rules and regulations may result in suspension or expulsion from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases in which a child engages in a fight which causes serious injury to another child or adult, the police will be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child are reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police may be summoned, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. Whenever a child is wearing the Corpus Christi School uniform he or she represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet) and prohibited use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, pda's and the like. (See also Telecommunications Policy) Such misconduct could result in any number of punishments including the possibility of suspension and/or expulsion.

Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to, fighting, vandalism, and stealing off school grounds when the child is in the vicinity of the school or wearing the uniform of the school. The principal determines what is within the vicinity of the school. This could result in any number of punishments including the possibility of suspension or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

## **Dress Code**

The school uniform confirms attendance at Corpus Christi School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important to take pride in individual appearance by wearing the complete uniform. It should always be remembered that by wearing the uniform inside and outside the classroom and the school, students represent the school, and student behavior should be a credit to both the individual student and the school community.

### **Girls Grades 1 – 5:**

Girls in grades one through five must wear the blue, grey, and maroon plaid jumper with a short or long sleeved white peterpan collar blouse. All girls must wear navy blue or white knee high socks or tights with black or navy shoes. Sneaker-type shoes are not permitted. No high top shoes or boots are allowed. No jewelry is permitted except for earrings which must be no larger than a quarter and not longer than one inch. No makeup is allowed and only clear nail polish is permitted. Girls may wear navy blue, white, or red hair ribbons in their hair or simple barrettes.

### **Girls Grades 6 - 8**

Girls in grades six through eight must wear the blue, grey, and maroon plaid wrap around kilt or pleated skirt with the a short or long-sleeved, pointed collar white blouse. They are to wear the Prescott red or navy blue cardigan or pull over sweater with the school logo with a plaid or navy criss-cross girl's tie. All girls must wear navy blue or white knee high socks or tights with black or navy shoes. Sneaker-type shoes are not permitted. No high top shoes or boots are allowed. No jewelry is permitted except for earrings which must be no larger than a quarter and not longer than one inch. No makeup is allowed and only clear nail polish is permitted. Girls may wear navy blue, white, or red hair ribbons in their hair or simple barrettes.

### **Boys 1 – 8**

Boys in first through eighth grade are to wear navy or steel grey pleated twill pants with a white short or long sleeved dress or buttondown collar shirt. School sweaters may be Prescott red or navy cardigans or pullovers with the school logo. Jewelry is not permitted.

#### **Boys 1 - 5:**

Plaid uniform tie.

#### **Boys 6 - 8:**

Navy, maroon, and silver striped tie

**Boys and Girls in pre-kindergarten and kindergarten** are to wear comfortable, age appropriate clothing. Kindergarten children are to wear the gym uniform on gym days and may do so any day.

During cold weather, students are to wear the navy or Prescott red school sweaters only. Sweatshirts may not be worn inside.

### **Gym Uniform:**

Navy blue school uniform shorts with the Corpus Christi School name on the shorts, navy blue Corpus Christi School tee-shirt and sneakers. On the day the children have gym, they may wear their gym clothes under their uniforms. Students are allowed to wear sneakers on gym day.

## All students:

The presence of anything that proclaims a current fad is not permitted.

During the cold weather, students may wear the navy blue uniform cardigan sweater or the uniform school sweatshirt. Other types of sweaters or sweatshirts may not be worn.

## Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Uniforms are to be neat and clean.

Hair should be clean and well groomed. Boys' hair is not to be below the shirt collar. Bangs should not be so long that they impede vision.

Parents will be notified if a child consistently comes to school in an unkempt manner. If no improvement is noticed within a reasonable amount of time, school officials will make an appointment with the parents.

## **Drug and Alcohol Policies**

In recognition of the seriousness of drug and alcohol problems to which children are exposed, Corpus Christi School will follow the policy stated below:

- if a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately
- the principal will verify teacher observation and will notify parents and may call the police. ***Parents are to come to the school immediately and must pick up the child.***
- should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school
- **any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or mandatory withdrawal from the school.**

## **Electronic Devices**

The use of electronic devices such as cell phones, beepers, hand-held and other personal electronic devices that may distract the student, other students, or the class as a whole during the course of the school day is prohibited. Cell phones will be collected daily by teachers and returned to students at the end of the school day. Any device that rings or “goes off” during the school day will be taken and sent to the principal. Any device sent to the principal will be held until a parent comes to pick it up. All electronic devices including iPods, CD players, cell phones, etc., that are brought to school are brought at the owners’ risk. The school and its personnel cannot be responsible for the safekeeping of such items.

## **Emergency Closings/Delayed Openings**

For updated information on emergency closings please check the school website at [www.ccschoolnyc.org](http://www.ccschoolnyc.org) or tune in to local radio and television stations.

## **Expectations and Responsibilities for Students**

Students attend Corpus Christi School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- try to do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- greet all adults with “Good Morning” or “Good Afternoon.”
- say “Please” or “Thank You” as well as “Excuse me” in appropriate situations
- not bully, express gender bias, or harass students with comments about a person’s physical attributes
- speak in a well-modulated tone of voice
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.

## **Extracurricular Activities**

Students are encouraged to participate in the extracurricular activities of the school as they develop. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework).

In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student’s suspension or dismissal from the activity. Participation in these activities

requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

## Faculty Meetings

Faculty meetings are scheduled regularly throughout the year. Some faculty meetings will necessitate an early dismissal. Others will be convened after school hours. Parents will be notified of all early dismissals.

## Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has an absolute right to a field trip.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience assure a successful learning opportunity.
- 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.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. ***Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.***

## Financial Policies

### 1. TUITION Schedule: Grades Pre-K - 8

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so serves to disrupt the contract that is made between the school and parents.

Tuition is paid in ten (10) installments each year. Tuition is paid directly to the school. Tuition for the month of September of the new school year is due by July 10<sup>th</sup>. Nine (9) monthly payments are made after the July payment is made. A payment schedule is provided to each family and tuition due dates are also noted on the yearly calendar.

Payments are due by 10<sup>th</sup> of each month from September until May. A payment schedule is provided to each family. Tuition not received by the 10<sup>th</sup> of the month will be assessed a \$25.00 late fee.

Checks returned due to insufficient funds will be charged a \$25.00 fee. Once a check has been returned due to insufficient funds, all tuition payments must be made with money orders or certified checks, and no further personal checks will be accepted.

	<b>Parishioners</b>	<b>Out-of-Parish Catholic</b>	<b>Non-Catholic</b>
<b>Pre-K</b>	\$ 6500	\$ 6500	\$ 6500
<b>K - 8</b>			
<b>1 Child</b>	\$ 4040	\$ 5100	\$ 5800
<b>2 Children</b>	\$ 5925	\$ 7450	\$ 8560
<b>3 Children or more children</b>	\$ 7760	\$ 8490	\$ 9520

Parishioners            parents and children who are registered members of Corpus Christi parish, attend Sunday Mass, and contribute regularly to the support of the parish.

Out-of-Parish           families who attend Mass regularly in a parish other than Corpus Christi, and who contribute to the support of that parish, as confirmed by a letter from their pastor.

Non-Catholic           families other than Catholic.

## **2. FEES**

All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Problems or difficulties involving finances must be taken up with the principal who should be contacted at the school office.

### **IMPORTANT:**

In order for a family to qualify for the parishioner's tuition rate, parents are expected to contribute a minimum of \$5.00 in each Sunday envelope. Reviews of Mass attendance and contributions of all parishioner families will be conducted regularly.

Families who have not been attending Mass and who have not contributed \$ 5.00 each Sunday will no longer be eligible for the parishioner rate and will be assigned a new tuition rate according to the table on the previous page.

Family participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and the support you give to Corpus Christi School.

## **3. FUND RAISING ACTIVITIES**

Each family must participate in annual fund raising activities by selling a minimum of \$250 per student each year. Families who do not contribute a minimum of \$250.00 in total will receive a bill in early June asking them to contribute the outstanding difference.

Several opportunities are available throughout the year to participate in a variety of fundraising activities including the annual spring raffle for which each family is expected to sell a minimum of ten chance books.

Parents may wish to contribute their fundraising fee by full or partial payment(s) made directly to Corpus Christi School, relieving them of selling gift wrap, candy, etc.

## **Fire Drills**

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

## **Guidance**

A guidance program is a resource available to Corpus Christi School students. Service may include counseling, psychological intervention and support for families experiencing change.

## **Guidelines for the Education of Non-Catholics**

Parents must be made aware of the intentional Catholic witness in our schools. Corpus Christi School, as a Catholic school within the Archdiocese of New York, has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

## **Harassment Policies**

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Corpus Christi School provides a safe environment for all. Verbal, online, telephone, cell phone, texted, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the principal immediately.

## **HIV/AIDS Curriculum**

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

## **Illness**

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition. If a child becomes ill during the day or is injured, the child will be sent to the school nurse. The school nurse will determine the seriousness of the condition and contact the parent.

## **Immunizations**

Corpus Christi School requires all children to be fully immunized in accordance with all regulations of the New York City/State Departments of Health.

## **Liturgy**

All students in pre-k to 8 will attend Mass at regular times throughout the school year. Respectful participation of every child is required at school liturgies.

## **Lunchroom**

Corpus Christi School provides a hot lunch daily through the Archdiocesan School Nutrition Program. If parents wish to have their children eat this lunch, they must fill out a school lunch form which is distributed in early September.

Children are permitted to bring their own bag lunches to school, however, parents are not permitted to bring special lunches (McDonalds, pizza, special hot lunches, etc.) to their children during the lunch periods. If parents wish they may take their children out to lunch, provided that they return to school by the end of the lunch period and that a written request has been given to the office the day before the lunch.

Conduct code enforced in the lunchroom is as follows:

- Each child is assigned a seat in the lunchroom and is expected to remain in it until dismissed.
- It is the responsibility of the individual child to keep his/her area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom and to the teacher(s) who supervise the lunchroom.

Unopened milk cartons and fresh fruit are to be placed on a Retrieval Table for use elsewhere.

## **Maternity/Paternity Policies**

As members of the church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with the student's parents or guardians and in consideration of the best interests of the student, the unborn child, and the school's educational expectations.

## **Medications**

If a student needs any kind of medication during the school day, the medication is to be brought to the school office and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child.

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered.

## **Money**

Money that is brought to school for a specific purpose (class trip, book fair, bakes sales, milk money, etc.) must be put into an envelope with the child's name, grade and amount. If a student does bring money to school the money should be kept on the student's person and not left in the school bag, locker, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

## **Non-custodial Parent**

### **Release of Copies of Report Cards, School Notices, etc.**

In the absence of a court order to the contrary, Corpus Christi School will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

### **Release of children**

Non-custodial parents may pick up a child only if previous arrangements have been made with the custodial parent. The school office must be provided with written notification or an appropriate court order giving the non-custodial parent permission to pick up the child.

## **Parents as Partners**

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents

to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development through careful review of class work, test results, progress reports, and report cards; supervising home study, and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.  
recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers  
seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fund-raising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

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

## **Parent Organizations**

A Home-School Organization provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- to assist the school in meeting its financial obligations, primarily through fund raising activities
- to provide adult education programs.

## **Philosophy and Goals**

Corpus Christi School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

The aim of Corpus Christi School is one of service to the children who attend the school and to the parish in which they live. This service involves primarily the education of both children and adults in Christian values and academic disciplines.

Corpus Christi School stresses the idea of respect on the part of the students for learning, respect for the adults with whom they come into contact, and respect for the material objects that surround them. The school also recognizes that this respect is reciprocal. The administration and staff show respect through their actions towards the students and their parents.

The school believes that it is essential to look at each child as an individual person. It realizes the responsibility it shares with parents to educate that child and to bring out his or her full potential. Corpus Christi School is willing to work with any child who is willing and able to learn within the framework of the school environment.

Corpus Christi School also recognizes that it cannot do the job alone. It must involve and rely on the cooperation of parents. It is only with the parents' support of both the child and the school that the goal of educating the child can be achieved.

## **Promotion/Retention Policy**

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The actual decision to retain a child is based upon a total evaluation of the student's growth in all areas of development. A student will not be retained or denied a diploma for failure to pass any combination of the following subjects: music, art, physical education or other subjects which cannot be evaluated by standardized tests.

The following are specific criteria which will assist teachers as they consider a recommendation for retention:

- The student has failed to pass the major subjects on each grade level.

The following table indicates the specific failures by grade level that might result in retention at that grade level.

LEVEL	BEHAVIOR
Kindergarten	Evidence of <b>developmental immaturity</b> and <b>lack of readiness skills</b>
Grade 1	Evidence of <b>developmental immaturity</b> and <b>failure in reading or mathematics</b>
Grade 2	<b>Failure in reading or mathematics</b>
Grades 3 to 8	<b>Failure in reading and mathematics OR failures in reading or mathematics and failures in two of the following subjects:</b> religion, science, social studies, and language arts

II. The student has failed to achieve satisfactory scores on a standardized test in reading, mathematics, and language arts.

The following table indicates the cut-off levels for failure on the ITBS exam.

LEVEL	BEHAVIOR
Grade 2	<b>5 months</b> below grade level
Grades 3, 4	<b>1 year</b> below grade level
Grades 5, 6	<b>1 year, 3 months</b> below grade level
Grades 7, 8	<b>1 year, 5 months</b> below grade level

III. Other Factors:

- the student has not demonstrated acceptable effort toward achieving academic success. The following types of behavior might indicate unacceptable effort:
  - failure to complete school and homework assignments, and school projects
  - pervasive inattention to classroom instruction
  - lack of preparedness for school assignments

Generally, a student would be retained only once in the elementary grades (1-5), and only once in the upper grades (6 - 8).

## Recommendation Letters

It is up to the personal preference of the teacher whether or not a request for a letter of recommendation should be written for a student. Under no circumstances is it appropriate

to give any letter of recommendation to the parent. All letters of recommendation will be mailed by Corpus Christi School to the school or organization for they are intended.

## **Release of Students *(during school day)***

The school has a sign-out book located in the main office. Occasions for the use of a Sign-out book are:

- for liturgies and services when altar servers leave the school
- students will sign out and in
- in the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- when a student is released to a parent or guardian, that adult must sign the book
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. *[Please note: only the principal may approve the release of a student for a prearranged appointment.]*

## **School Calendar**

A school calendar is distributed at the beginning of every school year. Changes and updates will be sent home with the weekly Home-School Communication. Parents are encouraged to visit the school's website: [www.ccschoolnyc.org](http://www.ccschoolnyc.org)

## **Security**

To assure the security of the building and the safety of each child, Corpus Christi School strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

## **Sex Offender Policy**

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> or phone 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

## **Smoking**

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the Corpus Christi School building and on the sidewalk immediately in front of the building. This prohibition applies to faculty, staff, parents, and all visitors to the school.

## **Special Learning Needs**

Students with learning differences are children of God and members of the Church. Corpus Christi School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

## **Summer School**

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the

specific needs of a child, the principal or the assistant principal will notify the parent directly.

The summer school Report Card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

## **Telecommunications Policy**

### **Student Expectations in Use of the Internet**

**(please see page 26 for complete policy requiring student's signature)**

## **Use of School Grounds**

Corpus Christi School does not have staff available to supervise students present on the school grounds before 7:45 AM or between 2:30 and 3:00 P.M. Students should not arrive at school prior to 7:45 A.M., and parents must arrange to pick up their children at the appropriate dismissal times unless the child(ren) is enrolled in the After School Program.

**IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 7:45 AM, PARENTS MUST PROVIDE FOR THEIR CHILD'S PROTECTION AND SUPERVISION.**

## **Withdrawals and Transfers**

A transfer request must be obtained from the school secretary. All books must be returned in usable condition. All outstanding tuition and fees must be paid before records are transferred to another school.

## **Telecommunications Policy Student Expectations in Use of the Internet**

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.

5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school

### *Standards of Behavior*

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" on-line.
- Only public domain software ("shareware") can be downloaded.
- Copyright laws must be respected. Do not make-Unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or "list servers." Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.

- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (PDA's), chat lines, bulletin boards, etc., are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement."
- 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. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *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.

# SUMMARY STATEMENT

Once students have met the necessary admission requirements and have been accepted in Corpus Christi School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Corpus Christi School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Corpus Christi School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Corpus Christi School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Corpus Christi School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Corpus Christi School agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any

meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

## **School’s Right to Amend**

Corpus Christi School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

**RETURN BY SEPTEMBER 11, 2009**

**CORPUS CHRISTI SCHOOL  
PARENT-STUDENT SIGNATURE PAGE**

**We have received a copy of the school handbook and have read it.**

**Please sign the statement below and return it to your child's teacher tomorrow.**

**Each child must have this statement on file in order to attend Corpus Christi School.**

**Student's Name \_\_\_\_\_ Grade \_\_\_\_\_**

**I have read the 2009-2010 Parent/Student handbook and Summary Statement.**

**I understand the policies, rules and regulations of Corpus Christi School. I agree to the above mentioned policies, rules, and regulations and to have my child follow these policies, rules, and regulations contained in the 2009-2010 Parent/Student handbook.**

**Parent Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Current Address:**

**Street: \_\_\_\_\_ Apt. # \_\_\_\_\_**

**City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_**

**HomePhone: \_\_\_\_\_ CellPhone: \_\_\_\_\_**

**e-mail: \_\_\_\_\_**



**Return by September 11, 2009**

A-1

**CORPUS CHRISTI SCHOOL**

**Photo/Video Release Form for 2009-2010 School Year**

TO WHOM IT MAY CONCERN:

I hereby give permission for my son/daughter \_\_\_\_\_  
to be photographed or videotaped at \_\_\_\_\_ School. I realize that the  
photo may be published in the newspaper, a magazine, or other publication. The video  
may be used for educational or informational purposes regarding the programs or  
curriculum at \_\_\_\_\_ School.

Signed \_\_\_\_\_

Date \_\_\_\_\_



**Return by September 11, 2009.**

A-2

**Technology Use/Telecommunications Policy  
Agreement for 2009-2010 School Year  
for CORPUS CHRISTI SCHOOL**

adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997

**User**

I understand and agree to abide by the Telecommunications Policy/Student Expectations in the Use of the Internet agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense.

Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (please print): \_\_\_\_\_

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



**CORPUS CHRISTI SCHOOL**

**Absent Note**

STUDENT'S NAME \_\_\_\_\_

STUDENT'S CLASS \_\_\_\_\_

DATE(S) OF ABSENCE \_\_\_\_\_

REASON FOR ABSENCE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctor's note is attached. Yes \_\_\_\_\_ No \_\_\_\_\_





CORPUS CHRISTI SCHOOL  
535 West 121<sup>st</sup> Street  
New York, NY 10027

Phone: 212-662-9344  
Fax: 212-662-2725

e-mail: [principal@ccschoolnyc.org](mailto:principal@ccschoolnyc.org)  
website: [www.ccschoolnyc.org](http://www.ccschoolnyc.org)

