

Corpus Christi



Christi

CATHOLIC SCHOOL

Parent and Student Handbook

2016-2017



**CORPUS CHRISTI
SCHOOL STAFF**

ADMINISTRATION:

Pastor Rev. Daryl Rybicki
Principal Mrs. Maggie Mackowiak
Assistant Principal Mr. Keith Foley

TEACHING STAFF:

Prekindergarten Mrs. Peggy Foldenauer
Kindergarten Mrs. Julie Kaniewski
First Grade Mrs. Mary Derda
Second Grade Mrs. Lesleigh Mannell
Third Grade Mrs. Debra McDowell
Fourth Grade Mrs. Teresa Foley
Fifth Grade Mrs. Kathleen Leyes
Sixth Grade Mrs. Carinda Knefely
Seventh Grade Miss Roberta Brant
Miss Trisha Perry
Eighth Grade Mrs. Marilyn Ahearn
Mr. Justin Koselke

Art Mrs. Donna Paczkowski
Music Mrs. Julie Van Meter (K-4)
Mrs. Patricia Mauck (5-8)

Learning Resource Mrs. Michele Tubbs
PE/Health Mr. Ben Hinz
Tech Coordinator Mr. Keith Foley
Library Mrs. Joan Kreskai
Title 1 Mrs. Chris Samuels-Wade
Counselor Mr. David Burke

INSTRUCTIONAL AIDES:

Mrs. Andrea Allison
Mrs. Renate Conrad
Mrs. Kelly Harrison
Miss Robertson
Mrs. Siobhan Szakaly
Mrs. Rebecca Vanderheyden
Mrs. Kelly Wroblewski

MAINTENANCE

Mr. Jim Fagan
Mrs. Carol Davis
Mr. Neal Derucki
Mr. Pat McNamara

OFFICE STAFF

Mrs. Karla A. Fagan, Secretary

NURSING COORDINATORS

Mrs. Maureen VerVaet
Mrs. Beth Clemons

AFTER SCHOOL CARE

Director

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www.corpuschristisb.org

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VISION, MISSION AND PHILOSOPHY

Vision

We see Corpus Christi School as a community, dedicated to lifelong learning and enriching the mind, body, and soul through quality education.

Mission Statement

We will, as the community of Corpus Christi, develop our students spiritually, morally, intellectually, and socially, supported by the doctrine of the Catholic Church and the tradition of Catholic education.

Belief Statements

- All children can learn.
- All children need structure.
- All students need to experience success and praise.
- All students need to be accountable.
- All students' individual differences must be recognized and addressed both through instruction and assessment.
- The success of the student is a collaborative effort – student, teachers and parents.
- All students must be challenged to achieve their personal best.
- All children need a safe environment in which to learn.
- Teachers must continually strive to improve their teaching practices through staff development.
- Teachers must adapt their teaching to the individual needs of their students.
- Teachers must communicate and collaborate with each other for the success of their students.
- Teachers must have high, attainable expectations for their students.
- Teachers must develop the whole child – mind, body, and soul.
- Teachers must model intellectual curiosity and academic excellence.
- Our Catholic identity must pervade all we do as parents, students, and teachers.

School Partnership Agreement

Enrollment in Corpus Christi School is subject to the approval of the Diocese of Fort Wayne-South Bend and the administration of Corpus Christi School. In order to foster an environment that promotes the optimal and spiritual development of the students, parents/guardians of each student are expected to act as cooperative partners with the Diocese and School. It is our expectation that parents will comply with all policies and rules which are established by the Diocese or School. In an effort to maintain high academic standards for our students, it is our expectation that students, with the support of their parents/guardians, will work up to their potential, striving to meet the academic standards established for them by the faculty and administration. Corpus Christi will not necessarily promote

or place in the next grade students who have not made adequate progress in the mastery of curriculum at the present grade level. Corpus Christi School retains the right to rescind approval for enrollment of any students if it determines a lack of cooperation on the part of either the student or his/her parents/guardians. If such a determination is reached, said withdrawal would be in the best interest of the student, CCS, other students attending the school, and the fulfillment of the school's mission.

Notice of Implied Agreement

The registration of students at Corpus Christi School is deemed to be an agreement on their part, and on the part of their parents or guardians, to comply fully with all policies, rules, and regulations of the school and the Diocese of Fort Wayne-South Bend. Corpus Christi School reserves the right to make revisions in these policies, rules, and regulations when deemed necessary by the school administration. Observance of any change is expected of all, when the change is made known to the students and their parents in writing.

COMMUNITY RELATIONS

Office Hours

Office hours are 7:30 a.m. – 3:30 p.m. during the school year and 9:00 a.m. – 1:00 p.m. during the summer. The school office will be closed during the month of July and will re-open in August

Communication Folder/Email

We feel strongly that the best education for students occurs when the parents, teacher, and administrators work together. Therefore, it is imperative that constant communication is maintained. If the need to speak to or meet with a teacher arises, please call the school office (272-9868) to schedule an appointment. If you have concerns regarding work, progress, behavior, etc. please address these issues with the **teacher first**. If there are continuing concerns, please make an appointment to speak with the principal.

The school newsletter and other information will be sent by email each week. A communication envelope will also be sent each week with the youngest child in each family. This envelope will contain a copy of the church bulletin, lunch order forms, and other important information.

Lunch order forms will be sent home in the communication envelopes. If you choose to order a lunch, please return order forms and payment to the homeroom teacher by the due date. If paying with check, please write separate checks for each company, e.g. one for Coffee Spot, separate one for Pizza Hut. Families can combine the orders for each company on the same check, e.g. one check for Coffee Spot for all the children in the family. If paying with cash, please include the exact amount of money for every order as no change will be given. Orders are to be placed in an envelope with the child's name, homeroom, and labeled with the appropriate name (e.g. Coffee Spot, pizza)

Items such as Campbell soup labels, Boxtops, and menus may be returned in the communication envelope.

Parent/Teacher Meetings

If you need to speak with your child's teacher, appointments are required. Prior to students arriving and departing is not an appropriate time. Teachers' attention needs to be with the students.

Telephone

The office telephone is available to students in case of emergency only. Forgotten supplies, lunches, and homework are not considered emergencies. If forgotten items are brought to school, please leave them with the secretary in the office. She will see to it that your child receives them. The

office staff is not free to run messages to students. Parents should make all necessary arrangements with their child in the morning before bringing the child to school.

Cell Phones

Since students are under the supervision and direction of the faculty and staff while on school grounds, communication between home and the school would ordinarily be done via the school phones. Students may not use cell phones at any time during the school day, while attending after school activities, or at dismissal while still on school grounds. Students must be trained to respect the learning environment of the school by insuring that cell phones will not disrupt the classroom or other activity, nor will they be used to retrieve stored information.

Students in Kindergarten through third grade may not bring cell phones to school. Students in grade four through eight will be permitted to bring cell phones to school for extraordinary reasons and under the following conditions:

- Cell phones must be kept in the students' locker or backpack. The school is not responsible for lost or stolen cell phones.
- The cell phone must be turned off while on school grounds
- Students may not use cell phones to take photographs, videos, or to download inappropriate material, etc.
- Cell phones may not be used to send text messages or other communication during the school day or during after school activities.

Failure to comply with the above regulations will result in the phone being confiscated and not returned to the student. The principal will handle any actions regarding this matter as a disciplinary matter.

School Support Organizations

Corpus Christi has two school support organizations. Parents and Teachers United in Christ (PTUC) and the Athletic Association foster the attainment of the school goals. All families are encouraged to participate with these organizations.

Parent and Teachers United in Christ

The objective of the Parents and Teachers United in Christ (PTUC) is to be a source of information between school staff and parents. PTUC is a means of social interaction among the Corpus Christi families. Please watch the weekly communication envelope for dates and times for PTUC meetings.

PTUC supplements several activities throughout the school year. These include teacher start-up money, library needs, grounds beautification, Staff Appreciation Week, Grandparents-Someone special Breakfast, Ice Cream Social, and other activities to honor volunteers, parents and students throughout the year. A registration fee is assessed at spring registration.

School Board Meetings

Parents who wish to make requests, presentations, or proposals to the School Board must contact the President of the School Board by the Friday prior to the next School Board meeting. Meetings are normally held on the 2nd Wednesday of each month at 6:30 p.m. in the school building. Watch the Church Bulletin and/or Cougar Express for dates and times.

GRIEVANCE PROCEDURES

Refer to Diocesan Policy 2310, Parent/Legal Guardian Concerns Procedures

POLICY 450- THE FACULTY AND STAFF OF CORPUS CHRISTI SCHOOL ARE HERE FOR THE EDUCATION AND BENEFIT OF OUR STUDENTS. THEREFORE, ANY PERSON MALIGNING THE CHARACTER OF AN ADMINISTRATOR, TEACHER, OR STAFF MEMBER WILL BE HELD ACCOUNTABLE TO THE PASTOR AND PRINCIPAL AND MAY BE ASKED TO WITHDRAW THEIR CHILD/CHILDREN FROM SCHOOL.

Gift Deliveries

No gift/balloon deliveries are to be sent to school.

Party Invitations

Party invitations are only to be handed out at school if the whole class/grade level or all boys/girls in that class/grade level are invited. Invitations must be given to the teacher to hand out.

Fund Raising

Diocesan Policy 2120 (6/2/10)

Fund raising is left to the discretion of the principal, and in the case of an elementary school, the pastor's approval is required. The design of the fund raising activities should consider student safety, socio-economic factors of the parish/school, state guidelines, instructional time, state law and Diocesan Business Office and Diocesan Development Office guidelines.

Burger King Booklets

Each family will be expected to pay for all booklets (number of booklets to be determined annually) within three weeks of the date of distribution. After this date, any unpaid amount will be added to the March tuition payment and considered an "unpaid fee".

SCRIP Program

SCRIP is a means of making your necessary, everyday purchases work for you and our school. It is a no-cost-to-you way for our school to raise money by purchasing gift certificates to area and national grocery stores, retail stores, and restaurants that we have purchased through a national supplier at a discount and sold at face value.

By purchasing SCRIP, you earn money off your tuition. You actually get back 60% of what you earn and the parish gets 40%.

SCRIP is sold after all weekend Masses and in the school on Mondays 10:00 a.m. - 12:00 noon and Wednesdays 9:00 a.m. - 1:00 p.m. SCRIP orders can be sent to school with your child and given to their homeroom teacher. The SCRIP order will be filled on Mondays and Wednesdays. The order will then be sent home with your child. Orders placed on Mondays will be filled by Wednesday. SCRIP is also available after every weekend mass with the exception of Christmas and Easter. If additional information is needed, please contact Tracy Kambol at 271-2717.

Solicitations

Diocesan Policy 2130 (6/2/10)

Solicitations by non-school organizations, agencies, or companies may not be conducted in the school or at school-related events unless authorized by the pastor and/or principal.

Student Publications and Performances

Diocesan Policy 2210 (6/2/10)

I. School-Related Publications/Web Sites

Student and school-related publications, including web sites, are encouraged as a means of keeping the public informed of current school activities. Such publications and information are expected to be in keeping with Church teaching and journalistic excellence.

The principal, as representative of the Bishop/pastor, has the responsibility for final approval of any student and school-related publications.

II. Public Performances

All school plays and other performances by students are to be selected and performed in accordance with Church teaching and reflective of Christian values.

The principal, as representative of the Bishop/pastor, has the responsibility for final approval of any student and school-related performances.

Parent/Legal Guardian Concerns Procedure

Diocesan Policy 2310 (7/24/15)

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Step 1: Address the issues with the classroom teacher in a formal manner (face-to-face or in writing).
- Step 2: Address the issue with the Principal.
- Step 3: Address the issue with the Pastor (elementary schools only).
- Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).
- Step 5: Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g., harassment).

Visitors

Anyone not employed by Corpus Christi School is a guest, including parents; and as such, is not allowed to be on any of the school's premises (including classrooms, gym, library, or other school areas) without first reporting to the office and being given a "Visitor's Pass" to visit the school. This regulation is imposed for the **safety** of our students. Students from other schools are not permitted to visit or sit in classes.

All parents or other visitors to the building must enter through the main door (door #1) by the office and report to the school office upon entering the building.

Parents bringing forgotten items for students are asked to label the items with the child's name and grade and bring them to the office.

Whenever possible, planned visits with the principal are preferred to walk-in conversations. The latter cannot always be accommodated. If requesting to see the principal, please speak to the secretary and provide a short note about the topic of the meeting.

Use of School Facilities

Elementary school personnel shall cooperate with the parish in establishing guidelines for the use of school facilities.

Such use by school organizations or other outside agencies should never interfere with the learning process of the students.

Lost and Found

Parents should build a sense of responsibility in their children for their personal belongings. However, in the event of loss, an effort will be made to find the lost article. **Labeling items** with the child's name helps in this effort. A Lost and Found table is located in the school in a designated area. Periodically, unclaimed items are donated to charity.

Volunteer Applications-Background, Training, and Supervision

Diocesan Policy 2430 (4/4/12)

Volunteers are individuals who provide services at a Diocesan elementary or high school on their own initiative for no compensation or payment of any kind. Volunteers assisting in a school or in any school-related or athletic-related activity may perform any number of suitable functions for which they are qualified based upon their training or background.

All volunteers performing services for a school on a regular or recurring basis must successfully complete the Diocese of Fort Wayne-South Bend Volunteer Application and the Safe Environment Training. The acceptance, utilization, and supervision of volunteers in a school is the responsibility of the school principal.

I. Application

A copy of the Diocese of Fort Wayne-South Bend Volunteer Application which all current and future volunteers must complete and the principal must keep on file at the school as required by diocesan record keeping policy can be found on the diocese's website. Volunteers 14-17 years old are required to complete a modified permission form, background check, and safe environment education. Direct all questions concerning volunteers to the diocesan safe environment coordinator.

II. Background Screening

A. Criminal Database Searches

Under Indiana law, the Diocesan schools have the right to obtain limited criminal history information about any volunteer who will have contact with, care of, or supervision over enrolled students. By agreeing to volunteer at a Diocesan school, a person acknowledges that he/ she can be subject to such a criminal background check.

Before being placed in a volunteer position that would involve Regular Contact with children or young persons, the applicant must:

- < Complete a diocesan Authorization and Release for Background Check Information form and an additional national background check permission form if he/ she has lived out of state in the past ten years.
- < Successfully pass the diocesan required reference and criminal history check process.
- < Complete the orientation and training process.

B. Orientation and Training for All Volunteers

Well-planned orientation and periodic updating help ensure that volunteers are as well prepared as possible to meet the demands of ministry to young people. All volunteers shall read and complete a verification of receipt for the diocesan Personal Conduct and Policies Manual, view and sign a verification for the Safe Environment Training (2010) video and be advised of:

- School mission statement
- Classroom and/ or group management (playground/lunchroom)
- Appropriate discipline of and conduct around students
- Lesson planning
- Basic first aid and safety procedures
- Child Protective Services notification requirements
- Emergency drill
- Other functions specified to designated volunteer activities

C. Supervision

Although volunteers should be supervised in much the same manner as other staff members, more intensive methods may be needed when volunteers have had a little, if any, prior professional training or experience. Volunteers must be held to at least the same standards of conduct and decorum as required of paid staff members.

IV. Termination of Volunteer Service

It is the principal's responsibility to immediately discontinue the use of a volunteer's service at the school if the volunteer is no longer necessary, does not suitably perform assigned duties, or otherwise engages in behavior unacceptable in a Diocesan school.

V. Inquiries

Any question or concern regarding a volunteer's suitability either during the application process or after acceptance should be directed to the Catholic Schools Office for review.

For all applications, permission forms, and training materials see the Diocesan website.

Recruitment in Elementary Schools and Parishes by Diocesan High Schools **Diocesan Policy 2520 (4/4/12)**

High schools shall recruit students from Catholic elementary schools based on diocesan-approved recruitment guidelines.

A recruitment activity meets the following criteria:

1. Activity is targeted at a specific population, solely (or primarily) at prospective students and parents, and
2. Expressed purpose of the activity is recruitment of students.

A non-recruitment activity meets the following criteria:

1. Activity is targeted at the general public (e.g., athletic competition), and
2. Activity is academic in nature (e.g., play, art fair, musical).

Any information distributed for solicitation of students must be approved by the high school principal. Students residing in parishes without schools may be solicited by either high school.

ADMISSIONS

Enrollment

Diocesan Policy 4010 (7/23/14)

I. School Admission Policy

Diocesan schools shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, gender, or national origin, and reasonably accommodate students with disabilities in its educational programs.

- III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Office of Catholic Education. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

IV. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodian parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.

Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

V. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students. A child entering kindergarten must be five years old prior to August I, or date set by the State. A school should administer a developmental assessment for determining proper placement in kindergarten.

VI. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VII. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/ she will refute the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an

undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

VIII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy / procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk - how the disease is transmitted;
- B. the duration of the risk - how long the carrier is infectious;
- C. the severity of the risk - the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/ or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team

and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar General, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

Admission Policy

Students will be admitted to Corpus Christi according to the following priorities:

Preschool/Prekindergarten/Kindergarten

1. Active parishioner's* children currently enrolled in Corpus Christi Preschool programs
2. Active parishioner's children with siblings enrolled in Corpus Christi School, accepted according to parish registration date, if necessary
3. Active parishioner's children who are enrolling for the first time in Corpus Christi School, accepted according to parish registration, if necessary
4. Non-parishioner children who are currently enrolled in Corpus Christi Preschool programs
5. Non-parishioner children with siblings already enrolled in Corpus Christi School
6. First time non-parishioners

Grades 1-8:

1. Children currently enrolled in Corpus Christi School, parishioners and non-parishioners
2. Siblings of students currently enrolled in Corpus Christi School, parishioners and non-parishioners, with active parishioners having priority
3. Parishioners who have children enrolling for the first time in Corpus Christi School, accepted according to Parish registration date
4. Non-parishioners who have students enrolling for the first time in Corpus Christi School

* A parishioner is defined as an active, participating, church-attending member of Corpus Christi Parish using his/her offertory envelope on a regular and consistent basis. In addition to making regular financial contributions to the Church, parishioners are expected to be actively involved in Church and/or school-related activities.

To achieve parishioner priority status during the registration process, a family must be registered with the Parish by January 1st of the registration year, and they must be a

parishioner in good standing as defined above, as of the registration date.

The pastor will review, on a quarterly basis, the status of each family paying the parishioner tuition rate to determine if the above criteria are being met. The pastor will notify any family not meeting the definition of a "parishioner in good standing." Unless immediate steps are taken to justify continued eligibility for parishioner status, any family so notified shall be required to pay the non-parishioner tuition rate for the remainder of the school year and/or the following school year as determined by the pastor.

Those parents whose tuition and fees are delinquent will not be able to receive report cards and/or progress reports. Eighth graders will not be permitted to participate in graduation and end of the year activities if there is delinquent tuition or fees.

School Board Policy:

All families are expected to use the FACTS tuition payment program unless paying full tuition in August or paying half in August and the remaining balance in January.

Tuition must be current. Children of families who are in arrears on tuition, late fees, or school fees, and have not made special, written arrangements for payment with the parish finance committee will not be readmitted to Corpus Christi School for the following grading period or school year, whichever applies. Arrears are defined as payment received after the designated due date.

All children seeking admission to Corpus Christi School (grades K-8) must reapply each year.

Student Transfers

Diocesan Policy 4020 (11/16/12)

I. Accepting Transfer Students

Once the academic year has begun, students shall be discouraged from transferring to another diocesan school except in the case of a change of residence.

The principal of the school from which the student expects to transfer should be notified immediately once the request is made. It is expected that the principals involved can arrive at a decision agreeable to both schools regarding the requested transfer. All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school so that enrollment can be finalized.

In the case of high school students, all rules and regulations of the Indiana High School Athletic Association (IHSAA) regarding athletic eligibility shall be strictly followed.

II. Accepting Expelled or Suspended Transfer Students

A principal may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted by applicable school operating policies and/ or parent/student handbook or appropriate state law only after a full and complete explanation of the facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the "Gun Free" diocesan policy, which is required by state and federal law (Policy 4560).

Discovery that any information provided to the receiving school was falsified will automatically be grounds to refuse the transfer request or immediately dismiss the child from the school if the discovery occurs after the child has been enrolled.

All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school. The final decision of accepting a transfer student rests in the discretion of the principal (in consultation with the pastor in the case of elementary school).

III. Accepting Students from Non-Accredited Private School or Home Schools

Credits from a non-accredited in-state or out-of-state private school or home school shall not be accepted at face value, and parents shall be notified of this at the time of enrollment. In order to determine grade placement and/ or credit, the principal may require a battery of tests or evidence of equivalency. Evidence of equivalency shall include an evaluation of the certification of the instructional staff and an evaluation of the course of study followed from the private school or home school (refer to Policy 4010).

If testing is required, it shall be administered under the auspices of the enrolling principal. The principal shall place the student and accept credits based upon the test results according to the local school policy.

The tests and procedures used to appraise eligibility for credit and/ or placement may include, but not be limited to, standardized achievement tests, criterion referenced tests, intelligence tests or other ability tests, departmental achievement tests, oral testing, teacher semester tests, interviews, and teacher recommendations.

ATTENDANCE

Attendance Policy **Diocesan Policy 4040 (11/16/12)**

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

Students who are not in attendance in school for a full day are not permitted to participate in any extracurricular activities on the day of the absence.

I. Parents/Legal Guardian Responsibility

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on with the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 - 1. the student and the student's parent or guardian and the principal agree to the withdrawal;
 - 2. at the exit interview the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
 - 3. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction over the student, or
- C. Reaches the age of eighteen (18) years, whichever occurs first.

II. Absences from School

Absences from school shall fall into one of the three following categories:

- A. Absences which are counted as present.
 - 1. Serving as a page for or honoree of the Indiana General Assembly;

- 2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
- 3. Court appearances pursuant to a subpoena;
- 4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
- 5. Placement in a short-term inpatient treatment program which provides an instructional program;
- 6. Homebound instruction;
- 7. Religious observances.

B. Excused Absences

- 1. Illness of the student (with written statement by parent/guardian or doctor)
- 2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission
- 3. Out-of-school suspension
- 4. Medical and legal appointments - Such appointment should be scheduled after school hours when possible.
- 5. School/college visits (2 days) - Parents/guardians need to check with the individual school's policy when arranging such visits.

C. Unexcused Absences

- 1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence. Parents must send in a note explaining the absence when the child returns to school.
- 2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
- 3. Family vacations.
- 4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant (10+ unexcused absences) shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures:

The following may be evidence of habitual truancy:

- a. Refusal to attend school in defiance of parental authority.
- b. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- c. Three (3) or more judicial findings of truancy.

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

Corpus Christi School requires the parent/guardian to call the school office by 9:30 A.M. to report the absence of a student. If the absence continues into the next week, please call at the beginning of the week to make a progress report.

Attendance Procedures

1. Corpus Christi shall consider an absence "excused" if a) the student delivers written confirmation signed by the parent/guardian AND b) the excuse falls into one of the categories described as reasons for an excused absence (Diocesan policy P4040)

If a child is to be absent, the parent is required to call the school by 9:30 a.m. on the day of the absence. Give the child's name, grade, and the date of his/her expected return to school. Please do not send a sick child to school. If your child is unable to participate fully in school activities (gym, playground, etc.) please send a dated note giving the reason.

Lack of correspondence or any excuse not allowed by policy P4040 will be considered "unexcused." Normally the school will help students make up work missed for both excused and unexcused absences. Teachers are not obligated to provide missing work in advance of an unexcused absence (such as a family vacation). Students will be responsible for making up all missed work regardless of the reason.

Students who accumulate 3 or more days of unexcused absence (or tardies that sum, in minutes, to the equivalent of 3 full days missed) may be referred to the St. Joseph County Probate Court.

2. Promptness is a priority! Please model responsible and professional habits by making efforts to get your children to school at least 10 minutes before 7:50 a.m. It is extremely frustrating for teachers and embarrassing for students who must either wait to proceed or interrupt meaningful activities.

All students arriving later than 7:50 a.m. must stop in the office to get a tardy pass. Health-related appointments, illness, or family bereavement will be considered the primary grounds for an excused tardy. Lack of parental notification will result in an automatic unexcused tardy.

Students who accumulate a 5th unexcused tardy within a trimester may be charged with ½ day of unexcused absence. ***In addition, the school reserves the right to administer a lunch detention to students in grades 4 and higher on the 5th unexcused tardy and each tardy after that within the current trimester.*** It is difficult to give a consequence to a student for reasons that may or may not always be beyond his or her control (weather, traffic, etc.), but to a certain degree, by 4th grade, students may be expected to take some ownership over their morning habits—in terms of getting up on time and preparing to leave the house at a certain time. The purpose of administering a lunch detention would be to

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- a. Call daily from school (secretary, principal, or attendance clerk), to the parent/ guardian to verify absence and to determine reason.
- b. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- c. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- d. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

VII. VII. Habitual Truancy Report to BMV

make up for lost work or time due to the student's tardiness, and to urge the student and parents to make arrangements to arrive at school in a timely fashion.

3. Half day attendance— Parents wishing to bring students to school later than 10:00 a.m. or pick up students before the normal time of dismissal should send advance written notice to the homeroom teacher (which will be forwarded to the office). Parents should report to the school office where they will sign the student in or out. If picking up, the parent is to wait for the student in the office area. If needed, the office will contact the classroom and have the student sent down to the office for dismissal. Students who arrive later than 10:00 a.m or leave prior to 1:00 p.m. may be charged with ½ day of absence (rather than a tardy).

4. Perfect attendance recognition—For the purposes of computing perfect attendance, students who have earned one or more excused absences, unexcused absences, in-school/out-of-school suspensions, or any tardy (other than for the very specific reason of a health appointment or family funeral) will NOT be eligible for perfect attendance recognition at the end of each grading period and at year's end.

5. Exemplary attendance recognition-For the purposes of computing exemplary attendance at the end of each grading period, students who have earned 1.5 or more excused absences, unexcused absences, in-school/out-of-school suspensions, or 2 or more tardies (other than for the very specific reason of a health appointment or family funeral) will NOT be eligible for exemplary attendance recognition at the end of each grading period.

For exemplary attendance at the end of the year, students who have earned 3.5 or more excused absences, unexcused absences, in-school/out-of-school suspensions, or 4 or more tardies (other than for the very specific reason of a health appointment or family funeral) will NOT be eligible for exemplary attendance recognition at year's end.

Since regular attendance is important to the consistency of each student's education, vacations and family trips which take students out of school are discouraged. If vacations must be scheduled during school time, the student's teacher(s) and the office must be notified ten days in advance. **Teachers are not required to provide a list of assignments prior to the vacation. They will be given upon the student's return. Upon their return, students have the same number of days they were absent in which to complete and submit the missed assignments. It is the student's responsibility to contact teachers regarding missed work.**

We request that doctor appointments and orthodontic appointments be scheduled after the school day. However, we realize that this is not always possible. If it is necessary to schedule an appointment during school hours, a note must

be given to the homeroom teacher the morning of the appointment.

Regardless of the reason for absence, parents/guardians are to notify the office by 9:30 a.m. (272-9868). Homework will be made available for students who miss two or more consecutive days. Parents must CALL by 9:30 a.m. to request assignments. Materials will be ready for pickup by 3:30 p.m. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence, signed by a custodial parent/guardian is required upon the return of the students to school. The school is not required to provide credit for makeup of assigned work when the student's absence is unexcused or the student is truant.

If a student is absent from school for any amount of time on a given day, including a half day, he/she may not participate in extracurricular activities that day. If a student is absent on Friday, he/she may participate in extracurricular activities on Saturday and/or Sunday. If the absence is due to a doctor's appointment, the student must bring a doctor's note in order to play.

Release of and Access to Students during the School Day **Diocesan Policy 4050 (11/16/12)**

I. Release of Students during the School Day

School officials may permit a student to be released during the school day only in limited circumstances. Such release shall be only to, or at the written request of, the student's custodial parent, legal guardian, or as otherwise provided by Diocesan policy or applicable law.

II. Access to Students During the School Day

Access to a student by non-school personnel during the instructional day and/or during times that the student is in the care and custody of school personnel shall be restricted to that access necessary and incidental to school-sponsored activities, situations of an emergency nature, or circumstances required by law.

Permission of the custodial parent or legal guardian of a minor student shall be sought prior to permitting non-school personnel access to the student in all cases other than those necessary and incidental to school sponsored activities. However, such prior permission shall not be sought when directed by appropriate civil authorities in the case of child abuse investigations involving suspected members of student's family, and is not required where such contact is an emergency nature, necessary to prevent an imminent threat to life or property or to prevent an immediate disruption of school activities.

III. Application to Law Enforcement Officers

If a law enforcement officer requests to take a student into custody pursuant to a valid court order, arrest warrant, or arrest power, the student's custodial parent or legal guardian shall be notified as soon as practicable.

- A. Except in cases of emergency involving the potential threat of harm to students, staff, or others, or other exigent circumstances, school officials should request the law enforcement officer not to take a student into custody from the school until the student's custodial parent or legal guardian has been contacted and consulted.
- B. In cases of emergency, as referenced in A. (above), school officials shall honor a law enforcement officer's efforts to take a student into custody pursuant to a valid court order, arrest warrant, or arrest power.
- C. In the event of a request for an in-school interview, the school shall permit the interview of a student by a law enforcement officer during the school day only when interviews during non-school hours are shown to be impossible, impractical, or would unduly interfere with law enforcement and, except as otherwise provided in this Policy and Policy 3610, such interview should be allowed only after permission of the custodial parent or legal guardian has been obtained.
- D. Unless otherwise ordered by a court of competent jurisdiction or requested by the custodial parent or legal guardian, a member of the school staff shall be present whenever a law enforcement officer interviews a student in school. The school's staff representative may be a school administrator or a school counselor.

IV. Investigation of Child Abuse or Neglect

- A. When a student is taken into custody pursuant to a valid court order or prosecutor's subpoena in connection with a child abuse investigation, notice to the student's custodial parent or legal guardian shall be given by school officials unless specifically directed otherwise by the officials conducting the child abuse investigation.
- B. If school officials are directed to not provide notice, as noted in the prior paragraph, and if the student's custodial parent or legal guardian subsequently calls or comes to the school requesting information regarding the student's whereabouts, he/she will be referred directly to the officials conducting the investigation. No other information shall be given to the custodial parent or legal guardian by the school officials regarding the investigation.

See P4220 – Health and Safety Precaution; and P3610 – Child Abuse Reporting and Procedure A for P3610.

Attendance in Religion Program **Diocesan Policy 4060 (11/16/12)**

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend liturgical functions.

Make-Up Work

ACADEMICS

Academic Standards

The students, parents, and teachers at Corpus Christi School have very high expectations of each other. The students, along with the care and guidance provided by the teaching staff, are expected to pass all classes at the conclusion of the academic year. Special considerations and modifications are made for students depending upon their individual needs and their curricular strengths. Some of these considerations include a modified grading scale, an Individual Service Plan (ISP) and individual instruction provided in the Learning Resource Room. Every effort is made to provide the academic support needed for a successful classroom experience.

We believe that all students can be successful in their academic pursuits if they avail themselves of all the opportunities presented to them.

Curriculum

Corpus Christi School provides for a well-rounded curriculum in accordance with the guidelines set forth by the State of Indiana and the Diocese of Fort Wayne-South Bend. The curriculum is reviewed and updated annually by staff in relation to the direction of the Diocese, results of student standardized test scores and initiative from the State Department of Public Instruction.

Standardized Testing

The ISTEP+ testing is administered to the students in grades 3-8 as mandated by the State of Indiana.

IREAD3 testing is administered to students in grade 3 as mandated by the State of Indiana.

ACRE (Assessment of Catechesis Religious Education) is administered in the 5th and 8th grade.

Homework

With the vast amount of material that young people are expected to master, homework is an integral factor in the learning process. It is a part of the curriculum and is meant to augment classroom instruction. Corpus Christi School will assign homework, based on the age and the needs of the student. **Homework is the responsibility of students, not the school.**

Missing assignments will result in no credit given. If late assignments reduce the student's average significantly, the ineligibility rules will apply.

It is the students' responsibility to make up all work that is missed because of an excused absence. Upon returning, the student should meet with each teacher to obtain necessary assignments. Work that is not made up will be considered the same as work not submitted.

The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

Any assignments given prior to a student's absence are expected to be turned in the day a student returns. Students who miss a test because of an absence will be expected to take his/her test on the day the student returns to school.

A student has to make up missed work. Generally, the time allowed to make up work will be determined by allowing 1 day for each day absent. This will not include days on which school is not in session.

Grading Scale (New 2015-16)

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	59 & below

Progress Reports

Progress reports are distributed to students at the halfway point of each grading period. They are to be signed and returned to the homeroom teacher by the date indicated on the report. If the teacher wishes a conference with the parents, it will be indicated at the bottom of the progress report. Likewise, if the parent wishes to schedule a conference with the teacher, there is a place to indicate this on the progress report. Please provide a phone number at which you may be reached. Progress reports must be signed by parent/guardian and returned to the homeroom teacher within five (5) school days of receipt or the student will receive a disciplinary consequence.

Note: Access to PowerSchool will be denied and progress reports and report cards will not be distributed to students whose accounts are in arrears. It is the parents' responsibility to contact the teacher with any concerns.

Honor Roll

At the end of each grading period, **students in grades 4-8 are eligible for honor roll status** as follows:

High Honors: Students must receive A's in all academic subjects including music, art, physical education, foreign language, and no less than an S in conduct.

Honors: Students must receive A's and B's in all academic subjects including music, art, physical education, foreign language, and no less than an S in conduct.

Honorable Mention: Students must receive A's, B's, and no more than 1 C in all academic subjects including music, art, physical education, foreign language, and no less than an S in conduct.

Academic Eligibility for Extra-Curricular Activities

For the purposes of this policy extra-curricular is defined as any activity or involvement that occurs outside the standard school day. The list below provides the activities that this policy applies to and is not limited:

Any School Related Sport	Drama	
Newspaper	Cheerleading	Student Council
Quiz Bowl	Chess Club	

Altar Servers are excluded from the eligibility requirements.

Students maintain eligibility to participate in school sponsored extra-curricular activities by meeting or exceeding the academic and behavioral standards established by the school.

Academic ineligibility will occur when a student earns one of the following on a progress report or report card:

1. Two 'D' grades in any academic subject, including physical education, art, and music.
2. A grade of an 'F' in any academic subject, including physical education, art, and music.

Additionally, beyond academics, a student will become ineligible receiving an 'N'-Needs improvement or a 'U'-Unsatisfactory in conduct.

Ineligibility Process

Once students are deemed ineligible they are not allowed to partake in any extra-curricular activities until further notification is received from the school.

The following process will occur until a student has achieved the level of academic or conduct required for reinstatement.

1. Once a student is deemed ineligible, a Notice of Ineligibility will be sent home to the parents/guardian with the progress report or report card indicating the student's ineligible status. A separate notice will be sent to the coach/sponsor by the school.
2. Once the Notice of Ineligibility is received, it is the responsibility of the student to obtain their parent/guardian's signature confirming their receipt and awareness of the student's ineligibility.
3. Once the Notice of Ineligibility is signed, the form must be returned to the school office by the student. Completion of this step is mandatory and will facilitate re-evaluation for eligibility. If this step is not completed eligibility will not be considered.
4. For at least a two week period, or a period established at the discretion of the principal, the student will not be allowed to practice or participate in any games/performances.
5. Once the established time frame has passed, the grades and/or the conduct will be evaluated against the same criteria above to review the student's status.
6. If appropriate progress is made then the student will be reinstated and a corresponding letter will be sent to the student and parent. The letter of reinstatement then needs to be shared with the student's coach/activity sponsor as proof of eligibility.
7. If the appropriate progress is not made the student will remain ineligible until the next progress report or report card in which their eligibility will again be reviewed. The school will contact the coach/activity sponsor.

Report Cards/Progress Reports and Parent/Teacher Conferences

Report cards will be distributed three (3) times per year at the end of each trimester. Progress reports will be distributed approximately every 4 weeks (20 days). During the first trimester, the second progress report will be given to parents or guardians at a mandatory scheduled parent/teacher conference. These conferences are meant to be a concise overview of your student's achievement during that grading period. If more than **10 minutes** is needed, please schedule an additional time to speak with the teacher. Following the second trimester, an **optional** conference may be requested by either the teacher or the parent.

Note: Access to PowerSchool will be denied and progress reports and report cards will not be distributed to students whose accounts are in arrears.

Learning Disabilities

Corpus Christi School, in cooperation with the Diocese of Fort Wayne-South Bend and the South Bend School Corporation provides testing for learning disabilities, speech problems, and psychological problems for students residing in the South Bend Community School District. Corpus Christi School cooperates with South Bend Community School Corporation to provide necessary learning disabilities classes and/or speech classes for those students requiring these services.

Promotion/Retention/Graduation

Diocesan Policy 4130 (11/16/12)

- I. Elementary Schools:
Each school shall develop a policy regarding grade level promotion or retention guidelines. The promotion or retention is the local school's decision based on evaluation of the following factors:
 - A. Ability
 - B. Emotional and physical maturity
 - C. Attendance
 - D. Completion of required curriculum/achievement
 - E. Testing results, review of supportive evidence, such as samples of student work, test results, progress reports, report cards, etc.
 - F. Previous retention in a grade

The principal (in consultation with the teacher) may recommend that a student be retained in the present grade after considering the above factors.

- II. The school may prepare a recommendation for retention whenever practical and consistent with Diocesan education standards. These steps should be followed:
 - A. Identification and documentation of the student's deficiencies by the end of the 90th day of school;
 - B. Parent/teacher conference with parent/guardian to discuss the possibility of recommending retention of the child and to explore assistance (e.g., educational and/or psychological testing, tutoring, etc.) and options;
 - C. Upon continuation of the learning problems, a written recommendation for retention providing reason for the recommendation and signed by the principal and teacher; and
 - D. Signature of the parent/guardian if the recommendation is rejected. The signed document is placed in the student's permanent folder.
 - E. The school retains the right not to accept or enroll said student for the following year.

Family Education Rights and Privacy Act Access to Official Student Records

Diocesan Policy 4170 (11/16/12)

In accordance with the Family Educational Rights and Privacy Act ("FERPA") of 1975, any natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian of a student has the right "to inspect and review" his/her minor student's educational records, unless the school has been provided with a court order, State statute, or legally-binding documents that specifically precludes such inspection and review. In addition, a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education will have all access rights that his/her parent or guardian would have had prior to that time. Absent such court order or legally-binding document, a non-custodial parent has the same right to inspect and review as a custodial parent.

Parents or eligible students may review copies of the diocesan school's policies and procedures for inspecting and reviewing a student's records and requesting amendments to a student's records. These policies are kept in the principal's office of each diocesan school and may be reviewed during regular school hours.

Class Assignment of Students

Diocesan Policy 4180 (11/16/12)

The principal shall consider several factors – class loads, scheduling ramifications, ability levels, gender balance, physical and emotional needs, student-teacher rapport, peer relationships, placement data – in determining teacher and class assignments of students. Parents/guardians are welcome to provide special insights as to which learning environment may be best for their children.

However, the school principal shall make the final determination with regard to the assignment of students to teachers and classes.

Corpus Christi School strives to place students in the best possible learning environment each year. The classroom teachers and administration are responsible for the decision for class placement based on the following considerations:

- *Gender balance*
- *Diversity of academic ability*
- *Social compatibility*
- *Teaching and learning styles*
- *Special needs of the children*
- *Creating student groupings that will provide the best classroom climate*

No specific policy regarding twins is necessary if the above criteria are in place.

HEALTH AND SAFETY

School Day

School staff members are not available to supervise students before school. Therefore, students should not be dropped off at school prior to 7:00 a.m. each day.

SCHOOL DAY SCHEDULE

7:00 a.m. Gym is open for supervised, early drop-off

7:30 a.m. Teachers arrive

7:35 a.m. Students allowed to enter the classrooms

7:50 a.m. Classes begin

3:00 p.m. General dismissal

STUDENTS WHO ARE NOT PICKED UP BY 3:30 p.m. WILL BE PLACED IN THE AFTER SCHOOL PROGRAM AND PARENTS WILL BE CHARGED \$10 PER STUDENT FOR LATE PICK-UP.

Prekindergarten Hours

½ Day 7:50 a.m. – 11:00 a.m.

All Day 7:50 a.m. – 3:00 p.m.

Any students arriving after 7:50 a.m. must enter the building through the doors by the office and parent/guardian must sign in the child at the office.

Arrival/Dismissal

The safety and well-being of our students is a primary concern of Corpus Christi School. Therefore, students must abide by all arrival and dismissal procedures. Parents are asked to support our guidelines in this matter. **Please do not put your child in the position of having to decide whether to obey you or the supervisor on duty.**

Arrival

Students may begin arriving at school at 7:00 a.m. They must enter through the **SOUTH** door (door #1) by the office and remain in the supervised area until the 7:35 a.m. bell rings. At this time, they are to go quietly to their classroom and prepare for the school day which begins promptly at 7:50 a.m.

To prevent access to the building by unauthorized persons, all exterior school doors are locked. The downstairs doors will be opened by a staff member from 7:35 a.m. to 7:50 a.m. After 7:50 a.m., entrance to the building is through the doors by the office only. Please do not knock for admittance at any other entrance. Staff and students will not open doors for non-school personnel.

Dismissal

Those students who walk to and from school will be dismissed at 2:57 p.m. They are expected to walk directly home and not loiter around the building. Those students who ride are dismissed at 3:00 p.m. They are to leave the building quietly and wait in an orderly manner for their rides in the designated areas. **Drivers must follow the line of cars around to pick up points. DO NOT park and have children cross traffic.** They will be stopped by the supervisors. Parents must send a note if the child will be going home with someone else.

Emergency Information

It is critical that we have updated and accurate information regarding places of employment, phone numbers, and current addresses. In case of an emergency we need to be certain that someone can be contacted for assistance and information. All information you provide for us will be kept confidential. It is very important that we be notified of any changes in addresses, phone numbers, places of employment, and custodial rights situations, so that our records can always be kept up to date.

Lunch Program

Each student eats lunch with his/her class. Due to security concerns, we operate a closed campus for our students.

Due to new Federal guidelines, carbonated soft drinks are not permitted during lunch. We also discourage parents from bringing in or sending their children to school with fast food meals, and similar items. These have a tendency to cause a disruption at the lunch table and subject the student to a flood of requests to share their food. Students are to behave in Corpus Christi's lunch program in a manner consistent with good manners and Christian behavior. They are to eat and act in a courteous and responsible manner.

Recess

Children have recess as part of their day. Therefore, they will be expected to go outdoors when the weather is inclement. If the temperature is 20 degrees (wind chill) Fahrenheit or below, the students will not have outdoor recess.

Non-Related School Items

While it is impossible to compile a complete list of these items the following have no place at school or at school functions and are to be kept at home: iPods, cell phones (K-3), smart watches, video recorders, GoPro cameras, radios, tapes, tape players, tape recorders, electronic games, CD's, disc players, laser pointers, sport/hobby card collections,

toys, dolls, skateboards, roller blades, roller shoes, snowboards, stuffed animals, squirt guns (and other related similar items), martial arts materials, hood ornaments, pagers/beepers, cameras, incense, perfumes, lotions, key chains and make-up, or any other item which, in the judgment of the school administration could have the potential to cause a disruption. (If an inappropriate item is brought into the school the student will be disciplined according to the school rules.)

Students are not allowed to carry book bags/backpacks into the classrooms except when first arriving at school and at the end of the school day.

Administration of Medication
Diocesan Policy P4210 (11/16/12)

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Only those medications which are prescribed as necessary by a physician to maintain the child in school and must be given during school hours shall be administered in accordance with the physician's written prescription, a copy of which must be provided to the school. *(Complete policy on file at school)*

Parents who wish Corpus Christi School employees to administer any medication to their child must provide written instructions and must complete a Student Medication permit form available in the office. All medication must be submitted in the original prescription bottle.

Medication will be kept in the office and will be administered by the office staff.

All permission for long-term medication shall be renewed annually. Changes in medication shall be documented by written authorization from a licensed prescriber.

In specific cases, the school may require the parent/guardian to come to school to administer medication for his/her child. Over-the-counter (OTC) non-prescription medication may be given at school with the parent's written permission. The principal must be aware of the purpose for which a student is to receive the medication.

OTC medication shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in the office.

Corpus Christi School does not have any medication (including aspirin or Tylenol) available in school for student use.

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the

parent does not pick up the medication by the end of the school year, the principal or office staff will dispose of the medication in an appropriate manner.

Health and Safety Precautions
Diocesan Policy P4220 (11/16/12)

The school shall be concerned with the health and safety of all students. Anything that is considered, in the opinion of school personnel, a health or safety hazard in the school building or on the school grounds shall be reported to the principal or other appropriate school personnel. If necessary, appropriate steps should be taken to protect students, staff, visitors, or others from the thing considered hazardous.

Any serious illness or injury of student is to be brought to the attention of the principal as quickly as possible. Only trained personnel will move a seriously injured or ill child. If, in the opinion of school administrators or the school nurse, a student's injury or illness is severe or life threatening, the school shall immediately seek emergency medical services and have the student immediately transported to a hospital or medical center by ambulance service. The student's custodial parent, guardian, or emergency contact person will be contacted as soon as possible but the inability to contact shall not delay necessary efforts to secure medical assistance for the student.

If a student is injured or becomes ill at school to the degree that medical attention may be necessary but the injury or illness does not appear life threatening, the school shall immediately attempt to contact the custodial parent or legal guardian. If the custodial parent or guardian cannot be contacted, the emergency contact person will be contacted. If contact cannot be made with the custodial parent, legal guardian, or emergency contact person, the school may have the student transported by ambulance to the family's physician or the emergency room of the nearest medical facility or the facility specified on the emergency card.

Except in emergency situations, no student shall be permitted to leave the building ill or go home prior to the end at the school day without the consent of the custodial parent or legal guardian. Students may be sent home when ill or injured only if there is an authorized adult there to transport and care for them or with the specific approval from the custodial parent or legal guardian in the case of a high school student.

STUDENT LIFE

Student Code of Conduct

Student Publications and Performances

Diocesan Policy P4310 (11/16/12)

The principal, as representative of the Bishop/pastor, has the responsibility for final approval of any student and school-related publications and performances.

I. Student Publications

Student and school-related publications are encouraged as a means of keeping the public informed of current school activities. Such publications shall reflect Church teachings, Christian values, journalistic excellence, and good taste.

II. Public Performances by Students

Plays and other performances by students shall reflect Catholic values and aesthetic taste.

Field Trips

Diocesan Policy P4320 (11/16/12)

School-sponsored field trips shall be limited to activities which meet Diocesan policy and applicable law by promoting the educational philosophy and goals of the school and facilitate attainment of specific education objectives in a particular course.

Permission slips must be signed by parents or guardians and returned to school at least one day prior to the trip. This is done in order to insure that adequate space can be provided at the site as well as on the bus if needed. For insurance and legal purposes, students travel on school buses and must be supervised by teachers and/or staff members at all times.

Because of safety and liability issues, parent chaperones are not permitted to bring younger siblings on field trips. Parent focus should be on the students they are supervising while on the trip.

All school rules apply on a field trip, however discipline is more stringent. Behavioral expectations shall be clearly defined and applied consistently.

If the principal is not present, the teacher in charge of the field trip shall be the on-site representative of the principal.

We believe each student has the right to an education. Our Code of Conduct is designed to help students develop the necessary self-discipline and responsible citizenship to function in their school and community.

Our aim is to teach:

- A. Respect for rights, dignity, and safety of individuals.
- B. Respect for law and observance of Corpus Christi School policies, procedures, and regulations
- C. Respect for property of others.

Expected Behavior

Good behavior is expected of all students at all times. Students are expected to be respectful to all adults, their peers, as well as of school and individual property. Any behavior that violates the rights of others is considered inappropriate and will be addressed immediately. These conduct rules apply at all school-related events as well as during the school day.

Each teacher will go over classroom behavior expectations with students and handle routine discipline within the classroom.

The principal will be informed of disciplinary problems and will become actively involved in cases of serious or repeated misconduct. Such cases may call for suspension or expulsion.

Detentions- When a student serves a period of detention, siblings may not accompany brothers or sisters during said detention.

Recess Behavior

Our concern is for the safety of our students, therefore we expect all students to play safely. Teasing, pushing, shoving, fake fighting, piling on, tackling, and any other behavior of this sort are not appropriate recess behaviors and will be dealt with promptly.

Sending Money or Checks to School

Students are not to bring large sums of money to school. Any money being turned in must be in a sealed envelope with the student's name, grade, amount, and function (e.g. pizza, field trip) on it.

Returned check fee-\$35.00 per check
2nd returned check-Cash, money order or cashier check will be required for the remainder of the year.
Post-dated checks will not be considered for payment.

Dress and Appearance Code

Students will be required to wear uniforms purchased online from JH Specialty, Inc at www.corpuschristi.yourpromopeople.com. All uniform shirts must have the school logo.

The following items apply to all students, K-8, unless otherwise stated.

Clothing must be clean and in good repair at all times. Jumpers, skirts and shorts **MUST BE KNEE LENGTH.**

On top:

- Red or navy polo with school logo
 - Long or short-sleeved
- Optional-Navy micro fleece half or full-zip with school logo
- Optional-White turtleneck or long sleeve shirt under polo or fleece with winter uniform
- Optional-We Believe spirit wear-**Starting 2016-17, the hooded We Believe sweatshirts will not be allowed in the classrooms**
- Optional- Navy button cardigan sweater
- Girls Optional-Headband-no bright florescent colors and or/patterns. **Headbands may have a small logo or pattern, but should not have words written across the front**
- Optional-White, short-sleeved t-shirt under the polo.

In the middle:

- Black, brown or khaki belt without adornments (required 4-8)
- Shirt tucked in
- No sashes, sagging pants, or rolled skirts

On the bottom:

- Grades K-3...Navy pants and/or shorts.
- Belt-black, brown or khaki without adornments (optional K-3, required 4-8)
- Grades K-3...Girls-Navy skirts, skorts, or jumpers (Must be knee length.)
- Grades 4-8...Khaki pants and/or shorts with black or brown belt.
- Grades 4-8...Girls-khaki or navy skirts, skorts or jumpers (Must be knee length.)
- All...**NO low rise pants, cargo pants or shorts (no flaps on pockets) or tight, form-fitting style shorts, skirts, skorts or pants (no skinny-jean style) and pockets should be plain, no stitching/designs.**

Shoes and Socks:

- All-Laces must be tied at all times
- All-Dress or athletic, with backs, secured to feet properly.
- All-No blinking shoes K-8
- All-No sandals, toe-shoes, mules, ballet type slip-ons, moccasins, boots or clogs.

- All-Boots can be worn to and from school but will not be allowed in the classrooms.
- Boys-Black or white socks that show above the top of the shoe.
- Girls-Sock or tights in black, white or navy. Socks must show above top of the shoe. Leggings **not** allowed.

Hair must be neat and clean. Fad haircuts and colors are not acceptable, e.g. Mohawks, designs or spiked hair.

GIRLS: Hair must be kept off the face. **NO MAKE-UP** and stud, post-style earrings only (no hoops or dangles). No more than two (2) earrings per ear.

BOYS: Hair must be cut **ABOVE** the ears, eyebrows, and collar. No earrings.

Jewelry: No jewelry may be worn with the exception of a wrist watch, medical bracelet and/or a small religious medal/pendant necklace. Medal/pendant must be worn inside the shirt.

Dress Down Day Guidelines

- Blue jeans, school uniform shorts or school uniform pants only. No sweatpants.
- All clothing must be in good repair – no holes, cuts or tears.
- Jeans are to be worn no lower than the waist.
- Shirts must be long enough to tuck in.
- Shirts must have sleeves and a neckline suitable for our school, **e.g. no spaghetti straps, tank tops**
- Socks are to be worn with all styles of shoes.
- Shoes must have backs – no toe-shoes, mules, ballet type slip-ons, moccasins, boots or clogs.
- Uniform shorts are the only shorts that may be worn and only during summer uniform months.
- Jewelry: No jewelry may be worn with the exception of a wrist watch, medical bracelet and/or a small religious medal/pendant necklace. Medal/pendant must be worn inside the shirt.

PE Dress Code

All students in grade 3 through 8 will be required to wear the Corpus Christi School PE uniform. PE order form can be picked up in the office or is available online on the school website.

Religious Issues

Diocesan Policy 4410 (11/16/12)

The teaching and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

I. Pregnancy – Elementary Student

Every human being is created in the image and likeness of God; and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the students and his or her family.

While the first responsibility for the pastoral, spiritual, and psychological care of the students involved in a pregnancy belongs to the parents/guardians of the student(s), the Church and the school also bear serious responsibility.

When a pastor/principal is made aware that a student(s) is pregnant, the following action shall be taken:

- A. The pastor and principal should meet with both parties, the male and female, and their parents/guardians to investigate the situation and to assure them, if necessary, that the young people involved will be provided the opportunity to complete his/her education in the Catholic school without interruption.
- B. Both parties, the male and female, should then be referred for pastoral counseling given by a priest and a social worker or psychological counselor. The counseling must emphasize the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
- C. The pastor and principal must seek to assist the young people to ensure that the child is born, not aborted.
- D. The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the pastor, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

II. Abortion

Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. The Church views abortion as a grave violation of this principle and as a most serious sin; Catholic schools must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and of its policies.

Therefore a student enrolled in a diocesan school who obtains a completed and verified abortion or who aids or induces another person in any manner whatsoever in procuring such an abortion shall be suspended immediately and may be denied the privilege of continuing his or his education in a diocesan school, as determined by the Bishop.

A confidential meeting shall be held with the student(s) and parent(s) involved, the pastor, the school principal, and a person(s) designated by the Bishop. The purpose of this meeting will be to ascertain the facts relevant to the commission of the abortion, to provide appropriate pastoral assistance, and to make a recommendation to the Bishop regarding the student's suspension or expulsion.

Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding **Diocesan Policy 4420 (11/16/12)**

The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior, if the behavior of the student has been repeatedly disruptive in the school, may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C.31-34-1-7, and in that case, the matter shall be referred by the building level administrator to Child Protective Services.

Grounds for Suspension or Expulsion of Students **Diocesan Policy 4520 (11/16/12)**

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
 - A. On school grounds;
 - B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event; or
 - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.
- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530:
 - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
 - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
 - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging any other person, student, school employee, or school.
 - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.

- E. Threatening or intimidating any individual for whatever purpose.
- F. Violation of the diocese's Gun-Free School Policy
- G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

Disciplinary Review for Suspension and Expulsion
Diocesan Policy 4530 (11/16/12)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal, his or her designee, or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

Student Accused of a Non- School Related Criminal Act
Diocesan Policy 4550 (11/16/12)

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and /or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's after consultation with pastor and/or Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

Gun-Free Schools
Diocesan Policy 4560 (7/23/14)

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon while en route to or from school or school activities, or while on school property or at school activities. A violation of this policy carries an automatic expulsion from school. This penalty supersedes any penalty which may be attributed by a local school discipline policy.

Substance Abuse
Diocesan Policy 4570 (11/16/12)

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or the school's counselor shall meet with the student and arrange a conference with the student's parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student see a substance abuse counselor for an evaluation at the parent/guardian('s) expense and to require that recommendations for treatment be implemented and followed by the student as a condition for the student's continued enrollment in the school. Should the student or the

student's parent(s)/legal guardian(s) refuse to cooperate, the principal may require the student to withdraw from school.

Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school's policies or rules and regulations of student behavior, regardless of whether the violation involved was related to a substance abuse problem.

Sexual/Racial Harassment Prohibition
Diocesan Policy 4580 (11/16/12)

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure. The use of the term "employee" in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities.

Student Locker and Vehicle Inspection
Diocesan Policy 4590 (11/16/12)

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with this policy.

I. Persons and Personal Belongings

The school reserves with right to examine the contents of the student's pockets, purses, back packs, book bags, or other personal belongings when an administrator has reason to suspect they may contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.

II. Student Lockers

All lockers, school desks, cloak rooms, etc. ("lockers") made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education

classrooms, and art classrooms, are the property of the school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items necessary for use at school, but the lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or an education function, or which are inappropriate or forbidden by federal or state law or diocesan or school policy or rules. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy in a locker or its contents.

The school retains the right to inspect the locker and its content to ensure that the locker is being used solely in accordance with its intended purposes.

Each school shall develop rules and procedures for the inspection and maintenance of school lockers.

Searches will be conducted by the administrator or administrator's adult designee in the presence of a witness.

At Corpus Christi, lockers have been provided for students in grades 4-8 for their convenience and use. These lockers must be kept in good order. No decals, stickers or other types of stick-on items are permitted in/on the lockers unless sanctioned by the school administration.

Students may use commercially available locker products that are magnetized or are stackable.

Lockers may not be locked.

Teachers and/or Administrators may inspect the lockers at anytime for any reason.

Students are not permitted to enter another student's locker at any time or for any reason without the expressed permission of a teacher or administrator. Consequences for students who violate this rule will be determined by the administration.

Diocesan Internet Acceptable Use Policy
Diocesan Policy 4620 (11/16/12)

The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours.

Environmental Tobacco Smoke
Diocesan Policy 5430 (10/26/09)

All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee,

a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children.

Child Abuse Reporting

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons, and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All Priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

Acceptance of Eighth Grade Students from Catholic Elementary Schools

Diocesan Policy 5240 (10/26/09)

A high school shall not accept a child from any other diocesan or parish school whose financial obligations are not current.

SCHOOL FINANCES

Tuition Collection

- I. Corpus Christi School has three methods of collecting tuition.
 - A. Full payment due by first Monday of August. This tuition option will receive a discount.
 - B. Two payment plan-half of tuition paid the first Monday in August, the second half of tuition paid the first Monday in January that school is open.
 - B. FACTS payment option-automatic deduction from checking account on a monthly basis.
- II. All previous tuition payments must be current for the student to be considered eligible for re-enrollment. (Diocesan Policy 5140)
- III. Grade card or transcripts and PowerSchool access for a student will be withheld until all tuition and fee bills are paid in full. Promotion to the next grade will not be processed. No official transcript or diploma will be sent from any elementary or high school until all tuition and fees are paid in full. Verbal grades may be released to aid in placement.
- IV. All tuition collection enforcement procedures shall be administered only by the Pastor or upon consultation with the Pastor.

Tuition Assistance Plan

Corpus Christi Parish has a tuition assistance plan to assist families with payment of tuition based on financial need. Need-based application for assistance are based on need and considered by the parish after the applicant has submitted sufficient financial information.

This information includes the requirement to submit a schedule of the family's income and expenses as well as a schedule of assets and liabilities and support materials such as tax returns.

In order to receive consideration for tuition assistance, families must:

1. Enroll the child/children at Corpus Christi School and pay the registration fee.
2. Enroll in FACTS program and fill out the Grant in Aid section.
3. After steps 1 and 2 are complete, the FACTS recommendation for tuition assistance will be reviewed anonymously by the Corpus Christi School Finance Committee. Each family that has applied for tuition assistance will be assigned a number. The Finance Committee will not be given the family name when reviewing the recommendation.

Tuition assistance for a child who is sent to school in another parish is the primary responsibility of the home parish.

Diocesan Financial Assistance to Large Families

Diocesan Policy 5710 (10/26/09)

The Large Family Fund has been established to provide tuition assistance to families with three or more children in Catholic elementary or high schools within the Diocese of Fort Wayne-South Bend. It is designed as a supplement to the tuition assistance provided to the family by the local elementary or high school.

I. Families of Catholic school students meeting the following criteria may be eligible for financial tuition assistance from the Large Family Fund administered through the Catholic Schools Office of the Diocese of Fort Wayne South Bend:

- A. At least one parent must be an Active Registered Parishioner, AND
- B. Must have three or more students who are currently attending or would attend (with financial assistance) a Catholic elementary and/or high school, AND
- C. Must demonstrate serious financial need.

II. A family meeting the above criteria shall first apply for financial assistance through normal school procedures. A family should contact the school office at the elementary and/or high school, as appropriate, for information on such procedures.

After local school application is completed, families seeking financial assistance from the Large Family Fund shall apply through the Facts Grant and Aid Assessment. Applications are automatically submitted to the Catholic Schools Office.

III. The Large Family Fund Committee composed of the Vicar of Education, the Superintendent of Schools, and three persons appointed by the Bishop, shall review all completed applications.

IV. The amount of assistance will be based upon the availability of funds, the recommendation of the Committee, and the Bishop's discretion. A family generally may not receive more than one-half of the total tuition.

Insurance

All students are covered by diocesan insurance while they are in school or are engaged in any school related activity that is supervised by school personnel or their designee.

Parent Responsibility

Parents are financially responsible for property and/or books damaged by their children. School property is Church property. Therefore, it is to be treated with the same consideration. The following rules should be observed:

1. Avoid marring or defacing in any way school furniture, books, equipment, or walls on the parish property.
2. Textbooks should be covered at all times.
3. Respect the privacy of teachers' as well as other students' desks, papers and property.