



**CORPUS CHRISTI CATHOLIC SCHOOL**

**Parent/Student Handbook**

2009-2010 School Year

**12100 Quincy Street  
Holland, MI 49424  
Phone (616) 994-9864  
Fax (616) 994-9870**

**Website:**

**<http://www.corpuschristischool.us>**

**Table of Contents**

From the Principal ..... 1

Mission Statement ..... 2

Curriculum ..... 3

Attendance Policy..... 4

    Absence ..... 4

    Tardiness ..... 4

    Departure During School Hours..... 4

Birthdays ..... 4

    Book Club ..... 5

    Treats ..... 5

Board of Education/Council of Pastors ..... 5

Class Lists ..... 6

Classroom Interruptions ..... 6

Classroom Observation..... 6

Closing of School ..... 6

    Emergency Dismissal ..... 6

Clothing and Appearance..... 6

    Uniform's K-8 ..... 7

    Shorts ..... 8

    Physical Education ..... 8

    Non-Uniform Days ..... 8

    Appearance..... 8

    Personal Hygiene ..... 8

Collection of Money ..... 7

Communications..... 11

Conferences..... 11

Custodial/Non-Custodial Parents ..... 11

Daily Schedule..... 12

Electronic Devices..... 13

Field Trips ..... 13

Film Policy ..... 13

Fire Drills, Tornado Drills, etc ..... 13

Head Lice..... 13

Health Services..... 14

Homework ..... 14

Hot Lunch..... 14

Illness..... 15

Internet Access..... 15

Library ..... 15

Liturgy ..... 15

Lost and Found ..... 15

Medication/Medical Problems..... 15

Multicultural Goals and Outcomes..... 16  
Parking..... 16  
Rainbows for God’s Children..... 16  
Religious Education..... 16  
Recess..... 17  
School Organizations..... 17  
    Athletic Boosters ..... 17  
    Home and School Association..... 17  
    Clubs ..... 17  
Student Behavior/Detention Section ..... 18  
Student Dignity ..... 20  
Student Suspension and Expulsion..... 21  
Student Grievance Procedure ..... 22  
Student Information..... 22  
Telephone ..... 23  
Transportation..... 23  
Tuition ..... 23  
Visitors ..... 23  
Volunteers..... 23  
Wellness Policy on Physical Activity and Nutrition.....20

**FROM THE PRINCIPAL**

**Dear Parents,**

**The faculty and staff of Corpus Christi Catholic School welcome the opportunity to work and pray with you and your children.**

**The purpose of this handbook is to familiarize you with our school policies and guidelines. Please read the entire handbook and keep it in a safe place so that you can refer to it when necessary. If changes occur during the school year, I will keep you updated through our newsletters or the website.**

**I am pleased that your family is a part of our “Corpus Christi Catholic School Family”. Our staff is dedicated to providing a wonderful spiritual and quality academic experience within a Christ-centered environment for each child.**

**By registering your children at our school and making a commitment to Catholic Education at Corpus Christi Catholic School, you are also making a commitment to follow and uphold the guidelines and procedures in this handbook.**

**We look forward to a wonderful school year as grow and live in our faith with you!**

**Blessings,  
Joanne Jones  
Principal**

**Mission Statement**

The Holland Area Catholic Schools are a non-profit educational ministry of the Holland/Zeeland Catholic Community, co-sponsored by the St. Francis de Sales and Our Lady of the Lake parishes. Our mission is to provide the highest quality academic and spiritual education, rooted in the values of the Roman Catholic Church. Holland Area Catholic Schools will provide experiences to inspire, challenge and nurture the mind, body and spirit of our students. We will prepare our students to live the gospel message and become responsible stewards of God's gifts.

**Curriculum**

Philosophy

- We believe that the spiritual element is a critical part of a child’s development.
- We believe that each child can learn and has a unique contribution to make to the mission of the church.
- We believe that frequent and open communication between home and school is critical to each child’s success.
- We believe that a quality education program can serve an evangelical function for our church.

Goals

*Religious Education:*

Knows the Catholic faith and practices values found in the gospel message.

*Curriculum:*

Demonstrates competency and an understanding in the following areas:

Religious/Family Life	Language Arts:	Technology
Mathematics	listening/speaking	Creative and Performing Arts
Social Studies	reading/writing	Multi Culturalism/Diversity
Science	grammar/spelling	Health and Physical Education

*Responsibility*

Accepts responsibility for self and is accepting of others.

*Communication*

Communicates effectively with a variety of audiences using a variety of skills.

*Flexibility*

Works well independently or collaboratively as the situation requires.

*Ethics*

Is an ethical decision-maker, demonstrating the ability to think critically and to creatively solve problems.

*Life Long Learner*

Has become a self-directed learner, able to access information and resources needed to adapt to a changing world.

*Stewardship*

Appreciates all of God’s creation by being a community steward who gives time, talent, and treasure to improve the welfare of others and the quality of life for all.

## **Attendance Policy**

### **Absence**

Please call the school office (994-9864) **each day** that your child is absent from school. A voice mailbox, extension 7, has been set up for this purpose. Please indicate the reason for the absence, and if your child is ill, the nature of the illness.

It is important that your child be in school every day that he/she is physically able. Unnecessary absences will hurt your child's educational progress. Absences due to a student's illness or death in a family are valid reasons for missing school. An abnormal number of absences or consecutive unexcused absences will be referred to the Ottawa Area Intermediate School District's Truancy Department.

Pupils are expected to make up work that they miss during an absence. The number of days allowed for this will be equal to the number of days that a pupil is absent. (Example: If a child is absent two days, he/she will have two days to complete the assignments that are due.)

When a child is out of school for an extended period of time, arrangements for assignments should be made with the individual classroom teachers to allow teachers sufficient time to prepare the necessary materials.

The school encourages parents to arrange family trips at the scheduled vacation times. Written notification must be given to the teacher and principal at least two weeks in advance when withdrawing a child for a family trip.

### **Attendance at School Functions**

All students are important to the success of our school programs and are expected to participate in events that are part of their grade's curriculum or as part of the school family. Examples of these programs include and are not limited to: Christmas Programs, Spring Concerts, Grandperson's Day, Kinderparade, the Songfest, class field trips, and the Swimming Program/Classes.

A note from the parent must be sent to the school office at least 24 hours before the program/event giving the reason why a student will miss the event.

If a student does not participate, he/she is responsible for making arrangements with the teacher to come up with an appropriate assignment that will take the place of the performance.

### **Tardiness**

Parents are responsible for ensuring that their child arrives at school in time for classes. Children may arrive at school 5 to 10 minutes prior to the time school starts. Unexcused tardiness will result in making up time before or after school.

Students who come to school after the tardy signal must report directly to the office.

### **Departure During School Hours**

A child may not leave the school premises during the school day, including lunchtime, without the

written permission of his/her parent/guardian. A written request explaining the reason for the departure and the time your child will be picked up must be given to the child's teacher. To ensure the child's safety and to minimize disruption of classes, children must be signed in and out and picked up in and returned to the school office.

Parents are encouraged to schedule medical/dental appointments outside of school hours.

### **Birthday Book Club**

Our school library sponsors a Birthday Book Club. Children may make a book donation to the library on their birthday. Please drop off donations in the school office. Recognition is given to children who make a donation.

### **Birthday Treats**

The recognition and celebration of children's birthdays at school is a most acceptable practice. The classroom teacher must handle the celebration. Please notify the teacher if you wish to provide a treat. Please provide enough for each child in the class. Visits by entertainers, balloons, and elaborate celebrations are not permitted. Red or purple drinks are not allowed.

### **Board of Education/Council of Pastors**

The Board of Education and the Council of Pastors share responsibility for the direction of the Holland Area Catholic Schools.

The Board of Education has nine members, two appointed by the Board of Education from the community at large, three appointed by the pastor of Our Lady of the Lake, three appointed by the pastor of St. Francis de Sales, and one appointed by the Board of the Home and School Association. The Council of Pastors includes the pastors of Our Lady of the Lake and St. Francis de Sales, the principal of the school, and the president of the Corpus Christi Catholic School Board of Education.

A complete copy of the constitutions and bylaws of the Board of Education and the Council of Pastors is available in the school office.

The Board of Education typically meets on the second Monday of each month. Meetings will be noted on the monthly school calendar. All meetings are open to parishioners, parents, and guardians of children.

If you wish to address these meetings, the following guidelines apply.

- All persons or groups must submit a written request to appear before the Board/Council no later than 72 hours before the scheduled meeting. This request may be submitted to the administrative office of the school, to the president of the board for Board of Education meetings, or to a pastor for Council of Pastors meetings.
- To allow for the proper allocation of time, the right of a person or group to address the Board/Council is limited to those whose request has been approved for the agenda in advance of the meeting.

- Groups must be represented by a single spokesperson.
- A written copy of the request or petition must be submitted at the conclusion of the presentation.
- Other vehicles of communications are used by the Board of Education as a means to better serve the school community. These may include but are not limited to parent surveys and focus groups.

### **Class Lists**

The classroom teacher(s) will place students in homerooms for the following year in consultation with each other, and if deemed appropriate by the principal and the resource room teacher. Parents/guardians may provide their input in writing to the principal for consideration on or before June 1 of the current school year. However, this input is not binding or granted automatically. It will be used for consideration purposes prior to finalizing the class list. Parent/guardian input must include the reason his/her child should be placed with a particular teacher and how it will benefit the child's educational experience. The principal will consult with the teachers involved and will make a final determination. The principal will respond in writing to the parent's request and explain the reasons for the decision. All requests will be treated confidentially.

### **Classroom Interruptions**

Classrooms may not be interrupted without permission from the school office. This includes any visit; e.g., birthdays or other recognition for either students or teachers, picking up or dropping off children, etc. Communications and deliveries to teachers and children during the school day must be made through the school office. Important messages, books, lunches, etc., will be conveyed by office personnel to the teacher or student.

### **Classroom Observation**

Parents may observe their children's classroom. Please notify the school office so that a time can be arranged with the teacher.

### **Closing of School**

#### **Emergency Dismissal Information –**

Please be prepared for any emergency which might result in an unexpected school closing during the day. It is important that your child is well instructed and has a clear idea of arrangements that you have made for him/her, where he/she is to go, and what he/she is to do in case of an emergency dismissal from school.

Please do not call the school during emergency times. Lines must be kept open for emergency calls and for notifying radio stations, etc., of emergency closings. Local radio and television stations will announce emergency closings.

**Severe Weather Procedures**

Corpus Christi Catholic School follows the direction of West Ottawa Public Schools in school closing or delayed start due to inclement weather. When West Ottawa Public Schools are closed or delayed, Corpus Christi Catholic School will also be closed or delayed. If school must be cancelled or delayed, all attempts will be made to get the information to the television and radio stations as soon as possible in the morning. Information may also be found on [www.woodtv.com](http://www.woodtv.com), click on school closings and delays.

The school office continuously monitors weather advisories. If students are in school when a tornado watch or thunderstorm warning is issue, students and staff will remain in school, taking shelter in designated areas. Tornado drills are held to instruct students in the procedures to follow during a tornado warning. Very rarely will school be dismissed early. The decision to dismiss early would be made in coordination with our area school districts and bus systems and only under extreme circumstances.

To protect the safety of both students and parents, we discourage parents from picking up students during a severe weather watch. We also ask parents to refrain from calling school during severe weather watch unless there is a serious problem. It is important that phone lines remain open. Announcements will be made on local radio and television stations when severe weather forces school cancellations.

\*\*Parents may pick up their own children at any time. If anyone other than a parent picks up a child, they must be named on a form that is on file in school.

**Clothing and Appearance – Please read and follow guidelines for the appropriate area: (K-5, 6-8, Physical Education and Non Uniform)****Uniform****Purpose of the Uniform**

The students at Corpus Christi wear a uniform to foster the uniformity in appearance and to promote learning as a daily focus, not competition in fashion. The students are provided occasional opportunities for non-uniform days. The code stresses neatness and cleanliness.

Clothing and Appearance – Please read and follow guidelines for the appropriate area: (K-5, 6-8, Non-Uniform, and Physical Education)

**Uniform - Grades K-5****Jumper/Skort**

Plaid jumper from Educational Outfitters or Lands End – navy and green with yellow and red highlights

·Navy Blue Skirts/Skorts:

No ruffles or jean material

All skirts and skorts must be knee length

\*\*Buy jumpers and skirts a little longer so they last through the year!

**Navy Blue Pants:**

No leggings, corduroy, or cargo pants

Blue, brown, or black dress belt must be worn (Grades 4-5)

Pants worn at waist, sized to fit, no extended length or width, no low riders

K-3 may wear elasticized pants, no belt required

**Navy Blue Walking Shorts: before October 15 and after April 15**

No cargo shorts

Blue, brown, or black dress belt must be worn (Grades 4-5)

Shorts worn at waist, sized to fit, no low riders

K-3 may wear elasticized pants, no belt required

Suggested for when the temperature is forecasted to be over 70 degrees to ensure students are comfortable during outdoor recess

Girls may wear culottes or Capri pants instead of shorts during the shorts season only

**Blouse/Shirt/Turtleneck:**

Plain White/Gray

Button down or polo with a collar

No decoration/lace/ruffles/design/insignia

Long or short sleeves

Only plain white t-shirts/undergarments may be worn under the shirts

Shirts and blouses are to be tucked in

**Navy Blue/White/Gray Sweater**

Cardigan or Crewneck without hoods

Vest

**Sweatshirts:**

Plain navy blue, gray or white

No hooded sweatshirts unless CCCS sport team related

An approved collared uniform shirt, blouse, or turtleneck is to be worn underneath a sweater or sweatshirt.

**Socks:**

Solid navy blue or white

Knee-hi, crew, or tights

No decoration, lace, or design

Navy blue leggings may be worn under the uniform

**Shoes:**

White or black Athletic Gym Shoes – Tie or Velcro (these must be worn for gym class)

Plain Brown, Black or Blue Supportive Closed-Toe Shoes– No flip-flops, gel shoes, or Crocs

Boots are for outdoor wear only

No Heelys

Shoe laces must be tied

Socks must be worn

**Uniform - Grades 6-8**

Khaki Skirts, Shorts or Skorts:

No ruffles

All skirts and skorts must be knee length

**\*\*Buy jumpers and skirts a little longer so they last through the year!**

Khaki Pants:

No leggings, corduroy, or cargo pants

Brown or black dress belt must be worn

Pants worn at waist, sized to fit, no extended length or width, no low riders

Khaki Walking Shorts:

No cargo shorts

Brown or black dress belt must be worn

Shorts worn at waist, sized to fit, no low riders

Suggested for when the temperature is forecasted to be over 70 degrees to ensure students are comfortable during outdoor recess

Girls may wear culottes or Capri pants instead of shorts during the shorts season only

Blouse/Shirt/Turtleneck:

Plain Navy Blue/White/Gray

Button down or polo with a collar

No decoration/lace/design/insignia

Long or short sleeves

Only plain white t-shirts/undergarments may be worn under the shirts

Shirts and blouses are to be tucked in

Navy Blue/White/Gray Sweater

Cardigan or Crewneck without hoods

Vest

Sweatshirts:

Plain navy blue, gray or white

No hooded sweatshirts unless CCCS sport team related

An approved collared uniform shirt, blouse, or turtleneck is to be worn underneath a sweater or sweatshirt.

Socks:

Solid khaki or white

Knee-hi, crew, or tights

Without decoration, lace, or design

Shoes:

Athletic Gym Shoes – Tie or Velcro (these must be worn for gym class)

Plain Brown or Black Supportive Closed-Toe Shoes – No flip-flops, Gel Shoes, or Crocs

Boots are for outdoor wear only

No Heelys

Shoe laces must be tied  
Socks must be worn

**Hair:**

Must be neat, out of student's eyes, natural color and not distracting  
Hair decorations must match the uniform

Boys – hair must be cut above eyebrows, earlobes, and shirt collar and facial hair must be clean shaven

**Acceptable Jewelry**

Simple stud earrings for pierced ears and wristwatches

**Appearance:**

No necklaces or bracelets (unless Medical or Religious Medals)  
Make-up and colored fingernail polish are not permitted

**Personal Hygiene:**

Students feel good about themselves when they arrive at school well-groomed, clean, and refreshed.

Clean clothes, bodies, and a good breakfast allow children to concentrate on school and its happenings, rather than on concern for how they look and feel due to a lack of good personal hygiene or grooming habits.

**Non-Uniform Days**

Parents are always notified via written communication from the school

Unless specifically stated – PJ bottoms or wind pants are not allowed

Socks are required

Fingernail polish and non-excessive jewelry is allowed

Safety concerns warrant simple stud earrings for pierced ears as the only acceptable earrings

Dress code includes:

Shirts with sleeves; nothing offensive/inappropriate may appear on the shirt

Shirts must be long enough to be tucked in but do not have to be tucked in

Skirts, pants, walking shorts must fit

No extended length or width

No low riders

**Physical Education****Grades K-5**

K-5 students may wear their regular school uniform to gym class

Plain navy blue sweatpants or shorts, and a plain or school emblem white or gray t-shirt

Students must wear gym shoes for physical education classes.

**Grades 6-8**

Students must change into gym clothes for physical education classes.

Uniform consists of plain navy blue or gray sweatpants or shorts, and a plain or school emblem navy blue or gray t-shirt

Students must wear gym shoes for physical education classes.

**Collection of Money**

Only the school principal may authorize the collection of money from students, parents or faculty. The principal will provide written notice of authorization to parents in each case that a collection is approved. Appropriate purposes include lunch, class trips, and special collections; e.g., aid for disaster victims. Collection of money from staff members, students, or parents is not permitted. All pledge endorsements or requests for funds in any form or manner must be approved by the school principal.

**Communications**

There are times when family situations or circumstances are troubling to a student. Parents should be conscious that this can and often does affect a student's academic performance and behavior. Please keep teachers informed by sharing the situation with them so they can help your child through difficult times. Such communication will be treated confidentially.

Items of information and interest are periodically sent home. A newsletter and calendar are typically published once a week. Please read the newsletter thoroughly and save the calendar for pertinent information.

Any parent or group wishing to have something distributed to students or parents must bring it to the school office for approval. Approved items will be placed in the teachers' mailboxes for their distribution. The principal must receive a copy of the final version of whatever is intended to be distributed two days prior.

**Conferences**

Parent-Student-Teacher Conferences are held twice annually. Please reference the school calendar for dates and dismissal times. Appointments for conferences are set up by the teachers, and notices are sent home with your child.

Parents wishing to confer with a teacher at any other time may set up appointments by sending the teacher a note or calling the school office.

If you have questions or concerns about what is occurring in your child's classroom, please contact his/her teacher. There may be instances when differences of opinion occur among parent, student, and teacher. When this happens, the matter should be addressed with a special conference, which would include the parent, student, and teacher. When questions or concerns are not resolved with the teacher, then it is appropriate to contact the principal.

**Custodial/Non-Custodial Parents**

Both parents are normally custodial parents entitled to equal say in the care, custody and control of their children, unless there is a court order modifying that status.

It is the parent's responsibility to supply the court order to the school. If more than one court order is surrendered to the school, the most recent one will be honored.

(1) A parent with joint custodial rights or legal guardian has the right of access to student

records, and has the right to participate in important decisions.

- (2) A joint custodial parent has the exclusive right to give day-to-day routine directions concerning a student while the student resides with that parent.
- (3) A non-custodial parent will not be allowed to give directions regarding a student, and will not be given access to student records without the consent of the custodial parent.

**Daily Schedule**

- 8:15 a.m. 1st bell
- 8:20 a.m. Morning classes begin with Chapel
- 8:15 a.m. Morning preschool begins
- 11:15 a.m. Morning preschool dismissal
- 11:10 a.m. Kindergarten dismissal, morning session  
Lunch / noon recess begins
- 12:15 p.m. Afternoon kindergarten begins
- 12:15 p.m. Afternoon pre-school begins
- 3:15 p.m. Afternoon preschool dismissed
- 3:10 p.m. Afternoon K - 8 bus riders are dismissed
- 3:15 p.m. K-8 car poolers are dismissed

Staggered Lunch Schedule for Grades 1-8

Grade:	Lunch:	Recess begins:	Classes Resume:
Grade 1	11:20	11:40	12:00
Grade 2	11:20	11:40	12:00
Grade 3	11:20	11:40	12:00
Grade 4	11:40	12:00	12:20
Grade 5	11:40	12:00	12:20
Grade 6-8	12:00	12:20	12:40

Children should not arrive before 8:10 a.m. or 12:05 p.m. for afternoon kindergarten. Children must be picked up and signed out in the school office if they are picked up more than 10 minutes late.

**On half days of school, dismissal will be at 11:30 a.m.**

Children must be picked up and signed out in the school office if they are picked up more than 10 minutes late.

On half days of school, dismissal will be at 11:30 a.m.

## Electronic Devices

To maintain an environment that is supportive of learning and to safeguard valuable belongings, electronic devices are not allowed on premises during the school day. This includes cellular phones, pagers, and electronic games. For special circumstances please see the principal.

## Field Trips

Field trips sponsored by the school foster education and social development. The school requires written consent of parents/guardians before a student will be permitted to go on a field trip. A consent form will be sent home prior to the field trip, and should be signed and returned promptly.

The consent form will include a description of the trip, its date and time, the name of the person in charge, cost, and mode of transportation. **Students will not be allowed to attend a field trip without a signed consent form.**

In some instances, we rely on parent drivers. The school will verify that drivers have a good driving record and are licensed by the state.

## Film Policy

All films viewed by children must be rated “G” by the Motion Picture Association and/or age appropriate – with relevance to classroom studies. Films that are used for entertainment purposes are reserved for special occasions, are not shown on a regular basis, and must be approved by the principal. Parents will receive adequate notice regarding movies being shown and the academic rationale.

## Fire Drills, Tornado Drills, Lockdowns and Evacuations

To ensure student safety, tornado drills, fire drills and other safety drills are conducted throughout the school year.

## Head Lice

If you do not have information about head lice, what it is, and how it is contracted by children, please pick up information from the school office or Ottawa County Health Department. Head lice is highly contagious.

If a child has head lice or nits, his/her parents/guardian will be contacted to pick up him/her. Your family physician, local health department, or pharmacist should be consulted regarding treatment. No student will be re-admitted to school until his/her scalp is completely nit-free and lice-free.

When head lice or nits are discovered, each child in the affected classroom will be checked. Other members of the family attending Holland Area Catholic Schools will also be checked.

If head lice and/or nits are found on students in more than one classroom, all school children will be checked by trained, competent individuals.

## Health Services

The Ottawa County Health Department in conjunction with the Ottawa Area Intermediate School District provides vision and hearing screenings and advises school staff as needed. Parent volunteers who are health care workers also assist us in many ways on an as needed basis.

## Homework

Homework is given by teachers to reinforce concepts that have been learned or to extend or deepen knowledge. It is also a valuable practice in the development of responsibility and the exercise of initiative. The parent's role is primarily that of insuring a suitable place for study and helping your child decide the best time for study. Finally, parental direction is needed to help your child maintain a study plan and to make sure that homework is completed.

If the child encounters difficulty in doing the assigned work or if the length of time required to do the work is causing frustration, the parent should contact the teacher and explain the problem being observed. In this way, both teacher and student can begin to look for a viable solution to specific homework problems.

Students are responsible for preparation, input, and follow-up for every learning activity. Assignments provide basic reinforcement and /or challenging enrichment of the learning experience in the classroom. Students are expected to do a reasonable amount of homework regularly. Homework assignments will vary from day to day, but the following guidelines represent an average study time for most students.

Kindergarten	15 to 20 minutes daily
Grades 1 and 2	20 to 30 minutes daily
Grades 3 and 4	30 to 45 minutes daily
Grades 5 and 6	45 to 60 minutes daily
Grades 7 and 8	60 to 75 minutes daily

If your child consistently says he/she has no homework, please check with the teacher as homework is usually given each school night--Monday through Thursday. Homework is typically not assigned on weekends. Homework will not be assigned during holiday/vacation breaks. "Homework" is not to be confused with "unfinished" assignments which must be completed for the next school day. \*\*\*Occasionally, there will be special circumstances where homework for the middle school will be given on weekends.

## Hot Lunch

Children have the option of participating in the school's hot lunch program. Pertinent information and fees are sent home at the beginning of each school year. Families are encouraged to apply for free or reduced-cost lunches.

**Illness**

If a child is ill, he/she should remain at home. The Health Department suggests that a child who is well enough to be in school is well enough to participate in all school activities including recess and gym.

If a child becomes ill and needs to be sent home or if an injury occurs which requires medical attention, his/her parent/guardian will be notified. If a parent/guardian cannot be reached, the person designated as an emergency contact will be notified. Minor cuts and scrapes will be treated by school personnel.

**Internet Access**

Access to the Internet is provided to students and staff at Corpus Christi Catholic School through our Regional Educational Media Center (REMC). Internet access is filtered to eliminate inappropriate material for school-aged children. The use of filters as well as consistent supervision while using Internet resources provides students with the opportunity to use these resources with reasonable safety.

Students and parents review and sign our Technology Usage Agreement documents at the beginning of each school year. These forms clarify the student's responsibility in the use of technological resources and the consequences of irresponsible use of those resources.

Parents who have concerns regarding the use of Internet resources at Corpus Christi are encouraged to discuss this with the Technology Coordinator.

**Library**

Each class will have a weekly library period. The librarian/media specialist and parent volunteer librarians instruct children in library skills, manners, and new books.

**Liturgy**

A liturgy prepared specifically for children is generally celebrated each Wednesday at 8:45 A.M. Children in grades 1 through 8 attend. When Holy Days of Obligation occur on a school day, children attend Mass together. All parents are invited to join students at Mass.

**Lost and Found**

A lost and found box is located in the school office. Items left longer than one semester will be donated to the St. Vincent de Paul Society.

**Medication/Medical Problems**

Please inform the school office if your child requires medication or special attention for a physical problem; e.g., seizures, allergies, and asthma. The medical procedure to be followed by school personnel should be put in writing and signed by a parent/guardian. To comply with Michigan law, the following procedures must be followed for dispensing medication.

- No school staff member may dispense medication of any kind, including non-prescription drugs such as aspirin, without written authorization from a parent/guardian.
- No student may take prescribed medication on school property without written authorization from both the student's doctor and parent/guardian.
- Any student needing to take medication of any kind at school should bring his/her medication and written authorization to the school office.
- All authorized medication must be taken in the presence of the principal or secretary on duty.

### **Multicultural Goals and Outcomes**

We intend to increase understandings within the school community that will enable us to coexist in the world with diverse people. We intend to develop the awareness of all people of our nation and our world as human beings with similar needs and aspirations. We desire to increase awareness that we coexist in an interdependent world and that we cannot ignore the problems faced by other people.

We intend that students will display a positive feeling of self-esteem and be aware of the characteristics of their own culture. They will respect others' cultures and extend this right to self-esteem to others. Students will observe the similarities and differences of individual cultures.

Students will identify different cultural groups in their community and the United States and be able to describe the similarities and differences of these groups. They will understand that different is not synonymous with deficient. Students will discuss stereotyped thinking and how it leads to prejudice. They will apply critical thinking skills to solve such problems in the school and community and consider how the process might extend to solving worldwide conflicts.

### **Parking**

The front of the school is reserved for buses. Parents are asked to park in the parking lot area to drop off and pick up students. Parents are asked to wait outside for their students unless of inclement weather.

The East entrance of the Corpus Christi Center is specifically reserved for pre-school parents to drop off and pick up children. Access to this entrance is on Beeline Road.

### **Rainbows for God's Children**

Corpus Christi Catholic School offers a support program for children experiencing the loss of a parent through death, divorce, or separation. Information regarding this program is available in the school office. Parental permission is required for children to participate in this program.

### **Religious Education**

Corpus Christi Catholic School children participate in the sacramental programs of their respective parishes. Preparation for First Holy Communion and Reconciliation occur in second grade. Preparation for Confirmation occurs in eighth grade. Reconciliation Services for grades 2 (depending on their preparedness) – 8, will occur during Lent. Classroom teachers assist families in sacramental preparation.

**Recess**

All students are to be outside (weather permitting) during the recess period each day. If a student is too ill to go outside for recess, they are generally too ill to be at school. Other instances of not being able to participate in recess may be due to injuries.

**School Organizations**

All organizations which involve students or exist to enhance the school's program and curriculum must be sponsored by the school and receive approval prior to their formation. The goals and activities of these organizations must be consistent with the teachings of the Roman Catholic Church and serve to advance the spiritual, academic, and/or social development of our students.

**Athletic Boosters**

The Athletic Boosters exists to enhance and improve the athletic programs at the school. Parents and guardians of children participating in athletic programs are encouraged and expected to become active members. Meetings are held monthly from August through May, and are open to the entire membership. Meetings are scheduled on the school calendar, usually once a month at the Corpus Christi Center.

A copy of the constitution and bylaws of the Corpus Christi Catholic School Athletic Boosters Association is available in the school office.

**Home and School Association**

The Home and School Association is a Catholic school organization, similar to a PTA in the public school system. The mission of this organization is to advance the academic and spiritual welfare of the students in the school through the coordinated efforts of parents/guardians, faculty, staff, administration, and students in a Christ-like atmosphere. Parents and guardians of students attending Corpus Christi Catholic School are automatically members and encouraged to become actively involved. Meetings are held monthly from August through May, and are open to the entire membership. Meetings are scheduled on the school calendar, usually on the first Monday of the month.

A copy of the constitution and bylaws of the Holland Area Catholic Schools Home and School Association is available in the school office.

**Clubs**

A school club primarily involves students and focuses on a specific program or activity; e.g., drama club. This type of organization must be sponsored by a teacher or parent/guardian, and approved annually by the principal. Written information describing each club's goals and activities will be provided to students and parents/guardians annually.

**Attendance/Preparedness**

Students should arrive to class on time and with the appropriate materials; those who do not will receive a conduct referral or loss of points, at the discretion of the teacher. Students with repeated tardies, uniform infractions, or lack of preparedness will be expected to serve a detention.

**Student Behavior/Expectations and the Aggressive Behavior and Consequences Rubric**

**We, the Corpus Christi Family,** believe that it is our responsibility to provide a safe and supportive environment for all by:

- Modeling the beliefs of our faith.
- Respecting our unique gifts, ideas, and abilities.
- Empowering students to be their own advocates by encouraging them to make good choices.

When disciplinary problems arise, the following procedures and/or the Rubric will be followed.

Minor difficulties will be settled between pupil and teacher.

- Teachers may discuss a problem situation with the principal, followed by a teacher/pupil discussion.
- Serious offenses will be referred to the rubric and the principal.
- Parents will be notified when serious offenses occur.
- A serious offense is determined by the teacher and/or the principal.

**Detentions**

If a detention is necessary, the student will be calling home to explain to parents why they received the detention. The student(s) will then take their detention to the principal for a signature. The student(s) will then return to class.

**Policies for Violation of Rules per Semester****Dress Code**

1st infraction: Dress Code Violation Form

2nd infraction: Detention

**Conduct Referral**

Examples are gum chewing, late arrival when switching classes, running in the halls and other minor infractions...

1st infraction: Conduct Referral

2nd infraction: Detention

Serious Infractions: Follow Aggressive Behavior and Consequences Rubric

All Dress Code Violation Forms, Conduct Referrals, and Aggressive Behavior Reports are to be signed by a parent/guardian and returned the next school day. If the student fails to have a notice signed, the consequence must still be served on the following day. In this situation, the parent will be contacted so appropriate arrangements may be made. If a consequence must be served before or after school, one day's notice will be given so that parents may be informed and arrangements made for transportation, childcare, etc. Students may not be excused from serving a detention due to a consequence. Participation in athletics and other extracurricular activities such as Lego Robotics, Science Olympiad, and other school related functions are dependent on students

following the school rules and guidelines regarding behavior and academics. As representatives of our school and keeping in mind his/her own self-respect, all students are held accountable by Ineligibility Guidelines.

Failure to serve the first assigned detention will result in a second detention being assigned. Two missed detentions will result in a parent/teacher/principal meeting.

**Serious Acts of Misconduct - \* See Aggressive Behavior and Consequences Rubric**

**\*\*Please click on the Aggressive Behavior and Consequences Rubric on our website to view this document electronically.**

In addition, at the discretion of a teacher or the principal, a detention will be given to those who do not comply with school policies and guidelines.

All students are expected to put forth their academic best in all subject areas.

Incomplete and/or late assignments or failing grades may lead to ineligibility.

All students are expected to follow the behavioral guidelines outlined in this handbook and to conduct themselves as stewards of our faith.

2 or more detentions during the extracurricular season may lead to ineligibility in any extracurricular activity.

\*\*\*See the Athletic Eligibility Guidelines on the website.

#### **Cheating/Plagiarism**

A student's signature on any assignment will be considered the student's statement that the work being submitted is his/her own. Students who plagiarize (borrow information without giving credit to their sources) will lose credit for the assignment in question and will receive a detention.

Students caught cheating on a quiz, test, or assignment will also lose credit for the assignment in question and will serve a detention. The parents or guardians of the student in question will also be contacted and a parent/teacher or parent/teacher/principal conference arranged.

In addition, at the discretion of a teacher or the principal, a detention will be given to those who do not comply with school policies and guidelines.

All Dress Code Violation Forms and Behavior Forms are to be signed by a parent/guardian and returned the next school day. If the student fails to have the notice signed, the consequence must still be served on the following day. In this situation, the parent will be contacted so appropriate arrangements may be made.

If the consequence must be served before or after school, one day's notice will be given so that parents may be informed and arrangements made for transportation, childcare, etc. Students may not be excused from serving detentions due to a consequence.

#### **Participation in Extracurricular Activities**

Participation in athletics and other extracurricular activities such as Lego Robotics, Science Olympiad, Chess, and Drama is dependent on students following the school rules and guidelines regarding behavior and academics. As representatives of our school and keeping in mind his/her own self-respect, all students are held accountable by Ineligibility Guidelines.

- All students are expected to put forth their academic best in all subject areas.
- Incomplete and/or late assignments or failing grades may lead to ineligibility.
- All students are expected to follow the behavioral guidelines outlined in this handbook and to conduct themselves as stewards of our faith.
- 2 or more detentions during the extracurricular season may lead to ineligibility.
- \*\*\*See the Athletic Eligibility Guidelines on the website.

### Playground Rules

Sessions:

- Grades 1-3 11:30-11:50
- Grades 4&5 11:55-12: 15
- Grades 6-8 12:20-12:40

A teacher will be outside at each recess session.

The Principal will be outside 2-3 days each week for all sessions.

Parent Supervisors will be outside to support the staff.

- The woods, pond, and the parking lot are off limits.
- Use playground equipment appropriately – no climbing on top of the blue monster piece.
- Good sportsmanship is expected at all times!
- Share and have fun!
- Respect other students and adults in words and actions:
  - No profanity, mean talk or rudeness is allowed.
  - No fighting, other forms of physical aggression or loss of self control.

\*\*Consequences are issued by staff – if a parent observes a problem it should be immediately reported to the staff person on duty.

Teacher decides whether:

- A 5 minute time out is needed.
  - If deemed more serious, the child/ren will be escorted to the office for further action.
  - The Rubric may be followed.
  - If a conduct referral or a detention will be given.
    - If a detention is given for a rule violation, the issuing teacher will cover the detention after school—3:15-3:45.
- OR
- Detentions may also be served in the form of a missed recess. The student will report to the Office after eating lunch.

### Student Dignity

Holland Area Catholic Schools expects all students to conduct themselves with dignity and respect for fellow students, faculty, and others. Holland Area Catholic Schools will not condone or allow harassment of others, whether engaged in by fellow students, teachers, administrators, or others having business with Holland Area Catholic Schools.

Sexual harassment includes:

- Making submission to unwelcome sexual advances, submission to request for sexual favors, or

submission to other verbal or physical conduct of a sexual nature a condition of any student's association with Corpus Christi Catholic School.

- Making submission to or rejection of such conduct the basis for discussions affecting any student.
- Creating an intimidating, hostile, or offensive school environment through such conduct.

Racial harassment includes:

- Making negative references to a person's cultural or racial background.
- Creating a hostile or offensive school environment through such conduct.

Other forms of harassment include:

- Any conduct which may reasonably be considered offensive to others.
- Any conduct which creates an intimidating or hostile school environment.

Any student who believes he/she has been subjected to harassment should report it immediately to the principal. If for some reason a student is uncomfortable discussing this with his/her principal, it may be discussed with a counselor, teacher, or administrator. If the complaint is against the principal, it should be reported to a counselor, teacher, Board of Education member, or pastor. Parents may report harassment on behalf of their child. If a student is accused of harassment, his/her parents will be notified and involved as deemed appropriate by the investigator.

Unless the complaint is against the principal, the principal will conduct an investigation immediately. If the complaint is against the principal, the Superintendent of Catholic Schools for the Diocese of Grand Rapids or his/her designee will conduct the investigation.

A complete copy of this policy as approved by the Board of Education is available in the school office.

## **Student Suspension and Expulsion**

Consideration must always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body.

### **Suspension**

Suspension is defined as a temporary dismissal of a student from school.

The following, though not an exhaustive list, are offenses, which may involve suspension.

- Four or more serious detentions in one semester
- Exhaustion of the Rubric
- Possession of a knife or other weapon
- Truancy
- Sexual, racial, or other forms of harassment

### **Procedures for Suspension:**

- Parents shall be notified directly of the suspension and must attend a conference with the

principal and involved staff members.

- In no instance shall a student be asked to leave the school and proceed home without prior notification to and consent of his/her parent.
- The duration of the suspension shall be determined by the principal.

### **Expulsion**

Expulsion is defined as the permanent dismissal of a student from school. The principal shall use every means available to discover the cause of the problems and should exhaust all appropriate measures such as referral to a guidance clinic, physician, or priest.

The following, though not an exhaustive list, are offenses, which may involve expulsion.

- Actions gravely detrimental to the moral and spiritual welfare of other pupils
- Assault, battery, or any threat of force or violence
- Open, persistent defiance of authority
- Continued willful disobedience
- Use, sale, or possession of narcotics on school premises
- Use, sale, or possession of alcoholic beverages on school premises
- Willful cutting, defacing, or otherwise injuring property in any way
- Habitual truancy as outlined by the Ottawa Area Intermediate School District Truancy Process
- Two or more suspensions in one semester

A complete copy of this policy as approved by the Board of Education is available in the school office.

### **Student Grievance Procedure**

A grievance is not a routine disciplinary matter, but rather a circumstance thought to be unjust or injurious, involving a consequent element of resentment. Most grievances can and should be settled between concerned individuals. Usually this would involve a meeting between the parents, teacher, and allegedly aggrieved student. As the situation requires, this process eventually may involve the principal. Matters that cannot be resolved or those of a serious nature should be brought to the Board of Education.

A complete copy of this policy as approved by the Board of Education is available in the school office.

### **Student Information**

At the beginning of the school year, parents are requested to provide family emergency information, which includes home address and phone number, employer and phone number, student information, medical information, and emergency contacts. Please notify the office of any changes to this information during the school year. This information form is used continuously throughout the year.

**Telephone**

Students are not allowed to use school telephones for non-school related business. Please help your child make personal arrangements outside of the school day.

**Transportation**

If students meet the requirements for living distance from the school, they may ride the West Ottawa Public Schools' buses or the Corpus Christi Catholic School bus. Forms requesting busing are distributed to parents each spring by the school office, which then develops a busing schedule with the public school's and Corpus Christi Catholic School transportation departments. Busing schedules are posted at the school when they are completed and are usually available one week before school begins.

**Tuition**

Corpus Christi Catholic School Board of Education establishes a Tuition Schedule annually. The Finance Committee of the Board of Education determines the procedures and methods of collection and refund of tuition. This information is published in March of each year to coincide with registration for the following school year. Registration information also describes registration fees, tuition payment options, tuition assistance and scholarship grants, TRIP (Tuition Reduction Incentive Program), and bus fees.

If you leave the school prior to the end of the current year, issues of unpaid tuition and/or prepaid tuition will be referred to the Business Manager and Principal in accordance with Board of Education guidelines. TRIP credits, tuition assistance and scholarship grants are not refundable. TRIP credits are returned to the general TRIP fund or credited to another family at your request; tuition assistance and scholarship grants are returned to the respective tuition assistance and scholarship accounts..

**Visitors**

To provide a safe environment for our students and staff, all adult visitors, including parents, volunteers, parish staff members, and people attending workshops, must register in the school office upon entering the building. Visitors must sign in, indicating the date and purpose of their visit. This applies during school hours – 8:00 a.m. to 3:15 p.m.

**Volunteers – Family/School Service Hours**

Many exciting and important volunteer opportunities are available in the school. A Parent Participation Interest Survey will be distributed prior to the beginning of the school year. All families are expected to complete and return this form. The volunteer coordinator will match your skills and interests with the needs of the school. This program provides an opportunity for you to become actively involved in the education of our children. Corpus Christi Catholic School can not be successful without the active participation of all parents. To accomplish this, each school family will be required to provide 15 hours of service to the school. There are many ways to share your talents and time throughout the school year: by donating cookies, baked goods, paper products, and time to your child's classroom events, the Walkathon and other school-wide

special events. The partnership between home and school is crucial to our mission. Families not completing their 15 hours will be billed \$10 per hour of non-completed hours.

To protect our students, a background check is conducted on volunteers who work directly with students in unsupervised areas. VIRTUS training is required by all volunteers and staff work directly with students. The principal must approve any volunteer who works directly with students; e.g., classroom tutoring and assistance, publishing center, and coaches.

### **Wellness Policy Statement on Physical Activity and Nutrition**

Whereas, children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, Corpus Christi Catholic School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore, it is the policy of Corpus Christi Catholic School that:

- The school will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies.
- All students in preschool to 8<sup>th</sup> grade will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student

body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

- To the maximum extent practicable, Corpus Christi Catholic School will participate in available federal school meal programs (which may include the School Breakfast Program, National School Lunch Program [including after-school snacks], and Fruit and Vegetable Snack Program).
- Corpus Christi Catholic School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity; and it will establish linkages between health education and school meal programs, and with related community services.

## Faculty/Staff

Position	Name	Phone	E-Mail Address
Principal/Development Director / School Director	Joanne Jones	101	<a href="mailto:jswanjones@corpuschristischool.us">jswanjones@corpuschristischool.us</a>
Teacher	Mrs. Angela Schrofield	120	<a href="mailto:aschofie@corpuschristischool.us">aschofie@corpuschristischool.us</a>
Pre-school Teacher / Business Office / Ed. Director	Sharon Butzel Mrs. Amy Plackowski	122 126	<a href="mailto:sbutzel@corpuschristischool.us">sbutzel@corpuschristischool.us</a> <a href="mailto:aplackow@corpuschristischool.us">aplackow@corpuschristischool.us</a>
Administrative Assistant / Pre-school Aide / Daycare	Mrs. Deb Rios Mrs. Karen Brooks	109 113	<a href="mailto:drios@corpuschristischool.us">drios@corpuschristischool.us</a>
Development	Mrs. Karen Bush Monica	125	<a href="mailto:kbush@corpuschristischool.us">kbush@corpuschristischool.us</a>
Daycare Aide	Garcia	113	
Kindergarten	Mrs. Kateri Coffin	118	<a href="mailto:kcoffin@corpuschristischool.us">kcoffin@corpuschristischool.us</a>
Grade 1	Mrs. Marie Schuchardt	116	<a href="mailto:mschurcha@corpuschristischool.us">mschurcha@corpuschristischool.us</a>
Grade 2	Mrs. Karyn Rice	114	<a href="mailto:krice@corpuschristischool.us">krice@corpuschristischool.us</a>
Grade 3	Mr. Joe Amante	108	<a href="mailto:jamante@corpuschristischool.us">jamante@corpuschristischool.us</a>
Grade 4	Mrs. Elizabeth Peters	136	<a href="mailto:epeters@corpuschristischool.us">epeters@corpuschristischool.us</a>
Grade 5	Mrs. Joanne Ashley	135	<a href="mailto:jashley@corpuschristischool.us">jashley@corpuschristischool.us</a>
Grade 6	Miss. Abby Giroux	115	<a href="mailto:amgiroux@corpuschristischool.us">amgiroux@corpuschristischool.us</a>
Grade 7	Mrs. Megan Koster	106	<a href="mailto:Mkoster@corpuschristischool.us">Mkoster@corpuschristischool.us</a>
Grade 8	Mr. John Ostrowski	117	<a href="mailto:jostrows@corpuschristischool.us">jostrows@corpuschristischool.us</a>
Spanish	Miss. Sarah Butch	109	<a href="mailto:sbutch@corpuschristischool.us">sbutch@corpuschristischool.us</a>
Special Ed./Resource Room	Mrs. Amy Supple	119	<a href="mailto:asupple@corpuschristischool.us">asupple@corpuschristischool.us</a>
Physical Wellness	Mrs. Deb Sleeman	123	<a href="mailto:dsleeman@corpuschristischool.us">dsleeman@corpuschristischool.us</a>
Music/Band Director	Mrs. Gainforth	134	<a href="mailto:sgainfor@corpuschristischool.us">sgainfor@corpuschristischool.us</a>
Computer / Media Teacher	Mrs. Jane Greenman	110	<a href="mailto:jgreenma@corpuschristischool.us">jgreenma@corpuschristischool.us</a>
Art Teacher	Mrs. Cynthia Feters	112	<a href="mailto:cfeters@corpuschristischool.us">cfeters@corpuschristischool.us</a>

## APPENDICES

<b>Board of Education Members</b>	<b>Position</b>	<b>Appointed by</b>
Martha Bischoff	President	Our Lady of the Lake
Jessica Cook	Vice-President	St. Francis de Sales
Eric Asselin	Treasurer	Our Lady of the Lake
Brad Everest	Secretary	Our Lady of the Lake
Kevin McDowell		Our Lady of the Lake
Joe Soto		Our Lady of the Lake
Mike VandenElzen		St. Francis de Sales
Lisa Altamira		St. Francis de Sales
Ann Hubbard		Our Lady of the Lake

<b>Council of Pastors Members</b>		
Father Charlie Brown	Pastor, SFD	(voting)
Father Charlie Hall	Pastor, OLL	(voting)
Martha Bischoff	President, Board of Education	(non-voting)
Joanne Jones	Principal	(non-voting)

<b>Home and School Association Officers</b>	
Pam O'Brien	President
Esmeralda Garza	Vice-President
Michelle Jensen	Treasurer
Carol Quinn	Secretary

<b>Athletic Boosters Association Officers</b>	
David Cook	President
Jon Brown	Vice-President
Kelly VanderSchoor	Treasurer
Jennifer Ware	Secretary
Julia Arrendondo	Athletic Director

September 2009