

# PARENT/STUDENT HANDBOOK

*“ Corpus Christi Catholic School welcomes all children; enriches their knowledge, nurtures their faith, and builds their character in a Catholic Christian environment.”*



**2020-2021  
SCHOOL YEAR**

<http://www.corpuschristischool.us>

Corpus Christi Catholic School  
12100 Quincy Street  
Holland, Michigan 49424

616-796-2300

**FROM THE PRINCIPAL**

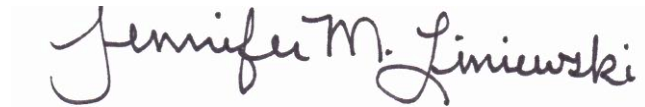
Dear Parents,

The entire Corpus Christi Catholic School community welcomes the opportunity to work and pray with you and your children. Our staff is dedicated to delivering a rigorous faith-based education and serving the needs of individual learners.

The purpose of this handbook is to familiarize you and your children with our school policies and operating procedures, as well as our Catholic response to matters of discipline. Please read the entire handbook and keep it in a safe place so you can refer to it when necessary.

We join you in your commitment to provide a Catholic education for your children. We ask that all members of our community follow and uphold the guidelines and procedures of this handbook.

We are the Body of Christ.

A handwritten signature in black ink that reads "Jennifer M. Liniewski". The signature is written in a cursive style with a large initial "J" and "L".

Jennifer Liniewski

Principal

## Mission Statement

Corpus Christi Catholic School welcomes all children; enriches their knowledge, nurtures their faith, and builds their character in a Catholic Christian environment.

## 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:*

Students will know the Catholic faith and practices values found in the gospel message.

#### *Curriculum:*

Students will demonstrate 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*

Students will accept responsibility for self and be accepting of others.

#### *Communication*

Students will communicate effectively with a variety of audiences using a variety of skills.

#### *Flexibility*

Students will work well independently or collaboratively as the situation requires.

#### *Ethics*

Students will be ethical decision-makers, demonstrating the ability to think critically and to creatively solve problems.

#### *Lifelong Learner*

Students will become self-directed learners, able to access information and resources needed to adapt to a changing world.

### *Stewardship*

Students will appreciate all of God's creation by being community stewards who give time, talent, and treasure to improve the welfare of others and the quality of life for all.

Diocese of Grand Rapids, Office of Catholic Schools

## **Attendance Policy**

### **Absence**

Please call the school office (616-796-2300) **each day** that your child is absent from school indicating the reason for the absence, and if your child is ill, the specifics of the illness or symptoms as we need to fill out a health report for Ottawa County each week.

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, 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, Special Person/Grandparents Day, Kinder parade, the Fourth Grade Songfest, PATH, 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.

### **Before and After School Care**

Those students in Pre-K, who need before and/or after school care, must be registered in our extended daycare program. K-8 students are welcome to participate in our before school Open Gym/ Library which are faculty supervised Monday-Friday from 7:30am-8:00am. Classroom hallways are accessible to students/parents after 8:00am.

Before School Care for preschool children is available 7:30-8:10 a.m. in the preschool room.

After School Care is available for children preschool-Grade 8 from 3:30-6:00 p.m.

After school care and all preschool programs are licensed through the State of Michigan's Licensing and Regulatory Affairs; therefore, families must register and complete the required paperwork **before** using these programs. There is a \$25 registration fee and an hourly charge for each child (\$4/scheduled hour and \$6/drop-in hour).

Please contact Amy Plackowski for more information or questions.

[amyplackowski@dogrschools.org](mailto:amyplackowski@dogrschools.org) 616-796-2320

### **Tardiness**

Parents are responsible for ensuring that their child arrives at school in time for the first bell at 8:10am. Students are considered tardy after the second bell at 8:15am.

**Students who come to school after 8:30am, must report directly to the office to be signed in.**

### **Departures 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 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 well in advance if you wish to provide birthday treats for the class. Visits by entertainers, balloons, and elaborate celebrations are not permitted. Red or purple colored drinks are not allowed.

For whole class luncheon treats (ie. pizza), please also notify the school office in advance in order that we may adjust the hot lunch order.

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

The Board of Education and the Council of Pastors share responsibility for the direction of Corpus Christi Catholic School.

The Board of Education has a minimum of nine members and will not exceed seventeen Directors. Parents make up no more than 40% of membership, with alumni, leaders within the civic, business, and professional communities, and parishioners of the sponsoring parishes filling the remainder of the membership. 90% of the Board shall be practicing Catholics in good standing with the Church.

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 third Tuesday of each month, August through June from 6:30pm-8:00pm in the forum at Corpus Christi. Meetings will be noted on the school website calendar. All meetings are open to parishioners, parents, and guardians of children attending Corpus Christi Catholic School.

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 to better serve the school community. These may include but are not limited to parent surveys and focus groups.

## **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. **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. Please note that any last-minute transportation changes should be called into the school office (616-796-2300) **prior to 3:15pm** as teachers may not be able to check phone or email messages at the end of the day.

## Classroom Observations

Parents may request to observe their children's classroom. Please notify the school office so that a time/day can be arranged with the classroom 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 media (radio/television/internet) will announce emergency closings. Parents are asked to join our [www.remind.com](http://www.remind.com) group to be notified via text or email regarding emergencies or school 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 due to weather conditions, 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. A text alert will be sent out on [www.remind.com](http://www.remind.com) for all parents registered on that app.

The school office continuously monitors weather advisories. If students are in school when a tornado watch or thunderstorm warning is issued, 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 media (radio/television/internet) when severe weather forces school cancellations.

## 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 initiated by 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

Communications with teachers or students during the school day are made through the school office so that classroom activities are not disturbed. Teachers will make every effort to respond to parents' emails within a 24-hour period.

It is important that students come prepared to school. It is the responsibility of the student and parent/s to see that the child has all assignments, books, and materials necessary daily. 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. When appropriate, 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 via Infinite Campus or REMIND texts/emails. A schoolwide newsletter is sent out weekly via email. A school calendar is typically published bi-monthly. Please read the newsletter thoroughly and save the calendar for pertinent information. Classroom teachers publish their updates in our Corpus Christi website.

Any parent or group wishing to have something distributed to students or parents must email it to the school office ([ccoffice@dogrschools.org](mailto:ccoffice@dogrschools.org)) by the end of the school day on Monday of each week for approval. Approved items will be sent electronically or if necessary, placed in the teachers' mailboxes for distribution. The administration must receive a copy of the final version of whatever is intended to be distributed.

## Conferences

Parent-Student-Teacher Conferences are held twice annually. Fall conferences are mandatory. Appointments for conferences are set up by the teachers, and notices are sent home with your



child. Winter conferences are held at the request of the teacher or parent. Please reference the school calendar for conference dates.

Parents wishing to confer with a teacher at any other time may set up appointments by sending the teacher a note/e-mail 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 set up by the Academic Dean, which would include the parent, student, and teacher.

## **Custodial/Non-Custodial Parents**

Both parents are typically 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 guardianship 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.

## **Dress**

**Uniform Clothing and Appearance – Please read and follow guidelines for the appropriate area: (K-4, 5-8, Physical Education and Non-Uniform)**

### **Purpose of the Uniform**

The students at Corpus Christi Catholic School wear a uniform to foster the uniformity in appearance and to promote that learning is a daily focus, not a competition in fashion. The uniform policy stresses neatness and cleanliness.

Our uniform provider is **Educational Outfitters** at 2055 28<sup>th</sup> St. SE, Ste. 18, Grand Rapids, MI 49508 (phone# 616-245-4800; [www.educationaloutfitters.com/grand-rapids/](http://www.educationaloutfitters.com/grand-rapids/)).

**ALL STUDENTS ARE REQUIRED TO ATTEND SCHOOL IN UNIFORM, UNLESS OTHERWISE DESIGNATED BY THE SCHOOL. IT IS SUGGESTED THAT PARENTS**

**WRITE THEIR CHILD'S INITIALS ON THE TAGS OF THEIR UNIFORMS/COATS TO ENSURE THAT LOST ITEMS ARE RETURNED TO THEIR RIGHTFUL OWNER.**

### **Out of Uniform Day**

- Students may wear any clean and modest tops, bottoms and shoes. Pajama pants are not allowed. Inappropriate graphics or messages are NOT allowed.

### **Spirit Day**

- Students wear uniform bottoms with any Corpus Christi logo shirt or athletic shirt.

### **Fall/Spring Uniform**

- **Uniform shorts may be worn beginning the 2<sup>nd</sup> week of April and no later than the 2<sup>nd</sup> week of October.**
  - K-4 students may wear navy shorts or skorts instead of pants (Educational Outfitters).
  - 5-8 students may wear khaki shorts instead of pants (Educational Outfitters)

### **K-4 Gym Day**

- Students wear their regular school uniform to gym class and throughout the rest of the day. **K-4 only may wear gym shoes all day on gym days.**

### **5-8 Gym Day**

- Students change into plain navy sweatpants or shorts. Any Corpus Christi logo shirt or t-shirt may be worn (ex. Walk-a-thon t-shirts, Tenderfeet t-shirts, etc.) Students must wear gym shoes for physical education classes **only**; therefore, uniform shoes must be worn the rest of the day.

## **ALL STUDENTS**

### **Personal Hygiene and Appearance**

- At all times, students are expected to maintain an age appropriate, tidy, and modest appearance.
- Makeup and fingernail polish are not permitted.
- Hair must be kept neat, out of student's eyes, natural color and not distracting.
- Boys' hair must be cut above eyebrows, earlobes and shirt collar.
- 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 lack of good personal hygiene or grooming habits.

## **GRADES K-4**

### **Girls:**

- Bottoms

- Uniform skorts and jumpers - Plaid only (Educational Outfitters)
- All girls must have at least 1 uniform jumper for Mass Days
- Pants and shorts – Navy only (Education Outfitters)
- Navy skort, in lieu of navy shorts, are allowed prior to Oct. 15 and after April 15 only (Educational Outfitters)
- Tops
  - Polo, Oxford, Peter Pan blouse – White or Red only, long or short-sleeve (Educational Outfitters)
  - All students must have at least 1 logo uniform shirt for Field Trips and Mass Days
  - Sweater – Navy with Embroidered Logo only (Educational Outfitters)
  - Sweatshirt – Navy with Embroidered Logo only (Educational Outfitters)
- Accessories
  - Simple stud earrings for pierced ears
  - Wristwatch
  - Necklace – cross or religious medal only
  - Hair bows must match uniform colors
- Socks
  - Socks must be solid white, navy and red and cover ankle
  - Tights and leggings must be solid white, navy or red
- Shoes
  - Black, brown, or blue dress shoes or crossovers.
  - Gym shoes may be worn all day on gym days only.
- Belts - Optional
  - Black, brown, blue, or plaid (Educational Outfitters)
  -
- **FIELD TRIPS**-Unless the teacher has made an exception, please follow:
  - School Logo Polo Shirt required
  - Uniform pants, skirt or jumper
- **MASS DAY**
  - Plaid uniform jumper – all year
  - Logo shirt or Peter Pan blouse
  - Uniform shoes (No Gym shoes)
  - No ¼ zip jackets during Mass

**Optional for K-4 girls:**

  - Logo sweater (No sweatshirt)
  - Oxford – White or Lt. Blue only, long or short sleeve (Educational Outfitters)

**Boys:**

- Bottoms
  - Pants and shorts – Navy only (Educational Outfitters)

- Tops
    - Polo or Oxford– White or Red only, long or short-sleeve (Educational Outfitters)
    - Sweater – Navy with Embroidered Logo only (Educational Outfitters)
    - Sweatshirt – Navy with Embroidered Logo only (Educational Outfitters)
  - Accessories
    - Wristwatch
    - Necklace – cross or religious medal only
  - Socks
    - Socks must be solid white, navy or red and **MUST** cover ankle
  - Shoes
    - Black, brown, or blue dress shoes or crossovers.
    - Gym shoes may be worn all day on gym days only.
  - Belts - Optional
    - Black, brown or blue.
    -
  - **FIELD TRIPS**-Unless the teacher has made an exception, please follow:
    - Uniform pants (shorts allowed during fall/spring uniform code)
    - School Logo Polo Shirt required
  - **MASS DAY**
    - Uniform pants (No shorts)
    - Logo shirt
    - Uniform shoes (No Gym shoes)
    - No ¼ zip jackets during Mass
- Optional for boys**
- Oxford – White or Lt. Blue only, long or short sleeve (Educational Outfitters)
  - Plaid Tie (Educational Outfitters)
  - Logo sweater is optional (No sweatshirt)

## Grades 5-8

### Girls:

- Bottoms
  - Uniform skirts - Plaid or Khaki (Educational Outfitters)
  - All girls must have at least 1 plaid skirt for Mass Days
  - Pants and shorts – Khaki only (Education Outfitters)
- Tops
  - Polo– Navy or Green only, long or short-sleeve (Educational Outfitters)
  - Oxford – White or Lt. Blue only, long or short sleeve (Educational Outfitters)
  - All students must have at least 1 logo uniform shirt for Field Trips
  - Sweater – Navy with Embroidered Logo only (Educational Outfitters)

- Sweatshirt – Navy with Embroidered Logo only (Educational Outfitters)
- ¼ Zip Wicking Jacket with logo (Educational Outfitters) over school polo shirt.
  
- Accessories
  - Simple stud earrings for pierced ears
  - Wristwatch
  - Necklace – cross or religious medal only
  - Hair bows must match uniform colors
- Socks
  - Socks must be solid white, navy or hunter green and **MUST** cover ankle
  - Tights and leggings must be solid white, navy or hunter green
- Shoes
  - Solid black, brown, or blue dress shoes, crossovers or boat style shoes.
- Belts
  - Black, brown, blue or plaid (Educational Outfitters) must be worn each day.
- **FIELD TRIPS-** Unless the teacher has made an exception, please follow:
  - Uniform skirt/pants (shorts allowed during fall/spring uniform code)
  - School Logo Polo Shirt required
- **MASS DAY**
  - Plaid uniform skirt
  - White or blue oxford shirt
  - Logo sweater is optional (No sweatshirt)
  - Uniform shoes (No Gym shoes)
  - No ¼ zip jackets during Mass

**Boys:**

- Bottoms
  - Pants and shorts – Khaki only (Education Outfitters)
- Tops
  - Polo – Navy or Green only, long or short-sleeve (Educational Outfitters)
  - Oxford – White or Lt. Blue only, long or short sleeve (Educational Outfitters)
  - Sweater – Navy with Embroidered Logo only (Educational Outfitters)
  - Sweatshirt – Navy with Embroidered Logo only (Educational Outfitters)
  - ¼ Zip Wicking Jacket with logo (Educational Outfitters) over school polo shirt.
- Accessories
  - Wristwatch
  - Necklace – cross or religious medal only

- Socks
  - Socks must be white or navy and **MUST** cover ankle
- Shoes
  - Solid black, brown, or blue dress shoes, crossovers or boat style shoes.
- Belts
  - Black, brown or blue - must be worn each day.
- **FIELD TRIPS**-Unless the teacher has made an exception, please follow:
  - Uniform pants (Shorts allowed during summer uniform dates)
  - School Logo Polo Shirt
- **MASS DAY**
  - Uniform pants – all year
  - Oxford – White or Lt. Blue only, long or short sleeve (Educational Outfitters)
  - Plaid Tie (Educational Outfitters)
  - Logo sweater is optional (No sweatshirt)
  - Uniform shoes (No Gym shoes)
  - No ¼ zip jackets during Mass

### **Masks**

The following mask requirements are in place while region 2 of the state of Michigan is in phase 4 and phase 5 of the COVID-19 Michigan Safe Start Plan.

- For health and safety reasons brought on by the COVID-19 pandemic, all staff and students will wear a mask when entering the building and moving throughout commonly used areas (e.g. hallways, bathroom, chapel, etc.).
- Students in grades 5-8 will wear masks at all times except when eating or when deemed medically unable. Official documentation from the student's primary medical provider must be provided in order to opt out of wearing a mask during required circumstances.
- Students in grades K-4 are not required to wear masks when in their home classroom but are strongly recommended to do so. School staff will enforce parent preference in this matter.
- Masks must be made of a cloth material (cotton, linen, etc.), be a single color or simple pattern, and must cover the mouth and nose completely. Disposable level-one or basic-grade surgical masks may be used. No mesh, lace, or other visibly permeable materials may be used. Masks should be freshly laundered.
- Failure to wear a mask according to the above circumstances will result in parent communication and possible disciplinary action as determined necessary by school administration.

### **Electronic Devices**

To maintain an environment that is supportive of learning and to safeguard valuable belongings, personal electronic devices are not allowed on premises during the school day. This includes cellular phones, iPods, iPads 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.**

**Any parent/relative wanting to accompany a student on a field trip must have an approved Volunteer Background check, Virtus: Protecting God's Children training, and a completed Standards of Ministerial Behaviors form on file in the school office. These requirements are mandated by each Catholic school in the Diocese of Grand Rapids.**

## 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. Films viewed in 6-8 may be PG, and parents will be informed ahead of time.

## Fire Drills, Tornado Drills, Lockdowns and Evacuations

To ensure student safety, tornado drills, fire drills, and lockdown safety drills are conducted throughout the school year. All drills are reported to the State of Michigan and coordinated with our school safety officer.

## 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 are easily spread.

If a child has head lice or nits, his/her parents/guardian will be contacted. Your family physician, local health department, or pharmacist should be consulted regarding proper treatment. Before re-admittance to school, the student will be checked in the school office. Updated recommendations ask schools to not admit students with live lice still visible in the hair but allow students with only nits visible to return to school with periodic checking of the hair by the school office, and continued removal treatment at home.

When head lice or nits are discovered, each child in the affected classroom will be checked. Other members of the family attending Corpus Christi Catholic School 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 at Corpus Christi for certain grades during the

school year. If there is a concern regarding your child's vision or hearing results, you will be notified in writing from the Health Department and your child will be retested in a follow up screening.

## 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 ensuring 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. All students are expected to read or be read to each day.

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 middle school will be given on weekends.

## Hot Lunch

Children have the option of participating in the school's hot breakfast and lunch program provided by West Ottawa Public Schools Food Service. Parents need to register their children for lunch accounts at the following link. [wo-food.westottawa.net](http://wo-food.westottawa.net) This link allows parents to also put money on their student's account and apply for Free or Reduced meals. **Please note that Free and Reduced eligibility only lasts for one year and needs to be reapplied for each year.**

Failure to reapply results in being charged the full lunch costs until the application is approved. Costs incurred are not reimbursed by West Ottawa.



## **Illness**

If a child is ill, he/she should remain at home. We require that all children with a fever remain home until they are fever-free for a 24-hour period without the help of medication. 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 from school 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**

Internet access is provided to students and staff at Corpus Christi Catholic School. 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 Diocesan Acceptable Use 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 Principal.

## **Library**

Grades K-5 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 AM for students in grades K-8. Second through eighth graders rotate responsibility throughout the year for planning and leading the weekly Masses. When Holy Days of Obligation occur on a day other than Wednesday, the weekly Mass is planned for that day. A couple times a year, the students are bused over to either St. Francis de Sales or Our Lady of the Lake to participate in the Holy Day Mass being held at those parishes. Students' families and parishioners are welcome to attend our weekly Masses.

## **Lost and Found**

A lost and found table is located across from the Facility Office. If your child is missing an item, please check the table. 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, Academic Dean, or school administrative assistant 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 of 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**

Please enter the school parking lot by the entrance drive on the west end of the parking lot and exit out the east end drive. While we understand that people have busy schedules, we ask that you drive at a reasonable speed in the parking lot to ensure the safety of everyone.

The front of the school along the sidewalk is reserved for buses. Parents are asked to park in the parking lot area to drop off and pick up students. At the end of the school day, parents are asked to wait outside for their students to exit the building with their teacher. Students will not be released at the end of the day unless their teacher sees the child's parent or designated pick-up person.

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

**\*\*PLEASE SEE TRAFFIC FLOW PATTERN MAP IN APPENDIX**

## 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 with instruction being provided by the classroom teacher. Additional meetings and retreats are required by and occur at the respective parishes. Information for sacramental preparation will be distributed to parents as it is provided by each parish. Preparation for Confirmation occurs in eighth grade. Reconciliation Services for grades 2 (depending on their preparedness) – 8, will occur during Lent and Advent. Classroom teachers assist families in sacramental preparation.

## Recess

All students are to be outside (weather permitting) during the recess period each day. We believe that children need an opportunity to be outside and getting daily physical activity. 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. Please provide your child's teacher with a note from his/her physician if there is a need to stay indoors for the short-term while recovering from sickness.

## Schedule- Full Day

8:10 a.m.	1st bell
8:15 a.m.	Tardy bell
8:15 a.m.	Morning preschool begins
8:20 a.m.	Grades K-8 begin in the Chapel
11:15 a.m.	Morning preschool dismissal
11:15 a.m.	Recess for grades K-2
11:35 a.m.	Lunch for grades K-2
11:38 a.m.	Recess for grades 6-8
11:40 a.m.	Lunch for grades 3-5
11:58 a.m.	Lunch for grades 6-8
12:00 a.m.	Recess for grades 3-5
12:15 p.m.	Classes resume for grades K-8
12:15 p.m.	Afternoon pre-school begins
3:15 p.m.	Afternoon preschool dismissed
3:25 p.m.	K - 8 bus riders are dismissed
3:30 p.m.	K - 8 car riders are dismissed

## Schedule- Half Day

**On half days of school, dismissal will be at 11:30 a.m.** Children will be sent to Aftercare if their parent is more than 10 minutes late beyond the end of school and an aftercare fee will be applied.

## Schedule- Lunch

<b>Grade: Resume:</b>	<b>Lunch:</b>	<b>Recess begins:</b>	<b>Classes</b>
K-2	11:35 a.m.	11:15 a.m.	12:00 p.m.
Grade 3-5	11:40 a.m.	12:00 p.m.	12:20 p.m.
Grade 6-8	11:38 a.m.	11:58 a.m.	12:15 p.m.

## **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 Corpus Christi School.

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

### **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.

A copy of the constitution and bylaws of the Corpus Christi Catholic Home and School Association is available on the school website.

### **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.

## **Student Behavior/Expectations, 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.

### **Attendance/Preparedness**

Students with repeated tardies, uniform infractions, or lack of preparedness will be expected to serve a detention. This is done at the discretion of the teacher/academic dean/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. 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: Please see the Aggressive Behavior Rubric in the Appendix.**

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 Science Olympiad 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

At least two teachers will be outside at each recess session. Students are to report any injuries or behavior problems to the teachers on duty.

- 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, no other forms of physical aggression or loss of self-control.

Teacher decides whether:

- A 5-minute time out is needed.
- If deemed more serious, the student will be escorted to the office for further action.
- The Rubric may be followed.
- If a conduct referral or a detention is given.
  - If a detention is given for a rule violation, the issuing teacher will cover the detention after school—3:30-4:00
  - OR
  - Detentions may also be served in the form of a missed recess. The student will report to the Principal or Academic Dean.

## Student Dignity

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

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 common objects used or threatened as a weapon
- Truancy
- Sexual, racial, or other forms of harassment
- Disrespectful actions, comments, or behavior threatening the well-being and safety of students or staff

#### **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.
- Immediately following the suspension, notification in writing, with details, will be given to the parents. A copy will be kept on file in the school office.
- 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
- Possession of a weapon
- 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 the required distance from the school, they may ride the West Ottawa Public Schools' buses or the Corpus Christi Catholic School bus. Online busing registration forms are available each summer and are found at the following link:

<http://www.corpuschristischool.us/programs/bussing/>

Bus routes are scheduled by West Ottawa and the Corpus Christi bus driver. Once the schedules are complete, information will be sent to each registered family. Please note: There will not be West Ottawa bus service during Corpus Christi's first week of school due to West Ottawa starting school a week later. Those students who are affected by this please make other arrangements for transportation that week. The students riding the Corpus Christi bus will be picked up and/or dropped off beginning the first day of school.

If your transportation needs change during the school year from what was originally indicated on your registration form, please inform the bus driver and West Ottawa Transportation.

## 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 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.

## Visits by Parents/Volunteers

To provide a safe environment for our students and staff, all parents/volunteers must ring the doorbell to the left of the front doors in order to be admitted into the building during the school day hours of 8:30am – 3:30pm. Upon entering, the parent should register their presence by signing in at the podium in the entrance indicating the date and purpose of their visit. When

leaving the building, please indicate the time of departure.

## Volunteers

Many exciting and important volunteer opportunities are available in the school.

To protect our students, a Background Check is conducted on volunteers who attend field trips, help in classrooms as aides or planning parties, etc. VIRTUS' training, Background check and a signed Standards of Ministerial Behavior form is required by all volunteers and staff who work directly with students. **These requirements are mandated for every Catholic school in the diocese.** The principal must approve any volunteer who works directly with students; e.g., classroom tutoring and assistance, 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.

Name	Position	Phone Extension	Direct Dial	E-mail Name
Liniewski, Jennifer	Principal	2302	796-2302	<a href="mailto:jenniferLiniewski@dogrschools.org">jenniferLiniewski@dogrschools.org</a>
Hutzel, Sharon	Business Manager	2303	796-2303	<a href="mailto:shutzel@corpuschristischool.us">shutzel@corpuschristischool.us</a>
Supple, Amy	Academic Dean	2331	796-2331	<a href="mailto:amysupple@dogrschools.org">amysupple@dogrschools.org</a>
Bailey, Emma	2 <sup>nd</sup> Grade	2323	796-2323	<a href="mailto:emmabailey@dogrschools.org">emmabailey@dogrschools.org</a>
Bush, Karen	Facility Coordinator 5 <sup>th</sup> Grade/Middle School	2317	796-2317	<a href="mailto:karenbush@dogrschool.org">karenbush@dogrschool.org</a>
Butch, Sarah	Math	2314	796-2314	<a href="mailto:sarahbutch@dogrschools.org">sarahbutch@dogrschools.org</a>
Centilli, Michelle	3 <sup>rd</sup> Grade	2329	796-2329	<a href="mailto:michellecentilli@dogrschools.org">michellecentilli@dogrschools.org</a>
Covington, MC	RTI Literacy Specialist	2324		<a href="mailto:mccovington@dogrschools.org">mccovington@dogrschools.org</a>
Crimmins, Annette	4 <sup>th</sup> Grade	2332	796-2324	<a href="mailto:annetecrimmins@dogrschools.org">annetecrimmins@dogrschools.org</a>
Daycare (D-wing)	7 <sup>th</sup> grade/ Middle School	2330	796-2330	
Day, Chelsea	Science/Religion	2315	796-2315	<a href="mailto:chelseaday@dogrschools.org">chelseaday@dogrschools.org</a>
De Graw, Amber	Music/Band		796-2332	<a href="mailto:amberdegraw@dogrschools.org">amberdegraw@dogrschools.org</a>
Ellis, Katrina	Technology 6 <sup>th</sup> Grade/Middle School	2316	796-2316	<a href="mailto:katrinaellis@dogrschools.org">katrinaellis@dogrschools.org</a>
Garcia, Tracy	Religion/Language Arts/History Administrative Assistant	2313	796-2313	<a href="mailto:tracygarcia@dogrschools.org">tracygarcia@dogrschools.org</a>
Gomez, Maria	(Bilingual)	2300	796-2300	<a href="mailto:mariagomez@dogrschools.org">mariagomez@dogrschools.org</a>
Hernandez, Lourdes	K-8 Spanish	2322	796-2322	<a href="mailto:lourdeshernandez@dogrschools.org">lourdeshernandez@dogrschools.org</a>
Himebaugh, Tina	1 <sup>st</sup> Grade 8 <sup>th</sup> grade/Middle School	2310	796-2310	<a href="mailto:timahimebaugh@dogrschools.org">timahimebaugh@dogrschools.org</a>
Koster, Megan	Language Arts/Library	2312	796-2312	<a href="mailto:megankoster@dogrschools.org">megankoster@dogrschools.org</a>
Larsen, Allison	RTI Math Specialist	2324	796-2324	<a href="mailto:allisonlarsen@dogrschools.org">allisonlarsen@dogrschools.org</a>
Office Main Desk		2300	796-2300	<a href="mailto:ccoffice@dogrschools.org">ccoffice@dogrschools.org</a>
Patrick, Nancy	Kindergarten	2311	796-2300	<a href="mailto:nancypatrick@dogrschools.org">nancypatrick@dogrschools.org</a>
Plackowski, Amy	Preschool Director	2320	796-2311	<a href="mailto:amyplackowski@dogrschools.org">amyplackowski@dogrschools.org</a>
Sanders, Nicole	Art	2328	796-2328	
Sleeman, Deb	Physical Wellness	2307	796-2307	<a href="mailto:debsleeman@dogrschools.org">debsleeman@dogrschools.org</a>
Soltysiak, Angela	Preschool	2320	796-2320	<a href="mailto:meganswank@dogrschools.org">meganswank@dogrschools.org</a>
Valdez, Belem	K-8 Spanish	2321	796-2321	<a href="mailto:belemvaldez@dogrschools.org">belemvaldez@dogrschools.org</a>

APPENDICES

<b>Board of Education Members</b>	<b>Position</b>	<b>Appointed by</b>
Christopher DeSanctis	Chair	OLL
Kathy Spinelli	Vice Chair	SFDS
Chad Kasprzak	Treasurer	OLL
Kiely King	Secretary	SFDS
Paul Borum	Member	OLL
Katie Dishinger	Member	OLL
Erin Kasprzak	Member	OLL
Casey Kimes	Member	SFDS
Margie Kuhn	Member	SFDS
Kathy Spinelli	Member	SFDS
Carol Swart	Member	SFDS
Margaret Young	Member	OLL
Fr. Charlie Brown	Ex Officio	SFDS Pastor
Fr. Mike Cilibrise	Ex Officio	OLL Pastor
Jennifer Liniewski	Ex Officio	CCCS Principal
Amy Supple	Alt Ex Officio	CCCS Academic Dean

<b>Council of Pastors Members</b>		
Fr. Charlie Brown	Pastor, SFDS	
Fr. Mike Cilibrise	Pastor, OLL	
Christopher DeSanctis	President, Board of Education	
Jennifer Liniewski	CCCS Principal	

<b>Home and School Association Officers</b>	
Erin Kasprzak	President
OPEN	Vice-President
OPEN-INTERIM	Treasurer
Hughes, Karen	Secretary

<b>Athletic Boosters Association Officers</b>	
OPEN	President
OPEN	Vice-President
OPEN-INTERIM Asselin, Theresa	Treasurer
OPEN	Secretary
Alonzo Raul, Day Chelsea	Athletic Directors