

# CORPUS CHRISTI CATHOLIC SCHOOL

## Parent/Student Handbook

2020-2021



**CORPUS  
CHRISTI**  
CATHOLIC SCHOOL



1909 E. Lincoln Street  
Bloomington, IL 61701

309-662-3712  
309-663-9115 (fax)

[www.CorpusChristiSaints.org](http://www.CorpusChristiSaints.org)

**Circumstances may arise in which Corpus Christi Catholic School determines that changes are required in these guidelines and procedures. For this reason, Corpus Christi Catholic School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.**

## **Catholic School Statement of Purpose**

*From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom.*

### **The Religious Dimension of Education in a Catholic School**

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. We especially welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

*It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised.*

**Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.**

## **Corpus Christi Catholic School Mission Statement**

Corpus Christi Catholic School, founded in the living Catholic tradition, is committed to the spiritual, intellectual, physical, emotional and social growth of each child.

***Together, as the Body of Christ, we strive to grow in faith, knowledge and stewardship.***

### **Accreditation**

Corpus Christi Catholic School is accredited by the Illinois State Board of Education.

### **Parish Pastors and Administrators**

#### **Holy Trinity Church Pastor**

Fr. Jeffrey Stirniman

#### **St. Patrick Church of Merna Pastor**

Fr. Dustin Schultz

#### **St. Patrick Church of Merna Parochial Vicar**

Fr. Martin Mwongyera

#### **Principal Corpus Christi Catholic School**

Mrs. Adrienne Wilson

#### **Interim Assistant Principal Corpus Christi Catholic School**

Mrs. Molly Vogel

### **Faculty and Staff**

Mr. Jason Albrecht

Mrs. Jennifer Albrecht

Mrs. Mary Anderson

Dr. Kim Benkert

Mrs. Carolann Biegen

Mrs. Marilee Bracero

Mrs. Cindy Brown

Miss Leah Close

Ms. Amanda Connon

Mrs. Jennifer Coppersmith

Ms. Kara Cosand

Mrs. Emily Crawford

Mrs. Allison Duff

Mrs. MaryJo Flynn

Mrs. Kris Ghrer

Mr. Dave Gould

Mrs. Elizabeth Henry

Mrs. Becky Hester

Mrs. Kris Hinderks

Mrs. Jaci Hoeniges

Mr. Johnny Jamison

Mrs. Melissa Jorstad

Mrs. Dana Kessinger

Mrs. Laura Kiley

Mrs. Mary Kay Killian

Mrs. Peg Kuntz

Mrs. Carrie Lowry

Mrs. Cathy Luesing

Mrs. Kelly Matthew

Mrs. Linda McClure

Mrs. Jane McConnell

Mrs. Janel Morgan

Mrs. Cathy Naleway

Mrs. Stefanie Nelson

Mrs. Susan Nevius

Mrs. Meagan O'Brien

Mr. Pat O'Brien

Mrs. Pamela Overmier

Mrs. Natalie Perry

Mrs. Kelli Pfoff

Mrs. Sabrina Power

Mrs. Debra Rettig

Ms. Kelly Schanaberger

Mrs. Elisa Shanks

Mrs. Kelly Sims

Mrs. Mary Stratman

Mrs. Kelly Swanson

Mrs. Abby Whittington

Mrs. Michelle Zlatic

## **School Calendar**

Updated school calendar information is available on the school website, [www.CorpusChristiSaints.org](http://www.CorpusChristiSaints.org), and upon request from the school office.

## **Admission Policies**

Be proud of your school! The following are excerpts from the Illinois State Board of Education report concluding a study and visit to your school.

## **Compliance with Laws**

Corpus Christi Catholic School complies with all applicable federal and state laws.

## **Compliance with Non-Discrimination**

Corpus Christi Catholic School is in compliance with all Federal and State Non-Discrimination and Equal Opportunity Laws and Regulations regarding admissions and employment, as stated in Board of Education Policies of the Diocese of Peoria.

*Additional information regarding this policy can be found at the Catholic Dioceses of Peoria website: [www.cdop.org](http://www.cdop.org)*

## **Planning and Operation**

The Administration plans effectively through staff leadership teams and a five-year strategic plan which includes school goals and objectives.

## **Title IX**

Corpus Christi Catholic School is in compliance with the directives of Title IX of the Educational Amendment of 1972.

*Additional information regarding this policy can be found at the Catholic Dioceses of Peoria website: [www.cdop.org](http://www.cdop.org)*

### **Non-Discrimination in Admission Policies**

No student shall be refused admission to Catholic schools on the basis of race, color, gender, national or ethnic origin. Corpus Christi Catholic School shall admit students with special needs whenever possible. Students of religious denominations other than Catholic may be admitted according to local policy. The norms for the acceptance of non-Catholic students are developed in line with the basic mission of each school to provide a Catholic education for the children of the local parish(es). When non-Catholics or non-parishioners are accepted, care must be taken that room is left or provided on a timely basis for the Catholic students of the parish(es). Once non-parishioners or non-Catholics have been admitted, it is not permissible to exclude them to make room for parish children unless a written agreement signed at the time of their admittance clearly specifies that admittance is guaranteed for only one year. Catholic schools exist to educate students in the Catholic faith. Therefore, non-Catholic students must participate in the religion classes, liturgies, and prayer services scheduled during the school year. They must also satisfactorily pass all the course requirements of the school's religious education classes

*Additional information regarding this policy can be found at the Catholic Dioceses of Peoria website: [www.cdop.org](http://www.cdop.org)*

## **Admission Policies**

Pupils whose parents are participating members of Holy Trinity Church, Historic St. Patrick Church, St. Patrick Church of Merna, and St. Mary's Church in Downs may apply for admission to Corpus Christi Catholic School. Catholic and non-Catholic pupils whose parents are not participating members of the above listed churches may be accepted if space and facilities are available, regardless of race or religious affiliation.

If registration exceeds capacity the following priority will be used:

1. Holy Trinity Church, Historic St. Patrick's Church, St. Patrick Church of Merna, and St. Mary's Downs families with students **currently enrolled** in Corpus Christi Catholic School

2. Other members of Holy Trinity Church, Historic St. Patrick's Church, St. Patrick Church of Merna, or St. Mary's Downs
3. Other families with children enrolled in Corpus Christi Catholic School
4. Date of registration

Admission to school should normally be at the beginning of an education cycle at the start of the school year. Transfers may be required to have an applicant appraisal form filled out by their former school prior to acceptance. This appraisal is intended to ensure that the school can adequately meet the educational and social needs of each new student. **Prospective transferring students and their parents may complete an interview before acceptance is determined. All new transferring students will automatically be placed on probation and his/her progress reviewed on a regular basis.** Space availability, class size and information on the applicant appraisal form will be taken into consideration before final acceptance.

In all cases of transfer students, the basic position of the Catholic schools must be accepted: They are established primarily for the formation of students in preparation for their life as Catholic adults within a community inspired by faith.

If a student is withdrawn from Corpus Christi Catholic School because of philosophical or disciplinary reasons, re-admission is subject to the approval of the Pastor, Administrator and the Education Commission.

#### **Student Admission from Another School**

Any student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion shall not be admitted into an elementary or secondary school of the diocese without written permission from the Superintendent of Schools. International students cannot be admitted without a valid F-1, L-2, J-2, M-2, or G-4 visa.

Each school will follow local policies and procedures for admission. If an administrator believes that there is merit in admitting a student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion, the administrator shall obtain written approval from the school's pastor/canonical pastor prior to petitioning the Superintendent of Schools. The Superintendent will review all pertinent information, with consideration being given but not limited to the following:

- Nature and circumstances of the expulsion or withdrawal
- Attendance records
- Disciplinary records
- Academic records
- Counseling records

After reviewing all pertinent information, the Superintendent shall make a final decision regarding admission to the school. Admission will be granted on a case-by-case basis and only if enrollment is in the best interest of the school and the student. If permission is granted to the school to admit the student, the student shall be placed on probation for a period to be determined by the principal and not to exceed one semester.

#### **Parent Cooperation as a Condition of Enrollment**

The education of a student is a partnership between the parent/guardian and the school. The parent/guardian is expected to support the decisions of the people hired to administer the school and/or the diocesan system of schools. Just as the parent/guardian has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student(s) if the administration determines that the partnership with the parent/guardian is irretrievably broken.

#### **Permanent Dismissal of Students**

The permanent dismissal of a student from a Catholic school is a measure that shall be taken only when the school is not appropriate for a particular individual, or when the actions of a particular individual

fundamentally undermine the school's values, beliefs, purposes, or philosophy. The application of policies and procedures to particular cases is the province of the principal and the canonical pastor of the school. The Superintendent of Schools shall be consulted before any student is permanently dismissed from school. Policies delineating causes and procedures for permanent dismissal from the school shall be clearly stated in writing by the administrator. These causes and procedures for permanent dismissal are then presented to the pastor/canonical pastor for approval and promulgation.

**Admission Age**

Children admitted to a three-year-old preschool program shall be three years of age on or before September 1 of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before September 1. Students admitted to kindergarten shall be five years of age on or before September 1. Students entering first grade shall be six years of age on or before September 1 of the given school year. When the school's early childhood program combines preschool with extended child care, children may be admitted throughout the academic year on or after the date of their third birthday. In such cases, parents must acknowledge in writing that their child will remain in the early childhood program and will not be admitted to kindergarten until the child has attained the age of five years on or before September 1 of the given academic year. Exceptions to age requirements may be made only at the recommendation of the principal with the approval of the Superintendent of Schools. For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students.

It is expected that the admission ages defined by this policy will be followed. Any exceptions require the prior formal approval of the Superintendent of Schools. No exceptions will be considered without the recommendation of the administrator. Any request for an exception shall be made in writing to the Superintendent of Schools by the principal. The request shall include: 1. Name of child and parents of the child for whom the exception is being asked. 2. Reasons for exception. 3. Summaries of measures used to determine readiness level. 4. Recommendation of the administrator. The Superintendent of Schools will consider the judgment of the principal when granting exceptions. Therefore, the administrator retains the major responsibility for determining if a child younger than state regulation and/or diocesan policy allows may enter preschool, kindergarten or first grade in a particular school. Before deciding, the principal shall consider several facets of readiness: physical maturation including size, speech and motor skills; social maturity including behavior; language development; and mental age level.

**Tuition Policies**

Tuition amounts are reviewed annually by the Advisory Commission on Education and the Parish Finance Council using financial information provided by the Corpus Christi Catholic School Business Manager. Tuition amounts will be adjusted based on projected income and expenses and can change from year to year.

Tuition for families of Holy Trinity Church, St. Patrick Church of Merna, Historic St. Patrick's Church or St. Mary's of Downs:

**Corpus Christi Catholic School – Grades Kindergarten-8<sup>th</sup> for 2020-2021 School Year**

**Tuition and Commitment Fees:** \*A non-refundable family commitment fee of \$300 is due at time of registration. The commitment fee, per family, is deducted from the total family tuition. The registration fee and a completed financial agreement form are requirements for a student to participate in activities at Corpus Christi Catholic School. Families have the option of paying more than the required minimum \$300 to reduce monthly payments.

Tuition Costs-Kindergarten through 8 <sup>th</sup> grade	Your Cost (Before 4/15/20)	Your Cost (After 4/15/20)
1 <sup>st</sup> Child	\$4,850	\$5,000

<b>2<sup>nd</sup> Child</b>	\$3,700	\$3,700
<b>3<sup>rd</sup> Child</b>	\$2,195	\$2,195
<b>4<sup>th</sup> Child (or More)</b>	\$600	\$600
<b>Out of Parish Per Child</b>	\$7,600	\$7,600

**\* Tuition assistance is available.** As in the past, tuition assistance scholarship grants will be available for the 2020-2021 school year to students enrolled in/intending to enroll in grades **kindergarten through 8<sup>th</sup> grade**. All grants will be based on financial need objectively assessed. Any family that would like to apply for scholarships from the diocese or from our supporting parishes will need to follow the protocols listed by the diocese. Information about the grants is available on the diocesan website, [www.cdop.org](http://www.cdop.org). Parents are encouraged to apply online at <https://online.factsmgt.com/aid>. Please note the deadline for 2020-2021 tuition assistance applications will be April 15, 2020. Families of students currently receiving grants are reminded that all grants are for one year only, and anyone seeking to renew a grant for 2020-2021 must reapply. Notification of grant awards will be made by mid-April.

**Tuition for non-affiliated families:**

\$ 7,600 per child

The cost of educating a child at Corpus Christi Catholic School is only partially paid through tuition. The balance of the cost of educating students is paid by the parishes of Holy Trinity Church and St. Patrick Church of Merna. Parishioners with children enrolled at Corpus Christi Catholic School continue to have a financial responsibility to support the parish to the best of their ability. It is further expected that all Catholic families who are registered in Corpus Christi Catholic School attend Mass each Sunday and participate in the life of the parish.

In case of withdrawal, tuition is refunded on a pro-rated scale as follows: Tuition refund is based on full tuition payment from the beginning of the school year. Once the second trimester begins, a student's tuition would be refunded for half of the school year. Once the third trimester begins, no refund will be made for the student.

**Commitment Fee A \$300.00 family commitment fee is due at the time of registration. (non-refundable)**

**Financial Commitment Form**

A signed financial commitment form is required as part of the registration process for Corpus Christi Catholic School. The financial commitment form indicates the parent/guardian's intent for payment of tuition. Tuition is normally paid in 12 monthly installments starting in July and ending in June of the following year, to correspond with the school's budget cycle. Families who register for school after July will have their tuition cost prorated from the time of registration through the following June.

**Tuition Aid**

It is our goal that every family that practices the Catholic faith as a contributing member of our parishes and truly desires a Catholic education for their child will be provided one, regardless of their financial circumstances. Any family applying for financial aid using the FACTS application is automatically considered for the John Lancaster Spaulding Scholarship. The FACTS application must be completed and submitted by April 15, 2020 and is available on the diocesan website, [www.cdop.org](http://www.cdop.org).

## Preschool Class Options and Tuition (per month-based on 12 monthly payments)

Preschool Class	Hours	Days	Registered Parishioners	Non-Parishioner Families
3 Yr Old Half Day - 3 days	8:00 - 11:00	Monday, Wednesday, Friday	\$1840	\$2440
3Yr Old with pm childcare - 3 days	8:00 - 3:15	Monday - Friday	\$3370	\$3970
3 Yr Old Half Day - 5 days	8:00 - 11:00	Monday - Friday	\$3305	\$3905
3Yr Old with pm childcare - 5 days	8:00 - 3:15	Monday - Friday	\$5500	\$6400
4Yr Old Full Day - 3 days	8:00 - 3:15	Monday, Wednesday, Friday	\$3370	\$3970
4Yr Old Half Day - 5 days	8:00 - 11:00	Monday - Friday	\$3305	\$3905
4Yr Old Full Day - 5 days	8:00 - 3:15	Monday - Friday	\$5500	\$6400

### Non-Payment of Tuition

- Registration for the next school year will not be accepted unless the present year's tuition and fees are current.
- Report cards and transcripts cannot be released unless tuition and fees are paid in full.
- Delinquent accounts shall subject the student to dismissal.
- Students cannot participate in extra-curricular activities unless present year's tuition and fees are current.

### Parent Service Requirement - SCRIP

***All families are required to participate in the SCRIP program.*** Each family will be asked to purchase a minimum of \$750 in SCRIP each fiscal year ending June 30. Any family choosing not to participate in SCRIP will have the option of buying out of the program for \$250.00. Failure to meet the minimum purchase requirement, or participate in the buyout option, will result in withholding report cards/fall registration, with remaining balances being charged to the family's FACTS account for payment, not to exceed the \$250 buyout fee.

### Physical Exams

Illinois law requires that all students entering preschool, kindergarten and sixth grade must have a physical examination. Those students entering at any grade level from any other school district must also have a current health record on file. This examination must be completed within one year prior to entry. Only physicians licensed to practice medicine in all of its branches shall be responsible for the performance of the health (physical) examination and shall sign all report forms.

Out-of-state students attending an Illinois school must present a comparable health examination that was completed within one year prior to entry.

Physical and dental exam forms are available in the school office.

### Dental Exam

All students in kindergarten, Grade 2, and Grade 6 are required to have an oral health examination. Examinations must be performed by a licensed dentist. Each school must give notice of the dental examination requirement to the parents or guardians of the students at least 60 days prior to May 15 of

each school year. If a child fails to present proof of the required dental examination, the school may hold the child's report card

### **Vision Exam**

All students enrolling in kindergarten and any student enrolling for the first time in a private or parochial school are required to have an eye examination. The eye examination requirement does not apply to children enrolling in preschool. Before October 15th of the school year, each child to whom the eye examination requirement applies is required to present proof of an eye examination by a licensed optometrist or medical doctor who performs eye examinations. If a child fails to present proof of the required eye examination, the school may withhold the child's report card.

### **Immunizations**

Corpus Christi Catholic School complies with the directive set forth in **The School Code of Illinois** regarding immunization. Every child prior to entering Corpus Christi Catholic School shall present to the school proof of immunity against:

1. Diphtheria
2. Pertussis
3. Tetanus
4. Poliomyelitis
5. Measles - children entering any grade level after July 1993, will be required to show evidence of having received two doses of live measles virus vaccine, the first dose at least 12 months of age and the second dose no less than 1 month after the first.
6. Rubella
7. Mumps
8. Hepatitis B
9. Varicella (chickenpox) vaccination
10. Tdap (booster)

The chickenpox (varicella) vaccination is now a required immunization. Since 2002, children entering into any school-operated program for the first time at the kindergarten level and below will be required to show proof of having received one dose of the of the chickenpox vaccine on or after their first birthday. A physician can confirm past disease history-in lieu of vaccination-by having examined the infected child, documenting the parent's description of the child's history, or reviewing laboratory evidence.

**If a child does not submit proof at the time of registration of having had either the health examination or the immunizations as required, then the child shall be examined or receive the immunizations, as the case may be, and present proof by October 15. A schedule for the administration of the immunizations and a statement of the medical reasons causing the delay must be presented. Both the schedule and the statement being issued by the physician, registered nurse or local health department that will be responsible for administration of the remaining required immunizations must be signed by that healthcare provider.**

**If a child does not comply by October 15 of the current school year with the requirements of this subsection, then Corpus Christi Catholic School shall exclude that child from school until such time as the child presents proof of having had the health examination as required and presents proof of having received those required immunizations which are medically possible to receive immediately. This will be considered an unexcused absence for the student.**

### **Lead Screening**

Since January 1, 1993, it is a requirement that each parent or legal guardian of a child between the ages of 6 months through 6 years provide a statement from a licensed physician or health care provider that the child has been screened for lead poisoning.

## Attendance

According to State Law (School Code Chapter 122, Sec. 26-1) students should be in school every day that it is in session unless excused for valid reasons.

### School Day COVID

#### Schedule 2020-2021

Preschool AM Session 8:00 – 11:00

#### Preschool/K-8 All Day

Supervision 1 <sup>st</sup> -8 <sup>th</sup>	7:45-8:10 a.m.
Supervision PreK-K	8:00-8:20 a.m.
School begins 1 <sup>st</sup> -8 <sup>th</sup>	8:10 a.m.
School begins PreK-K	8:20 a.m.
Dismissal A-M	3:00-3:15 p.m.
Dismissal N-Z	3:15-3:30 p.m.
Early dismissal A-M	11:00-11:15 a.m.
Early dismissal N-Z	11:15-11:30 a.m.

**Students are not to arrive before 7:45. Students not picked up by 3:30, who are pre-registered for Treasures, will be sent to Treasures. Other students not picked up by 3:30 will be billed a supervision fee of \$10 per hour, with a minimum of a one-hour charge.**

## Early Dismissal Times

Unless otherwise noted/communicated, early dismissal will be at **11:30am**. Families with the last names A-M will pick students up from 11:00-11:15 am. Families with the last names N-Z will pick students up from 11:15-11:30 am. **Students not picked up by 11:45 will be billed a supervision fee of \$10 per hour, with a minimum of a one-hour charge.**

Any staff member may request that a student stay beyond the regular dismissal time. It is the student's responsibility to meet an after-school assignment and notify his/her parents. The teacher issuing the request must give prior approval for any exception. After-school responsibilities take precedence over personal commitments or athletics. Teachers in most cases are available before and after school to work with individuals or small groups of students.

## Early Release Days

**Corpus Christi will not be implementing early release days for the 2020-2021 due to COVID-19. We will resume our early release days during the 2021-2022 school year.**

## Absences

All absences are subject to verification. Parents should phone the office, 662-3712, between 7:45-8:15 a.m. to report a student absent.

Absences from school shall be noted on the student's permanent record even though the absence has been excused. Parents shall be notified in the event a student is sent home during the day or if classes are dismissed at other than the regularly scheduled time. If a student is given an out-of-school suspension it is considered unexcused. If they are serving an in-school suspension they are marked as present but excused and are responsible for completing school work while in the suspension. A student is considered truant if they have missed, without a valid excuse, five percent or more of the student attendance days within the past twelve months, irrespective of the academic year. The school shall develop a service plan for any student that has a chronic illness or medical condition that interferes with regular school attendance.

**The school discourages the removal of a student for vacations during days when school is in session. Due to COVID-19, students will self-quarantine after traveling to another country or to**

**another state that is experiencing COVID-19 outbreaks, as determined by the most current guidance from the Governor of Illinois, IDPH/ISBE, and CDC. Parents/students should inform schools immediately if they display COVID-19 symptoms during the self-quarantine period.**

Teachers are **not** responsible for preparing work for students who go on trips or vacations during the regular scheduled school year. If a trip is necessary, all teachers must be notified by parents in writing two weeks in advance. Report cards will not be issued before scheduled date.

### **Make-Up Work**

In cases of excused absences, the teacher will assign any make-up work required. (This does **not** apply to vacation absences.) **If a student is present before a test is to be given and absent the day of the test, the test will be taken the first day back**, unless other arrangements have been approved by school administration.

**It is the student's responsibility to ensure that all work is completed.** These assignments must be completed to turn in within a reasonable period of time. For example, if a student is absent two days, a student will have two days to complete and return the work. **Homework may be picked up in the school office between 2:45 and 3:30.**

Extended illnesses or absences due to accident should be brought to the attention of the teachers and the office as soon as possible. Documentation from a physician may be required.

### **Appointments**

Appointments during the school day are not encouraged:

An appointment during school hours should be brought to the attention of the office by a note or phone call from a parent/guardian. Students will not be called to the office until a parent arrives to pick them up. **Parent/guardians are required to sign the student out on the sign-out sheet in the office and be picked up in the school office. No one will be dismissed "at the door."**

**Parents must sign the student in when returning from appointments before students will be allowed to return to class.** Do not drop students off to enter the building without a parent/guardian coming inside to sign them back into school.

- Students who arrive after 9:45 a.m. will be considered absent for 1/2 day.
- Students who arrive after 12:45 p.m. will be considered absent for the day.
- Students in all programs **must be present by 10:00am to participate in games, practices, or other events.**

### **Tardiness**

Excessive tardiness is discouraged due to the disruption it causes in the classroom. The office keeps records of tardiness. **Students arriving past 8:10 will be tardy (grades 1-8). Students arriving past 8:20 will be tardy (PreK-K).** Parents must sign the student in at the school office before the student can go to class.

Out of concern for our students, excessive late arrivals will require a conference with school administration. If the problem persists, administration will seek the guidance of the local truant officer.

### **Dismissal during School Time**

Students **MUST** always have permission from the office before leaving school. A note from the parent or guardian must be presented to the school office before school except in cases of emergencies when parents request permission in person.

Students will not be sent home for any reason unless the parents or their designate on the emergency card have been notified and appear in person for the student.

### **After School Pick Up**

After school, the school staff is involved in meetings, conferences, in-services, or working with individuals or small groups of students. Because of these commitments, students must be picked up at the

scheduled dismissal time. Students who are not picked up will be brought to the office, and parents will be telephoned and asked to pick up their children. Students still at school 15 minutes past dismissal will be registered in the Treasures program, and families will be billed a minimum one hour charge.

### **Custody**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

### **Business**

#### **School Fees**

Fees must be paid to complete registration. This includes any outstanding fees (lost or damaged books, commitment fee, athletic fees, etc.).

#### **School Bus**

Bus transportation is not available to or from Corpus Christi Catholic School. We encourage families to work together to provide carpool options to assist families with transportation needs.

#### **Bus Evacuations**

Students will be taken through a bus evacuation drill at school on the first bus trip of the school year.

#### **Money Collections**

Money sent with your child for any purpose should be enclosed in an envelope and have the purpose stated on the envelope.

#### **Valuables**

Items of great value or large amounts of money should not be brought to school. If so, they are brought at the parent/student's risk. Precautions should be taken by leaving them in the office for safekeeping. The school is not responsible for lost or stolen items or money.

#### **Lunch**

Corpus Christi Catholic School serves hot lunch daily. Meals will be prepared on site. Menus will be posted to the school web site, and students will order lunch on a daily basis. The school strongly discourages fast food being brought in for lunch, and restaurant deliveries will not be accepted. Unless otherwise notified, meal and milk purchases are billed monthly through FACTS. Those with delinquent balances for 30 days will not be allowed to purchase hot lunches/milk until the balance is paid.

#### **Insurance**

A waiver of insurance form must be completed with registration. Students are automatically enrolled in the diocesan student accident coverage insurance plan. This allows additional secondary expenses to be covered through the diocesan accident coverage plan.

#### **Books**

Since books are expensive, and many are new, **all students will be required to keep their books covered** and to carry them to and from school in a protective bag. Students who do not take proper care of their books will be charged the cost of the book.

#### **Emergency Information**

Parents **must** ensure that the emergency information is accurately and completely filled out on FACTS. It must also remain current. In the event of an emergency, this information provides the school's only access to essential information.

### **Recess and Cooler Weather**

When weather turns colder, here are a few reminders regarding the winter dress code. Students wait before and after school outdoors. Please dress in warm coats, hats and gloves. Our policy regarding outside recess is as long as the **real feel** is above 20 degrees, students will go outside to play. Snow pants and snow boots should be labeled and brought in a bag daily. If there is snow and your child does not have snow pants and boots, he/she will remain in a specified area.

### **Phone**

**Students will not be permitted to use the school telephone except for emergency purposes.**

*Forgotten homework, p.e. clothes, lunch, etc. are not considered emergency situations.* Parents who need to communicate with staff members should call the office, requesting that calls be returned when staff members are available. Students will be called to the phone only in **EMERGENCIES**; and only messages of an **URGENT** nature will be delivered to students. Since interruptions are disruptive to entire classes, it is not possible to convey personal messages to students. ***We strongly request and appreciate your cooperation in this regard.***

### **OOPS Shelf**

We know that students will forget to bring a needed item to school from time to time, and parents are often kind enough to bring those items to school. To prevent frequent classroom disruptions, we ask that those items be left on the OOPS Shelf located in the **vestibule**. Students will be able to check the OOPS Shelf and retrieve items when appropriate during the school day.

### **Lockers**

**Students will not be utilizing lockers during the 2020-2021 school year due to COVID-19.**

### **Cell Phones and Smart Watches**

The use of cell phones and smart watches during the school day by students is prohibited. Students should not, while on school grounds, be using these devices between 7:45-3:30 unless given direct permission by staff. Disciplinary action will be taken if students are found to be using these devices for any purpose during the school day which is not teacher or administration directed. The school is not responsible for lost or damaged phones or smart watches.

### **Parent/Teacher Conferences**

**Parent/Teacher Conferences will be held virtually during the 2020-2021 school year due to COVID-19.**

Conferences are scheduled during the school year. For students in grades PreK-6 and for any new family in grades 7/8, families are required to participate in Fall Conferences. Conferences for returning students 7/8 are optional. Students may participate in conferences at either family or teacher request. The spring conference is optional for all and may be requested by a parent or teacher. If a parent desires a conference at any time, in addition to those scheduled, please telephone the office or send a note to the teacher requesting an appointment.

### **Communication**

The school website and FACTS will be the primary sources for communication with school families. If information is to be shared with families from other groups, i.e. School Club, it must receive prior approval from the school office.

In keeping with church principles of subsidiary, complaints should be solved at the lowest level whenever possible. Persons with concerns should first attempt to address the concern with the teacher. Only after such attempts have failed should the administration be contacted. If a parent wishes to communicate with a teacher, he/she is encouraged to make an appointment. Spontaneous visits to classrooms are discouraged. All faculty members may be contacted through school e-mail or a message left with the

office. Teachers will keep confidential information entrusted to them as long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

### **School Records**

Access to student records is controlled and limited to school administrator, counselors, teachers, and secretaries, according to their need. A parent or an eligible student has access to his/her own record. Such access shall be only by appointment and in the presence of an administrator. A hearing may be requested to challenge the contents of the student's records. This request must be made in writing to the administrator.

A cumulative folder shall be established for each child who enters school for the first time and should be retained permanently in the school. This folder shall contain a transcript, an academic testing record, a health form and an emergency sheet. A record of daily attendance shall be maintained in the local school office and these records shall be kept among the permanent records of the institution. In accordance with the Missing Children Records Act (325 ILCS 50/5), each school shall have a system in place to flag student record requests for any current or former student reported as a missing person by the Illinois State Police.

The following student records are considered to be permanent records, and must be retained for a minimum of 60 years after a student has transferred, graduated, or withdrawn from the school:

- Student name and address
- Parent (or legal guardian) name and address
- Certified copy of birth certificate
- Highest grade level attained
- Grades received in each subject area
- Attendance records
- Medical/immunization records
- Academic achievement test scores
- Results of federal/state constitution tests (for graduates of 8th grade and high school)

The following are considered student temporary records, and shall be retained no longer than their usefulness to the student and the school (generally, no longer than 5 years after a student graduates, transfers, or withdraws from the school):

- Family background information
- Psychological evaluations and test scores
- Personality test results
- Teacher or administrator notes/evaluations/comments
- Parent notes/comments
- Awards, recognitions, recommendations
- Disciplinary records

A standard attendance form for use in diocesan schools is available from the Office of Catholic Schools. Software programs may also be utilized for keeping attendance records. The Office of Catholic Schools can be consulted for software options.

### **Procedures for Compliance with Missing Children Record Act**

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's records

### **Record Transfer**

Transfer of records is accomplished directly with the receiving school. A form is available in the office to request records from another school. Copies of official transfer records are sent directly to the new school with parent(s)' signature for release. Records will not be transferred until all tuition, fees, and/or other obligations have been met.

Original records are to be retained in accordance with **The School Code of Illinois**.

### **Academic Instruction Curriculum**

The Diocesan curriculum guidelines, consistent with the Common Core State Standards and the State of Illinois standards, are followed for all subject areas. Corpus Christi Catholic School offers students opportunities for growth in: Religion, Reading, Math, English, Spelling, Social Studies, Science, Spanish, Art, Music, Physical Education and Computer Literacy. Diocesan guidelines are adhered to where possible with respect to recommended daily/weekly time allotment for each subject.

Corpus Christi Catholic School Curriculum guide is updated and reviewed on a regular basis so that each subject is reviewed and revised as necessary. The faculty and staff have worked diligently in recent years to weave the philosophy, special purposes and objectives into a productive educational package. A budget is provided for faculty in-service and workshops.

- The curriculum is well-rounded with high expectations in the academic and behavioral areas.
- Emphasis is placed on religion and values as a benchmark for daily living.
- Highlights: Computer instruction, outdoor education, band program, Spanish, science, spelling, geography, musicals, art and language, use of field trips and community resources. **Due to COVID-19, some of these may be suspended during the 2020-2021 school year.**
- We provide excellent enrichment programs such as Young Authors, Scholastic Bowl, chorus, band, and scouts.

### **Sacramental Preparation**

Along with classroom instruction and preparation, seventh and eighth graders are required to complete 12 service hours each year in preparation for Confirmation. Service hour specifications will be shared by the Religion teacher.

For all students preparing for sacraments, there are mandatory parent and/or child information meetings. Specifications will be shared by your homeroom teacher.

### **8<sup>th</sup> Grade Participation: CCHS Accelerated Program Requirements**

As an accommodation to Corpus Christi Catholic School, admissions are as follows.

#### **Honors Algebra**

1. "A" or "B" grades in core subjects.
2. "A" grades in math.
3. Take Central Catholic High School math entrance examination.
4. Score at or above the 90<sup>th</sup> percentile on the math entrance exam.

Students who are accepted into the Honors Algebra program must complete the proper forms and pay course fees set by CCHS. These course fees will be subtracted from tuition costs when enrolling as a 9<sup>th</sup> grader at Central Catholic High School. For students who continue their high school education at Central Catholic High School, the Algebra semester grade will be part of their permanent record and will count as a math credit but will not count in their GPA.

### **8<sup>th</sup> Grade Participation: Advanced Math Requirements**

Qualifications are as follows.

1. Must have qualified to sit and take the Central Catholic High School math entrance examination (either didn't pass or chose not to participate in Central's program)
2. Must be recommended by 8<sup>th</sup> grade math teacher.

Students who are accepted into the Advanced Math program will be taught Algebra 1 at a slower pace. In May, students will take the Algebra exam, and if passing with an 80% or higher score, will be able to participate in geometry when entering Central Catholic as a freshman. There is no guarantee entrance into geometry at Central and also no extra fee to take this class.

### **Corpus Christi Catholic School provides progress reports using a trimester calendar. Parents will have access to report cards through FACTS.**

The Diocese grading system for **Kindergarten** is as follows:

- + = Consistently achieving what is expected at this time
- ^ = The student is developing at the expectation
- NI = The student needs increased practice/reinforcement  
= Not evaluated this quarter (blank)
- P = Progress shown, but is below grade level
- \*\* = Unable to assess

The Diocese grading system for **Grades 1-2** is as follows:

- S+ = Exceeds basic requirements
- S = Satisfactory progress: Meets basic requirements
- S- = Having difficulty meeting basic requirements
- U = Unsatisfactory
- P = Makes sufficient progress for students' aptitude but below grade level

For **Grades 3-8** the grading system is as follows:

- |            |                       |
|------------|-----------------------|
| A = 94-100 | E = Effort            |
| B = 86-93  | F = Below 68          |
| C = 76-85  | I = Incomplete        |
| D = 68-75  | S = Alternate Grading |

### **Performance/Personal Development - The following code applies to grades 1-8:**

- + = Very Good
- SA = Satisfactory
- ^ = Showing Improvement
- NI = Needs Improvement
- U = Unsatisfactory
- \*\* = Unable to assess

### **Non-Promotion of Students**

When considering non-promotion, the emotional, social, physical, and academic development of the child will be taken into consideration. The final decision regarding retention will rest with the administration. Students who fail two or more subjects in the core curriculum (math, science, language, social studies, religion, reading, and spelling) will be considered for retention. The student may be asked to complete/attend summer school on a conditional placement.

## Physical Education

**Due to COVID-19, students will not be required to wear the prescribed gym uniforms in grades 6-8.**

## Testing Program

Grades Kindergarten - 8 are scheduled to take the NWEA MAP test three times a year. Parents will receive a copy of the test results. Students in 8<sup>th</sup> grade must pass the Illinois and U.S. Constitution tests to qualify for promotion to ninth grade.

## Special Services

Corpus Christi Catholic School shall admit students with exceptional needs whenever possible.

Corpus Christi Catholic School will consider the following guidelines when enrolling special needs students:

1. The goal of inclusion requires the cooperation of Corpus Christi Catholic School and the parents and the realization by both that circumstances and available resources may make inclusion (in whole or in part) of any particular student impossible.
2. When a student with special needs applies for enrollment, the administration and the parents/guardians should meet to define the student's special needs and the school's ability to meet those needs. This meeting might include a conference with the student.
3. In accordance with the procedure outlined in the Students with Exceptional Needs Guidance Document, an annual written agreement between the school and the student's family should be developed and discussed before the commencement of each academic year. This agreement should set forth specific educational goals and expectations of the student and the responsibilities of both the school and the student's family.
4. The annual agreement should specifically identify the extent of the need for a teacher's aide for the student, if so agreed. The cost of a teacher's aide might need to be borne in whole or part by the student and his/her family, with such public or private assistance as may be obtained. Failure to reach agreement on these points in advance of the academic year may result in the student not being allowed to enroll.
5. Any special arrangements for grading, promotion, and graduation should be described within the annual agreement.

If the administration determines that a referral to the local public school for evaluation is appropriate, Illinois State statutes require that public school districts must test and evaluate those students. Corpus Christi Catholic School uses the local public schools to conduct various parts of our student assessment program. The parent(s)/guardian **must sign** the consent for evaluation form(s) within ten (10) calendar days of the administration's notification. Guardian/parent cooperation is necessary if the student is to remain enrolled in Corpus Christi Catholic School.

If at any time during the academic year, the school does not have adequate resources to best serve the academic, behavioral, or social/emotional needs of a student, the student will be dismissed from Corpus Christi Catholic School to allow parents to seek alternative placement. In these cases, tuition will be prorated through the last date of student attendance.

## Counseling

Corpus Christi Catholic School provides a part-time comprehensive counseling program for students in PreK through 8<sup>th</sup> grade. The counselor will be facilitating various social/emotional lessons throughout the school year in the various grades that are age appropriate. Topics that are a part of the diocesan safe environment curriculum, being kind, resolving conflict, bullying, and respect are some examples of the lessons that will be taught. The counselor will work with children in small groups **either virtually or in classrooms**. Students will work on improving study skills, time management and peer interactions.

## Homework

Homework is a necessary and desirable part of schoolwork when it extends, supplements, or enriches classroom work. Pupils need to plan and prepare work beyond the classroom.

### **Parties and Treats**

Classroom parties are planned by teachers and room parents. Simple and healthy treats are recommended. Corpus Christi Catholic School is a peanut and tree nut free school. We strongly discourage parents from bringing peanuts and peanut/tree nut products into the school. Peanuts and peanut/tree nut products are not served by our school. **Due to COVID-19, any snacks that are brought in must be prepackaged and peanut/tree nut free.**

**Families should not plan to have birthday parties during the school day. Students may bring treats which can be shared without assistance or preparation. Non-food treats are encouraged.** Students may not distribute party invitations at school unless all students in the class are being invited to the party. Deliveries of flowers, balloons, etc. are discouraged, and will be held in the school office until the end of the school day.

### **Visitation**

**Due to COVID-19, we are asking families to refrain from visiting unless picking up/dropping off for appointments or emergency situations.**

### **Use of Videotape**

Students may be videotaped at any time. The school reserves the right to use video tapes at its discretion. For example, videotape may be used (but not limited) to evaluate student academic progress and/or behavior.

### **Field Trips**

**Due to COVID-19, there will be no field trips during the 2020-2021 school year.**

When field trips resume, permission forms including the educational purpose and parent signatures shall be required for students to attend any trip and shall be kept on file in the school office. **Students who do not return signed permission forms will not participate in the field trip. Phone permissions will not be accepted.**

Field trips are well planned and correlated to learning activities and approved by administration. The Peoria Diocese liability insurance plan does **not** cover vehicles of any kind. Students who are transported in a vehicle are covered under the vehicle owner's personal insurance. The Peoria Diocese policy mandates that volunteer drivers, must participate in an online safe driving program, provide proof of a valid driver's license and insurance. Chaperones are asked to provide transportation and assistance as directed by the teacher or administrator in charge of the trip. Chaperones are not to stop at other destinations or provide snacks/treats to students under their supervision unless directed to do so by the supervising teacher or administrator.

*Additional information regarding this policy can be found at the Catholic Dioceses of Peoria website: [www.cdop.org](http://www.cdop.org)*

**Dress Code  
2020-2021**

The students of Corpus Christi Catholic School have the honor of wearing a uniform to school. The uniform is an outward sign to the community that signifies how highly valued education is to the parents and students of our school. Students should wear the uniform with pride and respect. Thank you for your support.

Uniforms may be purchased at Lands' End, The Dwelling Place in Normal or local department stores. If you are not sure whether or not an item meets the dress code, please compare the item with those shown on the Lands' End dress code web page, or bring the item to the school office for approval.

Students should come to school in uniforms that are clean, fit appropriately, and follow the dress code guidelines. Students should keep their shirts tucked in and their skirts at an appropriate length. Sweatshirts are **not** considered part of the school uniform. **If shopping somewhere other than Lands' End, and you are not sure if an item is acceptable or not, please compare it to the items shown on our Lands' End dress code inventory. If it does not compare to those items, more than likely it does not meet the dress code requirements.** Teachers will notify parents of those students who are out of dress code. Interpretation of the dress code and additional non-listed issues are left up to the discretion of the principal.

***While no brand name labels or logos should be visible on uniforms, there are several items that can be worn with our school logo. Those items are shown on the Lands' End page for our school.*** The school number for Corpus Christi Catholic School is **900166489**. Our school receives a rebate for orders placed using this number. In addition, families can purchase Lands' End SCRIP cards, which also benefits our school. Parents can request emails from Lands' End noting promotions and discounts.

The fleece pullover and the full zip fleece jacket are only available through Lands' End, and can be ordered at any time.

	<b>Girls</b>	<b>Boys</b>
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<p style="text-align: center;"><b>shirts</b></p>	<p>Solid white, navy or light blue, oxford or polo style with plain collar and no visible logos, decorations, or designs; <b>ONLY acceptable logo is the Corpus Christi Catholic School logo available from Lands' End</b></p> <p>short or long sleeves</p> <p>Solid gray polo, only available through Lands' End</p> <p>Optional: Plain <u>white</u> t-shirt/undershirt may be worn underneath blouses and shirts</p> <p>Sweaters- plain navy blue, closed-knit, buttoned cardigan or pullover Styles: V-neck or Crew neck</p> <p>Sleeveless sweater vest – navy blue; V-neck pullover; closed-knit</p> <p>CCCS fleece – purchased through Lands' End</p>	<p>Solid white, navy or light blue, oxford or polo style with plain collar and no visible logos, decorations, or designs; <b>ONLY acceptable logo is the Corpus Christi Catholic School logo available from Lands' End</b></p> <p>short or long sleeves</p> <p>Solid gray polo, only available through Lands' End</p> <p>Optional: Same as Girls</p>
<p style="text-align: center;"><b>Jumper, Skirt, Skort</b></p>	<p>Plaid uniform jumper, skirt, or skort.</p> <ul style="list-style-type: none"> <li>▪ Plaid pieces are Royal Park fabric # 79. (available at The Dwelling Place)</li> <li>▪ All plaid pieces should be no shorter than 3" above the knee, <b>measured from the fold of the back of the knee.</b></li> </ul> <p><b>Optional:</b> Navy blue shorts, bicycle or jersey knit, may be worn underneath jumpers and skirts for modesty purposes. Shorts should not be visible.</p>	<p>N/A</p>
<p style="text-align: center;"><b>Pants</b></p>	<p>Navy blue flat or pleated pants, <b>traditional uniform style and material</b></p> <p><b>Optional:</b> Belts- solid color navy, black, brown, or white; braided or dress in style</p> <p><i>While belts are not required, they do help keep the shirts tucked in!</i></p> <p>Pants may be corduroy material for winter months if same uniform style as above</p>	<p>Navy blue flat or pleated pants, <b>traditional uniform style and material</b></p> <p><b>Optional:</b> Same as Girls</p>

<p style="text-align: center;"><b>Shorts Capri Pants</b></p>	<p>Navy blue flat or pleated walking shorts; <b>traditional uniform style and material</b>; no shorter than 3" above the knee, <b>measured from the fold of the back of the knee</b></p> <p>Navy blue flat or pleated capri pants; <b>traditional uniform style and material</b></p> <p>May be worn during August, September, October, April, May, June</p>	<p>Navy blue flat or pleated walking shorts; <b>traditional uniform style and material</b>; not to go below the knee in length</p> <p>May be worn during August, September, October, April, May, June</p>
<p style="text-align: center;"><b>Socks, Tights, Leggings</b></p>	<p>Socks- solid navy blue, black, gray or white</p> <p>Tights- navy blue, black or white</p> <p><b>The visible portion of the socks must be solid color. Small logos are allowed at the discretion of administration.</b></p> <p><u>Optional:</u> Leggings- solid navy blue and tight fitting around the ankle; only to be worn under plaid pieces <i>during winter months</i></p>	<p>Socks- solid navy blue, black, gray or white</p> <p><b>The visible portion of the socks must be solid color. Small logos are allowed at the discretion of administration.</b></p>
<p style="text-align: center;"><b>Footwear</b></p>	<ul style="list-style-type: none"> <li>▪ Gym shoes are required for PE</li> <li>▪ Students should wear one pair of shoelaces each of the same color.</li> <li>▪ Shoelaces must be tied.</li> <li>▪ Footwear must be safe and have a closed toe and heel. (Loose fitting shoes of any style are not permitted)</li> <li>▪ Boots may not be worn in the school building. For the sake of health, as well as maintenance, students should wear snow boots during snowy weather. An extra pair of shoes must be provided for in-school wear.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Same as Girls</li> </ul>
<p style="text-align: center;"><b>Hair</b></p>	<p><b>Students are not to highlight or color hair.</b></p> <p>Students are not to wear excessive hair styles.</p> <p>Students may wear traditional style barrettes, rubber bands, head bands, etc. Students should not wear other attachments/clips, such as beads, braids, etc.</p>	<p><b>Students are not to highlight or color hair.</b></p> <p>Students are not to wear excessive hair styles.</p> <ul style="list-style-type: none"> <li>▪ Bangs must be above the eyebrows.</li> <li>▪ Hair must be above the collar.</li> <li>▪ Not allowed to wear barrettes, rubber bands, etc.</li> <li>▪ Must be clean shaven.</li> </ul>
<p style="text-align: center;"><b>Jewelry</b></p>	<p>For safety reasons jewelry should be minimal and not excessive.</p> <ul style="list-style-type: none"> <li>▪ Earrings should be close to the earlobe.</li> <li>▪ Students may not wear "dangle" earrings</li> </ul>	<p>For safety reasons jewelry should be minimal and not excessive.</p> <ul style="list-style-type: none"> <li>▪ Boys are not allowed to wear earrings.</li> </ul>

<b>Make-up &amp; nail Polish</b>	<p>Make-up, nail polish, artificial nails are not permitted.</p> <p>Tattoos, or other body art, are not permitted.</p>	Same as girls.
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### **Additional Notes**

On scout meeting days, students may wear scout dress. Boy Scouts may wear a navy or khaki shirt with school uniform dress pants. Girl Scouts may wear tunic, sash, or vest over school uniform.

**All clothing should be labeled.** Please use laundry marking ink if possible. A lost and found area is maintained; please check it often for missing items. We ask the cooperation of parents in seeing to it that their children come to school properly attired.

### **Spirit Days**

On Spirit Days, students may wear any **Corpus Christi Catholic School shirt or Central Catholic School shirt** with dress code pants, blue jeans, or appropriate sweatpants. **Only dress code shorts** will be allowed on spirit days during appropriate months. Some spirit days may be in conjunction with a service project/fundraiser, requiring student participation to “dress down.” As approved by the principal, additional Spirit Days will be established. Spirit Days will be held on the first attendance Friday unless otherwise noted. Spirit Days will be:

- **September 4, 2020**
- **October 2, 2020**
- **November 6, 2020**
- **December 4, 2020**
- **January 8, 2021**
- **February 12, 2021**
- **March 5, 2021**
- **April 9, 2021**
- **May 7, 2021**

### **DISCIPLINE**

The purpose of rules and guidelines is to define those activities that do not promote the proper atmosphere for spiritual and academic growth of the student. The staff is responsible for maintaining an atmosphere conducive to learning, as well as to promote the safety and moral development of each student.

Self-discipline, individual responsibility, respect for self and others, and the promotion of leadership is expected. If each student is concerned with the well-being of his neighbor, as well as his own, the spirit of our school will reflect the Christian principles that are the code of our lives. Appropriate self-discipline and Christian conduct will be evident if each child follows the guideline – **Jesus First, Others Second, Yourself Third.**

Ordinary discipline problems are handled by staff members who are responsible to the administration. Mutual interest, cooperation and frequent communication between parents and teachers is essential to the successful solution of problem areas. The administration is kept informed of serious matters and a record of these instances is maintained in the office.

The administration may, at any time, implement a behavioral plan for an individual or group of students. This plan will specifically outline behavior guidelines and consequences. In most cases an effort will be made to contact and inform parents.

The intent of establishing a clearly defined set of guidelines, rules and consequences is to provide the students the opportunity to reach a self-achieved decision regarding appropriate behavior. Corpus Christi Catholic School's goal is to ensure that the student is familiar with the school's expectations. Ideally, every student would choose that behavior which reflects the Catholic philosophy. The advanced knowledge of our expectations will assist in achieving the ideal.

## **School Rules**

### **Follow directions and instructions given by school staff**

In class, in hallways, in the gym and in the cafeteria, students must follow the directions expressed by staff members without argument or expressions of disrespect.

### **Treat our school and materials with respect**

Students are expected to place a value on our school building and the materials we use for learning. Cleanliness - picking up after themselves, orderliness and care are expected from all students.

### **Respect others**

Treat other people as you would like to be treated. We expect that each student will respond to other students, teachers and guests with kindness, politeness, honesty and self-control.

### **Respect our faith**

At Corpus Christi Catholic School, we expect absolute respect for our faith. This means that during prayer, mass and prayer services, teachers will expect that students are quiet, reverent, and solemn in a way that fits the beauty and wonder of our relationship with God.

### **Violence of any type will not be tolerated**

There will be immediate consequences for any student who acts out physically toward someone for any reason (even if they are hit first). Pushing, wrestling and similar behavior is not appropriate in school. The general rule is: Hands and feet to yourself.

### **Harassment (verbal or physical)**

Harassment will result in immediate consequences, which may include detention and/or suspension. Verbal, physical or written statements involving sexual harassment or racial harassment will result in immediate suspension.

### **Dress code**

Students will follow the dress code guidelines as stated in the student handbook. Violations will result in disciplinary action.

### **Gum chewing**

Gum chewing is not allowed. Corpus Christi Catholic School is a gum free school.

### **Bus discipline (for field trips and CCHS Algebra students)**

Discipline Notice from the bus company to the school:

- A. First Notice - Possible detention and suspension from riding.
- B. Second Notice - Suspension from riding the bus and detention (length of time to be determined by the Administration).

### **Demerits and Detentions**

Grade Level/Age appropriate discipline procedures are communicated to students and parents at the beginning of the school year. A defined discipline program is in place for our junior high students. This program involves a demerit system, where each accumulation of 10 demerit points results in a meeting with parents, student, and administration. Specifics of this program are shared with parents and students at the beginning of the year.

### **Suspension**

Suspension is the **temporary** termination of a student's enrollment for a serious offense or continued insubordination. Suspension may be defined as in-school or out-of-school. The length of time of the suspension will be determined by the administration. Students are expected to complete assignments given during the suspension. Parents/guardians will be notified. An accumulation of detentions may result in the suspension of a student.

### **Expulsion**

Expulsion is the permanent termination of a student's enrollment for a serious offense or continued insubordination and shall be determined by a consensus of a committee composed of the administrator, pastor and superintendent of schools. The permanent dismissal of a student from a Catholic school is a measure that shall be taken only when the school is not appropriate for a particular individual, or when the actions of a particular individual fundamentally undermine the school's values, beliefs, purposes, or philosophy. The following are possible causes for expulsion:

1. Morally delinquent students whose conduct may be detrimental to the other students or incorrigible pupils who will not conform to the school program.
2. Reasonable suspicion or possession and/or consumption of any form of liquor or controlled substance by a student on school property or at any school-sponsored or Parish functions.
3. Reasonable suspicion or possession of a weapon by a student on school property or at any school-sponsored or parish function. Toys that resemble weapons are not allowed on school property or at any school sponsored or parish function.
4. Physical or threatened violence to self or others or willful destruction of school or parish property.
5. Situations where the programs of the school do not adequately provide for the student.
6. Any act which may bring danger to self or others.
7. Any other disciplinary aspects that are in violation of the philosophy of the school and/or the Roman Catholic Church.

**Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.**

### **Corporal Punishment**

Corporal punishment shall not be permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment shall include but is not limited to slapping, paddling, maintenance of students in physically painful positions or intentional infliction of bodily harm. (Catholic Diocese of Peoria Policy D-146, P- CDOP)

### **Search and Seizure**

The administration of the school is free to enter a student's locker, desk, or other storage spaces owned by the school at any time. Therefore, the school reserves the right to search them without prior notice. If illegal and/or inappropriate items are found in a student's locker, desk, or other storage space (e.g., non-prescription drugs, stolen property), they will be turned over to law enforcement. Any items (i.e., personal possessions) that violate school rules will be kept by the school administration and returned to the parents. The school reserves the right to have law enforcement assist in conducting searches of lockers, desks, or other storage areas and the contents contained therein. Students shall not lock or otherwise

impede access to any locker, desk, or storage area except with a lock provided by or approved by the administration. Unapproved locks will be removed and may be damaged or destroyed in the search process.

### **Harassment**

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims. The term harassment includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap.

Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as harassment under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term harassment as used herein and shall be handled under this policy.

### **Catholic Diocese of Peoria Policy**

*Additional information regarding this policy can be found at the Catholic Dioceses of Peoria website:*  
[www.cdop.org](http://www.cdop.org)

### **Policies and Procedures Relating to Allegation of Sexual Abuse of Minors by Priests or Deacons, or by Lay Employees or Volunteers**

This policy and its accompanying administrative regulation set forth procedural guidelines which apply to priests, deacons, lay employees, or volunteers employed by or in the diocese against whom sexual abuse is suspected or reported. It is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims. It is intended to inform parties who may wish to report such misconduct. (Catholic Diocese of Peoria Policy C-402, P-CDOP)

*Additional information regarding this policy can be found at the Catholic Dioceses of Peoria website:*  
[www.cdop.org](http://www.cdop.org)

### **Bullying**

All elementary schools in the Catholic Diocese of Peoria shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian, and strictly prohibited. Although religious schools are exempt from the Illinois law and its application to bullying situations, for the purpose of this policy, Illinois law shall be used to define bullying in our diocesan schools: Bullying, including cyber-bullying, is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; and/or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school (105 ILCS 5/27-23.7b).

Bullying conduct covered under this policy is conduct that occurs on school property or at school sponsored activities or events, while students are being transported or walking to and from school or school sponsored activities or events, while students are waiting at bus stops for transportation to and from school, or cyberbullying as defined hereinafter. Cyberbullying under this policy is the bullying and/or intimidation of students through the use of the internet and/or social media sites on any electronic devices, whether on or off school campus or during non-school hours.

Any reported bullying issue shall be promptly brought to the attention of the appropriate party, the pastor or principal or their designee, and thereafter investigated. Any student who engages in bullying and/or cyberbullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling. Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

#### Types of Bullying

1. Relational: ostracizing another student, psychological manipulation, and systematic actions to isolate, shun, or exclude.
2. Verbal: name calling, put downs, and/or the spread of rumors.
3. Physical: aggressive acts such as hitting, slapping, choking, kicking, spitting, or pushing, as well as the destruction of property or the writing of offensive notes/graffiti.
4. Cyberbullying: actions associated with one or more types of bullying utilizing email, instant messaging, social networks, text messages, or other means of electronic communications.

Bullying conduct may include but is not limited to:

- Physical acts such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; or destruction or damage to the property of another.
- Written or electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium including but not limited to cell phones, computers, websites, electronic networks, instant messaging, text messages, and emails.
- Verbal threats made to another; blackmail or demands for protection money.
- Non-verbal threats or intimidation such as aggressive or menacing gestures.
- Direct or indirect relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation.
- Blocking access to school property or facilities.
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions.
- Repeated or pervasive taunting, name calling, belittling, mocking, putdowns, or demeaning humor related to a student's race, color, sex, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or create a hostile educational environment for the student.
- Any of the preceding conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

*Additional information regarding this policy can be found at the Catholic Dioceses of Peoria website:*  
[www.cdop.org](http://www.cdop.org)

#### **Possession or use of weapons or look alike weapons in school**

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession

or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have zero tolerance towards weapons.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions.

Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion. Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items).

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated, and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school.

Weapons include:

- Any firearm or ammunition (pistols, rifles, shotguns)
- Airguns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look alikes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocketknives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed starlike objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated, and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school. In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3).

In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school. Diocesan schools reserve the right to dismiss any student at any time whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

*Additional information regarding this policy can be found at the Catholic Dioceses of Peoria website:*  
[www.cdop.org](http://www.cdop.org)

### **Computer Software Use and the Federal Copyright Law**

Diocesan policy regarding the illegal duplication and use of pirated software requires all diocesan employees to comply with federal law. Anyone who purchases a copy of software has the right to load that copy of software onto a single computer and make another copy for archival (backup) purposes only. It is illegal to use computer software on more than one computer without multiple licenses or to make or distribute copies of software for any other purposes unless specific written permission has been obtained from the institution holding the copyright. Anyone who illegally copies and/or distributes a software program may face a civil suit for damages, criminal liability, fines, and/or imprisonment as defined by federal statutes. Employees of the diocese who are found copying, or have copied, computer software for other than backup purposes without permission of the owner of the copyright of the software shall be subject to disciplinary action and/or termination.

*Additional information regarding this policy can be found at the Catholic Dioceses of Peoria website:*  
[www.cdop.org](http://www.cdop.org)

### **Computer Software Use and the Federal Copyright Law**

The diocese recognizes that software written for all computers is intellectual property and is protected by copyright rules established by the United States. Further, the diocese recognizes that by protecting the investment of companies that develop computer software, we also protect those companies and allow them to gain a fair return on their development costs, and thus allow those companies to continue to produce enhancements and advancements to software. The diocese also recognizes that it has a unique position of influence in the community and must make every effort to uphold the law and respect for property, including intellectual property. Therefore, the diocese has established the following guidelines for the moral, ethical, and legal protection of employees and their software property:

1. All software not written by the diocese, but purchased from outside companies, is not owned by the diocese and, therefore, the diocese does not have the right to reproduce it for use on more than one computer unless specific permission has been obtained from the copyright owner.
2. All multi-use software, such as software written for networks, must be used in accordance with the licensing agreement.
3. The diocese understands that, according to the United States copyright laws, illegal reproduction of software may result in civil damages and criminal penalties including fines and imprisonment as defined by federal statutes.
4. No diocesan employee shall knowingly make copies of software without the expressed written permission from the software company. Any copies made without the expressed permission of the software company are illegal copies. The diocese may discipline as appropriate, including possible termination, any employee making illegal copies of copyrighted software.
5. All diocesan software written by the diocese is owned by the diocese and cannot be copied without the expressed permission of the proper diocesan authority.
6. It is the responsibility of all managers, directors, pastors, principals, and other employees in a position of authority in the diocese to audit their employees' computers periodically for unlicensed software. The diocese recognizes that, from time to time, volunteers may bring their own software for the specific purpose of the volunteer's project. However, once the project has been completed and the volunteer has left, the software that the volunteer installed and used must be removed from the computer.
7. If a diocesan office, parish, institution, or school employee disposes of old computers, that office, parish, institution or employee has the responsibility of removing all software (including any operating software) before disposing of the computer.
8. Any employee who determines that there may be a misuse of software shall notify the pastor, principal, department manager, or immediate supervisor.

*Additional information regarding this policy can be found at the Catholic Dioceses of Peoria website:*  
[www.cdop.org](http://www.cdop.org)

## Health/Safety

### Vision and Hearing Screening

All students will participate in the vision and hearing tests as required by State Law. (Illinois School Code Chapter 122, Section 27-8). Parents will be notified if any concerns are noted.

### Medication Distribution Policy

1. The school administration shall retain the right to decline to allow a particular medication to be administered by school staff.
2. All prescription and non-prescription (over-the-counter) medications require written authorization from the student's health care provider (licensed to prescribe the medication) as well as written parental consent.
3. The written parental request and health care provider's authorization shall be valid only during the school year in which they are submitted and must be renewed each subsequent school year.
4. The school may allow, on a case-by-case basis, the parent or other adult family member to directly give the student the medication at school as if they were doing so at home.
5. Any medication for a student must be in an original, properly labeled container, either labeled by the pharmacy with the name of the student, name of the medication, dosage and instructions, name of the pharmacist, and pharmacy contact information, or in the case of over-the-counter medications, labeled by the retailer with the name of the medication and suggested dosage, with the student's name affixed to the container.
6. All medications shall be stored in a locked drawer or cabinet. Controlled substances must be stored in a locked cabinet that is securely affixed to the wall or floor.
7. Medications that require refrigeration shall be stored in a locked refrigerator separate from food products.
8. The school shall keep a log for each student of all medication administered at school, including the date, time, and initials of the staff member administering the medication. A sample form for this purpose is included in the appendix.
9. As required by state law, students may self-carry and self-administer drugs for the treatment of asthma, diabetes, or serious allergies, provided that the parent has submitted their consent in writing as well as a written authorization from the student's physician. The authorization from the student's physician shall include the student's name, the name and purpose of the medication and/or epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the medication or epinephrine auto-injector is to be used. The school reserves the right to restrict the self-carry and self-administration of medication for asthma, diabetes, or serious allergies to certain grade levels and/or ages of students.
10. Only a school nurse or other staff member designated by the school administration shall be permitted to administer medications to students.
11. Students will be subject to disciplinary action if they violate the school's medication policies and/or procedures.
12. Unused medications will be returned to the family at the conclusion of the school year, when they withdraw from the school, or when the prescribed medication period concludes, whichever is sooner. The administration of medication is not normally a function of education; however, some students with long-term chronic illness or disability may require medication during the school day. **Only in exceptional cases**, where failure to take medication could jeopardize the student's health and/or education, should medication be administered in school.

### Rashes

For everyone's protection, Corpus Christi Catholic School will exclude children from school who may have any contagious or rash-like condition. The student may return to school with a note from a physician stating he/she is under treatment and not contagious.

### Allergies

Corpus Christi Catholic School is a peanut and tree nut free school. Peanuts and peanut/tree nut products are not served by our school. **Food allergies must be verified annually by a doctor's note, which will be kept on file in the school office.**

### **Accidents**

All accidents that occur at school or on school-sponsored trips are reported to the school office as soon as possible. Each teacher on duty fills out an accident form as soon as possible after the accident occurs. In most cases, parents will be contacted, through emergency information available through FACTS, when the seriousness of the circumstances warrants such action.

### **Smoke Free Environment**

The use of tobacco/vaping by any school personnel, student or other person is prohibited within the Corpus Christi Catholic School building. Tobacco is defined as cigarette, cigar, or tobacco in any other form, including smokeless tobacco that is intended to be placed in the mouth without being smoked.

### **Snowballs**

These are absolutely forbidden on the school grounds and in the general vicinity when traveling to and from school.

### **Cars – Arrival and Dismissal**

Follow specific instructions provided by the office. Instructions for morning drop off and afternoon pick up are provided each year to school families. The instructions are also posted on our school website currently under “For Parents”, “Drop Off/Pick Up”.

### **Bicycles**

Students should abide by the bicycle safety rules of the road or they will not be allowed to ride their bicycles to school. To avoid accidents, pupils are not to ride bicycles on the school grounds; they must be walked. Only one rider is permitted on a bicycle. All bicycles must be locked. The school cannot assume responsibility for bicycles parked on school property.

### **Walkers**

All students who walk home (or ride bicycles) should cross the street at the corner.

### **Emergency Procedures**

#### **Tornado**

At regular times throughout the year tornado drills will be held. If there is a tornado warning, students will be kept in school. No student will be dismissed during a storm warning except to parents or individuals designated by parents on student emergency cards.

#### **Emergency Drills**

At regular times throughout the year emergency drills will be held. Emergency drills are necessary for the safety of the students in a school. All students are directed in the proper behavior. Emergency drill procedures are posted in each classroom.

#### **Snow Days and Inclement Weather**

Decisions will be based on the safety and well-being of our students. **Parents will be informed regarding school closing and early dismissal through the local radio and television stations, the school website and FACTS.** Parents should have an alternate place for their child(ren) to stay should they not be home in case of an emergency dismissal and/or in case the country roads are impassable. These parents should arrange with a town family for a place for their child(ren) to stay in the events mentioned. This information should be added to the child's emergency card. Each child should also be adequately informed by the parents of what procedure to follow in such an instance.

On weather related dismissal days, parents may come to the school to take their child(ren) home before the planned dismissal time but must report to a school official first so that each child's whereabouts will be known.

### **Access to the Building**

Access to the school building is gained only through the front doors. All other doors will be locked. All parents and visitors must sign in and out at the office and wear a visitor's badge while in the building. Access to the building is at the discretion of the administrator.

### **Asbestos**

Corpus Christi Catholic School is required by law to publish an annual notification in August to staff, parents, and students concerning the building's status relative to asbestos. Please be notified that Corpus Christi Catholic School is in full compliance with all Illinois Department of Public Health laws concerning asbestos. The building undergoes complete three-year inspections and regular six-month surveillances. The official Corpus Christi Catholic School Asbestos Management Plan Book is available in the office. Contact the office if you would like to see the plan book.

### **Education Commission**

The Education Commission is an advisory body responsible for formulating policies governing the operations of Corpus Christi Catholic School. It is an advisory group to the pastors. This group meets monthly during the school year. It is comprised of the pastor of Holy Trinity Church, the pastor of St. Patrick Church of Merna, the principal of Corpus Christi Catholic School and parish representatives from each church. Questions or comments may be made to the chairperson of the Commission.

### **Appeal and Review**

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with an applicable diocesan policy, or
- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
- The decision violates or is in conflict with an applicable federal, state or local civil law.
- It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

*Additional information regarding this policy can be found at the Catholic Dioceses of Peoria website: [www.cdop.org](http://www.cdop.org)*

### **School Club**

Parents with students enrolled in Corpus Christi Catholic School are members of the School Club. This organization is one of the most supportive services of our school. School Club provides essential financial support for the school. Involvement by parents in the organization's various activities is enjoyable, essential and rewarding. Please volunteer your time and efforts for this special organization.

### **Activities Performed by School Volunteers**

The primary role of school volunteers is to assist teachers and other school staff in the performance of their duties. All volunteers must sign-in in the school office before reporting to their work area. There are many ways in which volunteers can be of immense help to schools.

### **Athletic Program Philosophy**

**Per Diocesan policy, students who are enrolled in the Corpus Christi Virtual Academy will not be allowed to participate in IESA sports or extracurriculars.**

Corpus Christi Catholic School takes pride in providing opportunities for all students to participate in the IESA sponsored activities. We at Corpus Christi Catholic School believe that working together toward shared goals, communicating effectively, overcoming challenges, dedication and school pride are important lessons to being successful in life. Through the experiences of sports and interscholastic activities each student may be able to reach their full potential within the school and community in a manner that inspires and exemplifies Christian virtues and Saints pride.

The philosophy of the Corpus Christi Catholic School Athletic Program is based upon the following six principles:

1. All participants, coaches, parents and fans will maintain a positive attitude and practice good sportsmanship.
2. All participants will be taught the basic rules of the specific sport pursued.
3. All participants will be instructed and coached to perform the fundamentals of the sport pursued.
4. All participants will be taught important lessons about working together toward shared goals, communicating effectively, overcoming challenges, and winning or losing with dignity.
5. While acknowledging that winning isn't everything, coaches are committed to providing our teams with the best opportunity to win within the rules of the game in a fair and competitive manner.
6. All participants, coaches, parents and fans will represent the school and community of Corpus Christi Catholic School in a manner that inspires and exemplifies Christian virtues and Saints pride.

#### **Athletic Programs Offered at Corpus Christi Catholic School**

<b>Program</b>	<b>Grades</b>	<b>Months</b>
<b>Boys' Baseball</b>	<b>6, 7, 8</b>	<b>Aug. -Sept.</b>
<b>Girls' Softball</b>	<b>6, 7, 8</b>	<b>July - Sept.</b>
<b>Girls' Basketball</b>	<b>7, 8</b>	<b>Sept. - Dec.</b>
<b>Boys' Basketball</b>	<b>7, 8</b>	<b>Oct. - Feb.</b>
<b>Girls' Cheerleading</b>	<b>7, 8</b>	<b>Oct. - Feb.</b>
<b>Boys' Basketball</b>	<b>5, 6</b>	<b>Nov. - Feb.</b>
<b>Girls' Basketball</b>	<b>5, 6</b>	<b>Oct. - Dec.</b>
<b>Girls' Volleyball</b>	<b>5, 6, 7, 8</b>	<b>Dec. - Mar.</b>
<b>Girls' and Boys' Track</b>	<b>6, 7, 8</b>	<b>Mar. - May</b>
<b>Girls' and Boys' Cross Country</b>	<b>5, 6, 7, 8</b>	<b>Aug. - Oct.</b>
<b>Golf</b>	<b>6, 7, 8</b>	<b>Aug. - Sept.</b>

All dates for season's end are IESA regional championship dates. Any team advancing to Sectional and State will go on another week or two.

#### **Requirements**

1. Before a student may try out, practice or play any athletic contest, a physical, participation fee, and school registration fee are required prior to trying out. Students will not be allowed to try out or participate if a valid physical, paid participation fee, and school registration fee are not on file with the school office prior to tryouts.
2. Students must present a copy of their birth certificate to the athletic director in accordance with IESA directives to verify age.
3. Students in all programs (baseball, softball, cross country, golf, basketball, volleyball, track, cheerleading, Scholastic Bowl) must maintain academic eligibility for extra-curricular activities involvement as outlined in this handbook.
4. Students in all programs must be present at school by 10:00am to participate in games or practices.
5. Student absences on Friday do not prevent participation in practices or games that take place on Saturday.

### **Athletic Program Eligibility and Discipline**

1. IESA rules state that a student athlete must be passing all classes in order to be eligible. An “F” that is reported must be cumulative from the beginning of the grading period.
2. During a season, eligibility will be checked on Thursdays. Students and families will be informed on Friday. The student will be eligible through Saturday. In the event that classes are not scheduled on Thursday, the check should be made on the last day before the break.
3. **Discipline following a reported “F” on Thursday, in any class, is as follows:**
  - a. An academic violation in a season will result in ineligibility. The student will not be able to participate in any practices or games from Monday through Saturday.
  - b. Three academic violations in the same subject in a season will result in permanent suspension from the team for the remainder of that season.
  - c. Any student who receives a failing grade **on their report card** in any class, is not eligible for the first two weeks of the next grading period. The ineligibility will begin on the day that report card grades are reported to the office. If the failing grade occurs in the final quarter of an academic year, the student is not eligible for the first 3 weeks in the first quarter of the following year.
  - d. Following an F on the report card students must maintain a D average in the failed subject before becoming eligible.

Spring Break is considered “out of season” and not utilized for eligibility.

### **Team Membership/Participation Policy**

#### **5<sup>th</sup> and 6<sup>th</sup> Grade Girls and Boys Basketball**

The participants may be divided into equal teams if necessary. The coach(es) will give players equal playing time by rotating players in and out. Teams may play in tournaments with all players being given fairly equal playing time.

#### **7<sup>th</sup> and 8<sup>th</sup> Grade Girls and Boys Basketball**

The team will be limited to 15 players. The procedure for limiting the team size will be determined by tryouts established by the Athletic Director. There will be one team per grade level for both boys and girls. The philosophy of the program is to develop sportsmanship, to play fairly and to play to win.

#### **6/7/8<sup>th</sup> Grade Girls and Boys Softball/Baseball**

The team size will be limited to 18-22 players. These programs are a combined 6/7/8 grade team. A few "B" games may be offered during the season to provide all players an opportunity to participate. The coaches will determine the amount of playing time for each player. The procedure for limiting team size will be determined by try outs determined by the Athletic Director.

In the spring, the athletic director will survey the girls to predict the number of girls going out for softball in the summer/fall. With 15-18 girls, only seventh and eighth grade girls will be allowed to participate and there will be only an “A” squad. With less than 15 girls, sixth grade girls will be allowed to participate. If the number of girls exceeds 18, there may be an “A” squad and a “B” squad. An “A” squad would only consist of seventh and eighth grade girls and “B” squad would only consist of sixth and seventh grade girls.

#### **5<sup>th</sup> and 6<sup>th</sup> Grade Girls Volleyball**

The participants will be divided into two equal teams if necessary. The coaches will attempt to give players fairly equal playing time by rotating players in and out.

### **7<sup>th</sup> and 8<sup>th</sup> Grade Girls Volleyball**

The teams will be limited to 15 players per team. The procedure for limiting team size will be determined by tryouts determined by the athletic director. There will be one team per grade level. The philosophy of the program is to develop sportsmanship, to play fairly and to win.

### **7<sup>th</sup> and 8<sup>th</sup> Grade Girls Cheerleading**

The cheerleaders will be divided into two squads, separated by grade levels. Try outs will be established by the athletic director. If a cheerleader can't fulfill her commitment for any reason, a replacement may be chosen by the Coach. Students may cheer at games on a rotating basis if there are more than 10 on either squad. For purposes of competition, coaches will select a combination of players from each team to participate. Depending on the number of participants, 6<sup>th</sup> grade girls may be invited to participate.

### **Cutting and Tryouts**

If initial membership on a team is less than adequate for instruction, individuals may be invited to make the team. The athletic director will structure tryouts as needed in grades 7 and 8. IESA stipulates a maximum roster in most cases for junior high sports. Every effort will be made to accommodate all students when there is no IESA limitation.

### **Scheduling**

The athletic director determines the practice and game schedule for all activities. No games, practices, tournaments or open gyms may be scheduled or played on Sundays, Holy Days of Obligation, Holy Thursday and Good Friday. All scheduling for the use of the gym must go through the Athletic Director and Administrators.

### **Practice**

Practices, games and tournaments will be limited to 5 days a week per team. Practices should not exceed 1 ½ hours per day. Students must be picked up at the end of the school day and be brought back for practices. Students may begin arriving 10 minutes prior to practice but must be supervised by a coach. After school supervision is not provided by the school.

Every team is given practice time in the gym. Because we have many teams using the gym, available practice time is limited. It is very important that players attend all practices. Unexcused absences from practices or games may result in disciplinary procedures by the coach or athletic director.

- 5<sup>th</sup> and 6<sup>th</sup> grade teams will be limited to one-hour practices three times a week or one and a half hour two times a week.
- 7<sup>th</sup> and 8<sup>th</sup> grade teams will practice at the coach's discretion with the time and amount of practices approved by the athletic director.

Priority for gym time/space is given to the sports in season with higher grade levels given priority over lower grade levels. The sport in the middle or end of their season will be given priority over sports beginning their seasons.

### **Game Night**

The school does not provide after school supervision. Students are required to leave the school grounds immediately at the end of the school day. Students will not be allowed back into the school building until the coach is present for supervision.

### **Participation Fee**

A participation fee of \$40 per activity per family will be assessed. Any equipment or uniform given out is loaned property. This fee does not cover any cost of transportation. **Fees must be paid before any games are played. If not, a student will not practice or play until the fees are paid in full or other arrangements are made with the Athletic Director. Any outstanding fees from prior years must also be paid in full before practice begins.**

Students will be charged for the cost of replacement uniforms/equipment, and not able to participate in future programs if uniforms or equipment are not returned in a timely manner.

### **Dress Code**

All participants are to dress in the school uniform for all regular season games and tournaments. A tie may be worn on game day in addition to their regular school uniform. All junior high teams may dress-up for their sectional and state games. If any team disregards the above policy, privileges will be suspended for post-season tournaments.

During post season games the dress code requirements are:

**Boys:** May wear shirts and ties, dress pants and dress shoes for post season games.

**Girls:** May wear dress pants, skirt and dress shoes for all post season tournament games.

### **Pep Rallies**

**Due to COVID-19 we will not be hosting pep rallies.**

### **Open Gym**

**Due to COVID-19 we will not be hosting open gyms.**

Open gyms will be permitted for seventh and eighth grade teams beginning two weeks prior to their seasons while adhering to all IESA rules. Gym space is limited and sports currently in their season will have priority. This is the only time open gyms for these grade levels will be permitted. Open gyms are not permitted for fifth and sixth grade teams.

### **Summer Camps/Clinics**

Corpus Christi Catholic School does not sponsor sports-based summer camps or clinics for kindergarten through sixth grade students. Summer camps or clinics may be offered for seventh and eighth grade students. Any summer camp or clinic offered will be open to all students eligible to play. An overview with goals for the camp or clinic will be given from the sponsoring coach to the athletic director at least two weeks prior to the start.

### **Parent Meeting**

The coaches/athletic director may hold informational meetings for parents at the beginning of each sport's season. The athletic director will determine the need(s) for such meetings.

### **The Corpus Christi Catholic School Sports Fan**

All spectators are expected to be enthusiastic supporters of Corpus Christi Catholic School sports. As fans, we must show good sportsmanship at all times. The principal, athletic director, coaches and officials have the right and responsibility to eject spectators whose behaviors are unacceptable. Remember that all involved--coaches, players and fans-- are representative of Corpus Christi Catholic School at all sporting events. **Christian conduct is our goal at all times!**

### **General Guidelines:**

1. Avoid interfering with the progress of the game.
2. Keep feet, clothing and other articles off the playing floor.
3. Take care not to obstruct the view of other fans around you.
4. Rude behavior has no place at Corpus Christi Catholic School athletic events. This includes heckling and booing.
5. Get involved in the game. There are a variety of positive ways in which to cheer and boost your team to victory.
6. In athletic events, winning and losing takes place. Make sure we are both good winners and good losers.
7. Have pride in your school; help keep it clean.

8. All students must be accompanied by their parent or a responsible adult. Only uniformed players are allowed on the playing floor during the games.

Remember: While attending a Corpus Christi Catholic School athletic contest, the main reason for coming is to support and enjoy CCCS athletics.

#### **Home Basketball/Volleyball Game Reminders:**

1. Please make sure your feet are dry before entering the gym floor area.
2. Please do not stand in the exit doorways.
3. Please try to make seating room for all spectators in the bleachers. All people attending the contest must remain seated during the game.
4. Please put papers and other trash in the garbage cans after use.
5. Parents with very small children must directly supervise their children at all times. (Children will not be allowed outside the gym without parents.)
6. Spectators are not allowed in other areas of the school.
7. **No gum in the school.**
8. Spectators are not allowed on the gym floor before, during or after the game.
9. No smoking in the building.
10. Make sure all students are picked up promptly after all games and practices.

#### **The Corpus Christi Catholic School Student Athlete:**

1. Should have a genuine interest in learning the rules and skills of the particular sport.
2. Should have a willingness to devote the necessary time and effort to the sport he or she takes part in.
3. Must be respectful of coaches, officials, fellow team members and opposing team players and fans.
4. Must follow all team regulations that are set up by the school administration, athletic director and coaches.
5. Must represent Corpus Christi Catholic School by Christian conduct at all times.
6. Must follow all school regulations as set down by the Parent-Student Handbook.
7. Should show pride in Corpus Christi Catholic School by taking care of all athletic equipment and the facilities within the Corpus Christi Catholic School buildings. All athletes have a responsibility to help maintain the neatness of the gym and locker room area.
8. No student will be permitted to compete in a tryout, practice, or game unless he or she has filed with the athletic director a certificate of physical fitness issued by a licensed physician not more than one year preceding the activity.
9. No student will be allowed to participate following disabling illness or injury without a licensed physician's release.
10. A student transferring from one school district to another school district will become eligible according to IESA rules and regulations.

#### **Program Discipline**

Any discipline problems during practice or games will be referred to the athletic director and administration who may suspend a player.

#### **School Dismissal**

On days when school is dismissed before the dismissal bell due to severe weather conditions (snow or hot weather dismissal) or other emergencies which facilitate the closing of school early, all practices or games may be canceled.

When athletic contests fall on a Saturday following a Friday dismissal, practices or games may take place as long as the emergency conditions no longer exist.

## **Health and Safety**

Coaches have basic first aid procedures needed to treat minor athletic injuries. Coaches in most cases will notify parents of an injury suffered during a practice or game. In case of severe injury, coaches should notify the athletic director immediately and fill out an accident report.

All students wishing to take part in athletics at Corpus Christi Catholic School must fill out a health questionnaire and a signed permission slip from their parents.

All students are insured under a Diocesan program that covers all school sponsored and supervised activities. The program is secondary or excess to all primary health insurance plans and is designed to cover copays and deductibles.

Athletic personnel may not administer any medication to a student (including aspirin). Coaches may apply ice or cold packs to any sprain.

## **Transportation**

Parents should provide transportation to and from athletic contests in most cases. Coaches will help organize away games and will provide all directions. Buses may be used for baseball/softball and track/field events. When buses are used for these events to transport teams, a fee will be assessed to each participant to cover the cost of the bus. The bus fee is not included in the athletic fee. The Athletic Booster Club may arrange or otherwise coordinate Spirit/fan buses to State Tournament games/events. Spirit/fan buses will only be available for games/events at State Tournament finals locations and will not be made available for Regional or Sectional games.

## **Lines of Communication**

While there are times when the perception of parents and coaches are aligned, it is unrealistic to expect that this will always be the case. It is important for parents and coaches to understand the procedures for communication and support for all students participating in interscholastic competition.

- A. Coach's communication to the parent.
  1. Expectations the coach has for all team members.
  2. Locations, directions, and times for all practices and games.
  3. Injury procedures for team members at practices and games.
  4. Discipline procedures and strategies the coach will implement as warranted
- B. Parent's communication to the coach.
  1. Written notification of schedule conflicts should be provided well in advance.
  2. Written concerns relating to minor health problems.
  3. All concerns should be expressed directly to the coach.
- C. Appropriate issues for discussion with coaches.
  1. The mental, physical, and emotional treatment of the participants.
  2. Ways to help the participant improve.
  3. Concerns about the participant's behavior.
- D. Issues not appropriate for discussion with coaches.
  1. Playing time.
  2. Team strategy.
  3. Play calling.
  4. Other student athletes and/or coaches.
- E. Procedure for discussion of a concern.
  1. Please do not attempt to discuss a concern before, during or after a game or practice. These are not times conducive to successful resolution of a problem.

2. Schedule an appointment with the coach.
3. If the problem is not resolved, a second meeting will be scheduled with the athletic director to discuss the situation.

F. Supporting student athletes.

All of our participants, families, and friends are invited to support Corpus Christi Catholic School athletics in a positive and an encouraging manner. A positive comment from an adult following a great victory or a tough loss means a great deal to a child.

We would also encourage you to support all of our students by displaying good sportsmanship at all events. Neither students nor officials intentionally make mistakes. Please extend appreciation to our students, our opponents and the officials for their efforts. Through displaying good sportsmanship, you are providing an extremely important example for our students.

**Christian conduct is our goal at all times!**

**Corpus Christi Athletic Club**

The purpose of the Corpus Christi Athletic Club is to support and promote the Corpus Christi Athletic program in a manner consistent with the goals of academic and Christian excellence in our school. All activities are to be carried out in the best interests of Corpus Christi Catholic School, the athletic program and the student athletes. CCAC will follow the philosophy and guidelines defined in the Corpus Christi Catholic School Athletic Handbook and as spelled out in the Athletic Club charter and by-laws.

