

Corpus Christi Catholic School
Chambersburg, Pennsylvania
Parent/Student Handbook
2023-2024



CORPUS CHRISTI
CATHOLIC SCHOOL

Nothing contained in our handbook, or in any other document, custom, or practice, is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of the diocese or school. Contents of the handbook are subject to alteration or modification by the school as circumstances may require.

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Mission Statement

Corpus Christi Catholic School is a Christ-centered environment providing each student with the keys to succeed spiritually, academically, and socially.

Philosophy and Objectives

Corpus Christi Catholic School is committed to the pursuit of excellence in Catholic education. We strive to establish a challenging environment, focusing on the spiritual, moral, intellectual, emotional, social, and physical needs of our students.

We, through the love of God, and the interaction of staff, parents, and students endeavor to be a faith community bound together to proclaim the Good News. Our school supports the Christian family and prepares our students to meet the challenges of life situations in the 21st century.

As a vibrant faith community we strive for the following:

1. To develop the whole child within a Christian atmosphere
2. To provide a religious education directed towards making faith a reality for our students
3. To instill a desire to learn in each child
4. To foster in each child a sense of self-confidence and positive self-esteem
5. To provide the fundamentals of an effective academic education, encouraging each child to acquire knowledge to the fullest extent of his/her potential
6. To allow each child to experience success
7. To help our students develop a sense of values in their daily lives by their interactions and relationships with teachers, family, and fellow students
8. To establish a healthy learning environment; one that is open, enthusiastic, and challenging
9. To promote unity among the tidal school community, administration, faculty, and parents through open communication, respect, support, and understanding

School Name/Logo

Use of the Corpus Christi Catholic School name and/or logo is strictly prohibited unless approved by the principal or pastor.

About the Handbook

The Corpus Christi Catholic School Handbook is updated annually. By signing the signature page and returning it to school, parents/guardians, and students agree to the policies set forth in the handbook. Nothing contained therein is intended to, or shall be construed to, create any contractual obligations, express or implied, on the part of the diocese or school.

Please review the handbook carefully and refer to it when you have a question. Parents/Guardians and students are required to sign the Verification Form and the Memorandum of Understanding, found on the page prior to the appendix, and return it to school within the first two weeks of the new school year.

The contents of this handbook are subject to alteration or modifications by the school as circumstances may require. Any updates made throughout the school year are sent home with the students in a memo from the principal.

We will make every effort to keep the online version of our handbook up to date. It can be found on our website at www.cccschambersburg.org.

School Phone Numbers

School Office 7:45am - 2:45pm (717)263-5036

If you call the school prior to 7:45am or after 2:45pm you reach the school office voice mailbox.

Calendar Overview

A school calendar is available on our website at www.cccschambersburg.org. The following activities are highlights of the year:

SEPTEMBER

Picture Day
Diocesan Education Conference
Fall Spirit Week

OCTOBER

Picture Retake Day

NOVEMBER

All Saints Day
Parent/Teacher Conferences
Veterans Day
Discover Catholic Schools Week
Thanksgiving

DECEMBER

Advent
Christmas Concert (tentative)
Christmas

JANUARY

New Year's Day
MLK Day
Catholic Schools Day of Giving
Celebrate Catholic Schools Week
Annual Auction

FEBRUARY

President's Day
Drama Production (tentative)
Talent Show (tentative)

APRIL

AG Van
Easter
Spring Concert (tentative)

MAY

Field Day
Spring Spirit Week
8th Grade Farewell Mass

Academics

Curriculum

The Office of Education, Diocese of Harrisburg guides all school curriculum. The full curriculum for each grade/subject can be found on the Diocese of Harrisburg website. The following subject areas are included:

- Religion
- Science
- Social Studies
- Instructional Support
- Mathematics
- Music
- Integrated Language Arts
- Art
- Physical Education
- Library

Religious Education Requirement

Education is a total experience and the mission of Catholic schools is to educate the whole person, spiritually and intellectually. All students registered in a Catholic school within the Diocese of Harrisburg will participate in all aspects of the school's religious education program with the exception of final phases of the sacramental preparation curriculum. These requirements include attendance at the regularly scheduled religion classes within the school's curriculum, fulfillment of the requirements of the subject, and attendance at religious functions offered as part of the school curriculum. Students in grades 2 - 8 participate in the planning, preparation, and execution of our weekly liturgies along with special liturgies throughout the school year.

Additional Programs/Services

Corpus Christi Catholic School does account for academic enrichment but does not offer true special education services. Programs that may be available through government funds to meet individual student needs are:

Counseling
Psychological Evaluations
Remedial Math
Remedial Reading
Speech Therapy

Homework

The philosophy of Corpus Christi Catholic School maintains that homework is a vital part of a student's academic development and should be included in every teacher's lesson plans. Appropriate homework is assigned to reinforce skills taught in the classroom and provide students with the opportunity to utilize these skills in a variety of activities. It is imperative that activities assigned as homework are completed within developmentally appropriate time frames. The following guidelines have been established to assist teachers with this objective:

Grade	Maximum Homework Time (daily)
Kindergarten	10 minutes
1st	15 minutes
2nd	20 minutes
3rd & 4th	45 minutes
5th & 6th	1 hour 30 minutes
7th & 8th	2 hours

All homework assignments are expected to be fully completed by the due date established by the teacher. Academic penalties may be imposed by the teacher for incomplete and/or missing assignments.

Testing

Although tests are not our only means of evaluating students, they are administered to students on a regular basis. Tests are sent home for your review. If you do not receive tests periodically, please contact the classroom teacher. For grades 2 - 8 a one week notice will be given prior to any major test being administered. Semester and final exams are administered to middle school students.

Standardized tests are administered to students in grades K-8 three times a year for record via the STAR Renaissance Program in math and reading. They may be administered more frequently to determine a student's progress. These tests provide objective criteria for evaluation of student progress and program effectiveness.

Report Cards

Progress reports are available online via Plus Portals. Parent login information for the Portal will be provided at the beginning of the school year.

Grade Criteria:	A	93-100	B	85-92	C	75-84
	D	70-74	F	0-69		

In an effort to increase instructional time and motivate students to continue to strive for academic excellence, final report cards will not be available until one week following the last day of school. Teachers will complete grades for the report cards following the last day of school for all students in grades 1 through 7. Report cards for the 8th grade students will be available after the Farewell Mass.

Conferences

Teacher Conferences

All teachers are required to meet with parents/guardians at least once during the first trimester. Conferences will be scheduled before or after school or during planning periods based on the parent's schedule. Conferences may also be arranged during the scheduled half days in November if convenient for the parents and teacher. As always, conferences may be initiated by parent/guardian and/or teacher anytime during the school year. Either the teacher or the parent may request a conference anytime during the school year. Please send a note to the teacher (or email) requesting a conference along with times that may be convenient for you.

Teachers are not permitted to leave classrooms while classes are in session. This includes answering a phone call or conferring with parents. If you wish to make an appointment with a teacher, please email the teacher, write a note to arrange for a meeting, or leave a message with the school office. The teacher will contact you to arrange a conference or confer via telephone. *In most cases, faculty members will return phone calls from 2:45pm to 3:00pm daily, or during an assigned prep period during the school day.

Principal Conferences

The Principal is available for conferences by appointment. Normal procedures for problem solving is as follows:

1. Parent/Teacher conference
2. Follow-up conference
3. Principal/Parent/Teacher conference

School Books and Supplies

For grades Pre-K, Kindergarten and First Grade, a \$25 supply fee is collected and supplies are provided. (for the 2023-2024 School year, this fee was added to the STS payment plan) Grades 2 - 8 students are required to come to school with supplies necessary to complete school assignments. Class supply lists are provided by teachers and available on the school website.

Library Books

The school library is available for all students in grades PK-8. PK and Kindergarten students may check out one book each week and all other students may check out two. Exceptions will be made for students working on reports. Library books are due one week from check out date and may be returned to classroom bins or via the book drop in the school cafeteria. Students who are absent on the due date may return their books upon their return to school. Students will have scheduled library class once a week at which time they may utilize the library resources for school projects or personal reading. Any lost or damaged books will be charged to the student.

Textbooks

Students and parents are responsible for all books issued to the student. All books are to have protective covers. Lost or damaged books will be charged to the student.

Behavior and Discipline

General Conduct

1. Students are expected to obey and respect the directions of any teacher or other adult during school hours, on school buses, and at all school sponsored programs.
2. School/cafeeteria/playground rules are to be observed at all times.
3. Students are expected to be courteous, respectful, and cooperative with peers and adults.
4. Students are responsible for their own belongings and for the books and devices that are loaned to them.
5. Lost articles may be claimed in the school lobby. Items not claimed after a few weeks will be given to the poor. Please be sure to mark all items with the student's name.
6. Gum chewing is never allowed in the school building, on the playground, or on the bus.
7. Cell phones should remain at home. If parents prefer students to carry cell phones for after school purposes the phone must remain in the student's backpack and turned off while in transit on the school bus, during the school day, and while attending Extended

Care. Use of a cell phone on the bus, during school hours, or at Extended Care may result in the device being confiscated and the parent/guardian will need to arrange to pick up the device. The school is not responsible for misplaced, lost, stolen, or damaged cell phones.

8. Smart watches are not permitted.

Discipline Policy

Corpus Christi Catholic School provides a Christian atmosphere which holds to the standards of love, mutual respect, and responsibility. Teachers, staff, students, and parents at CCCS should model the characteristics of Jesus.

Our goal is to highlight and reinforce positive behavior and actions each and every day. We believe that encouraging good behavior promotes a positive culture in our school.

In cases where students choose to disobey school rules and/or conduct themselves in a manner not consistent with the standards of CCCS disciplinary action may be necessary. Teachers and other staff use a variety of classroom behavior management strategies to address such behavior. When these strategies are not successful in changing the behavior, the behavior is recurring, and/or serious incidents occur it is necessary for additional action to be taken. Please refer to the Discipline Policy in the Appendix.

Harassment and Bullying

The Diocese of Harrisburg and Corpus Christi Catholic School affirm the inherent value of every individual and upholds the respect due to each because of his/her uniqueness as a child of God; therefore, the Diocese and Corpus Christi Catholic School is committed to providing for its students an educational environment that is free from physical, psychological, sexual, or verbal harassment. The Diocese and Corpus Christi Catholic School prohibit any form of harassment of or by employers, employees, students, parents/guardians, and/or volunteers. This includes bullying or cyberbullying of or by students, on or off the school campus.

Harassment shall be defined as any sort of unwelcome verbal, written, or physical conduct directed at a student by another student that has the intent of or effect of the following: physically, emotionally, or mentally harming a student; damaging, extorting, or taking a student's personal property; placing a student in reasonable fear or physical, emotional, or mental harm; placing a student in reasonable fear of damage to or loss of personal property; or creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Detention

Detention may be used in Grades K-8. Detention is from 3:00 pm until 3:30pm and is given for failure to do homework, incomplete classwork/homework/projects, and/or poor conduct. If a child receives a detention the parent is expected to pick up the child promptly at 3:30pm.

Diocese of Harrisburg School Policy

See the Appendix for the diocesan policy guidelines

Building Policies

Arrival, Dismissal, and Tardiness

Arrival

Students should not arrive at school prior to 7:30 am. If you need morning care for your child please contact the school to arrange Extended Care services. School begins at 7:55am. Arrival after 7:55am constitutes tardiness.

Dismissal

Dismissal begins at 2:35pm. Please refer to the transportation section of this handbook for additional information.

Tardiness

School begins at 7:55am. Students are to be in their homerooms by that time. Any student who arrives after that time must report to the front desk for a late slip. A student who reports to their homeroom late without a legitimate excuse will be marked tardy. *Please note that oversleeping, missing the bus, etc., are considered tardy, unexcused.

Absences

In compliance with Pennsylvania state law, the school needs to be notified each day your student will be absent. Please call the office prior to 8:30 am. You may also notify us using this google form - <https://forms.gle/PdeNqxQJy7oV9iBp6> You may call the office to make arrangements to pick up homework for your child. If the student has been absent for 4 or more consecutive days, a physician's note is required. Any student absent from school more than ten

days is required to have a doctor's excuse for any future absences. **All students must present a written excuse to the teacher on the day of his/her return.** Please include the date(s) of absence and reason.

Our school discourages any absences for family vacations during the school year. In extraordinary circumstances educational leave will be approved (up to 5 days per year) if appropriate forms are submitted 2 weeks prior to the requested absence. No educational leave will be granted for the first two weeks of school, during standardized testing, or during scheduled mid-term and final exams (middle school). Educational leave is granted only for experiences that enhance the school's curriculum at that student's grade level. **Note:** When educational leave is granted school work may be requested, however, teachers are not required to provide assignments or make-up work in advance of the absence. Students are required to secure and complete all missed assignments upon returning to school.

If your child is absent due to illness on the day of a school sponsored event they may not return to school or participate in the event later that day. This includes all school sanctioned events including but not limited to classroom holiday parties, Christmas Concert, Spring Concert, Talent Show, and scheduled field trips.

Medical Appointments

No student may leave the building without the permission of the principal. Please try to schedule appointments outside of school hours. If you need to take your child for an appointment send a note to the teacher the day of the appointment indicating the time. Please call the school or buzz the door when you arrive and the student will be escorted out to meet you. *Recognizing that scheduling orthodontic appointments can be a problem, please consider scheduling these appointments in the afternoon.

Transportation

Bus Riders

A student is registered through his/her local school district transportation department in order to ride a school bus. Proper conduct is required at all times to enjoy the privilege of bus transportation. Buses drop off and pick up students in the Parish Center Parking Lot.

Any change in a student's transportation plans must be placed in writing and submitted to the school on (or before) the day of change. The student will be placed on the school bus unless the school has been notified in writing of the change of transportation. Please make every effort to avoid last minute transportation changes.

Walkers

Before School: Parents assume responsibility for the safe crossing of students in the morning. Students may not arrive at the school before 7:30am.

After School: At the end of the school day a faculty member crosses the walkers at Grant Street and Second Street. Any time a walker will be using another method of transportation the school must be notified in writing.

Car Riders

Before School:

Grades PK - 8 student vehicles will enter the north entrance of the Parish Center lot, proceed to the sidewalk of the parish center, place the vehicle in park, allow the students to exit the vehicle and proceed down the sidewalk to the school entrance by the stairs. Vehicles will then proceed around the circle and exit out the south exit of the Parish Center lot. *This is the same route the AM buses will be using. To avoid congestion please do not park; drop off student(s) and proceed.

After School:

Grades PK - 8 car riders will be dismissed on the Parish Center side of the school. Bus dismissal will take place first. Vehicles will not be permitted in the lot until 2:45pm (or after all buses have exited the lot). **Note traffic pattern:** *Vehicles will enter the south entrance of the Parish Center lot and proceed around the large lot on the south side of the Parish Center (bus holding lot/big playground), following the direction of school staff, vehicles will proceed to the end of the sidewalk where students will be loaded into cars. Parents/guardians will NOT park vehicles or exit their vehicles. Once students are loaded into the vehicle proceed to Second Street exiting via the north entrance of the parish center lot.*

Extended Care

The Extended Care Program is a fee based program provided by the Chambersburg YMCA available for after school care for students in grades K-8 who attend Corpus Christi Catholic School. Operating hours are 2:45pm - 5:30pm on days when school is in session. Registration forms are available in the Appendix.

Dismissal: Vehicles will enter the Parish Center lot. Parents/guardians must park. Check in with the buzzer at the school entrance to pick up students.

In consideration for the staff, please be prompt when picking up your student. If you are not able to pick up your child by 3:00 PM please make other child care arrangements or enroll your student in our Extended Care Program. Any time a student will be using a transportation method other than his/her regular method of transportation the school must be notified in writing. If someone other than the parent/guardian will be picking up students please notify the school in writing.

Visitors

Visitors are always welcome at our school. To arrange a visit, please contact the school office. All visitors must register with the front desk upon arrival. Parents coming to the school to drop off items/messages for students should call the office upon arrival (717) 263-5036.

Volunteers

In addition to our dedicated faculty and staff we are fortunate to have the assistance of volunteers. Parents are encouraged to take an active part in their child's education. Watch for information about our volunteer and Tuition Assistance Program which will come home with your child at the beginning of the school year.

Volunteers are asked to register with the front desk upon arrival and wear their volunteer badge while in the building. Due to liability concerns, younger siblings are not permitted in the school when volunteer duties are conducted.

To ensure the safety of our students, all volunteers must have proper clearances. Please see the Diocese of Harrisburg Youth Protection Program and appendix for details.

Tuition/Financial Policy

1. A \$125.00 non-refundable registration fee is charged annually for each family,
2. Every family must register in the STS system for billing of tuition. Please refer to the link on our website or contact the school office.
3. Tuition is due on the date you have set up within the STS system. Please contact the Principal immediately if you experience any financial difficulties concerning tuition.
4. Corpus Christi Parish contributes a substantial subsidy to our school. We ask for your support through participation in fundraisers, the Scrip program(Raiseright), and our volunteer program.
5. No student will be permitted to begin the next school year until the prior year's financial obligation has been paid in full.
6. Refer to your tuition contract for specifics of tuition payments.

A tuition contract is to be signed by parents each school year. Tuition is handled with the utmost confidentiality. Tuition payments should be made through the STS system. All families are

required to have a STS account. Signing the tuition contract indicates that the parent/guardian agrees to abide by all policies and procedures that may be adopted from time to time by the Diocese or the school, particularly those set forth in this handbook.

Payments must be made regularly and on time or a late fee will be added. Corpus Christi Catholic School reserves the right to immediately terminate educational services to families who are three (3) or more months delinquent. Please be advised that the first payment for the 2023-2024 school year is due in July 2023. Parents/guardians are obligated to pay the entire annual tuition in monthly installments, two equal payments, or in one initial payment as chosen by you upon setting up the STS account. Tuition may be paid in full at any time.

Parents/guardians are also obligated to pay the full annual tuition if the student voluntarily leaves the school or is expelled prior to the end of the school year. Exceptions to this policy will be made for family relocation, identified special education needs, extended student illness, economic hardship, and any other reason deemed appropriate by the Principal and/or Pastor. If there are any problems concerning tuition payments please contact the principal. Unpaid tuition will be forwarded to collections. Parents will be responsible for collection fees (currently 30%).

School tuition provides the vast majority of the operating funds to pay the faculty and staff salaries and run Corpus Christi Catholic School. Families who do not pay their entire balance will have their account forwarded for further collection efforts. Corpus Christi Catholic School is operated as a faith community, not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the teachings of Christ. Consequently, the payment or receipt of tuition may not be considered or construed to establish or create any warranty, covenant, or contractual obligations on the part of the school.

Tuition contracts are available on the school website or through the school office.

Cafeteria

Corpus Christi Catholic School provides students with a nutritious and well balanced lunch. Students may choose to buy lunch or bring a nutritious lunch from home.

Lunch Prices

Grades PK-8 \$3.50 (includes milk)

Milk only \$.70 (for students packing)

A La Carte Grades 3-8 varies (ice cream, cookies, drinks, or additional servings of the main dish)

Lunch Choices

All lunch selections come with a choice of fruit or juice and milk or water. Monday - Thursday 1st choice varies (see menu); 2nd choice is pizza. Fridays are pizza only, delivered from a local pizza shop. (Subject to change)

School Lunch \$3.50

Extra Serving \$2.00 (3rd through 8th grade only)

Milk \$.70

Water \$.60

Al a Carte Items: Cookies, Chips, Lemonade, Iced Tea (Prices vary on selection and availability of items)

A monthly menu is available on the school website www.cccschambersburg.org. Please refer to Cafeteria Payment Procedures contained in the appendix of this handbook. Parents are not permitted to bring fast food lunches to school for their child (ie. McDonalds, etc.).

Withdrawal From School

Parents are requested to notify the school when planning to transfer children so the school can follow the procedure necessary for the legal transfer of records. Records will be forwarded by the office to the student's new school after a written request is received from the school. An exit interview may be scheduled by the principal. If the parent/guardian chooses to withdraw a student after the start of the school year no re-admittance to the school will be permitted for the remainder of that school year (exceptions may apply).

Information Regarding Shared Custody

The school is required to send home papers, notices, newsletters, etc. to the parent/guardian who has been awarded primary physical/residential custody. Duplicate information will not be sent to the non-custodial parent unless otherwise directed by the court. Legal documents must be on file for us to determine the primary custodian. If no legal papers are on file at the school, information is sent home in the usual manner. The rights of both parents/guardians will be honored in regards to notes, bus changes, appointments, etc., unless otherwise directed by the court. Please do not send in notes denying the other parent/guardian from seeing, talking to, and/or providing transportation to your child unless legal documents are on file and confirm your request. (This also applies to the Extended Care Program.)

The faculty and administration at Corpus Christi Catholic School expects all parents/guardians who are experiencing difficulties in their relationships not to allow these differences to encroach on the school environment. We reserve the right to discontinue our educational program with

any family that is unwilling to abide by this policy. (This also applies to the Extended Care Program.)

We realize that divorce and/or separation is a difficult time for the entire family. We also realize that it is most difficult for the children. Tremendous efforts are made to provide all students with a safe academic environment even during a stressful divorce/separation. Your cooperation and assistance is needed so that all students can enjoy the maximum instructional time of the teacher every school day.

Health and Safety Procedures

COVID-19

Corpus Christi Catholic School follows CDC, PDE, and Diocesan recommendations. Complete COVID-19 procedures are available on the school website.

Building Security

It is the policy of Corpus Christi Catholic School not to permit students to return to the classroom once they have been dismissed at the end of the day unless accompanied by a school staff member. The policy was implemented for the following reasons:

1. It is imperative that we know who is in the building at all times. When a bus is called or car riders are dismissed we conclude that those students are no longer in the building. In case of emergency within the building we know that those students dismissed are safely on the way home.
2. Our Extended Care Program is in session until 5:30pm. We follow the same security procedures during this program that are in place during the school day. Extended Care staff depend on these procedures to provide a safe environment for the students; therefore, anyone not involved in the program should not be able to gain access to these areas of the building.
3. Certain extra-curricular activities are scheduled after school in the gym. These activities include band, Drama Club, CYO basketball, and cheerleading. Students participating in these activities can only have access to the gym area. Prior to 5:30pm parents and/or volunteers must sign in and secure a visitors badge to gain access to the gym.
4. The scheduled teacher day concludes at 3:00pm or when all students have been dismissed. Therefore, the hall doors and classrooms are secured and there is no access to these areas.
5. Corpus Christi Catholic School takes precautions to help your child remain in a safe environment from 7:30am to 5:30pm each school day. Our safety committee members attend workshops and seminars on a regular basis to gain information on the most

recent developments in school security and student safety. We are very proud of the preventative measures taken and hope that all parents/guardians support and cooperate with these procedures.

Emergency Closing and Snow Days

If there is any doubt about school being in session during heavy snow or other emergencies please listen to the radio. Radio stations announcing closings include WCHA, MIX 95, and 92.1 as well as TV 25 (Channel 12). We follow the Chambersburg Area School District's closure schedule. If school is in session and the weather becomes hazardous, listen to the same stations for closing information. Please do not call the school for closing information; we must keep our lines open for emergencies.

An automated call/text/email system is in place to notify parents/guardians of emergencies and unscheduled early dismissals due to unforeseen circumstances. It is important that parent's inform the school if emergency contact numbers should change. *Please be sure your child knows where he/she should go in the event of an emergency closing. You are encouraged to make these plans early in the year before facing a school closing.

FID and Online Learning

Flexible Instruction Days are authorized through PDE and will be utilized in place of make-up days for weather related school closures. If snow days exceed authorized FID's, virtual learning will be utilized for make-up days. Online learning requests outside of snow make-up days must be requested through the Diocesan Education Office and will only be approved under extraordinary circumstances. Attendance for both is determined by the completion of assignments.

Fire Drill

State law requires fire drills. Students are expected to move quickly and silently out of the building following established rules. Any visitor in the building during fire drills must also evacuate the building.

Health Services

Daily health services are provided by our school nurse. Health services provided by the Chambersburg School District are available at our school routinely and upon request in case of emergency. A dental hygienist is also available to our students.

The following services are provided:

Dental screening
Physical exams

Vision screening
Height & weight checks

Hearing screening

Emergency information for each child is kept in the office. Parents should try to keep this information updated by informing us of any changes in work, contact people, physician, or student medication/medical condition(s). If any student has a medical issue that at the discretion of the school nurse warrants a 911 call for assistance we will make the 911 call first and then notify the parent/guardian immediately.

Medication

Corpus Christi Catholic School requires written authorization from a physician and a parent/guardian to administer any medication (prescription or non-prescription) to students. If your child will be taking medication during school hours, please have your physician complete the Physician's Request Form contained in this handbook appendix. Please add your signature to the form and return it to school at the beginning of the new school year. The school nurse must have this form completed to allow your child to take any medication. The medication must be in the original prescription bottle, correctly labeled from the pharmacy. The instructions on the label must match the doctor's instructions on the prescription form. For over-the-counter medications, attach a label with the student's name and dosage to the original package. No medication can be dispensed without this documentation.

Please note: School Health Services strongly recommend that the parent/guardian delivers medication to the school. Students may not have any prescription or non-prescription medications with them. (See appendix for additional information)

Insurance

Parents may choose to participate in the insurance program offered by the school. Information and application forms are sent home at the beginning of the year. Please notify the school if your child does not receive this information.

Youth Protection Program

On June 14, 2002 the United States Conference of Catholic Bishops approved the Charter for the Protection of Children and Young People. The Charter addresses the Church's commitment to deal appropriately and effectively with case of sexual abuse of minors by clergy and other Church personnel (employees or volunteers). A firm commitment was made by the Bishops to provide a safe and secure environment for all children involved in programs operated by the Church.

As of July 1, 2015 Corpus Christi Catholic School and the State of Pennsylvania requires all parents/guardians who anticipate participation in school programs and events as a volunteer to undergo a criminal record check with the Pennsylvania State Police, the Department of Human Services, and the FBI. After receiving the completed clearances from the appropriate departments all forms must be forwarded to the school office for verification. Parents/guardians choosing not to undergo the required background checks will be unable to participate as a volunteer in any school functions, programs, field trips, parties, committees, etc. There will be no exceptions to this policy.

All volunteers working with students who attend Corpus Christi Catholic School in programs associated with the school and/or parish are also required to complete a self-guided training course provided by the Diocese of Harrisburg. This mandatory training is required for all employees, all clergy, and all those in formation for priesthood or diaconate as well as for volunteers who have ongoing contact with minors. After completing this training all forms will be forwarded to the Diocese of Harrisburg who will then issue a Youth Protection ID Card that allows the person to volunteer.

Please refer to Creating a Safe Environment in the appendix of this handbook for additional information. All volunteers must complete this program and regularly update it for their active volunteer status to continue.

School Activities

Parties

Classrooms in grades PK through 5 celebrate holidays (Christmas, Valentine's Day, etc.) with class parties at designated times. Classroom parents assist the teacher in preparation for the party. The teacher makes decisions concerning the size and scope of the party. If a parent wishes to send in store bought treats for the entire classroom to celebrate a child's birthday they must contact the classroom teacher at least one week in advance. **Please be aware of class allergies when purchasing treats.**

Party Invitations

There are times during the school year when children are having parties at home. Invitations may not be passed out in school unless every student in the class will be receiving one. Please be sure to contact the classroom teacher before sending in invitations.

Field Trips

In order to enhance the curriculum, field trips may be planned by the faculty in conjunction with the unit of study at various grade levels. A permission slip will be sent home prior to a scheduled

trip. The permission slip must be signed and returned to the school prior to the trip. No students will be permitted to attend a field trip without the signed permission slip. Verbal permissions will not be accepted.

Because of the responsibility involved, parents who are asked to chaperone field trips may not bring other children with them. We cannot make any exceptions to this rule. In addition to ensuring the safety of our students, parents are prohibited from directly posting pictures or videos of the field trip to social media. To help ensure your child's welfare while participating in field trips, students will not be permitted to meet relatives or friends for lunch, or arrange alternate transportation when traveling on school approved and supervised trips. Your children are the school's responsibility and their safety is of primary concern.

Extracurricular Activities

Along with the challenging and updated curriculum at all grade levels, students may be involved in the following school sponsored activities:

STEAM Club
Band
Chorus

Student Council
Yearbook Club
Talent Show

Lego Club
Performing Arts Club

A high academic standard for all students has been the cornerstone of the academic program for Catholic schools. Corpus Christi Catholic School is no exception to this valued tradition. To increase student motivation and effort in the academic areas, students in grades 4 - 8 must maintain at least a C average in all subjects on each progress report/report card to participate in the activities listed above. If a student falls below a C average on a progress report/report card he/she will be on academic probation and not permitted to participate in activities until the grade is brought up to a C (a minimum of one week).

Family Activities

Activities scheduled by the Home and School Association and Corpus Christi Catholic School categorized as "Family Activities" are planned throughout the school year. Students attending these activities are the responsibility of the parents/guardians and are expected to exhibit proper behavior at all times. The school and/or Home and School Association assume no responsibility for students during these activities.

Parents/guardians also agree on behalf of the named student to waive claims for liability against the school, The Home and School Association, the Diocese of Harrisburg (and any other diocesan or school offices, agents, or employees) which may arise from the participation of the named student in "Family Activities".

School Associations

Home and School Association (HSA)

Corpus Christi Catholic School is fortunate to have an active and productive Home and School Association. All parents/guardians are asked to become members of the association. The association sponsors fundraisers to maintain adequate education facilities and materials for our students. They coordinate our volunteers and provide a variety of services to our school. The Home and School Association sends home information on a regular basis about sponsored functions, meetings, and activities. Your participation and support in this association is important to the well being of our school, expanding/improving programs, and keeping tuition costs down. Each family pays annual dues in the amount of \$50 to support the HSA.

Athletic Association

Corpus Christi Catholic Church and School is fortunate to have an active and productive Athletic Association. The Athletic Association embraces athletic competition under the CYO rules for the benefit of the physical and emotional well being of the students of Corpus Christi Catholic School and Corpus Christi Parish. We extend Christian hospitality to our guests and pledge our participation in the spirit of fair play. The Association is coordinated by parent volunteers under the leadership of our Athletic Director. The association sponsors fundraisers to ensure adequate financial support for all of our athletic programs.

The Athletic Association also partners with the local Rec department allowing Corpus Christi Catholic School students to participate in sports not offered through the CYO.

Please see the school website for contact information and opportunities.

Technology

All students (and their parents) must sign an ACCEPTABLE USE AGREEMENT when they enroll to use the school network and have access to the internet. All students are required to purchase headphones from the school to be used with their devices. These headphones will remain at school and will be replaced only if needed. There is a one time cost of \$5 for headphones. A \$25 insurance fee is required annually for students assigned 1-to-1 devices. Notices will be sent home at the beginning of the school year.

School Website

The official Corpus Christi Catholic School website can be found at www.cccschambersburg.org. Every effort is made to keep the website up to date; however, it is important that you check with

your child for important information and updates that are sent home. Please remember that the Event Calendars on the website are tentative dates and are subject to change.

A list of the school faculty and staff and their contact information can be found on the school's website.

Uniform Policy for Grades K - 8

Why does Corpus Christi Catholic School have a Uniform Policy?

- Simplifies dressing
- Reduces peer pressure and social stigmas
- Encourages distinctions of character
- Places emphasis on learning, not clothing
- Equalizes economic diversity
- Lowers long term clothing costs
- Allows for cohesive presentation as a group
- Facilitates security
- Enhances school spirit
- Makes laundering simple

If you have any financial difficulties adhering to this policy please see the principal or pastor. Items may also be available through uniform exchange. Please contact the school office for more information.

Uniform Providers

Corpus Christi Catholic School has multiple options available for our uniform needs.

Landsend School Uniforms

<https://www.landsend.com/co/account/school-uniforms?selectedSchoolNum=900199613>

FastInk

https://www.storessimple.com/fastink/groupproducts.php?prodgroup_id=11975&prodgroupbypass=true

- FastInk is local to the Chambersburg area
- FastInk provides items throughout the school year to accommodate student growth
- Returns are accepted (tags must be on items)

Personal Appearance - Boys Grades K - 8

Hair/Nails: Must be clean and/or neat. No unusual cuts, “fad” streaks, or unusual hair color. Hair must be clean cut, worn out of eyes, above the bottom of the ear, and off the collar. Facial hair is not permitted. Fingernails should be clean and neatly trimmed.

Jewelry: Medical bracelets, wristwatches (NO Smartwatches), and religious medals on plain gold or silver chains are permitted. No earrings are allowed.

Personal Appearance - Girls Grades K - 8

Hair: Must be clean and neat. No unusual cuts, “fad” streaks, or unusual hair color. Hair must be worn out of the eyes.

Jewelry: Post type earrings only (no hoops/dangle earrings). Medical bracelets and 1 additional bracelet (a hair-tie is acceptable), wrist watches (No Smartwatches), and religious medals on plain gold or silver chains permitted.

Make-up: No make-up is allowed (exception clear chapstick or medicated lip balm).

Nails: Fingernails should be clean and neatly trimmed. Only clear polish is allowed.

Boys Grades K - 5

Slacks: Navy slacks worn year round.

Shorts: Navy shorts may be worn **prior to Nov. 1st and after Mar. 31st** (no cut off pants).

Shirts: Short or long sleeve grey, white, or green polo shirts with school logo worn year round.

Sweatshirts: Navy crew neck sweatshirt with school logo may be worn year round.

Belts: Black, brown, or navy dress belt in solid leather or braided with a simple buckle is mandatory with slacks and shorts. Exception: kindergarten boys may wear elastic waistband slacks without a belt.

Socks: Solid black, navy, or white covering the ankle bone. No logos.

Shoes: Safe and comfortable shoes should be worn at all times. No slip on shoes, no sandals, no shoes without full backs, no boots, no open toed shoes.

Girls Grades K - 5

Plaid tunics: No shorter than 3 inches above the knee, worn year round.

Slacks: Navy slacks may be worn year round.

Skort: Navy, no shorter than 3 inches above the knee, may be worn year round.

Shorts: Navy walking shorts may be worn **prior to Nov. 1st and after Mar. 31st**.

Shirts: Long or short sleeve grey, white, or green polo shirts with school logo worn year round.

Sweatshirts: Navy crew neck sweatshirt with school logo may be worn year round.

Belts: Black, brown, or navy leather or braided belts with a simple buckle are mandatory with slacks and shorts.

Socks: Solid black, navy, or white covering the ankle bone. No logos. Knee-hi socks or tights must be worn **between Nov. 1st and Apr. 1st**.

Shoes: Safe and comfortable shoes should be worn at all times. No slip on shoes, no sandals, no shoes without full backs, no boots, no open toed shoes.

Boys Middle School Grades 6 - 8

Slacks: Khaki slacks worn year round.

Shorts: Khaki shorts may be worn year round (no cut off pants).

Shirts: Long or short sleeved grey, navy, white, or green polo shirts with school logo worn year round.

Sweatshirts: Navy crew neck sweatshirt with school logo may be worn year round.

Belts: Black, brown, or navy dress belt in solid leather or braided with a simple buckle is mandatory with slacks and shorts.

Socks: Solid black, navy, or white covering the ankle bone. No logos.

Shoes: Safe and comfortable shoes should be worn at all times. No slip on shoes, no sandals, no shoes without full backs, no boots, no open toed shoes.

Girls Middle School Grades 6 - 8

Plaid Skirts: No shorter than 3 inches above the knee, worn year round.

Slacks: Khaki slacks worn year round.

Shorts: Khaki walking shorts may be worn year round.

Skort: Khaki, no shorter than 3 inches above the knee, may be worn year round.

Shirts: Long or short sleeve grey, white, navy, or green polo shirts with school logo worn year round.

Sweatshirts: Navy crew neck sweatshirt with school logo may be worn year round.

Belts: Black, brown, or navy leather or braided belts with a simple buckle are mandatory with slacks and shorts.

Socks: Solid black, navy, or white covering the ankle bone. No logos. Knee-hi socks or tights must be worn **between Nov. 1st and Apr. 1st**.

Shoes: Safe and comfortable shoes should be worn at all times. No slip on shoes, no sandals, no shoes without full backs, no boots, no open toed shoes.

***Please note: At the teacher's discretion students will be prohibited from participating in certain school activities (physical education, recess, etc) if the student's shoes are deemed to be unsafe.**

Gym Uniform Boys and Girls Grades K - 8

To be worn on gym days only (unless directed by school staff). **Full uniform Nov. 1st through Mar. 31st.** Jacket/pants optional before Nov. 1st and after Mar. 31st.

Uniform: FastInk grey t-shirt with school logo, navy shorts (no shorter than 3 inches above the knee), navy zip-up jacket ($\frac{3}{4}$ zip or full zip) with school logo, and navy athletic pants.

Socks: White athletic socks covering ankle bone, no logos.

Jackets/Coats Girls and Boys Grades PK - 8

Weather permitting students will go outside for recess/PE. **Coats/jackets are required Nov. 1st through Mar. 31st** - this is IN ADDITION TO their uniform sweatshirt or PE jacket. During this time, if temperatures permit, staff will allow students to remove coats/jackets.

Masks Girls and Boys Grades PK - 8

It is recommended that all students wear a mask to school **Nov. 1st through Mar. 31st**. Masks should cover the nose and mouth and fit snugly on the sides of the face. Masks may be of any color or design but logos must be school appropriate. Masks should be labeled with the student's name and grade. Parents may want to provide an additional mask to keep at school. When deemed necessary by school administration, the diocese, or state/federal government, masks may be required.

Dress Down Days Girls and Boys Grades K - 8

On days students are permitted to wear clothes other than their school uniform the dress must be modest and in keeping with diocesan policy. Corpus Christi Catholic School does not permit spandex shorts or leggings except to be worn underneath dresses, skirts or long shirts (must be one inch below fingertips when arms are down at sides). Strapless, spaghetti straps, or tank tops are not permitted. Cut off sleeves or cut off shorts are not permitted. Leggings must be worn under jeans with manufactured tears. Logos must be school appropriate. If you have any questions regarding what is/is not appropriate please contact the office.



Handbook Verification Form

All parents/guardians and students are required to read the Corpus Christi Catholic School Handbook and sign and return the verification form by August 31, 2023.

I have read and support the policies stated in the 2023/2024 Corpus Christi Catholic School Handbook, including the appendix, which specifically includes the Acceptable Use Agreement for Computer Usage. I am aware of and completely understand the rules and regulations which apply to students and parents/guardians at Corpus Christi Catholic School.

I also understand that the education of a student is a partnership between parents/guardians and the school. 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 if the administration determines that the policies of the Handbook are not supported and followed by the parents/guardians and/or students.

I understand and agree that I am responsible for knowing and understanding its contents and abiding by the procedures, rules, and policies set forth in the handbook.
I understand that the handbook does not create any contractual obligations, express or implied, on the part of the diocese or the school.
I understand that any amendment of the handbook will always govern and supersede any prior versions.

Student Signature _____ Grade _____ Date _____

Student Signature _____ Grade _____ Date _____

Student Signature _____ Grade _____ Date _____

Student Signature _____ Grade _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____