



PARENT/STUDENT HANDBOOK

2020-2021

2410 N. Cascade Ave Colorado Springs, CO 80907

Phone: 719-632-5092 FAX: 719-578-9124

<http://corpuschristicos.org/school>

School Hours

7:40 a.m.-2:45 p.m.

Office Hours

7:15 a.m.-3:30 p.m.

Rev. Brian Roeseler, Pastor
Anneliese Degenhart, Principal

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Corpus Christi Catholic School, CCCS

CCCS is a pre-Kindergarten through Grade 8 Catholic Elementary, Middle School, and Junior High under the Diocese of Colorado Springs Office of Catholic Schools.

The curriculum stresses academic achievement within a Catholic community where the child is loved and respected by his/her peers as well as the teacher. Texts and methodologies are used to ensure our theology is in compliance with the bishops of the United States. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At CCCS, we work to mirror the way Jesus taught.

Mission Statement of CCCS

To live our faith as Catholic leaders through superior spiritual and academic learning.

Student Pledge

Today I promise to keep Jesus in my mind, on my lips, and in my heart. I will treat others, myself, and creation with Prudence, Temperance, Justice, Fortitude, Faith, Hope, & Love. Today, I promise to live as a Disciple of Christ by making Virtuous Choices.

Strategic Plan

The CCCS Strategic Plan, Bold and Faithful, illustrates the vision for the school 2015-2025. All families are encouraged to thoroughly read the Plan on the school website and commit to its completion.

Core Values

Leadership
Community
Faith
Service
Knowledge

ATTENDANCE

Students are expected to attend school regularly and on time.

Absence unrelated to COVID-19

When a student is absent from school, a parent is required to call the office by 10:00 AM each day of the absence, 719.632.5092. If the office does not receive a call, a parent may be contacted.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. Until a note is received, the absence will remain "unexcused." These notes/letters will be retained in the office for one year.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangements with classmates and teachers regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences*.)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence related to COVID-19

If a student is absent due to a COVID-19 case or suspected case, the parent must call the school immediately. The parent must talk with **only** either Mrs. Ambuul or Mrs. Degenhart. No messages will be accepted!

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the

same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. Parents whose students who are tardy more than 20 times will be required to meet with the principal before student is allowed to return to school.

Students who are absent for more than three class periods in a day, for any reason whatsoever, may not participate in after school activities, including sports practices or games for that day.

ACADEMIC INFORMATION

The policies put forth regarding academics are in place to ensure that each student as learner may build a solid academic foundation and apply his/her knowledge to use the gifts that he/she has been given by God while positively contributing to the larger community. The academic structure is built in combination with a moral lens.

Academic Ineligibility for Extra-Curricular Activities

Students involved in sports or other extracurricular activities will have their grades checked every Monday. Students who have no more than two behavior logs and a “C” or better in all their classes will be able to play/practice/participate in their sport/activity for the rest of that week. The eligibility list will be communicated to teachers who have participating students every week as well as to parents and coaches who have students who are ineligible.

Any student participating in extracurricular activities must also maintain behavior expectations as specified as a member of CCCS Community. Students can be removed from extracurricular activities if the principal deems it necessary. Parents and coaches will be contacted when ineligibility based on behavior occurs at which time the ineligible status time period will be stated.

Academic Awards, 5th-8th Grades

Each quarter, 5th-8th Grade Students have the opportunity to receive the following honors:

- Principal’s Honor Roll – Presented to students earning a 4.0 GPA in all classes including arts and elective classes.
- Gold Honor Roll – Presented to students earning a 3.5 – 3.999 GPA in all classes including arts and elective classes.
- Blue Honor Roll - Presented to students earning a 3.0 – 3.5 GPA in all classes including arts and elective classes

Awards will be presented during the week following the end of each quarter.

Academic Honesty

All work shall be done by the student and the student only. Students may work cooperatively and parents may guide. Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

Chromebooks For Education

Students in 5th-8th are issued Chromebooks by CCCS for use during the school day.

Students are given a Chromebook when the following have been met:

- Student and parent have signed the *CCCS Chromebook Policy Pledge* (policy will be sent home within the first week of school)
- Student and parent have signed the *CCCS Telecommunications Use Agreement* (covered by signing the *Family Handbook* signature page,
- Student and parents have signed the Diocesan Technology and Internet Usage Agreement, and
- The annual Student Service Fee, which includes the Technology Fee of \$40 has been paid. This fee includes comprehensive insurance for each assigned Chromebook. Additionally, there will be a \$50 charge if the Chromebook must be replaced due to accident, misuse, or abusive handling.

Curriculum & Testing

The Diocesan curriculum guidelines are followed for the teaching of all subject areas including: Religion, Language Arts, Mathematics, Social Studies, Science, Fine Arts, Handwriting, Computer Literacy, Physical Education, Music, Spanish, Catechesis of the Good Shepherd, and Theology of the Body. Students 5th-8th take Physics through the *See The Change* curriculum.

All students Kindergarten through 8th grade are required to take the Fall, Winter and Spring Benchmark Assessments (STAR). These assessments must be taken in-person. No virtual assessments will be accepted without principal approval.

Students take the Diocese of Colorado Springs Religion Assessment and 5th Grade students take the national ACRE test of Catholic religious knowledge. Students also annually take the national IOWA Academic Assessments. Overall tests scores are made public each spring; individual student scores are shared with parents each spring.

CCCS does not participate in the Colorado state assessments, PARCC, CO-Alt, CMAS, or other state or national tests.

Distance Learning

Either by choice or as a cohort, students may be distance learners. In this case, learners, parents, and teachers must adhere to the following expectations:

Students taking distance learning classes will:

1. Be on time for class and remain in class until dismissed by the teacher
 - a. Students more than three minutes late will be marked tardy
 - b. Absences will be determined by the length of the class
2. Have camera on at all times with learner sitting in front of the camera
3. Mute microphone unless otherwise requested by the teacher
4. Alert teacher to unforeseen technical complications that may have interrupted the lesson as soon as possible
5. Minimize distractions: no movies, music, pets, noise, siblings, or snacks during the lesson
6. Wear school uniform polo

7. Use technology in an acceptable/appropriate manner as outlined in the Technology User Agreement
8. Follow the Christian code of conduct and collaborate with peers using respectful language and behavior
9. Use 'chat' space to answer questions posed by the teacher only (no random thoughts, no chat spamming)
10. Remote learners will follow same behavior expectations as those in school.
11. Maintain the actual Zoom or Google Meet background (no virtual backgrounds)
12. Read communication from teachers in the Stream daily and weekly
13. Learners are responsible for in class work and homework
14. Turn in work on time
15. All work will be turned in on the Google Platform
16. Seek help when needed

Teachers teaching distance learning classes will:

1. Post weekly overview in Google Classroom Stream by Monday morning at 7:30AM.
2. Will have face to face instruction daily with all students.
3. Will post the schedule to Google Classroom and stick to the times so all students can be involved in live instruction.
4. Will create office hours for all students in the class.
5. Include distance learners in direct instruction, classroom discussions, and small groups
6. Post assignments in Google Classroom's assignment section before the class meets
7. Post materials that are necessary for class prior to the Google Meet
8. Take attendance each time you sign on. Report to administration if there is an attendance issue.

Parents of distance learners will:

1. Supervise the distance learner so that he/she is focused, undistracted, and engaged in class
2. Be involved in the education process with your child and teacher.
3. Respect the privacy of students that are attending in school
4. Understand that this is not a normal year for anyone and respect that the teacher and students are doing the best they can in these uncertain times.

Field Trips

Field trips will be considered if they are safe and in compliance with health standards.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is available in the Digital Locker. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may use a copy from the Digital Locker. Call the school for information needed to complete the form. Note: a fax does not take the place of an original signature.
10. A telephone call will not be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
13. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
14. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
15. All chaperones must be 25 years of age or older.

Grading Scale

A = 93 – 100

B = 85 – 92

C = 77 – 84

D = 70 – 76

F = 69 or below

Graduation and 8th Grade Awards

To participate in 8th grade end of year celebrations – Baccalaureate Mass, Graduation Mass as well as the 8th grade trip, 14 credits are required. Students may be required to attend an area summer school if credits for promotion are not met for the academic year, see *Summer School*.

Valedictorian

- Student who has been at CCCS or another Catholic school with a 7 point scale for all of middle school and have received a GPA of 4.0 in both 6th and 7th grades, including specials.
- Valedictorian will be determined by the highest GPA of a student for the 8th grade academic year calculated to the nearest 10th percent.
- Student has no serious discipline records and exhibits strong Catholic virtues.
- More than one valedictorian award can be offered.
- If in a year no one student has met the full criteria for valedictorian or salutatorian, the faculty will choose a student to receive these honors.

Salutatorian

- Student who has been at CCCS or another Catholic school with a 7 point scale for all of middle school and have received a GPA of 4.0 in both 6th and 7th grades, including specials.
- Salutatorian will be determined by the second highest GPA of a student for the 8th grade academic year calculated to the nearest 10th percent.
- Student has no serious discipline records and exhibits strong Catholic virtues.
- More than one salutatorian award can be offered.

Father Abel Award (the founding pastor of CCCS)

- Student who has been at CCCS or another Catholic school with a 7 point scale for all of middle school
- A-B Student
- School related community service (ie. altar server, school projects)
- Collectively chosen by the Middle School teaching team and pastors of the school

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Homework Policy Due to Illness

When a student is absent for three or more days, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days will be given three school days to complete the missed work.

Library

Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Planners

Kindergarten-8th Grades are expected to check Google Classroom each day for assignments. It is the responsibility of the student and parents to contact the teacher if there are questions about an assignment.

Promotion Policy and Retention Policy

Advancement to the next grade in CCCS is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Cards

Report cards are important tools for communication. Report cards will be given four (4) times during the academic school year or every nine (9) weeks. Parents are to sign the report card envelopes and return the envelopes within two school days, except for the final report card of the year.

No student will be given a Report Card if tuition, library fines, or Lunch Program fees are in arrears.

Enrichment Classes

Enrichment classes are part of the CCCS curriculum and are scheduled for all Kindergarten – 8th Grade students. Classes include: Art, Physical Education, Music, and Spanish.

Enrichment classes are an integral part of a student's education. Appropriate school behavior is expected in all enrichment classes. Students may have homework assigned and students are expected to follow homework guidelines as they would for any other class.

Testing

In addition to classroom quizzes, tests, and assessments, students may be required to participate in further educational assessments. Students at CCCS will not take the Colorado State Tests, PARCC, CMAS, TCAP, or CSAP. The Iowa Assessments will be administered annually in the Spring to students in grades 1st – 8th. Benchmark testing in Math and Reading for grades Kindergarten-8th Grade will also be administered three times a year. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5.

Students at-risk academically will also be progress monitored to check for ongoing growth and to drive individualized instruction. Individual student test scores of the progress monitoring tools are available on an ongoing basis and will be sent home to parents.

IOWA summative scores will be available to a student's parents, guardians, and teachers with the final year-end report card. Individual school achievement test scores may be published through news media or publicity brochures. UCSPPR and CCCS administration will also use the school's test scores for the purpose of improving instruction within the school. All students will participate in the assessment program. All students will be included in the class and school averages. Accommodations for test taking for students with active written Student Assistance Plans (SAPs) or Response to Intervention Plans (RTI Plans) may be made at the discretion of the school principal.

Junior High students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year.

ACCREDITATION

CCCS is accredited through the AdvancEd Accrediting Association, is a member of the National Catholic Educational Association, and is a parochial school in good standing with the Diocese of Colorado Springs and the Roman Catholic Church.

ADMISSION & ENROLLMENT INFORMATION

Nondiscriminatory Policy

CCCS admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Academic Accommodations

Children with a recommendation for an IEP or a 504 plan may be admitted to attend CCCS after determining if the needs of the student can be met within the context of the school, considering the facility and staff available. A Student Assistance Plan (SAP) meeting will be required and a SAP may be created in conjunction with the parent and the school to determine how the needs of the student can or will be met. After admission, it may become evident during the probationary time period that the designated disability may seriously impair the student's ability to successfully complete the school's academic program or the school cannot provide sufficient care and make reasonable accommodations for the disabled child, a recommendation of attendance at another school to better meet a student's needs may be required.

NOTE: Corpus Christi Catholic School does not accept requests for specific teachers from parents.

Admitting Junior High Students

Students wishing to enroll for their 8th grade year must have permission from the principal.

Availability

As openings become available, the following priorities will be used to accept students to CCCS:

1. Members of Corpus Christi Parish
2. Members of other Catholic parishes
3. Non-Catholic students

Age Requirements

Children entering Three-Year-Old Pre-K must be three (3) years of age by October 1st.

Children entering Four-Year-Old Pre-K must be four (4) years of age by October 1st.

Physical Assessment Forms

All new preschool-pre-kindergarten students admitted to CCCS must submit a current physical evaluation form prior to admission.

Children entering Kindergarten must be five (5) years of age by September 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on Kindergarten readiness assessments.

At the time of registration, all new students seeking admission to CCCS are evaluated on the basis of current standardized test scores and report cards. Other academic testing may be required determined by the principal.

Disenrollment

Disenrollment may occur due to lack of achievement, behavioral issues, attendance concerns or failure to pay tuition in a timely fashion. Other than for egregious disregard for the Catholic faith and the core values of CCCS, disenrollment will never occur without serious attempts by CCCS to rectify the issues. The Principal is the final arbiter on all matters of disenrollment.

Documents Required for Admission

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP (if applicable)

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at CCCS will meet the educational needs of the students.

Testing in some academic areas may be held for new incoming students in Grades 1-8.

Non-Catholic students whose parents accept the philosophy of CCCS will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

Financial Obligations

All families must have a signed Tuition Agreement on file with the Admissions office before attending CCCS. No student is considered enrolled without this Agreement on file. All financial agreements must be met to continue enrollment. Parents/Guardians must make the principal or parish business manager aware of any deviations from one's payment plan. A fee of \$25 will be assessed for any bounced checks, this is in addition to any bank fees. Any family who is in arrears will not be allowed to register for the following school year until balance is paid off.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Probationary Status

All students new to Corpus Christi are on probationary status for their first quarter. At the end of the first quarter or at any time prior, the principal may elect for any reason to terminate enrollment. After the first quarter, students are no longer on probationary status.

Student Records

CCCS adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the school office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Buckley Amendment

CCCS adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential locked file in the office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled. (See previous section on Student Records for transcript information.) Families transferring to another Diocesan school must meet and obtain approval from the principal. A \$500 fee will be assessed to any student who withdraws or transfers during the school year.

ARRIVAL & DEPARTURE PROCEDURES**Times**

- Students are not allowed to enter the building prior to 7:25 AM without prior staff consent. Students arriving after 7:40 AM are considered tardy. Students leaving before 2:45 PM are also considered leaving school early and should be signed out at the office.
- If your child is going to be absent or tardy, please notify the tardy/attendance line at 719-632- 5092 or via email by 8:00 a.m.
- It is the responsibility of the parent to contact car pool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.
- The school office should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

Safety

- NO PARKING IS ALLOWED ON THE SCHOOL PARKING LOT AREA NORTH ON JACKSON NEXT TO THE SCHOOL. NO STUDENTS ARE TO BE DROPPED OFF ON THE STREET IN ANY AREA.
- Abide by any request by staff or volunteers directing traffic.
- The local police will be contacted by the Principal and safety violations by parents will be reported.
- If behavior continues, parents will be required to leave the car line and park their car before their student(s) will be released.
- Cross from Parish Grounds to School Grounds on via the crosswalk at Jackson & Cascade.
- Students may not be on the playgrounds before or after school without adult supervision. Students may also not be on the playground after school when After School Care is using the areas.
- Parents are not allowed to use a cell phone while driving through car line.

Car Line

Our goal is to keep our kids safe while entering and exiting the building as efficiently as possible. There are only a few changes from how car line has run in the past. The largest change is that all parents will need to use the car line, this includes preschool. All cars must enter from Jackson Street (on the south side of the school). Upon entering, you will be directed to either the west side of the building (if your youngest child is a preschool student) or the east side of the building (if your youngest child is in Kindergarten through 8th grade). Morning Drop Off will run from 7:25-7:40 a.m.

If the youngest child is in preschool, the parent will drive on the west side of the building where they will be greeted by staff members. Parents will need to wear a mask as they exit their car to unbuckle their child. Once the child is out of the car, a staff member will ask the parent health questions and take the child's temperature. If the child's temperature reads less than 100.4-degrees Fahrenheit and if the child is symptom-free, then a staff member will walk the child to his/her teacher. If the child has a fever, then the child will need to go home immediately.

If the youngest child is in preschool and you have older children, a staff member will take the temperatures of all children. The older children will be directed by a staff member to the gym entrance doors where they will be directed to their classroom.

If the youngest child is in Kindergarten through 8th grade, you will enter from Jackson Street and be directed to the east side of the building. Drivers should pull all the way up to the stop sign. Drop off and Pick up will be done in groups of 4-5 cars. All adults and students in the car must have a face mask on. A staff member will greet your child at his/her car. Please do NOT allow your child to exit without a staff member present. The staff member will take the child's temperature upon exiting the car. If the child has a temperature below 100.4-degrees, they will be directed to a designated entrance. Each cohort has a separate designated entrance and exit to provide appropriate social distancing. If the child has a temperature of 100.4-degrees or higher, they will need to return to the car and go with the parent.

If there are multiple children in one care and only one child has a fever, it is up to the parent as to whether or not the children without a fever will stay at school.

After exiting the parking lot, all cars must turn left onto Van Buren.

Afternoon Pick Up will run from 2:45-3:00 p.m. and will follow the same traffic pattern. Students will be called down to meet their car at designated cones. It is important that you have your Name Card in your front windshield so that we can dismiss students efficiently.

Pick Up/Drop Of During the School Day

If a student (Kindergarten through 8th grade) must be picked up or dropped off after 7:40 a.m. or before 2:45 p.m., the parent must park either in the church parking lot or on the street. No parking or driving on school grounds will be allowed during school hours with the exception of handicap parking.

Parents must come to the main doors and be buzzed in. A staff member will come out to take the parents temperature. All visitors must use social distancing and wear a mask and be fever free to come in the building. Upon parent arrival, the student will be called down and the parent must sign the student out.

If a student is returning to school, a parent must escort the student to the main office for check in and then may leave. No unescorted students will be allowed admittance.

If the student is in preschool, the parent will walk the child to the west-facing AfterCare door, ring the bell and wait for a staff member to greet them. All above procedures will be followed.

CLUBS & ACTIVITIES

Athletics

CCCS is a member of CSAL and offers Girls Volleyball, Girls and Boys Basketball, Boys Wrestling, and Track. A schedule will be published by the school's Athletic Director. For the 2020-21 school year, all CSAL athletics will be suspended until January 2021.

For behavior and academic expectations for student athletes, please refer to *Academic Ineligibility for Extra-Curricular Activities*.

Colts for Life

In conjunction with the national organization Students for Life, Colts for Life is a pro-life group for junior high students whose purpose is to educate and empower youth about life from conception to natural death.

Mathcounts

Mathcounts is an afterschool club for 6th through 8th grade students who want to accelerate and deepen their math skills. The CCCS Mathcounts team participates in the annual, city-wide competition.

National Junior Honor Society

To encourage excellent performance by students in middle school and reward them for their efforts, Corpus Christi Catholic School began membership in NJHS in 2013. A student may be a candidate for the NJHS if the following criteria are met:

- Academic--the candidate must have a minimum G.P.A. of 3.7 at the end of the first semester to be considered. Inductees must maintain a 3.7 G.P.A.
- Citizenship--the candidate must have no submissions for major infractions in the behavior log. Additionally, the student has not served more than one detention.

If the academic and citizenship requirements have been met, then the student will be sent a letter and candidacy form. Once this application has been returned, the NJHS Faculty Council will review the form for following criteria: * The candidate must have at least a 3.7 average of the four pillars (Leadership, Service, Citizenship, Character) as determined by the NJHS committee

Student Council

Student Council is the elected governing body for the CCCS students. Candidates for office must be in 5th through 8th grade. Elections are held annually. The responsibility of student council is to act as a liaison between students and school administration. In addition, Student Council plans activities for the student body.

COMMUNICATION

Calendar

The CCCS calendar can found on TeacherEase and is the official calendar. Events, times/dates occasionally change, please regularly access Teacherease.

Closing of School

In the event that school has to be closed due to weather or other emergency conditions, please tune into most local radio and television networks as they will be notified as soon as

possible. You may also access the school's Facebook Page to determine if school will be delayed or closed for the day.

Families are **required** to self-register with Flash Alert at www.flashalert.net, a web has service that Corpus Christi has purchased for family use. This service can send email and text messages to inform you of delays or closures.

CCCS will be closed whenever Colorado Springs District 11 Schools are closed OR if in combination Districts 20, 38, and 49 are closed. Additionally, CCCS will close if local conditions or faculty absences warrant closure (even when District 11 may choose to stay open). Therefore it is important to follow the media stations for updates.

When closure exceeds a reasonable number of days, then CCCS may require days be added to the calendar in order to maintain the level of instruction.

Emergency conditions, which may warrant early release, require the permission of the pastor or principal prior to the dismissal of students. Parents may come at any time during the threatening weather to sign their child out. Written permission, from the parent, must be given to the school before a student will be released to anyone else. We will contact the television and radio stations and attempt to call each family if there is an early closure due to weather or emergency.

The decision to close CCCS due to weather is usually made by 6:00 a.m. the same day school is in session. It is extremely difficult to determine a closure as hazardous driving conditions change very quickly and may vary due to the locations of our families. The choice to drive in those conditions remains the decision and responsibility of the parent and weather related tardies/absences are considered excused absences and tardies.

All after school activities including sporting events will be canceled if school is dismissed early or if school has been closed due to an emergency or severe weather situation.

In case of an emergency, when the building needs to be evacuated, every effort will be made to contact parents via phone, television, and radio.

Colts E-Blast & Teacherease Communication

A weekly newsletter will be sent via email. The purpose of this newsletter is to keep all community members informed of the happenings within the school and community. Please inform the office if you need information sent to two different households.

Telephone

Permission to use the telephone must be obtained from the school office. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teachers only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

CONDUCT-DISCIPLINE

In accordance with the Catholic mission of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and

policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Items that may detract from classroom learning are not allowed at school. For items such as lighters, pocket knives, any illegal materials, or potentially destructive items, the school administration, guided by any pertaining state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of any of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

Behavior Logs

A behavior log will be submitted to www.teacherease.com when a student does not respond to correction, redirection, or a verbal warning. Once issued, parents/guardians will be notified via email and the behavior log becomes part of a student's permanent record. Concrete action will be taken to correct behavior (i.e., lunch detention, completion of a behavior reflection writing, cleaning desks, etc.).

Bullying and Cyberbullying

CCCS attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

CCCS participates in Safe-to-Tell. "Safe2Tell Colorado is a Colorado model prevention strategy operating under the Colorado Attorney General's Office, Department of Law. Founded in 2004, Safe2Tell Colorado is the law-enforcement led component of School Safety for the state of Colorado. Colorado schools are required by the Colorado Department of Education to include Safe2Tell Colorado as part of school safety planning.

"The mission of Safe2Tell Colorado is to ensure that every Colorado student, parent, teacher and community member has access to a safe and anonymous way to report any concerns to their safety or the safety of others, with a focus on early intervention and prevention through awareness and education;" (<https://safe2tell.org/submit-anonymous-tip-report>). To make an anonymous report, you can call **1-877-542-7233** or visit <https://safe2tell.org/submit-anonymous-tip-report>

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she may never use or have outside of his/her backpack or locker during the school day and must ensure the phone does not ring during any part of the school day. If a cell phone is seen or heard by a teacher, the phone will be confiscated and returned only within a meeting between the principal and parent. If a cell phone rings during Mass, the student will be immediately suspended for at least one school day. The administration reserves the right to search the contents of a confiscated cell phone and will do so if the principal determines there is a valid reason to do so.

The student use of cell phones is also prohibited at CCCS events unless the parent is supervising the child.

Disciplinary Action**Detention**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$80.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work. Any student who is suspended will not be allowed to participate in after-school activities during his/her suspension. This includes but is not limited to sports practice/games, competitions, or field trips.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from CCCS. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

The Principal and Pastor reserve the right to determine the appropriateness of an action if any doubt arises and is the final arbiter on all disciplinary matters and may change/amend/edit/bypass the policies of this Handbook or of individual classrooms.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes.

Gum

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Off-Campus Conduct

The administration of CCCS reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

Social Media & Technology Concerns

Photos and captions on a student or parent's Instagram, Snapchat, Facebook, or other social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. Law enforcement may be contacted, determined by the principal and pastor.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion. Exceptions are made only for educational purposes with teacher permission.

DELIVERIES TO STUDENTS

Should you have a delivery, such as homework, lunch, coats/clothing, etc., for your student during the school day and you will be bringing it to the school office, please be aware that the interruption of a class in order to notify your student of your arrival will not be allowed, nor may visitors deliver items personally. An interruption to the classroom will only occur if there is an emergency. Parents may not disrupt class at any time.

Deliveries sent to students for special occasions, such as birthdays or Valentine's Day, will not be delivered to the student until the end of the school day. Please refrain from sending deliveries to students at school unless absolutely necessary.

HEALTH ISSUES

CCCS pledges to provide a healthy environment for all: students, employees, volunteers, and visitors. This pledge encompasses the physical and ecological environment to include a smoke-free campus and an interest in health issues. Each teacher and staff member is concerned with the health of every student. The buildings are subject to health department regulations. Adequate ventilation, sanitation, and lighting are provided.

School Nurse

CCCS has medically trained staff members available during all school hours and on all field trips when required. CCCS has a part-time school nurse who will provide training, guidance, and advice to staff, students and parents. Some of the duties of the school nurse or the medically trained staff members are:

- To monitor the health of students, to evaluate complaints of illness, and to administer first aid for injuries. When the school nurse is not available, a staff member will provide these services.
- To coordinate vision, hearing, and life education studies and assessments.
- To assist in health education in the classrooms.
- To maintain health files on each student, including health history, proof of immunization, and health screening.
- To be a community health resource person for parents and teachers in matters of health, health education, and life education.

Accidents and Illness at School

Principals, teachers, and other school personnel are responsible for the handling of accidents and sudden illnesses occurring at school or during school sponsored activities. The procedures for responding to a sudden illness or injury are:

1. Give the student immediate and temporary first aid care. If the injury is serious or life threatening, 911 will be called.
2. Notify the child's parent or guardian. The school shall have child emergency cards delegating permission to take action in cases in which parents/guardians cannot be reached. If the school does not have a Child Emergency Card or the contacts cannot be reached, the school may call Social Services or the police. If at any time during the school year there is a change of address, phone number, or living arrangements, please notify the school office immediately.
3. School personnel will not transport seriously injured or ill students to medical treatment. If the parent cannot provide transportation, an ambulance will be called. If a child is seriously injured or ill at the end of the school day, he/she will not be allowed to go home unless accompanied by a parent, guardian, or other parent delegate.
4. After a serious accident or emergency illness of any sort, a record of the incident and the procedure taken will be made and filed in the school office. The school reserves the right to act as deemed necessary by the principal or principal designee in a life-threatening situation.

COVID-19 Health Measures

Student safety, including providing a healthy environment, is paramount at CCCS. Our way to ensure that students, staff, and visitors are participating in a healthy environment is to provide additional hand washing opportunities, accessible hand sanitizer dispensers, PPE, social distancing, sanitizing multiple times a day, daily disinfecting of classrooms, hallways, bathrooms, and common spaces, daily professional cleaning, and the use of EnviroShield. *(For a more detailed plan, please see the CCCS "School Plan: COVID-19 2020-21.)* In the presence of COVID, we all have an increased responsibility to help keep our children, the staff and each other healthy.

While we will continue to teach and reinforce healthy hygiene practice and intensify cleaning and disinfection efforts, we believe that this is a cooperative effort. If your child is exhibiting any signs and symptoms of an infectious illness please keep them at home. We are asking for an overabundance of caution if your child is not feeling well.

The main signs and symptoms of COVID to watch for include but are not limited to- fever, cough and shortness of breath. Many people report a loss of taste and smell with COVID. According to the CDC, children are less likely to present with fever as an initial symptom and may initially only complain of gastrointestinal symptoms like nausea, vomiting and/or diarrhea. Keep your child home with any of these symptoms. Also, if your child has runny nose, sore throat, fatigue, muscle or body aches or headache think about keeping home, this is the time to err on the side of caution. Please do not medicate your child prior to the start of school with a fever reducing medication in the hope that they will make it through the day.

As per our *School Plan: COVID-19 2020-21*, we will take temperatures at the beginning of the day and any child with a temperature greater or equal to 100.4 F will remain in the car to be taken home. If during the day they become ill and have a fever they will be taken to the office and expected to be picked up within the hour. If your child is going to be absent, we ask that

you call the office and notify them of reason for the absence. If the absence is due to COVID-19, you must talk with either Mrs. Ambuul or Mrs. Degenhart. As recommended by the CDC we will track and record our absenteeism. We will continue to collaborate with our local health department to monitor the number of cases locally. Increased diligence from all of us will keep our children and staff safe and healthy.

Illness Possibly Not Related to COVID-19

Sending Students Home Due to Health-Related Issues

Symptoms/Illness Not Related to COVID-19	When Can My Child Return to School?
Diarrhea with illness (vomiting, fever)	Keep child at home; monitor symptoms
Fever (100.4-degrees or higher)	Keep child home—24 hours with no fever
Chicken Pox	Keep child home—children with uncomplicated chicken pox may return the 6 th day after the start of rash or until blisters are crusted over
Conjunctivitis (Pink Eye)	Keep child home—until 24 hours after treatment. If your health provider decided not to treat your child, a doctor's note is required
Strep Throat	Keep child home—until 24 hours after treatment and child has been fever free for 24 hours
Vaccine Preventable Diseases	Keep child home until judged not infectious by the health care provider

If a student has a fever of 100.4-degrees or higher, the student will be isolated and immediately sent home. It is crucial for an adult on the student's emergency contact list to be able to pick the child up within the hour. If a student has vomited, they will be sent home immediately. Students will be assessed for need to go home by medically trained individuals and a call will be made to parents if it is appropriate.

Allergy Policy

CCCS recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

Record Keeping

At the beginning of each school year, or when a child joins CCCS, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

Food Allergy Policy

CCCS recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, CCCS will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Classrooms

- Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.
- In the event of a suspected severe allergic reaction (where there is no known allergic history), emergency medical services (911) will be called immediately and the school's Emergency Response Plan activated. The y.
- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers and substitutes will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Immunizations

Colorado law states that no child may attend school unless such child can present to the school a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health. Proper documentation of immunization vaccinations must be provided to the health office by the child's first day of school. If proof of immunization is not received, your child will not be allowed to attend class until documentation is provided. New cards do not need to be provided each year unless additional immunizations have been received. A doctor shall allow exceptions based on religious, personal belief, or for medical contraindication with confirmation.

Medication Given at School

No medications, including aspirin, cough-and-cold medication, decongestants, cough drops, or other over the counter or prescription medications shall be administered by any school personnel or kept and administered by the child themselves, with the exception that students may care rescue inhalers and epi pens with a prescription and notification of the school office.

For administration to occur, including by a nurse, the following conditions must be met:

- Medications – including over-the-counter and prescription medications may be administered by the school nurse or their designee to any student with the written order of a physician, nurse practitioner, or dentist and the written authorization of a parent/guardian.
- All medication permission forms are located in the digital locker at www.teacherease.com or from the main office.
- No verbal permission will be granted.
- Parent/guardian is responsible for transporting the medication to and from school.
- At no time is a student allowed to bring medication to and from school.
- All medications must be in the original labeled container.
- Medications will be kept in a locked place in the office to which students do not have access.
- The person designated by the nurse to administer medication is to keep a log of medicine administered.
- Individual records of such medications administered by school personnel shall be kept indefinitely.
- If a student has a condition that might require medication on an emergency basis, individual health care plans will be completed by the physician and direct specialized care that will be provided in a school setting.
- All medications including inhalers will be kept in the health office. If a physician deems it necessary for a student to carry medication, then the appropriate physician's orders and documentation must be completed.
- Essential first aid supplies are available at all times. First aid kits must be taken on all field trips. Rubber gloves must be included and worn when there is a possibility of exposure to blood or body fluids while administering first aid.
- Any unauthorized medicine including over the counter products that are brought to school by students will be confiscated and held in the school office and may result in disciplinary action.

Health Information

Teachers are informed of children needing special consideration due to health issues on an as need to know basis.

Items Brought To School

CCCS is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

Lockers

Each student, 5th-8th, is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time.

Students in Grades 7 – 8 are issued a school-owned combination lock to use to protect their personal items during the evening and on the weekends. The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause. The locks are the property of CCCS. Students will be responsible for replacement of any lost lock. A lock that is not locked on a student's locker

during the school day will be taken from the locker. The student must see his/her homeroom teacher to retrieve his/her lock and jeopardizes the use of a locker for a limited period of time.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 10 days. Unclaimed items will be donated to charity at the end of each month. All unclaimed uniforms will be donated to the uniform closet.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Money

Money brought to school for a particular reason must be placed in an envelope marked clearly with the student's name, homeroom, activity, and amount enclosed. Students may not bring money to school unnecessarily. Money should never be left in desks, lockers or the locker room.

Room parents who help with class parties can seek reimbursement through HSA. All receipts must be turned in to HSA within 30 days. Receipts turned in after June 30, 2021 will not be honored. All reimbursement checks will be voided after 30 days.

Parents As Partners

As partners in the educational process at CCCS, we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

We, at CCCS, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of CCCS involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at CCCS, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Volunteers / Parent Involvement Program**Family Hours**

Each family with a student enrolled at CCCS is expected to complete thirty (30) volunteer hours each year. Parents and extended family, who are 18 years of age and older, or students in conjunction with their parents may volunteer hours for the family. Hours may be completed anytime between June 1 and May 31 for the school year. The school will

regularly publicize opportunities for volunteering. Those not completing their Family Hours will be charged \$10 per hour not completed.

Expectations

All individuals who volunteer in the school around children must complete the Volunteer Sign-Up sheet and complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, to decorate bulletin board.

All those volunteering around children must have completed a volunteer application, a background check, Safe Environment Training, and have three reference checks prior to contact with any student or class. Please check with the office if you are not sure of the process. Volunteers, who are in the school on a regular basis, including all coaches and assistants, must be cleared and participate in Safe Environment training each year.

Opportunities

Volunteer opportunities may include, but are not limited to bulk mail preparation, making phone calls during the Annual Appeal, serving as a Volunteer receptionist or librarian, running concessions during sporting events, coaching a sport, chaperoning a field trip, dance, or other activity, offering clerical help, aiding in the lunch room, helping during open houses, helping in CCCS activities, social media coordination, snowplowing and shoveling, carpentry as needed around campus, etc.

Safe Environment Training

Our school/parish, like all schools/parishes in our diocese, is conscientious in ensuring a safe environment for all who worship, work, volunteer, and learn in our school/church programs. Anyone who has regular contact with children or young people must attend Safe Environment Training. This mandate is required for all adults 18 years or over who work with children across the entire nation in any ministry or school. These requirements are directly from Bishop Sheridan for all volunteering with children in our diocese.

Initial Safe Environment Training

The Initial Safe Environment Training is a class that can be taken in the classroom or online. If you choose to do online training please contact Monique Callahan at mcallahan@corpuschricos.org to gain access to the designated website. Safe Environment Training is open to all, whether you intend to work with minors or not, and we encourage you to attend. If you have any questions please feel free to contact the school Volunteer Coordinator Monique Callahan at mcallahan@corpuschricos.org or go to www.diocs.org/About/ProtectingGodsChildren.aspx for more information.

Annual Update Training

Everyone who has been trained through the two-hour Safe Environment Training and is in regular contact with children is expected to participate in an update training class **EACH** year. All classes will sent out via email. If you have any questions please feel free to contact the school Bishop's Charter Coordinator – Monique Callahan at mcallahan@corpuschricos.org.

Home-School Association

CCCS Home & School Association works to support and enhance the educational ministry of the school and to accomplish the goals of the Strategic Plan. Fund-raising, parent education, and building community are the goals of this organization.

By-Laws for the HSA are available on the school website.

School Advisory Council (SAC)

The School Advisory Council (SAC) is comprised of parents who provide the pastor and principal with insight on school policy and evolving issues. The council can have up to 5 voting members and is representative of the school population and parent community. The council is neither a governing body nor a grievance board. The council has no decision-making power but works to serve as a sounding board for the administration and as a resource to the school community to present comments, issues, and suggestions for consideration. The goal of the SAC is to also create the short and long term vision for the school. This team works to evaluate the needs of the school community and create, in conjunction with the pastor and principal, the Strategic Plan.

PARTIES

Classroom parties are scheduled up to four times per year for Preschool-4th grade students. Middle School-Junior High will have a Christmas party and end-of-year party only. Room parents are asked to help plan these parties, which are held at the end of the school day.

The celebration of birthdays will be in the homeroom classroom and is at the discretion of the classroom teacher. Please discuss this with classroom teachers prior to sending items to school.

Treats sent to school must be individually wrapped and prepackaged. Treats brought into the school must not contain nuts or nut oil due to our numerous peanut and nut oil allergies. All snacks/treats must meet the Wellness Policy available in the school office for review. Floral or balloon bouquets may not be sent to the school for students.

Invitations to private parties may NOT be distributed at school unless EACH child in the class is included. If only a select few children are invited, please mail the invitations. Please be advised that the school office is NOT permitted to provide addresses for current or former students. Gifts exchanged between friends should be done outside of school including Christmas and birthdays.

POLITICAL ISSUES

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues, and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents, or students in the building, in the name of the school or during school sponsored activities. The posting of political materials in Diocesan schools is strictly prohibited.

Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the Catechism of the Catholic Church or in the authentic teaching documents of the Catholic Church, relevant to any controversial issue being considered.

PROGRAMS

Before & After School Care

CCCS has partnered with Innovation Learning to provide before school and after school care for your child(ren). “Innovation Learning is the only before and after school, and summer camp provider developed and operated by teachers and former school administrators who also happen to be parents of school aged children. [Their] team has decades of experience in the classroom, operating before and after school programs and developing camps. We have worked to combine this know-how by providing a program that connects academic support and skill building with fun and play. Collectively, our team has experience working with close to 150 schools to develop PreK through 8th grade before school, after school and vacation day programs;” (<https://innovationlearning.com/about/>)

Innovation Learning is independent from CCCS, so registration is separate from CCCS enrollment. Register at <http://www.InnovationLearning.com> • Questions call 1-866-239-3661. For scholarships and/or multi-child discounts, please email info@innovationlearning.com

Students and/or parents are not to return to the classroom/lockers after school, unless accompanied by their homeroom teacher, for materials/homework (this includes students enrolled in After School Care).

Breakfast & Lunch Program

CCCS offers a breakfast program for those students who are enrolled in the Before School Program through Innovation Learning.

CCCS offers a lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Parents should not bring lunches or drinks from carry-out restaurants. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Grab & Go lunch is provided by the Colorado Springs District 11. Grab & Go lunch is served every full day school is in session August through May when the district schools are in session. CCCS will communicate via email as soon as we are informed if a particular lunch will not be served.

A monthly menu will be posted on the school website each month for the following month. The menus meet the guidelines set forth in the UCSPPR of the Diocese of Colorado Springs' Wellness Policy as well as in accordance with the CDE. A copy of the UCSPPR of the Diocese of Colorado Springs Wellness Policy is available in the school office for review.

Students may bring a lunch from home or purchase a Grab & Go lunch. In the event your child forgets his/her lunch from home, he/she may purchase a Grab & Go lunch. Due to food allergies, students are NOT allowed to share food at lunch. Students are NOT allowed to drink sodas, including take out delivery from parents.

Peanut Free Room

Classrooms that have a student with peanut allergies will be peanut-free. Although CCCS makes every effort to avoid exposure we cannot guarantee a 100% peanut free environment.

PARENTS ARE RESPONSIBLE FOR KEEPING THEIR CHILDREN'S LUNCH ACCOUNTS CURRENT. Please send check or cash no smaller than \$10 in an envelope to school with your child's name on the envelope. This will ensure accounts can be kept accurate and coins or loose dollars are not lost. Notifications of negative balances will be sent home via email.

CDE Lunch Program – CCCS participates in the CDE lunch program. Milk is included in the lunch program. In accordance with Federal law and Colorado Department of Education policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice mail and TDD). USDA is an equal opportunity provider and employer.

Free And Reduced Lunch Program - CCCS in partnership with the CDE, also participates in the Federal Free and Reduced Lunch program. Forms are available all year in the school office. We ask that each family, especially those receiving tuition assistance, complete this form each year and return it to the school office. This information and any information obtained from the government is kept COMPLETELY confidential.

Recess/Lunch Times

Students in each grade have a 40 minute block for lunch and recess. Depending on the weather, recess may be indoors.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at CCCS. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grades 7- 8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

SAFETY

Asbestos Annual Notification

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) requiring schools to inspect and identify any asbestos-containing building materials (ACBM). Corpus Christi hired a certified building inspector to identify and sample any suspect asbestos-containing building materials.

The law further requires the school to have an asbestos management plan. Corpus Christi has an asbestos management plan available for review in the school district administrative office or the administrative office of the school during regular business hours. Dan O'Connell is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed first to Dan at 719-632-5092.

Child Abuse Laws

CCCS abides by the Child Abuse laws of the State of Colorado. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Custody Issues

Our greatest concern for students of divorced or separated parents is in the creation of a safe and consistent environment at school. We therefore, as a school staff, do not become engaged or mediate parental disagreement or difficulties. Parents must not bring marital issues to the school environment thus keeping the sanctity of the learning environment in place. Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

The school recognizes custodial parent/legal guardian as the primary decision-makers for their children. Phone communication from the school will be made to only the custodial parent/legal guardian. It is the responsibility of that individual to communicate with the non-custodial parent per legal responsibilities.

Legal documentation regarding custody and visitation will be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school must be notified immediately regarding any changes to custodial provisions. Non-custodial parents will have access to school records, conferences, and information unless otherwise restricted by court order including via www.teacherease.com. It is the obligation of parents to properly inform the school of limit of access to children, records, or other information.

Drug Free School Zone

Schools in Colorado, by law, are Drug Free Zones. This means tobacco and alcohol are not allowed on the school premises. Possession and/or use of tobacco, possession and/use or being under the influence of alcohol, or illicit drugs, is prohibited on school premises and at all school sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from the school and notification to the proper authorities.

Emergency Plans

Safety at CCCS is top priority; therefore, CCCS follows Standard Response Protocol (*I Love U Guys Foundation*). In line with SRP, CCCS has protocols for Evacuation, Lockout, Lockdown, and Shelter in Place.

Emergency Drills

The CCCS emergency plan contains provisions for a variety of crisis' including intruders, fire, tornado, and earthquake. It will be reviewed annually. Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building. Drills will be run on a monthly basis in accordance with the fire department.






Parents will be notified via email when a Lockdown drill occurs. All non-drill emergency communication will be sent via email.

Persons without legitimate reason, or written authorization to be on school grounds, will be required to leave by school personnel. If a person does not leave upon request, the police will be called.


Visitors are to sign-in/out at the office so that an accurate assessment can be made of the number of people in the school in the event of an emergency.

Students may not open doors to let visitors/parents in the building. Parents are requested to ring the office to be admitted. Please state your name as well as the reason for your visit.

IN AN EMERGENCY TAKE ACTION

	HOLD! In your room or area. Clear the halls. STUDENTS Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual ADULTS Close and lock the door Account for students and adults Do business as usual										
	SECURE! Get inside. Lock outside doors. STUDENTS Return to inside of building Do business as usual ADULTS Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual										
	LOCKDOWN! Locks, lights, out of sight. STUDENTS Move away from sight Maintain silence Do not open the door ADULTS Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend										
	EVACUATE! (A location may be specified) STUDENTS Leave stuff behind if required to If possible, bring your phone Follow instructions ADULTS Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults										
	SHELTER! Hazard and safety strategy. STUDENTS Use appropriate safety strategy for the hazard ADULTS Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults <table border="0"> <tbody> <tr> <td>Hazard</td> <td>Safety Strategy</td> </tr> <tr> <td>Tornado</td> <td>Evacuate to shelter area</td> </tr> <tr> <td>Hazmat</td> <td>Seal the room</td> </tr> <tr> <td>Earthquake</td> <td>Drop, cover and hold</td> </tr> <tr> <td>Tsunami</td> <td>Get to high ground</td> </tr> </tbody> </table>	Hazard	Safety Strategy	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground
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Media Policy

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and /or other reproduction of a student including voice and features with or without the name of student for any promotional purpose involving UCSPPR of the Diocese of Colorado Springs or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents. This permission will be kept on file for the length of the time the student is at the school. It is the responsibility of the parent to inform the school if changes need to be made.

School Safety

CCCS attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

School Hours

Grades Pre-K through 8: 7:40 a.m. – 2:25 p.m. All students will enter through their cohort's designated entrance and head directly to their homeroom classroom.

Likewise, students will be dismissed starting at 2:45 p.m. from their classrooms and will exit through their cohort's designated exit. Staff members will be in and outside of the building to assist and guide all students.

Parents are to make arrangements for their children to arrive at school on time and be picked up at dismissal time.

Procedure following arrival prior to 7:15 a.m. or picking up after 3:30 p.m.:

1. A phone call will be made reminding you to not drop off your child early or to pick up your students on time
2. Registered letter will be sent reminding you that dropping your child off at school prior to 7:15 a.m. or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
3. Students who remain after 3:30 p.m. will be sent home via the Colorado Springs Police Department.
4. Repeated early drop off or failure to pick up your child from After School Care on time will result in expulsion from the school.

Parents must notify the school office if they are running late. Parents will get one grace day for their tardiness in picking up their child(ren). After one grace day, parents will be charged \$1.00 per minute per child starting at 3:01 p.m.

School Office Hours

The school office is open on all school days from 7:15 AM – 3:30 PM.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks received by the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Service Projects

The purpose of the stewardship program for students is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs.

Service Projects and Required Hours: All Preschool-8 th Grade Classes will participate in Christian service projects throughout the year. Middle School-Junior High students are required to also participate in out-of school service opportunities each year. Service can be rendered by serving neighbors, family friends, fellow parishioners or home parish community, etc. without pay. Service may not be rendered to a student's own personal family. Service may include but are not limited to volunteering to serve in Vacation Bible School, Mission Trips, Altar Serving or serving as a reader, usher, etc. during Mass, etc. Questions and related paperwork may be directed to the Middle School-Junior High Religion teacher.

Service Hours will be calculated as part of each student's final religion grade:

- 5th graders --10 hours for the year
- 6 th graders – 10 hours for the year
- 7 th graders – 15 hours for the year
- 8 th graders – 20 hours for the year

Title IX

CCCS adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Uniforms

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. There is a special uniform for Physical Education classes for Grades 5-8, also to be purchased through Dennis Uniforms, Inc.®.

The uniform for CCCS is listed on the Dennis Uniforms® website.

Preschool:

- Bottoms: Any solid Navy blue bottoms—pants, shorts, sweats, skirts, skorts, preferably elastic waists. No leggings.
- Shirts: Any solid, dark colored polos on non-Mass days; on Mass days a light blue polo. Shirts do not need to have the Corpus Christi logo for preschool students.
- Shoes: Any tennis shoes. No open toe or open heel shoes.
- School Uniform: Preschool students may wear the Kindergarten uniform but this is not required.

Grades K-4 (only):

Girls:

"Everyday" Uniform (worn on non-Mass Days):

- Navy pants, shorts, Capri pants (with black belt grades 3-8), skirt with navy bike shorts or navy skort. No leggings.
- Light or royal blue DENNIS Logo Embroidered polo (short or long sleeve) – polo must be completely tucked in
- Matching solid black or white socks; tights with feet in the same colors can be substituted for socks (no color allowed on socks)
- Low-Top Black shoes – no other color on shoes allowed
- Solid black tennis shoes or dress shoes
- Optional: Corpus Christi Logo Crewneck sweatshirt or Dennis navy uniform sweater/zip-up fleece
- No OTHER jackets, hoodies or other items will be worn inside building

Mass Uniform (worn on Mass Days and Holy Days as required):

- Plaid jumper with navy bike shorts
- Dennis white short or long-sleeved peter pan shirt (the $\frac{3}{4}$ length shirt has been phased out and is no longer permissible)
- Solid Black uniform shoes
- Matching solid WHITE KNEE HIGH socks, white tights with feet can be substituted for socks (no color allowed on socks)
- Optional: Navy uniform sweater (no sweatshirts or fleece)
- Optional: chapel veil (suggested: white)

Boys:

"Everyday" Uniform (worn on non-Mass Days):

- Navy pants or shorts (with black belt - grades 3-8 only)
- Light or royal blue DENNIS Logo Embroidered polo (short or long sleeve) – polo must be completely tucked in
- Black or white socks -with NO logos or writing (must be ankle or higher)
- Low-Top Black shoes—no other color on shoes allowed
- Optional: Corpus Christi Logo Crewneck sweatshirt or Dennis navy uniform sweater/zip-up fleece

Mass Uniform (worn on Mass Days and Holy days as required):

- Navy uniform pants (with black belt – grades 3-8 only)
- White button-down short sleeve Oxford shirt (Top button must be buttoned)
- Plaid necktie – available through Dennis Uniform Company
- Low-Top Black uniform shoes and BLACK socks
- Optional: Navy uniform long-sleeved sweater or sweater vest

Grades 5-8 (only):

Girls:

"Everyday" Uniform (worn on non-Mass Days and Non-PE days for 5-8 Grades):

- Navy or khaki pants, shorts, Capri pants (with black belt grades 3-8), skirt with navy bike shorts or navy skort. No leggings.
- Light or royal blue DENNIS Logo Embroidered polo (short or long sleeve) – polo must be completely tucked in
- Matching solid black or white socks; tights with feet in the same colors can be substituted for socks (no color allowed on socks)

- Low-Top Black shoes – no other color on shoes allowed - solid black tennis shoes or dress shoes
- Optional: Corpus Christi Logo Crewneck sweatshirt or Dennis navy uniform sweater/zip-up fleece
- No OTHER jackets, hoodies or other items will be worn inside building

Mass Uniform (worn on Mass Days and Holy Days as required):

- Plaid skirt with navy bike shorts - skirt must be fingertip length
- Dennis white short or long-sleeved shirt
- Solid Black uniform shoes
- Matching solid WHITE KNEE HIGH socks, white tights with feet can be substituted for socks (no color allowed on socks)
- Tie or Crosstie
- Optional: Navy uniform sweater (no sweatshirts or fleece)
- Optional: chapel veil (suggested: white)

Boys:**"Everyday" Uniform (worn on non-Mass Days and on Non-PE days for 6-8 Grades):**

- Navy or khaki pants or shorts (with black belt - grades 3-8 only)
- Light blue DENNIS Logo Embroidered polo (short or long sleeve) – polo must be completely tucked in
- Black or white socks -with NO logos or writing (must be ankle or higher)
- Low-Top Black shoes—no other color on shoes allowed
- Optional: Corpus Christi Logo Crewneck sweatshirt or Dennis navy uniform sweater/zip-up fleece

Mass Uniform (worn on Mass Days and Holy days as required):

- Navy or khaki uniform pants - NO SHORTS (with black belt – grades 3-8 only). No leggings.
- White button-down short sleeve Oxford shirt (Top button must be buttoned)
- Plaid necktie – available through Dennis Uniform Company
- Low-Top Black uniform shoes and BLACK socks
- Optional: Navy uniform long-sleeved sweater or sweater vest

Uniform Shoes

All students in grades K-8 are required to wear solid low-top black shoes to school every day other than on their designated PE days. Solid black shoes can be purchased at most department or retail store. While the precise brand of shoe does not matter, all uniform shoes must conform to these regulations:

- Black shoes – no other color or white on the shoe allowed including on logo
- Soles and bottom edge of shoe must also be black
- Shoes may not have an open-toe, open-heel
- Shoes will be low-top/quarters – no high top shoes allowed
- Shoes may not be sandals, boots, high-heels, or fur lined shoes
- Shoes must be comfortable and safe for school use
- Shoe laces are to be black only and must always be tied securely
- Laces and shoes may not contain other colors or decorative attachments

PE Uniforms**Grades K-4**

Students are required to have athletic shoes for PE classes. These shoes can be worn to school on PE days or brought to school and kept in a designated space in the child's classroom/locker and can be changed for PE class. PE shoes should be ATHLETIC type shoe only. If black shoes worn as part of the regular uniform are athletic in nature, they may be worn in PE as well. Shoes should not have blinking lights, etc. Shoes must also have non-marking soles.

Middle School/Junior High - 5th-8th Grade

Students are allowed to wear their PE uniforms all day on their designated PE day. PE uniforms are required for all 6-8 grade students and will be worn ALL DAY on designated PE days.

The required uniform is as follows:

- Corpus Christi Athletic Department shirt (purchased through Dennis Uniforms; No Spirit Wear Shirts allowed)
- Dennis black athletic shorts or optional Dennis black sweatpants. No leggings.
- (NO store-bought shorts or sweats)
- PE shoes that are athletic in nature (may wear shoes other than black on PE days)
- Shirts are to be tucked in at all times

Additional Regulations**Girls:**

- No Strong Perfumes or body spray
- One matching pair of earrings allowed—one per ear in lobe only
 - Solid silver, black, gold studs only – no dangling or hoop earrings
- One small ring per hand
- One small watch and one small bracelet allowed
- One religious necklace on a small gold or silver chain--MUST be Catholic/Christian in nature
- PreK-5th grade may not wear makeup
- Grades 6-8 – MODEST makeup allowed - no eyeliner or other heavy make-up - Make-up may include foundation, clear lip gloss and mascara ONLY.
- No other form of jewelry or body piercing
- No tattoos (including temporary tattoos – or ink drawings)
- Nail Polish – Clear ONLY
- No artificial nails allowed
- No unnatural or non-prescription contact lenses
- All hair apparel/accessories must match the Mass uniform in color - royal blue, black, white, yellow or plaid that matches the Mass plaid - plaid accessories can be purchased from Dennis Uniform company
- Girl's hair must meet the following regulations:
 - Hair must be well groomed and cleaned regularly
 - Hair may not be shaved with any symbols or writing
 - Natural hair colors are required, as well as conservative hairstyles
 - No Feathers or colored hair extensions are allowed

Boys:

- No Strong cologne or body spray
- No earrings
- One ring per hand
- One religious necklace on a small gold or silver chain--MUST be Catholic/Christian in nature
- One watch and one bracelet allowed
- No make-up or nail polish
- Unnatural looking or non-prescription contact lenses
- No form of headgear (hats, headbands, etc.)
- No facial hair (boys must be clean-shaven)
- No tattoos (including temporary tattoos)
- Boy's hair must meet the following regulations:
 - Hair must be well groomed and cleaned regularly
 - Hair length must not extend past the collar (in the back) or below the top of the eye (in the front)
 - Hair may not be shaved with symbols or writing
 - Natural hair colors are required. Inappropriate hairstyles are not permitted, as defined by the administration. Inappropriate hairstyles include: tails, tucks, braids, Mohawks, etc.

Please note: Most uniform items can be purchased through Dennis Uniforms. The following items can be purchased through other sources: shoes (uniform and PE), socks, tights, belts and gym shorts (5-8 grade only). Items bought outside of Dennis Uniforms may have no branding logos visible. For example: the white or black socks may not have the Nike logo on it.

Uniform Items Requiring Purchase from Dennis Uniform Company:

- ALL Girl's Mass Plaid Jumpers and Skirts
- K-3 Peter Pan and 4-8 Girl's Mass Shirts
- Light Blue Embroidered Logo Shirts
- Mass Day Ties/Crossties

Uniform/Dress Code Violations – Students who do not conform to the uniform code will have a behavior log submitted for the day. Students will be sent to the uniform closet to acquire the appropriate uniform. If the uniform infraction is not "correctable" at school, parents will be called and students may be excluded from classes until the violation is corrected. Continued uniform dress code violations may result in further disciplinary action. The principal is the final arbiter in all matters pertaining to the uniform and dress code and will make the final determination of appropriateness.

Examples of uniform code violations include but are not limited to:

- Wearing inappropriate make-up, nail polish, cologne and/or perfume.
- Earrings – stud earrings in earlobes only are allowed for girls. Boys are NOT to wear earrings.
- Shoes – only solid black shoes are allowed. No suede or brown shoes. Crocs, flip flops, sandals, and clog style shoes are not permitted. Snow boots are not allowed in Mass or class.
- Hoodies – are not allowed to be worn in the classroom or church.

- Undergarments – must not be visible.
- Failure to wear a black belt daily for students in 3rd – 8th grades.

Dress Down Days:

- Clothes must be neat and clean, not torn or ripped.
- T-shirts MAY NOT have inappropriate logos.
- Jeans must be in good repair (no holes or ragged hems).
- Overalls, corduroy, cargo, and khaki pants may be worn.
- Pants that drag on the ground, jean shorts, tank tops, sweatpants, warm-ups, or spandex may NOT be worn.
- Shorts may be worn and must be knee length.
- NO BARE MIDRIFTS OR CROP TOPS.
- Shoes must be closed back/closed toed shoes

Dress Up Days: On special occasions, a "dress up" day may be administered. On dress up days, girls are expected to wear dresses, skirts with a blouse, or dress pants and a button down or "dressy blouse (no jeans). Appropriate shoes (no sneakers) are also to be worn. Boys are expected to be in button-down collared shirts (tie is optional), dress slacks, and a belt. Appropriate shoes should also be worn - no sneakers.

Lost & Found: Clothing and other items left at school are placed in the lost and found bin, which is located on the basement level by the cafeteria. Items not claimed will be donated to the poor at the end of each semester. It is the family's responsibility to check the lost and found before the end of each semester.

* Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day or will serve a detention.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in using the Raptor system at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day.

Right to Amend

The CCCS principal and pastor reserve the right to amend this Handbook.

APPENDIX

TELECOMMUNICATIONS USE AGREEMENT

As a computer user at CCCS, I agree to follow the rules and code of ethics in all of my work.

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. When I am using an electronic device, I will keep my work area clean and free of food and liquids.

2. I recognize that the software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of the software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. Violations of the rules and code of ethics described above will be dealt with seriously.



TECHNOLOGY AND INTERNET USAGE AGREEMENT

Diocese of Colorado Springs- Catholic Schools

Diocesan parents, educators, and administrators work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed and have been adapted from the International Society for Technology in Education, Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and diocesan policy to promote safe, legal and ethical use of technology in the Diocese of Colorado Springs. Thank you for your consideration and cooperation.

Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

STUDENTS

1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. Students shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, network and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
2. Students shall only use accounts assigned to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others and shall keep all accounts and password information private and secure.
3. Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.
4. Students shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain.
5. While on school property or engaged in distance learning provided by the school, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. Students shall only use communication platforms approved by the school and all communication shall be only for educational purposes.
6. Students will manage their personal data to maintain digital privacy and security and are aware of data collection technology used to track their navigation online.
7. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:
 - Shall demonstrate proper physical care for technology equipment;
 - Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
 - Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
 - Shall maintain the settings of any issued device by not manipulating any device settings or functionality.

8. Students who are participating in distance learning agree to follow technology policies and school guidelines for participation.

I Will:

- ✓ Follow all district and classroom policies, procedures and guidelines when using technology on or off campus.
- ✓ Keep my user names and passwords private.
- ✓ Treat others with respect and use appropriate language in all of my electronic interactions with others.
- ✓ Immediately tell a teacher or other adult staff member if I receive an electronic comment or communication that makes me feel uncomfortable, or if I accidentally access inappropriate materials, pictures, video or websites.
- ✓ Respect the work and intellectual property rights of others, and I will not intentionally copy, damage, or delete another user's work. I will properly cite my sources when I use someone's information, pictures, media or other work in my own projects and assignments.
- ✓ Respect the privacy of others. I will limit all in-school photography, video and audio recording to educational use. I understand that this applies to both school technology resources and my personal electronic devices.

Student Initials: _____ Parent/Guardian Initials _____

I Will Not:

- ✓ Use school technology resources to find, create, or send information to spread lies or misinformation; or harass, harm or bully others.
- ✓ Use technology to gain unauthorized or inappropriate access to school technology resources.
- ✓ Use, retrieve, store, or send improper language, pictures, or other digital content.
- ✓ Use deceit or subterfuge to video or audio record another in a public or private setting
- ✓ Use school technology resources or my personal electronic device to cheat. I will not get or give answers to tests; search for and/or copy answers or information on the Internet or other electronic resources contained on or in any technology resources or device; copy and submit someone else's information or assignment as my own; or conduct other similar forms of electronic cheating.
- ✓ Access inappropriate or blocked resources using personal Wi-Fi- accounts, anonymous proxy sites, or by any other manner while on school property during school hours or while participating in distance learning provided by the school.
- ✓ Share or post any personally identifiable information about others or myself that could help someone locate or contact others or me. This includes such things as e-mail address, full name, home or school address, phone number, parent's or guardian's name and school name.

Student Initials: _____ Parent/Guardian Initials: _____

Students understand and acknowledge that:

- a. Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- b. Use of all technology may be monitored, and there is no expectation of privacy for issued devices, or for any information stored on any technology used on school grounds or in distance learning, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such technology.
- c. The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student's computer files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

In addition to the schools' standard consequences for misbehavior, any network misuse of illegal activities may result in contact with the student's parent/guardian, or if a violation of law has occurred, contact with law enforcement authorities.

PARENT/GUARDIAN

Parents/guardians have the right at any time to review the contents of their child's electronic and e-mail files. In the event that a parent/guardian has a serious concern regarding their child's safety and wishes to review their child's electronic files, they must submit their request in writing to the school principal.

Outside of school, parents/guardians bear responsibility for providing guidance on Internet use, just as they do with other information sources such as television, radio, movies and other possibly offensive media. Parents/guardians are responsible for monitoring their child's use of the Internet and access to school technology resources, including online learning spaces, collaboration tools, and educational resources.

During live streaming in the classroom setting a teacher may discontinue the stream in order to deal with inappropriate classroom behavior and provide dignity for student(s) involved. It is asked that parents support the school's view that discipline is an opportunity for student growth and understand the decision to momentarily discontinue the stream.

Parent(s) /Guardian(s) shall support both school and diocesan-wide policies and procedure as they relate to the use of technology and our Catholic Identity.

Parent(s)/Guardian(s):

1. will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
2. will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location.
3. agree that students' schoolwork should be limited to school authorized accounts only.
4. shall respect the right of the school to monitor student use of technology.
5. are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.

Additional resources related to digital safety and digital citizenship:

<https://adwcollaborators.weebly.com/parent-resources.html>

Student & Parent/Guardian Acknowledgement

By signing this agreement, the guardian(s) acknowledge(s) that he or she has read the above expectations and reviewed with the student below. Both parent and student understand and agree to abide by those terms. Violations of this agreement are subject to disciplinary action by the appropriate administrators.

Student's Name _____ Parent/Guardian Name _____

Student's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

WAIVER FOR IN-PERSON LEARNING

I understand that the [School Name] Contingency Plan for reopening the 2020/21 school year may have policies different than those published in the School/Family Handbook. Those policies supersede any previously published guidance found in the School/Family Handbook while in affect.

The Contingency Plan has been developed to incorporate guidelines mandated by federal authorities, the State of Colorado, local County Health Department, and the Diocese of Colorado Springs. [School Name] must adhere to these guidelines as a requirement to offer in-person learning. The guidelines and daily practices are outlined in the [School Name] Contingency Plan Executive Summary, which is a living document and will be updated throughout the school year.

It is the responsibility of each family to monitor communication from the school (email, newsletters etc.) concerning updates to the Contingency Plan and ensure continued compliance therewith.

Safety is of primary concern for all Catholic schools in the Diocese of Colorado Springs. While current research indicates that children are less likely to contract COVID-19 and less likely to transmit it to adults, any gathering of people, including gathering for in-person learning, can increase the chance for contraction and transmission of COVID-19. The school has put extensive mitigation procedures into place (masks when moving, teachers wearing masks, cohorts, temperature checks, increased handwashing, cleaning high-touch areas several times per day, deep cleaning in the evening, health screenings etc.) but those procedures are not a guarantee that students will not be exposed or even contract COVID-19. The Parent/Guardian understands and agrees that the Student's attendance for in-person learning shall be at the Parent/Guardian's and Student's sole risk. The Parent/Guardian affirm that they are aware of the kinds of risks the Student will face in connection with in-person learning, and the Parent/Guardian and Student expressly agree to assume such risks.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Parent Signature Page

I have read the **2020/2021 Parent/Student Handbook** and agree to follow the school policies and procedures as stated.

Family Name_____

Parent signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

***Parents and students must both sign.**