

STUDENT/PARENT
HANDBOOK
Corpus Christi Classical
Academy



*Be it known to all who enter here that Christ is the reason for this school.
He is the unseen but ever present teacher in its classrooms.
He is the model of its faculty and the inspiration of its students.*

2019-2020

Fall of 2019

Dear Friends in Christ,

Welcome to Corpus Christi Classical Academy.

As we begin a new school year, we reflect on this passage from Pope John Paul II's *Familiaris Consortio*: "Those in society who are in charge of schools must never forget that the parents have been appointed by God Himself as the first and principal educators of their children and that their rights are inalienable. But corresponding to their right, parents have a serious duty to commit themselves totally to a cordial and active relationship with the teachers and the school authorities." (40) With this partnership in mind, CCCA has embarked upon a journey that seeks to educate the child in several ways.

Corpus Christi Classical Academy was originally founded in 1999 by parents and educators as Our Lady of Guadalupe Academy and Corpus Christi High School. In 2010, the name and structure were simplified by Board action to Corpus Christi Academy. The classical model was introduced in 2015 when the school became *Corpus Christi Classical Academy*.

Our main goal is to educate the whole person; spiritually, intellectually, socially, and physically. This means that through a classical education, including character formation, we will provide the foundation for students to give honest intellectual assent to the truths taught by the Church and to be well prepared for their future roles in the Church, nation, and in their vocations. Moreover, it is our mission to foster in each student the development of a strong spiritual life firmly rooted in devotion to the Blessed Sacrament and the Blessed Mother.

Every operation has practical aspects. We have tried to address these practical areas in this handbook. The policies and procedures herein are designed to facilitate our mission. This mission can only be accomplished through the establishment of an orderly environment and providing the best education possible for our children. Through all of this, we want our students to know, love, and serve God here on earth and be with Him forever in Heaven. At CCCA, education and faith go hand in hand, for *intellect is the power of our soul*.

In Christ and Our Lady,

Corpus Christi, Inc. Board of Directors
Operating Corpus Christi Classical Academy

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SCHOOL BOARD

Corpus Christi Classical Academy opened in September 1999, as a non-profit, independent school for Catholics administered and staffed by laymen and incorporated under the laws of Kentucky. The school is operated by a Principal and Board of Directors.

SCHOOL BOARD 2016-2017

Craig Dandurand – Chairman
Mrs. Nancy Singler – Secretary
Mrs. Lillian Oliver – Treasurer

EX-OFFICIO MEMBERS

Fr. Peter Fegan – Spiritual Advisor
Mrs. Kathy Fehder – Principal

Mr. Terry Butler
Mr. Thomas Clines, Jr. – Legal Advisor
Mr. Bob Downs
Mr. Matt Foushee
Mr. Larry Rogers
Mr. John Stafford
Mrs. Jennifer Van Dy

CORPUS CHRISTI CLASSICAL ACADEMY

OUR MISSION/VISION/PHILOSOPHY/ACADEMIC GOALS

MISSION:

In partnership with parents, and guided by the Gospel and the Magisterium of the Catholic Church, we educate students in the classical Christian tradition. An education of the highest quality is administered by qualified teachers in a loving, faith-filled environment. Its aim is to train students to grow in wisdom and knowledge rooted in the truths of their faith, to better enable them to use their gifts in the service of the Church and the community.

VISION:

To form strong moral leaders through a classical education in the Catholic tradition

PHILOSOPHY:

Recognizing that there is an inseparable link between truth and faith, that both are integral aspects of education, it is the aim of Corpus Christi, Inc., to impart knowledge and encourage rational thought in pursuit of truth, beauty, and goodness, to equip each child, in accordance with his/her particular gifts and skills, with knowledge and the tools of learning. As Pope Benedict XVI has said, *“No children should be denied his or her right to an education in faith, which in turn nurtures the soul of the nation.”*

ACADEMIC GOALS

1. *Education* – Impart to each child a classical liberal arts education with solid formation in the fundamentals, including phonics, grammar, reading, math, history, geography, science, Latin, with orthodoxy of course content and providing the tools of learning in the pursuit of truth, the ability to think and problem solve; to equip each student with the ability to communicate effectively, through reading, writing, speaking, listening, and assimilating, to foster creativity and appreciation of the arts, and by means of a liberal arts education, prepare students for whatever vocations or endeavors they may pursue.
2. *Faith* – To impart to youth instruction in Catholic doctrine and practice; to evoke among them a desire for the act of faith and a desire to execute true freedom in relation to truth; to form the conscience, enriched by faith and to foster a moral vision to live a life of faith.
3. *General Statement* – To serve both Church and society by forming each young person in truth, beauty and goodness so that they live in authentic freedom embracing truth and ever seeking greater knowledge of truth; assisting in the development of a society truly worthy of the dignity of each human person.

ADMISSION / REGISTRATION

Admission Philosophy:

1. Acceptance of a student will be based upon commitment to the school's mission, agreement to fulfill the stipulations of the student handbook, an evaluation of the student's academic, attendance and disciplinary record, and payment of enrollment fees. At the discretion of the principal and/or admission committee, an applicant may be asked to take an admission test given by the school and to furnish prior academic records including standardized tests.
2. Selection of students is subject to the exercise of discretion to maintain academic and moral standards.

Notice of Non-Discrimination Policy:

Corpus Christi Classical Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs or athletic and other school administered programs.

Registration Requirements:

1. Families of students must register either online or at the school in person.
2. A personal interview will be required of new student and parents/guardians with the principal.
3. Admission may be denied for a number of reasons, including but not limited to, emotional, academic or other social problems, or lack of wholehearted commitment to the school's philosophy and program.

Age Requirements:

For Kindergarten, a student should have attained age 5 by August 1 (may be waived on an individual basis at the discretion of the school administration).

Once approved, the following documents are required with completed application:

- Kentucky Immunization Certificate
- Birth Certificate
- Social Security Number
- Transcripts from previously attended school and/or report cards (Home-schooled students must also submit appropriate documentation.)
- Emergency Contact Information

- In the event of a divorce, a copy of the official Custody Agreement
- At the discretion of the principal, at least two letters of recommendation may also be requested (from previous teachers, counselors, or other school administrators).

ATTENDANCE POLICIES AND RELATED ISSUES

Daily attendance records will be kept for each grade, and each student's personal attendance record will be updated each day. Attendance records are reported quarterly and added to every student's permanent file. Habitual tardiness may be grounds for suspension.

Absences:

1. **On the morning of an absence due to illness or family emergency, a student's parent(s) or legal guardian(s) must call the school office. In addition to providing information, this is a real courtesy to the teachers, who spend a lot of time preparing and planning for their students. Absence calls should be made between 7:30 and 9:30 A.M.**
2. *A parent written and signed explanation of the absence must be presented to the office / administration upon returning to school and/or when an extended absence is anticipated. A request for pickup of homework and books should be made to the teachers via the office. The pickup can be made after 3:15 P.M. or arranged with siblings or other school families as appropriate.*
3. *If a student accumulates several unexcused absences, a parent conference may be scheduled and further attendance at CCCA may be denied. An unexcused absence due to disciplinary action results in a grade of zero in every class for that day.*
4. *A student absent 12 days or more, where the administration questions the integrity of the student's excused absences, may be placed on attendance probation. Similarly, students with documented repeated periods of excessive absences may be placed on attendance probation. Attendance probation requires staying after school every day until ALL missed work is completed and the student grade for each class is no less than a C.*
5. *Corpus Christi Classical Academy does not recognize or condone class cut days. Students who miss class under such pretense will face disciplinary action. Because regular attendance is an integral part of the learning experience, and for the sake of academic integrity, the school does not encourage student absence for family vacations. Families should plan vacation times around the school calendar whenever possible.*
6. *Absences for school-day medical and dental appointments are discouraged and should be avoided if possible.*
7. **Regarding high school:** *All students are expected to complete any assigned midterm or final exams on the days they are scheduled unless there is a medical emergency or other serious illness supported by a doctor's note. The final decision rests with the teacher or principal as*

needed. Furthermore, *high school students who are absent 12 days or more will be required to serve detention from 7:00-7:20 A.M. the day following the absence. If the detention is missed, the high school student will be required to serve an additional detention for every day missed.*

8. **Absence from school renders a student ineligible for extracurricular sports or activities the day of the absence.**
9. Excused absences include, but are not limited to, illness, death in the family, medical appointments, natural disasters, legal issues (court appointments), and absences related to parental requests approved in advance (religious activities, family vacations, etc.).

Make-Up Work from Excused Absence:

Upper school students and lower school parents are responsible to contact the teachers for scheduling any make-up tests or quizzes. Please contact teachers via email and not at the door or in person during a school day unless a prior appointment was made. *There is one day allowed for each excused day missed to make-up work.* Each incomplete test, quiz, and homework assignment will be recorded as a zero if not turned in per teacher arrangement. *There will be no make-up allowed for unexcused absences.*

Tardy:

A child who arrives after 8:00 A.M. is considered tardy. Tardiness should seldom occur as it disturbs the smooth process of classroom activity and embarrasses the latecomer. More than three tardies per quarter may result in a meeting with the principal and parents. Families will be notified quarterly when tardies exceed 3. Students who arrive after morning prayers and announcements *must report to the school office* before continuing on to the classroom.

Illness:

A sick child should not be sent to school. For the benefit of the child and other students, a sick child should remain at home ***one full day (24 hours) after he/she has had a fever.*** The school will send all children home considered to have a contagious illness. If a child develops a contagious illness, please call the school office. The parents of all children who have been exposed will be notified so that preventative steps may be taken. In addition, sick children should be afforded recovery time to avoid relapse of an illness. It is the parents' responsibility to pick up any missing schoolwork to be completed.

Childhood Diseases: (Symptoms, incubation periods, and times to remain at home)

Chicken Pox: Rash and fever; 14-21 days, until no new sores or spots have appeared for 24 hours and all old ones have crusted. Usually, this is one week after the first rash appears, but it could be longer. Students should not return to school until all scabs are gone.

Conjunctivitis (Pink Eye): Redness of one or both eyes with or without discharge; variable, until the child has been under medical treatment for at least 24 hours and can return with a doctor's note showing that it was treated 24 hours prior.

Impetigo: Weeping sores, yellow, crusty scabs on skin; if under adequate medical treatment and lesions are healed, the student may return to school.

Lice: Frequent itching of scalp; upon close inspection, see grayish eggs (nits) stuck in hair shaft. Until the child has had lice shampoo treatment and all eggs are removed with a fine toothed comb, student should not return to school. The school has a no-nit policy, which means students with lice may not return to school until all nits are removed.

Strep Infections:

1. Strep Throat: Sudden onset, or a sore throat which intensifies over several days. A child could have a fever, stomachache, headache; 2-5 days. Students must return with a doctor's note showing treatment given and when.
2. Scarlet Fever: Sudden onset, fever, may have sore throat, vomiting, skin rash more easily felt than seen, "strawberry tongue," peeling skin as if sunburned; 2-5 days. Please keep the child home until a full 24 hours after fever has returned to normal after treatment with antibiotics. Student must return with a doctor's note.

Ringworm:

1. Of the scalp: Ashen gray, round scaly patches with short, broken-off hair; 10-14 days. If the student is under treatment by a doctor and there is no more evidence of it, student may return to school, but with a doctor's note of approval. Best prevention is good hygiene, no sharing of personal items such as combs, hats, or scarves.
2. Of the skin: Scaly, red circular patches may appear with small blisters; 10-14 days. An anti-fungal cream should be used as directed by a physician. The child may return to school after the sores are healed, but also, with a doctor's note of approval.

Illness at School:

If a child becomes ill at school, he/she is to report to the office. A parent will then be contacted. Sick children should be promptly **picked up from school**. Due to limited space and staff, it is difficult to care for a sick child in the office.

Drugs and Medication:

1. Prescription drugs can be taken during the school day if office has received written (paper, email or text) notification from the student's parent or guardian. If written, it must be both written and signed by the parent or guardian with the dosage schedule written on the note. The office should be given the medicine in its originally dispensed container for administering the student's daily dosages.
2. The office can only administer ibuprofen, acetaminophen, or any other pain medication to students in accordance with parental instructions on emergency card that is turned in at the beginning of the school year.
3. No alcohol, illegal drugs, over-the-counter medications used illegally or improperly without parental consent, or any type of interpretable physical or mental enhancement substance, natural or man-made, is allowed on school property.
4. No tobacco products of any kind are allowed on school property, including within student vehicles parked on school property and even up to .25 miles from the school entrance in any direction. Students caught using tobacco or alcohol products of any kind before, during, or after school, or during another school's function in which they are a guest, will be subject to disciplinary action. This shall include, but is not limited to, suspension or expulsion from school.

Leaving School Early:

If a child needs to leave school early for a doctor's appointment, a note must be sent to the child's teacher, preferably a day or two in advance of the appointment, so that tests or school work may be coordinated. If possible, appointment should be scheduled after school hours to reduce time lost in the classroom. Also, the note must specify with whom the child will be leaving. The parent/guardian (or designee) must report to the office to sign the child(ren) out. Please send notice via paper note or email to the office.

School Closures:

School delays or closings will ONLY be reported by the REACH alert system. You can set up notification of cancellation to come directly to your phone via texts, or voice messages or via email. Any school delays or closings will be communicated by the REACH alert system before 6:15 A.M.

Academic Deficiency/Eligibility (For UPPER SCHOOL STUDENTS)

1. When a student aged 16 or 17 withdraws (drops out) from school or is declared academically deficient, the school administration shall notify the Division of Driver Licensing (KRS 159.051). *A student shall be deemed academically deficient when he has not received passing grades in at least 4 academic classes. **Failing in only one class, however, will require summer school/tutoring.***
2. Participation in extra-curricular sports or activities requires a minimum 2.0 grade point average per semester in all currently enrolled classes. Coaches or moderators reserve the right to demand higher GPA standards if they determine it to be necessary and the principal concurs. The principal has the final word in this decision.
3. **The school reserves the right to limit or restrict a student's extra-curricular sports or other school activity participation if a lack of academic seriousness or study is evidenced and/or a chronic disregard for behavioral expectations has been addressed and documented.** The principal can determine whether or not the student has maintained the GPA minimum necessary for eligibility.

SCHOOL VISITOR POLICY:

All school doors are locked during the school day for the safety and protection of the students in the school. All contacts with students should be made through the school office. Even when the school doors are open for morning or afternoon carpool, *no visitors should enter through those doors*. All visits to the school should only be made in accordance with the following procedures.

Visitor Procedures:

The term "visitor" includes all who are not *employees* or *students* of *Corpus Christi Classical Academy*. Thus, the following procedures apply to parents, family members, volunteers, contractors, Diocesan personnel, or anyone else who wishes to enter the school. All substitute teachers and staff are also required to sign in at the main office.

- Upon arrival at the main entrance, all visitors must ring the front doorbell for admittance.
- Before admittance, the secretary may ask you to identify yourself and the reason for the visit.
- Even if the secretary is engaged on the phone or with a student, teacher or parent, no one should pass by the office without authorization.
- Unknown, unanticipated, or unsolicited visitors will not be granted access to the building, beyond the office, without the permission of the principal or assigned designee. *No student is allowed to open the door to visitors unless granted special permission by a teacher or administrator/staff.*
- Once admitted, all visitors will be directed to the sign-in log in the main office.

- The visitor sign-in log is maintained by the secretary, which includes name, date, reason for visit/destination, and times in and out.
- During school hours, all visitors must wear a visitor badge. **No visitor should walk inside the school without a badge.**
- In the event that a visitor enters the school and inadvertently bypasses the office, teachers and staff will direct that visitor without a badge to the front office to sign in and receive a badge.
- Visitors who wish to meet with teachers during school hours may only do so with prior appointment.
- At the conclusion of the visit, visitors should return the visitor badge to the school office, sign out, and exit only through the main front door.

Visitors should not:

- Go to a child's classroom to deliver forgotten or other items. Any forgotten item should be dropped at the office for delivery.
- Go to a child's classroom to look in or speak to a teacher. This distracts the class and teacher. Please call or email the school to set up an appointment.

DAILY SCHEDULE:

- All students are expected to attend class daily and take part in all activities according to their abilities.
- Kindergarten is full day to 3 P.M. Pre-k hours are normally, but not limited to, either three mornings a week (TWTh) or four days a week for half or full day. Pre-k students do not attend school on Fridays. A half day is 8 A.M. - 11:30 A.M. **Montessori students may arrive no earlier than 7:45 A.M.**
- *Arrival is not earlier than 7:30 A.M. for all students grades 1-12. At 7:50 A.M., the east front carpool door will be locked and all students Grades 1-12 will go to the chapel for the daily rosary. Any student arriving after 7:50 A.M., must enter through the main front door. Montessori students will enter through the back west carpool door. The Montessori carpool door will be locked at 8:00A.M. Any Montessori students arriving after that time will need to enter with their parents through the main front door of the school, to be checked in at the office.*
- The daily schedule for Grades 1-12 begins in the Chapel at 7:50 A.M. with the Rosary, prayers Pledge of Allegiance, and any school announcements..
- Pre-k and kindergartners have morning snack. All pre-k/kindergarten parents will be asked to sign up as needed to provide healthy, non-sugary foods for the morning break. Suggestions include fruit, yogurt, muffins/breads, nuts and pretzels.

- All lower school grades will have lunch followed by recess every day at times determined by the schedule. Upper school students will have recess before lunch.
- Lunch begins and ends every day with prayer.
- Bathroom breaks will be allowed periodically throughout the day **in between classes** as needed; *All students are **required** to bring a CLEAR water bottle **with their name on it** to school every day for adequate water intake.* Reusable water bottles must be taken home **daily** for cleaning. No drink is allowed in the water bottle except WATER.
- Dismissal is at 3:00 P.M. Any student who is not picked up by 3:10 P.M. will be expected to go to the front office to quietly work on homework. *No wandering around the building without administrative or teacher approval will be allowed.* **Disregarding this rule will lead to detention.**

ARRIVAL AND DISMISSAL PROCEDURES

Montessori Primary: Morning drop-off is from 7:45-7:55 A.M. 1/2 day pick-up is at 11:30 A.M. Full day, afternoon pick-up is at 3 P.M. Parents should come from Old Veechdale Road, around the back of the school to the west door entrance. Parents should exit east through the front lower parking lot between the school and the Simpsonville Christian Church onto Old Veechdale Road.

First through Twelfth Grade: Morning drop-off is from 7:30-7:55 A.M. Afternoon pick-up is at 3 P.M. Parents should come from Old Veechdale Road, slowly approach the east front door entrance in three lines, and exit through the lower parking lot north, back to Old Veechdale Road. The cars on the right farthest from the school should exit first, followed by the cars next to them on the left closest to the school. Any parent who must enter the building should park in the lower parking lot before coming to the main (west) front door.

Carpool Rules:

- A. Immediate entrance by students only into the school is expected.
- B. No loitering is permitted in vehicles or the parking lot before or after school. Teacher or administrator determines loitering. **PARENTS ARE ASKED TO REMAIN IN THEIR CAR until children are safely in, and the car leaves the lot. PARENTS PLEASE DO NOT GET OUT OF YOUR VEHICLE UNLESS YOU HAVE AN APPOINTMENT IN THE SCHOOL AND YOU ARE PARKED IN THE LOWER PARKING LOT.**
- C. High School students who drive their own vehicles must park in the lower front parking lot. They must fill out an “Auto Form” and have it on file in the school office, updated at the beginning of each school year or as personal/family vehicle ownership changes.
- D. Corpus Christi Classical Academy shall not be responsible for vehicle damage of any kind, vandalism, or theft while the car is parked on school property. **Vehicle owners are responsible for their own vehicles and any damage by them.**

- E. Every morning, students should *arrive in the parking lot in full uniform and remain in full uniform until they leave the property*, unless given special permission for change of attire.
- F. No student has permission to leave the school building during the school day without specific permission on file by the school principal. Moreover, **no student of any age is permitted to leave the building/campus with another student without specific written permission from a parent.**
- G. Students are to remain **seated** as assigned in classes and in cafeteria for afternoon carpool until dismissed by a teacher. **Only quiet talking (aka indoor voice) is permitted so all students can hear when being called for pickup.**
- H. Trips to bathrooms or offices should be handled with appropriate permissions from teacher prior to student entering the hallway. *Students found walking outside their classroom without proper permission will be subject to disciplinary action.*
- I. Quiet and orderly assembling and passing between classes, lunch period, liturgies, etc. is expected.
- J. Leaving lunch period prior to dismissal is not allowed, **including to the bathroom**, without express permission by a teacher.
- K. **Cleaning up lunch area prior to dismissal is required**, including, but not limited to, putting disposables into garbage cans, wiping down tables, realigning chairs and tables, cleaning floor areas, etc. as assigned.
- L. **Cleaning up classrooms per teacher's discretion prior to dismissal is also required**, including but not limited to, putting all class materials in appropriately designated spaces and backpacks, picking up and disposing of waste, wiping and cleaning boards, floors, and desks, closing windows, etc., as assigned.

ACADEMIC POLICIES

1. *With the exception of the Upper School literature books*, all textbooks (**not** workbooks) are on loan from the school and must be covered to preserve books for future students unless otherwise noted by a teacher or administrator. The only exception to this would be **Upper School literature books**, as these are to be used to teach annotating, etc.
2. All borrowed materials must be treated respectfully and returned promptly. If the borrowed materials are not returned, parents will be charged the cost to replace the book.
3. All assignments given by the teacher must be completed in a timely manner as assigned. In case of illness or other circumstances, special arrangements should be made with teacher. *(See above section on "absences".)*
4. Students' tests and quizzes will be sent home weekly unless specified by teacher. Teacher comment sheets are to be signed by the parent(s) and returned to the child's teacher(s) by the following school day.

5. Report cards will be issued quarterly via email. If you would like a hard copy, please contact the office.

A. *Lower School Grading Scale: Academics:* A (90-100)
(Grades 1-6) B (80-89)
C (70-79)
D (69 and below)(If this is a 4th quarter or Final Average grade, summer school will be required in order to return to school the following school year).

Behavioral: E (Excellent)
S (Satisfactory)
U (Unsatisfactory) (This grade will require student-parent conference, and possibly, further disciplinary action.)

B. *Upper School Grading Scale: Academics:* A (100-93)
B (92-85)
C (84-75)
D (74-70)
F (69 and below) (If this is a 4th quarter or Final Average grade, summer school will be required in order to return to school the following year.)

Behavioral: E (Excellent)
S (Satisfactory)
U (Unsatisfactory) (This grade will require student-parent conference, and possibly, further disciplinary action.)

6. Students in the Upper School will be recognized each school year for Academic Honors. Academic Honors for 7th and 8th grade include the average of Religion, Literature, Spelling/ Grammar, Composition, Math, Science, History/Geography and Latin. (For 9th-12th grade, Literature, Composition, and Grammar will be labeled English).

First Honors: A Average (93-100) (A average in final grade of each class.)

Second Honors: B Average (85-92) (A or B average in final grade of each class.)

7. *Standardized achievement testing* will be administered in the spring to grade levels K - 8th. The purpose of this testing is two-fold: 1) it assesses individual progress and 2) it helps to assess

our overall performance as a school. We are committed to the progress of our students and to that of our school in general. Student test results, national competitions, report cards and the input of parents and teachers in surveys and conferences are major components in the accomplishment of this goal. 11th and 12th grade students will be advised on how to register online to take the ACT test locally.

8. *School news and business items* will be sent out weekly via email unless office email option does not exist. Any correspondence you wish to send to the office in hard copy form should be in an envelope with the name of potential recipient (i.e. , teacher, principal, etc.) on the front.

9. *Parents are invited and strongly urged to attend* school events and programs such as the All Saints' Day Program, fundraisers, and other school events.

High School Academic Requirements for Corpus Christi Classical Academy are as follows:

A. All students are required to carry minimum units, including Theology and 5 additional full units during each school year. For those who reach the standardized testing benchmarks, Dual Credit options will be available.

B. Diploma Requirements- The candidate for graduation is required to include the following constants among units of credit in order to graduate with a high school diploma:

1. Theology:	4 Units
2. English:	4 Units
3. Mathematics:	3 Units
4. History:	3 Units
5. Foreign Language:	2 Units
6. Science:	3 Units
7. Health/PE:	1 Units
8. Arts:	1 Units
9. Elective:	5 Units
Total:	26 Units

From High School to College

A. Graduation is a major goal of every student in high school. Besides meeting requirements for graduation, student class selection is designed to have direction and purpose. Colleges evaluate courses taken as well as leadership skills demonstrated in and through extra-curricular activities. Involvement on all levels shows a well-rounded student.

B. GPA (Grade Point Average) is very important and used in conjunction with standardized college admission tests to determine admission. The GPA is computed beginning with the end of the freshman year and ending with graduation. Therefore, no one year is more important

than another in the final tally. Good high school grades in solid college preparatory courses indicate probable success in college.

Guidelines to Studying Well

Corpus Christi Classical Academy students are expected to study the necessary hours at home required for adequate class preparation for each school day. For more efficient study:

1. **Be Alert in Class-** Actively participate in class discussion. Listen thoughtfully, trying to understand what is heard. Ask questions.
2. **Know Assignments-** When an assignment is given, write it down in a daily planner. Ask the teacher if there are any questions about the assignment if unclear.
3. **Plan Study Time-** Try to find a quiet place to study at home at the same time every day, free from distractions, such as TV, radio, Internet, or music. Know what is required to study and allot necessary time available for each course, perhaps beginning with the most difficult. Begin long-term projects early. Allow time in planning for periodic review. After making plans, stick to them.
4. **Always Give Your Best Effort-** Remember that your teachers are not here to make your life difficult, but rather, see it as a vocation to share their knowledge and expertise but also help you to form good habits (aka virtues), that will benefit you for a lifetime, and especially into eternity.

UNIFORM CODE

The uniform code has been explicitly written in order to help parents and students avoid confusion about what is to be worn. The uniform code will be strictly enforced. Parents are expected to see that their child(ren) follow(s) the code. If for some medical reason a student is not dressed according to uniform regulations, the parent should send a note explaining the reason. *First violation is to be corrected within 24 hours. If not corrected, second notice will be given. A third violation will result in a detention.*

UNIFORMS

Uniforms may be purchased at Shaheens Department Store, located at 994 Breckinridge Lane in Louisville KY (telephone number 502-899-9902). Sweaters must have the logo.

Girls

Pre-K through 2nd Grade

- Green Plaid Jumper
- Peter Pan Collared Shirt
- Green Crew Neck Cardigan (no logo required)

- Plain White Bobby Socks or White Knee High Socks (no pompom or adornment on the socks)
 - White or Navy Blue Tights (optional November through March)
 - Mary Jane Shoes (black or blue)
- (3rd grade girls have transition option to continue wearing jumper)

3rd through 6th Grade

- Green Plaid 2-pleat Skirt **and requires** Navy Blue or Black spandex shorts under it.
- White Peter Pan Collared Shirt (must be worn tucked into skirt)
- Green V-Neck Vest or Pull-over V-Neck Sweater with Logo. A sweater is **REQUIRED** unless you are wearing the jumper (3rd grade option only).
- Blue Cross-Over Tie
- Plain White Bobby Socks or White Knee High Socks (no pompom or adornment on the socks)
- White Tights (optional November through March)
- Mary Jane Shoes (black or blue); (**6th grade girls** may wear black/navy blue flats that will not fall off when running.)

7th through 8th Grade

- Green Plaid Skirt **and requires** Navy Blue or Black spandex shorts under it
- White Tailored Blouse (3/4 length or long sleeve)
- Green V-Neck Vest, or Pull-Over V-Neck Sweater with Logo (as long as solid white camisole is worn under blouse)
- Blue ³/₄ Pre-Tie
- Plain White Knee High Socks
- White Tights (optional November through March)
- Black or Blue Flats (that don't fall off when running)

High School

- Heather Gray Skirt
- White Tailored Blouse (3/4 length or long sleeve)
- Solid White or Skin Toned Camisole Must Be Worn Under Blouse
- Blue Suit Jacket (tailored for girls) - **REQUIRED FOR SCHOOL PICS**
- Green Letter Sweater with Logo
- High School Green/Gray Striped Tie
- Black or Blue Flats

Boys

Pre-K Through 2nd Grade

- Oxford Button Down White Dress Shirt
- Gray Pleated TWILL Pants
- V-Neck Vest or Pull-Over V-Neck Sweater with Logo
- Blue Clip-On or Adjustable Navy Tie (**NO TIE FOR PRE-K or K**)

- Navy Blue or Black Socks
- Navy Blue or Black Dress Shoes (but with rubber soles that will stay on on the playground)
(No white soles allowed)

3rd Through 6th Grade

- Oxford Button Down White Dress Shirt
- Gray Pleated TWILL Pants
- V-Neck Green Pull Over Sweater or Vest with Logo (REQUIRED)
- Adjustable Navy Tie
- Navy Blue or Black Socks
- Navy Blue or Black Dress Shoes (but with rubber soles that will stay on on the playground)
(No white soles allowed.)

7th Through 8th Grade

- Oxford Button Down White Dress Shirt
- Gray Pleated TWILL Pants
- V-Neck Green Pullover Sweater with Logo or Green Vest with Logo (REQUIRED)
- Men's Navy Blue Tie
- Navy Blue or Black Socks
- Navy Blue or Black Dress Shoes (but with rubber soles that will stay on on the playground)
(No white soles allowed.)

High School

- Oxford Button Down White Dress Shirt
- Heather Gray Pleated Wool Pants
- Navy Blue Suit Jacket (NOT optional; REQUIRED)
- Navy Blue or Black Socks
- Navy Blue or Black Dress Shoes
- High School Green/Gray Striped Tie

Grooming:

1. Students must be well-groomed and have an appropriate, school approved uniform. Girls and boys should dress to reflect Christian modesty at all time (neatness and simplicity). The uniform must be hemmed and have no holes or tears in any manner.
2. Long-sleeved shirts or blouses may be rolled up neatly. Slacks may not be rolled up; skirts may not be rolled up at the waist. Faded pants or shorts must be replaced or dyed at the request of school personnel. ***Writing on any part of the school uniform, or any part of the body, at any time is prohibited.*** For both boys and girls, **shoes should remain laced and tied at all times; shirt tails must be tucked in if style calls for it.** (Upper school girls' shirts are supposed to hang over the skirt.) All uniforms should fit properly. No oversized shirts or

pants will be permitted. **Hats are not permitted in the school building.** Boys' pants must be kept at the waistline.

3. *Hair should be neatly groomed, arranged, out of the face, in a simple style **with no unusual coloring or unusual decorations.*** Simple, tidy hair ornaments may be worn subject to discretion of the administration. **Boys' hair length should not reach below the top of the collar, must not touch eyebrows and must be above the ears. Faddish or untraditional hairstyles will not be permitted.** Boys should not come to school with facial hair of any kind.
4. Jewelry is limited to one ring, one watch and one set of earrings. **For girls, earrings may be no larger than the lobe of the ear.** No dangling earrings or loop earrings more than ¼ inch below earlobe will be allowed. Religious medal/pins are permissible provided that they are of reasonable size and on simple chains. If scapulars are worn, they should be under the student's uniform. Boys may not wear earrings. No body piercing or mutilation is allowed for boys or girls. Tattoos of all kinds are prohibited.
5. **No perfume or cologne is allowed so as to avoid distractions, allergies and other unnecessary potential issues.**
6. *Corpus Christi Classical Academy* wants all students to understand that true beauty comes from within. This is communicated through everything we teach, say and do within this Catholic school community. However, in an effort to teach moderation as women, **high school girls only** will be allowed to wear light colored soft pastel nail polish (i.e. beige, light pink, clear, French manicure.) NO blues, yellows, reds, greens, browns, blacks, or dark colors of any kind will be allowed. Furthermore, no lipstick, foundation, or blush will be allowed. **Any violation of this privilege will result in its immediate removal. Violation of any of the above rules will result in disciplinary action.**
7. All of the above rules also hold true for our younger students. This means that even in Montessori, the following are not allowed: 1) jewelry of any kind (i.e., earrings, necklaces, etc.), 2) Any hairbow besides a school hairbow, 3) Nail polish, etc. If any student is wearing any of these things, the item (i.e., bow, polish, etc.) will be removed at school.

SUPPLIES AND CLASSROOM MATERIALS

Students are asked to come to school at the beginning of each school year prepared with the basics. Each teacher may additionally request special items to be purchased as needed. A supply list is included in the summer packet prior to the opening of the school year. Backpacks and thermal lunch boxes are recommended. Each family is requested to send tissues and liquid soap as well. Additional tissues and copy paper may be needed later in the year when supplies are exhausted.

PARENT / STAFF COMMUNICATION

Openness Policy:

Open communication between the school and parents regarding the academic and behavioral concerns of students is extremely important. *Please copy the principal* (principal@corpuschristiclassical.com) *when emailing academic or behavioral concerns to teachers in order to keep the administration informed of classroom circumstances.* Parent/teacher conferences will be held in October and February. Parents are encouraged to contact teachers directly via email or paper note (not texting please). If the conversation is expected to become more detailed, an appointment should be arranged for a future date. Parents may call the school office or send a note with the child stating the request. Every effort to respond will be made as soon as possible, usually within 24 hours.

Procedures:

Unless the concerns are of a grave nature or peculiar sensitivity, the Church's policy of subsidiarity should first be applied to parent-staff communication. This means that concerns should be met at the lowest possible level first. For our purposes, this means that concerns regarding any student should first be addressed by a parent/teacher conference. Any issue not resolvable with communication between parents and teachers should then be addressed to the Principal. Thereafter, an unresolved issue should be addressed to the Board.

SCHOOL DONATION POLCY

Monetary gifts to the school may take the form of one or more of the following, which are always acceptable, and of course, welcome:

1. Cash
2. Pledges
3. Securities
4. Deferred gifts
5. Life Insurance
6. Corporate matching gifts

Non-monetary gifts require space and work, to store and remove as needed. Therefore, in an effort to keep space available for truly needed items and limit the amount of work required to remove unnecessary items from the school building, no non-monetary gift will be allowed without prior approval of the Principal. If you have a non-monetary gift you would like to donate to the school, please send a request to principal@coruschristiclassical.com. We truly appreciate all generosity towards the advancement and benefit of our school community. However, the School does reserve the right to decline any gift. Everyone in the school community is encouraged to periodically check the school wish list on the website and any

teacher wish lists for non-cash gifts that will directly support the specific needs of the school. Your support of this policy is greatly appreciated!

FIELD/CLASS TRIP CHAPERONE POLICY

All parent chaperones and drivers for any school related activities must –

1. Show proof of a valid driver's license
2. Provide a copy of the Safe Environment Training completion certificate
3. Agree to a police background check
4. Assure that the students in the car are buckled in their seatbelt at every moment to and from the field trip.

Discipline issues arising on a school outing of any kind or in transport to or from the field trip shall be reported immediately to the school principal.

SHADOWING

All students who are “shadowing” Corpus Christi Classical Academy must arrange in advance the day and time of the visit. Student visitors who are not shadowing must restrict visits to after school hours unless there is a particular program (in which case the visit should correspond to the times of the program). We welcome the attendance of family and friends to school events. However, disruption of classrooms is not permitted. In the same way, the gym cannot be used without prior permission of administration and supervision of administration, faculty, or staff, in accordance with the lease and insurance restrictions.

COURTESY AND RESPECT

As Roman Catholics, the Ten Commandments must be upheld at all times. Conduct should reflect this belief, therefore these rules are not exhaustive, but constitute examples. Full compliance with the rules set forth by the school is expected.

To insure spiritual and educational benefits for all students, each student is expected to conform to and obey all rules and regulations of the school in a spirit of cooperation and respect. By these rules, students are assisted in the development of self-discipline and respect for authority.

Rules of Conduct:

1. All students must be dressed appropriately, assuming a neat and clean appearance. Reverence at prayer and Mass is required; participation is expected.
2. **ELECTRONICS AND MORE** - Use of **MP3 players, iPods, cellular phones, Apple watches, and ALL electronic devices** is prohibited before and during *school hours, and*

while student is participating in school field trips or other school events, subject to teacher discretion. All electronics must be turned off and turned into the school office upon arrival, unless explicitly directed by the teacher/administrator. If found using electronics at the school or during field trip, student will receive a detention. **Calculators** are discouraged unless the teacher requests them for certain classroom activities. Materials such as **CDs, magazines, and books** must *not* be brought to school without the teacher's permission. **Independent reading material** brought from outside the school **requires approval** from the student's teacher/principal. All materials that are not allowed will be confiscated and student will be subject to disciplinary action.

3. Students are never to leave the school grounds without express **written permission from the parents**.
4. Students shall respect fellow students. **Spreading rumors or gossiping and name calling are harmful to all involved and will result in detention.** Fellow students should be treated with kindness and patience, keeping in mind that *whatever we do to others, we do to Christ.*
5. Student work must be turned in on time and be presentable (**non-wrinkled with neat penmanship**) or it will not be accepted. Absence from school to complete schoolwork is never permissible.
6. Students may NEVER use the microwave, office phone, or photocopy machine without teacher or office approval and supervision.
7. Students are not to bring toys to school without a teacher's express permission.
8. Attendance at after school activities formal or informal, are a reflection of who we are as a member of the Catholic community. Therefore, the Code of Conduct expected while on CCCA premises still applies to that conduct while on the premises of other schools. If this is not respected, disciplinary measures will result.
9. The following are examples of negative behavioral traits which will be corrected and will result in **automatic detention (no verbal warning)** and perhaps further disciplinary action. *Keep in mind that detention is not a **study hall**. Detention will require that the student do nothing but keep silence for 20 minutes in the morning. If this is not done, student will be given another detention.*
 - A. Using foul language, name-calling, teasing, bullying, or gossiping about others.
 - B. Talking back to teachers, administrators, parents, or staff with willful defiance. *All teachers are permitted to give detention at any time and in any part of the building to any student, even those that do not teach them directly.*
 - C. Chewing gum.
 - D. Physically fighting with other students.
 - E. Defacing school property or vandalism.
 - F. Theft, deception, or cheating.

- G. Possessing or sharing inappropriate materials, either written, verbal, or visual, during the school day or on school premises per teacher/administrator discretion.
- H. Possession of any type of hand-held weaponry or other items that could be construed as such (i.e., pocketknife, slingshot, gun).
- I. Inappropriate relationships between or among students or groups of students, **exclusionary behavior, pairing, secretive cliques**, or inappropriate or unchaste behavior of any kind.

The administration reserves the right to rewrite this section at any time. Whether or not a behavior is expressly listed herein, the administration reserves the right to correct and to make referrals regarding any behavior deemed, in its discretion, to be negative to any person, harmful, inappropriate or reflecting poorly on Corpus Christi Classical Academy.

REVIEW OF COURTESY AND RESPECT CONDUCT **IN SCHOOL SETTINGS**

One of the fundamental beliefs of the Catholic Tradition is respect for the individual person as a *child of God*. Students, therefore should demonstrate in attitude, language and behavior, the courtesy that characterizes a Catholic student in his/her relationship with others.

Behavior:

1. Play fairly and gently.
2. Listen to the teacher and obey right away whether you agree or not.
3. Get in line promptly; no talking or horseplay.
4. Be silent during a fire, tornado or earthquake drill.
5. Do not gossip about others.
6. Do not make loud or rude noises or use crude or vulgar speech.

In the Classroom and Assemblies:

1. Pay attention.
2. Look at and listen to the teacher.
3. Raise hand for permission to speak.
4. Never talk back to those in authority or ridicule others.
5. Remain seated unless permission granted to get up.
6. Do not talk in class without permission.
7. Drink only water in class, but keep it contained in a clear sealed water bottle.
8. Do not chew gum; it is not permitted on school premises.

Working:

1. Keep up with schedule and homework.
2. Do not disturb others during class, unless you have teacher permission to work with others.
3. Do your very best work and do not complain.
4. Print or write as neatly as possible, as directed.
5. Keep immediate work area neat and tidy.
6. Push chairs under the tables when leaving the area.
7. After using materials, return them where they belong.

Lunch and Snacks:

1. Clean up after yourself.
2. Dispose of trash in proper receptacles.

3. Be neat.
4. Chew with mouth closed and do not talk with food in the mouth.
5. Talk quietly.
6. Clean tables and sweep floor after lunch.

Addressing Adults:

1. Promptly do what is requested with a positive attitude.
2. Look at the adult when spoken to and NEVER respond with sarcasm or back talk.
3. Greet visitors respectfully when warranted.
4. Always be mindful of manners and show respect.
5. Resist attitudes of defiance or rebellion.

All of these behaviors will not only win you the favor of others, but will make you a happier person and an exemplary Christian model.

DISCIPLINARY PROCEDURES

Philosophy of Discipline:

Corpus Christi Classical Academy has established its discipline to serve the soul of our youth with a preventative rather than repressive approach to discipline, an encouraging rather than a scolding response, a loving and charitable correction rather than a stern accusation rooted in fear. Teachers and staff, to achieve a desired end, will encourage positive behaviors in students. Parents and students are also expected to recognize negative behaviors when they occur and encourage the positive; administrators will take the time to reflect individually with students when negative behaviors are called into question and correction is deemed necessary.

Disciplinary measures will be taken when necessary in the following order for a repeat offense or repeated offenses, and may be administered by *any teacher/staff person at any time throughout the school day:*

- Verbal warning to the student.
- Email to the parent, copying the Principal to inform of the issue.
- A detention given and call made to the parents to report what occurred. (The detention will be served the following morning at 7:00 A.M. Again, this is not the same as a study hall.)
- 3 detentions = 1 demerit
- Every 1 demerit = parent-student-teacher-principal conference
- 3 demerits = suspension
- Repeated offenses = possible expulsion

RECORD AND CONFIDENTIALITY PROCEDURE

Statement of Confidentiality:

All student cumulative folders and personnel files are maintained in the school office and are kept strictly confidential with access available to teachers, administration and appropriate personnel. All student folders and personnel files are official records and are property of the school.

Parents have the right to view their child's cumulative folder and personnel have the right to access their file. It is appropriate to give a 24-hour notice to request to review a folder or personnel file. Any viewing is to be supervised by the Principal or designee, and done in the Principals office. Nothing may be removed or altered in an official file during a viewing. If there is any question or dispute of contents, the matter must be directed, in writing, to the Principal or designee for resolution. The Principal's response will also be in writing with both documents to become part of the official record. All official records are kept for a minimum of three years.

Student Records:

A student folder is maintained in the school office and contains the student's health and sacramental records, emergency contact information, attendance record, all grade level academic records and permanent academic records, which are prepared at the end of the school year.

Release of Records:

Student records may not be removed from the school office unless the procedure for release is followed:

Records may be requested for transfer to another school, or transcripts upon graduation, by completing the **required release of records form**.

In a school transfer, the new school will send a request signed by the parent/guardian of the student for release of records. In school transfers, the entire contents of the cumulative folder are transferred to the new school.

Upon graduation, and application to college or the next level of learning, a transcript is usually requested by the institution with instructions to send the transcript directly to the school. **This request must be made with the appropriate release form signed by the parent/guardian of the student.**

Amendments:

The Board of Directors reserves the right to make any changes herein at any time.

Notification:

We are required by law to notify you that the Asbestos Management plan is on file in the school office and available for your inspection at any time during normal school hours. There is no asbestos problem, however, the City of Simpsonville was required to provide this plan and we are required to keep it on file and make it available.

Revised 6/28/19

CORPUS CHRISTI CLASSICAL ACADEMY
Student/Parent Handbook Agreement

I/We have read the Student/Parent Handbook for Corpus Christi Classical Academy. I/We agree to abide by all school rules and regulations so as to maintain proper school and classroom order. Areas of particular importance to the orderly operation of the school are:

- 1. Our Mission/Vision/Philosophy/Academic Goals*
- 2. Philosophy of Discipline*
- 3. Attendance Policies*
- 4. Academic Policies*
- 5. Uniform Code and School Supplies*
- 6. Courtesy and Respect*
- 7. Disciplinary Procedures*

*In addition, parental signature hereto includes **permission to use photos** of students in school promotional materials.*

Parent/Guardian Signatures _____ *Date* _____
_____ *Date* _____

Student Signatures _____

Please return this form to the school office before the Labor Day weekend.