

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.*

2023-2024

Fall of 2023

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 a power of the soul* (St. Thomas Aquinas in *Summa Theologica*).

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 the Board of Directors and Head of School/Principal.

SCHOOL BOARD 2023-2024

Mr. Terry Butler - Chairman
Mrs. Lillian Oliver – Treasurer
Ms. Diane Thompson, Secretary
Mr. Robert Wright
Mr. Daniel Keefe

EX-OFFICIO MEMBERS

Fr. Bernard Timothy, O.P.– Spiritual Advisor
Mrs. Kathy Fehder – Head of School/
Principal

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, which is reflected in our Certification as a *Theology of the Body Campus*.

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 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**.*

ALL students (and visitors) entering the building in morning carpool (and any time throughout the day) will have their temperature checked before allowing them to enter the building. If any student registers a 99 degree temperature or higher, they will have to return home with the person who is dropping them off. This will also apply to any student who is coughing, excessively congested, with visible rash or other indication that they are sick. All of this is to minimize any possibility of spreading illness of any kind. We are continuing with this practice regardless of any state regulations because it seems to be very effective in preventing the spread of flus and other illnesses within the school.

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 or text the Principal. 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 or a doctor's note 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 of homework/books 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 in from recess 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 also discouraged and should be avoided if possible as this puts an inordinate amount of extra work on the teachers/administration.
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 either from 7:00-7:20 A.M. or 3:15-3:35 the Tuesday or Thursday 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. If homework, etc. is not completed as due, it will be completed *either during recess or after school* that day (per supervisory availability). Any work *not* completed during *that* time, must be completed at home and turned in the next day. *Failure to adhere to these guidelines will result in loss of recess for the week.*

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. 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. Parents will be asked to pick them up within the hour. 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 preventive 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. As mentioned above, sick children should be promptly **picked up from school within the hour**. Please make arrangements for support in this area if you are not available to pick up your child on any given day. 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. This also includes non-prescription medicine. (See #2.)
2. ONLY the office can 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 OR vaping 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 absolutely must leave school early for a doctor's appointment, a note or text (with return acknowledgement) must be sent to the office, 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 come in 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. SCHOOL CLOSURE DOES NOT IMPLY A WORK “FREE” DAY.

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 core class, however, will also require summer school/tutoring before the student is allowed to return for the upcoming year. (See “Academic Policies” below for a list of “core” subjects.)***
2. Participation in extra-curricular sports or activities requires a minimum 2.5 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. *As we are sharing the school building with the parish, there will be times when parishioners on the Parish Council or Finance Committee will be entering the building for meetings. Nonetheless, students will not be wandering the halls and no visitor should enter the classroom without express permission from the office.* 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 classroom. All substitute teachers and staff are also required to sign in at the main office.

- Upon arrival at the main entrance, all visitors must call or text the office to be escorted to the office for sign-in.
- 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 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 door designated by the office staff.

Visitors should NOT:

- Go to a child's classroom to deliver forgotten or other items. Any forgotten item should be taken to 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.

ARRIVAL AND DISMISSAL PROCEDURES

ALL STUDENTS: Morning drop-off is from 7:30-8:00 A.M. (Arrival after 8:00 A.M. requires entrance with a parent, **except for high school students** who may sign themselves in, through the single front door at the intersection of the old education building and the new parish hall, to sign the child/ren in.) 1/2 day pick-up is at 11:30 A.M. Full day, afternoon pick-up is at 3 P.M.

PLEASE TAKE NOTE OF THE FOLLOWING NEW CARPOOL PROCEDURE: All parents should come from Main Street to the circular drive and exit on Second Street.

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. In this case, you may park across Second Street in that lot or in the large public parking across Main Street via Second Street.*
- C. High School students who drive their own vehicles must park in the public parking lot across Main Street. 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 anywhere on or off the church property. **Vehicle owners are responsible for their own vehicles and any damage to 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. Afternoon carpool dismissal is at 3:00 P.M. Any student who is not picked up by 3:10 P.M. will be expected to wait in the 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.*
- G. **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.
- H. Students are to remain **seated** as assigned in class for afternoon carpool until dismissed by a teacher.
- I. Leaving the classroom prior to dismissal is not allowed, **including to the bathroom**, without express permission by a teacher.
- J. Eating during carpool dismissal time is NOT ALLOWED.

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.
- The daily schedule for Grades 1-12 begins in the Chapel at 7:30 A.M. with the Rosary, prayers Pledge of Allegiance, and any school announcements.

- All K-8 grades will have lunch and recess every day at times determined by the schedule. (High School has lunch only.)
- Lunch begins and ends every day with prayer.
- Students are responsible for cleaning tables and floors of the classroom at the end of every lunch period, before being allowed to leave for recess. This includes cleaning the ENTIRE area where students sit and eat - desk, or cafeteria table, chair and floor, as well as the area around the garbage cans. Delay in doing this may shorten the recess period.
- No student has permission to leave the school building or go outside 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 or parent** without specific written permission from their own parent.
- Bathroom breaks will be allowed periodically throughout the day according to schedule or as needed with appropriate teacher permissions *prior to students entering the hallway*. ***Students found walking outside their classroom without proper permission will be subject to disciplinary action.***
- All students are **required** to bring a 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.***
- *Quiet and orderly assembling and passing between classes, lunch period, liturgies, etc. is expected, so that none of the other classes are disturbed in the transition.*

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 and grade reports will not be released until the book is paid for or replaced.
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 by Upper School students or Lower School parents with the teacher(s). (*See above section on “absences”.*)
4. GRAMMAR SCHOOL (3rd-6th grade) and UPPER SCHOOL (7th-up) student tests and quizzes will be reviewed with students and collected again by the teacher, to be put in a file and shared at Parent-Teacher conferences. If warranted, some may be sent home for parent signature to be returned the next day. PRIMARY SCHOOL (K-2nd grade) student work will

be sent home daily in a take home folder with any necessary teacher comments. The folder should be returned every day with parent signature.

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 2-6) 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 core subjects 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 (93-100)
(Grades 7-12) B (85-92)
C (75-84)
D (70-74)
F (**69 and below**) (If this is a 4th quarter or Final Average grade, summer school will be required in core subjects 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 ONLY will be recognized at the end of each school year for Academic Honors. Academic Honors for Upper School students are based on the final grade average of the year in each core subject. The core subjects are Religion, Literature/Poetry, Spelling/Grammar/Composition, Math, Science, History/Geography and Latin. (For 9th-12th grade, Literature/Composition/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 or other standardized tests 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 Christmas Recital 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. Latin:	4 Units
6. Science:	3 Units
7. Health/PE:	1 Unit
9. Elective:	<u>4 Units</u>
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 your daily planner. If there are any questions about the assignment, ask the teacher.
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 and **REQUIRES** Navy Blue or Black spandex shorts under it.
 - 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 BLACK Tights (optional); **NO LEGGINGS**
 - Mary Jane Shoes (BLACK ONLY)
- (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)(**ONCE THE GIRLS CHANGE FROM JUMPER TO SKIRT, ONLY WHITE KNEE HIGHS MAY BE WORN.**); White OR Black Tights (optional); **NO LEGGINGS**
- Mary Jane Shoes (BLACK ONLY); (**6th grade girls ONLY** may wear black/navy blue flats that will not fall off when running. **NO ANKLE STRAPS**; **If there is a strap across the foot, it MUST BE HELD WITH A BUCKLE OR ATTACHED TO THE SHOE, NOT BY VELCRO.**)

7th through 8th Grade

- Green Plaid Skirt **and REQUIRES** Navy Blue or Black spandex shorts under it
- White Tailored Blouse (3/4 length sleeve) **WORN OUTSIDE THE SKIRT**
- Green V-Neck Vest with Logo or Pull-Over V-Neck Sweater with Logo; **NEW THIS YEAR:** A letter sweater (with front pockets at the waist and school logo on the top left) may be worn.
- Blue ³/₄ Pre-Tie
- Plain White Knee High Socks (to be kept below knee); White OR Black Tights (optional); **NO LEGGINGS**
- Black or Blue Flats (that will not fall off when running); **NO ANKLE STRAPS**; **If there is a strap across the foot, it MUST BE HELD WITH A BUCKLE OR ATTACHED TO THE SHOE, NOT BY VELCRO.**)

High School

- Heather Gray Skirt
- White Tailored Blouse (3/4 length sleeve) WORN OUTSIDE THE SKIRT
- Navy Blue Suit Jacket TAILORED (**NOT optional; REQUIRED**)
- High School Green/Gray Striped Tie (*Girls wear the knot low.*)
- Plain White Knee High Socks (to be kept below knee); White OR Black Tights (optional); **NO LEGGINGS**
- Black Flats; **NO ANKLE STRAPS**; If there is a strap across the foot, it **MUST BE HELD WITH A BUCKLE OR ATTACHED TO THE SHOE, NOT BY VELCRO.**)

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 Crew/Dress Socks (**NO FOOTIES**)
- 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 Belt (**REQUIRED**)
- Navy Blue or Black Crew or Dress Socks (**NO FOOTIES**)
- 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 (No adjustable or clip-on ties)**
- Navy Blue or Black Belt (**REQUIRED**)
- Navy Blue or Black Crew or Dress Socks (**NO FOOTIES**)
- Black **Dress Shoes (No white soles allowed.)**

High School

- Oxford Button Down White Dress Shirt (to be tucked in)
- Heather Gray Pleated **Wool** Pants
- Navy Blue Suit Jacket (**NOT optional; REQUIRED**)
- Navy Blue or Black Belt (**REQUIRED**)
- **Navy Blue or Black** Crew or Dress Socks (**NO FOOTIES**)
- Black **Dress Shoes** (**No white soles allowed.**)
- High School Green/Gray Striped Tie (*Boys wear the tie knotted at the neck and collar buttoned.*)

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' tailored blouse is 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 (i.e., school bows or bobby pins or hair clips) 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 are not permitted, (i.e., no haircut shaved on side or back of head but long on top.)** Boys should **not** come to school with facial hair of any kind. *If any of these guidelines are violated, student will be subject to disciplinary action.*
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 additional body piercing or mutilation is allowed for boys or girls. Tattoos of all kinds are prohibited. *If any of these guidelines are violated, student will be subject to disciplinary action, including possible suspension.*
5. **No perfume, cologne or the spraying of ANY aromatic aerosols 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 nail polish that is light colored soft pastel (i.e. beige, light pink, clear, French manicure.) **NO** blues, yellows, reds, greens, browns, blacks, or dark colors of any kind will be allowed. *Any violation of this privilege will result in its immediate removal.* Furthermore, no visible lipstick, foundation, or blush will be allowed. *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*, jewelry is limited to one ring and one set of earrings, no hairbow besides a school hairbow, no 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

As stated in the summer packet, the school will provide ALL SCHOOL SUPPLIES needed by students in the class. However, each student is asked to provide 2 packs of COPY PAPER, 2 packs of BABY WIPES, 2 boxes of TISSUES, and 2 packs of CHLOROX WIPES, and 2 rolls of PAPER TOWELS before the first day of school. Additional tissues and copy paper may be needed throughout the year as supplies are exhausted. Backpacks and thermal lunch boxes are also recommended for all students. **NO SOFT DRINKS OR CANDY ARE ALLOWED.**

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 (kfehder@corpuschristiclassical.org) when emailing academic or behavioral concerns to teachers in order to keep the administration informed of classroom circumstances.* (In the case of divorced parents, if custody is shared, both will receive all correspondence concerning their child/ren.) 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 to the teacher. 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 VOLUNTEERING POLICY

Volunteering is not only an opportunity to serve the school, but is a beautiful way to model the virtue of charity in action. For each child enrolled, a minimum of eight (8) volunteer hours is REQUIRED per semester. Any adult over the age of 21, who has received Safe Environment Training, may serve the hours on behalf of the family. As opportunities arise for volunteer hours, we will notify families via email or the school weekly communication correspondence. Volunteer opportunities are awarded on a first come, first served basis. A buy-out option of \$250.00 per family per semester is available. Volunteer hours should be recorded on the appropriate form located in the school office. Volunteer opportunities are posted under the Parent tab – PTO and are a condition of enrollment.

SCHOOL DONATION POLICY

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 (Monthly and/or Annual pledges will be accepted!)
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 kfehder@corpuschristiclassical.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 to the office of a valid driver's license and car insurance
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.

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 **cellular phones, Apple watches, and ALL electronic devices and ALL presence on social media** 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 **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 taken and held in the office and student may be subject to disciplinary action.

3. Students are never to leave the school or its grounds without express **written permission from the parents**.
4. In keeping with our *Theology of the Body Certification*, students shall respect and honor the dignity of their fellow students. **Spreading rumors or gossiping and name calling are harmful to all involved and will result in detention based on TEACHER DISCRETION.** 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**), and with JMJ at the top center of the paper, 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 in the administrative offices.
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 discipline that corresponds to the infraction. 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 or cliquish behavior**, or inappropriate or unchaste behavior of any kind all at TEACHER DISCRETION.

*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 any behavior deemed, **IN ITS DISCRETION**, to be negative to any person, harmful, inappropriate or reflecting poorly on Corpus Christi Classical Academy.*

DISCIPLINARY PROCEDURES

Philosophy of Discipline:

Corpus Christi Classical Academy has established its discipline to serve the soul of our youth with a preventive 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.

Behavior Management for K-2

Teachers in K-2 use Positive Discipline techniques to help students form their individual conscience and develop self-discipline. These techniques include the use of natural and logical consequences. Student behavior will bring opportunities for building independent communication and problem-solving skills. As in the Latin word for student, “discipulus”, discipline is seen as teaching moments, not just as managing the group.

There are some actions that are considered “Zero Tolerance Behavior”. This includes willful and intentional hurting of someone, physically and/or verbally. It also includes acts of deceit. This will result in the child’s removal from that class activity for the day and immediate communication with the parents.

Behavior Management for 3rd grade-Upper School

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 email sent to the parents to report what occurred. (The detention will be served the following Tuesday or Thursday, either before or after school. Again, this will **not** be a study hall.)
- 3 detentions = 1 demerit
- Every 1 demerit = parent-student-teacher-principal conference
- 3 demerits = suspension
- Repeated offenses = possible expulsion

HOMEWORK DETENTION:

All students in 3rd-8th grade who neglect to turn in or do their homework or forget their text in any class will be asked to stay in for recess and copy sections of the handbook that relate to school expectations. Students in 1st-2nd will be sent to complete homework in the office during recess. Older students in 5th-8th grade who do not have books or completed homework for class will be sent out of class to complete that work under administrative supervision. When students are allowed to stay in class without books/homework, they put an undue burden on the other students who are prepared, by asking repeat questions for clarification and generally slowing the pace of the class. The purpose of all of this is to help the students to not only pace themselves, but also, to better understand the importance of their work while encouraging them to be prepared, so they can grow in knowledge and confidence in their subjects.

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*. *As such, we are called to treat others with the supreme dignity of having been made in His image and to remember that our bodies are temples of the Holy Spirit*. In keeping with our certification as a **Theology of the Body campus**, students should manifest in attitude, language, posture and behavior, the dignity that characterizes a Catholic Christian in relationships 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.

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 only 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 Principal's 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. This implies that all tuition and fees must be paid current and all borrowed school books are returned. The procedure is as follows:

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

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 requested 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 School Administration reserves the right to make any changes herein at any time.

Revised 8/7/23

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*

Please check one of the following:

***Corpus Christi has my permission ____ OR does not have my permission ____
to use photos of my child/ren in school promotional materials.***

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

Student Signatures _____

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