Corpus Christi Academy

CORPUS CHRISTI ACADEMY

To Inspire • To Excel • To Serve

Parent-Student Handbook

Updated: July 2026

CCA School Office: (440) 449-4244

www.corpuschristiacad.org

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Corpus Christi Academy

5655 Mayfield Road
Lyndhurst, Ohio 44124

Phone: (440) 449-4244 Business Office Fax: (440) 646-9648
www.corpuschristiacad.org

Dear Parents & Students,

Welcome to all our families and friends at Corpus Christi Academy. It is with the utmost pride and excitement that the Academy welcomes you through its doors once again. Our faculty, staff, and administration have worked unceasingly with great enthusiasm as we work to provide educational opportunities that empower our students and families to take initiative through transformative encounters in mind, body, and spirit and to foster and develop respectful, responsible, and resilient leaders in our world today. *Corpus Christi Academy is a beacon of Christ-inspired excellence* serving the South Euclid-Lyndhurst community as well as over 20 different districts in a 25 mile radius from as far west as Westpark and Parma and to the east in Mentor and beyond. Join us for another amazing year at "The Academy"!

We will always *Inspire, Excel, and Serve* as the Eagles of CCA SOAR to new heights!

Remember everything we do at Corpus Christi Academy starts with **Three Root Beliefs**.

1. Jesus is the Model.
2. We are all Learners.
3. Communication and Collaboration Unite

We act these out everyday as we model appropriate behavior for the students and pride ourselves on the fact that Corpus Christi Academy is a welcoming and friendly school and environment that celebrates its diversity.

God Bless,

Mr. Matthew Tabar

School Principal
principal@corpuschristiacad.org

Mission and Beliefs

Diocese of Cleveland Office of Catholic Education Statement
Our Catholic schools are centered on the Gospel, focused on spiritual, academic and personal growth for all who seek to learn and grow.
Our schools develop students to be lifelong learners and critical thinkers who serve and lead those around them. Catholic schools serve both the faith community and the common good of society by educating students to become active and caring members of their communities, cities, nation, and world.

Corpus Christi Academy
Corpus Christi Academy is built upon over 150 years of educational excellence, supported by the thriving parishes of Sacred Heart of Jesus and Saint Clare.

Corpus Christi Academy Mission
Living in the Catholic tradition, Corpus Christi Academy empowers our students and families to take initiative through transformative encounters in mind, body, and spirit and to foster and develop respectful, responsible, and resilient leaders in our world today. Growth is facilitated and realized through curriculum and experiences that balance creativity, effective literacy, and rigor.

Belief Statement
We believe that Corpus Christi Academy is a beacon of Christ-inspired excellence in mind, body, and spirit.

As a Community of Students, Teachers, and Families:

- Our beliefs lead us to Inspire, Excel, and Serve.
- Our beliefs lead us to model Catholic values and support the mission of the school.
- Our beliefs lead us to grow in our Catholic faith and share our faith with others.
- Our beliefs lead us to a lifetime of continual learning and leadership.

Accreditation
Corpus Christi Academy is fully accredited by the Ohio Catholic School Accrediting Association (OCSAA) through the 2027-2028 school year.

Teacher Licensure/Certification
All teachers of Corpus Christi Academy are certified by the State of Ohio. Further, teachers of our faith are certified by the Diocese in Religious Instruction. Each teacher strives to teach and act consistently with the philosophy, goals, and policies of the Diocese of Cleveland and Corpus Christi Academy.

Families are Foundational

Corpus Christi Academy believes that families are foundational in building "an educational relationship with each student, who must feel welcome and loved for what he or she is, with all of their limitations and potential." - Pope Francis

Responsibilities of Corpus Christi Academy

- fulfill our mission and instill our beliefs
- support all school policies and procedures and impose fair and appropriate consequences when not met
- provide a safe and inclusive environment for all members of the community
- be professionally available and responsive to families, keeping them well-informed through reports, electronic communications, conferences and informal conversations

Responsibilities of Corpus Christi Academy Families

- promote the mission and belief systems of the school and Catholic faith
- support and abide by the school policies and procedures
- respect the professional judgements and decisions made by the faculty, staff and administration
- model inclusivity
- provide a home environment that supports academic achievement
- become appropriately involved in the school community
- share appropriate information that will help serve your child best
- follow all school safety and security procedures

Responsibilities of Corpus Christi Academy Students

- uphold the beliefs and values of the school and Catholic faith
- extend kindness and be inclusive to all members of the community
- possess a positive attitude and work to strengthen skills by working independently and collaboratively when appropriate and seeking support when needed

Admission Policy

Admission and Readmission Policy
Admission and readmission to Corpus Christi Academy is made annually through formal registration. If class size prohibits further admissions, the names of applicants in excess will be placed on a waiting list. Families will be notified if there is an opening.

Non-Discrimination
"The governing board of Corpus Christi Academy located at 5655 Mayfield Rd in Lyndhurst Ohio 44124 has adopted the following racial nondiscriminatory policies."
"The Corpus Christi Academy recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.
"The Corpus Christi Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

Admission of New Students in Grades K-8
Students who have recently moved into the community will be considered for admission to grades K-8. Final acceptance will be made after review of school records, school recommendation, MAP or standardized assessment, completion of entrance exam and family interview. Grade placement will be determined according to school records, assessment, and interview. If needed, the student will be notified they are placed on a waiting list. All students new to Corpus Christi Academy for the 2026-2027 school year are accepted on probation for the duration of the school year.

Students need to present a school transfer form, CCA student information form, and current and previous years report card from the school(s) they previously attended. No registration is final until records and payments are reviewed and approved by administration.

No student (new or returning) will be considered registered until all requirements have been met and Enrollment Agreement is signed.
At the time of registration, all new students, Preschool-Grade 8 seeking admission to Corpus Christi Academy must present all required documents.

Admission Entrance Age
Students entering Kindergarten must be five (5) years old by September 30th of the year they are entering Kindergarten.

Students entering grade one must be six (6) years old by September 30th of the year in which they are entering the first grade, per the State of Ohio law. In most cases, it has been proven that

children who are too young for the grade, no matter how intelligent, develop social and emotional problems even though they may achieve scholastically. Early entrance testing may be requested from the local public school agency.

Classroom Assignments

Students are assigned to classrooms by the principal in consultation with the teachers. Classroom lists are determined in order to provide for an even distribution of learning styles, abilities, overall social mix, academic needs, etc. Requests for specific teachers or classmates are not accepted.

Transfer to a New School

When students are transferred to a new school for any reason either during the school year or at the end of the year, the following steps must be taken.

1. Send a letter to the school office stating the name and address of the new school, as well as the last date on which the student will be attending Corpus Christi Academy.
2. The parent must sign a release of information form from the Corpus Christi Academy office before the scholastic and health records can be sent to the new school.
3. The report card and the student's personal possessions may be taken home on the last day of attendance.
4. Please make an appointment with the principal shortly before the transfer is made. In the event that the student transfers before the end of the school year, tuition and fees are adjusted on a percentage basis. Academic records are withheld until outstanding bills are paid. Health records will be forwarded to the new school.

Attendance

Attendance as Required by Law

Children between the ages of five (5) and eighteen (18) are required by law to attend school punctually and regularly. Absentees miss valuable class instruction, discussion, and the continuity of work. Regular attendance is important not only for scholastic progress in school, but also because it builds habits and attitudes of responsible behavior important for life. It is a serious obligation for parents to have their children attend school regularly and on time.

SCHOOL HOURS 7:55 AM – 3:00 PM
School doors open for all students 7:15 AM
Tardy bell rings at 7:55 AM
Extended Care ends at 6:00 PM

At Corpus Christi Academy, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. To monitor the occupants of the building, comply with privacy laws, and to limit the disruption to the learning process, parents are asked to report to the office upon entering the building. Various classes invite parent involvement or visitation on particular occasions.

Absence

Absence occurs when a student is missing from school for a whole day or for a portion of the day. Late arrivals and early dismissals are calculated with the hours/minutes a student has missed. Attendance is marked as follows:

1.00 = A whole day of school missed
.50 = A student misses 2 or more hours of school day

The principal will contact the attendance department of local public schools concerning cases of truancy. The principal shall also follow the regulations of the health department concerning readmission of pupils who have had a communicable disease.

Reasons for Absence

According to the State Board of Education Revised Code. 1980.3321.04(C), a student may lawfully be absent from school for the following reasons:

1. Personal illness
2. Critical illness in the family (substantiated by doctor's statement)
3. Death of parent, guardian, grandparent or very close relative
4. Quarantine at home
5. Observance of religious holidays
6. Discretion of principal
7. High School Visitation (See policy)

Family emergency situations must be discussed with and approved by the principal.

Excused Absence Procedures

Teachers keep a careful daily check on all pupil absences and tardiness. WHEN A CHILD IS ABSENT, PARENTS ARE REQUIRED TO CALL THE SCHOOL BY 8:00 AM. Please call 440-449-4244 ext. 118. Please state the child's name, grade, room number, and reason for absence. Please call each day your child is absent. If there is no report, the parent will be contacted at home or work. **The Missing Person's Act requires that parents/guardians contact the school office in the event of absence or the office personnel must contact the parent at home or at work.**

After an absence, a written excuse or e-mail, signed by the parent or guardian and explaining the reason for the absence, shall be presented to the classroom teacher on the day of the child's return to class. Students should be symptom-free and fever-free for 24 hours before returning to school. Students who are sent home during the school day with a fever or other flu-like symptoms will

not be allowed to return to school the next day as this would not allow for the 24-hour protection to the school community.

Make-up Work for Excused Absence

Homework may be requested for multiple days absent. The request must be made when you call in to report the absences. Homework can be picked up in the office between 3:00 PM and 3:30 PM. In the case of a single day absence, the child may receive missed assignments on return. The child will have one day for each day of absence to complete those assignments. See additional Homework information under homework policies. Any work will not be given in advance of a planned absence, i.e. vacation.

School Programs

Periodically in the school setting, various grades will have performances/events to which parents, grandparents, and guardians are invited. Siblings from other grades at CCA may not be excused from class to attend unless the scheduled time coincides with the sibling's lunch/recess period or their express written consent from the parents in agreement with the administration.. All visitors must sign in/out at the school office.

High School Visitation

The eighth grade teachers arrange one high school visitation day for all eighth grade students. Students will be excused for one additional day for high school visitation that is arranged by a parent/guardian.

Tardiness

Students must be in their classroom no later than 7:55 AM. Students not in their homerooms at 7:55 AM must report to the office to receive a tardy slip.

Students will be placed on an attendance contract if excessive tardiness impedes on the student's learning. The attendance contract will be signed by the parent and principal.

Appointments and Emergencies Requiring Early Dismissal

Appointments (medical, dental, and other) which require absence from the school, are discouraged, and are marked against the child's attendance record.

When a medical appointment is necessary, the child is to present an appointment notice or letter from custodial parents/guardians before the day of the actual appointment explaining the reason for dismissal and designating the person who will be transporting the child. It is wise to make any such appointments close to school dismissal. Students are to be picked up at the school office for appointments.

In the case of illness or accident and if the child needs to be sent home, the parents/guardians will be notified and must come to the school to take the child. If the parent or guardians cannot come, they may designate an authorized person to pick up the child from the clinic or school office. Corpus Christi Academy keeps on file EMERGENCY INFORMATION CARDS on which parents/guardians are to indicate names of persons to contact should it be impossible for the school to reach parents/guardians. No child will be sent home unless it is certain that there is a responsible person at home to take care of him/her.

Picking up Students Early/Appointments/Changes in Routine

When students are picked up during the school day or at dismissal, we ask that a signed note (paper or email) from the parent/guardian is sent directly to the child(ren) homeroom teacher and the school office complete with: child's grade, pickup time/date, designated pickup individual with reason for leave.

When picking up your child(ren), parent/guardian or designated individual, should park near the school office not blocking the driveway to exit campus. Please use the roadway along the driveway as a pickup/drop off zone only. This area is not designated for extended time parking. Parent/guardian, designated person will need to sign out/in the child(ren) from the school office before the child(ren) can leave/arrive the school.

If your child(ren) are going home with another student, we ask that a signed note (paper or email) from the parent/guardian is sent directly to the child(ren) homeroom teacher and the school office.

If a change occurs for your child during the day, please communicate all changes to the school office by 2:00 pm in order to ensure the message can be relayed to the child(ren)'s teacher and allow time for proper end of day gathering of materials.

Leaving the Premises

- No child is allowed to leave school grounds during the school day without the permission of his/her parents/guardians and the approval of the principal.
- No child who is being excused from school due to illness will be permitted to walk home without being accompanied by an adult.
- A child may be released from school only to his/her parents or other authorized persons.
- In the case of family difficulties (divorce, etc.), the child may be released only to the parent who is the legal guardian, unless prior written authorization has been given.
- The principal shall determine the validity of the claim made by any other person requesting release of a child.
- Students will not be excused from school to go with a stranger nor may they be excused by an unidentified telephone message.

Attendance in Physical Education Class

The State of Ohio requires Physical Education classes. All students are required to participate. If there is a reason a student cannot participate in physical education activities, a written excuse from a parent or guardian shall be presented. This note shall be signed and approved by the principal or principal's designee.

A doctor's note is required for extended excuse from attending Physical Education Class.
A statement from a doctor must be presented to the physical education instructor stating the amount of time the child is to be excused and/or what limitations are to be placed on the student's involvement. Copies of doctor notes are kept in the school office and clinic within the child's student folder.

Family Vacations

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. If vacations are taken, parents should give the office and homeroom teacher written notification of the child's impending absence. AFTER the vacation, the student should contact the teacher(s) to receive missed work. No assignments will be given for students to complete while on vacation. Exceptions to this include long-term projects previously scheduled and standard weekly assignments (for example, spelling, vocabulary units, and math facts). Students are responsible for mastery of material presented during their absence. Work is to be completed within **2 DAYS** of the student's return, unless other arrangements are made with the teacher. It is not the responsibility of the teacher to monitor missed work or to re-teach missed material. This responsibility rests with the student and the parents/guardians.

Code of Conduct

Discipline Philosophy

It is our goal at Corpus Christi Academy to help students develop positive behaviors. Our school exists for the purpose of cooperating with the parents in bringing their children to the fullness of maturity that will enable them to become dedicated Catholics and productive, responsible, self-disciplined, self-motivated citizens of their community and country. Emphasis will be placed on rewarding good behavior and encouraging students to develop a positive attitude toward themselves, each other, and our school. Any student who displays behaviors contrary to the school's philosophy will be asked to seek another educational placement.

Code of Conduct

The following code is in effect at all times in all areas of the parish property:

1. Respond academically to the best of his/her ability.
2. Be courteous in speech and action.
3. Be punctual at all times.
4. Be faithful to prayer and religious obligations.
5. Respond honestly and truthfully in all situations.
6. Respect school property, including books and school equipment.
7. Respect others, including students, teachers, staff members, lunch supervisors, volunteers, and visitors to the school.
8. Be neat and careful about personal appearance, being in complete uniform each day.
9. Be prepared for class with completed assignments and necessary materials.
10. Cooperate with classroom and playground rules.
11. Accept consequences of behavior and show proper respect for authority.
12. Contribute to the spirit of our school by developing a sense of pride concerning personal accomplishments, accomplishments of fellow students, and looking for reasons to be proud of their class and their school.
13. Refrain from disruptive behavior of any kind.
14. Avoid physical contact with others at all times.
15. Be an example of a Christian witness in our school and community.

When Arriving at School

1. Follow the arrival and dismissal procedures.
2. Morning arrival is not playtime.
3. Children arriving at school between 7:00 AM - 7:54 AM will report to the Cafeteria.
4. Any student arriving at 7:55 or later will be dropped off at the main office.
5. Students arriving after 7:44 will not be allowed to get breakfast.
6. The tardy bell will ring at 7:55 AM.
7. Morning Meeting:respectful behavior for prayer, pledge, and the dissemination of any important information for the day.

Classroom Conduct

1. Respectful voice levels are expected at all times.
2. Students are responsible for keeping the classroom neat.
3. Students must follow rules set forth by their classroom teacher.

Assemblies and Assembly Conduct

1. All students shall enter the assembly area in good order.
2. Be courteous and attentive to speakers and performers, recognizing the efforts of those giving the presentation.
3. Inappropriate responses for such gathered assemblies and are causes for disciplinary referral.
4. Students exit assemblies as directed by faculty and staff.

Cafeteria Conduct

1. Students enter the cafeteria in an orderly and quiet manner and go to their tables.
2. Courteous behavior is expected in lines. No pushing, shoving, moving ahead of others, etc.
3. Respectful voice levels are expected at all times.
4. Eat neatly and clean your area.
5. All food must be consumed at the tables. No leftover food is to be consumed in the classroom. Students are expected not to waste food.
6. Students will remain seated after eating and may talk quietly until asked to line up.
7. Children will line up quietly and in an orderly way to leave the cafeteria.
8. Students not complying with the lunch program policies will…
    a. Be assigned a seat for a period of time
    b. And/or receive a disciplinary measure
9. Children may not go to their classrooms without permission and supervision.

School Playground Safety Rules

1. Students are not permitted on the playground without adult supervision.
2. Only go to the playground area on an outside day and after the teachers on duty give permission to leave the school building. Walk carefully and don't run.
3. Listen to and respect the adult on duty. Follow their directions the first time they are given.
4. Always get permission from a teacher to enter the school.
5. Only play in the designated areas. If something being used goes outside the play area, one student can retrieve the item, with permission of the teacher.
6. After the bell rings, pick up belongings and any small equipment being used. Line up and walk inside the school.

Small Equipment – (balls, skipping ropes, hoops, etc.)

1. Use this equipment in a designated space away from the large equipment.
2. Be careful using this equipment so that it doesn't interfere with others. Try to stay in your own space.

3. When sharing a ball with others, be sure to take turns and play safely. No rough play allowed!
4. If you are using a ball and it goes outside the play area, ask an adult for permission to get it.

Items Prohibited in School

Smart Watches, Airpods, inappropriate literature (magazines and books), electronic devices and games, cell phones, earbuds, bluetooth capable devices, and laser pointers may not be used before or during school, including recess. If these items are used during school:

- The requested item will be taken by the teacher, delivered to the principal, and the parents will be notified to pick up the item.
- Loss of privileges and possible in-school suspension will result if this policy is violated multiple times.

Minor Infractions

A teacher is encouraged, according to established and posted guidelines, to handle minor infractions of rules. Any teacher in the building has the authority to correct misconduct at any time. Teacher aides, lunch and recess monitors, and class volunteers are to be obeyed in the same way as teachers. If a teacher feels it appropriate, she or he may bring the infraction to the administration to get involved. These minor infractions include but are not limited to:

1. Out of uniform.
2. Loud and/or disruptive behavior in school areas.
3. Tardiness (see tardy policy).
4. Damage to books (student must pay for damages).
5. Lack of courtesy in speech or action.
6. Not keeping hands, feet, objects, etc., to self at all times.
7. Chewing gum on parish property.
8. Running in the building.
9. Using or throwing hard or dangerous objects.
10. Rough contact games on the playground.
11. Loitering around the building after school hours.
12. Talking during an emergency drill.
13. Not being prepared with the necessary learning materials.

Major Infractions

Major infractions can be managed by teachers but may be referred to the administration as needed. When a child is sent to the administration for disciplinary consequences, it is regarded as a serious matter. There will be a record of the student's visit to the administration. Infractions include but are not limited to:

1. Repeated disrespect and/or disobedience to authority and school regulations.
2. Destroying, defacing, or theft of school, church, or other's property
   Note: Students will be required to pay for damages or replace the item(s).
3. Indecent or disrespectful language, writing, literature, pictures, or gestures.
4. Foul or vulgar language.
5. Threatening, bullying, or harassing others (including sexual harassment).
6. Cheating.
7. Gang activity.
8. Having knives, dangerous objects, weapons, or objects that could be used as weapons.
9. Possession, distribution, or use of smoking materials, drugs, alcohol, or medicine.
10. Unexcused absence, truancy, or leaving the premises without authorized permission.
11. Vandalism in the restrooms, halls, classrooms, or church property.
12. Taking part in or encouraging fighting or causing injury or danger to another person.
13. Chronic violation of any lesser school regulation.
14. Any and all of the above are subject to the same rules and regulations on social media and other forms of electronic(internet) communication.

Discipline Consequences for Infractions

The severity of the infraction will determine the consequence. Detention notifications will be emailed for confirmation. Failure to confirm will result in a required meeting with the administration. Responses indicate parent awareness of the consequence, not agreement nor disagreement. Consequences include, but are not limited to:

- Warning
- Loss of recess
- Detention
- Conference with any combination of the student, parent(s), teacher, principal, and pastor(s).
- Behavioral contract between the student, parents, and teacher may be established.
- Suspension: in school or out of school.
- Expulsion

Detention

A student who is issued a detention will be placed in a supervised environment for forty five minutes during lunch and recess on the designated Detention Day. **The consequence will be timely and appropriate to the student's action.**

Suspension

The pastors and principal may employ suspension. This will be used as a disciplinary measure if the behavior of a child is considered dangerous or extremely undesirable or if it is destructive to the learning atmosphere.

A. In-School Suspension: The student is excluded from his or her classroom for a period of time designated by the principal. All classroom work and tests missed during a suspension must be made up. A conference involving the parents or guardian, the

child, the principal, and the teacher will be held to determine the necessary steps to be taken in order for the child to continue at Corpus Christi Academy.

B. Out-of-School Suspension: The student is excluded from the Corpus Christi Academy building and any school related extracurricular activities that occur during the out of school suspension time period. All classroom work and tests missed during a suspension must be made up. A conference involving the parents or guardian, the child, the principal, and the teacher will be held to determine the necessary steps to be taken in order for the child to continue at Corpus Christi Academy.

Academic/Behavior Contracts

An Academic or Behavior Contract places the student on probation at Corpus Christi Academy. These contracts (which may be separate or combined) define what is expected of the student in a prescribed amount of time. An Academic or Behavior Contract is issued to the student in the presence of his/her parents, teachers, and the principal. All parties sign and agree to the terms. After the prescribed time period (during which compliance is expected), the probation will be ended. On an individual basis, consequences for not meeting the expectations of the Academic or Behavior Contract will be stated within said contract. Should the academic progress regress or the behavior become evident again, Corpus Christi Academy has the right to issue another probationary contract, retain the student, or not re-enroll the student.

Expulsion

When in the judgment of the pastor and principal there is a danger to other students, (physical or moral), and when behavior is such that it is not possible to maintain a learning atmosphere, students will be asked to withdraw. Expulsion of a student from school is a serious matter and will only be used when absolutely necessary. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor. Continuous suspension or probation for severe offenses described above may end with the expulsion of a student or the student not being invited to register for the following year. Students detected to be chemically dependent on drugs or alcohol will be dismissed from school unless they enter a program of rehabilitation. Any student bringing drugs, alcohol, hallucinogens, controlled substances, pornographic literature to school can be expelled.

The following may be some but not all reasons for expulsion:

- Threatening, striking, or assaulting an employee or student.
- Incorrigibility and persistent irregular attendance.
- Possession, distribution or use of any illegal drug or alcohol in the school or on school/parish grounds, or during a school sponsored field trip.
- Possession of a weapon or toys that represent weapons
- Immoral behavior
- Lack of cooperation/support on the part of parents regarding school discipline procedures and policies.
- Psychological or behavioral problems that make it impossible for a child to operate successfully in a disciplined atmosphere.

Student Conduct: Grades 3-8

Procedures for Managing Behavior of students in Grades 3-8 at Corpus Christi Academy.

Disciplinary Action: Misconduct and other behaviors that disrupt school, cause damage, or violate the rights of others will meet consequences appropriate in the judgment of school personnel.

Option C Points (PK – Grade 8)
Points may be earned by students for misbehavior in the classroom and for violations of school wide rules outside the classroom. Any adult responsible for supervising students may issue points. A record will be kept of points earned by each student as the year progresses. The following list shows the number of points ***USUALLY*** assigned for violating certain school-wide rules:

1.	Disrespect	1 point
2.	Uniform Violation	1 point
3.	Negative peer interaction	1 point
4.	Disruption	1 point
5.	Disregarding rules	1 point
6.	Not being in the correct assigned area	2 points
7.	Tussling with another student	2 points
8.	General misbehavior for a substitute teacher	2 points
9.	Insubordination	3 points
10.	Profanity or obscenity (minor)	3 points
11.	Cheating/Falsification (plus loss of credit)	3 points
12.	Spoiling/marring/defacing property	3 points
13.	Other as determined by school personnel	1 or more points

Disciplinary action is determined by the type, frequency and seriousness of offenses. Although the disciplinary actions listed below reflect a progressive process, **all steps may not be considered or appropriate in a given case.**

Detentions
Every time a student accumulates three (3) points (or multiple of three), the student will be required to serve a detention. Missing assigned detentions will result in further consequences such as additional detentions, serving recess detentions, and suspensions in or out of school. A student who is issued a detention will be placed in a supervised environment for forty five minutes during lunch and recess on the designated Detention Day. **The consequence will be timely and appropriate to the student's action.**

Additional Consequences

Students earn points and detentions through negative behavior. Most students will stop the negative behavior once serving a detention. For those students who continue to behave negatively, additional consequences will occur.

Points Level	***Consequence***
3, 6, 9, 12 Point Level	45 Minute in school detention or loss of event privileges
15 Points	Detention and Conference with parents, grade level teachers and Academy principal
18 Points	One (1) Day In-School Suspension
21 Points	Three (3) Day In-School Suspension and conference with parents, grade level teachers and Academy principal
24 Points	2 Day Out-of-School Suspension (behavior Contract written if not already written)

*The above process begins anew at the start of the semester.

Field Trip and Special Events Eligibility

A student will lose the privilege of extended (i.e., beyond the normal school day) trips and events under the following conditions.

First Semester

- Accumulation of 24 points
- 3 or more suspension days over the course of the whole school year to date

Second Semester

- Accumulation of 15 points (after the 2nd quarter reset)
- 3 or more suspension days over the course of the whole school year to date

Students whose behavior in school is of a disruptive nature or have demonstrated the inability to be on time to school, class, or events, may be excluded from any field trip or special event, be it during the school day or of an extended nature (regardless of the number of demerits or suspension days currently accrued) upon, teacher recommendation and administrative approval.

For Major Infractions as well as additional code of conduct, please refer to the Parent Handbook beginning on Page 15.

For Diocesan Wide policies on conduct please see the Parent Handbook on the following pages:

Acceptable Use Policy…… 62
Anti-Harassment Policy…….. …… 74
Threat Policy…… 76
Sexual Harassment Policy…… 79
Search Policy…… 82

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In order to maintain a Christian learning environment, Corpus Christi Academy firmly and fairly endorses the above discipline code. It is operative on school property, the playground, cafeteria, before care, after care, and at all school-sponsored functions, including sports events, field trips, etc.

Elastic Clause

Because it is impossible to foresee all the problems that may arise, this clause empowers the administration or faculty to take disciplinary action (including, but not limited to, suspension and/or expulsion) for any behavior that violates the spirit and philosophy of Corpus Christi Academy, even though that behavior may not be specifically stated herein.

Communications

Communication

It is important that the school receive communication from parents in the following situations:

1. Absence, Tardiness, and/or Early Dismissal
2. Educational Excursions (Field Trips)
3. To explain reasons for being Out of School Uniform
4. Change in transportation; please contact main office by 2:00pm 440-449-4244 ext118
5. Physical Education Class Participation Excuses, subject to the approval of the principal
6. Conference or Meeting Requests with the teacher or principal

Communication When Problems Arise

If a parent has a concern about a specific situation at school, he/she should attempt to solve a situation with the staff member involved. For example, if a parent experiences a problem with a teacher, he/she should discuss the situation with the teacher first. School Administration can attend conferences between parents and teachers, if requested.

Curriculum Night

At the beginning of the school year, a parent orientation is provided in the form of a Curriculum Night. This meeting is extremely important as it provides an introduction to the school staff. In addition, classroom teachers will review their philosophy, goals, curriculum, homework policies as well as classroom and disciplinary procedures. They will also review preferred methods for parent-teacher communication; Class Dojo.

Parent-Teacher Conference

Parent-Teacher Conferences are held twice a year. The first parent-teacher conference days are held in October and are mandatory. Second conferences are held any time at the request of the student's teacher(s) or by the parents. Conferences provide an opportunity for both teacher and

parent to share expectations and concerns regarding the students. If a conference is desired at any other time, parents are encouraged to contact the teachers through a written note. The parent can expect a response within twenty-four hours. The teacher and parent may be able to follow up on the written note via telephone or email. Some issues are best discussed in person, usually with the student present. If so, such a meeting will be arranged between the parent(s) and teacher(s). Conferences may be scheduled at 7:10 AM or 3:15 PM at the availability of the teacher(s) and administrator.

Newsletters and Informational Notes

The School Newsletter is issued weekly via e-mail. It is imperative that each family registers an e-mail address with OptionC, our communication system, to receive the CCA E-Newsblast as well as any other notices sent to parents. Paper copies will be provided by written request only.

Telephone Calls

The telephone number for the school office is **(440) 449-4244 x 118.**

1. To leave a message with a teacher during the school day, call the office and ask the secretary to leave a note for the teacher. Teachers are unable to answer calls during the school day. Teachers may also be contacted via their email.

2. Messages you wish to deliver to your child should be limited to emergencies and changes in the dismissal procedure. Please contact the school office by 2:00 PM with any transportation changes.

Dress Code

The dress code contributes to a positive learning environment at Corpus Christi Academy ensuring that all students are dressed in a manner that is respectful to themselves and others. Students are expected to abide by the dress code during the school day and at all school events.

- ★ **Clothing may have a CCA logo; otherwise it must have no logo at all. The CCA uniform must be worn in a manner that is appropriate for a school environment and must be kept in good condition with no holes, tears, etc.**
- ★ **Summer Uniform:** may be worn from the start of school until September 30th and from May 1st until the last day of school. Summer uniform consists of khaki or navy blue walking shorts and school color polo.
- ★ **On PE days**, students wear PE uniform all day. PE uniforms are purchased through Schoolbelles. Uniform consists of PE t-shirts and shorts during warm weather months and sweatpants after October 1st through the end of April. Shorts may be worn under sweatpants during the school year if students want to participate in gym class in their shorts. The CCA sweatshirt can also be worn on PE days, in colder months, as well as all regular days over the uniform polo.
  P.E. uniforms must be worn for every gym class. Gym shorts must be an appropriate length. Tennis shoes must be worn.
  ***Nike and other brand named sweatpants/shirts/etc. are not permitted.**
  ***Compression pants/tights should be black, white, red, or navy blue if worn under the shorts.**

  NOTE: In extreme necessity, an excuse from a parent/guardian must be presented to the physical education teacher when it is necessary to be out of uniform.

- ★ **On Spirit Days,** students may wear clothing appropriate to the selected theme or any CCA uniform bottom with appropriate spirit day top.
- ★ **Shorts and skirts** should be no shorter than one inch above the knee.
- ★ **Sweaters/Sweatshirt:** Solid white, navy, black, or red sweaters are permitted in cardigan, pullover, vest. The CCA Sweatshirt is also allowed throughout the school year. **No hoodies, hats, or head coverings are allowed.**
- ★ **Shoes:** Shoes must be sturdy and supportive and, for safety reasons, must be closed in front and back.Tennis shoes may be worn every day but must be worn on PE days. *No sandals, crocs, ugg slippers, yeezy, moccasins, boots, or ballerina slippers are permitted*. Heels of shoes may not be higher than 1 inch. **Boots** should be worn outside during inclement winter weather. Students must change into their school shoes for use inside the school building.
- ★ **Jewelry:** one pair of non dangling earrings on ear lobe only. No other body piercings are allowed. One necklace, watch and bracelet are allowed. Jewelry cannot be distracting to the learning environment. No tattoos of any kind. Temporary tattoos should be removed before coming to school. **NO SMART WATCHES ARE PERMITTED.**

- ★ **Students may dress out of uniform** for their birthday or half birthday (for summer birthdays).

★ **CYO Uniforms:** Student-athletes may wear their **Corpus Christi Academy** sports uniforms (or team shirt) on Fridays during their respective seasons. Students will also be permitted to wear their CYO uniform at the direction of the principal. These days would include a sports assembly/rally, major games, or other situations deemed appropriate by the administration.

★ **No clothing may contain messages or themes** inconsistent with the Gospel or traditions of the Catholic Church, or have references to products and ideas that would be prohibited in school such as tobacco, drugs, guns, violence and alcohol.

★ **Administration** has the final discretion on what is appropriate uniform.

GIRLS

GIRLS K-3

Jumper: Purchased from Schoolbelles (various styles available)

Blouse/Polo: White, Navy, Red, or Light Blue with long or short sleeves and round or pointed collars

Pants: Solid Navy Blue or Khaki regular uniform pants (no jeans, jeggings, cargo, yoga, skinny, oversized, etc)
Belts must be worn when pants have belt loops. Belts should be a solid color.

Socks/Tights: Solid colors that complement the uniform. Socks should be knee high when worn with jumpers and need to be visible when wearing pants.

Hair: Hair should be kept clean, neat, and appropriately styled with no extreme styles or fads. (for example, mohawks, shaved designs, stripes, unnatural colors). Hair cannot obstruct vision or be distracting to the learning environment. Hair accessories that complement the school uniform may be worn.

Make-up: No make-up of any kind is allowed. Nail polish may be worn on natural nails.

GIRLS 4-8

Skirt: Purchased from Schoolbelles (various styles available) Girls in 4th grade can still wear a jumper.

Blouse/Polo: White, Navy, Red, or Light Blue with long or short sleeves and round or pointed collars.

Pants: Solid Navy Blue or Khaki regular uniform pants (no jeans, jeggings, cargo, yoga, skinny, oversized, etc)
Belts must be worn when pants have belt loops. Belts should be a solid color.

Socks/Tights: Solid colors that complement the uniform. Socks should be knee high when worn with jumpers and need to be above the top of shoes when wearing pants.

Hair: Hair should be kept clean, neat, and appropriately styled with no extreme styles or fads. (for example, mohawks, shaved designs, stripes, unnatural colors). Hair cannot obstruct vision or be distracting to the learning environment. Hair accessories that complement the school uniform may be worn.

Make-up: No make-up of any kind is allowed for girls in grades 4-5. Nail polish may be worn on natural nails. Acrylics not permitted.
*** Girls in grades 6-8 may wear natural looking make-up.

BOYS

BOYS K-8

Pants: Solid Navy Blue or Khaki regular uniform pants (no jeans, jeggings, cargo, yoga, skinny, oversized, etc)
Belts must be worn when pants have belt loops. Belts should be a solid color.

Shirts/Polos: White, Navy, Red, or Light Blue with long or short sleeves and round or pointed collars. Button down shirts must be worn with a tie. Ties can be any color or style that is school appropriate.

Socks: Solid colors that complement the uniform. Socks need to be visible.

Hair: Hair should be kept clean, neat, and appropriately styled with no extreme styles or fads. (for example, mohawks, shaved designs, stripes, unnatural colors). Hair cannot obstruct vision or be distracting to the learning environment.
Face must be clean shaven.

Please see the Code of Conduct section of this handbook for student consequences of uniform violations.

STUDENT BIRTHDAYS

Birthdays are a special time. Students may celebrate by dressing up or down. If a student's birthday falls on a weekend or during vacation, he/she may pick either the day before or after as their special day. Students with summer birthdays must decide with their teacher which day to celebrate. Birthday party invitations will NOT be distributed during the school day unless the entire class, or all boys or all girls are invited.

In accordance with our nutritional guidelines, we ask that pre-packaged foods are sent in for celebrations. A birthday treat can be sent in to be packed into backpacks for the end of the day. Please let your homeroom teacher know if you are sending in a birthday treat for all students.

COLD WEATHER CLOTHING

Students should be dressed for recess outdoors as well as standing in the end-of-day car rider line. This includes a warm coat, hat, gloves, and boots. Students should wear boots during inclement weather. If the temperature or wind chill is below 20 degrees Fahrenheit, students will be inside for recess.

Educational Programs

Religious Education Program

The Corpus Christi Academy religious education program is not just one class each day in religious studies. The religious education program is part of the complete fabric of the school. It has two major goals: religious instruction and religious formation. These goals are achieved through five components of the school's religious education program:

1. Religious study classes
2. Integration of Christian values into all areas of the curriculum
3. Religious practices
4. Apostolic service projects
5. The religious environment of the school

Religious instruction occurs on a daily basis and is the major focus of the curriculum at Corpus Christi Academy. The National Catechetical Directory is the norm for this instruction along with the curriculum guidelines from the Office of Catholic Education/Office of Catechetical Services. The student body has an opportunity to participate in liturgies, the Sacrament of Reconciliation, and other prayer experiences. The preparation and participation in these liturgies is an important part of your child's religious training. Parents are invited to participate in these liturgies, as they are able.

Prayer is an important part of each day and is encouraged throughout the day. In addition to daily religious lessons that teach the basics of faith, students participate in special projects during liturgical seasons to increase their understanding and love of our Catholic traditions.

Students in grades 2 and 8 may be involved in special sacramental preparation programs: First Reconciliation and First Eucharist for those in Grade 2 and Confirmation for those in Grade 8. Catechesis for the celebration of these special sacraments requires parental involvement.

Students are also given opportunities for service in our community by means of the following:

- Awareness of and contribution to the missions, both home and foreign.
- Remembrances and projects for our sick and homebound parish and community members.
- Food and clothing collections for the poor.
- Opportunities for service to others at hunger centers, hospitals, nursing homes.
- Periodic fundraisers for special need populations.

Religious formation needs to be fostered and supported primarily in the home. The school becomes an extension of the home in the life of a child; and, therefore, we cannot accomplish these religious goals without strong family involvement and support. It is the parents' responsibility to see that children attend Sunday liturgy regularly and receive Sacraments on a regular basis.

Policy & Directive on Teaching the Morality of the Human Body, Human Relationships, and Human Love as well as the Morality and Science of Human Sexuality, Puberty, and Human Reproduction at Corpus Christi Academy

<u>As a school we believe the following:</u>

- The gift of our bodies and human sexuality is a beautiful and blessed gift from God. He is the author and creator of our bodies and has given us the gift of human sexuality for the good of furthering the human family and mutual love between husband and wife.
- We have a responsibility to center our lives on the moral teachings of the Scriptures and Tradition of Jesus Christ and His Church.
- The first and primary teachers of human sexuality and puberty are the parents/guardians of a child. This is a God-given right and duty.
- The role of the school is to “partner” and assist the parents/guardians in their role as teachers for these important matters.
- The role of the school, in adhering to its Catholicity, is to help the child be formed and taught the morality of our bodies, relationships, and love.

Instructional Program

Corpus Christi Academy follows the approved graded courses of study in all subject areas, which are determined by the Department of Education of the State of Ohio and the Office of Catholic Education of the Diocese of Cleveland. State guidelines regarding time allotments are followed and textbooks approved by the Diocese are used. Teachers make use of a variety of instructional materials and techniques to teach children. Every teacher and staff member is dedicated to Catholic education.

School Structure

Early Childhood Education

Pre-Kindergarten: Maintain self-contained classrooms.

Primary School

Grades K-3: Maintain self-contained classrooms.

Intermediate School

Grades 4-5: Departmentalized

- Language Arts
- Math and Science
- Social Studies and Theology

Middle School

Grades 6-8: Departmentalized

- Language Arts
- Math and Science
- Social Studies and Theology

A departmental structure exists for our Intermediate and Middle Schools. Subject matter is delivered by teachers who each specialize in one (or two) curricular areas. Basic classroom instruction is supplemented in many ways.

Co-Curricular Subjects

Physical Education	Grades PK-8
Technology	Grades PK-8
Art	Grades PK-8
Music	Grades PK-8
Foreign Language (Spanish)	Grades PK-8
Media: including Library	Grades PK-8
Band:	Grades 4-8

Curriculum

In accordance with the Minimum Standards (3301-35-01(B)), the curriculum is developed by the

Curriculum Department of the Office of Catholic Education for use in all elementary schools in the Diocese of Cleveland. The following areas constitute our curriculum: Theology, Language Arts (as reading, English, spelling/vocabulary and handwriting), Mathematics, Science (including health and safety), Social Studies, Fine Arts (music and art), Physical Education, Foreign Language, and Computer Education. The curriculum of Corpus Christi Academy is a K–8 sequential program in all areas.

Corpus Christi Academy implements the Graded Courses of Study prepared by the Office of Catholic Education in compliance with the Minimum Standards referenced above.

Textbooks
Textbooks are selected by the principal and teachers, from the approved lists prepared by the Office of Catholic Education.

Educational Programs
All students participate in additional educational programs, such as assemblies, that correspond to curriculum objectives, and co-curricular activities, i.e. Art Show, Science Fair, and Choral Concerts, etc.

Computer Education
Technology is scheduled on a weekly basis. Additionally, Technology is integrated into all areas of the curriculum, using iPads, chrome books, and laptops.

Physical Education
Students are scheduled for physical education classes twice-weekly.

Educational Resources

Auxiliary Services
Ohio Auxiliary Services provides funding to hire a remedial reading teacher, school psychologist, speech therapist, intervention specialist, nurse/health-aide, and clerk to coordinate the school programs. All of these services are housed in the main school building. A portion of the funding is also used toward the utilities and maintenance of these classrooms and the purchase of some of the textbooks.

Students are screened to determine if they are eligible to participate in the various areas. In addition, parent/guardian and teacher referrals are made. Once parents/guardians realize the need for their child to participate in these services, they must sign a consent form giving permission for the child to participate. If the parents/guardians do not wish the child to participate, they must sign a waiver form that is kept in the child's permanent record file stating that the parents decline the child’s participation.

Speech and Hearing Therapy
The services of a Speech and Hearing Therapist are available through Auxiliary Service Funds. The therapist instructs students at Corpus Christi Academy in need of therapy after obtaining permission from the parents.

Psychological Testing and Counseling
Corpus Christi Academy works in conjunction with the South Euclid-Lyndhurst School District for psychological testing. In addition, teachers and/or parents may refer a child for assessments, counseling, consultations, and other related services through the school psychologist. Such requests may be made by contacting the principal or in writing addressed to the school psychologist.

Remedial / Intervention Instruction
Individual tutoring by a certified teacher is provided for children with learning disabilities on all grade levels. Individual and small group instruction in reading and math is given to those students who qualify.

Evaluation

Monitoring and Evaluating Student Achievement
Student achievement is monitored on the basis of objectives stated in the Graded Courses of Study and incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include, but are not limited to the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments, and written class work.

Homework
Homework is designed to provide students with extra practice of basic skills and enrichment of learning. Homework may be extended over a period of several days or weeks. One of the most important aspects of homework is that its objective is to help the student learn to study independently. Assignments that are given for home are not always written. Many assignments will center on studying or reading, which require a time of silence.

A reasonable amount of homework is given on weekdays. Each faculty member shall cooperatively determine the homework policy for his/her students and shall inform the parents/guardians of this policy. The following time allotments are suggestions only, as ability and concentration have an impact on the length of time required for an assignment. If your child spends significantly longer than the guideline on a given night and is unable to complete the work, send a note to the teacher explaining the situation and requesting information about what further action needs to be taken.

Kindergarten ……20 to 30 minutes
Grades 1-3 ..... 30 to 40 minutes
Grades 4-5 ..... 40 to 60 minutes

Grades 6-8 ..... 60 to 90 minutes

Homework can be given on weekends or holidays **if necessary**. Long-term projects, regular studying, and free reading are included.

Suggestions for Helping with Homework Assignments

1. Be interested in your child's school assignments.
2. Provide a good study atmosphere in a quiet location with supervision.
3. Show the child that school is his primary concern at this stage of his/her life.
4. Recognize the child's abilities.
5. Help, but don't complete the homework assignment.
6. Encourage your child to work neatly.
7. Don't permit your child to copy other students' work.
8. Check your child's work for accuracy and neatness.

Primary School:

Daily Assignments:

- All assignments are due to the teacher during the student's scheduled class period. If an assignment is not turned in during the class period, it is late.
- Late assignments will be accepted for reduced credit, based on classroom guidelines.

Long-Term Assignments:

- If the child is absent the day a long term or standing assignment is due (ex: spelling), the assignment must be turned in the day the child returns.
- There is not a grace period for long-term or standing assignments.

Absent Work:

- The child will have one day for each day of absence to complete those assignments. For example, if the child is absent on Monday and returns to school on Tuesday, the child will have that day to complete the work and it will be due on Wednesday. If the child is absent on Monday and Tuesday and returns to school on Wednesday, assignments will be due on Friday.
- In addition, when a child is absent, any work that was due on the first day of the child's absence will be due on the first day the child returns to school. For example, if an assignment is given on a Tuesday and the child is present, but then absent on Wednesday, the assignment will be due on the first date the child returns to school. There is not a grace period if the child is present the day the work was assigned.

Intermediate and Middle Schools

The policy for completing homework is as follows:

- Daily assignments or assignments due within a few days must be turned in on the due date to receive maximum credit when scored. Teachers will have a consistent policy that is sent to parents in the beginning of the year

- Long-term assignments such as Science Fair projects and research papers, which are completed over several weeks and involve multiple steps, are due on the day the student returns to school from an excused absence.

Grading Scale

The following is the Diocesan Grade Scale used for grades K-2.

O	***93 – 100***	*Outstanding*	***N***	***70 – 76***	*Needs Improvement*
S+	***87 – 92***		***U***	***0 – 69***	*Unsatisfactory*
S	***79 – 86***	*Satisfactory*			
S-	***77 – 78***				

The following is the Diocesan Grade Scale used for grades 3-8.

Superior

A+	98 – 100	*Consistently does superior work in accomplishing goals,*
A	95 – 97	*objectives, and requirements. Thoroughness in daily work*
A-	94 – 93	*and related assignments. Demonstrates ability to work independently and cooperatively. Consistently high test grades.*

Above Average

B+	90 – 92	*Usually does above average work in accomplishing goals,*
B	*87 – 89*	*objectives, and requirements. Good knowledge and use of*
B-	85 – 86	*skills in subject matter. Thoroughness in daily work and related assignments. Demonstrates ability to work independently and cooperatively. Above average test grades.*

Average

C+	*82 – 84*	*Usually does average work in accomplishing goals,*
C	*79 – 81*	*objectives, and requirements. Adequate knowledge and use*
C-	*77 – 78*	*of skills in subject matter. Completes daily work and related assignments. Demonstrates ability to work independently and cooperatively. Average test grades.*

Below Average

D+	*75 – 76*	*Usually does below average work in accomplishing goals,*
D	*72 – 74*	*objectives, and requirements. Insufficient knowledge and*
D-	*70 – 71*	*use of skills in subject matter. Limited effort in daily work and related assignments. Demonstrates limited ability to work independently and cooperatively. Low test grades.*

Failing

F	*0 – 69*	*Usually does unsatisfactory work in accomplishing goals, objectives, and requirements. Daily and related work below standard. Limited ability to work independently and cooperatively. Unsatisfactory test grades.*

Standardized Testing Program

The standardized testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic programs of the school. Students in grades K-8 are given the NWEA *Measures of Academic Progress (MAP)* to measure the student's capacity to acquire the knowledge and skills that will enable him/her to be successful in the school program as well as to measure mastery of skills in reading, language, and mathematics.

In addition, the ACRE (Assessment of Catechesis/Religious Education) is administered to students in grades 5 and 8. These assessments evaluate the effectiveness of our religion curriculum.

Report Cards

Report cards provide parents with tangible evidence of pupil growth and development and promote mutual understanding and helpfulness between home and school. The quarterly report card provides an evaluation of the students' educational progress and social development according to what has been taught and mastered. Test scores, class and homework assignments, projects, class participation are all considered as part of the grade given to the student for a particular subject. Grading reflects student achievement in these areas and not conduct or attitudes. A paper copy can be issued quarterly upon request and a final report card will be sent home at the end of the school year. Financial obligations for the current year must be fulfilled before records can be transferred.

Progress or Interim Reports
Progress or interim reports are issued via email between report cards to indicate achievement, effort, and conduct at that point and to notify parents when students are in danger of failing a subject or if behavior or other factors are affecting their education.

Grade Point Averages: GPAs are calculated from the grade for each subject. Values assigned are as follows:

A+	4	C+	2.33
A	4	C	2
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3	D	1
B-	2.67	D-	0.67

Cheating
Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. This includes the student who chose to use another student's work and the student(s) who voluntarily supplies information.

Promotion
Promotion to the next grade level is based on the satisfactory completion of the respective grade level work. The Administration may recommend the repetition of a grade, tutoring, summer school classes, and additional evaluations, as deemed appropriate, as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Retention
A child may be retained in a grade level only if it is presumed he/she will benefit from it. This is particularly important in the entry-level programs (Pre-Kindergarten through Grade 1). Developmental readiness may be determined by testing and teacher observation in consultation with the principal and parents/guardians of the child. By the end of the first semester, parents are made aware of continuing educational problems that may indicate the possibility of the child not successfully completing the requirements of the grade level. Absence is not cause for retention, provided the child can make up the work. A child should not remain more than two years in the same grade and may not be retained more than twice in the elementary grades.

Retention is considered in individual cases after thorough discussions between the teacher(s), administration, and parents. Retention may be considered for the following:

Primary School

- The child has failed to master fundamental skills of reading in the primary grades.
- The child does not have the developmental readiness (social/emotional readiness and maturity) to be placed in the next grade.
- Failure in two out of five major subjects. The major subjects are Reading, Language Arts, Mathematics, Social Studies, and Science. Failure is defined as receiving a grade of U for more than two quarterly report cards.

Intermediate and Middle Schools:

- Failure in two out of five major subjects.
    - The major subjects are Reading, English, Mathematics, Social Studies, and Science.
    - Failure is defined as receiving a grade of F for more than two quarterly report cards.

"The final decision to retain the child is made by the principal, in consultation with the teacher and parent." (Secretariat for Education Policy 5116) Consistent with the Ohio Revised Code, it is the principal who makes the final decision as to the promotion or retention of a student. The retention decision will be presented to the parent/guardian in writing. Should the parent/guardian disagree (and thereby refuse) the retention decision, this fact should be documented in writing. Students retained in the Intermediate and Middle Schools will be asked to enroll in a new school, rather than attend CCA. The principal reserves the right to not enroll a student for the following school year if the parent/guardian chooses not to have his/her child retained. Should a student not successfully complete the requirements of a particular grade level but it has been determined that retention would not benefit the student, a notation shall be placed in the school records as the child is passed on to another grade or high school. On the report card itself, the term "Promoted" shall be replaced with the term "Placed."

Acceleration

Acceleration may be advised if all other avenues of meeting the needs of the student have been exhausted. Acceleration must have the approval of the teacher, principal, parent, and student. The basis of acceleration includes consistent and outstanding intellectual and academic achievement in most major subject areas and superior social maturity.

Graduation

A Graduation ceremony is held for Kindergarten and Eighth grade. All financial obligations must be met prior to students participating in graduation activities.

Access to Records

Any parent/guardian has the right to view his/her child's records. It is the policy of Corpus Christi Academy that the parent/guardian gives a 24-hour written request to do so. This review of records must take place in the school office.

Health and Safety

Health

The purpose of our health services program is to protect and maintain each child's health. To assist us in this task, a health-aide is on duty at Corpus Christi Academy on a daily basis. A registered nurse, certified in school nursing, conducts examinations in the areas of hearing, vision, and posture.

The health-aide will provide immediate care for those who become ill or injured during school hours. This care is not to be intended as a substitute for medical care. State law prohibits nurses and health-aides from practicing medicine, which includes making medical diagnoses of illness and injuries and prescribing medication. This is a physician's responsibility.

The health-aide is a liaison between educational and medical personnel. It is essential that parents keep the health-aide informed about their child's medical condition. A physician's report gives a more complete account of conditions and what measures need to be taken. The parents need to request this report from the physician.

Emergency Response Plan:

At the beginning of each school year, or when a child joins Corpus Christi Academy, parents are asked to submit a child's medical record, including any medical conditions and medications. A clinic is maintained for first aid and emergencies.

Immunizations

Records of students' immunizations are kept on file as part of the students' health files. State of Ohio Law requires that any child who does not meet minimum immunization requirements cannot be admitted to school. Documentation of immunization records must be provided. The school health aide will contact you if immunization records are incomplete and advise you of necessary immunizations. Any pupil whose records are incomplete by the 15th day of school will not be permitted to remain in school until all immunizations are completed and reported to the school.

The required vaccines are listed:

Ohio Department of Health

Ohio Immunization Summary for School Attendance

VACCINES	FALL 2020 Immunizations for School Attendance
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	**Kindergarten** Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth (5th) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. * **Grades 1-12** Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 and older, with proper spacing. **Grades 7-12** One (1) dose of Tdap vaccine must be administered on or after the 10th birthday. **
POLIO	**K-10** Three (3) or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** **Grades 11-12** Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4th) dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	**K-12** Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second (2nd) dose must be administered at least 28 days after dose one (1).
HEP B	**K-12**

Vision Screening
Vision screening is given to students in grades K, 1, 3, 5, 7 and all transfer students. Children recommended by teachers and/or parents may also be screened. All children who wear glasses or have not previously passed a vision test are retested every year. The health-aide will notify parents if their child does not pass the vision screening and needs to be examined by an eye doctor.

Hearing Screening
Hearing tests are given to students in grades K, 1, 3, 5, 7 and all transfer students. All children who have not previously passed the hearing test or who have other ear problems are retested every year. Children recommended by teachers and/or parents may also be screened. The nurse will inform parents if their child does not pass the hearing test and needs to be examined by an ear doctor.

Scoliosis Screening
Scoliosis is a sideways curvature of the spine in the upper and/or lower back, and it is most commonly found in adolescence. Scoliosis screening is done on students in grades 5, 6, 7, and 8. The physical education teacher may also refer students for this screening. The nurse will inform you if your child does not pass the screening and needs to be seen by your doctor for possible spinal x-rays. Scoliosis in the immature spine can be corrected without surgery; therefore, it is very important to detect scoliosis before the spine is finished growing.

Pediculosis (head lice)
The main symptom of head lice is unusual or repeated scratching around the back of the neck and ears. The best way to confirm a case of lice is to closely examine the scalp for small, grayish-white eggs, especially at the back of the neck and above the ears. These nits can sometimes be mistaken for dandruff, but they cannot be easily brushed away. Precautionary measures include examining your child's hair on a weekly basis and reminding your children to avoid sharing combs, brushes, hats, scarves, and coats.

Please contact your doctor and the school if you suspect a problem. If a case of head lice is reported, all the children in the class and all siblings will be checked by the health-aide. If a child does have head lice, he/she will be excluded from school until proper treatment is received. Treatment includes shampooing with special lice shampoo and the removal of all nits (eggs) from the hair by using a fine-toothed comb. The child may not return to school until all the nits have been removed. Upon return, the child must report to the nurse's office to be checked by the health aide **PRIOR** to returning to the classroom.

First Aid
Basic first aid will be administered to any student who is injured during the school day. This includes, but is not limited to, bandaging of wounds, taking of temperature, and ice compresses. In the event of an emergency of a serious nature, illness or otherwise, the parent/guardian will be notified immediately. For this reason, up-to-date emergency information is necessary. It is the

responsibility of the parent/guardian to keep this information current.

Illnesses

To help control the spread of contagious illness, you are asked to keep your child home if he/she appears to be ill. Symptoms such as a cough, sore throat, runny nose, swollen glands, red eyes, vomiting, diarrhea, fever, and unexplained rashes are some good reasons to keep your child at home and then take him or her to a physician for diagnosis. Please do not send your child back to school until he/she is free of symptoms for 24 hours.

Communicable Disease

When a child has been diagnosed as having a contagious condition (including head lice and strep throat), parents are to notify the school office. A notice will be sent home if students are exposed to communicable diseases. (Please note that if a child has a throat culture, he/she should be kept home until the results of the culture are known.)

When a child has been sent home with an illness, the child should not return to school until free of symptoms and fever for at least 24 hours.

If your child is too ill to go out for recess, he/she is too ill to attend school. Please do not send notes requesting that your child stay in for these activities. The only exceptions would be for serious reasons as determined by the parent in conjunction with the physician.

When a child becomes ill or is injured at school, he/she must notify his/her teacher who will give the child permission to go to the clinic. The child will be evaluated by the Health Aide to determine the necessary action. If the child is ill and needs to be sent home, the parent/guardian will be called to take the child home.

A record is kept documenting all visits to the clinic including symptoms and action taken. This record is kept for the duration of the school year.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge, Principal, or the school nurse.

Medical Information

Parents shall supply the school with any pertinent information necessary if the child has a chronic health problem. **Teachers may not administer any type of Medication**, whether prescription or over-the-counter.

Medication Administration Policy

State Law requires that no drug, including any over the counter medications (such as Tylenol, antacids, and cough medicines) be taken at school without written permission from a **physician** and parent. The specific medication forms must be obtained from the school clinic and filled out by the physician and parent prior to bringing the medication to school. These forms are kept on

file in the school clinic. A new form must be completed for a change in prescription. These forms are required and must be updated every school year.

Medication must be in the prescription bottle with a label attached containing the student name, name of the medication, dosage, time administered, and duration. The expiration date of the request and a listing of possible side effects must be supplied. At the appropriate time, the student will return to the clinic and will be observed taking the medication. Place all medication in a Ziploc bag labeled with the child's name, grade, instructions and doctor note (if provided).

OTC (over-the-counter) medication may be dispensed by school personnel, provided: a) the OTC medication is sent to school by the parent in its original package, b) the amount of OTC medication is for one (1) school day only, and c) an accompanying form or letter signed by the parent/guardian is sent along with the medication. It is preferable for the parent/guardian to drop the OTC medication to the school clinic. If that is not possible, the student must bring the OTC medication to the clinic upon arrival at school. OTC medication commonly includes cough drops, aspirin, and cold medicine.

With the exception of inhalers, no student may carry medication of any kind on his/her person. (Obviously, the student may carry OTC medications *to* the clinic). All prescribed medication must be taken home by a parent/guardian over extended school holidays and at the end of the school year.

It is the parent's responsibility to notify the school of any change in the medicine schedule. Medications are kept in the school clinic and the administration is supervised by the health-aide or a staff member designated by the principal who then gives the medication to the child, observes the child taking the medication, records, and stores the medication. The designated school personnel keeps a Medication Record and maintains it on file until the end of the current school year. If the child is taken off the medication or no longer needs to receive it at school, the parent shall notify the school Health Aide in writing.

Allergy Policy

Corpus Christi Academy recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, procedures for addressing life threatening allergic reactions are in place for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training: In order to minimize the incidence of life threatening allergic reactions, training and education is provided for all staff at the beginning of every school year. The training will be provided to all school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies
- The signs and symptoms of anaphylaxis
- The correct use of an epinephrine auto-injector (EpiPen)
- Specific steps to follow in the event of an emergency

- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen (in the event that a student has a severe allergy, his/her teacher will carry an EpiPen at all times)

Notifications: The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Classrooms: Teachers will be familiar with the allergies of students in their classes and respond to emergencies as per the emergency protocol.

- In the event of a suspected allergic reaction the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- Students' food allergies information will be kept in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers and substitutes will be educated about the risk of food allergies.
- Hot lunch is available from the cafeteria daily, however, a parent or guardian of a student with food allergies is responsible for communicating with the cafeteria manager to determine food safety or for providing food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the cafeteria.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Asthma

This school encourages children with asthma to achieve their potential in all aspects of school life. All staff that comes into contact with children with asthma is provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

Immediate access to rescue inhalers is vital. Children are encouraged to carry their rescue inhaler as soon as the parent, doctor or nurse, and homeroom teacher agree they are mature enough to do so. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler. All inhalers must be labeled with the child's name by the parent.

Personal Hygiene

It is important that your child comes to school clean and well groomed. Children should be taught at home, as well as in school, the importance of washing hands after using the lavatory, covering one's mouth and nose with a tissue when sneezing or coughing, not borrowing hats or combs from others, etc. Daily brushing of teeth, caring for hair, cleansing of the body, getting proper sleep, wearing clean clothing, and eating nutritionally sound meals goes a long way in helping students remain healthy and building their self-esteem.

Biohazards
Corpus Christi Academy has on file a Biohazard Exposure Control Plan, which deals with safety precautions for dealing with ANY body fluids. Faculty and staff receive in-servicing in this area yearly. As part of the protection, faculty and staff are provided with gloves and appropriate kits for handling ALL body fluids.

Students are to observe the following cleanliness precautions as part of this plan:

1. Wash hands with soap and warm water after using the toilet. Rub hands for at least 15 seconds under running water. Use a paper towel to turn off the water.
2. Dry hands with disposable paper towels. Throw paper towels in the plastic bag-lined containers available.
3. If there is a questionable fluid spill such as vomit, urine, feces, or blood – **DO NOT TOUCH** and tell an adult immediately

Child Abuse Laws
Corpus Christi Academy abides by the Child Abuse laws of the State of Ohio. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Crisis Plan
Corpus Christi Academy has a safety plan to address a variety of emergencies. All teachers and staff are aware of the procedure to follow to keep children safe. In the event of an emergency requiring evacuation of the school building, the students will be moved to a safe location.

Emergency Drills
Corpus Christi Academy follows state law by conducting required fire, tornado, intruder, and emergency evacuation drills.

Visitors
School visitors (workers, volunteers, parents, etc.) must visit the main office upon entering and exiting the building. For safety and security reasons, each person is required to sign in at the school office. All visitors must return to the school office and sign out at the time of departure.

Visitors may not drop into a classroom or stop on school grounds to visit children during the day. Visits may be scheduled at the discretion of the principal.

Volunteers
Volunteers are invaluable resources for Corpus Christi Academy. The main responsibility of a volunteer is to assist the administration or teachers.

To comply with the Diocese of Cleveland's policy for the safety of children, all individuals who volunteer in the school must

1. Complete the mandated background check and
2. Complete *Virtus* training. (http://www.virtus.org/virtus/)

For safety and security reasons, volunteers are required to sign in at the office. All volunteers are required to sign out at the time of departure.

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

Student Organizations/Afterschool Activities

Students participating in any Afterschool Activities are expected to report to and remain in the location of the meeting or practice. Teachers will walk students to be dismissed. Any student who is not picked up will be taken to aftercare. Parents will be responsible for any accrued aftercare costs.

Technology Policies

Technology Policies: The following policies apply whether the technology is accessed on or off school property.

Blogs: Engagement in social media such as, but not limited to, Twitch®, Instagram®, Twitter®, Facebook®, Tik Tok® etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

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

Cell Phone Policy

Corpus Christi Academy acknowledges that some students need cell phones after school due to walking home from school, entering a house where no one is home, or attending sport practices or games. Under these circumstances, a student is permitted to bring a cell phone onto school property; however, CCA does not accept responsibility for technology brought onto school property.

Students are required to turn in the phones at the beginning of the day. We have collection bags for each classroom.

House Bill 250:

This bill, signed by Governor DeWine, requires Ohio schools to create policies that

govern student cell phone use during the school day.

Policy Requirements:

The policies must aim to reduce distractions in classrooms and minimize cell phone use during school hours.

Exceptions:

The law includes provisions for students who need cell phones for medical reasons or emergencies.

Students who bring devices to school must abide by the following rules:

1. Cell phones are to be turned in to the homeroom teacher at the start of the day.
2. Phones must be kept in the **OFF** position upon entering the school and kept in the off position until the student is off school property; including the car rider line.
3. Cell phones are not permitted to be used during school before care or aftercare.
4. Cell phones are not to be used for picture/video taking.
5. No harassment or threatening of persons via the cell phone is permitted.
6. Cell phones may not be used for game playing, Internet or e-mail access, text messaging, gambling, or making purchases of any kind.
7. No cell phone is ever permitted in church.
8. **If a student ever needs to use a cell phone for any reason during the day; they must first gain approval from the teacher in the room.**

Those who violate any of the rules regarding cell phones will have their phone confiscated and a detention will be issued. Items taken away from students will be released only to the parent(s)/guardian(s). The school reserves the right to search anything brought on school property.

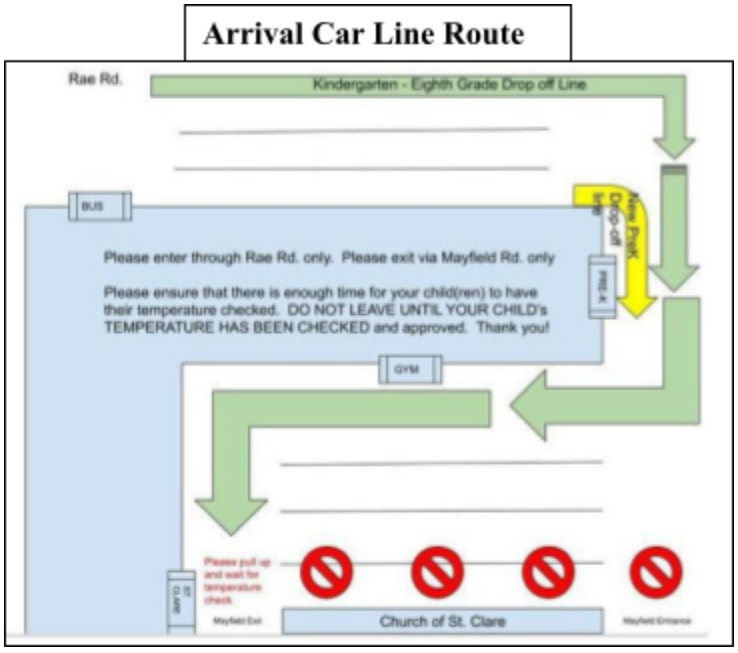
Texting: Students may at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Sexting: The Lyndhurst Police Department will be notified of any incidents involving students in possession or transmission of inappropriate photos on their cell phones or other electronic devices. In addition, students face suspension and/or expulsion from Corpus Christi Academy.

Virtual Reality Sites: Virtual Reality Sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Transportation Procedures

Arrival Procedure for Car Riders: See Diagram Below*
In the interest of our children's safety and due to the heavy volume of traffic and arrival of school busses, the following AM Arrival Procedure for car riders shall be followed:



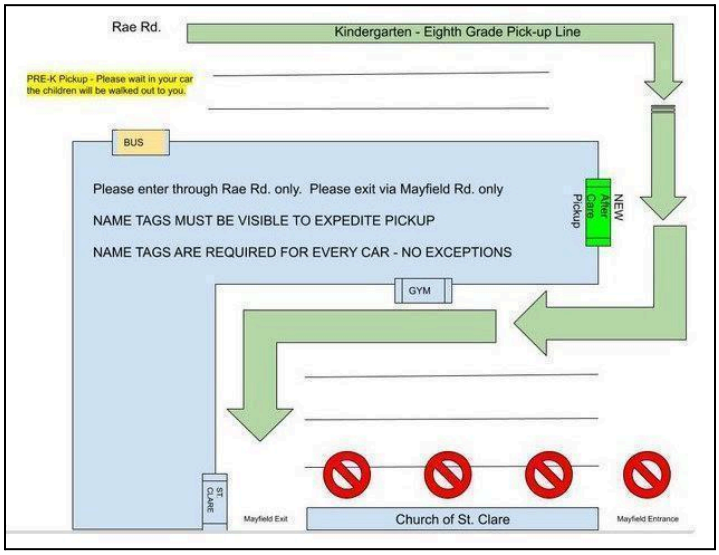
1. Enter from Rae Road ONLY. Pull completely through to the middle parking area; let the children out and exit by the West drive EXIT ONLY to Mayfield Road or return back to Rae Road.
2. If it is necessary to park with your child or bring your child to the Academy main entrance, you must park in the spaces between the school and church.
3. Teachers have to prepare for the following day and have meetings before school. Parents and students are not to enter the building before school to talk with a teacher or pick up forgotten materials unless previously scheduled with a teacher.

NO ONE MAY DRIVE THROUGH ANY CONED AREAS.

*** No parent should get out of cars in the drop off lanes.***

Dismissal Procedure
Each August parents are asked to complete paperwork detailing transportation arrangements. If changes are made to these regularly scheduled means, a note to the homeroom teacher or a phone call to the office must be made **before 2:00 PM.**

Dismissal Procedure for Car Riders: See Diagram Below*



In the interest of the **safety** of all children, drivers shall strictly abide by the pick-up procedures. The school office will provide car tags for parents to identify the family and how many students are to enter each vehicle once the transportation paperwork is completed and turned in. **All persons picking up the children from school <u>MUST</u> to have a car tag visible on their visor.**

1. All cars will enter the parking lot from Rae Road.
2. Pull completely through to the Center parking lot.
3. The car rider line will form through the middle parking lot to the back parking lot leaving a lane for cars to leave back through Rae Road.
4. **Students will be escorted to the cars in the middle lot based on the car tags received at the beginning of the year.** Each family receives two (2) car tags. Additional car tags are available upon request.
5. Exit to the West Drive EXIT ONLY to Mayfield Road or return to Rae Road
6. Teachers have to prepare for the following day and have meetings after school. Parents and students are not to enter the building after school to talk with a teacher or pick up forgotten materials from a classroom unless previously scheduled with a teacher.

<u>Use of School Grounds</u>

1. No student should be on campus before 7:15 AM
2. Attendance is taken at 7:55 AM.
3. Parents who drop-off/pick-up their children to/from school by car must follow arrival and dismissal policies in this handbook, as well as the directions of the parking lot volunteers.
4. Students are not permitted in the building during recess, and are not to be allowed in any classroom at any time without teacher supervision. Children may remain after school to make up work, serve detentions, etc. with teacher supervision. The principal may decide to bring students into the building early in the case of inclement weather.

5. Students are expected to exit the building each day at dismissal 3:00 PM, unless they are attending the After School Care Program, Enrichment, or are working with a teacher. In these instances, they must always be with the adult responsible for supervising the activity and have signed permission from parents and teachers.
6. After dismissal 3:00 PM the gym will only be available for CYO-sponsored activities and AfterCare school care programs and will only be accessible through the north entrance. In these instances, athletes must always be with the coach responsible for supervising the activity.

All students must be picked up at dismissal 3:00 PM or they will be sent to the After School Care Program and parents will be charged the nominal fee. The School/Parish is not responsible for any student present before the stated arrival times or after dismissal.

Conduct on the way to and from School

The school cannot assume responsibility for the children outside of the school grounds. Parents shall be responsible for a child's conduct on the way to/from school, regardless of the means of transportation. Parents are responsible for damage to public or private property and for any other misconduct that may or may not result in injury or annoyance to others.

Bus Riders

While riding the bus, children are under special obligation to conduct themselves properly. Order is essential for safety. The bus driver is in authority and has the responsibility of reporting any dangerous practices to the school office and the Board of Education in the city which provides the bus transportation. Bus privileges can be revoked if a child's behavior is unsafe or disruptive.

Bike Riders

Bike riders are to wear helmets and use the safest route to and from school. Parents are asked to establish this route with their children. Students must cross streets at lights and/or crosswalks and are to follow all bike rules. Students must lock bikes in the bike rack provided at the school building.

Walkers

Students are to use the safest route to and from school. Parents are asked to establish this route with their children. Students must cross streets at lights and/or crosswalks. Students should follow all the rules of pedestrian traffic.

All students are to conduct themselves in a Christian manner at all times. Pushing, rough play, running across lawns, and throwing objects or snowballs is forbidden. *It is within the rights of the administration to reprimand students of Corpus Christi Academy who display inappropriate behavior while walking to and from school.*

Dismissal in the Case of School-Wide Emergency

On rare occasions, there may be the need to dismiss the entire student body prior to the normal dismissal time. In this event, the following procedure will be followed:

1. The school will contact parents registered with Option C
2. Parents will be advised to where to pick up their children*.
3. If on school property:
    - Enter the school parking lot from Mayfield Road East Entrance and park as you would for Church parking. Use great caution in the parking lot.
4. Parents or guardians should report to the main doors of the church and will be directed by a school official.
5. The children will be seated in their assigned places for Mass. Parents should look for the school secretaries in the back of the church.
6. A runner will then go find your child(ren) who will be with his/her class.
7. Students will be brought to the back of the church to be released to the parent or other persons on the emergency medical release form.
8. **Those picking up the children will need to provide a PHOTO ID and will be required to sign for the release of their children.**
9. Exit the parking lot onto Mayfield Road using great caution.
10. Teachers must stay until all children have been picked up.

**If dismissal will be impossible from the church, then the children will be dismissed from the gym or an alternate location. The same procedure will occur, with the children seated according to their assigned assembly seats or by homeroom. In cooperation with the South Euclid/Lyndhurst School District, an alternate location in emergency situations will be determined and you will be notified. Directions will be issued over OptionC or from persons on the school property.*

Tuition/Finances

Financial Concerns

We recognize that an investment in Catholic Education is a serious endeavor. If you have any concerns, please make an appointment with our business manager or pastors who can explore with you the many options for financial assistance. We are committed to being good stewards, and we are willing to meet people where they are and ensure finances are not an issue in choosing to attend Corpus Christi Academy.

Tuition K-8

The tuition cost for kindergarten through grade eight is $7,415 per student and does not include registration (non-refundable). Additional costs include school and gym uniforms, school supplies, before and after care program, and any additional miscellaneous costs.

Pre-Kindergarten Tuition:

The tuition per student does not include registration (non-refundable).

5 day, half days: $3,450
5 day, full days: $5,500

Financial Aid:

Diocesan Tuition Assistance:
The application for assistance is online at https://online.factsmgt.com/aid and there is a link on the CCA website. This needs-based assistance is available through the Diocese of Cleveland application process. Application deadlines are March 1 and June 1.

Angel Scholarship Fund:
The application for assistance is available at the school office and there is a link available on the CCA website. You can also review information here:
https://www.catholiccommunity.org/support/catholic-education/angel-scholarship-fund

Other Financial Options:
Please contact the school principal to discuss other options that may be available to you.

Fundraising Expectations:
All parents in Preschool through grade 8 are strongly encouraged to participate in three school sponsored fundraisers.

Service Hours:
Pre-Kindergarten– Grade 8 Parents are strongly encouraged to participate in 10 volunteer hours per family.

Payment Options:

Single payment at the school office before the start of the school year.

Monthly payments through FACTS agreement

Consequences of Non-Payment of Tuition

Parents understand and agree that any failure to pay tuition, fees, fines, and Extended Care school program bills on time, and in full accordance with the payment option selected above will result in any remedy provided by law and/or the following possible consequences at Corpus Christi Academy's discretion:

- Students or parents may be denied access to Corpus Christi Academy computer network including the online gradebook.
- Corpus Christi Academy may withhold transmission of school records (including Report Cards) to student, parent/guardian or any third party.
- Students may not be permitted to attend classes, or field trips, after 24-hour notification of parents.
- Corpus Christi Academy may not allow the student(s) to participate in end of year activities, graduation ceremonies, and may withhold diploma and/or transcript.
- Students may be denied participation in Corpus Christi Academy or Parish extracurricular activities.
- Possibility of losing class placement for the following school year.
- If a family has outstanding tuition from the previous school year, their child(ren) will not be permitted to start the new school year unless arrangements are made with the pastors, and business office.

Withdrawal/Cancellation of Registration

Parents of child(ren) enrolled prior to August 15, may cancel this Agreement without further obligation by advising CCA, in writing, of their cancellation prior to August 15. Cancellation notification must be received by CCA on or before August 15.

If enrollment is cancelled after…

- August 15, 25% of the tuition paid is non-refundable. The 75% remaining, a refund will be prorated from August 15 through January 31.
- After February 1, all tuition paid is forfeited.
- Diocesan and Parish Financial Aid is forfeited if cancelling prior to the end of the second quarter and reduced by 50% if cancelling after second quarter.
- In the event a refund is due, it will be processed within thirty days (30) of notification.
- **If any remaining tuition is due upon the withdrawal date, the consequences of non-payment of tuition will be enforced.**

Delinquent Tuition

Registration, readmission, and continued enrollment are contingent upon all financial obligations being met. Tuition will be processed in accordance with the tuition option agreement. If you have questions concerning your bill call Lisa Gros at the parish office, (440)449-4242 ext 113.

*Any exceptions to the above policy require the approval of the Pastors.

Check Policy

If a direct draw via FACTS fails to pull, an insufficient funds fee of $30.00 will be charged. If a check is returned via the bank or credit union for insufficient funds, a fee of $25.00 will be charged. In the event that we receive an NSF check or a check drawn on a closed account, Corpus Christi Academy reserves the right to require that all future payments be made by a bank check or cash.

Miscellaneous Information

Lunch Program

Corpus Christi Academy offers a daily hot lunch program through the Nutrition Services department at the Diocese of Cleveland.

Children may bring lunch from home to school. Lunch should be brought in a disposable bag or soft lunch bag clearly marked with the child's name and room number. Glass containers of any kind are not permitted.

Parents may not bring, or have a food delivery service (such as Uber Eats, DoorDash) purchased lunches (such as McDonalds, Subway, Burger King, etc.) to school for their children.

Recess

All students participate in either indoor or outdoor recess during the lunch period. Proper outdoor clothing and outerwear is required. If outside temperature or the wind chill is below 20° F, then recess is held indoors within their classrooms.

Extended Care Program

Parents may drop off as early as 7:15am at the "E" Gymnasium/Cafeteria doors

After School Care (ASC) Program

Corpus Christi Academy offers After School Childcare (ASC) to children in Pre-Kindergarten through 8th grade. After school childcare services commence at the end of the school day (3:00 PM), and ends at 6:00 PM. Sufficient notice is given to parents should ASC be canceled for any reason. Children attending the ASC are given time to complete homework each day. Children attending ASC are expected to follow the school's code of conduct. The Directors of the program reserve the right to remove students from the program in the event of repeated disruptive and/or dangerous and violent behavior. Furthermore, non-payment of fees may result in exclusion from the program. **If outstanding bills exist, the family will not be able to use the CCA AfterCare program until all payments are paid-in-full.**

Textbooks

Every student must own and use a book bag. All books must be covered. Please do not use Scotch tape or paste covers to the textbooks. Textbooks purchased with state monies are inventoried and the school must account for them to the South Euclid-Lyndhurst Board of Education, which is the fiscal agent for the State of Ohio. If a child loses or destroys a book, payment must be made to cover the full price of replacing the book.

Lost and Found

All student clothing, book bags, books, and materials should be labeled clearly with the students' names and room numbers. Lost items are placed by the main office. Objects of value are brought to the school office and locked. Items that have remained unclaimed at the end of each quarter will be donated to local outreach services.

Security System

The only entrance to the school building during school hours (for everyone except staff) will be through the main school office doors off the parking lot. Parents and authorized visitors will need to press the doorbell buzzer and identify themselves. State law requires that all visitors, other than school personnel, report to the school office, where they must sign the sign in/out book when entering/exiting the school building. ***Parents may not go directly to classrooms to deliver lunches, school work, papers, etc.*** Parents who wish to contact a teacher should send a note to the teacher or make the request at the school office. Teachers are not permitted to leave classrooms while classes are in session either to answer the telephone nor to confer with parents or guardians. The school secretary is not permitted to deliver messages to children during school hours except in cases of extreme emergency. Give the necessary instructions to your child before he/she leaves for school.

Severe Weather

Please listen to the local radio and television stations regarding school closings. If the announcement is made that **SOUTH EUCLID-LYNDHURST PUBLIC SCHOOLS** are closed, then Corpus Christi Academy is closed. Please do not call the rectory or school for this information since we receive it in the same manner as parents i.e. listening to the radio/television, phone notifications, media outlets, for closing announcements.

If Corpus Christi Academy decides to close independently, it will use Option C's email system to notify parents via email and text message.

Corpus Christi Academy School
Chromebook Policy Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at Corpus Christi Academy by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Receiving the Chromebook
Chromebooks and bags will be distributed each fall during the first weeks of school. ***Parents and students must sign and return the Chromebook Student/Parent Signature Page before the Chromebooks are issued.***

Training
Students will be trained on how to use the Chromebooks by their homeroom teachers and in the media center. Training documents and videos are available online for parents to refer to when needed.

Return
Student Chromebooks and bag accessories will be collected at the end of each school year for maintenance over summer vacation.

Taking Care of the Chromebook
Students are responsible for the general care of the Chromebooks which they have been issued by the school. **Chromebooks that are broken or fail to work properly must be taken to the media center immediately, where the student must complete the repair form and return it to the technology department, please notify Mr. Tabar and Ms. Pilati.**

General Precautions and Best Practices
- Chromebooks must be placed into the charging cart when not in use and at the end of each day.
- No food or drink is allowed next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Students should never carry their Chromebooks while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- A Chromebook should not be exposed to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

- Chromebooks should always be brought to room temperature prior to turning on.
- Under no circumstances should a Chromebook be stored in an unsupervised area. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, hallways, bathrooms, or any other area that is not securely locked or in which there is not supervision.
- Unsupervised Chromebooks will be confiscated and taken to the Media Center. Students will lose the use of the device for twenty-four (24) hours for the first infraction. Multiple infractions will result in other disciplinary action.

Carrying the Chromebook

The protective shell of a Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. The padded bag (provided) is the only acceptable case to be used. Students must always use extreme care when carrying a Chromebook in its case.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of a Chromebook.
- Do not place anything near a Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on a Chromebook. Individually packaged pre-moistened eyeglass lens cleaning tissues may be used to clean the screen. These are very convenient and relatively inexpensive.

Using the Chromebook

- The Chromebook is intended for use at school each and every day.
- In addition to teacher expectations for Chromebook use, school messages, grades, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook.
- Students will be responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks must not be used for any non-school related activity including but not limited to personal videos, photos, creation and distribution of videos, gaming, or personal social media (for example: Instagram, Twitter, Facebook, Pinterest or Snapchat.)
- The Chromebook is for the sole use of the student to whom it has been issued.
- **Sound:** Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students must bring their own inexpensive earbuds to be used with the Chromebooks.

- Chromebook is not to be used for personal emailing.

Managing Files and Saving Work
Students may save documents to their Google Drive. Saving to Google Drive will make the files accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work; Drive will save each keystroke as the work is being completed. It will be the responsibility of the students to maintain the integrity of their files. Students will be trained on proper file management procedures.

Personalizing the Chromebook
Chromebooks must remain free of any decorative writing, drawings, stickers, paint, tape, or labels that are not the property of Corpus Christi Academy. Spot checks for compliance may be done by teachers or administrators at any time. Only photos and videos taken for academic purposes will be allowed.

Software on Chromebooks
Originally Installed Software
Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebooks must remain on the Chromebooks in usable condition and remain easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection
Virus protection is unnecessary on the Chromebooks due to the unique nature of their design.

Additional Software
Students are unable to install additional software on their Chromebooks other than what has been approved by Corpus Christi Academy.
Gaming - personal gaming is not permitted on the Chromebooks. Educational games may be used according to teacher guidelines.

Inspection
Students may be selected at random to provide their Chromebooks for inspection. The purpose for inspection will be to check for proper care and maintenance as well as for inappropriate materials.

Users should have no expectation of personal privacy in connection with their usage of the Chromebook, Google Apps, and other technology resources. Corpus Christi Academy retains the right to monitor, access, and review all student messages or information accessed or created using Corpus Christi Academy owned Chromebooks, Corpus Christi Academy sponsored GoogleApps accounts, and/or other Corpus Christi Academy related network files.

Protecting and Storing the Chromebook
Chromebook Identification:
Chromebooks will be labeled for CCA purposes. Chromebooks will be identified in the following ways:

- Record of serial number and tag
- Individual name label

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing the Chromebook
NOTHING should be placed on top of a Chromebook. Each night students are responsible for returning the Chromebook to the cart and plugging it in for charging. Chromebooks are not to be stored in lockers or anywhere else at school.

Damage to or Loss of a Chromebook and Accessories
Students and parents will be charged for Chromebook damage that occurs when a Chromebook is misused, handled in an inappropriate or abusive manner, or left unattended.

Lost or Intentionally Damaged Device and Accessories:
A Chromebook or any of its accessories that is lost or intentionally damaged is the responsibility of the student and parent. The user will not be given another device or accessory to use until the current replacement cost of the lost/damaged device or accessory is paid to the school. Repair or replacement costs will be paid by the student/parent based on the rate that the school is charged for the repair.

Chromebook Technical Support
The school will be the first point of contact for repair of the Chromebooks.
Services include:

- Password identification
- User account support
- Coordination of warranty repair (if appropriate)
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates

Technology Acceptable Use and Code of Conduct:

All other policy statements regarding technology acceptable use, code of conduct issues, and homework policies found in the Corpus Christi Academy Handbook apply to the use of the Chromebooks.

Corpus Christi Academy
Chromebook Policy Handbook
Student Pledge and Signature Pages

- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food/beverages away from my Chromebook as these may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on any Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Corpus Christi Academy.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, and case in the event that any of these items is lost or intentionally damaged.
- I agree to return the Chromebook and case in good working condition at the end of each school year.
- I will follow all policy statements regarding technology acceptable use, code of conduct issues, and middle school homework policies found in the Corpus Christi Academy Chromebook Policy Handbook, and the Corpus Christi Academy Handbook.

Corpus Christi Academy Student/Parent Chromebook Signature Page is on the next page, please review, sign and return signature page to the school office

Corpus Christi Academy

Student/Parent Chromebook Signature Page

User Agreement

Student Agreement
Rules and regulations are necessary in order to offer technology opportunities to our students. In order to use technology resources, I agree to abide by all guidelines and policies as stated in this document, and the handbook.

Student Name: _____ Grade: _____

Student Signature: _____

Date: _____

Parent/Guardian Agreement
As the parent or legal guardian of the student signing above, I have read the Chromebook policies and grant permission for my child to access a Chromebook. I understand that my child will be held liable for violations of this agreement. I understand that Chromebooks and technology resources are intended for educational purposes only. I also understand that it is difficult for my child's school to restrict the Diocese of Cleveland responsible for materials acquired on the network. I also understand that we are responsible for reimbursing Corpus Christi Academy for all repair and/or replacement costs if the equipment used by my child is lost or damaged in any way.

Primary Parent Name: _____

Primary Parent Signature: _____

Date: _____

Secondary Parent Name: _____

Secondary Parent Signature: _____

Date: _____

Diocesan Policies

Student

Acceptable Use Policy 2026-2027
Corpus Christi Academy
Diocese of Cleveland

Corpus Christi Academy makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating **Corpus Christi Academy's** students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

Definition of school technology system: The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies
- email accounts
- servers
- computer hardware and peripherals
- software including operating system software and application software
- digitized information including stored text, data files, email, digital images, and video and audio files
- internally or externally accessed databases, applications, or tools (Internet- or District-server based)
- school provided Internet access
- school filtered public Wi-Fi; and
- new technologies as they become available

Acceptable Use: Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct.

Privilege: Access to the District's computer/network/Internet is a privilege, not a right.

Access to communication system: Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- cyber bullying;

- threatening, pornographic, harassing, defamatory or obscene material;
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Vandalism or Mischief: Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer: Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited.

Students Access: Computer/Network/Internet access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others.
    a. Use only assigned accounts.
    b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
    c. Avoid distribution of private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.
    a. Observe all network security practices as posted.
    b. Report security risks or violations to a school administrator, teacher or network administrator.
    c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
    d. Conserve, protect, and share these resources with other students and Internet users.
    e. Get appropriate approval before accessing the network with personal devices.
    f. Abstain from overriding the Internet content filtering system.

3. Respect and protect the intellectual property of others.
    a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
    b. Avoid plagiarism.

4. Respect and practice the principles of parish and school community.
    a. Communicate only in ways that are kind and respectful.
    b. Report threatening or discomforting materials (cyber bullying) to a school administrator, teacher or network administrator.
    c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
    d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
    e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
    f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
    g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
    h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

School Email and Communication tools: Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to the above mentioned rules.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:

a. Internet access is filtered by **Corpus Christi Academy** on personal telecommunication devices in the same manner as **Corpus Christi Academy** owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of any service to bypass the security filter and is considered a violation of the Acceptable Use Policy.
b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Subject to Monitoring: All **Corpus Christi Academy** network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. **Corpus Christi Academy** reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of **Corpus Christi Academy** for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Consequences for Violation: Violations of these rules may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action appropriate legal action may be taken.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at **Corpus Christi Academy** before Internet and other technology access is permitted. Signing the

form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

USER AGREEMENT / PARENT PERMISSION FORM
Both Signatures Required

Student Signature Section:

- I have read the terms and conditions of the **Student Acceptable Use Policy**.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Student Acceptable Use Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Student Name (print): _____

School: _____

User Student Signature: _____

Grade:__ _____ Homeroom: _____

Date:_ _____

Parent/Guardian Signature Section:
As the parent or legal guardian of the student signing above, I have read this **Student Acceptable Use Policy** and grant permission for my child to access Corpus Christi Academy's information technology resources. I understand that my child will be held liable for violations of this agreement. I understand that **Corpus Christi Academy** school's information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold **Corpus Christi Academy** responsible for materials acquired on the network.

Parent/Guardian Name (print):_____

Date:_ _____

Parent/Guardian Signature: _____

Student Acceptable Use Policy
for Personally-owned Devices
Corpus Christi Academy
Diocese of Cleveland

Corpus Christi Academy makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating **Corpus Christi Academy's** students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

All users are expected to use the technology available at ***Corpus Christi Academy*** in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes but is not limited to: cellular telephones; CD/MP3/DVD players; personal data devices; computer hardware and peripherals; software including operating system and application software; Internet; digitized information including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications, or tools (Internet- or school-server based); school provided Internet access; and new technologies as they become available.

Users are expected to be appropriately responsible for and use technology to which they have access. Actions considered inappropriate are prohibited and will result in revocation of the student's access to the computer/network/Internet.

Inappropriate Use: Inappropriate use includes, but is not limited to: those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: cyber bullying; threatening, pornographic, harassing, defamatory or obscene material; or other inappropriate use of technology such as e-mail, social networking, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Students must:

1. <u>Respect and protect the privacy of others</u>.
    a. Use only assigned accounts.
    b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
    c. Avoid distribution of private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.
    a. Observe all network security practices as posted.
    b. Report security risks or violations to a school administrator, teacher or network administrator.
    c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
    d. Conserve, protect, and share these resources with other students and Internet users.
    e. Get appropriate approval before accessing the network with personal devices.
    f. Abstain from overriding the Internet content filtering system.

3. Respect and protect the intellectual property of others.
    a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
    b. Avoid plagiarism.

4. Respect and practice the principles of parish and school community.
    a. Communicate only in ways that are kind and respectful.
    b. Report threatening or discomforting materials (cyber bullying) to a school administrator, teacher or network administrator.
    c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
    d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
    e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
    f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
    g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
    h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:

a. Internet access is filtered by **Corpus Christi Academy** on personal telecommunication devices in the same manner as **Corpus Christi Academy** owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.

c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Subject to Monitoring: All **Corpus Christi Academy** network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. **Corpus Christi Academy** reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of **Corpus Christi Academy** for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User

Agreement Form. The signed form must be on file at **Corpus Christi Academy** before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

USER AGREEMENT / PARENT PERMISSION FORM
Both Signatures Required

Student Signature Section:

- I have read the terms and conditions of the **Student Acceptable Use Policy**.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Student Acceptable Use Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Student Name (print): _____ School _____

User Student Signature: _____ Date: _____

Grade: _____ Homeroom: _____

Parent/Guardian Signature Section:

As the parent or legal guardian of the student signing above, I have read this **Student Acceptable Use Policy** and grant permission for my child to access **Corpus Christi Academy** school's information technology resources. I understand that my child will be held liable for violations of this agreement. I understand that **Corpus Christi Academy** school's information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold **Corpus Christi Academy** responsible for materials acquired on the network.

Dear Parents/Guardians,
In order for **Corpus Christi Academy** to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal

regulations that require a parental signature as outlined below.

Corpus Christi Academy would like to utilize a computer software application and web-based service, Google Apps for Education, operated not by **Corpus Christi Academy**, but by a third party.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as **Corpus Christi Academy** to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

This form will constitute consent for **Corpus Christi Academy** to provide personal identifying information for your child consisting of first name, last name, and email address and user name to the following web-operator: Google Apps for Education.

Student First & Last Name **(print)**	
Parent/Guardian Name **(print)**	
Date	
Grade Level	
Parent/Guardian Signature	

Anti-Harassment, Intimidation, and Bullying Policy

Corpus Christi Academy teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees, and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation, or bullying behavior by any student/school personnel in Corpus Christi Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic, or physical acts (including electronically transmitted acts: i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand held device) either overt or covert, by a student or group of students toward other students/school personal with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school–provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for other student/school personnel.

Corpus Christi Academy will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee, or volunteer through words or action whether in the classroom, on school property, to and from school, at school sponsored events, or from any computer not on school property.

Definition

"Harassment, intimidation, or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee, or volunteer exhibit toward another particular student, school employee, or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other, and;
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate, or intimidate another student, school

employee, or volunteer. Examples of conduct that could constitute prohibited behavior include:

1. Physical violence and/or attacks;
2. Threats, taunts, and intimidation through words and/or gestures;
3. Extortion, damage, or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
    a. Posting slurs on Websites where students congregate or on Web blogs (personal online journals or diaries);
    b. Sending abusive or threatening instant messages;
    c. Using camera phones to take embarrassing photographs of students and posting them online;
    d. Using Websites to circulate gossip and rumors to other students;
    e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
    a. Tell a teacher, counselor, or principal; and
    b. Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including:
        - What, when, and where it happened;
        - Who was involved;
        - Exactly what was said or what the harasser did;
        - Witnesses to the harassment;
        - What the student said or did, either at the time or later;
        - How the student felt; and
        - How the harasser responded.

Threats of Violence

Kindergarten – Grade 1

1. Contact the parent/guardian of the child.
2. Ask questions about other signs of aggressive or changed behavior on the part of the child.
3. Ask if there are weapons in the home, which are accessible to the child.
4. Parent/guardian should seek counseling for the child.
5. In case of serious threats, the principal reserve the right to implement the steps listed below for Grades 2-8.

GRADES 2-8

- Any and all student threats to inflict harm to self or others must be taken seriously immediately.
- Whoever hears the threat should report it immediately to the principal or teacher. If the threat appears real and imminent, the threat should be reported to the *certified* staff member who is in the nearest vicinity to the occurrence.
- Police should be notified immediately.
- The student should be kept in the principal' office or conference room or other secluded, supervised area until the police arrive.
- The parent/guardian of the student who has made the threat should be notified immediately.
- The student should be suspended and if deemed necessary not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.
- The principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student's behavioral concerns, and the names of any known victims or potential victims. The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her decision regarding the readmission of the student to school. The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school. He or she shall provide the principal with a copy of this assessment and inform the principal if therapy, counseling, or treatment will be needed and/or provided.
- Any adult or the parent/guardian of any student(s) who have been verbally mentioned as potential victims or listing in writing as potential victims should be contacted immediately.
- Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastors. This documentation may be kept for a period of one year beyond the time when the child

leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

Release

I _____, the parent of_____
Age____, a student at Corpus Christi Academy, Lyndhurst, Ohio, authorize the principal of Corpus Christi Academy to release school records, discipline records, factual data, and/or testing results regarding my _____ (son/daughter/ward) named above, to Dr._____,whose address is:
_____.

The principal of Corpus Christi Academy are further authorized to discuss and/or provide the above records, data, testing results and/or data with
Dr. _____

I further authorize that said data, records, and results may be made available to and discussed with legal counsel and mental health consultants and/or administrative personnel utilized by the principal of Corpus Christi Academy for the purposes of determining whether my _____ (son/daughter/ward) may be readmitted to Corpus Christi Academy.

Signature: _____

Parent/Guardian of: _____

Date: _____

SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

PURPOSE

Corpus Christi Academy is firmly committed to a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Corpus Christi Academy expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

SEXUAL HARASSMENT

For the purposes of this policy, sexual harassment includes but is not limited to the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance in regard to what may constitute sexual harassment.

Isolated incidents are not sufficient to constitute harassment and will be handled according to the student behavior code. Allegations of sexual harassment (as deemed above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the age of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/principal conference
- Written warning/reprimand and parent notification, entered into the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention
- Suspension
- Expulsion

SEXUAL VIOLENCE

Some acts of sexual harassment are also criminal in nature. If an incident of sexual violence or abuse occurs, the principal, pastors, or other school authority is required under state law to report the incident (O.R.C.2151.421). The Department of Children Services and the police will be contacted immediately if there is any knowledge or suspicion (O.R.C.2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when the recipient

- is physically touched without his/her consent in a sexual manner;
- is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or
- is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C.2907.03), Rape (O.R.C.2907.020, Importuning (O.R.C.2907.07), Voyeurism (O.R.C.2907.08), Public Decency (P.R.C.2907.09), or Felonious Sexual Penetration(O.R.C.2907.12) as examples.

In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

In accordance with Diocesan policy, certified teaching staff, volunteers, coaching staff and school/church personnel will participate in VIRTUS training, a program designed to aid in the assistance of identifying, preventing, and addressing sexual abuse and molestation.

PROCEDURES TO FILE A SEXUAL HARASSMENT COMPLAINT

Students or employees who believe they have experienced sexual harassment shall report such matter to the principal, who shall be the investigator for sexual harassment complaints.

1. A complaint of sexual harassment is to be made to the principal or other designated impartial administrator. The complaint shall be as specific as possible regarding details. Complaints made by school employees shall be in writing.
2. The principal or other impartial designee shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, date(s), times, and the specific charge of sexual harassment
4. The need for confidentiality shall be stressed.
5. Reprisals will not be tolerated against complainants, witnesses, or individuals involved in the investigation.
6. The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the mandates of the Family Educational Rights and Privacy Act.

SEXUAL HARASSMENT INVESTIGATION PROCEDURE

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, names of witnesses). All complaints are to be taken seriously. It is the responsibility of the principal to investigate promptly and impartially all claims of sexual

harassment and to take appropriate and equitable action.

Parties shall be given an opportunity to present witnesses or other evidence during the investigation.

Information regarding an investigation of sexual harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a sexual harassment complaint, assisted or participated in a sexual harassment charge, or because they have opposed language or conduct that violates this policy. Retaliation will result in discipline.

If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated.

When a crime has been committed, the designated administrator shall immediately notify the local police department. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the mandates of the Family Educational Rights and Privacy Act.

Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

SEARCHES OF SCHOOL PROPERTY

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property.

SEARCHES OF STUDENT'S PERSON AND PERSONAL PROPERTY

The search of a student's person or handbag currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as but not limited to, any weapon, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

CONDUCTING THE SEARCH

1. School administrators must always have another school authority present when a search is conducted.

2. If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student should be detained until parents are contacted and arrive.

3. Parents should then be informed that the student is risking possible suspension or dismissal for refusing to comply.

4. If a weapon or other dangerous ordinance is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual. See related Weapons, Youth Gangs and Drug Policies.

5. If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive.

***DRUGS OR ALCOHOL ABUSE*:** Policy Regarding Possession, Sale, Attempted Sale, Transmission, Use or Abuse of Drugs or Alcohol, Hallucinogens, or Other Controlled Substances

Alcohol and drug abuse are serious societal problems, which do not respect any group or age and the dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

As educators in the Church, we in an effort to provide a drug-free environment, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the general school population as well as the individual welfare of our pupils. Continuing educational programs for parents, teachers and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances.

Parents will be notified immediately if a student is found to have, or be under the influence of, tobacco, alcohol, or drugs, or if the student has drug paraphernalia in his/her possession while on school property, on the bus, or during off-campus activities sponsored by the school. If appropriate, the police will be notified. A mandatory conference with parents will be arranged before the student returns to school.

Intervention by trained professionals may be required as a condition for the student to remain at Corpus Christi Academy. Lack of cooperation by either the student or parents in this matter will result in the student's suspension or expulsion. If a student gives evidence of signs of chemical dependency, parents will be contacted by the principal and teachers, and an appropriate course of action will be decided upon. Parents who are aware of chemical dependency or similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency.

The principal and pastors may impose disciplinary action for violations of any school policy.

WEAPONS POLICY

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, Corpus Christi Academy expressly prohibits the use, possession, sale, or discharge of any weapon or look-alikes, or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to any weapon, firearm, knife, deadly weapon, or explosive, incendiary device or object, capable of inflicting harm or objects designed to expel air/gas projectiles. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator may contact the police department before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

In or out-of-school suspension may occur pending the investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's continued enrollment at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program.

GANGS

YOUTH GANGS and GANG-RELATED ACTIVITIES ARE PROHIBITED. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

Gang activity includes, but is not limited to:

- recruitment,
- initiation,
- a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang,
- displaying gang markings or slogans on school or personal property or clothing,
- having gang tattoos,
- possessing literature that indicates gang membership,

- fighting, assault, hazing, extortion,
- establishing turf,
- use of hand signals, gang vocabulary and nicknames,
- possession of beepers or cellular phones,
- possession of weapons or explosive materials,
- possession of alcohol, drugs, drug paraphernalia,
- attendance at functions sponsored by a gang or known gang members,
- exhibiting behavior fitting police profiles of gang-related drug dealing,
- being arrested or stopped by police with a known gang member,
- selling or distributing drugs for a known gang member,
- helping a known gang member commit a crime, or
- any other action directly resulting from membership or interest in a gang.

Consequences

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

- Parents/guardians will be contacted immediately and appropriate intervention initiated
- A Behavior Contract will be prepared stating the conditions for the students to remain in the school
- Students may be referred to counseling (personal and/or family)
- Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county
- Students may be referred to outside agencies or programs for treatment when use of drugs or alcohol is involved
- Students may be referred to the Task Force on Violent Crime
- Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities
- Students may be suspended and/or expelled as already outlined in the school discipline policies
- Parents/students will be held liable and financially responsible for all forms of vandalism

Jurisdiction

Realizing that gang activity is a community concern; communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang-related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

Related Policies

In order to prevent the onset of gang-related activity, the following related policies will be strictly enforced:

1. Dress code and uniform policy as defined in the school handbook

2. Discipline policies and consequences as defined in the school handbook
3. The right of school authorities to search lockers, student book bags, student desks, and upon request, personal property if suspicion of gang involvement exists. *Note: These items may also be searched for probable cause outside the boundaries of gang-related suspicions.*
4. Policies and procedures relative to scheduling, supervision, and attendance at and participation in school/parish sponsored events, held during the school day, during the evening or on weekends, whether held on parish property or at other public facilities
5. Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities

Prevention
In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastors and/or principal. These may include, but are not limited to, guidance programs, and parent education programs, social activities that foster positive group identification and behavior, and parish-based youth ministry activities.

PREGNANCY POLICY

Principles:
Two sets of principles are to be applied in the situation of the adolescent pregnancy in the Catholic school setting. One set of principles applies to the teaching on respect for human life. The second set of principles applies to effective school management.

Principles of Respect for Human Life
These principles apply to the moral teaching of the Catholic Church on the sanctity of the human person. In the situation of student pregnancy, these principles refer to the teaching on the sanctity of human sexuality, the sacrament of marriage, the dignity of the unborn child, and the care that must be extended to the pregnant student and the father.

In applying these principles, the specific topic of premarital sexual activity, while not entirely irrelevant to the episode of the pregnancy, is not to become the focus of attention in dealing with the pregnancy.

The principles on the dignity of human life are directed to the mandate from Jesus in the Gospel, to mercy, kindness and compassion for each person, regardless of the circumstances that may contribute to their state or condition.

These principles are compelling in that the very essence of the church is to be the living presence of a loving God, a presence addressed to individuals in their human condition.

Together, these two sets of principles flow from the call of the Church to respect human life and

dignity, and together, these principles provide one part of the framework to resolve the issues presented when a student, male or female, is involved in a pregnancy in the school setting.

The entire Pregnancy Policy is available for review in the principal' office.

AIDS POLICY REGARDING STUDENTS

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 12 shall be permitted to attend school or parish religious education programs in regular classroom settings, *provided*

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities
2. The child behaves acceptably, in a manner that would not cause spread of the disease or in any way put others at risk
3. The child does not have open sores, skin eruptions or any other condition which prevents his/her control of bodily secretions
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities

At Corpus Christi Academy, the pastors and principal will confer with the appropriate persons and consult with the regional superintendent before the pastors makes the final decision regarding admission.

Parents and guardians have the obligation to report to the school administration when any child is diagnosed as having AIDS, ARC (AIDS Related Complex), or other illness caused by HIV (Human Immune Deficiency that causes AIDS, also known as HLTVII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the principal (after consultation with proper authorities) may limit the child's participation in school activities.

A student with AIDS who is excluded from the parish school or the religious program in the parish school shall be provided with an alternate means of catechetical instruction.

CUSTODIAL SITUATIONS

Corpus Christi Academy is finding an increasing number of families experiencing transitions in parental custodial relationships, making it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified in writing otherwise. Corpus Christi Academy personnel will, therefore, send homes notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has daily care of the child. It is assumed that this information is shared by and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform the principal of any change in the home situation. The principal will communicate this information to the appropriate teacher(s). This information will be treated confidentially. This is so that appropriate support can be given to the child. No change in the issuance of school communications will occur until the appropriate court documentation is present.

In cases of final divorce decrees that state clear custody by one parent, the principal are to be informed by the custodial parent of this fact. A copy of the complete decree bearing the case number, the relation with the school, with the judge's signature, shall be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, the custodial parents should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child including sports activities and class programs. Parents should keep each other informed as to these activities. It is not the school's responsibility to keep non-custodial parents informed of every activity or event in which his/her child may or may not participate.

In cases of joint custody (shared parenting agreements) entitling both parents access to school personnel and activities, unless specifically ordered by the court, one copy of communications

and information will be sent home with the child to be shared by and between the parents.

Regarding parent conferences in all custody situations: It is preferred, *and will be the general procedure*, that one conference appointment be scheduled "jointly" if both parents wish to be present. It is assumed that parents are able to set aside differences and come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and/or misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties' involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by Corpus Christi Academy's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this statement of procedures, or circumstances are such that you feel other arrangements may be necessary, parents may contact the principal personally.

Wellness Policy

Rationale

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical and social development of the individual as well as the community. A major theme of Catholic social teaching, Human Dignity and the Value of All Life, carries the responsibility to care for the health and well-being of not only oneself, but of others. The concept of wellness is a core principle supporting both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes calls us to Care for God's Creation. There is a direct relationship between the health of the planet and the health of its human inhabitants. Wellness is compatible with limitations. We must be patient with our own limitations and tolerant of the limitations of others. Proper nutrition, health practices and physical activities involve respectful and responsible collaboration. It is expected that students will learn to make choices related to health and fitness based on Christian values. Thus each student will develop as "a healthy person who is respectful of life, practicing good health habits, committed to reaching one's full potential and a good sport." (Profile of a Catholic School Graduate)

Statement of Policy

In accordance with the Diocese of Cleveland, CCA is committed to the goal that all students and staff shall possess lifelong knowledge and skills necessary to make nutritious food and enjoyable

physical activity choices through effective use of school and community resources and attentiveness to student and staff needs and interests, taking into consideration differences in culture.

Commitment to Nutrition

- Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Child Nutrition Programs.
- Provide nutrition education programs for students in grades kindergarten through 8 that are interactive and teach skills needed to adopt healthy eating behaviors.
- Encourage increased participation in the available federal Child Nutrition programs (e.g. school lunch and milk programs).
- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.
- Encourage students to make healthy food choices by emphasizing menu options that feature baked items, whole grains, fresh fruit and vegetables, and reduced-fat dairy products.
- Provide consistent nutrition messages throughout the school including classrooms, cafeteria, and extracurricular activities.
- Encourage school-based organizations to use non-food items and/or healthful foods for contests and fundraising programs.
- Link nutrition education activities to health programs through CCA Wellness initiatives.
- Promote nutrition education activities involving students, staff, parents, and community.
- Provide school food service staff routine professional development training opportunities.
- Follow USDA Child Nutrition Program regulations restricting competitive sales and foods of minimal nutritional value.

Commitment to Comprehensive Health Education

Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices; nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substance.

Commitment to Physical Activity

- Provide physical education opportunities for all students in grades K-8.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in physical activity programs.
- Incorporate physical activity such as stretching before classes and at appropriate intervals during the day.
- Provide recess after the lunch period as scheduling permits.

- Promote school-wide challenges in conjunction with charitable events such as Jump for Heart.
- Encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family functions.
- Provide training to enable teachers and other school and community staff to promote enjoyable, lifelong physical activity among students and staff.
- Encourage wellness initiatives for students, staff and school families.

Commitment to Healthy School Environment

- Provide a clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages, both verbal and non-verbal relative to healthy lifestyle practices throughout the school setting.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teacher, administrators, and the community at school events, e.g., parent-teacher conferences, open houses, health fairs, book fairs, teacher in-services, sporting and other events.
- Ensure adequate time for students to enjoy eating healthy foods with friends. Following the National Association of State Boards of Education recommendations, every effort will be made to provide students with at least 20 minutes after sitting down to eat lunch.
- Schedule lunchtime as near the middle of the school day as possible, preferably between 11:00 AM and 1:00 PM.
- Make available drinking fountains or other accessible drinking water so that students have access to water at meals and throughout the school day.
- Refrain from using food as a reward or punishment for student behaviors.
- Promote an awareness of mental health impacting overall wellness of students.

Commitment to Implementation

- Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.
- Review implementation of the wellness policy in conjunction with the ongoing OCSAA accreditation process.

All parents and students are expected to follow both the spirit and the letter of the rules and regulations listed herein. Retain this handbook for the entire school year and use it as a reference. Changes to this handbook WILL be made at any time at the discretion of the school and/or parish administration through written notification to parents. Implementation and interpretation of the provisions in this handbook rests with the principal. The principal's interpretation of the provisions in this handbook shall be final and authoritative interpretation.

Commitment to follow the Health Mandates of the State and County Board of Health

1. If/When the State or County Board of Health mandates a school closure, the school will continue its academic offerings and support through a distance learning model.
2. The school faculty, staff, and administration will continue to communicate updates through the Google Classroom, OptionC, Class Dojo, and Smore.

Dear Parents and Students:

The 2026-2027 Parent/Student Handbook is also available on our website www.corpuschristiacad.org for you and your child/children to review throughout the course of the school year.

The Handbook has been designed to familiarize students and parents with our Philosophy and Policies at Corpus Christi Academy. We ask that parents and students read it carefully to become acquainted with the contents. In addition, we ask that parents and students sign the form below and return it to the school office.

We have read the 2026-2027 Corpus Christi Academy Parent/Student Handbook and we agree to abide by the policies and practices of Corpus Christi Academy.

_____ _____
Parent/Guardian Signature **Date**

_____ _____
Parent/Guardian Signature **Date**

_____ ____ _____
Student Signature **Grade** **Date**

_____ ____ _____
Student Signature **Grade** **Date**

_____ ____ _____
Student Signature **Grade** **Date**

_____ ____ _____
Student Signature **Grade** **Date**