

Corryville Catholic School

Parent/ Guardian/ Student Handbook

2021-2022



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<http://www.corryvillecatholic.org/>

Learning Today

Leading Tomorrow

Living Gospel Values

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LETTER FROM THE PRINCIPAL

Dear Parents/Guardians and Students,

This handbook has been prepared to clarify questions parents sometimes have regarding school philosophy and procedures. Your attitude toward the parish school is most important. The respect you manifest for the school and individual teachers will be absorbed by your child. Only if your child respects the mutual authority of the parents and teachers will he/she be able to make a success of his/her education. This handbook is the effort of many people at Corryville representing the vision of who we are and who we want to be for our students, families, and school community. Our guidelines, policies and procedures are detailed inside.

Since situations may arise that were not foreseen at the time of writing this handbook, the Principal reserves the right to amend this handbook at any time. Parents and students will be promptly notified of any changes.

The Corryville Catholic Community is a great gift to children, parents, our church and our neighborhood. We are an example to our city as we come together from many parishes, neighborhoods and families to work together as one peaceful community. We strive to create a Christ-centered environment in which each child develops to his or her full potential.

Thank you for being an important member of the Corryville School Community.

Lauren Clements, Principal

CORRYVILLE CATHOLIC SCHOOL’S MISSION STATEMENT

Corryville Catholic is an urban Catholic elementary school.

We maintain a Catholic/Christian atmosphere, and provide a program of religious education based on the doctrine and teachings of the Catholic Church.

We are committed to educating the whole child as each one develops life-long learning skills. Our mission is to maintain high standards of academic excellence, meeting the spiritual, physical, emotional, and social needs of our students.



CATHOLIC SCHOOLS
Communities of Faith,
Knowledge and Service

Corryville Catholic School Belief Statements

- We believe that Catholic education deepens our faith relationship with our good God and provides us all with a moral/spiritual foundation.
- We believe that administrators, school staff, parents, and students share the responsibility for fulfilling the school's mission through a spirit of love and cooperation.
- We believe that learning is a lifelong process accomplished in light of our own gifts and talents in cooperation with others.
- We believe in providing a curriculum that challenges each child and leads to success in learning.
- We believe instruction should be adjusted to the needs of the individual student as each is actively engaged in the learning process.
- We believe that ongoing assessment is critical to recognize the needs and learning styles of each student for continuous improvement and use of effective teaching methods.

Corryville Catholic School's Philosophy

Corryville Catholic School is an urban school in the midst of a diverse community, with students from a variety of cultural backgrounds and environments. We value a prayerful atmosphere centered on our good God. We are committed to the dignity and individuality of each child, and strive to build a strong partnership with parents in the education of their children.

We believe our students need to learn to recognize and respond to the needs of the local and global community by serving others.

EXPECTATIONS of STUDENTS

Each student is expected to:

- Take an active part in his/her education and follow the school regulations
- Have supplies needed each day
- Participate respectfully in daily religion classes, prayer each day, and religious services
- Complete assigned work legibly, neatly, conscientiously and on time
- Meet all the requirements set by the teacher

- Be dressed in proper uniform
- Show respect for teachers, tutors, students and any other person affiliated with the school
- Show respect for school property and the property of others
- Make restitution for any damage done
- Promote kindness

EXPECTATIONS of PARENTS/GUARDIANS

Parents/guardians are expected to:

- Provide the basic needs for their children such as food, shelter, safety and love
- Provide the proper time, space, and materials for study/homework both at home and in school
- Provide/ arrange proper transportation for their child
- Ensure their child is at school before 7:30 and picked up by 2:15, unless it has been arranged for the child to stay after school
- Respect the teachers' rules and school policies
- For the benefit of the child, do not allow them to bring extra money or non-educational items to school
- Notify the school immediately in writing of change in address or phone number
- Call the office by 8:00 AM when your child is absent
- Send a note to school when your child returns from absence describing why the child was not in school
- Attend parent/ teacher conferences
- Send a written note describing any changes in dismissal plans- **without a written note, regular dismissal plans will be followed**
- Cooperate with the staff and administration

EXPECTATIONS of FACULTY/STAFF

Faculty/Staff is expected to:

- Provide a pleasant, joyful, loving climate in which each child can make daily progress in his/ her education and personal growth
- Challenge each child to advance academically, as rapidly, and as far as possible, according to his/her talent and ability
- Work together to form a community of faith
- Help each child to grow in self-worth and self-discipline
- Provide a quality Catholic/Christian education

History of Corryville Catholic

Corryville Catholic School was founded as St. George School in 1877. In 1977 St. George School closed and along with five other parish schools was consolidated as Corryville Catholic School. Corryville Catholic has continuously provided a structured Christian education stressing both spiritual and academic values. The Sisters of Notre Dame de Namur have been at Corryville Catholic since its founding, bringing personal dedication and respect for the individual which are the foundations of the Sisters' educational philosophy.

Accreditation

In 1994, the Bishops of Ohio formed the Ohio Catholic School Accrediting Association (OCSAA). The OCSAA is a collaborative undertaking of the Catholic dioceses in Ohio and is governed by the Superintendents of Schools who serve as the OCSAA Commission. The purpose of the OCSAA is to strengthen Catholic school identity and mission and to engage Catholic schools in the ongoing improvement of student learning.

The purpose of the OCSAA is to strengthen Catholic school identity and mission and to engage Catholic schools in the ongoing improvement of student performance.

OCSAA accreditation also requires schools to show evidence that they are implementing OCSAA Standards. The State Board of Education has approved these Standards as comparable to the ODE's Operating Standards for Ohio's Schools. Through the OCSAA accreditation process, a new Catholic school can apply for a charter from the state of Ohio and existing Catholic schools can maintain their state charters.

ADMISSIONS

Corryville Catholic is operated and maintained through several financial support groups in order to provide a Catholic elementary education for the children of our parishes. Admission is nondiscriminatory in terms of color, race, creed, or national origin. Members of the feeder parishes (Assumption, St Andrew's, Holy Name, St Monica/St. George, Mother of Christ, and Sacred Heart) have first priority. Admission shall not be based solely on ability or achievement.

Admission of ALL new students is subject to:

- | | |
|---------------------------------------|-----------------------|
| -Completion of ALL paperwork | -Placement screenings |
| -Conference with the school principal | |

Documents required for Admission:

- | | |
|---|--|
| *Birth Certificate | *Baptismal Certificate (if applicable) |
| *Most recent report card | *Social Security Card |
| *Vaccination Record | *\$45 non-refundable registration fee |
| *2 proofs of address (utility bill, cable bill, etc.) | *Complete registration packet |

Children must be age 5 by September 30 to enter kindergarten.

Corryville Catholic does not offer early entrance for Kindergarten. Corryville Catholic reserves the right to refuse admission or terminate enrollment if false, inaccurate or incomplete information is provided to the school

TUITION

Corryville Catholic Elementary is a tuition based school. In order to maintain an excellent educational environment, we rely upon timely payment of your tuition commitment. Financial Aid is available and application information can be obtained from the school office.

Each family will receive a tuition envelope in August to submit their monthly payments.

Tuition is scheduled over a nine month payment period. The first tuition payment of the year must be paid before September 15th. The 9 tuition payments run September 1st through June 1st. Tuition must be paid on or before the 15th of each month. For each month the tuition is not paid on time there will be a late fee charged.

2021-2022 Tuition per student=\$4,650

If tuition is two months behind student/s will be excluded from school until the parents pay and/or make special arrangements. Eighth graders tuition must be current or they will be excluded from Graduation.

Any financial refund requests need to be made to the principal. The business manager will then authorize the refund.

CHILD CUSTODY ISSUES

If your child is not living with either natural parents or guardians, the following information should be provided in writing to the office at the beginning of the school year:

- Names of persons permitted to review records of the student.
- Names of persons permitted to communicate with or pick up student from school
- Names of persons NOT permitted to have contact with student.
- Where applicable, a copy of the court order or divorce decree regarding custody and visitation rights.

A copy of this information will be kept in the student's file. School personnel (e.g., principal, secretary, student's teacher) who might have contact with the non-residential parent, should be made aware of any limitations on the rights of the non-residential parent that exist. All information will be kept confidential.

Calendar

Please see our website for the current calendar www.corryvillecatholic.org

DAILY SCHEDULE

*This is a typical yearly schedule.

7:00 – Students may enter the building

7:00 - 7:25 – Breakfast is served in the cafeteria

7:30 – Bell rings to formally begin the day. Students must be in homeroom by 7:30 for morning prayer and announcements

11:00 – 11:25 Preschool Lunch

11:05-11:30 Kindergarten Lunch

11:10-11:35 1st Grade Lunch

11:30-11:55 Grades 2-3 Lunch

11:40-12:05 Grades 4-5 Lunch

12:10-12:35 Grades 6, 7, 8 Lunch

2:15 – Bell rings to formally end the day. Student dismissal

MORNING ARRIVAL

School begins promptly at 7:30 AM. Students may enter the building at 7:00 AM by the Scioto Street door. Any child arriving after the 7:30 bell is late and must report to the office for a tardy slip before going to their homeroom. **Regular and punctual attendance is expected of all students.**

Tardiness

Arriving to school on time is extremely important to your child's day and to the routine of our school. Students must be at school on time. Students who are tardy 5 times will be considered absent for a full day.

Note: 5 tardies = 1 day absences from school. The 5th tardy will also result in a lunch recess detention.

Excessive tardiness will result in being referred to the local attendance office as truant.

Students arriving 2 hours late to school (9:30) will be considered absent for ½ day. These regulations apply to our Preschool Program as it is an educational program and not a daycare.

Corrective measures may be taken when a student is excessively tardy. Such measures may include: missing recess time to make up work, exclusion from field trips, exclusion from “fun” class activities such as field day, etc.

DISMISSAL

School dismisses at 2:15 PM.

Bus riders – Buses will be dismissed first through the Calhoun Street door.

Walkers – Students walking home follow safety procedures crossing the streets at the crosswalk.

Car riders – Will be sent out as their car reaches the front of the dismissal line.

Parents who are consistently late picking up their child will be notified that they will be charged a late fee. \$5.00 for every 15 minutes. This includes any after school programs (sports, detention, after school, etc), as well as regular dismissal. Students will not be permitted in the building after school except for supervised activities. Students ARE NOT permitted to wait in the gym for sports practice.

Students will be dismissed with order and respect. Students causing disruption during dismissal will be disciplined according to the Category I behavior plan.

Changes in dismissal plans require a WRITTEN note from the parent/guardian. Without a written note students will follow daily/usual dismissal procedures.

EARLY DISMISSAL

Early dismissal is discouraged. If it is necessary for a child to leave school early, parents are requested to send a note to the homeroom teacher, stating the reason for an early dismissal.

Parents who need to pick up a child due to illness or for other serious reasons must come to the school office and sign their child out. A child will not be released until the approved adult arrives at school.

ATTENDANCE

ABSENCES/TARDIES

Healthy students are expected to attend school on a regular basis and to be on time for classes. Research indicates that students who have good attendance and are punctual achieve greater academic success. Ohio law states “It is the parental responsibility to ensure their child’s regular attendance at school. Failure to send your child to school is a violation of Ohio School Law. Criminal charges can be filed against a parent/guardian/custodian of a child who is habitual or chronic truant.”

Habitual truant is defined as 5 or more consecutive days, 7 or more school days in one month, 12 or more school days in a year.

Chronic truant is defined as 7 or more consecutive school days, 10 or more school days in one school month, 25 or more school days in a school year.

More than four days of absence in any tri-mester without good medical cause or good reasons is considered excessive. **After the fourth absence in a tri-mester, a doctor’s note may be required for any subsequent**

absence the discretion of the principal. Students with excessive absences or habitual tardiness may result in a referral to the Hamilton County Juvenile Attendance Court Program.

Students who have 10 unexcused tardies in a tri-mester will be scheduled for a parent meeting with the principal to help result the issue.

Excessive absences can result in termination of an Ed Choice Scholarship and other Corryville Catholic scholarship opportunities. Doctors' appointments and other commitments should be scheduled, as much as possible, after the school day or on Saturdays.

Do not send a sick child to school. For attendance purposes, a healthy student has been fever free for 24 hours, has not vomited for 24 hours, and does not have a contagious rash or disease.

If a child is absent for any reason, parents/guardians are required to call the office before 8:00 AM. Parents will be called if the school has not been given prior notice of an absence. Even if there is an extended illness, parents/guardians are expected to notify the school daily.

When the child returns to school a written note must be sent to the office:

1) Child's Name 2) Reason for absence 3) Date of Absence 4) Parent Signature

By law all absentee notes are kept on file for one school year. A physician's note is required following a contagious disease.

State attendance guidelines list that an absence is considered excused for these reasons only:

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death of a relative
- Observance of religious holidays
- Emergency set of circumstances- documentation must be provided

These absences still require the appropriate doctor's note or note from parents/guardians.

Class work, homework, or tests that occur while a student is absent are the student's responsibility to make-up. The student is expected to communicate with their teacher/s and agree upon appropriate deadlines for work to be completed and turned in.

*****FAMILY VACATIONS SHOULD NOT BE TAKEN WHEN SCHOOL IS IN SESSION.** Students on vacation during the regular school year are marked absent and the missed assignments and tests can dramatically and negatively affect your student's tri-mester grade. Teachers are NOT required to plan assignments before the vacation. Credit for make-up work and make-up tests will only be given in extraordinary circumstances at the discretion of the Principal upon the student's return to class.

The next page is a map of our arrival and dismissal plans.

Safety first! Obey the plan to keep everyone safe.

CORRYVILLE CATHOLIC

Elementary School Circulation Plan

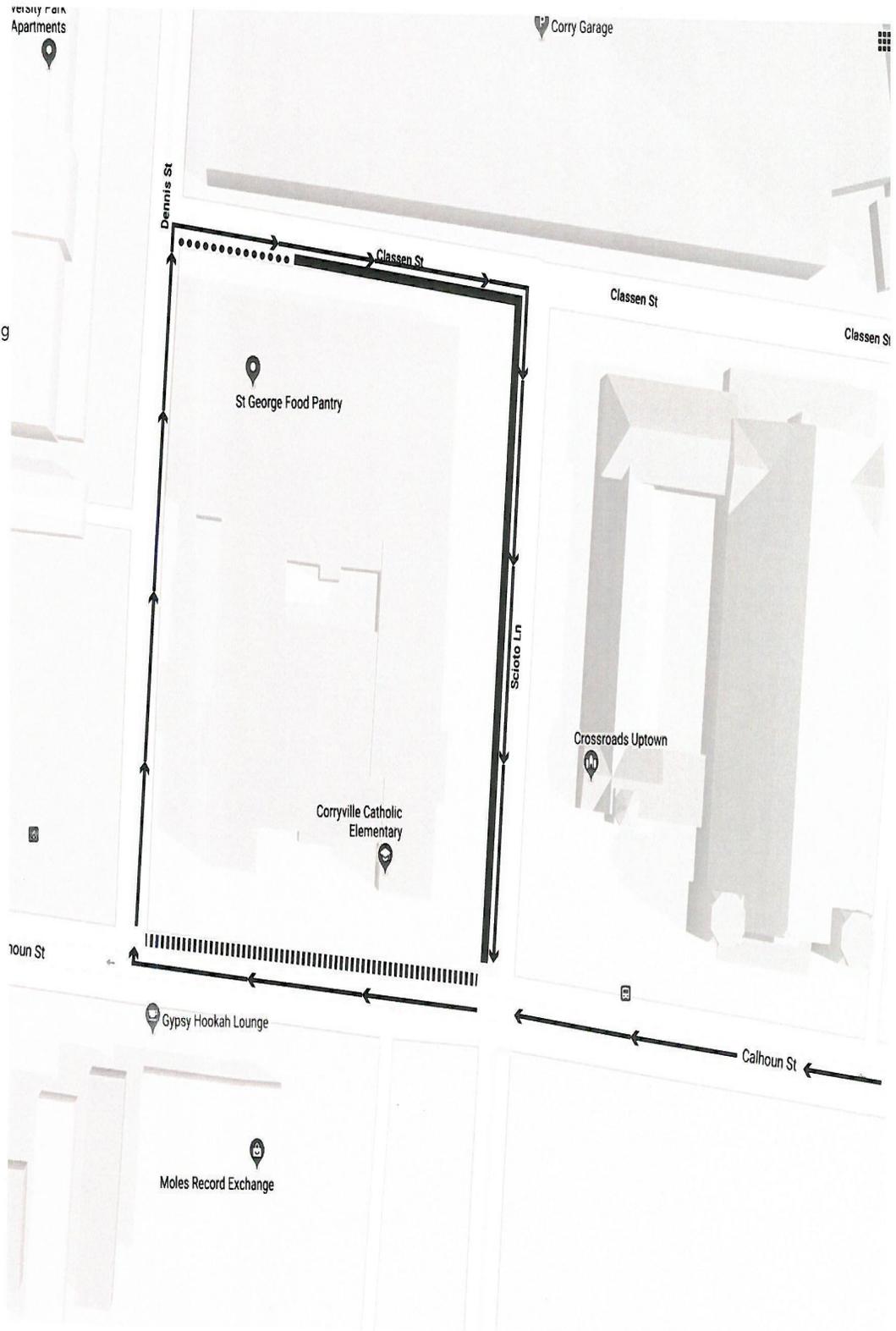
▲ North

||||| School Bus Zone

••••• Food Pantry Parking

— Student Drop Off / Pick Up Zones

→ Traffic Pattern for Student Drop Off / Pick Up Zones



AFTERSCHOOL ACTIVITIES

After school activities vary throughout the year. Students may not remain in the building after school unless they are involved in one of the approved programs. Students may not wait in or outside the school building for brothers or sisters who are practicing, in detention, or doing make up work. Other transportation arrangements must be made for siblings of students involved in after school activities.

BELL- EXTENDED DAY PROGRAM

Corryville Catholic will offer an extended day program 2:15-5:30 Monday-Thursday. Families interested in signing up for this program should contact Heather Lovitt (hlovitt@corryvillecatholic.org)



TRANSPORTATION

Bus transportation is provided for those eligible by the Cincinnati Public Schools. For further information related to student's transportation call the Pupil Transportation Office at 363-0330. Students MUST follow the bus rules established by the city or state. Bus write-ups issued by the driver for misconduct will result in the loss of the privilege of riding the bus and may result in additional disciplinary measures from Corryville Catholic.

BEHAVIOR on the SCHOOL BUS

Bus service is provided for students living the required distance from school. A list of stops and times is provided at the beginning of the school year by the Cincinnati School Board.

First Student's Call Center can be reached at (513) 830-7720.

Rule infractions may result in being written up by the bus driver. Those who ride the bus are under the authority of the driver and may be banned from riding the bus for lack of respect or unruly conduct.

1st write up: serves as a warning

2nd write up: student will receive demerits

3rd write up: student will receive a detention

4th write up: student is suspended from the bus for three days

5th write up: student may be off the bus for a week

Significant behavior may result in immediate suspension from the bus regardless of the number of write ups received.

TELEPHONE USAGE/CELL PHONE POLICY

Students are not permitted to use the phone unless it is an emergency and approved by the teacher or principal. All approved phone calls will be made from the school office.

Cell phone use by students is not permitted during the school day. ONCE A STUDENT ENTERS THE SCHOOL BUILDING ALL CELL PHONES MUST BE TURNED OFF. CELL PHONES CAN NOT BE TURNED BACK ON UNTIL AFTER THE STUDENT EXITS THE SCHOOL BUILDING AT THE END OF THE DAY. Cell phones must be turned into the teacher to be locked in the classroom safe (cell phones cannot stay in pockets or backpacks) *Students are prohibited from taking videos, pictures, voice recordings etc. at school and school-related activities and posting them on the internet (YouTube, Facebook, Tik Tok, etc.). Such activity will result in consequences relative to Class II or Class III behaviors for all students involved.*

First violation: If the cell phone rings during school time or is found on the student/backpack, student will receive a two point violation, the phone will be confiscated, student will be required to pick up the phone from the Principal at the end of the day.

Second violation: Student will receive a two point violation, and the phone will be confiscated. A parent will be required to pick up the phone from the Principal.

Third violation: Student will receive a five point violation (an automatic detention) and the phone may be confiscated until the end of the school year, at the discretion of the Principal.

Corryville Catholic School is not responsible for cell phones or other technology carried or left in book bags. If cell phones, other technology and personal belongings are brought to school, the school **will not be held liable for loss or damage.**

Lost and Found

Our lost and found is located in a secure area. If your child has lost an item, please notify the front office staff. Corryville Catholic is not responsible for lost or stolen items. Lost and found items accumulate quicker than they are claimed. Therefore at the end of each Trimester we reserve the right to donate said items to charity. To avoid items becoming lost please label jackets, all outerwear, uniforms, additional clothing, lunch boxes and other school needed items.

ACADEMIC PROGRAMS

Corryville's instructional program is based on the state approved Learning Standards provided by the School Office of the Archdiocese of Cincinnati. Corryville Catholic School's curriculum includes all subjects required

by the State of Ohio plus religion. The school day at Corryville Catholic exceeds the state requirements of 5 hours thirty minutes by more than thirty minutes, which constitutes the instructional period for religion.

ASSESSMENT

Formal Assessments that each grade will take:

- Title I Testing: Kindergarten, First Grade, and all new students
- Screening/Diagnostic Tests Grades K, 1, 2, 3 and English Language Learners
- IOWA Test: CogAT Grades 2 and 5 IOWA Test Grades 3,4, 5, 6, 7, 8
- Religion ACRE Test: Grades 5 and 8
- OELPA Identified English Language Learners in K-8
- AIR State Assessments: All Students in Grades 3-8
- STAR Third Grade Proficiency Assessment Grade 3 based on TGRG requirements

HOMEWORK

Homework is an extension of class work and is assigned to reinforce the understanding of the material taught in class. Students need to complete assignments accurately, promptly, and neatly. Students should spend time every day on homework and/or reading.

Kindergarten – Third Grade: 10 – 40 minutes each evening

Fourth Grade – Fifth Grade: 60 – 90 minutes each evening

Sixth Grade – Eighth Grade: 90 – 120 minutes each evening

MISSING HOMEWORK

Homework is not to be completed during breakfast.

Missing homework directly impacts a student’s grade.

Corryville’s missing work policy is:

Grades K-4	Grades 5-8
Spend lunch and/or recess time completing missed assignment.	Missing assignments are noted in the online grading portal. Missed or Late assignments may have points deducted and the highest score possible is 80%. Work is considered late if it’s not available when the teacher collects it or isn’t placed where the teacher requires. After three days, the assignment may be assigned a zero. Teachers are not required to assign extra credit for missed assignments.

The students will begin each grading period with a clean slate.

RELIGIOUS EDUCATION

Parents hold the chief responsibility for the spiritual development of their child(ren). The uniqueness of a Catholic school lies in the fact that it complements the parents' role of instilling spiritual values. Religious education is the essence of Catholic Schools. Through instruction in Catholic doctrine and Christian living, the school aims to assist parents in their task of fostering the moral and religious development of their children. Religion classes are required for all students enrolled in the school. Eucharistic liturgies and prayer services take place throughout the school year in addition to religious classes. We work to develop Christian values with an emphasis on the values of peace, justice, and respect for life. We strive to help the children deepen their knowledge of Jesus Christ and to live their lives according to the Gospel.



SPECIAL SERVICES

Corryville Catholic has specialized personnel and specific programs to assist children having educational and/or personal difficulties.

These include but are not limited to:

- Title I
- Speech Pathologist
- Intervention Specialist
- School Psychologist
- Counseling Services through Beech Acres
- Choices for Children (8th Grade for High School Guidance)
- Accelerated Reading
- After School Activities including: sports teams, Girl Scouts, etc.

Recommendations for participation in these programs come through parent requests, teacher referrals and results of group or individualized standardized testing.

Cougar Courier

Our school's weekly parent newsletter is called the Cougar Courier. The newsletter is mailed out to parents on Wednesdays

GRADING POLICIES

It is important to communicate student achievement to families. Formal reports of grades are issued at the end of each trimester.

Parents in grades 4-8 can log on to Gradelink with their username and password to review their child/children's grades. You can even set the notifications to ding your phone when a grade is entered below the criteria you set.

Honor Roll

Students who are in the 4th through the 8th grades are eligible for First Honors if they meet the following criteria:

- “A” average for the trimester
- No grade lower than a “C”
- All effort grades are “G” (good) or “S” (satisfactory).

They are eligible for Second Honors if they meet the following criteria:

- “B” average for the trimester
- No grade lower than a “C”
- All effort grades are “G” (good) or “S” (satisfactory).

When averaging the grades for each trimester, the grades in Art, Music, and Physical Education are weighted according to the number of class sessions per week.

PRINCIPAL'S AWARD Students in grades 1 - 8 who exhibit commendable effort and conduct and are punctual in their attendance will be eligible for a Principal's Award during each of the trimesters. The following conditions apply:

- All effort grades must be “G” (good) or “S” (satisfactory).
- All subheadings under “Personal Development” and Work/Study Habits must be at least satisfactory in grades 1-3. There cannot be any negative comments on the report cards of students in grades 4-8.
- Student has received No Conduct/Deficiency Points.

Deficiency Reports – These reports are issued for grades 3-8 at the middle of each trimester. They serve to inform parents and students of progress before the end of the trimester. Progress reports for grades 3-8 will not be issued as Gradelink lists your child’s academic progress.



Report Cards – These reports are issued 3x a school year for K-8. Report cards become a part of the student’s permanent record.

Parents in grades 4-8 may review their child’s grades/assignments on the Gradelink online portal. Parent letters were distributed in your welcome back to school packet in August .

Grades 4-8 can review student grades online.

OHIO’S 3RD GRADE READING GUARANTEE



Corryville Catholic School accepts Ohio’s Ed Choice Scholarships. As an Ed Choice Provider, Corryville is held to the 3rd grade Reading Guarantee instituted by the Ohio Department of Education.

As a part of the state of Ohio’s mandate for Third Grade Reading Guarantee, students will be assessed by the State of Ohio in reading. Your child will need to achieve a promotion score on a state test or approve alternative assessment. If your child does not achieve a promotion score by the end of the third grade year, they will not be promoted to fourth grade.

PARENT TEACHER CONFERENCES



Corryville Catholic's Parent Teacher Conferences for grades preschool-8 are Thursday, November 22nd in the evening. This first grading period parent teacher conference is mandatory. Failure for a parent to meet this requirement will result in their child(ren) staying home until a conference is held.

A conference opportunity is offered again after the second grading period report card on February 17, 2021.

REVIEW/RELEASE of STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974 gives parents the right to review their own child's record. Requests must be submitted to the school office in writing. The law provides noncustodial parents access to school records and information unless there is a custody order on file in the school office that specifically forbids access to student information.

Any parent who wishes to view their child's cumulative record must give the school office twenty-four hours notice and must put their request in writing. School records are the property of the school.

HIGH SCHOOL DIRECTORY

As requested by the Archdiocesan Office of Education, Corryville Catholic School will provide directory information (student name, gender, address, home phone number and grade) for students in grades five through eight for distribution to Catholic high schools in the Archdiocese, unless the parent/guardian has submitted a Request to Restrict Release of Directory Information form to the school office prior to August 1 each year.

Request to Restrict Release of Directory Information

I choose to withhold permission to release any directory information for _____ to the Archdiocesan School Office for distribution to Catholic High Schools within the Archdiocese. I understand that s/he may not receive information regarding high school enrollment, information events or testing. I further understand that I must renew this restriction annually.

Parent/Guardian Signature _____ Date _____

(You must turn this page into the office)

TRANSFERS

Notification of transfer out of the school must be given to the School Office at least two weeks ahead of time. Release forms must be signed as required by State Law. State Law requires the release of health records. No

original records will be given to parents for transfer purposes. No school records will be released until all tuition and fees have been paid in full.

PROMOTION & RETENTION

Promotion from one grade level to the next is dependent on the child's successful completion of the course of study at his/her grade level.

- If a child has an "F" average in two or more of the major subject areas, he/she will repeat the grade.
- A student who has failed a single subject or is experiencing great difficulty in several subjects may be required to attend summer school.
- Before being admitted to the next grade level, each student who has attended summer school will submit his/her summer school report card.
- Decisions concerning summer school and retention are to be made by the principal, who will consult with the parents and teacher/s involved.

Retention decisions are based on three criteria:

- Academic growth
- Social/emotional factors
- Recommendation by teacher(s) and/or school administration

If two of the criteria are present, retention will be discussed with parents.

DRESS CODE

All Corryville students K-8 are required to wear uniforms.

Girls

Regular Uniform: Tuesday, Wednesday, and Thursday

- Jumpers, skirts, or skorts- Must be knee length, Khaki, brown/tan, or Corryville uniform plaid (bought through uniform store www.Schoolbelles.com)
- Leggings cannot not be worn as pants
- Slacks/Pants- Solid khaki, brown, or tan
- Shorts- Must be knee length, Solid Khaki, brown/tan
 - * **May only be worn during months of August, September, May, and June or when the outside temperature is projected to be above 75 degrees***
- Blouses- Long or short sleeved, must have a collar or a turtleneck, white or yellow, simple tailored blouse or turtleneck. NO LOGOS. Shirts must be tucked in.
- Purses may be carried by 5th-8th graders only. If there's a need in a different grade, please contact the principal/assistant principal.

Boys

Regular Uniform: Tuesday, Wednesday, and Thursday

- Pants- Solid Khaki, brown/tan
- Shorts- Must be knee length, Solid Khaki, brown/tan
 - * **May only be worn during months of August, September, May, and June or when the outside temperature is projected to be above 75 degrees***
- Shirts- Long or short sleeved, must have a collar or a turtleneck, white or yellow, NO LOGOS, Shirts must be tucked in.
- Shoes- all shoes must be closed toed, no heels and no crocs

Boys and Girls (Some uniform items apply to both genders.)

Gym Uniform: Monday and Friday. T-shirts are available in the school office for \$7.00. *Separate uniform clothing for physical education is required.*

- Corryville T-shirt or sweatshirt
- White, black or gray shorts or sweatpants. If a student wears leggings, they must wear shorts over the leggings
- Gym Shoes only
- NO Jewelry

Sweaters- Solid white, brown, yellow, black, or gray; NO patterns, designs, logos, or hoods.

Sweatshirts- School sweatshirts or solid white, brown, yellow, black, or gray. No hoods or logo's are permitted. The blue fleece donated by the school uniform company is also approved.

Socks- Solid colors of White, brown, yellow, or gray

Shoes (for regular and out of uniform days)- Low heeled closed toe shoes properly fastened or gym shoes ONLY.

NO high heeled shoes, sandals, or flip flops.

Boots for either gender may only be worn when snow is present or predicted.

Belts- If pants have a belt loop a belt must be worn.

Jackets- No outside jacket may be worn during the school day- appropriate sweaters or sweatshirts are listed above.

Personal Appearance:

Jewelry- Students may wear a watch and a simple chain. Simple pair of earrings that don't dangle are permitted. NO other distracting accessories hanging around the neck are permitted.

Neither gender may wear bandanas or hats during the school day. No piercing other than one piercing in the ear is permitted.

Acrylic/fake nails are not permitted.

Both genders are to refrain **from extreme haircuts.**

HOME & SCHOOL COMMUNICATIONS

Consistent and continuous parent-school dialogue must occur to more fully realize goals for each student. Corryville parents and staff have joint responsibility for the child's development. Together we strive to provide living examples of Christian values. What happens to our children at home or at school affects their attitudes and behavior.

Home and school must cooperate in working out a suitable program of activities and experiences. Our Friday newsletter, The Corryville Courier, is posted on our Gradelink site. If you want a paper copy, you must request it in writing addressed to the principal.

PARENT/GUARDIANS & TEACHER COMMUNICATION

Parents and guardians are welcome to visit their child's classroom with prior permission. Parents and guardians must first check with the principal prior to the day they would like to visit and to obtain a visitor's badge.

Parents should feel free to contact individual teachers by phone (after 2:45 dismissal time), by note, or by email to schedule an appointment. No parent or visitor may interrupt a teacher during regular school hours. This includes in the morning before the school bell rings, during dismissal, and while they are teaching.

BIRTHDAY OBSERVANCES

Birthday treats that are brought for students must include said student's whole class and are to be limited to a small treat that can be passed out. Example: cupcakes or cookies (Not permitted: cake, ice cream, juice, etc.). Time of day to have the treats is at the discretion of the homeroom teacher. We are not able to accommodate small birthday parties during the school day as it takes away from instructional time. Balloons, presents and decorations are not permitted.

DISCIPLINE

Positive Behavior Instructional Support

Positive Behavior Instructional Support (PBIS) is a researched based school-wide positive behavior intervention and support program. PBIS is a system of tools and strategies for defining, teaching, acknowledging appropriate behavior, and correcting inappropriate behavior. PBIS can be defined as

- A prevention-focused continuum of support.
 - Proactive instructional approaches to teaching and improving social behaviors.
 - Researched based best practices.
 - Data-based decision making.
-
- Grade levels will recognize appropriate behavior and academic achievement with strategies appropriate to that grade level. Possible strategies might be an extra recess, free time on technology, and other opportunities created by their teacher.

Corrective Strategies for Category I Behaviors

Category I Behaviors: Certain student actions primarily harm only the student committing the offense. These are considered Category I Behaviors.

School Wide Expectations What's Expected of Students	Expected Behavior What Students Should Do (This list is NOT all inclusive)	Infractions of Expectations What Students Should Not Do (This list is NOT all inclusive)	Choices to Address Student Infractions These are not intended to be the only choices and will not occur necessarily in this order.
Be Respectful	<ul style="list-style-type: none"> ● Obey classroom rules ● Walk quietly in hallways ● Work quietly in the classroom ● Eat food only in assigned areas 	<ul style="list-style-type: none"> ● Disruptive behavior ● Passing notes ● Eating food/chewing gum in classrooms or hallways 	<ul style="list-style-type: none"> ● Re-teach behavioral expectations ● Give student a warning ● Assign 1 demerit for repeated offenses ● Create a behavior contract that includes expected behaviors, as well as consequences. ● Office referral ● Detention
Be Responsible	<ul style="list-style-type: none"> ● Bring expected materials to class ● Return parent signature forms on time ● Turn in work on time 	<ul style="list-style-type: none"> ● Unprepared for class ● Parent signature forms not returned ● Late work 	
Be Ready	<ul style="list-style-type: none"> ● Stay alert and pay attention in class ● Keep your area clean and orderly ● Wear the required uniform 	<ul style="list-style-type: none"> ● Sleeping in class ● Messy/disordered student areas ● Not wearing proper uniform 	

Corrective Strategies for Category II Behaviors

Category II Behaviors: Certain student actions primarily harm both the student and other students/teacher. These are considered Category II Behaviors.

School Wide Expectations What's Expected of Students	Expected Behavior What Students Should Do (This list is NOT all inclusive)	Infractions of Expectations What Students Should Not Do (This list is NOT all inclusive)	Choices to Address Student Infractions These are not intended to be the only choices and will not occur necessarily in this order.
Be Respectful	<ul style="list-style-type: none"> ● Take care of all property ● Solve all problems peacefully ● Follow rules in all areas of school ● Accept refusals gracefully ● Cope with it when the answer is "no" 	<ul style="list-style-type: none"> ● Misuse of equipment ● Disrespecting another's property ● Defiance (ignoring directions or refusing to work) ● Cafeteria disturbance 	<ul style="list-style-type: none"> ● Assign 2 demerits ● Detention ● Office referral ● Parental contact/conference ● Loss of student privilege ● Create a behavior contract
Be Responsible	<ul style="list-style-type: none"> ● Ask before borrowing ● Attend all required school functions 	<ul style="list-style-type: none"> ● Stealing ● Cutting detention 	
Be Ready	<ul style="list-style-type: none"> ● Do your own work ● Turn in your cell phone to your teacher at beginning of the day 	<ul style="list-style-type: none"> ● Cheating/copying ● Unauthorized cell phone in classrooms 	

Corrective Strategies or Category III Behaviors

Category III Behaviors: Certain student actions involve the safety of students and staff. These are considered Category III Behaviors.

School Wide Expectations What's Expected of Students	Expected Behavior What Students Should Do (This list is NOT all inclusive)	Infractions of Expectations What Students Should Not Do (This list is NOT all inclusive)	Choices to Address Student Infractions These are not intended to be the only choices and will not occur necessarily in this order.
Be Respectful	<ul style="list-style-type: none"> ● Use polite and appropriate words ● Solve problems peacefully ● Consider the feelings of others ● Obey bus rules 	<ul style="list-style-type: none"> ● Obscene gestures/language ● Repeated/escalated defiance ● Fighting (threatened or acted upon) ● Harassment/ threats 	<ul style="list-style-type: none"> ● Assign 3 or more demerits ● Detention ● Office referral ● Parental contact/conference ● Loss of student privilege ● Create a behavior contract ● Suspension ● Expulsion <p>*Note: Some cases may require immediate suspension or expulsion</p>
Be Responsible	<ul style="list-style-type: none"> ● Ask before borrowing ● Take care of school property ● Tell the truth 	<ul style="list-style-type: none"> ● Teacher desk intrusion ● Stealing ● Vandalism ● Lying ● Sexting using technology ● Technology use unbecoming of a Corryville Catholic student 	
Be Ready	<ul style="list-style-type: none"> ● Stay in assigned areas of school ● Attend school everyday 	<ul style="list-style-type: none"> ● Leaving classroom /school grounds ● Truancy 	

**All forms of possible misbehavior cannot be cited. Some examples are noted here. The school reserves the right to take disciplinary action as needed depending on the severity of the offense. A single, very serious offense can also be cause for immediate expulsion at the discretion of the principal.

Voice Level Chart

Voice Level 0	<ul style="list-style-type: none">● No talking● Example: hallway
Voice Level 1	<ul style="list-style-type: none">● Whisper● Example: library
Voice Level 2	<ul style="list-style-type: none">● Inside voice● Example: small group, cafeteria
Voice Level 3	<ul style="list-style-type: none">● Outside voice● Example: playground

Academic Dishonesty

Without exception, Corryville Catholic School students are expected to understand that dishonesty on tests, quizzes, papers, projects, assignments, and homework constitutes cheating and is an extremely serious matter. Academic Dishonesty is unfair to the students who earn their marks through their own hard work and effort, and undermines the integrity of grades. Academic Dishonesty destroys the trust between teachers and students. In plain and simple terms, Academic Dishonesty is cheating. Cheating, including plagiarism, is the act of taking someone else's work and presenting it as your own, as well as the provision of unauthorized assistance to another student. Corryville Catholic recognizes that there is a difference between being honest when confronted and bringing oneself forward, voluntarily subjecting oneself to consequences. We acknowledge that the latter involves a higher degree of personal responsibility and integrity. Truthfulness, even in the face of social pressure, is one of the values Corryville Catholic School most wishes to establish.

Academic Dishonesty consists of offering and/or receiving information under circumstances when such offering and/or receiving such information is prohibited, and includes, but is not limited to the following:

1. Copying and/or offering homework verbally, in written form, or by electronic means or obtaining homework answers from answer guides in texts.
2. Copying and/or offering answers on tests, quizzes or other assignments verbally, in written form, or by electronic means.
3. Pressuring other students to cheat.
4. Paying someone else money or any other form of payment to do work for you and/or accepting such payment to do work for another student.
5. Bringing in and/or using unauthorized information during class time, including information stored in a phone, watch, calculator or other electronic device.
6. Having anyone, including parents/guardians or tutors, complete assignments and submitting the work as one's own.
7. Presenting collaborative work as independent work.
8. Fabricating data, information, or sources; attempting to pass off fabricated material as original work.
9. Submitting images and/or documents in whole or in part from the Internet or other sources without citation of the source(s), effectively claiming the work of another as one's own.
10. Using another's ideas without proper citations.
11. Using an individual's personal statements without citations.

12. A student's name on a paper is regarded as an assurance that the paper is original and is the student's own work. Therefore, the submission of any work copied from another student will be considered Academic Dishonesty.
13. Consulting Spark Notes, Cliffs Notes, or other similar summaries or book guides without a teacher's specific authorization, whether in print or electronic form, may be considered Academic Dishonesty. Students are reminded that their teachers are here to help students overcome reading and writing challenges, and that there are no short cuts to becoming better readers and writers.
14. To be clear, it is emphasized that Academic Dishonesty includes the facilitation of Academic Dishonesty – in other words, a student who helps or attempts to help another student engage in Academic Dishonesty will be deemed to have engaged in Academic Dishonesty themselves, as well. Examples of this include **but are not limited to** the following: Student A gives Student B a specific answer to a homework assignment when Student A knows that such assistance is prohibited; Student A shares their lab report with Student B for Student B to submit when Student A knows that such sharing is prohibited; Student A shares one of their papers or essays with Student B and Student B submits it as their own when Student A knows that such sharing is prohibited – in each of these circumstances, both Student A and Student B will be deemed to have engaged in Academic Dishonesty.
15. The rules regarding Academic Dishonesty apply to all work, including drafts and outlines that are submitted prior to a final submission.

First Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will receive a zero on the assignment involved, and may not be allowed an opportunity to make-up the assignment.
- An “Academic Dishonesty 1st Offense Warning” will be documented in Gradelink with one demerit issued.
- Additional consequences may be considered – e.g., loss of student leadership positions, and loss of candidacy for or membership in Falmouth High School Honor Societies.

Second Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will receive a zero on the assignment involved, and may not be allowed an opportunity to make-up the assignment
- The student may be ineligible for awards.
- An “Academic Dishonesty 2nd Offense” will be documented in Gradelink with 5 demerits issued, an automatic detention.

Third & Subsequent Offenses:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will receive a zero on the assignment involved, and will not be allowed an opportunity to make-up

- If the third offense occurs in the same course as both of the prior two offenses, the student will receive an F in the course for the trimester.
- The student will be ineligible for awards.
- An “Academic Dishonesty 3rd Offense” will be documented in Gradelink with 10 demerits issued, an automatic detention.
- The student will lose any student leadership positions held.

Demerit Totals

3 Demerits = Parent/Guardian Contact
5 Demerits= After School Detention
10 Demerits = After School Detention
15 Demerits = In school suspension
20 Demerits = Student is placed on contract and/or an out of school suspension may occur.

*Note: At the end of each trimester demerits will be purged so that students can start the new trimester with a clean slate.

DETENTION

After school detention is on Wednesday from 2:15-3:15.

SATURDAY DETENTION

Students arrive at 9:00 a.m. and remain until 11:30 a.m. Parent must sign them in/out.

OUT- OF- SCHOOL SUSPENSION

In the case of out of school suspension, the student is excluded from physical presence in the school building and all school activities including team practice and games for the designated length of time. Student will attend classes virtually at home. At the time of suspension, the student and parents are notified as to the nature of the violation and the consequences. A parent-teacher-principal communication is required before the child is re-admitted. Tuition must be paid to date before re-admittance.

If a second suspension should occur in the same school year, the parents are advised to withdraw the student voluntarily. Corryville Catholic reserves the right to amend this policy as deemed necessary.

EXPULSION

The student is removed from the school and is not admitted back to Corryville Catholic.

By state law a student is liable to immediate expulsion from school for the following reasons:

- Possession, use, or sale of illicit drugs, alcohol, tobacco products or other hallucinogenic substance on school premises
- Physical assault or verbal harassment of any staff member or other person in authority

- Possession of fire arms, knives, or other dangerous objects or any facsimiles thereof

Other acts that may include suspension or expulsion include:

- Disrespect/ defiance/ talking back/ mocking
- Fighting
- Insubordination: The failure to respond or carry out a reasonable request by school personnel.
- Loitering: The act of being on school property at unauthorized times, or in restricted areas of the school building.
- The act of using obscene language in verbal or written form, by using obscene gestures, possessing and/or displaying obscene pictures, or accessing obscene materials on the internet.
- Technology use unbecoming of a Corryville Catholic student.
- Stealing: The act of taking or acquiring the property of others without their consent.
- Threatening or intimidating acts: The act of verbally or by gesture threatening the well-being of any person on school property.
- Vandalism: The act of willful destruction of property that belongs to others.
- Pregnancy/expectant father

STUDENT PROPERTY INSPECTION

School administrators may inspect any student’s property, at any time, for any reason, without prior notice.

This property includes, but is not limited to:

- Desks
- Lockers
- Any personal items (As a condition of bringing onto school property) including but not limited to cell phones, other technology devices, lunch bags, containers, backpacks, duffel bags, book bags, purses, pockets, etc.

Another staff member will be present at the time of the inspection. Students will be asked if there is anything he/she wishes to show the principal. The student may be asked to remove items from desks, book bags, purses, pockets, etc. An inspection does not imply wrong-doing by the student being inspected.

VERBAL HARASSMENT

Parents and staff are partners in education. Parents have the right to receive forthright and complete information from school staff members regarding student progress. Parents do not, however, have a right to be insulting or demeaning when communicating with school professionals. Corryville staff members are to end any conversations with parents/ guardians under the following conditions:

- A parent becomes threatening in speech or demeanor
- A parent uses profanity
- A parent attacks a staff member’s professional integrity
- A parent physically threatens or attacks a staff member

All staff members at Corryville Catholic are held to the same code of conduct.

SEXUAL HARASSMENT

Sexual harassment is any activity of a sexual nature that is unwanted and unwelcome. This includes, but is not limited to, unwanted touching, verbal comments of a sexual nature, sexual name calling, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequences for sexual harassment.

Students and/or the entire Corryville Catholic community who engage in sexual harassment on school premises or off premises at a school sponsored activity will be subject to appropriate discipline, including suspension or expulsion. This includes inappropriate use of technology.

BULLYING POLICY

Corryville Catholic is committed to the dignity and individuality of each child, and strives to build a strong partnership with parents in the education of their children. We value a prayerful atmosphere centered on our good God.

Based on our philosophy that Catholic Schools has been established to provide an environment of faith, which brings all of life together within the grace and love of God, we have established the anti-bullying policy set forth. We define bullying as an act which:

1. Repeatedly hurts another individual either-
 - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something, unwillingly), etc.
 - b. Verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
 - c. Indirectly (such as excluding, being mean, tormenting, using hurtful, gestures, making hurtful written comments), etc.
 - d. Through the use of technology (such as cyber bullying - using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual

The goal of Corryville Catholic's anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy.

4. If the bullying does not cease after the student has been disciplined, parents will be notified and other action will be taken according to the school discipline policy.
5. Incidents of retaliation, such as hitting, slapping, etc, may also be subject to the school's discipline policy.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Staff members of Corryville Catholic School should:
 - a. Remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy
 - b. Report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
 - c. Offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
 - d. Encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.
2. Parents of Corryville Catholic School students should:
 - a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal.
 - b. Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.
3. Students of Corryville Catholic School should:
 - a. Report incidents of bullying they witness to the teacher in charge at the time of the incident as soon as possible following the incident.
 - b. Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
 - c. Treat others with the respect and dignity that is expected of any Catholic school student.
As part of our discipline policy, Corryville Catholic reserves the right to notify law enforcement if/when necessary.

PROBLEM RESOLUTION POLICY

"The community of faith is not immune from the differences and conflicts which arise in any human society. But our Christian calling requires that we strive diligently and lovingly to resolve our disagreements." (Due Process Document, 9/21/90)

Corryville Catholic's administration and faculty welcomes dialogue concerning the implementation of policies and practices that deal with student life and educational programs. To resolve a conflict in these areas the following steps should be followed:

Level one: Parent and student meet with teacher.

Level two: Parent, student and teacher meet with principal.

Level three: If a satisfactory solution has not been reached at these levels, the concerned parties will agree upon a mediation team to resolve differences.

Corryville Catholic's School Board

The school board is composed of representatives from the business community, the educational community, Sisters of Notre Dame de Namur, and of the other feeder parishes.

CAFETERIA



Corryville Catholic participates in the U.S.D.A. school breakfast and lunch program and provides full priced, reduced, or free meals. Students who prefer to pack their lunches may purchase milk.

- **No outside restaurant meals are permitted during the school day.**

In the cafeteria:

- Courtesy and good manners are expected of every student ("Please" and "Thank you")
- Students are to show respect and follow directions of the cafeteria personnel and supervisors
- Student must follow the cafeteria rules
- No soft drinks, large sized drinks or snacks are permitted in the cafeteria
- When dismissed, each student makes sure his/her place is clean, chairs are in place, and trash is disposed of properly.

USDA Nondiscrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not

all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call [\(866\) 632-9992](tel:8666329992) to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax [\(202\) 690-7442](tel:2026907442) or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339); or [\(800\) 845-6136](tel:8008456136) (Spanish).

USDA is an equal opportunity provider and employer.

Cafeteria Past Due Account Policy

Corryville Catholic School believes that all children need proper nutrition in order to grow and learn properly. We do not believe that a child should go without eating. This being said, Corryville Catholic School must also be realistic about the loss of money that occurs in our school lunch program when families accumulate debt on their lunch accounts. After weighing both of these issues, Corryville Catholic School has adopted the following policy for unpaid meal charges.

Charging Meals

- Corryville Catholic School allows students to charge meals (breakfast and lunch included).
- When a student has a balance over \$20.00 on their account they will be served an alternate option. Once a payment has been made on your account to return to a balance to under \$20.00 (optimally returning to a zero balance) your child will be able to receive the regular school meals.
- The alternate meal is not charged to the student account in an effort to help families minimize their expenses and help them to return to a zero balance.
- The alternate meal is made to look like a regular reimbursable meal to minimize overt identification.
- Water is always available in the cafeteria for both meals.

Notifications/Forms/Payments

- Free and Reduced forms are available online (www.corryvillecatholic.org) or in the school office. Free and reduced lunch applications can be filled out at any time during the school year.
- For help completing the Free and Reduced forms please contact the food service director or the school principal (513)281-4856
- Balance notifications will be sent out at the end of each week. Any student who carries at least a \$1.00 balance will receive a letter. This is done in an effort to notify parents before the debt becomes unmanageable
- The food service director will make phone calls to families of students who have made no attempt to repay debt or at communication for a payment schedule.
- The food service director is responsible for monitoring student accounts. Parents are encouraged to communicate with the director about student balances and payment plans.

- Families may make payments via homeroom teachers, the school office, or online through MySchoolBucks.com. If payment is not made online, please send funds in a clearly marked envelope with the student(s) name, and homeroom teacher.
- Records will not be released for a student who carries a balance in the cafeteria.

Cafeteria Menu

- Our school menu is posted monthly on the school’s website. Click on the Food Services link and scroll to the bottom of the page.



HEALTH & SAFETY WELLNESS POLICY
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Corryville continues to monitor goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness.

Corryville implements a breakfast and hot lunch program following the Federal Guidelines for Nutrition. All students participate in the school’s physical education program. Teachers encourage parents to provide healthy snacks and minimize sugary treats.

- o No soda pop, large-sized drinks or snacks are permitted in the cafeteria. Snacks must be single portion size. Hot fries and other foods labeled “hot or spicy” are not permitted.
- o No microwave is available for student use. If you choose to pack a lunch, please pack your child’s lunch accordingly.
- o Students may pack a lunch or choose a school lunch. They may not have both options for lunch.

The full Wellness Policy is available upon request from the Food Service Director or found on our website www.corryvillecatholic.org

MEDICATION POLICY

The school is prohibited by state law from dispensing any form of medication without a physician’s authorization. No prescription or non-prescription medicine is to be kept by students. If there is a special case (example: inhalers) this will be worked out on an individual basis with the office and school nurse. All other medication must be kept in a locked cabinet in the school nurse office- **DO NOT SEND MEDICATIONS IN YOUR CHILD’S LUNCH OR BACKPACK**. This poses a risk for your child and others who may come into contact with the medication.

All children’s medications should be administered by the parent. Any pupil who is required to take medication during the regular school day must comply with the appropriate administrative regulations. If under exceptional circumstances a child is required to take prescriptions or non-prescription drugs during the school day, only the school nurse, principal, or designee will administer the medicine in compliance with the following regulations:

- Medication must be brought to the school in the container appropriately labeled by the pharmacy or physician.
- Medication will be given in the office area or other designated area.
- Written authorization from the physician is required. Forms are available through the school nurse or the office. This form must include: Child’s name, medication names, time to be administered and dosage, possible side effects
- The principal or designee will: 1. Keep medication in a secure place. 2. Keep a record of the administration of medicine.

The parents of the child must assume responsibility for informing the school of any change in the child’s health or change in medication.

The Cincinnati Health Department also conducts checks on vision and hearing for different groups each year. If you feel your child needs any of these tests, please call the principal. **STATE LAW REQUIRES ALL CHILDREN TO BE IMMUNIZED.**

LICE

Students who are suspected to have lice are sent to the school nurse. Our school policy on lice can be found at this address: <https://www.cdc.gov/parasites/lice/head/schools.html>

AIDS

All decisions concerning students/employees with AIDS shall be guided by Archdiocesan policies regarding persons with AIDS.

SPECIFIC HEALTH CONDITIONS

Teachers and the school office should be informed about special health conditions such as allergies, diabetes, sickle cell anemia, asthma, surgeries, etc. so they can be prepared in case of an emergency. This written information is required to be kept on file in the school office. Corryville observes HIPAA regulations and information will be kept private.

Tdap BOOSTER & MENINGOCOCCAL IMMUNIZATION REQUIREMENT FOR GRADE 7

Beginning with the start of the 2016-2017 school year, the Ohio Department of Health School Immunization requirements have been revised to include all pupils entering the 7th are required to be vaccinated with one dose of Meningococcal (MCV4) vaccine to be administered before a student enters seventh grade. Therefore your current sixth grader will need to show proof of having received the Meningococcal (MCV4) vaccine before they can return to school in the fall.

If your child received one dose of Tdap as part of the original series, another dose of Tdap will not be required. The Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Please contact your physician or health department to schedule an appointment for both the Tdap and MCV4 vaccines.

EMERGENCY DRILLS & PROCEDURES

Fire, tornado, and emergency drills are held in accordance with Ohio State law. Directions for evacuation of the building or tornado procedures are posted in each room. Students are expected to maintain absolute silence during these emergency drills.

Fire and Safety drills are held monthly and all students and personnel are expected to know how to vacate the building from any location. Tornado and lock-down drills will be held periodically. Intentionally causing a false alarm by activating the alarm is a serious offense and will result in serious disciplinary action.

If your child becomes sick or injured at school, we will provide emergency care that may legally be given. Parents will be notified if it is recommended that the child leave school for further care. If parents cannot be reached, we will consult your child's EMERGENCY PROCEDURE FORM and follow the direction you have indicated. ALL students are required to have EMERGENCY PROCEDURE FORMS in the office after the first week of school. IT IS ABSOLUTELY NECESSARY FOR THE SCHOOL OFFICE TO BE AWARE OF ANY CHANGES IN ADDRESS, HOME PHONE NUMBERS, AND WORK PHONE NUMBERS. Please call or send a note to the school office immediately when there is a change. Our emergency cards are only as useful as the information you give us.

VISITORS & VOLUNTEERS

Corryville welcomes visitors, particularly parents. However, to insure that a safe, academic atmosphere with minimal interruptions is maintained, all visitors must report to the school office and sign in. The visitor will receive a nametag to be allowed in the building at that time. No one is permitted in the building without first coming to the school office to sign in and receive permission from the Principal and/or school secretary. Any visitor without a pass will be reported immediately to the office and will be asked to leave the building. Forgotten lunches, lunch money, school books, etc. should be brought to the office, not the classroom. If a parent wishes to sit in on their child's class, they must make this request of the Principal at least one day in advance. Parent classroom visits are limited to one (1) hour.

Volunteers or parents in the school building during the school day must submit a copy of completion for the Archdiocese of Cincinnati Virtus program and complete a background check. A regular volunteer is defined as a catechist, scout leader, server coordinator, and lunchroom volunteer, coach, etc. who functions in a regular, significant relationship with children. Any volunteer who works with children more than one hour a month or who works with children more frequently than once a month must comply with the Archdiocesan policy. It does not include the occasional volunteer, such as chaperone for individual activities. No adult will be allowed to begin working with children until the results of these have been received. Click on

<https://www.virtusonline.org/virtus/> to register for a class. You can read the Archdiocesan policy at <http://www.catholiccincinnati.org/ministries-offices/safe-environment-for-children-and-youth/virtus-awareness-session/>.

If a person currently volunteers at two locations, only one background check is necessary. At the time of the background check, the person should identify all locations where he/she volunteers. Since June 30, 2004 all volunteers must have been fingerprinted. If a volunteer has been an Ohio resident for five years previous to the background check, only the Ohio BCII check is required. If the volunteer has not continuously lived in the state of Ohio for the five years previous to the background check, a FBI check is also required. The Ohio BCI background and FBI checks are available through www.selection.com.

Adults present during the school day must attend a Virtus class and complete a background check before they can be present while children are around. Adults must read the monthly Virtus email bulletin to stay in compliance. If adults fall behind in completing the bulletins, they may not be present when children are in the building.

CHILD PROTECTION

Volunteers, as defined in the Archdiocesan Decree, is any person who functions under the auspices of the Archdiocese, its parishes, schools or other institutions, in a regular relationship with children. Volunteers must be vigilant to guard against situations that can inflict harm, or that give rise to suspicions of potential child abuse. All volunteers are required to attend a training class through the Virtus program. You can review the Archdiocesan Child Protection Decree at http://www.catholiccincinnati.org/protect-children/2013_AoC_Decree_on_Child_Protection_w_cover_english.pdf

Staff members are required by law to report any suspected child abuse or child neglect to the proper authorities.

Who needs the background check and VIRTUS certification?

Occasional field trip chaperon	No
Volunteer in a classroom on a single occasion	No
Serve as a room parent or lunchroom volunteer	Yes
Volunteer with extra-curricular	Yes
Volunteer as a coach	Yes

SCHOOL BOOKS AND MATERIALS

All books that go home must be transported in a book bag. Students will be held responsible for damage to or loss of school property, including school and library books.

SCHOOL CLOSING- WEATHER & EMERGENCY



If Corryville Catholic School needs to close the closing will be announced on TV and the radio. Closures will also be emailed and texted to parents. Parents/grandparents can only be notified if we have a correct/current cell phone and email on file in the office.

Listen for: **Corryville Catholic School** (Two Hour Delay, or CLOSED TODAY)

If Cincinnati Public Schools announces no bus transportation, Corryville's buses will not pick up either.

Please do not call the school for school closing information. If there's a snow day, no one is in the office to respond to the phone. Watch the television news or check the internet for the fastest reporting.

If a two-hour delay is called-school begins at 9:30 a.m. If we are on a two-hour delay, the school building opens at 9:00. Teachers are not present before 9:00. Refrain from dropping your child(ren) off early because there may be no one here at school early.

PERSONAL ITEMS

Corryville Catholic is not responsible for personal items brought to school. This includes cell phones and other technology.

TECHNOLOGICAL RESOURCES

Corryville Catholic is a wireless internet environment, used to enhance classroom instruction and enrichment activities. Access to the wireless network is strictly controlled by the Principal.

Everyone, students and adults, who use the technology at Corryville Catholic is required to read and sign the form for Acceptable Use of Technology. This policy, required by the Archdiocese of Cincinnati, must be completed before any user is allowed use of computers or Internet at Corryville Catholic School.

Students must treat all technological resources with respect. This includes: phones, computer systems, printers, scanners, TV's, VCR's, cameras, and software and recent technological advances. Abusive behavior will result in the loss of technology privileges. Corryville Catholic School reserves the right to take disciplinary action for technology unbecoming a Christian student **wherever** the technology was generated.

Technology resources are also used as tool to promote communication between students, teachers, staff, and the community.

All students and their parents must submit a signed Archdiocesan Internet Use form. These will be provided in the parent packets at the beginning of the school year. Inappropriate use of Technology will result in immediate loss of technology privileges for a time to be

determined by the school administrator and teachers. Severe penalties can occur for conduct unbecoming a Corryville student wherever the technology is generated.

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school/Archdiocesan policies by inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical hardship to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technology resources, suspension, expulsion, and/or possible legal action.

ARCHDIOCESE OF CINCINNATI'S GENDER IDENTITY POLICY

In Catholic School, all curricular and extra-curricular activity is rooted in and consistent with the principals of Catholic doctrine. Catholic Schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate that Catholic sex education, uniforms, and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to be biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 - What is the specific request of the student and/or parent?
 - Is the request in keeping with the teaching of the Catholic Church?
 - Is the school reasonably able to accommodate the request?



FIELD TRIPS

Field trips and class trips are planned as part of the instructional program. These trips are viewed as a privilege. The teacher and principal have the right to deny a student's participation in a field trip experience for reasons including but not limited to behavioral concerns and academic concerns. To be eligible to go on a field trip, a permission slip must be signed by the parent/guardian and returned to the teacher. Only the official form as recommended by the Archdiocesan School Office will be accepted. Telephone calls will not be allowed in lieu of this form.

AFTERSCHOOL SPORTS

Corryville Catholic partners with Friars Club to offer some sports teams. The Friars Club Program has a primary focus of fundamental skill development through a fun learning environment with an emphasis on respect, responsibility, leadership and good sportsmanship.

Corryville Sports:

Girls Basketball for Grades 3-8

Directed by the Friars Club.

Offered in the Fall.

Boys Basketball for Grades 4-8

Corryville partners with the Friars Club.

Offered in the Fall.

Football for K-8

Contact the office if interested

Volleyball for Girls in Grade 6-8

Corryville partners with Annunciation School in Clifton.

Practices are after school and require transportation to Annunciation.

Track for K-8

Corryville partners with Annunciation School in Clifton.

Practices are after school and require transportation to Annunciation.

Junior Dribblers for K-2 Boys and Girls

Offered in the Spring.

Coached by the Friars Club

Sports are privileges afforded to students; no student has an absolute right to team membership. Students can be denied participation if they fail to meet academic or behavioral requirements.

CORRYVILLE CATHOLIC FACULTY and STAFF 2021-2022
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Fr. Ethan Moore	Pastor
Fr. Christopher Komoroski	Associate Pastor
Mrs. Lauren Clements	Principal
Mrs. Danielle Bateman	Assistant Principal
Mrs. Kelly Hesselbrock	Director of Special Programs
Mrs. Leah Weikert	Preschool Director/Preschool teacher
Mr. John Kiernan	Director of Catholic Identity
Ms. Heather Lovitt	Director of The BELL Program
Ms. Norma Leguillon	Preschool Teacher
Mrs. Julie Russo	Preschool Aide
Ms. Biensaint Avant	Preschool Aide
Mrs. Danielle Bateman	Kindergarten Teacher
Ms. Lori Ramstetter	Kindergarten Aide
Ms. Sam Peters	First Grade Teacher
Ms. Allison Stegman	Second Grade Teacher
Mrs. Dana Welch	Third Grade Teacher
Mr. James Stetzler	Fourth Grade Teacher
Ms. Lauren Zabbatino	Fifth Grade Teacher
Ms. Kelly Easton	Sixth Grade Teacher
Ms. Andrea Pflum	Seventh Grade Teacher
Mrs. Shelley Walker	Eighth Grade Teacher
Mr. Carlos Jackson	Physical Education
Mr. Chase Bailey	Music
Mrs. Kris Vilaboy	Art
<u>Instructional Support</u>	
Sister Mary Ann Zwijack	Tutor
Mrs. Beth Reddy	Cougar Den Tutor
Mrs. Susan Ramsay	Jon Peterson Scholarship Provider

CORRYVILLE CATHOLIC FACULTY and STAFF 2020-2021 continued:

Staff

Mrs. Melissa Meadow	School Secretary
Mr. Mike Huffman	Business Manager
Mrs. Mary Tappel	Assistant Business Manager
Angela Turnbow	Behavior Support
Ms. Theresa Schrand	Food Service Director/Chef
Mrs. Gina Osie	Cafeteria Assistant
Mrs. Judy Bockhorst	Cafeteria Assistant
Janet Nawroth	Development
Mrs. Judy Thomas	Choices for Children
Vince Minnetti	Building Supervisor

Auxiliary Personnel

Ms. Amy Cooley	Title 1
Mrs. Piefang Pan	Intervention Specialist
Ms. Kristin Oxman	Speech and Language Therapist
Paige Hater	Psychologist
Marlene Sims	Auxiliary Clerk

Beech Acres

Amanda McDermott	Team Lead
Casey Hinkel	Team Lead
Keith Scott	Therapeutic Services
Lisa Fackler	Therapist
Staci McSwain	Family Peer Support Provider

Volunteers

Sister Mary Ellen Carinato	Library
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Mrs. Carole Finkelmeier	Library
Mrs. Pat Timperman	Library
Mrs. Pam Pratt	Library

ACKNOWLEDGEMENT of RECEIPT

COVID-19 Acknowledgement of Risks

According to the Centers for Disease Control and Prevention (CDC), the COVID-19 vaccination is recommended for everyone 12 years and older. Over the past year, a significant number of Ohioans have received the vaccination. COVID-19 infection rates have fallen, and indoor and outdoor mask mandates, as well as related social distancing restrictions, have been lifted in many settings.

Corryville Catholic School plans to return to in-person learning for the upcoming 2021-2022 school year, including athletics and extracurricular activities with spectators. In doing so, Corryville Catholic School will evaluate and consider the health and safety guidelines recommended by the CDC and the local health department.

Despite the progress made in combating COVID-19, we, the undersigned parent(s) and student, acknowledge and agree that, as a student at Corryville Catholic School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Corryville Catholic School staff, still involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students (and their parent(s)), teachers, and staff at Corryville Catholic School, there may still be an elevated risk of contracting the disease simply by being in the building, on the premises, or at any Corryville Catholic School function. This risk may be even greater for those who are not vaccinated for COVID-19 and those who do not wear a face mask.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person learning and other in-person school activities and functions, is the choice of each family, including ours. If student or parent(s) who visit Corryville Catholic School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Corryville Catholic School, attend any Corryville Catholic School function, or visit Corryville Catholic School.

Moreover, we acknowledge that while any safety and precautionary measures we take on our own (e.g., wearing a facemask or being vaccinated for COVID-19) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at Corryville Catholic School or any Corryville Catholic School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to

prevent the spread of COVID-19 as outlined by the CDC, the State of Ohio, and/or and the applicable local public health department.

I ACKNOWLEDGE THAT I HAVE READ A COPY of the Corryville Catholic School Parent/ Guardian/ Student “Handbook”, which outlines my privileges/obligations as a parent/ guardian and student(s). The handbook is found online at www.corryvillecatholic.org. I agree to familiarize myself with the information and understand that it constitutes the policies, practices, and standards of the school and that I am governed by it. I fully understand the consequences of failure to comply with any policies, practices, and standards of the school and that I am governed by it. I fully understand the consequences of failure to comply with any policies, practices, and/or standards set forth in the “Handbook”. The principal reserves the right to amend this handbook at any time. Changes to the handbook will be communicated to parents.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

This signed copy of the “Acknowledgement of Receipt” is due in the school office on or prior to September 3, 2021.

It is presumed that if your form is not returned and your child continues at Corryville Catholic School that you have read and agree to the terms of the Handbook.

