

## Quick Reference Guide to Corpus Christi School

### School Schedule

Half Day Kindergarten	7:50 a.m. - 11:50 a.m.
Full Day Kindergarten	7:50 a.m. - 2:15 p.m.
Grades 1 -8	7:50 a.m. - 2:15 p.m.
Half Day Schedule	7:50 a.m. - 12:10 p.m.

Teacher Supervision begins at 7:35 a.m.; Students should not arrive before this time.

Students arriving after 7:50 a.m. will be marked tardy.

Students must report to the office to receive a tardy slip before entering the classroom.

### School Delays, Cancellation, or Early Dismissal Due to Weather

Announcements will be posted on WVIT and WFSB television stations and websites and radio stations WTIC AM and FM, WRCH FM, and WZMX FM. Corpus Christi will do whatever the Wethersfield Public School System is doing with regard to inclement weather.

However, if Wethersfield Public Schools have a delayed opening with no morning kindergarten, please be advised that Corpus Christi School **will** hold morning kindergarten\* (see below) and Kindergarten dismissal will occur at its regularly scheduled time. **Pre-K does not have a morning session when there is a delayed opening of school.**

### \*Kindergarten Policy Regarding Inclement Weather

As stated in the student handbook, Corpus Christi School will follow whatever the Wethersfield Public School system is doing with regard to school closings/delays in the event of inclement weather. There is one exception for our kindergarten students.

If the Wethersfield Public Schools have a delayed opening and cancel their morning kindergarten classes due to the delayed opening, Corpus Christi School **WILL STILL HOLD** its kindergarten classes as we have a full-day program and the public schools do not. Late openings may call for delays from one hour up to two hours. Many times the delayed opening is ninety minutes. For example, should school be delayed for ninety minutes, our kindergarten will meet at 9:20 a.m. One hour and two hour delays will begin at their respective times from the regular start of the day (8:50 a.m. and 9:50 a.m.).

Please note that the above applies to all Corpus Christi kindergarten students whether they attend the half-day or full-day session. Dismissal will occur at the regularly scheduled times of 11:50 a.m. or 2:15 p.m. Should you have any questions, please refer to your handbook or contact the school office.

### Corpus Christi School Board

The Corpus Christi School Board consists of elected and appointed members from the school and parish. It meets on a monthly basis as noted on the school calendar. Each school board meeting begins with a 15 minute open forum that parents may attend if they have an issue of general concern. Specific issues pertaining to individual classrooms, class work, etc., should be discussed with the classroom teacher or the principal. Elections for school board members are held in the spring for the following school year and will be announced in the Wednesday Headlines.

### **Home and School Association (HSA)**

The Corpus Christi Home & School Association is an organization of concerned, energetic parents and teachers who volunteer their time and effort to enhance each child's educational and social experience at Corpus Christi School. All parents of Corpus Christi students are members of the Home & School Association. HSA provides a means for parents to contribute to, and help promote, a sense of community within the school. HSA meetings, fundraisers, and functions are held throughout the year, and dates are published in the Wednesday Headlines.

### **Arrival and Dismissal Procedures**

Arrival of all students will be from the schoolyard or from Hurlbert/Cottwell Street. No cars may park in the fire lanes. The handicapped parking spaces in the rear of the school will be strictly enforced. Students can be dropped off in the lobby. Parents should not walk students to the classrooms.

All children are dismissed from the schoolyard. Children should not be met in the lobby by adults. When students are dismissed to their parents at the end of the day, students must remain with their parents until they reach their cars.

If a parent wishes to take a student from class, or change the dismissal routine (i.e. no bus, going with a friend, etc.), he or she must send a note to the classroom teacher or the child will be expected to follow his or her normal routine. Parents or guardians must sign the student out in the office if dismissal is prior to 2:15.

Parents should not make dental or medical appointments during school hours unless specifically required by the doctor, dentist, or orthodontist. Parents should indicate the need for an early dismissal in writing.

### **Attendance:**

Regular attendance is expected for satisfactory achievement in school. Only a serious reason or illness should excuse a child from attending class. When a student is absent, a parent is expected to notify the school before 9:00 a.m. This call needs to be made only on the first day of a continued absence. The school nurse's telephone number is 529-7261.

Upon returning to school, a note from a parent confirming the date(s) and reason for absence must be given to the teacher. In cases of prolonged or excessive absences (5 days or more), a doctor's certificate may be required.

If a student becomes ill in the classroom, he or she will be given a pass to go to the health room. If the nurse is not there, he or she will be sent to the office. If a student is to be sent home, he or she will be dismissed into the care of a parent or guardian or an adult designated by the parent. The student must be signed out in the office or health room.

### **Contacting a Teacher**

Parents who need to contact teachers should do so through a note or telephone call to the school. Teachers will then respond by telephone or written note. Teachers should not be contacted at home. Teachers will set their own policies regarding communication via e-mail.

**Dress Code**

School uniforms and gym uniforms must be ordered through Dennis Uniform Company at [www.dennisuniform.com](http://www.dennisuniform.com) or 1-800-854-6951. Orders may also be placed by fax, mail order, or at the local retail stores.

REGULAR school uniform may be worn all year long.

SUMMER uniform may be worn from the start of school until Columbus Day and following spring vacation to the last day of school.

WINTER uniform may be worn Columbus Day until spring vacation.

**Basic “REGULAR” Uniform****GIRLS**

	Shirts	Jumper / Skirt	Sweater	Socks	Shoes
GIRLS K - Grade 3	white button down oxford blouse, or knit shirt LaCoste style (long or short sleeved) or a turtleneck	Dennis uniform plaid jumper	plain dark navy blue crew neck cardigan, or fleece vest/ zip-up tops monogrammed by the Dennis Uniform Company	plain navy or white socks or tights. Socks must be visible above the shoe.	solid dark color (black, brown, navy or oxblood)
GIRLS Grades 4-5	same as above	Dennis uniform plaid skirt, or skort (may not be shorter than the top of the kneecap)	same as above	plain navy, white, or black knee socks or tights	same as above
GIRLS Grades 6-8	navy or white knit shirt/LaCoste style (long or short sleeved) or a turtleneck	Dennis uniform khaki skirt or skort (may not be shorter than the top of the kneecap)	same as above	plain navy, white, or black knee socks or tights. Ladies sheer knee-high stockings or pantyhose are not acceptable	same as above

## BOYS

	Shirts	Pants	Sweater	Socks	Shoes
BOYS K - Grade 5	white button down oxford or knit shirt/LaCoste style (long or short sleeved) or a turtleneck	navy blue Dennis uniform pants	Navy or Gray Neil Roberts a.) V-neck b.) Crew-neck c.) 2 pocket cardigan or fleece vests/zip-up tops monogrammed by the Dennis Uniform Company	plain navy or white "crew type" that must be visible above the shoe	solid dark color (black, brown, navy or oxblood)
BOYS Grades 6-8	navy or white knit shirt/LaCoste style (long or short sleeved) or a turtleneck	khaki Dennis Uniform Pants	same as above	same as above	same as above

### **Summer Uniform (optional)**

#### ***Boys & Girls - Kindergarten to Grade 5:***

Dennis navy blue uniform shorts worn with regular uniform shirts tucked in at the waist. Shorts must be worn at the waist, not on the hips and with a belt. Sneakers may be worn with uniform socks. Socks must be visible above the shoe.

#### ***Boys & Girls - Grades 6 to 8***

Dennis khaki uniform shorts worn with regular uniform shirts tucked in at the waist. Shorts must be worn at the waist, not on the hips, and with a belt. Sneakers may be worn with uniform socks. Socks must be visible above the shoe.

### **Winter Uniform (optional) (Worn from Columbus Day to spring vacation)**

#### ***Girls Kindergarten to Grade 5***

The winter uniform option includes Dennis navy blue uniform pants worn with a belt.

#### ***Girls Grades 6 to 8***

The winter uniform option includes Dennis khaki uniform pants worn with a belt.

### **Gym Uniform - Grades 1-8**

Gym uniforms must be ordered through the Dennis Uniform Company.

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| Regular Gym Uniform: | Corpus Christi navy blue sweatpants and sweatshirt<br>Corpus Christi gray t-shirt<br>White crew-type socks that are visible above the shoe<br>Sneakers that tie/fasten/velcro |
| Summer Gym Uniform:  | Students may wear the Corpus Christi uniform gym shirt and navy blue Corpus Christi uniform gym shorts without the sweatshirt or sweatpants                                   |

Kindergarten students may wear sneakers with their regular uniforms on gym days.

## **Non-Uniform Days**

On non-uniform days, students must wear neat, appropriate clothing. The following clothing may not be worn: tank tops, short shorts, very short skirts, t-shirts that support musical groups or have inappropriate sayings, spaghetti strap shirts, bare midriffs, oversized pant legs, pants/jeans that drag on the ground, pants/jeans that are too large so that they hang on the hips, sandals/ flip-flops, open toe shoes, backless shoes, shoes with high heels, and heeled shoes. Shorts can only be worn when the summer uniform is allowed.

These dress regulations also apply to school related events when uniforms are not required, such as dances, field trips, etc. Students may be sent home to change if appearance is inappropriate. The Administration reserves the right to decide what is appropriate.

Complete uniform information is found on pages 8, 9, and 10 of the student handbook.

## **Lunch Procedures**

Kindergarten students do not buy hot lunch or school milk. All full day kindergarten students should bring a lunch from home to be eaten in the classroom.

Monthly lunch menus will be sent home at the beginning of each month.

### Buying Lunch and Milk Tickets

All lunch and milk tickets are to be bought on Monday or the first day of the school week.

Lunch money should be placed in an envelope with desired quantities noted on the outside of the envelope: (ex. 2 hot lunch tickets, 3 milk tickets).

Teachers will assist younger students with purchasing lunch and milk tickets.

Checks can be made payable to “Chartwells,” but you must send in one check per child purchasing tickets.

If a student is absent, lunch tickets may be purchased the first day the student returns to class.

### Choosing Hot Lunch

Students in grades 1 through 5 will be asked to make their lunch selections upon entering the classroom in the morning.

Grade 6 - Grade 8 students have the option of ordering from the regular hot lunch menu, or ordering a deli sandwich from Sandwich Central.

### Lunchroom Procedures

Upon entering the lunchroom, students will either join the line formed for their hot lunch choice, the milk line, or proceed directly to the assigned table area.

Snacks and desserts are sold a la carte for varying prices.

Students should remain seated while eating and are expected to display appropriate behavior. Students causing problems with other students and/or adults will be asked to sit in separate areas of the cafeteria.

## **Holiday Concerts**

Each December, the students participate in holiday concerts. The dress for these concerts is "Sunday Best".

The Kindergarten to Grade 2 concert is held in the morning, usually beginning at 9:00 a.m. The concert date will be published on the school calendar and in the Wednesday Headlines once plans are finalized.

The concert for Grades 3 - 6 is held in the evening usually beginning at 6:00 p.m. A second concert for the school bands is held on the same evening. Concert dates and times will be published on the school calendar and in the Wednesday Headlines once plans are finalized.

## **Parent Conferences**

Parent conferences are scheduled in November. In Kindergarten through grade 3, teachers meet with all parents. In grades 4 to 8, conferences are scheduled as needed. Parents may request a conference at any time.

## **Report Cards**

Report cards are distributed four times a year for students in grades 1-8. Kindergarten students do not receive a first quarter report card. Dates of report cards will be indicated on the school calendar or on a notice sent from the office. Interim reports are sent to parents, as needed, at the mid-point of each report card period. The classroom teachers set their own policies regarding work requirements and the grading of student work.

## **Standardized Testing-**

### **Grades K-2**

**The Metropolitan 8** test is used to assess student achievement. The content of test questions ranges from foundation skills to critical thinking processes and strategies. The Metropolitan 8 includes grade appropriate reading, mathematics, language, and subtests.

### **Grade 2**

**Cognitive Abilities Tests** - These tests measure verbal, quantitative, and non-verbal skills.

### **Grades 3-8**

**Iowa Tests of Basic Skills** - The ITBS is taken annually by third through seventh graders at Corpus Christi School along with approximately 4 to 5 million students at private schools throughout the country and public schools in eight states. The ITBS provides a comprehensive measure of important educational objectives and critical thinking skills. Please contact your classroom teacher with any questions regarding the tests.

**CTY (Center for Talented Youth)** - Since 1979, Johns Hopkins University, currently rated as the 13<sup>th</sup> best university in the United States by U.S. News & World Report, has identified students from 2<sup>nd</sup> through 8<sup>th</sup> grade who have demonstrated superior academic performance on standardized tests. The mission of Johns Hopkins Center for Talented Youth is to recognize outstanding academic performance as well as provide educational opportunities in a more challenging scholastic environment. For many years, Corpus Christi School has actively supported Johns Hopkins University in this academic talent search with our students in the 5<sup>th</sup> through 8<sup>th</sup> grades. Students are notified in the fall if they are eligible to participate in the school's program. Eligibility is based on ITBS scores from the previous year.

**First Communion & Reconciliation** - Second-graders at Corpus Christi will study for, and receive, the sacraments of Reconciliation and Holy Eucharist. A small ceremony celebrating the student's first Reconciliation will be scheduled in the fall. Teachers will notify parents of the date. The students will celebrate First Communion with their classmates on a Saturday morning in the Spring. Please check with the classroom teachers for specific dates. Any student not receiving this sacrament is invited to attend the ceremony to receive a blessing. All questions regarding First Communion should be directed to the classroom teacher.

**May Crowning** - First grade students participate in the May Crowning ceremony during the month of May. Teachers will notify parents of the date of the ceremony which is typically later in the month. Each student will participate in both the morning ceremony for the parents and in the afternoon ceremony for the student body.

### **Clubs, Activities, and Sports**

**Band** - Future Musicians, Inc. (FMI) provides music lessons and band direction to interested students in grades 4 through 8. The band director will hold an informational meeting in the spring for 3<sup>rd</sup> graders, and their parents, interested in joining the following year. Band practice takes place one day a week before school, and lessons are given during the school day on a rotating schedule. Typically, Corpus Christi has three bands: cadet, intermediate, and advanced. Band members are also invited to audition for regional and all-star bands. There is a yearly fee for band which is paid directly to FMI.

**Basketball** - Corpus Christi fields both girls and boys varsity and junior varsity basketball teams. There is an informational meeting held in the fall for parents of interested students. The teams play in the Hartford Deanery against other area parochial schools.

**Soccer** - Corpus Christi fields a co-ed junior varsity and varsity soccer team. The teams play in the Hartford Deanery against other area parochial schools.

**Daisy, Brownie, and Junior Girl Scouts** - Troops are organized and maintained only if a parent or group of parents is/are willing to take on troop leadership responsibilities. Girl Scouts is not a school sponsored activity, however, troops are typically allowed to meet after school on school or church grounds with prior approval.

**Drama Club** - Students in grades 6-8 can audition for the school play which is usually presented in the spring. Additional students may be included based on production needs. Eligible students will be informed of specifics regarding auditions.

**Student Council** - The student council is made up of middle school students interested in promoting school spirit and social action throughout the Corpus Christi School community. Officers are elected in the spring for the following school year, and all middle school students are eligible to join the student council. Sixth grade students are eligible to join in January.