



Celebrating 75 years of Excellence  
1953 to 2028



**2028 2028**  
**Parent/Student**  
**Handbook**

[www.stcornelius.net](http://www.stcornelius.net)

[www.schoolspeak.com](http://www.schoolspeak.com)

**LOS ANGELES ARCHDIOCESE**  
**PARENT/STUDENT HANDBOOK**  
**TABLE OF CONTENTS**

(Available in the school office and on the school website)

1. General Information
2. Admission and Attendance
3. Academics and Co-Curricular Activities
4. Discipline
5. Acceptable Use Policy for Electronic Communications
6. Health and Safety
7. Appendix A – Code of Conduct
8. Appendix B – Parental Release – Non-Commercial
9. Appendix C – Activity Permission Form
10. Appendix D – Medication Permission Form
11. Appendix E – Acceptance of Parent/Student Handbook
12. Appendix F – Attendance Policy
13. Emergency Procedures
14. Parent Agreement
15. School Philosophy
16. Student Learning Expectations
17. Character Counts – The Six Pillars of Character
18. Christian Behavior Expectations
19. Extra Curricular Activities and Eligibility
20. Athletic Guidelines – CYO Athletic Program

**TABLE OF CONTENTS**

The principal reserves the right to amend the handbook during the school year. Parents will be notified if changes are made.

School & Staff Information . . . . .	pg. 1
Parent Communications/Tuition and Fees . . . . .	pg. 2
School Uniforms. . . . .	pg. 3
Free Dress/Personal Appearance . . . . .	pg. 4
Attendance/Absence/Dismissal/Medical . . . . .	pg. 5
Phone Use/Curriculum/Report Cards Grading Scale/Honor Roll/Homework . . . . .	pg. 6
School Visitation /Behavior Expectations. . . . .	pg. 7
Emergency Procedure/Sacramental Preparation Money/Parties/Field Trips/Distributions of Flyers . . . . .	pg. 8
Lunch/Happy Lunch/Toys/ Bicycles/Walking . . . . .	pg. 9
Drop Off/Pick Up Procedures. . . . .	pg. 10
Car Pool Plan Illustration . . . . .	pg. 11

**ST. CORNELIUS SCHOOL**

3330 N. Bellflower Blvd.  
 Long Beach, CA 90808  
 Ph: 562-425-7813  
 Fax: 562-425-2743  
 www.stcornelius.net

**ST. CORNELIUS RECTORY**

5500 E. Wardlow Road  
 Long Beach, CA 90808  
 Ph: 562-421-8966  
 Pastor – Fr. Jarlath Cunnane  
 www.stcorneliuslb.org

**EXTENDED CARE**

Phone: 562-429-0274 Email: extendedcare@stcornelius.net  
 Mornings: Monday - Friday 7:00 a.m. to 8:00 a.m.  
 Afternoon: TK and K 2:00 to 6:00 p.m.  
 Grades 1 - 8 3:00 to 6:00 p.m.  
 Fridays 12:15 to 6:00 p.m.

**PARISH CENTER / RELIGIOUS EDUCATION OFFICE**

3350 N Bellflower Blvd., Long Beach, CA 90808  
 Phone: 562-362-6561  
 Faith Formation: faithformation@stcorneliuslb.org  
 Youth Ministry: youthministry@stcorneliuslb.org

**SCHOOL OFFICE HOURS**

Regular School Days 7:30 a.m. to 4:00 p.m.  
 Early Dismissal Days 7:30 a.m. to 2:00 p.m.

**SCHEDULE FOR GRADES 1-8**

8:00 a.m. Morning Assembly  
 9:45 to 10:00 Recess for Grades 1 to 4  
 10:00 to 10:15 Recess for Grades 5 to 8  
 12:00 to 12:40 Lunch for Grades 1, 2, 3, 4  
 12:20 to 1:00 Lunch for Grades 5, 6, 7, 8  
 3:00 p.m. Dismissal  
 3:15 p.m. Students picked up or Extended Care

**KINDERGARTEN SCHEDULE**

8:00 a.m. Class Begins  
 10:00 to 10:30 Recess  
 11:45 to 12:20 Lunch  
 2:00 p.m. Dismissal Monday – Thursday  
 12:15 p.m. Dismissal Fridays

**EARLY DISMISSAL DAYS**

8:00 to 12:15 Grades TK to 8

**SCHOOL PERSONNEL**

Principal Mrs. Kathy Hernandez  
 Vice-Principal Mrs. Lisa Kemeny Mrs.  
 Lynn Moberg  
 Grade 8 Mr. Ian Koehler Miss  
 Grade 7 Cheryl Hebestreit Mrs.  
 Grade 6 Aubrey Monarrez Mrs.  
 Grade 5 Herlinda Alvarez  
 Grade 4 Miss Kelly Reynolds  
 Grade 3 Miss Brooke Nagy  
 Grade 2 Ms. Leana Alamo and Miss  
 Grade 1 Katy Roa

Transitional Kindergarten Mrs. Kennedy Leone

Kindergarten 1 Mrs. Rachel Heermann  
 Kindergarten 2 Mrs. Jessica Dotts  
 Instructional Aide Mrs. Jackie Gengler  
 Computer/Librarian Mrs. Lisa Semonsen

Athletic Director/Aide Ms. Myra Garcia  
 PE Instructor Ms. Mayra Mendez  
 Music Mr. Mike Medina

Business Office Mrs. Maureen Narvall  
 Admin. Assistant Mrs. Denise Mejia  
 Extended Care Miss Katy Roa  
 Yard Duty/Aide Mrs. Carrie Coreas

School personnel should only be contacted during school hours regarding school-related business. Their privacy should be respected.

**PARENT BOARD**

Ex-Officio Brandi Rogers  
 President Tiffany Lockshaw  
 Vice President  
 Secretary Tara Crawshaw  
 Treasurer Andrea Toledo  
 Head Room Parent Sophia Aguirre & Jackie Wiggins  
 Communications Carrie Coreas

## PARENT/STUDENT HANDBOOK

Please refer to the school website or School Speak for the complete St. Cornelius School - Los Angeles Archdiocese Parent/Student Handbook. A copy may be requested in the school office.

### COMMUNICATIONS

Parents are requested to verify facts, through the correct channels of communication. Classroom related concerns should be brought directly to the attention of the classroom teacher. Non-resolved classroom concerns or matters relating to the school should be brought directly to the attention of the principal. Non-resolved administration concerns or those relating directly to the parish should be brought to the attention of the pastor.

### TUITION

TADS will manage the tuition payments for all families. Each family is required to enroll with TADS. Tuition may be paid in 10 monthly payments or in one payment due by September 1. A 5% discount will be given for tuition paid in full by September 1. Payments are due according to your chosen TADS plan. Payments may be made by check, credit card, or automated debit from a bank account.

Phone 1-800-477-8237    www.tads.com

A late fee will be assessed for uncollected tuition as agreed through TADS. The late fee is \$30 and \$35 for returned checks. There will be a \$55 annual account management fee per family for 10 tuition payments due with September tuition. If the onetime payment option is chosen there will be a \$20 annual fee charged.

### FEES

Fees for Service Job, Fundraising, Scrip, Church and Fiesta are updated and posted on School Speak under School Fee Invoicing.

### FUNDRAISING FEE

Each family is encouraged to participate in school fundraisers. Participation in the following fundraisers is tracked and applied towards each families' required fee. The "Fall Fundraiser" (Gift Items/Cookie Dough), the February Fundraiser (Football Pool) and the Annual Jog-a-Thon.

**Report cards may be held and School Speak access disabled for unpaid tuition and fees.**

## TUITION ASSISTANT

Tuition assistance is available to families that qualify. Please see the principal for additional information.

		<u>Catholic</u>	<u>Non-Catholic</u>
Grades TK to 8	1 student	\$5,100	\$5,800
	2 students	\$8,100	\$9,200
	3 students	\$10,500	\$12,200
	4 students	\$14,000	\$16,200

### **In addition to tuition charges, there are the following fees:**

New Family Registration	\$50 per new family (one time only)
TK - 8 Registration Fee	\$500 per student per year (non-refundable)
Service Job	\$600 or assigned service job
Fiesta Hours	10 Hour/5 Shifts \$1000 or work 10 hours at Fiesta \$1100 if you sign up and do not work at all \$100 for each hour missed
Fundraising Fee	\$200 per family per year
Parent Organization	\$25 per family per year
Classroom Fee	\$25 per student per year
Church Contribution	\$100 per family per year
Scrip	\$200 per year or scrip profit per year
Student Emergency Kit	\$20 new students only \$10 per student per year
Sacramental Prep	Gr. 1/Yr. 1 \$35 Gr. 2/Yr. 2 \$45

## SCHOOL UNIFORM GUIDELINES

Students are expected to attend school well groomed and in complete uniform. School and P.E. uniforms are available for purchase through Vicki Marsha Uniforms in Huntington Beach (714) 895-6371. School Code SCS7813

Since we believe that a student's appearance affects attitudes and behavior, the following code has been developed:

The uniform code and free dress code will be strictly enforced. Students may receive a uniform infraction, a detention or may be sent home for inappropriate attire at the discretion of the principal.

All uniform clothing should be **LABELED** with your child's name in order to help us return items that have been lost. Please check the lost and found area in the hallway near the office for any clothing or items that have been lost.

No inappropriate logos/slogans or skulls on any apparel or items brought to school.

Shirts and blouses should be tucked (not folded) inside the uniform with the waistband visible. All clothing will be appropriately sized and worn at the appropriate length. No visible undergarments.

### Shoes and Socks

Shoes must have proper arch and sole supports and must tie, lace or buckle. No open-toed or slip-on shoes of any kind. **No** sandals, boots of any kind, Crocs, Uggs, ballet style or platform shoes. The sole and heel of any shoe must be no more than 1 inch high. Shoelaces are to be tied correctly on the outside of the shoe and fastened securely.

Socks must be plain **white** crew or below the knee, free of any logos, **cover** the ankle and show **above** the shoe.

### Sweaters, Sweatshirts, Jackets

Students may wear Vicki Marsha sweaters, sweatshirts and jackets with school emblem. Students in grades K-5 wear RED; students in grades 6-8 wear GREEN. On cold or rainy days, cold weather coats, rain coats, or hats may only be worn while students are outdoors. Only school uniform sweaters, sweatshirts or Spiritwear sweatshirts may be worn at school. Only white or red turtlenecks may be worn under uniform tops.

No hats or hoods are allowed to be worn inside the classroom.

### P.E. Uniforms

Students in grades K-8 will wear the black nylon mesh P.E. shorts or black sweat pants with school logo. Shorts must be no shorter than 2" above the knee. Students may wear either the solid gold P.E. shirt with school logo from Vicki Marsha or the grey Cougar t-shirt. Athletic shoes with proper arch and sole supports must be worn with white socks on P.E. days.

### Spirit Thursdays

Students are allowed to wear any St. Cornelius School club or event t-shirt with uniform bottoms on Spirit Thursdays. (Cougar, Fiesta, Drama, Green Team, Jog-a-Thon, Student Council)

If Thursday is the student's regular P.E. day, they may wear black P.E. shorts with their P.E. shirt or a grey Cougar t-shirt.

### Cougar Spiritwear

Spiritwear sweatshirts and Cougar t-shirts may be ordered in the school office. Black Spiritwear sweatshirts may be worn any day.

### Girls' Uniforms

All jumpers, skirt, skort and short lengths must be no shorter than 2" above the knee. Modesty shorts must be worn under dresses, jumpers and skirts. Girls' hairstyles are to be conservative.

### Transitional Kindergarten (TK)

Girls may wear the red or navy Peter Pan dress or red polo shirt with school crest, navy blue pants or shorts. Modesty shorts **must** be worn under dress.

### Kindergarten - 5<sup>th</sup> Grade

Girls may wear white blouse or white or red polo shirt with school crest, plaid jumper, plaid shorts, navy blue pants, shorts or skorts. Modesty shorts **must** be worn under jumpers.

### Grades 6<sup>th</sup> - 8<sup>th</sup>

Girls may wear white or green polo shirt with school crest, with plaid skirt, plaid shorts, navy blue pants, shorts or skorts.

**Hair** must be worn neatly back away from the face. Bangs should be trimmed or held back with a clip so that the eyebrows show. Hair color may **not** be altered in anyway; no lightening or artificial color may be added. Altered hair must be returned to natural color for school.

### Tights/Leggings

Girls may wear red, navy or white tights or leggings under uniform bottoms on cold days. Leggings must touch the sock line and never worn alone.

### Boys' Uniforms

All bottoms must be fitted at the waist or worn with a belt. Shorts should fall no longer than the top of the knee. Only white undershirts may be worn under uniform tops (no colors/prints).

#### **Transitional Kindergarten**

Boys may wear red polo shirt with school crest, navy blue pants or shorts.

#### **Grades Kindergarten - 5<sup>th</sup>**

Boys may wear white or red polo shirt with school crest, navy blue pants or shorts.

#### **Grades 6<sup>th</sup> - 8<sup>th</sup>**

Boys may wear white or green polo shirt with school crest, navy blue twill or cord pants or shorts.

#### **Boys Hair**

Boys' hairstyles are to be conservative. Hair may not touch the collar. Hair should be worn close to the head (less than 2") and above the ears. Hair color may not be altered in anyway; no lightening or artificial color may be added. Bangs should be trimmed so that the eyebrows show. No trendy hairstyles such as Mohawks, razor cuts, hair tattoos or styles with a difference in length. Hair styles must be blended or tapered.

### PERSONAL APPEARANCE

#### **Make-Up**

No make-up at anytime while on school grounds **before, during** or **after** school hours. No lip gloss or lipstick.

#### **Nail Polish**

Only clear fingernail polish may be worn. No acrylic nails or press-on nails. Fingernails should be kept short and clean.

#### **Tattoos**

No tattoos of any kind.

#### **Jewelry**

A small/simple cross, crucifix, or a religious medal on a small, lightweight chain, that is no longer than 18" may be worn. **All other types of jewelry including rings, bracelets, anklets and pins etc. are NOT allowed.**

#### **Pierced Ears**

A one stud pierced earring per ear lobe may be worn by girls. No dangling or hoop style earrings. No cartilage piercing allowed.

### FREE DRESS DAY GUIDELINES

#### **Girls**

- Neat and respectable shirts, blouses, pants, skirts, shorts or dresses.
- No low necklines, bare midriffs, halter tops, tank tops, camisoles, or sleeveless tops. No tight fitting or very short tops.
- No skinny or tight fitting pants, jeans or shorts.
- Skirts or shorts are to be no shorter than 2" above the knee.
- No low-waisted pants, skirts or shorts.
- Clothing may not have holes or inappropriate/offensive slogans.
- Tights, leggings or bicycle shorts may **only be worn** under dresses or skirts that are 2" above the knee and never worn alone.
- Socks and appropriate shoes with support must be worn at all times.

#### **Boys**

- Neat and respectable shirts, pants or shorts.
- No skinny, tight-fitting, oversized, sagging, or low-waisted jeans, pants or shorts.
- Pants must be worn at the waist and with a belt if needed.
- No tank tops or sleeveless shirts.
- No clothing with holes or inappropriate/offensive slogans.
- Socks and appropriate shoes with support must be worn at all times.

**The administration reserves the right to make final decisions regarding inappropriate dress and appearance, and any disciplinary actions used to enforce these guidelines.**

#### WATCHES

Students may wear one simple watch. **No** Apple watch or smart watch device may be worn **while on school property**.

#### BOOK BAGS/BACK PACKS

Each student is required to have a book bag/backpack at school each day. Make sure that your child's book bag/backpack and all of its contents are clearly marked with his/her name.

**NO** inappropriate logo/slogan designs of any kind.

#### TEXTBOOKS

Textbooks must be covered. Damaged or lost textbooks must be paid for or replaced by the student.

## ATTENDANCE, ABSENCE AND TARDINESS

All students are expected to attend school when classes are in session. In case of absence, parents are asked to call the school office **before 9:00 a.m.** stating the child's name, grade and reason for absence.

The Education code requires that a written excuse from the parent be presented to the child's teacher upon late arrival, or at the beginning of the next school day after an absence. (If a child does not bring a note explaining the absence, the parent will be contacted that day, and every day, until a note is presented.) The note should clearly state the child's name, grade, cause of absence and the date of absence, and the letter must be signed by a parent or guardian.

Students should be on the class line for the opening exercises at 8:00 a.m. Any student who is late is recorded as tardy in the attendance record. A note to the teacher is required that clearly states the child's name and date of tardiness and must be signed by the parent or guardian. **It is imperative that students are punctual for the school day, as it is disruptive to the learning environment when students are tardy.** The family will be contacted by the principal for continued absences or tardiness.

If a student arrives 30 minutes after the start of school or leaves 30 minutes prior to dismissal that student is given a "Late" code on the attendance record. If a student is absent, for any reason, after the 30 minute period, that student is deemed absent.

Grades are usually affected by absences/tardies so this should be kept clearly in mind when trips and outings are being planned. For the good of each student, we would ask that extended weekend trips and vacations not be planned during the school year. Please be reasonable in requests for make-up-work, tests, etc., since it is practically impossible for one teacher to meet special requests for each student. **Teachers are not responsible for providing make up work prior to trips and vacations.** It is the student's responsibility to request and to complete missed assignments.

**Students who have more than 15 absences recorded in a trimester, will not be issued a report card.**

### **Perfect Attendance Award**

Perfect attendance is awarded to students who are in attendance **every** school day, all day and may not be given to any student that has missed **any** portion of the school day regardless of the reason. St. Cornelius cannot accept medical notes as a waiver for an absence.

## EARLY DISMISSAL

When an early dismissal is required due to dental, medical or other appointments, a note must be sent to the teacher prior to departure time and must be signed by the parent or guardian. Students must be picked up and signed out in the school office by a parent or guardian. A student will only be released to those persons listed on the emergency card. In the event of an unauthorized removal of a child from St. Cornelius by an unauthorized person, the police shall be called. A child dismissed prior to the regular dismissal time will be marked absent and they are no longer eligible for perfect attendance.

## MEDICAL ABSENCE

If a student has been hospitalized, has had surgery, has been under a doctor's or medical professional's care, a signed release is required stating approval to return to school and any limitations or restrictions the student might have.

### ILLNESS

**Your child is too ill to attend school if he/she has any of the following signs:** seems very tired, needs bed rest (common with flu symptoms), is vomiting or has diarrhea, becomes short of breath or is wheezing, has a cough that disrupts normal activity, has distracting pain from earache, headache, sore throat or recent injury, has yellow or green drainage from nose or eye(s) or if his/her temperature is above 99.0F. He/she may return to school when they are fever free for 24 hours without the aid of fever reducing medication.

## MEDICATION

To protect all children and to conform to the State Education Code, no student may bring any medication (prescription or non-prescription) to school including cough drops or throat remedies. Only medication prescribed by health care provider may be taken during school hours.

If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, a "Medication Authorization and Permission" form must be on file in the office. A physician must write the medication directions on the form and sign it.

Medications must be delivered by the parents or guardian to the health office in the original labeled prescription bottle/package, together with the medication form signed by the health care provider and parent/guardian.

**Inhalers** Students with inhalers must have a physician/health care provider's release on file. All inhalers must be kept in the school health office.

### SCHOOL OFFICE TELEPHONE

The office telephones are for school business. In case of an emergency, children may use the school phone with permission from a teacher/staff. Forgotten lunches, lunch money, homework, P.E. uniforms, permission slips, etc., **do not** constitute emergencies and students will have to accept the natural consequences for lack of responsibility. Students waiting after school may not use the school phone until fifteen minutes after the bell has rung.

### CELL PHONES

Student use of cell phones is prohibited during school hours. Any student with a cell phone must have it in their back pack and turned off while on campus. A student may not send or receive communication on their cell phone or via any electronic device **while on school property**, including an Apple Watch. Violation of this policy will result in the confiscation of the electronic device/cell phone and receive a possible detention. The cell phone will be sent to the principal's office and must be picked up by a parent. (Education Code 48901.5)

Parents and volunteers may not have cell phones ringing while on campus., or let students borrow their cell phone while on campus.

### AGE REQUIREMENTS

Children must be 4 years of age by September 1 to enter Transitional Kindergarten and 5 years old by December 1 to enter Kindergarten. Proof of age by county issued birth certificate, baptismal certificate or passport is needed for enrollment.

### CURRICULUM

The following subjects are taught at St. Cornelius School: Religion, Literature, Social Studies, Mathematics, Spelling, Music, Reading, Penmanship, Art, English, Science/Health, Physical Education, and Computer/Technology.

The Family Life and Empowering God's Children program are offered for all grade levels. Parents may choose not to have a child participate in these programs by requesting an opt out form from school office. The form must be signed and returned to the office.

### GRADE INTEGRITY

The teacher of the course determines the grade each student receives for any course of study. Except in the case of clerical or mechanical error, fraud, bad faith, or incompetence, the determination of the grade is final.

### ACADEMIC PROGRESS

Parents will receive written evaluation of their child's academic and social progress three times during the year. Parent-teacher conferences are scheduled during the first trimester. Please feel free to contact your child's teacher to set up an appointment for additional conferences regarding your child's progress.

### REPORT CARDS

The standard Archdiocesan report card is issued at the end of each trimester for students in grades TK- 8. A minimum of three Progress Reports will be provided during the year. The grading scale is as follows:

<u>GPA</u>		<u>Grading Scale Grade 3 - 8</u>	
A = 4.0	C = 2.0	A = 96 - 100	C = 73 - 76
A- = 3.7	C- = 1.7	A- = 90 - 95	C- = 70 - 72
B+ = 3.3	D+ = 1.3	B+ = 87 - 89	D+ = 67 - 69
B = 3.0	D = 1.0	B = 83 - 86	D = 63 - 66
B- = 2.7	D- = 0.7	B- = 80 - 82	D- = 60 - 62
C+ = 2.3	F = 0	C+ = 77 - 79	F = 59 or below

**Report cards may be held by the principal for unpaid tuition and fees.**

### HONOR ROLL CRITERIA

Honor roll is awarded to students who qualify in grades 4 to 8 in the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> trimesters. Principal's Honor Roll criteria: A or A- in each of the following subjects: Religion, Reading, English, Spelling, Math, Social Studies, Science, Behavior and Work Habits. Honor Roll criteria: B- or above in each of the 7 subject areas with a B- or above in Behavior and Work Habits.

### HOMEWORK

Parents can help children learn good study habits by providing a quiet well-lighted place to work and by giving assistance with effectively organizing time. It is imperative that students complete their own assignments.

Assignments are generally given to all students on Monday through Friday, with some make-up or long-range assignments required. It is expected that papers are completed according to directions given and that they are clean and tidy. Missing or incomplete assignments will affect grades.

**Homework will not be given the same day a student is absent.  
Homework will be provided upon the students return to school.**



## SUMMER REMEDIATION

At the end of the year, if a student has an average grade of “F” in Language Arts or Mathematics, the student will be promoted conditionally, based on summer school attendance and/or tutoring in subjects with the “F” average. The student must present a report showing evidence of progress during summer school or tutoring, parental or sibling tutoring in not acceptable for promotion.

## RETENTION

Retention is more successful in primary grades than in later grades; the primary grade teacher should diligently observe the challenged learner so that problems may be corrected before the pupil reaches the upper grades. Although the opinions of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.

## ELECTRONIC DEVICES

Electronic devices may not be brought without prior authorization from the principal. Apple Watch or smart device may not be worn or used while on school property. More information may be found in the LA Archdiocese Parent/Student Handbook.

## CLOSED CAMPUS

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

## SCHOOL/CLASSROOM VISITATION

All visitors to the school MUST sign-in at the school office and receive a visitor badge. After your visit, please sign out at the school office.

Parents are asked to respect the **preparation** and **teaching** time of the teachers and not to visit the classroom teachers without an appointment.

**Classrooms are not to be disrupted for any reason while class is in session.**

If you wish to see a teacher, please call or send a note requesting a conference. The teacher will contact you, as soon as possible, to discuss the arrangements.

## BEHAVIOR EXPECTATIONS

St. Cornelius School expects the students to put into practice basic courtesy, manner, and behavior at all times. Students are expected to keep their hands, arms, and feet to oneself. Students are expected to follow the Christian Behavior Expectations listed in the student planner. These expectations are basic to most schools and prepare the students for their future endeavors. For more detailed explanation see the LA Archdiocese Parent/Student Handbook.

## CHRISTIAN CONDUCT

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.

Students and parent/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parent/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletic, field trips, etc.)

Any parent/guardian, or other family member who upbraids, insults, or abuses the principal, any teacher or staff member of the school is risking their child(ren)'s continuation in the school.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

## **EMERGENCY PROCEDURES**

St. Cornelius School has regularly scheduled disaster/emergency drills. In the event of any disaster, the faculty of St. Cornelius is prepared to care for the students. In compliance with Archdiocesan regulations for disaster/emergency procedures, such as earthquakes, fire, or lockdown, we have drawn up a plan for you to follow:

In the event of any disaster,

- BE CALM - DO NOT CALL THE SCHOOL
- Check the school web-site [www.stcornelius.net](http://www.stcornelius.net) or School Speak
- Emergency information will be sent via an email blast
- Listen to the radio regarding evacuation of the schools in our area

When it is safe, come to school, park your car away from the school, and WALK to the church parking lot area. All children will be released from this area after you signed the release documents.

## **SACRAMENTAL PREPARATION FOR CHILDREN**

All sacramental preparation for children is a two year process. Sacramental programs are part of, and not exclusive of, Religious Education. Older students, who have not yet received the sacraments, will be enrolled in a two year preparatory program. It is expected that the entire family has a firm commitment to continuous religious practice and education.

## **DISTRIBUTION OF FLYERS/INFORMATION**

Due to the non-profit status of our school, we cannot distribute any commercial flyers dealing with or promoting a for-profit company. The classroom is not the place to distribute your business flyers. Please do not ask your child's teacher to send home the flyers relating to private, for profit businesses.

All notes, messages, bulletins, etc. generated by room parents must be reviewed by the classroom teacher and approved and signed by the principal or vice-principal prior to being handed out

## **PARTIES**

Classroom parties are permitted **only** on the days agreed upon by the teacher and administration. Please consider a balance of healthy food items when choosing snacks for class parties or birthdays.

**Soda may not be provided for class parties at school.**

### **Invitations**

Invitations for home parties may be passed out on the school premises provided every child in the class, or every girl or every boy is being invited. You may request a classroom list from the office to mail out invitations to a smaller group of children in class. Mixed parties (unless school sponsored) are not recommended by the Archdiocese for students in grades 6, 7, and 8.

### **Gift Exchanges**

Students may not exchange gifts while at school, except between prayer partners and the supervised Student Council exchange. Holiday goodie bags are acceptable provided that each student in the class receives one.

## **FIELD TRIPS**

Field trips, which are of educational or cultural value and directly related to the curriculum, are encouraged but the final decision remains with the classroom teacher. According to Archdiocesan guidelines, all field trips must be taken by chartered bus. The cost of the bus and any admission fee for the field trip is paid by the individual family. **Refunds will not be given for a missed field trip.**

Original field trip permission forms are to be signed by parent or legal guardian and returned to the classroom teacher prior to the field trip or student will be unable to attend class field trip.

### **Chaperones**

All field trip chaperones must be Virtus certified, fingerprinted, and TB compliant. Records and copies of certificates must be on file in the school office.

## **MONEY**

All money sent to school should be placed in a sealed envelope and clearly labeled on the outside with the child's name, grade, amount of money and its purpose. No money may be collected, from or through the students without the specific permission of the administration. Students are not allowed to sell or trade items of any kind at school to other students.

## LUNCH

**Healthy eating is directly linked to educational performance. Please choose nutritionally balanced food for snacks and lunches. Soda and carbonated beverages are not preferred.**

Students are expected to sit quietly and courteously at the lunch tables for at least ten minutes while eating lunch. Students are expected to use good manners. Lunch duty supervisors will dismiss the children once they have finished eating and have cleaned their area.

### **Sack Lunches**

Students bringing lunches from home must have a sack or lunch box clearly labeled with name and grade.

### **Hot Lunch - Happy Lunch Catering**

Hot lunch is provided Monday through Thursday for students TK through 8<sup>th</sup> grade from “Happy Lunch Catering”.

**Menu:** the monthly menu is emailed and available on School Speak. Each meal includes: choice of entrée, side dish, tossed green salad, and a drink.

**Payment:** Happy Lunch is a “pre-pay” program. Students may pay for lunches by check, cash or Zelle app. Checks should be made payable to “Happy Lunch Catering”. An email will be sent when there is an outstanding balance or the balance on account is low. If the outstanding balance exceeds \$30 the student may not receive the entree of the day and will receive jelly sandwich instead until the balance is paid.

TK & Kindergarten \$4.00

Grades 1<sup>st</sup> -4<sup>th</sup> \$5.00

Grades 5<sup>th</sup> -8<sup>th</sup> \$6.00

Students may order an additional serving of the main entrée for \$1.00 extra and is should be ordered in the morning.

**TK and Kindergarten:** families are asked to print a menu and circle the child’s choice of entrée for each day they are going to purchase Happy Lunch and return the menu at the beginning of each month to the teacher. Please make a copy and keep it at home for your reference.

**Drinks:** A variety of drinks may be purchased daily. A regular sized drink is included in the Happy Lunch price; however students not receiving hot lunch may purchase a drink for .50¢ milk, fruit juice, or bottled water.

## SNACKS

All students should bring a healthy snack for morning recess. For students in TK and Kindergarten please clearly label the snack with your child's name and pack the snack separately from their lunch. Students attending Extended Care should also bring a snack and drink for the afternoon.

## LOST AND FOUND

The Lost and Found rack is located in the hallway outside the school office. All items that are unlabeled and have remained on the rack for many weeks will be given to the used uniform coordinator or donated to charity.

## TOYS/GAMES

Toys or games of **any** type including sporting equipment may not be brought from home and used on school property.

## SKATEBOARDS/SCOOTERS

Skateboards, Razor scooters, or rollerblades are not permitted on the school property before, during, or after school. If skateboards or scooters are ridden to school as a mode of transportation, they must be kept in the school office until the end of the school day. Protective helmets must be worn.

## BICYCLES

Students who ride bicycles to school need careful instruction regarding traffic rules and safety precaution. Children must wear protective bike helmets. Bicycles may not be ridden on the playground or on the sidewalks surrounding the school building. Bikes must be locked in the bike rack while on the school premises.

## WALKING

Any student who walks to or from the school **must** have a signed parent authorization permission form on file in the office. Students may not return to campus once they have left the property.

### **A.M. DROP-OFF AND P.M. PICK UP**

Supervision will be provided for students 30 minutes prior to the start of school and 15 minutes after the dismissal of school. Students who arrive before 7:30 a.m. or are not picked up by 3:15 p.m. full school days and by 12:30 p.m. early dismissal days will be sent to Extended Day Care and parents will be billed accordingly. If parents repeatedly fail to pick up their child(ren) on time, a conference with the principal and parents will be requested.

**Please ensure to notify the office in writing if your child will be released to persons not listed on the Emergency Card.**

The purpose of setting up a car pool lane is to allow parents to drive in, drop off or pick-up their child(ren) and leave in an efficient and safe manner. The safety of our children is the most important consideration. The safety of the child remains with the school until your child is in your vehicle. It is unsafe to allow your children to walk unattended through the parking lot.

1. Enter the parking lot from the Wardlow driveway in a slow and safe speed. Remember the parking lot opens at 2:45 p.m. and 12:00 on early dismissal days.
2. Follow cones driving along the back of church.
3. Pick up children on the right side of your vehicle.
4. If your child is not ready for pick up, move out of line and park your car in the parking lot.
5. If you need to park please drive into an open space in the lot at a single car depth and facing the Flagstone exit.
6. Do not use cell phone while driving. If you need to use your phone, pull over to the side and park.
7. Do not visit in the car pool lane. If you need to take care of business, pull over to the side and park.
8. Adults need to escort children from the waiting area to parked cars. No children will be allowed in the parking lot unescorted.
9. *Slow Down!* There are many children present who assume you are watching out for them.
10. If you are parked, do not wave for your children to cross the car pool lane. All children **must** cross with an adult.

11. No cars are permitted on the playground during school hours, with the exceptions of our established car pool program.
12. When dropping off or picking up non-car pool children, please do so alongside the curb closest to the school buildings.
13. Double parking or parking in the red zone is prohibited by law.

Parents are asked to give a good example to their children by diligently observing the traffic regulations which are instituted by the school to ensure the safety of each child entrusted to our care.

**Rectory Driveway:** Students may not use the driveway between the Parish Center and the Rectory building unattended. This is an actively used driveway by parish staff.

### **Kindergarten and Transitional Kindergarten**

**Kindergarten Arrival:** students must be walked by their parent/guardian to the morning assembly line and wait until the bell has rung. If a parent is unable to wait until 8:00 a.m. then the child should be enrolled with Extended Care.

**Kinder Dismissal:** In the afternoon students will be dismissed at 2:00 p.m. or 12:15 p.m. on Fridays from the main building through the brown gate in the middle of the main building to the assembly yard. If a student is not picked up they will be signed into Extended Care.

**TK Arrival:** students may be brought to the classroom/playground in the morning at 7:45 a.m. Prior to 7:45 children should be signed into Extended Care if an parent/guardian is unable to wait with them until 7:45 a.m.

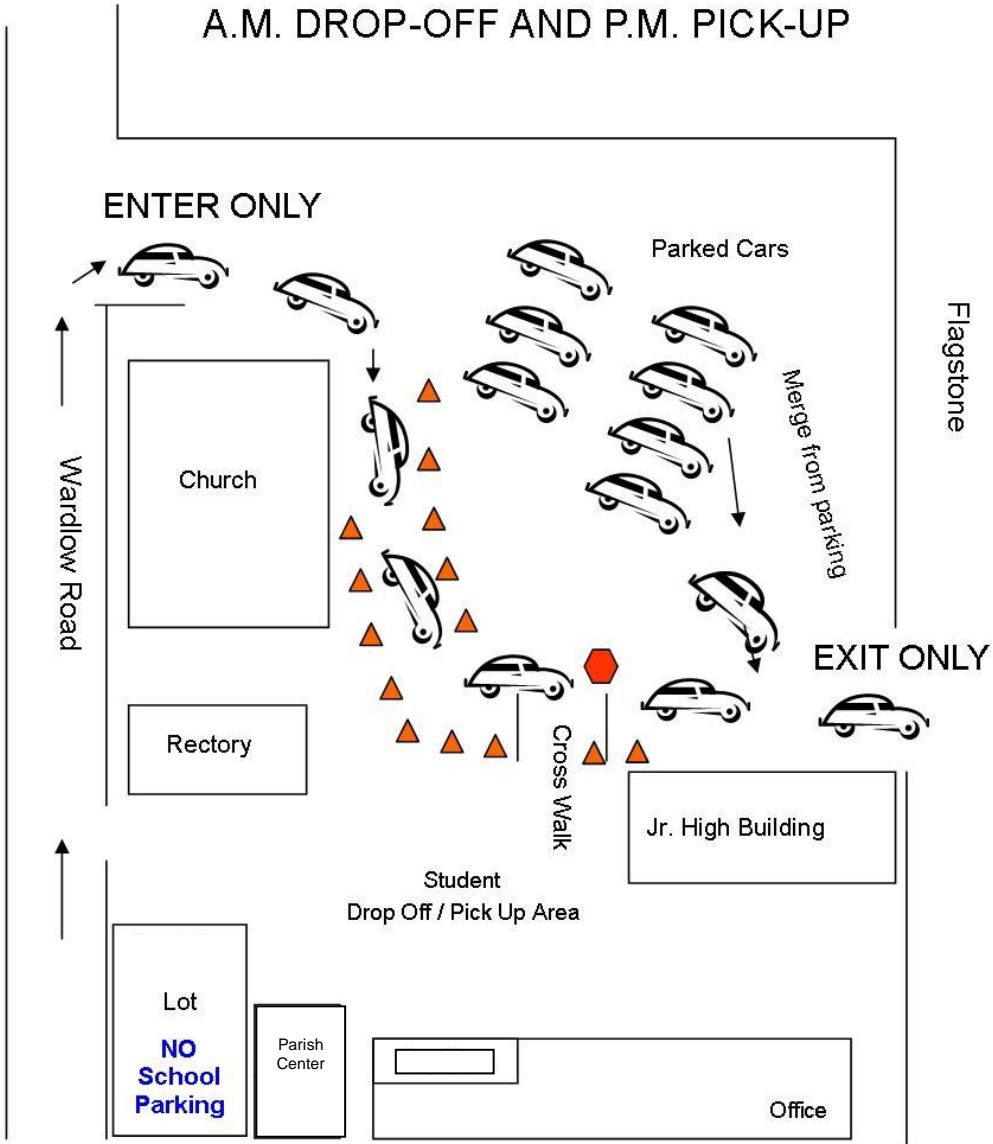
**TK Dismissal:** TK students will be dismissed from the TK classroom door to the assembly yard at 2:00 p.m. and 12:15 p.m. on Fridays. If a student is not picked up by 2:05 students will be signed into Extended Care.

If a parent or guardian arrives after 2:05, please go to the school office to have your child called from Extended Care and dismissed from the office.

**All parents/guardians must go to the school office to pick up a TK/K student from Extended Care between 2:05 and 3:00 p.m.**

# CARPOOL TRAFFIC PLAN

A.M. DROP-OFF AND P.M. PICK-UP



- Afternoon Dismissal - the parking lot gates open at 2:45 p.m. and at 12:00 on Fridays.
- Enter the parking lot/carpool lane from the Wardlow Road driveway in a slow and safe speed and exit the onto Flagstone.
- Follow cones along the back of church and along the back of the Jr. High building.
- Children must enter and exit only when you are parallel to the assembly yard.
- Children must enter and exit the vehicle on the drivers right hand side only.
- If your child is not ready to be picked up, please move forward into the parking lot and park in an open space in the lot at a single car depth and facing the Flagstone exit.
- If you are merging from the parking lot, please allow the cars in the carpool lane to exit ahead of you to keep traffic moving.
- Adults need to escort children from the waiting area to parked cars. No children will be allowed in the parking lot unescorted.
- DO NOT use cell phones while in the car pool area.
- **DO NOT park in the Rectory, lot. This lot is for church business and parishioners ONLY.**