



2023 -2024
GUIDE TO
SUCCESS

For Parents and Students

Corpus Christi Catholic Middle School **Mission Statement**

The Windsor-Essex Catholic District School Board is committed to serve the Catholic community by offering its students an education of academic excellence built on Gospel values and Church teachings. It is the goal of Catholic education to establish a process through which the community of the school, the home, and the Church develops within its students a way of living which reflects the life of Jesus Christ

Our mission at Corpus Christi Catholic Middle School is to provide all students with a healthy learning environment that allows for individual growth academically, spiritually, physically, socially, and emotionally. We pride ourselves on the many opportunities within our multitude of daily co-curricular programs, formal leadership experiences, sport academies, and integrated technology that promote *healthy active living choices*.

As a sister school to F.J. Brennan High School, we are able to combine the smaller size of an elementary school with many of the facilities and programs found in the high school. Our grade 7 and 8 students at Corpus Christi live a Sacramental life by embodying the F.J. Brennan theme of "Caritas".

With Christ as our model, our goal is to foster an atmosphere of Caritas, "self-giving love" within our school community and to extend that same spirit to all those we encounter.

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At Corpus Christi Catholic Middle School, the expectation is that each student is:

- An active participant in our Catholic Faith Community who celebrates God's presence through word, sacrament, prayer, forgiveness, reflection and healthy life choices.
- An individual who accepts people *not* in spite of their differences but because of their differences.
- A student that demonstrates through their interaction with others the Muskoka Leadership mantra; *You don't have to be the best, you just have to do your best.*

- A leader who consistently attempts to do the right thing because *it is* the right thing to do no matter how difficult it may be.
- A self-directed, responsible, lifelong learner who develops and attempts to reach their God-given potential.

Access to Students and/or Teachers

All visitors, including parents, MUST report to the office when entering the building.

In order to provide for the safety of all students entrusted to our care, access to the children (including communication) for a forgotten lunch, book, message, illness etc. must be done through the office. Communication between child and parent via text does not always allow for school personnel to ensure the safety of the students.

We are eager to meet with our parents to address any concerns. We will do everything possible to make ourselves available to accommodate your schedules. **If parents wish to meet with a teacher they are asked to call or send a note to set up an appointment for a mutually convenient time.**

Attendance

It is expected that students arrive at school on time for class. The Ministry of Education mandates that promptness as well as attendance be recorded in your child's permanent records. If a pattern of lateness begins to develop, parents will be notified and students will be expected to make up the missed time.

If a child is going to be absent at any time, we request that parents call the school at 519-946-0260 prior to 9:00 am (the school has a 24-hour voice mail) and give the following information;

- Child's name
- Teacher's name
- Reason and length of absence

In cases where no phone call (or note) has been received, the school will make every effort to contact the parents of the absent students (either at home or work) as soon as possible. **On days when bus transportation is cancelled, parents of bus children still need to phone in the absence.**

In cases of **chronic absenteeism/lateness** or **unexplained absence/lateness**, parents will receive a letter of concern. In the event that the attendance issues do not improve, the School Board Attendance Counselor and/or CAS may be notified.

If students need to leave school early for appointments or other commitments, they are asked to bring a note signed by a parent/guardian to the homeroom teacher. Children are required to wait by the OFFICE when they are being PICKED UP EARLY. When parents are picking up children before dismissal, they are to report to the office where their child will be called down.

In order to keep our records current, it is important for you to keep the school informed of any changes in address, telephone numbers, (including work numbers, emergency numbers, etc.).

Students are responsible for acquiring and completing work missed during their absence.

Bussing

Those students who are transported to school by bus are expected to follow behavioural guidelines while waiting for and riding the school bus.

- ✓ Arrive at your stop at least five to ten (5 - 10) minutes before your scheduled pick-up time.
- ✓ Always cross the road in front of the bus and only when the red lights are flashing. Keep enough distance between the bus and yourself.
- ✓ Always follow the directions of the bus driver
- ✓ Always keep your hands and arms inside the bus.
- ✓ Always remain seated.
- ✓ Students must refrain from rough play, throwing objects, loud noises, etc. as these distract the driver and affects the safety of all the students.

Bussing is a privilege. Please ensure that your child is aware of these behavioural expectations and failure to meet them may result in loss of bus privileges.

If bad weather jeopardizes safety, school board provided transportation may be cancelled and/or schools closed (snow days). You are urged to listen to these radio stations (CBE-1550, CBEF-540, CFCO-630, CKLW-800, CKWW-580) or log on to <http://www.buskids.ca/> to determine if buses are running, delayed or cancelled.

On days when bus transportation is cancelled, parents of bussed children must phone in if the children will be absent.

PLEASE REMEMBER, DURING BAD WEATHER THE ULTIMATE DECISION OF SENDING YOUR CHILD TO SCHOOL IS YOURS. SAFETY MUST ALWAYS BE THE FIRST CONSIDERATION.

If bus transportation is cancelled all day, it is the responsibility of the parent to transport their children to and from school that day.

Chromebooks

Each student receives a Chromebook for academic use throughout the school year. Students are responsible for the care and security of the machine.

The Chromebook is **NOT to be used to access Social Media** unless explicitly directed to by the supervising teacher. Improper use will result in the temporary or permanent loss of Chromebook privileges.

Emergency Response Plan / Fire Drills

An emergency response plan is in place in case of many types of emergencies (i.e. fire, gas leak, medical emergency, intruder, etc). As required, we will be practicing our responses to just such emergencies throughout the school year.

In the event of a police ordered lock down, no one will be allowed to enter or leave the building until police give the “all clear”. Parents are advised to listen to Canadian Radio (CKWW - AM 800) for announcements regarding school closures, emergencies or bus cancellations.

Electronic Devices

No student is to operate a Personal Electronic Device (“PED” - cell phones, smart phones, tablets, etc.). PED’s are not allowed in any areas of the school. IF a PED is brought to school, it **MUST** be **powered off** in the building.

THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST OR STOLEN PROPERTY.

It is an expectation at Corpus Christi that all students follow the Board’s Acceptable Internet Policy. Inappropriate use will be handled in accordance with the school’s Progressive Discipline Policy and may result in the device being confiscated. Confiscated electronics must be picked up at the school by a parent.

Unauthorized video, picture taking and/or sharing of private information of other students or persons at or near Corpus Christi, at school related events, or in the community where the sharing of that digital information will have a negative impact on the school climate, may be subject to disciplinary action including suspension, expulsion and/or police involvement.

Extra-Curricular Activities (Clubs and Teams)

Being a Healthy Active Living Centre, Corpus Christi offers a multitude of clubs and activities which are integral to the overall success of the student. They are an important part of the school program. Students play a large role in determining which clubs/activities are offered at lunch time and are expected to participate in the club/activity of their choice.

As a member of any school team, students must show commitment, attending practices and games. Students must remember that to be chosen to represent Corpus Christi on a team or at an event is a privilege. To ensure a student’s participation, it is a prerequisite to maintain a strong academic effort, a positive attitude and appropriate behaviour on and off the playing field.

Fund-raising

The Catholic School Council and/or school may, periodically throughout the year, hold fund-raising drives. All students are expected to participate to the best of their abilities as all funds raised are spent directly back into the school on the students of Corpus Christi Middle School or in some cases, donated to charities as a means of service to others.

Fund-raising for individual student trips to Muskoka Woods will take place throughout during their time at CCMS – while in Gr. 7 and Gr. 8

Health Unit Services

The Windsor Essex County Health Unit offers various services during the school year. Please remember that law requires immunization for all school-aged children. If you do not wish for your child to participate in the services offered by the Windsor Essex Health Unit please contact them at 519-258-2146 (1-800-265-5822).

The following communicable diseases must be reported to the school and to the Health unit: fifth's disease, chickenpox, conjunctivitis (pink eye), German measles, impetigo, measles, mumps, ringworm of head or body, and trench mouth. Each of these requires a recommended minimum absence from school and a medical certificate clearing the child to return.

Homework

Students are expected to make their studies a priority. Homework must be completed consistently. Regular homework may consist of teacher assigned tasks, review of work previously taken, test preparation, completing unfinished work, working on projects, or practicing numeracy/literacy skills. If consistent difficulties are noticed with regards to homework, please notify the teacher.

Illness

We do ask that you keep your children home if they are not feeling well. If your child feels unwell early in the morning, please make arrangements for him/her to be cared for at home. Please do not send your child back to school until they are well enough to participate actively.

It is sometimes necessary to call a parent from work to come and pick up a sick child. The school does not have the resources to care for a sick child.

Legal Custody / Visitation Rights

Arrangements for these considerations must be made through the office. Every reasonable effort will be made regarding these personal matters. In most cases, when parents are separated or divorced, both mother and father continue to have equal rights where their children are concerned. **If there is a court order to the contrary, please bring a copy to the office.** Unless the court order is on file with us, we must provide equal rights to both partners.

Locks and Lockers

Students are assigned a specific locker for the first day of school. It may be a shared locker. Although the locker is for student use, it belongs to the school and **the Principal and Vice-Principal reserve the right to open and search any locker and its contents at any time.** Only school locks are permitted. All other locks will be removed. Students are responsible for the security of their personal property.

The school assumes no responsibility for any items stolen from lockers, classrooms, change rooms or other storage areas. Students should report any locker damage to the office immediately.

Lunches

Students must remain at the school during the lunch break. Students will not be allowed to periodically leave the school at lunch unless accompanied by their parent or guardian. **At no time** will notes be accepted for the student to leave school property for lunch unaccompanied by their parent/guardian.

Students may bring a lunch to school or they may choose to purchase food from the cafeteria (menu and prices are available on the school website). Lunches must be eaten in the cafeteria in an orderly fashion.

During lunch, students are expected to:

- remain seated and maintain a reasonable volume to their voice while eating and observe good manners and respectful language when talking to one another
- clean up their own area after eating and place all garbage in the containers provided
- be cooperative and courteous to all supervisors

There may be, from year to year, **specific food allergies in the school.** Exposure to certain foods may be life threatening for some children. All efforts must be employed to provide a safe environment for all students but special efforts are required in serious situations. In order to minimize the risk of a dangerous allergic reaction, your cooperation is requested

Medication

The Windsor-Essex District Catholic School Board's policy states that the primary responsibility for the administration of medication to students belongs with the parents. Accordingly, whenever possible, all medication should be administered by the parents. **No medications are to be permitted on the school premises unless prescribed by a Physician.**

Prescription Medication may be administered to students under the following conditions:

- Prior authorization from the parent/guardian, which shall include the following:
 - name of medication,
 - dosage,
 - frequency,
 - dates for which authorization applies,
 - and possible side effects, if any.
- The medication to be administered must be in the original container as supplied by the Pharmacist which shall also contain the:
 - child's name,
 - the name of the drug,
 - the date of purchase,
 - instructions for storage and administration,
 - prescribing physician's name and dispensing pharmacy's name.

Forms for the administration of medicine to a student are available in the office. Medicine will be kept in a special area in the office and will only be administered by the principal, secretary, or other

designated member of the staff. A record shall be kept in the office of any medication given to any pupil under this policy.

Please note that the dispensing of aspirin or Tylenol (unless prescribed by a Physician and meets the above mentioned conditions) to a student by any staff member is not allowed under Board policy.

Students diagnosed with having **Asthma** should be properly instructed by a physician and/or parent/guardian in the use of inhaled medication at the appropriate age determined by their physician and/or parent. **Students, as determined by their physician/parent, who are able to self-administer, should carry their own inhaler on their person at all times.** The appropriate medical form still must be completed. The physician and parent/ guardian should indicate on the medical form that the student is competent to carry and self-administer this medication.

For those students who are unable to carry or self-administer their own medication, as determined by their physician and/or parent guardian, an **Individual Health Support Plan** should be completed by the student's parent/guardian and physician, and shared with the school.

Ontario Student Record (OSR) Access

The Windsor-Essex District Catholic School Board under the Ministry of Education Guideline, "Ontario Student Record, 1989" and in compliance with the Freedom of Information and Protection of Privacy Act, 1987, shall establish an Ontario Student Record (OSR) for your child upon enrolment. This is a continuing record, which shall be used for the improvement of instruction of your child by school personnel. If, at any time, you wish to review the contents of this record in accordance with the above, please contact the principal and make an appointment to do so.

Physical Education

Physical Education forms a very important part of the educational program as well as our healthy active living philosophy here at Corpus Christi. **Proper clothing is required during all gym classes.** Phys. ed. uniform consists of a tee-shirt, any pair of shorts/sweatpants, and clean running shoes.

Since Physical Education classes are part of the prescribed Ministry of Education courses, any exemption from a class requires a note from a parent and physician.

Reporting to Parents

Pupil assessment at Corpus Christi Middle School is an on-going process. Parent/guardians may ask for a conference with a teacher at any time during the year. Formal reports are issued three times a year.

It is important to remember that both the parent and teacher are partners in education and should join together to find the best way possible for the child to learn. For this reason we welcome concerned, co-operative, and constructive dialogue between parents and staff.

Safe Schools Policy

The Education Act, as amended by the Education Amendment Act (Progressive Discipline and School Safety), 2007 was implemented to effectively combine discipline with opportunities for

students to continue their education. The legislative changes were implemented through Bill 212 and came into effect on February 1, 2008.

Please refer to Board Policy and Procedure for a more detailed understanding of the legislative requirements.

- **Progressive Discipline and Supporting Positive Behaviour**

- Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools will utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students make good choices.
- For students with special education needs, interventions, supports, and consequences will be consistent with the student's strengths, needs, goals, and expectations contained in his or her Individual Education Plan (IEP).

- **Bullying Prevention and Intervention**

- In recognition of the importance of addressing bullying, which can have a significant impact on student safety, learning and the school climate, bullying has been added to the list of infractions for which suspension must be considered.
- Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation.

Bullying will not be tolerated on school property, at Sports' Academies, at school-related activities, on school buses, online or in the community where the act will have a negative impact on the school climate. Bullying will be subject to disciplinary action.

School Property

Each student is responsible for those materials assigned to them. All furniture, texts, consumable materials, resource books, computer and sports equipment are very expensive. **Damage to any school property and misuse of materials (including Chrome Books) will become the financial responsibility of the child/parents.**

Sport Academies

Corpus Christi offers specific Sport Academies that enhance the educational experience of those students enrolled. It is expected that all **participating students maintain a strong academic effort, a positive attitude and appropriate behaviour** at the sport facility, on the shuttle bus, in the dressing rooms, as well as on the Main Campus of Corpus Christi.

Student Conduct & Responsibility

In order to establish and maintain an effective learning environment that provides maximum opportunities in which all students can learn, two elements are necessary:

RESPECT AND RESPONSIBILITY

There must be respect of self and others. Thus, students will be expected to show respect for all adults entrusted with their care. Students will also be expected to show respect for the rights of their peers and respect for their right to learn.

Students will be expected to assume responsibility for their actions. Children must learn early that there are consequences to their actions. One of the greatest disservices we can do to your child is to fail to build in them a sense of accountability and responsibility for making correct choices. By stressing these values, it is our goal to empower children to become responsible citizens.

Students must be responsible to:

- attend school regularly
- be on time for class
- come to class prepared to learn
- demonstrate socially appropriate behaviour
- exhibit good manners, be courteous, considerate and respectful
- respect property (students are expected to take pride in the school, clean up after themselves and others in the school and grounds, report damage to school property and to take care of school texts, and resource materials)
- refrain from the use of profane or improper language
- dress in accordance with the school uniform policy
- be free from the influence or possession of illegal substances at school and at school functions
- refrain from conduct injurious to the physical or mental well-being of others
- show appropriate behaviour while traveling to and from school
- represent the school favourably in extra-curricular activities
- to act within the boundaries of the law at all times

Student Dress Code

Corpus Christi Catholic Middle School follows the same dress code policy as its sister school, F.J. Brennan H.S. Uniforms are required to be worn at all times during the school day. **Students who are not appropriately dressed as outlined in the school uniform policy may be sent home to change.**

The following Corpus Christi clothing items comprise the school uniform. Students are permitted to wear these items only.

Pants/Shorts/Kilts

- Grey Boys and Girls Dress Pants
- Grey Boys and Girls Cotton Pants
- Grey Boys and Girls Walking Short
- Girls Kilt

Buttoned Shirts (The Jac shirt must be buttoned, but may be worn untucked).

- White Short-Sleeved Jac (Straight-Cut) Shirt
- White Long-Sleeved Jac (Straight-Cut) Shirt

T-Shirts

- Any plain white T-shirt is acceptable, so long as it is solid white, with no writing, patterns, logos, etc.(may be purchased at Freeds)

Other Tops

- White Monogrammed Golf Shirt
- Red Monogrammed Golf Shirt (Corpus Christi only)
- Black Monogrammed Sweatshirt
- Red Monogrammed Sweatshirt (Corpus Christi only)
- Grey or Red Sprit Wear Sweatshirt – pull over or zip up (Corpus Christi only)

All uniform items should be **worn as purchased**, and not altered in shape or length. In particular, the kilt must be worn at an appropriate length (a minimum of 21 inches (53 cm) is suggested). Pant legs cannot be slit and must be hemmed.

- Only plain white T-shirts or turtlenecks may be worn as an undergarment to the Corpus Christi Jac shirt which is to remain buttoned up.
- Hats are not to be worn inside the school. Thus, all non-uniform clothing should be left in the student's locker during the school day.
- Students may not wear accessories such as chains, studded collars and bracelets, mesh gloves/stockings, scarves, etc.
- **KILTS CANNOT BE ROLLED AT THE WAIST NOR SHORTENED. RULE: FINGER TIPS MUST NOT EXCEED THE HEM**

Dress Down/Non-uniform days may be designated during the school year. Only appropriate school attire (no short shorts/tank tops, etc...) is permissible. Clothing should be modest and reflect our Catholic moral values and teachings.

