

2015-2016 HANDBOOK



CHRIST THE KING
CATHOLIC SCHOOL



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MISSION STATEMENT

Catholic Schools in the Archdiocese of Mobile:

Accept the challenge to participate in Jesus' teaching mission by offering opportunities for active faith life, providing quality educational programs, promoting the growth and development of the whole person, accepting diversity of all people, while sharing the learning experience with parents as active partners.

BELIEF STATEMENTS

We believe:

Our Catholic Schools focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world.

Our Catholic Schools have as a fundamental mission, the education of students in the Catholic faith and the faith development of students through worship, the Sacraments and prayer.

Our Catholic Schools recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of our students

Our Catholic Schools depend on the commitment of all administrators, teachers, staff and parents for success in its mission.

Our Catholic Schools will challenge all students to achieve the highest standards of learning as related to State Standards and other indicators of a researched-based curriculum.

Our Catholic Schools recognize that the provision of a safe, supportive, and nurturing learning environment for our students will assure student achievement.

Our Catholic Schools regard students as valued individuals with unique, spiritual, physical, social emotional and intellectual needs.

Our Catholic Schools will assist students in developing a deep understanding of the world, using their capacity to apply knowledge, and the commitment to producing quality work in their chosen field.

CKCS MISSION STATEMENT

Christ the King Catholic School, a ministry of Christ the King Parish, serves the Eastern Shore by providing a quality Catholic education for children in kindergarten through eighth grades. We are committed to fostering the spiritual, intellectual, social, emotional, and physical growth of our students. We offer an academic curriculum that integrates faith and learning in a nurturing, stimulating and safe environment. Together with the parish and parents, we prepare our students to meet their future with faith, knowledge and courage.

SCHOOL PHILOSOPHY

CKCS faculty is committed to fostering the spiritual, cognitive, social, emotional, and physical growth of our students. We accomplish this by providing a loving, nurturing, stimulating, and safe environment where students are encouraged to explore and question as they discover their strengths and talents, and appreciate the same qualities in others.

We are committed to providing an educational experience that includes a strong emphasis on spirituality and Christ-like behavior. We provide sound academic preparation and a curriculum intended to help each child grow and develop as a responsible, competent, confident person with self-discipline, and a commitment to the principles of justice and peace.

ARCHDIOCESE OF MOBILE PHILOSOPHY

The Archdiocese of Mobile charges Catholic schools with the mission of providing Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

Catholic Schools will:

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values;
- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;

- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity, while welcoming students of all faiths;
- produce graduates who possess a comprehensive understanding of the world, recognize the need for service to others and commit to excellence in their chosen vocations.

ADMISSIONS

Christ the King Catholic School does not discriminate on the basis of sex, race, national or ethnic origin, in administration of its educational policies, admission policies, athletic and other school-administered programs. Neither does it discriminate in any way with regard to sex, race, national or ethnic origin, in employment.

THE ROLE OF PARENTS IN CATHOLIC EDUCATION

Parents have the God-given natural right to educate their children. They are acknowledged as the first and foremost educators of their children. Parents have an obligation to raise their children in an atmosphere of love and respect that is reinforced by the school to produce exemplary Christian citizens.

- 1. All parents have the obligation to instill in their children a respect for authority so that instructions will be obeyed promptly and cheerfully. They will teach their children to look upon teachers, school staff, playground supervisors, and volunteers as representatives of their parents.**
2. Parents must be active partners in the spiritual development of their children by reinforcing at home, through word and example, our Catholic Faith. They should pray daily with their children, share in the Religion homework, model appropriate behavior and dress at mass, attend weekly liturgies and sacramental preparation meetings.
3. Parents will bring their children to school well rested and fed, clean, in complete uniform and with all the materials necessary for their classes.
4. Parents will support their child's academic development by cooperating with the school's programs, participating in parent-teacher conferences, reading the weekly take-home folders, assisting with homework, using Solutions, and asking for clarification when needed.
5. Parents model and reinforce the Discipline With Purpose (DWP) skills at home.

6. Parents must understand that technological communication through teacher e-mail, school website, and Solutions are made available by the school, and they will use these resources as much as possible to stay updated and informed.

The education of your child is a partnership between you and the school. If, in the opinion of the school administrators, the partnership is irretrievably broken, you may be required to withdraw your child from the school.

ACCREDITATION

Christ the King Catholic School is accredited by AdvancED School Accreditation, and meets all the requirements of the Archdiocesan Department of Catholic Education and the State of Alabama Department of Education for private schools.

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SCHOOL ADMINISTRATION

Pastor

The pastor is the spiritual leader of the parish and the Christian educational community within the parish. The pastor shares in the work of the archbishop of the archdiocese. As a delegate of the archbishop, the pastor is the administrative head of the parish and the school.

School Principal

The principal is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to learning. The principal is responsible for the day-to-day operation of the school.

Assistant Principal

The assistant principal is responsible for maintaining the school program in the absence of the principal. Discipline, student services, federal programs, curriculum and instruction are distinct areas handled by the assistant principal.

Faculty Advisory Committee

This committee consists of a representative from the various departmental levels along with the principal and assistant principal. This committee supports, suggests, and advises so that a team approach is used in setting goals and plans for improvement in all facets of the school.

School Advisory Board

The school advisory board is a duly constituted board whose authority is derived from the Ordinary of the Archdiocese and the Archdiocesan Board of Education. The primary functions of the board are to aid and support the principal and staff and to represent the parents in helping to determine the kind of education the children will receive.

The board is responsible for: setting policies to help guide the process of providing quality Catholic education for those members of the parish who desire it, setting the annual budget, fees, and tuition rates, hiring the principal with the approval of the pastor, and in consultation with the Superintendent of Schools, providing the necessary materials to create a climate conducive to maintaining standards of excellence, and ensuring that the facility and campus are maintained in excellent condition.

PTO

The purpose of the Parent-Teacher Organization is to work with the pastor and principal for the welfare of the school and the students.

CURRICULUM

Our school follows the curriculum guidelines promulgated by the Archdiocese of Mobile and the State of Alabama Courses of Study. Our curriculum teaches Catholic values and social justice principles, respect for human rights, and academics. Our textbooks are selected with the direction of the archdiocesan curriculum coordinator, archdiocesan committees, teachers, and principals.

Religion

Our religion program provides all of us with the opportunity to practice Catholic Christian principles in our daily lives. Non-Catholic students are required to participate in all activities, though they are unable to receive the sacraments. Religious activities include: morning rosary, prayer before each class, weekly masses, Adoration of the Blessed Sacrament, Stations of the Cross, the May Procession, and preparation for the sacraments of Reconciliation and Holy Eucharist. Sacramental preparation for Confirmation is done through the parish at the high school level.

Academics

The academic program embodies Religion, Mathematics, Language Arts, Science, and Social Studies. The course of study for K-8 grades meets all the requirements of the Archdiocese of Mobile, the State of Alabama, and AdvancED School Accreditation.

Honor Roll

Students in grades 6 – 8 may earn placement on the Honor Roll each quarter. This is to recognize special academic achievement on the part of students. There is an A Honor Roll and an A/B Honor Roll. All classes with letter grades will be used to determine if a student attains the Honor Roll. Students may not have any U in conduct or in any of the DWP skills on the report card. Students will receive an honor roll certificate each quarter to recognize their hard work and earned placement on the Honor Roll. Honor Roll students may not be recognized for Honor Roll due to disciplinary actions.

Student Records

Educational records are confidential and are available only to parents or guardians and to those members of the school staff who have a legitimate educational interest in the student. Parents shall, upon written request and with 24 hours notice, be entitled to review and/or obtain copies of the educational records relating to their child. These records include registration information, census information, yearly averages, and standardized test scores.

Student Evaluation

Report cards are issued four times a year. Parent-teacher conferences are held at the end of the first and third quarters. Grade updates are available online at <http://solutions-online.org/> for grades 1-8. Teachers maintain electronic grade books and parents are able to view postings immediately.

Promotion - Retention

Promotion in the Archdiocese is based on the maturity of the child, achievement of at least the minimum course work, and regular attendance. In grades 1 and 2, at least two 1's in Reading or two 1's in Math would result in retention. In grades 3 – 8, a yearly average of “F” in two major academic areas would result in retention. Major academic areas include: Religion, English, Reading, Math, Social Studies, and Science. If retention should occur, an alternative setting for the student may be recommended.

Homework

- reinforces what is learned in school
- allows a child to apply himself/herself to a task
- teaches time management
- develops critical thinking

Homework is an obligation, not a matter of choice. Successful completion of homework enhances a child's quarter grade as a component weighted with tests, assessments, projects, and class participation. **Participation in sports and other activities should not interfere with homework or with the child's performance in school. Your child's first responsibility is to be a student and to participate fully in all aspects of his/her school experience.**

The following outlines the time required for completion of average homework assigned on a nightly basis. Actual needed time may vary.

Grade	Average Time
K-2	30 minutes
3-4	35 minutes
5-6	60-75 minutes
7-8	60-100 minutes

Physical Education

The physical education program requires active participation of students unless prohibited by a doctor. Parent's written request may excuse a student from participating temporarily, but may not exceed two consecutive classes. If a student will miss five or more days with a physician's note, academic accommodations may be made. The student may be required to complete an alternate assignment to fulfill the missed physical days. The program is based on State Department Guidelines, the President's Physical Fitness recommendations, and the Archdiocesan Curriculum. The program meets the safety, health, and recreational needs of children while fostering a Christian attitude toward good sportsmanship.

Grading Scale for PE:

Grades 1-5
S or N

Grades 6-8
A – F

Grading Components for PE are:

Participation and Dressing Out – 40%, Knowledge - 40%, and Skills - 20%.



Library

The full-time librarian coordinates the school's instructional resource center and its various types of media. Through the librarian, materials are available to teachers, students, and parents. Library skills are taught according to the level of need and understanding of students. An appreciation of literature is fostered through story time and literary projects. The Accelerated Reader Program, open to all students in grades 1-8, offers students the opportunity to improve their reading comprehension level. Students visit the library on a regular basis with individuals being allowed to use it at other times, including lunch recess, and at the discretion of the librarian/teachers. Students are responsible for returning books on time. A fee is charged for past-due books. Restitution for damaged or lost books and book fines must be taken care of by the parent before grades are issued.

Academic Enrichment Resource

An academic student assistance program exists for those students who need individual or small-group tutoring. Students in grades 3 through 8 are required to have a complete psychological evaluation that documents academic and/or attention deficits. Students are mainstreamed and receive services based on individual need. The primary purpose of the program is to provide specialized support to the student. There is an additional fee for this program. Please contact Jackie Garlock (grades 4-8) garlock@ctkcsdaphne.org or Marguerite Summerford (grades K-3) summerford@ctkcsdaphne.org.

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POLICIES AND PRACTICES CONCERNING PARENTS AND STUDENTS

Parent-Student Handbook Disclaimer

Failure to read the Parent-Student Handbook does not excuse students or parents from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. **The principal has the right to amend any policies contained in the Parent-Student Handbook at any time**

No student, parent, or employee of the Archdiocesan Catholic School System shall be subjected to any type of harassment. Our school system is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. Respect for others is shown through language, behavior and personal interaction. Therefore, any type of demeaning behavior involving verbal, physical, visual or sexual affronts will not be tolerated.

The Rights of Non-Custodial Parents

At the time of registration, the parents shall provide complete and accurate information regarding the custodial care of the student and visitation rights. Upon request, parents shall furnish to the principal a copy of each relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to inform the school of any change in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third party access to the child.

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to educational records relating to his or her child and, upon written request, may receive copies of school notices relating to the school and school activities. **A \$45 postage and handling fee is required annually for duplicate mailings of school notices (report cards, newsletters and monthly calendars.)**

Child Protection Training

The Archdiocese requires that all faculty, staff and persons who volunteer in any capacity at the school be trained in the Child Protection Program. Once obtained, this training must be renewed each school year online. Information concerning this annual training can be found on the Archdiocese website at www.mobilearchdiocese.org/childprotection/ or by contacting the school office.

Visitors

A visitor is a person that comes to the school on a non-regular basis and has a specific purpose for coming to the school. All parents, visitors, and guest speakers must sign in and out at the office and wear visitor badges while they are on campus. Visitors shall be deemed bound by this handbook and by all school policies and directives. Visiting students are not allowed to spend the day in class with their friends.

Technology Use Policy

Christ the King Catholic School is committed to preparing its students to live out their faith in a global technological society. All uses of technology are viewed in the context of the moral and ethical teachings and policies of the Catholic Church and the school's Mission Statement. We support technology as a tool and a resource to better prepare our students for their role in the 21st century. While this policy attempts to be as comprehensive as possible, new situations may develop that are not outlined in this policy. Those situations will be dealt with in a manner consistent with the policies in the handbook and the school's Mission Statement.

To further its Mission, Christ the King Catholic School has established an internal network in which computers and other technological devices on campus are able to exchange information, communicate within the network, access the server, employ the Internet and utilize available technological resources. In order to keep this network and its devices operating as effectively and productively as possible, users must follow Christ the King Catholic School's Use Policy when using any and all technological resources on campus. All technology use must be for educational purposes and be consistent with the mission statement, handbook and policies and procedures of Christ the King. File space on the CKCS network is the legal equivalent of a student's locker. All applicable rights and policies in regard to a student's locker apply. Users must respect the legal protections to data and software provided by copyright and license law.

All network users are held responsible for their actions and activity within all technological devices, both school owned and personal -while that personal device is using school resources or is on school grounds. Students and parents should know that violations of the law and school policy, such as destruction or damage to equipment, software, or data belonging to the school or other users will be dealt with in a serious and appropriate manner. Unacceptable uses of the network and or the Internet can result in the suspension or revoking of access and privileges.

Any attempt to harm or destroy data of another user or to harm, destroy or interfere with the CKCS network, or any other network connected to the CKCS network, will result in the immediate termination of user privileges and administrative discipline. Uploading or creation of computer viruses is considered malicious vandalism and will be treated accordingly. All illegal activities such as transmission of any material in violation of any U.S. or state law or regulation are prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by license agreements.

Students are responsible for any damage occurring to the school's devices and software due to inappropriate actions or inaction while using the technological resources of the school. Fees may be assessed and charged to the student for required repairs or replacement.

Internet Use Policy

Christ the King Catholic School is pleased to be able to offer high-speed Internet access to its students to support its religious and educational goals and objectives. The Internet is

a valuable tool for students to access educational resources and conduct research, but is also uncensored and contains information and allows use that is inappropriate for students. It is the School's policy that all use of the Internet by students shall, at all times, be consistent with the religious and educational goals and objectives of Christ the King Catholic School and Parish. **Students (through their parents or guardian) shall assume primary responsibility for understanding appropriate standards and conduct in using the Internet.**

All access to the Internet must be in support of education and research. Students are not permitted to access links or areas of cyberspace whose content is deemed pornographic, illegal, or racially, ethically or morally offensive by the standards of the School and Parish. Students also agree to act in an ethical manner when using the Internet. Any infringement of copyright or acts of plagiarism are violations of the CKCS Acceptable Use Policy. Chat rooms, websites such as Facebook, Twitter and personal email accounts are not to be accessed at school.

Internet Access at Christ the King Catholic School is a privilege, not a right. This privilege may be revoked at the sole discretion of Christ the King Catholic School at any time. A student violating the School's Internet policy may be subject to further discipline. Christ the King Catholic School disclaims all liability for the content of material that a student may access on the Internet, for damages suffered in the course of or as a result of a student's use, and for any other consequences of a student's Internet use.

School Email Accounts Issued to Students

CKCS provides student email accounts to students in junior high for academic and educational purposes. These student accounts issued by CKCS are expected to be used strictly in an academic manner and in a responsible, ethical and legal way. Student CKCS email accounts are considered an official means of communication between students and teachers and are the only acceptable email communication for any academic purpose at CKCS. These student accounts grant access to a variety of school-sponsored resources such as those provided through the school's subscription to Google Education. As a school provided resource, student email accounts are treated legally as lockers and remain under the control and monitoring of the school and are governed by the school's and the Archdiocese's AUPs. The school may, at its discretion, filter, access and monitor technology resources and student usages of such resources. Further school expectations and policies will be covered by the Student Email AUP signed by the students and parents on issuance of a school student email account.

Bring Your Own Device Policy (BYOD)

Christ the King Catholic School is committed to preparing its students to live out their faith in a global technological society. To aid in this goal, CKCS has implemented a BYOD policy. Allowing students to bring their own devices expands opportunities for students to enhance their school experience. With classroom teacher approval, students may use their own devices to access content and enrich their academic success.

By participating in the BYOD Program at CKCS, you are agreeing to, and are bound by, the Technology and Internet Acceptable Use Policies of CKCS and the Archdiocese of Mobile. All BYOD users are held responsible for their actions and activity within their devices. All technology use at CKCS is viewed in the context of the moral and ethical teachings and policies of the Catholic Church, the Archdiocese of Mobile and Christ the King Catholic School and all users must follow Christ the King Catholic School's Technology Use Policy when using any and all technology resources on campus. All authorized use must be for educational purposes and be consistent with the mission statement, handbook, policies and procedures of CKCS and the laws of the U.S. Unacceptable uses of any technology device can result in the suspension or revoking of access and privileges and the confiscation of the device. Students are responsible for any device brought on campus.

We would also like to make clear that parents are not expected to purchase a device for their child. If a student owns a device, has parent permission, and agrees to the guidelines, the student will be allowed to bring the device to school.

Key Points of This Policy

- Cell phones of any kind are not permitted as part of the BYOD policy.
- When a student brings his/her own device to school, it is required that any Internet use is channeled through the CKCS filtered network. Students are not permitted to use private data plans at school to access the Internet.
- The teacher in the classroom has the final say on procedures in that classroom (including specific directions left for any substitute teacher). If the teacher (or substitute teacher) asks a student not to use the device, then the student must follow those directions.
- Electronic posting of personal information about one's self or others (i.e. addresses, phone numbers, and pictures) is expressly forbidden at school. Inappropriate posting of materials relating to other students and cyber bullying will be referred to the Daphne Police Department.
- In addition to following the CKCS Acceptable Use Policy, students are also expected to exhibit appropriate and safe digital citizenship skills.

Responsibility for Devices

- Students who bring their own device to school do so at their own risk. Neither the school nor the teacher may be held liable for loss, theft, or damage to personal property.
- Students are to keep their devices secure at all times and not loan them to others.
- Students may not use their own devices during instructional time unless approved by the classroom teacher.
- All devices and accessories must be clearly labeled with the student's name.
- It is the responsibility of the student to bring any device to school charged. CKCS is not able to provide access for all students to charge devices and so students should have no expectation that they will be able to charge a device at school.
- Currently there is no printing at CKCS from a personally owned device.

Student Cell Phones

Cell phones are allowed provided the following:

- Cell phones must be kept in their backpack.
- They may not be carried on their person.
- They must be off.
- They may not be used at any time during the school day for any reason.
- They may not be used during after school care.

Any violation of this policy will result in the phone being taken. Parents can pick up the phone from the principal on the following Monday. Any further violation, the phone will be confiscated and can be picked up from the principal on the last day of school.

Child Abuse Reporting

The faculty and staff of Christ the King Catholic School comply with the child abuse reporting laws of the State of Alabama. Reporting procedures established by the Mobile Archdiocese are followed when making reports to the Department of Human Resources. It is our duty to report suspected child abuse.

Counseling Services

School counseling services are available at CKCS. Students and faculty may see the counselor on an as needed basis. School counselors also provide classroom services and follow the Mobile Archdiocese School Counseling Curriculum.

Communication

Each Sunday, parents will receive an E-Blast email message from CKCS with weekly information about the school. Each month you will receive a brown envelope with enclosures that parents are expected to read. This will include letters from the Principal, the president of the School Advisory Board, the P.T.O., and a monthly calendar. You are asked to sign and return the envelope. These communications are also available on line at our website (www.ckcsdaphne.org).

When you see an email message from Alerts@useiris.com, please read it as it is from our IRIS - Immediate Response Information System. This is how we will communicate with you when we have some important reminder or information to send. IRIS can send out voice recorded phone or email/text messages- depending on the level of urgency - ranging from an urgent message for emergencies to informational messages. Please advise the office if your email address and/or contact numbers have changed from your last submittal to CKCS. With current information, we can provide up to the minute alerts.

CKCS utilizes the Solutions online communication and grade posting system. Teachers will post grades and classroom news and assignments there. It will be apparent through those postings if a student is not accepting the responsibility for items expected. Parents and students are able to log in and review that information. Each parent receives a Solutions access to the accounts of all their students enrolled at CKCS. If parents or guardians have any questions about a Solutions account, the request must be submitted to the office, in writing with a parent signature.

Parent/Teacher Conferences

If you wish to speak to a teacher, please email the teacher directly to set up a conference time. The teacher will return your email as soon as possible. Unscheduled conferences interrupt instructional time and therefore are not permitted.

Publicity

Our goal is to “**let our light shine**”, and to share our good news with our parents, parishioners, and the wider community. The school publishes a web page (www.ctkcsdaphne.org), a Facebook presence (www.facebook.com/cthekingdaphne), a monthly newsletter, the Annual Report, a yearbook, and announcements in the church bulletin. We also submit information and photos to the Catholic Week and the local newspapers.

Arrival

Teacher supervision begins at 7:30 a.m. Students are not allowed into the classrooms before 7:30 a.m. and should arrive on campus between 7:30 and 7:45 a.m. **Children whose parents must leave them at school before 7:30 are to report to the gym where there is supervision beginning at 7:00 a.m. These students will be dismissed to their classrooms at 7:30.** A fee will be charged for the use of this service. Students are expected to be seated and ready for class in their homeroom by 7:45 a.m. Classes begin at 7:45 a.m. and students who **arrive at or after 7:45 a.m. are tardy** and must sign in at the Health Room.

Report of Absences

Parents of students who are absent from school must send a written note to the child’s teacher, on the day the child returns to school, stating the reasons for the absence. **Parents should email the homeroom teacher or call the office (626-1692) by 9:30 a.m. to let us know why your child is absent.** They may request homework assignments at that time. All homework assignments will be placed on the bookshelf in the hall – just outside the office – at **3:00 p.m.** Please tell siblings to check the bookshelf if they are to pick up homework assignments. Work will not be sent to a classroom of another student to be carried home. **All requests for homework assignments should be made before 9:30 a.m.**

Archdiocesan Attendance Policy

Tardiness/Early Dismissals

Parents should make every effort to have their students arrive on time for school and remain for the full day. Daily attendance is required except for illness or emergency. A student must be present in class for 3 academic hours in order to be marked present. Tardiness and absences can be detrimental to a child’s work and progress. If a student is tardy, they must present a parent, doctor/dentist note to have the tardy excused. When the student’s record has 15 tardy/early dismissals (both excused and unexcused), the Office

of Catholic Schools may be notified. After 20 times tardy/early dismissals (both excused and unexcused), then the truancy authorities may be notified.

Should a student's tardies/early dismissals (excused and unexcused) exceed 10 days, the parent/guardian will receive a warning letter from the school administration. Should it be determined by the school administration that these excessive tardies/early dismissals are due to chronic illness, family difficulties or due to other extenuating circumstances, the school may make exceptions to the ten allowed for the year. Should a student's tardies/early dismissals exceed 15 days and are not determined extenuating, the Office of Catholic Schools will be notified. Should a student exceed 20 days, the local truancy authorities may be notified. The school will follow the recommendations of the truancy authorities.

Early dismissal is not permitted after 2:30 each day. Once a child has been checked out for dismissal, they should not return to the campus. Only check-outs for appointments or family business will be excused.

Absences

For an absence to be excused, the parent/guardian of the student must send a written note with the student when he/she returns to school. **Absences will be excused for illness, death in immediate family, and emergency conditions as determined by the principal. Out-of-town trips, vacations, going out of town for non-academic events (sport events etc.), even with prior consent of the principal, are considered unexcused absences.** The school is not required to provide schoolwork/homework before an unexcused trip; however, students will be allowed the opportunity to make up missed work. A written note from the parent/guardian must accompany an excused absence. Any absence over ten excused absences must be accompanied by a doctor's note.

Should a student's absences (excused and unexcused) exceed 10 days, the parent/guardian will be contacted by the school administration in order to determine the reasons for the additional absences. Should it be determined by the school administration that these additional absences are due to chronic illness, family difficulties or due to other extenuating circumstances, the school may make exceptions to the ten absences allowed for the year. Should a student's absences exceed 10 days and the additional absences are not determined extenuating, the Office of Catholic Schools will be notified. Should absences exceed 20 days, the local truancy authorities may be notified. The school will follow the recommendations of the truancy authorities.

Automobile: Following the 3:00 p.m. dismissal bell, all students who travel by car will line up in front of the designated classrooms and remain there until their parents, or others authorized to do so, arrive to take them home. **This is the only area where students may be picked up. Teachers supervise the students as they leave from this area. Parents who pick students up at other areas do so at their own risk and without faculty or Board approval.**

Bus: Students will be dismissed at 2:55 to board the bus waiting on Sixth Street. All students riding the school bus from Fairhope are subject to the same policies while on the bus as we have at CKCS. For their safety, they should remain seated and be respectful of each other. Bus riders not riding the bus must be picked up in the carpool area for their safety.

Bicycle riders/Walkers: Students leave the classrooms at 3:00 and leave immediately so that they are out of the area before the automobiles begin moving. Please contact the homeroom teacher if your child is to walk home or ride a bicycle.

Students may not enter the school buildings once they have been dismissed for the day. Maintenance personnel are not allowed to open classrooms for forgotten items. Teachers do not have accessibility to classrooms other than their own. Students are expected to take home whatever is needed to complete their assignments/study.

Late Pick-Up: Students will be taken to the library or office hallway at 3:15 to wait for pick-up. Those students who have not been picked up by 3:30 p.m. will be placed in the Extended Day Care Program. Parents will be charged for this service. **This policy will be strictly enforced for the safety of your children.**

CKCS assumes no liability or responsibility for parents and students who do not follow the above rules and procedures.

Extended Day Care

Students who are registered for this program are to remain with their classmates at the designated dismissal area on the porch with their supervising teacher. At 3:15, the supervising teachers will walk all Extended Care students to the Art room for check in. Extended daycare is subject to the supervision of the school, and all policies and procedures in this handbook will be enforced.

Field Trips

A field trip is a privilege not a right. Field trips are scheduled to enhance student academic, spiritual and cultural development. Students who have discipline issues at school or who have misbehaved on previous trips automatically exclude themselves from future trips. **Due to insurance regulations, siblings are not allowed.**

No student will be allowed to go on a field trip unless he/she has turned in and properly completed the official Archdiocesan forms. No adults may accompany the students on a field trip unless they have completed the Child Protection Training.

Classroom Interruptions

In order to provide a distraction-free environment for all children, parents should do the following:

- Make sure your child has everything he/she needs before they leave home in the morning.
- Bringing forgotten items to school is strongly discouraged. Students will not be able to use the office or classroom phone to call home to ask for forgotten items.
- Lunches may be placed on the bookshelf in the office hallway. School personnel will contact the classroom to inform a student that a lunch has been left for them, but not any other items. It is the student's responsibility to check the shelf for lost and forgotten items.
- Have children at school early enough so that they can have book bags unpacked and be seated in their desks and ready to pray when the bell rings at 7:45 a.m.
- Plan appointments after 3:00 p.m.

Lunch Break

Students eat lunch in the classrooms and may purchase ice cream as dessert, except for Kindergarten students. Glass containers, candy and carbonated drinks are not allowed. Replacing a forgotten lunch with a fast food lunch is discouraged.

Milk Program

Milk is served daily. Milk fees must be paid in advance at the beginning of the school year, either for one or two semesters. Students who wish to purchase milk should obtain a milk order form from the office, complete it and return it with a check payable to CKCS. Cash is not acceptable.

Requests to change the type of milk originally purchased (white to chocolate or chocolate to white) must be made in writing to the office and changes will be made for the upcoming month.

Off Limits Areas for Students

The Church, Rectory, Assumption Hall, Parish offices, Immaculata Center, kitchen at rear of gym, and the pre-school are off limits to students during the school day, except under the direct supervision of faculty or staff. **For the safety of all students, the gates on the perimeter of the property are locked throughout the school day.**

Parties

Class parties are allowed at Christmas and at the end of the year only. The school administration will set the time and date for these functions. There will no special celebrations or parties during Lent.

Birthdays

Party invitations may be distributed in school **only if every student in that classroom is invited or just all the boys or all the girls.** This is done to prevent hurt to students and

to create a feeling of belonging in the homeroom family. Deliveries of flowers or balloon bouquets are forbidden. At the discretion and approval of the classroom teacher, cupcakes or cookie cakes may be brought to celebrate a birthday. There must be enough for all the children in the classroom, be pre-cut, and ready to serve.

Fire Drills, Tornado Alerts

Fire and tornado procedures and routes are posted in all classrooms and in the school hall. Fire drills are conducted monthly, and a tornado drill is conducted each semester. Everyone on campus, including parents and visitors, are expected to participate in drills.

Back Packs

Students in grades K-3 and 6-8 may not have rolling backpacks. Students in grades 4-5 may have rolling backpacks if they are the type that are collapsible and can fit in their cubbies or lockers.

Animals

For the safety of our children, all animals and pets are strictly forbidden on campus at any time. Please do not bring pets to pick-up at dismissal.



Health

Keep home from school: Students should be kept home from school if

- The child has a temperature over 100 degrees.
- The child has vomited two or more times in the previous 24 hours.
- The child has diarrhea or other intestinal distress.
- The child has excessive coughing, sneezing, or nasal drainage.
- The child has any communicable disease such as strep, pink eye, lice, chicken pox etc. The student must stay at home and receive medical treatment.

Illness during school: Students who become ill during school hours will be sent to the health room. Parents must come to the office, sign the dismissal book, and meet the child in the health room. Parents must take their children home when:

- The child has a temperature above 100 degrees.
- The child is or has been vomiting.
- The child has certain communicable diseases such as chicken pox, lice, impetigo, ringworm, or conjunctivitis/ pink eye. If a child is found to have lice, then all siblings will be checked as well and sent home if necessary.

Before the student returns to school the following criteria should be met:

- Students must be free of fever above 100 degrees for 24 hours and **without** medication for 24 hours prior to returning to school.
- Students must be free of vomiting and/or diarrhea for 24 hours and **without** medication for 24 hours prior to returning to school.
- Students with communicable diseases may return to school after receiving required treatment. A letter from the physician must be submitted to the nurse before the child is readmitted to school.

Medication: All medication will be kept in the Health Room.

- Students are **not allowed** to have any medication in their possession. Medicine to be taken at school must be delivered to the Health Room by a parent or guardian. Please do not send medication with students.
- Parents or guardians who request the nurse to dispense medication to their children must fill out an authorization form. This must be renewed each year.
- If the medication order is changed during the school year, for example a change in dosage is ordered, the parent/guardian must complete an additional authorization form.
- Medication must be sent in the original prescription bottle. Some over-the-counter medications may be kept in the Health Room, i.e. Advil, Tylenol, only if accompanied by a doctor's prescription with directions for administration, and only in the original sealed bottle. The **reason** for administration, for example, headache, ankle pain, must be on the prescription.
- Students are allowed to have cough drops or Chapstick in their possession, provided it does not disturb the classroom routine.

- The parent or guardian must pick up any student medication at the end of the school year. **Medications not picked up at that time will be destroyed during the first week of June.**
- CKCS is not responsible for any problems arising from dispensing medication at a parent's/doctor's request.

Other Medical Issues:

- In extreme cases, and with the approval of the school administration and nurse, students may be given permission to self-medicate. Students must have a signed order/authorization from a licensed prescriber and signed parent/guardian permission to self-medicate and carry medications (i.e., Epi Pen, asthma inhalers, insulin). This permission requires students and parents to develop a self-medicating procedure with the school nurse.
- If a student requires crutches, a doctor's note specifying necessary accommodations and the duration of these accommodations is required.



DISCIPLINE

CKCS administration, faculty, and staff have high standards and expectations for each other and for our students. All are called to respect each other, as we strive to build a community where peace and harmony are evident and where each person has the freedom to grow and flourish, as God wants.

When the atmosphere in the school and home environment is conducive to the ideals of Catholic/Christian education, the goals sought will be achieved and through our efforts, the children will be the beneficiaries and the quality of all our lives will improve.

Statement of Policy

Our code of conduct and the administration of discipline are based on Catholic values, the dignity of the human person, and the Discipline With Purpose program. Our goal is to help students become self-disciplined. To achieve this we need the cooperation of students, parents, and the school staff. Our guidelines are stated clearly so parents and children alike may understand both the behavioral requirements and the consequences of not meeting these requirements. The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion.

Anti-Bullying Policy:

Christ the King Catholic School is committed to keeping our school a safe, academic learning environment that develops students to their fullest potential. In following with this commitment, we are expected to treat everyone with respect, and will refuse to tolerate disrespectful behavior in any form at our school.

Our school defines bullying as when someone continues to mentally and/or physically hurt or intimidate or threaten another person on purpose.

Procedures for Handling Bullying Behavior:

Step 1: A faculty/staff member may redirect or re-teach the rules that a student is having difficulty with. Consequences may be given at the teacher's discretion. Parents may be notified.

Step 2: Sent to Counselor-School expectations and rules are reviewed and emphasized. Problem-solving conference is held with student involved. Student is informed of steps 3-6. Counselor notifies parent of meeting with student. A conference sheet is placed in the students file with details about the parent/counselor communication.

Step 3: Sent to Assistant Principal (1st time)-Assistant Principal and student meet. Student calls parent with Asst. Principal. Student is informed of steps 4-6. Consequence issued. A conference sheet is placed in the students file with details of the parent/assistant principal communication.

Step 4: Sent to Assistant Principal (2nd time)- Student-parent-teacher conference. Consequence issued. A conference sheet is placed in the students file with details of the parent/assistant principal communication.

Step 5: Sent to Assistant Principal (3rd time)-Saturday school. A conference sheet is placed in the students file with details of the parent/assistant principal communication.

Step 6: Sent to Assistant Principal (4th time)- Parent required to pick up student and remove from school. Short-term suspension, long-term suspension, Saturday school or expulsion required. A conference sheet is placed in the students file with details of the parent/assistant principal communication.*Consequence for more serious behavior may proceed to Step 5 or 6 if it is determined to be necessary.

Virtue Education

Virtues in Practice is a supplemental program for K-8 and it is published by the Dominican Sisters of St. Cecilia Congregation in Nashville, TN. The program is used to supplement the existing religious education program. The program provides a structured way to teach virtues and the communion of saints.

Each month the whole school will teach and learn about one virtue in all grades. A different virtue will be presented each month to the school. The program is designed to be used on a three year cycle:

- Year 1 Faith
- Year 2 Hope
- Year 3 Charity

Over the course of the program students will have the opportunity to learn 27 virtues and to learn about over 80 saints who are models of the virtues. Students will have a booklet that they will use at school as part of the program.

Parents can access the parent guide at <http://nashvilledominican.org>. This guide provides information and activities that families can do at home to reinforce lessons being taught here. The guide can be found under the virtues program tab. There are some parent guides available in the office if you do not have access to a computer. The parent guide is the same for all three years of the cycle.

CHRIST THE KING
CATHOLIC SCHOOL

All-School Rules

Respect yourself, others, and things around you
Contribute to the Learning Environment
Follow All Classroom Procedures

Students are expected to:

- Model excellence at all times.
- Treat everyone with respect and courtesy.
- Obey all school rules and procedures
- Be honest, truthful, and trustworthy.
- Display good citizenship and use good sportsmanship.
- Be self-disciplined in the halls, classrooms, restrooms, and playground, before, during, and after school.
- Never leave a class, study hall, or activity without permission from the teacher.
- Be prepared for class and do their best to learn all they can.
- Remain seated in their desk should the teacher leave for an emergency.

Steps to Respect

A bullying prevention program, the Steps to Respect curriculum is designed to promote friendship and prevent bullying behaviors. Students are taught a variety of self-discipline skills including strategies for making and keeping friends and steps used to join a group activity and positive assertive behavior. Students learn to recognize, report and respond to bullying behavior, and become aware of the responsibility of bystanders. Steps to Respect is taught by the counselor and reinforced by classroom teachers to students in K – 8.

Second Step

A violence prevention curriculum, Second Step is designed to promote social competence and reduce social-emotional problems by reinforcing the Discipline With Purpose skills in the areas of empathy, emotional management (impulse control, emotion regulation, anger management), and social problem solving. Second Step is taught by the counselors and reinforced by the classroom teachers to all students in K-3.

CHRIST THE KING
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DISCIPLINE STATEMENT

Any student choosing to display inappropriate behavior that may potentially impact the reputation of Christ the King Catholic School or the Catholic school system, whether during school hours or outside of school hours, whether on the school campus or off, may receive disciplinary consequences for said behavior as determined by school officials.

DISCIPLINE TERMS

Definition of Terms

Administration – May consist of principal, assistant principal, Pastor or department chairpersons.

Behavioral Contract – A document detailing a student's specific plan for behavioral improvement. It must be signed by student, parent(s), and administration.

Demerit – Category I infractions on the disciplinary report form used to notify parents of inappropriate student behavior. Three demerits in a quarter will result in a detention. Demerits are accumulated on a per quarter basis.

Detention – Detentions are Category II infractions on the disciplinary report form used to notify parents of inappropriate student behavior. The accumulation of three detentions during the course of an academic quarter may result in a suspension. Detentions are regularly held on Thursdays after school from 3:00 – 4:00 p.m. **Students are required to report to detention on the day assigned.** Parents will be notified of a detention which will be indicated on the Disciplinary Referral Form. This must be signed by the parent and returned to the teacher the next day. **Detention has priority over any school activity.** Detentions may **ONLY** be postponed with a doctor's notification or administration's permission. Failure to report for detention will subject a student to further disciplinary action, in addition to the reassignment of previously scheduled detention.

Discipline Conference – A meeting among student, parent(s), administration, during which a plan for improvement will be outlined.

Exclusion – Attendance at field trips, special events, and/or classroom parties during school hours, as well as participation in out-of-uniform days may be denied to students on exclusion. Additional exclusions may apply as determined by administration.

Expulsion – The removal of the student from Christ the King Catholic School. A final appeal may be made in writing to the Superintendent only by the student's parent or guardian and must be within ten (10) days of the notification of the disciplinary action by the school. Appeals may be made if there is a question of procedure or if substantial new information is available. The written request must include a statement giving the specific reason(s) for the appeal.

Out-of-school Suspension – A student who is suspended out-of-school will not be allowed on campus or to take part in any school activities during the suspension period. A Discipline Conference with the student, parent(s), and the administration is required before the student may return to campus. **A behavioral contract will be signed and implemented at that time.** An out of school suspension is considered to be an unexcused absence. Therefore, any work missed during the days of the suspension may not be made up for credit, and the student will receive a zero for the classes missed.

Saturday School – At the discretion of the principal, a student may be required to attend Saturday School from 8 – 10:00 am on a Saturday morning. This may be in addition to or instead of an out-of-school suspension. School suspension and Saturday School may affect a student’s extra-curricular activities.

DISCIPLINE PROCEDURES

Philosophy: Discipline is an integral part of the teaching process. In fact, learning can best be achieved in an orderly classroom.

OBJECTIVE:

The objective is to ensure a positive, safe, and productive learning environment. Students are to:

- Obey school rules
- Use their time wisely
- Be considerate of others
- Be prepared; return homework, reading books, assignments, etc.
- Be honest and truthful

Expectations of All Students:

- Follow directions the first time they are given
- Raise hand before speaking
- Walk quietly in line
- Observe personal space of yourself and others
- Keep classroom and school clean
- Respect teachers and classmates
- Contribute to the learning environment

Kindergarten – Second Grade

Each teacher implements a conduct and discipline system that is developmentally appropriate for the students’ age level. The approaches in each class include incentives for good behavior as well as consequences for inappropriate behavior. The approaches may include conduct cards, pulling sticks, Oops pad, or other suitable approaches that are effective. All discipline plans will be fully discussed at individual grade level parent meetings and a written plan will be provided by each teacher. Conduct systems may be changed or modified to meet the needs of the students throughout the school year.

Incentives may include, but are not limited to

- Daily rewards, treats, stickers, etc.
- Friday Fun
- Participation in activities

Consequences may include, but are not limited to

- Verbal warnings

- Loss of privileges
- Exclusion from activities
- Daily communication with parents
- Conference with parents as deemed necessary
- Referral to the office which may result in detentions, suspension, etc.

NOTE: A student may progress further than one step at a time depending on the student action or behavior. This will be determined by the teacher and administration.

Academic Infractions

Teachers of grades 1 - 8 will post grades weekly through Solutions. It will be apparent through those postings if a student is not accepting the responsibility for items expected.

Students in grades 3 – 5

Academic Notices

A student who fails to return notes, letters, homework, forms or Take-Home-Wednesday folders, etc. and /or is unprepared for class, without books, materials, supplies, etc. will receive an Academic Notice to be signed by the parents and returned the next day. The student will serve a classroom consequence each time he/she receives this notice. Consequences may include: a written assignment, time out at recess, exclusion during some classroom or school activities, or detention. These infractions may lower the student's grade. After 3 of these academic notices, a communication will occur between teacher(s), parents, and/or student to create a plan for improvement. This may be in the form of a meeting, telephone call, or other medium for communication. If the practice of not completing/returning items becomes habitual, the teacher may decide to issue Category I demerits for these academic items. In that case, the parent will be notified in advance of the accommodation being made for that student.

Academic Notice Infractions

- Failure to return notes, letters, homework, Brown Envelope, Disciplinary Report Form or Take Home Wednesday Folder.
- Unprepared for class, without books, materials, etc.
- Failure to complete daily class work

Students in grades 6 – 8

By the time a student is in middle school, the student's grades are directly affected by any failure to return assignments or other unpreparedness for class. Students are required to come to class prepared. It will be apparent through Solutions postings if a student is not accepting the responsibility for items expected. Teachers will notify parents individually if there is a need to discuss chronic failure to come prepared to class. Parents may also contact the teacher at any time if there is a question or concern about student progress.

Behavioral Infractions Third – Eighth grades

Category I

Category I infractions are handled by the teacher, who will issue a demerit. A copy of the demerit form will be sent home via the student for the parent to sign and return the next day. **Three demerits will result in a detention.** After 2 detentions in a quarter, a conference will be arranged with parents, student, teachers and /or other significant parties to create a plan for improvement. This conference may be in the form of a meeting, telephone call, or other medium for communication. Once three detentions resulting from Category I offenses have occurred in the same quarter, the student shall serve a suspension.

Category I

- Failure to follow individual teacher's classroom rules; excessive talking or noise
- Eating or drinking without permission; chewing gum
- Uniform violations, including hair and make-up violations
- Loud talking/noise while walking to PE, Church or any Specialist class
- Not following arrival and/or dismissal rules (tardy for classes during day)

Students who receive a category I demerit will have the opportunity to complete an approved service project in place of one demerit. Students must submit a request within one calendar week of the infraction. Upon completion of the approved service, the demerit will be removed from the student's record. The option to participate in this service contract will be determined by the administration. Service may not be performed in place of a detention. . Forms are available on the school website.

Category II

The individual teacher handles Category II infractions. A copy of the form will be sent home via the student for parent to sign. **One Category II infraction will result in detention and/or Saturday School and/or exclusion. A student may be excluded from a trip, activity, etc. if he/she has received a detention. Three Category II infractions in the same quarter will result in suspension.**

Category II

- Deliberate disobedience of playground rules or refusal to follow the directions of a school official or adult on duty
- Violation of the Acceptable Use Policy for computers and other technology
- Destroying or damaging property. Restitution will be required.
- Intentional physical aggression
- Throwing or kicking any object that could result in student injury or damage to property
- Use of obscene manifestations: profane language, profane gestures, harassment
- Any other conduct unbecoming of a Catholic student

Category III

These offenses will subject the student to suspension, or expulsion as determined by the Administration. Three suspensions of any type, as well as any one of the offenses listed below, may result in expulsion.

Category III Infractions

- Possession or consumption of tobacco, alcohol, e-cigarettes or any other drug*
**May result in automatic expulsion unless professional services are obtained.*
- Possession and/or use of a weapon or instrument used as a weapon
- Fighting
- Verbal abuse of any faculty or staff member.

Upon any suspension or expulsion, parents will be called to come and pick up their child immediately. The administration will meet with the student's parents to present a final decision regarding continuation at CKCS. Where appropriate, law enforcement will be notified.

Cheating/Plagiarism

Cheating and/or plagiarism will result in the student receiving a zero and may result in additional discipline consequences to be determined by the teacher and/or administrator.

Student Cell Phones

Cell phones are allowed provided the following:

- Cell phones must be kept in their backpack.
- They may not be carried on their person.
- They must be off.
- They may not be used at any time during the school day for any reason.
- They may not be used during after school care.

Any violation of this policy will result in the phone being taken. Parents can pick up the phone from the principal on the following Monday. Any further violation, the phone will be confiscated and can be picked up from the principal on the last day of school.

Important Notes

- The school may search cubbies, desks, lockers and any electronic devices at any time without prior notice.
- We also reserve the right to search student book bags without prior notice. Book bag searches may be conducted monthly.
- The School Administration may invoke any step or penalty in the Discipline Process for any discipline infraction and/or accumulation of infractions.
- Because some violations are also violations of state and/or federal laws, law-enforcement officials, along with the applicable legal consequences, may become involved at the discretion of the school and/or local law enforcement authorities.

Archdiocesan Weapons Policy

Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic Schools provide a safe academic and social environment for their students, teachers, staff and parents. The possession of dangerous weapons is a threat to the health, safety and well being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

DANGEROUS WEAPON – A dangerous weapon is a firearm (defined in section 921 of Title 18 of the United States code) or Anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or switch blade knife, gravity knife, stiletto, sword or dagger; or any bill, black-jack, bludgeon or metal knuckles. (Alabama Code)

Facsimiles of a dangerous weapon are subject to this policy. Any student to be found in possession of a dangerous weapon shall be expelled or suspended for a period of not less than one calendar year. The principal shall determine whether the student shall be expelled or suspended. The expulsion or suspension may be subject to any appeal rights which may exist. In cases where there are substantial mitigating circumstances, the principal may impose a term of suspension of less than one year but only with the permission of the Superintendent.

CHRIST THE KING
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EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are a privilege, not a right. If a student incurs disciplinary infractions, the student may be subject to the loss of the privilege.

Athletics

The athletic programs at CKCS are parish sponsored under the auspice of the Archdiocesan Catholic Youth Organization (CYO). CKCS is a member of the Alabama High School Athletic Association. More information may be obtained through the Christ the King Athletic Director.

Altar Servers

Students in grades 4 – 8 are eligible to serve at Mass. Servers need to attend a parish altar server training in order to serve at Mass.

Student Council

The Student Council is a service organization, which has as its purpose to help those in need. The Council is composed of a president, vice president, secretary, treasurer and two representatives from each 5 – 8 grade classroom. Council members serve as school leaders and should model exemplary behavior and maintain a high grade point average.

Council members must:

- Maintain a minimum of a “C” in all academic subject areas.
- Have satisfactory conduct grades
- Receive no more than 2 detentions during the school year.
- Attend all regularly scheduled meetings
- Participate in all Student Council projects and activities

Student Council members may be removed at the discretion of the principal, for any serious failure to meet academic or behavior standards.

Honors Recognition

An Honors luncheon will be held during fourth quarter for honor students who have made all As on at least one report card during the first three quarters and have maintained a G in conduct in all classes during all three quarters.

Academic Competitions and Clubs

Many other extracurricular activities are offered to eligible students during the school year, especially students in grades 5 – 8. These may include but are not limited to: Math Counts, Scholar’s Bowl, Running Club, Band, Chess Club, Coastal Kids, etc. Student may be removed from participation or competitions as a result of disciplinary actions.

FINANCES

Tuition is charged on a **yearly basis**, but can be paid monthly. All fees must be paid before a child is registered for the following year. All payments for the current year must be completed before a child is withdrawn.

- A \$30.00 service charge is applied for all returned checks.
- No post-dated checks are accepted.
- Tuition is paid based on the option selected per the Tuition Agreement signed at registration.
- If a child withdraws any time during a month, the full month's tuition is due.
- The School Advisory Board may require pre-payment of tuition based on past payment history.
- There will be a charge for special services and research into records. This charge will be an hourly fee plus a copy fee plus postage.

Christ the King Catholic School may be able to offer some tuition assistance to families in need. The *school and church* provide the funds being allocated. To be eligible, families must complete an online assessment through the FACTS institution <https://www.factstuitionaid.com/facts/gaindex> . This is all confidential and FACTS recommends if the family may be eligible to receive assistance.

STUDENT WITHDRAWAL DURING THE SCHOOL YEAR

The school office should be notified in writing one week in advance of the pending withdrawal. This will enable records to be brought up to date. A copy of the permanent record will be sent to the new school upon written request from that school. Transcripts will not be sent until after all fees are paid and library books returned.

CHRIST THE KING
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UNIFORM REGULATIONS

Students are required to be in uniform and properly groomed when they arrive. The school reserves the right to determine suitability of dress/grooming for all school functions and to require corrective action when deemed necessary. Students are not allowed to change into out-of-school clothing before they leave school at 3:00 p.m. Uniforms may only be purchased from Zoghby's Uniform Company. Boys in grades 6-8 are required to wear long pants at all times. Boys in grades K-5 are required to wear long pants from November 2, 2015 to March 1, 2016. Boys grades K-5 are required to wear long pants to weekly mass ALL YEAR.

Girls K-5

1. Skort-navy/gray plaid. All skorts must be no shorter than 3" above the knee, front and back, when the child is kneeling.
2. Shirt-navy polo with logo. Shirt must be tucked in at all times.
3. Shoes-all white tennis shoes.
4. Socks-logo ankle socks or all white crew socks.
5. Outerwear-navy logo full zip fleece.
6. *Dress Uniform-navy/gray plaid skort, navy polo with logo- required to be worn at all weekly masses.

Boys K-5

1. Long pants or shorts-gray twill. Boys will be required to wear long pants from Nov. 2, 2015 through March 1, 2016. Boys grades K-5 are required to wear long pants to weekly mass ALL YEAR.
2. Shirt-navy polo with logo. Shirt must be tucked in at all times.
3. Shoes-all white tennis shoes.
4. Socks-logo ankle socks or all white crew socks.
5. Belt-Black (optional for K-2).
6. Outerwear-navy logo full zip fleece.
7. *Dress uniform- Long pants with the navy polo with logo - required to be worn at all weekly masses.

Girls 6-8

1. Skort-navy/gray plaid. All skorts must be no shorter than 3" above the knee, front and back, when the child is kneeling.
2. Shirt-White short- sleeve oxford with logo or white short- sleeve polo with logo. Shirt must be tucked in at all times.
3. Undergarments - no colored undergarments are to be worn under girls' blouses.
4. Shoes-navy leather saddle oxford.
5. Socks-logo ankle socks or all white crew socks.
6. Outerwear-navy logo full zip fleece.

7. *Dress uniform-navy/ gray plaid skort and white short-sleeve **oxford** with logo - required to be worn at all weekly masses.

Boys 6-8

1. Long pants-gray dress pants.
2. Shirt-White short- sleeve oxford with logo or white short- sleeve polo with logo. Shirt must be tucked in at all times.
3. Shoes- black leather penny loafers (plain-no decorations like tassels or fringe).
4. Socks-all-black crew dress socks.
5. Belt-black.
6. Outerwear-navy logo full zip fleece.
7. Solid navy tie-When required, the tie must be worn all day and appropriately.
8. *Dress Uniform-gray dress pants, white short-sleeve **oxford** with logo, solid navy tie.

Dress uniforms will be required of all students on Mass days, picture days, field trips, and any other event that is deemed necessary by the administration.

Tennis shoes - colors other than white on side and top of shoe are **not** acceptable. Logos other than white are acceptable only on the heel and/or tongue. Shoes with wheels, glitter and/or lights are not permitted at any time.

*****All skorts must be no shorter than 3” above the knee, front and back, when the child is kneeling.**

P.E. Uniform

- **Students K-5** Students in grades K-5 do not change out for PE and so have no PE uniform.
- **Students 6-8** Students in grades 6-8 have a PE uniform of tennis shoes and any CKCS T-shirt. Shorts are to be black or navy athletic shorts without any other colors on the front, back or side panel, exclusive of the piping.

Miscellaneous

- All uniforms must be appropriate size. Oversized clothing is forbidden.
- Writing on uniforms and/or student bodies is not permissible at any time.
- Boy and Girl Scouts may wear their **official** scout uniforms on meeting days.
- We may also grant an exception to the regular uniform for field trips.
- T-shirts worn under shirts or blouses must be solid white without any writing or logos. Sleeves cannot be longer than the uniform sleeve. Students who do not comply with this regulation will be asked to remove the T-shirt.

Spirit Shirt Day

Students have a choice:

1. Any **CKCS** shirt with blue jeans (no shorts or capri pants, unless they are uniform shorts, only during the months that shorts are allowed), uniform socks and tennis shoes, or
2. Any CKCS shirt with regular uniform bottoms, socks and uniform shoes.
3. Eighth grade students may wear the official 8th grade t-shirt in place of the spirit shirt.

This day is not an out-of-uniform day. All the guidelines regarding jewelry, make-up, nail polish, hats, and outerwear still apply.

Complete Out of Uniform Day

On the occasion of a complete out of uniform day, students are reminded that this is still a day of school and modest dress appropriate to a Catholic school is expected. Sleeves on all clothing should cover the shoulder and shorts should be fingertip length or longer and be worn at the natural waist. Shorts may be worn in all grade levels. Leggings, jeggings, or tight fitting pants are not permitted unless they are worn with a top that is fingertip length or longer. **Closed toe and closed heel shoes with socks must be worn.**

Cold Weather (November 2nd through March 1st)

- During extremely cold weather, solid WHITE turtleneck or solid WHITE long sleeved T-shirt may be worn under the uniform shirt/blouse.
- Girls in K – 8 may wear solid white tights under their skorts. Uniform socks must also be worn.
- Thermal wear or ‘underarmor’ (shirts and pants) and sweatpants are not allowed at any time with the regular uniform.
- Only the school uniform outerwear items may be worn in the classrooms, to assemblies, to church, or on field trips. CKCS outerwear must be worn underneath any non-CKCS outerwear anytime a student is outside on the playground, during break and at recess.

Jewelry

- Students may wear a religious symbol or cross on a modest necklace, one ring per hand, no more than two religious bracelets, and a simple wristwatch. No other jewelry is allowed. Plastic or elastic bands may not be worn on the wrist.
- Multiple piercing is not allowed. Girls may wear stud earrings only – one per ear.
- Boys are not permitted to wear earrings.
- Jewelry should not be a distraction and students may be asked to remove and/or discontinue wearing an item at the discretion of the classroom teacher.

Make-up

Students may not wear make-up. Colored nail polish is allowed only in grades 6-8.

Hair



- A student's hair should be clean, conservatively styled, neatly trimmed and well groomed. Extreme hairstyles are not permitted.
- Girl's hair must be neat, well groomed, and off the face. If a girl's bangs are longer than her eyebrows, she must wear a headband or barrette to keep the bangs off her face.
- Boy's hair must neat, well-groomed and be cut
 - above the eyebrows (A) if hair is combed straight down
 - above the middle of the ears (B)
 - above the top of the collar (C)
 - short and evenly across the back of the head
- Hair that is curly or wavy must be neat, and follow the same guidelines

STUDENT DROP-OFF AND PICK-UP POLICY

Morning Drop-Off: There are two (and only two) approved methods of dropping off your child / children for school.

1. Enter the parking lot from Main Street. Please ask your children to gather their belongings prior to entering the parking lot. Drive your car into the parking lot, around the circle, as far as you can go before stopping. When you have reached the point where you can drive no farther due to the vehicles stopped ahead of you, let your children exit your vehicle from the **PASSENGER SIDE ONLY, BUT STOP ONLY ONCE!** At no time should a parent get out of the car to unload children. All children should exit your vehicle at that single stop, whether by the 8th grade classrooms or the administration building. We have volunteer parents and school staff standing out in the parking lot for assistance, no matter the weather. They will ensure that your child gets safely to the proper place. When exiting the parking lot, there is **NO LEFT TURN ON TO COLLEGE AVENUE. ALL TRAFIC MUST TURN RIGHT.**
2. If you prefer to walk your child/children in to school, park your car in the parking lot on Dryer Avenue. Escort your child/children across Dryer Avenue at the crosswalk with the Crossing Guard near the gym and accompany them to the classroom. Children **may not** enter the school property by themselves from this location.

Afternoon Pick-Up: There are two (and only two) approved methods for picking up your children after school.

1. Enter the parking lot area from College Avenue. **DO NOT** block the westbound lane of College or the intersecting streets while waiting to enter the parking lot. Pull all the way forward into the empty space of your choice in the parking lot until each lane is filled. **DO NOT** block other spaces or lanes to the west (your left) if they are available. This maximizes the number of children being picked up in the first wave, and it prevents a traffic jam on Main Street, College Avenue and Sixth Street. As exiting traffic turns beside Assumption Hall, it splits into two lanes to turn onto Main Street.
Parents should not leave their cars unattended when not parked within the lined designated parking lot. This includes cars parked between Assumption Hall and the rectory and those waiting on College Avenue. These cars will be in the 2nd wave of afternoon pick-up.
2. Park your car in the parking lot on Dryer Avenue and meet your child by crossing with the supervision of the crossing guard at the crosswalk. Return to your car with your child / children, crossing at the crosswalk. As you exit the parking lot, you may turn left or right onto Dryer Avenue. Children may not exit the school property by themselves at this location.

Other notes for Afternoon Pick-Up:

- Do not park anywhere alongside Assumption Hall; this blocks one of the two lanes by which cars exit onto Main Street.
- No one will be permitted to exit the parking lot between 2:30 and 3:00 P.M. for any reason.
- No one should enter the parking lot or the front parking lot from Main Street after 2:45 p.m. for any reason. "EXIT ONLY" signs are posted facing Main Street in the afternoon for carpool traffic only.
- At no time should a running vehicle be left unattended while in the parking lot during afternoon pick-up.

CHRIST THE KING
CATHOLIC SCHOOL

MORNING CARPOOL PRODECURES



Carpool Directions

- Enter the parking lot from Main St. Please ask you child to be ready. **Do not put back-packs in trunk.**
- Drive your car into the parking lot and around the circle as far as you can go before stopping. Volunteers will direct you around. **Do not try to drop your child off in front of their classroom or stop multiple times for multiple children.**
- For their safety, have your child exit on the passenger side of the vehicle only.
- Once the cars in front of you start moving or you are directed, pull around and out of the parking lot. Turn right onto College Ave. Do not turn left onto College as this may back up the carpool traffic in the parking lot as you wait to turn.

Other Notes for Morning Drop Off

- At no time should a parent get out of the car to unload children. If your child has extra items to carry in such as projects, food, etc. park in the Immaculata Center parking lot on Dryer Ave. and help your child in. Make sure you cross at the crosswalk on your way in and out. Children may not enter the school property from this location by themselves.
- Please do not park you car in the lined lanes of the parking lot and try to cross the traffic flow during morning carpool. If you must go into the school, park in an adjacent parking lot on Main Street or on Dryer Ave.
- Please be alert and courteous and do not use your cell phone during drop off.
- Smile and wave at the volunteers and staff who are directing carpool! Remember Mother Teresa said "Peace begins with a smile."

AFTERNOON CARPOOL PROCEDURES



Carpool Directions

- ◆ Enter the parking Lot only from the east bound lane of College Ave. Do not block the west bound lane as this causes a back up of traffic on Main St.
- ◆ Pull all the way forward into an empty space in any of the available lanes. Do not block the other spaces or lanes at the back of the lot.
- ◆ Get out of your car and pick up your child from where his class is waiting.
- ◆ Once your child/ children are in the car, wait until the carpool attendant signals for you to leave.
- ◆ Pull around to the exit on Main St and get in the appropriate lane to turn left or right.
- ◆ Only pick up your child if you are in the lined spaces of the parking lot. If you are on College Ave or parked in the alley between Assumption Hall and the Rectory, you are in the second wave of carpool. Please wait to be directed into the lot.

Other Notes for Afternoon Pickup

- ◆ You may also pick up your child by walking in and meeting them in the courtyard outside of the gym or outside of their classroom. Park your car in the parking lot of the Immaculata Center on Dryer Avenue and cross the crosswalk by the gym. Return to your car with your child/ children by crossing at the crosswalk. Children may not exit the school property by themselves at this location. If you choose this method make sure your child's teacher is aware that you have picked them up and do not enter the classroom or call them out of the classroom before dismissal.
- ◆ Children not picked up by 3:15 will be sent to after school care.
- ◆ Do not park anywhere alongside Assumption Hall on the side facing Main St.; this blocks one of the two lanes by which cars exit onto Main Street.
- ◆ Do not bring pets with you to carpool or on the campus of Christ the King.

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