

 Christ the King
Catholic School
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Indianapolis, IN 46220-2896
317-257-9366
www.cks-indy.org

Parent/Student Handbook
2018-2019

Growing Innovative Leaders Guided by Catholic Values

PHILOSOPHY

Christ the King Catholic School is first and foremost a Catholic learning institution dedicated to the Christian education of children.

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

Our faculty is comprised of licensed, talented and dedicated teachers who share a common goal of facilitating students' attainment of academic, spiritual, social, and emotional growth. We strive to create and maintain an atmosphere of mutual respect and trust among staff and students so that meaningful learning can best occur.

Children are considered and instructed as individuals with unique strengths and needs. Christian values are stressed and modeled, and respect for self and others are integral aspects of a child's educational experience at Christ the King Catholic School.

Parents do not relinquish responsibility for their children's education when sending them to school, but rather share it with the school. Parents are the most important educators of their children and are the primary agents of Christian values and attitudes as well. At Christ the King Catholic School, we depend on the parents' interest and involvement in their child's educational progress and welcome that involvement so that as partners we can achieve our mutual goal of offering the best possible education possible for each and every child.

MISSION STATEMENT

Christ the King Catholic School teaches and follows the example of Jesus Christ our King so that our students will attain their spiritual and academic potential through a culture of traditional values and innovative learning.

We are a family of parents, students, faculty, staff, and parish members providing a Christ-centered atmosphere that instills stewardship, respect and responsibility toward self and others, and a lifelong commitment to faith formation rooted in Catholic doctrine and prayer.

VISION STATEMENT

At Christ the King Catholic School, our students, parents, and faculty give glory to God by modeling strong Catholic virtues. We provide a solid foundation for a lifelong commitment to the faith, enabling our students to become positive forces in the community, reflective of their total Catholic Education. We foster academic growth in our students by providing opportunities which focus on their individual needs. We prepare our students to face the challenges that lie ahead.

We value each student as an individual and recognize his/her unique talents, abilities, and interests. Thus, the vision of Christ the King Catholic School is to guide the mind, body, and spirit of our children to live the Gospel of Jesus Christ and to meet their full potential as people created in the image of God.

CHRIST THE KING CATHOLIC SCHOOL GOALS

Catholic Identity Goal:

All students will demonstrate a strong understanding of the Catholic faith and incorporate that throughout their daily lives. Middle school students will list central tenets of the Catholic Faith.

Academic Goals:

Writing: Students will show growth in their writing skills.

Math: Students will show growth in their problem solving skills.

Institutional Advancement Goal:

Enrollment will increase to 360 students or above by the 2020-2021 school year.

CHRIST THE KING CATHOLIC SCHOOL POLICIES

ABSENCES: EXCUSED AND UNEXCUSED

Students may be excused for illnesses, funerals and court appearances. Students with fevers, severe colds, coughs, contagious diseases, or other signs of illness should stay home. **Also, please keep a student home for 24 hours after a vomiting episode. If a child is sent home with a fever, the child is ill and contagious. Christ the King will follow the Indiana Dept. of Health guidelines that defines a fever as a temperature of 100 degrees or greater. An ill child may not return to school until he/she is fever free, without Tylenol or Ibuprofen, for 24 hours.**

Pinkeye: If signs or symptoms of pinkeye are noted by the school or the parent, a doctor needs to verify that it is indeed pinkeye and provide a treatment plan or a note of clearance for the student to return to school.

Lice: It is the parent's responsibility to regularly check a child's head for lice infestations, to treat accordingly and to notify the school nurse or teacher in all cases of infestation.

- * If live lice or nits are discovered, the school nurse will notify the child's parent by phone. Students will be sent home for immediate treatment if live lice are present.
- * Students may return to school once they are treated and no lice or nits are present. Treatment requires using over the counter or prescription medication. Parents should take care to follow directions carefully.
- * Upon return to school, a parent or guardian must accompany the student to the school office and wait while the head check takes place.
- * If more than 5 students in the population report having head lice, a school-wide bulletin will notify parents, so children may be checked at home before the next school day.

We realize that keeping a student home may cause an inconvenience for you, but we must minimize the risk of spreading illness and protect the health of all children. **If students are absent from school for any reason (excused or unexcused), they MAY NOT attend extra-curricular activities (including but not limited to sports practices and games) after school.**

As you know, repeated absences may cause a serious learning problem for a child. **After the 8th absence in a school year, the administration will contact the parents to determine how further absences can be reduced.**

Parents of students who must take their child out of school during the day are asked to enter the school building, meet their child at the office and sign him/her out.

Notes of excuse must be sent to the office....

- when a student is absent or leaves school for any reason
- before or on the day of a dental or doctor's appointment
- if a child is ill and cannot go outside for recess or physical education classes
- if a child will be going home by different means than he/she normally does

Please avoid arranging medical and dental appointments during school hours whenever possible. Lost classroom time and teacher/student interaction that results in learning cannot be regained. The medical profession will respect our requests if we make them known.

We strongly discourage parents from removing students from school for vacations. It is our practice at Christ the King Catholic School to publish our yearly calendar in advance so that all are aware of the days in which school is in session. The learning environment created in each classroom cannot be "captured" in workbook pages or other make-up work. Students need to be in attendance unless they are ill. Please contact the principal prior to making vacation plans during the school year.

If a child is absent for ANY reason, the following conditions apply:

1. Parents are asked to call or email the school office by 8:30 a.m. on the morning of absence.
2. Upon returning, the student must deliver to the office a dated note explaining the reason(s) for the absence.

A doctor's note delivered to the office is required for any student who is absent three or more days due to illness.

3. The length of the absence will determine how much work make-up time will be provided. (Example: If a student is absent 3 days, he/she will have 3 days in which to make up the work missed).

4. If a family decides to take a vacation day while school is in session. **WORK MAY OR MAY NOT BE GIVEN IN ADVANCE**, depending upon the circumstances and the teacher. Work can be made up upon return to school. We strongly discourage parents from removing students from school for vacations.

ACADEMIC TESTING ADMINISTERED AT CHRIST THE KING CATHOLIC SCHOOL

Students in grades 3 through 8 will take the ILEARN test as required by the Indiana State Department of Education. Only 3rd grade students will take the state required IREAD test.

The overall purpose of standardized testing is to improve the educational opportunities of Indiana students. Through an official review process, the program has evolved a battery of tests that assess student achievement based on the proficiencies established by the Indiana Academic Standards. By assessing students at grades 3 through 8, the test battery meets a wide variety of important information needs. Among these are tracking educational progress, determining student readiness, improving curriculum, and identifying student needs.

Assessment through ILEARN is April 22nd to May 17th as mandated by the state. State-supplied tests are administered during a specified period of time. Individual student ILEARN results for each grade level will be accessible for parents once the state releases the information. Parents should keep copies of ILEARN results. Additional copies may be obtained through the school office within 2 business days at a cost of \$5.00 each.

CKS also administers Northwest Evaluation Association (NWEA) tests two to three times per year, depending on the grade level. NWEA is a national standardized testing company that allows teachers and parents insight into a student's strengths and areas for growth in the subjects of Math and Reading.

AFTER SCHOOL CARE PROGRAM

Christ the King Catholic School offers an After School Care program for students whose parents are unable to pick up at dismissal. They provide a loving and caring atmosphere for the students in the program, along with supervised recreational activities, and a structured study time. The program director has adults, college, and high school students who assist with the program.

The program hours are from school dismissal at 2:45 p.m. until 6:00 p.m. on regular days and 1:00 p.m. to 6:00 p.m. on early dismissal days. Occasionally, there are days when After Care is not offered, but these dates are published in advance. After Care registration forms and further information are available in the office. After Care fees are due weekly, payable directly to the director, or online through the church's online giving site. The director will keep track on all charges and payments. An End of the Month reminder will be left for our full-time families and emails will be sent for families who are part time. The principal and financial director will be notified of any delinquent accounts.

Students will not be considered officially registered for the next school year until all charges and fees are paid for or a payment plan has been agreed to.

You may pay monthly IN ADVANCE to alleviate this concern.

Guidelines for After Care Behavior

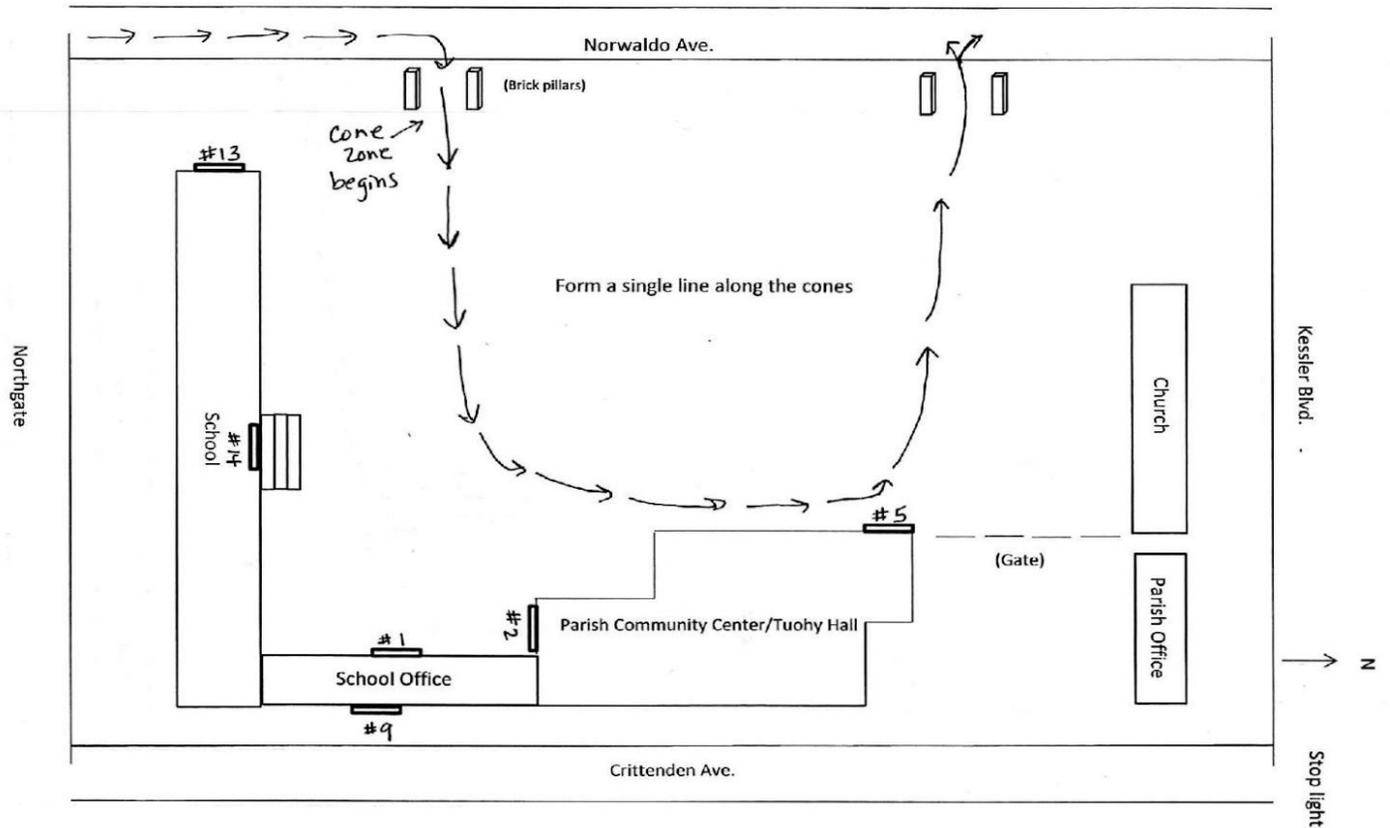
When students are in After Care, they are to behave as if they were still in school.

- No running in the hallways, respect for school property as well as respect for the After Care staff.
- Cell phones are not permitted, unless permission has been given by the director. Unauthorized use of cell phones will result in it being taken away and given to the parent at pick up.
- Students are expected to follow the rules for homework time. The first offense will result in their Thursday treat being taken away. If disruptive behavior continues, they will be asked to do their homework in a younger classroom for a period of time, and parents will be informed. The principal and assistant principal will be notified if disruption continues during study time.
- Serious offenses, such as hitting, bullying, name calling, etc. will be dealt with differently according to the age group. All students are asked to see an adult for any of the above mentioned offenses. Older students will be asked to complete an Admit, Apologize, Accept, and Amend worksheet regarding their actions. A copy will be made and given to the parents. The principal and assistant principal will be notified if behavioral issues continue.

ARRIVAL AND DISMISSAL PROCEDURES (Please examine the maps.)

Only northbound cars may enter

Morning Drop Off



Arrival

Students may arrive no earlier than 7:15 am. Parents are asked to drive along the cones in front of Tuohy Hall and pull as far forward as possible when dropping off students. Students must exit their vehicle once it stops. Double stops are not permitted. Parents are asked NOT to use Crittenden Avenue as a drop-off point. With the traffic from the high school, safety is a major concern.

At 7:15 am, a teacher will supervise students as they report to Tuohy Hall and stand in their assigned grade-level area. School staff will be monitoring the gym. Morning assembly begins at 7:45. Students will line up in homeroom groups.

Morning assembly will consist of the following:

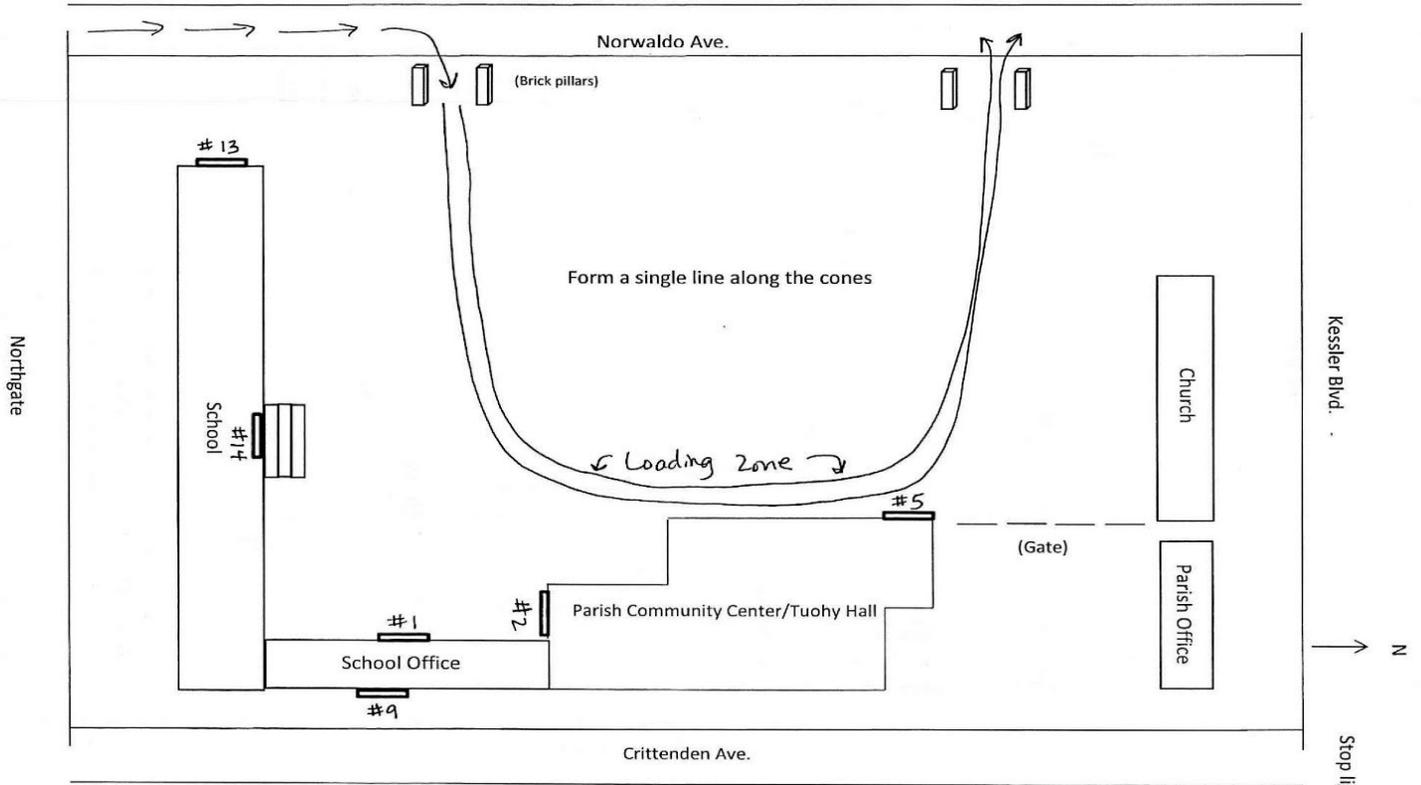
1. Greeting
2. Sign of the Cross
3. Bible reading
4. Question for Silent reflection
5. Intention
6. Lead group in Our Father
7. Sign of the Cross
8. Lead group in Pledge of Allegiance

9. Celebrate Birthdays
10. Protector Recognitions
11. Other Announcements (Sports, schedule sensitive, academic awards, etc.)
12. Dismissal to classrooms

After School Dismissal

Only northbound cars may enter

Afternoon Pick Up



All students will be dismissed over the PA. Walkers will go to their designated dismissal door and wait with the assigned teacher to be walked across the street. Aftercare students will report to the cafeteria. Car riders will report outside for pickup.

Car rider pick up will take place from the covered walk along the west side of the Tuohy Hall. **At dismissal time, there is no pickup on Norwaldo or Crittenden.** All cars on the playground/ parking lot must be in the waiting lane. There is only one pickup lane, and cars need to keep traffic flowing by constantly moving forward. Please be attentive to the line, and refrain from using cell phones at this time. Cars will be directed to pull forward to the northernmost corner of Tuohy Hall (at the main entrance to the building). Drivers will not be able to leave their cars as the flow of traffic must not be impaired. Students may enter cars from the right side only. If you must come into the school, park on Norwaldo Avenue, perpendicular to the parking lot. Dismissal is at 2:45 PM and the parking lot should be clear by 3:00 PM, so please arrive on time. The gates will be locked by 3:10 PM in order to clear the lot for the children in After Care to play outside. Teachers will be

outside to direct students and remind everyone to stay in cars to keep traffic flowing. Please inform others who may pick up your child about these procedures.

Students who are not picked up by 3:10 PM will be sent to After Care and parents will be charged a minimum of the first hour rate. Students who are not picked up by 1:15 PM on early dismissal days will be sent to Aftercare and parents will be charged a minimum of the first hour rate. This ensures the safety and supervision of all students.

If no Aftercare is provided on early dismissal days, parents will be charged a fee if students are not picked up by 1:20 PM.

BEHAVIOR IN CHURCH

It is expected that students will behave reverently and participate in church at all times. Students are to keep their hands to themselves, pay attention and not talk or make gestures at others. As in school, hats and gum chewing are forbidden. The consequences for misbehavior while in church will be assigned in accordance with our Code of Conduct for all students.

BIRTHDAYS AND SPECIAL OCCASIONS

We happily acknowledge the birthdays of all CKS students at morning assembly. Birthday treats are also a special part of each child's birthday and are always welcome in the classroom. However, in fairness to the other students, and to keep disruptions to a minimum, we ask that parents/guardians do not send balloons, flowers, or other special gifts to school for birthdays and special occasions.

***ALLERGIES**

Please alert us to any significant allergies your children may have, such as bee sting, food allergies, etc. on your child's emergency form. Parents must provide medicines, (epi-pen, etc) if they are required. We have students with severe food allergies, especially to nuts of any type. These allergies can be life threatening. Do not allow your children to exchange lunch or treats with others. Please do not bring class treats with nuts of any kind or products containing nuts, such as peanut butter. Thank you for your cooperation.

CLASS PARTIES

Students in grades K to 4 may be treated to a class party during the last thirty minutes of the day on the following holidays: Halloween, Valentine's Day, and Christmas. All parties generally should occur during the last half-hour of the day. **Again, please remember food allergies must be taken into consideration.**

Students in grades 5 to 8 may have treats at the end of the day for Halloween, Valentine's Day, and Christmas. This is left to the discretion of the homeroom teachers and room parents.

The room parents are generally in charge of arranging for class parties and/or holiday treats, with input from the classroom teacher.

COMMUNICATION BETWEEN HOME AND SCHOOL

All teachers have telephones and email access in their classrooms. These numbers are printed in the School Directory. Phones do not ring in classrooms during the school day. Voice mail messages will be answered within 48 hours. **When communicating with your child's teacher, email is preferred. Emails sent to teachers after school hours will be responded to within 24 hours of receiving the email. Please do not expect a response from a teacher in the evening/weekend hours.**

Please check teacher's web pages for homework as it will be updated daily.

In an effort to promote balance between work and family life, please do not address school-related issues with teachers in non-school related settings. Examples of such settings include, but are not limited to, sports practices and games, after school activities, and social events. The appropriate method for communicating school-related questions and issues is email or school voicemail. Do not text or call teachers on their personal cell phones, unless there is an emergency.

Please pre-arrange classroom visits with your child's teacher. Delivery of messages, lunches or books will be handled by office personnel so as to ensure uninterrupted instructional time for our students. Your cooperation in this matter is very important.

Conferences with teachers should be scheduled in advance and should occur before or after school. Your ideas and concerns are very important to us, and we want you to feel welcome to call or email to ask for a conference. We will arrange to meet with you at a mutually convenient time. Please note that meetings involving multiple staff members may take longer to schedule due to coordinating multiple schedules.

A weekly email will also be sent home from the school office each Friday that will include information for the next week. If you need a flyer or piece of information sent to the entire school community, please provide this to the office by Wednesdays to be included in this weekly communication. Information to individual grades may be sent out independently.

COMMUNICATION WITHIN THE SCHOOL

All persons entering the school building **MUST** enter through the main lobby and **MUST** report to the main office first, where you will be asked to sign in and obtain a visitor's badge. Enforcement of this regulation will result in a building in which your child's physical safety and his/her instructional time are safeguarded.

Students may not leave the school property during the school day without the permission of the principal. All written excuses for doctor/dental appointments, permission for a student to leave the building for lunch, or any other such permission given by the parents must be sent to the office. Students must be signed out by a parent or adult at the time they are leaving the building, and must check in at the office upon return.

CURRICULUM

All students enrolled at Christ the King Catholic School are expected to participate in all of the educational programs that are part of the school curriculum. Our curriculum is comprised of Indiana Academic Standards as well as standards provided by the Archdiocese of Indianapolis Office of Catholic Education.

DAILY SCHOOL SCHEDULE for GRADES K to 8

7:15 am	First bell; Teacher on duty for Tuohy Hall supervision
7:45 am	Morning assembly begins
7:55 am	Classes begin for all students
2:43 PM	Prayer bell; dismissal following

DAMAGE TO SCHOOL PROPERTY

Anyone damaging or destroying school property will be held responsible for replacing, fixing, or paying for the item(s). The child may be subject to suspension or expulsion.

DETENTION

Detentions are assigned in accordance with our Code of Conduct. Detentions are an option for all students. The staff member who gives the detention must contact the parents via email and 'cc' the administration. A confirmation from the parents must be received. For grades K-5, detentions will be supervised by the administration. **K-2 students will receive a detention after 3 reds in a week. 3-5 students will receive a detention when their conduct grade drops below a C.** For grades 6-8, detentions will be held daily with the supervision by the teachers. **Students may NOT attend sports practices, games, or other school-sponsored events on the day they have served a detention.**

DRESS CODE

The following paragraphs provide a detailed outline of the dress code for students at Christ the King Catholic School. This dress code will be enforced by the administration and the individual classroom teachers in conjunction with their classroom discipline policies and the Code of Conduct.

In response to the religious practices of some faiths, it is important to note that the school will retain the right to limit or prohibit the wearing of any item that is considered by the school to be a violation of school policy. The school reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

We know you want to support these efforts, and we have confidence that you will ensure each child will be appropriately dressed for school. In the event a student arrives at school dressed inappropriately, the parent may be called to bring a change of clothes.

The students' total appearance is very important to the image we portray at CKS. Therefore, appropriate hairstyles are considered to be part of the uniform. All students are expected to have neat, clean hair. Altered colors are not permitted. Altered colors include, but are not limited to, frosting, bleaching, streaking, dyeing, and highlighting. Judgment of acceptable styles is left to the discretion of the administration. The student and parent(s) will be notified in the event a style is deemed inappropriate. Disciplinary action, which may result in suspension and/or expulsion, will be taken if the student fails to respect this policy.

SPIRIT WEAR DAYS

These will take place every Monday. Students must be dressed in uniform-appropriate shorts (specified months only), pants, or skirts with a CKS spirit wear top. Spirit wear can be from previous years.

OUT-OF-UNIFORM DAYS

These days happen every so often and allow the students to wear school appropriate attire. Students are allowed to wear jeans, shorts, or sweatpants with a school appropriate t-shirt or sweatshirt.

The following paragraphs provide a detailed outline of the dress code for students at Christ the King Catholic School. This dress code will be enforced by the administration and the individual classroom teachers in conjunction with their classroom discipline policies and the Code of Conduct. The school reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

GIRLS' UNIFORMS

- K to 5:** Plaid uniform jumper with monogrammed or non-monogrammed white or hunter green polo shirt, plain white turtleneck or mock turtleneck, or plain White Peter Pan blouse may be worn under jumper. (K-4)
- Plaid uniform kilt or knife-pleated skirt with school monogrammed white or hunter green polo shirt (uniform company only)---Only Grade 5.
- Navy blue dress twill slacks or shorts (shorts only worn in Aug., Sept., May or at Principal's discretion)
- Plain navy corduroy slacks (Nov. to March only)
- School monogrammed white or hunter green polo shirt (uniform company only)
- School monogrammed navy cardigan or V-neck sweater (uniform company only)
- School monogrammed Christ the King sweatshirt (spirit wear coordinator)

School monogrammed navy fleece zip-up jacket (spirit wear coordinator)
White, navy, black socks (ok with company logo, i.e. Nike swoosh), CKS Spirit wear socks, or tights
White, navy, or black ankle length leggings may be worn under a skirt or jumper by girls during winter months for warmth. Socks must be worn with leggings.

GIRLS' UNIFORMS

6 to 8: Plaid uniform kilt or knife-pleated skirt
Dress twill navy or khaki tan slacks or shorts (cargo and painter styles not permitted.)
Shorts only worn in Aug., Sept., May or at Principal's discretion
Plain navy corduroy slacks (Nov. to March only)
School monogrammed white or navy polo shirts (uniform company only)
Monogrammed navy cardigan or V-neck sweater (uniform company only)
School monogrammed Christ the King Sweatshirt (spirit wear coordinator)
School monogrammed navy fleece zip-up jacket (spirit wear coordinator)
White, navy, black socks (ok with company logo, i.e. Nike swoosh), or CKS Spirit wear socks
OR tights
White, navy, or black ankle length leggings may be worn under a skirt or jumper by girls during winter months for warmth. Socks must be worn with leggings

BOYS' UNIFORMS

K to 5: Navy dress twill slacks or shorts (shorts only worn in Aug., Sept., May or at Principal's discretion)
Plain navy corduroy slacks (Nov. to March only)
School monogrammed white or hunter green polo shirts (uniform company only)
Monogrammed navy cardigan or V-neck sweater (uniform company only)
School monogrammed Christ the King Sweatshirt (spirit wear coordinator)
School monogrammed navy fleece zip-up jacket (spirit wear coordinator)
White, navy, black socks (ok with company logo, i.e. Nike swoosh), or CKS Spirit wear socks

NOTE: Parents of Kindergarten boys will be well served to purchase elastic waistband pants.

BOYS' UNIFORMS

6 to 8: Dress twill navy or khaki tan slacks or shorts (cargo and painter styles not permitted)
(Shorts only worn in August, September, May or at Principal's discretion)
Plain navy corduroy slacks (Nov. to March only)
School monogrammed white or navy polo shirts (uniform company only)
Monogrammed navy cardigan or V-neck sweater (uniform company only)
School monogrammed Christ the King Sweatshirt (spirit wear coordinator)
School monogrammed navy fleece zip-up jacket (spirit wear coordinator)
White, navy, black socks (ok with company logo, i.e. Nike swoosh), or CKS Spirit wear socks

ALL STUDENTS

- Uniforms should be clean and free from stains.
- **Skirts and shorts may not be shorter than two inches above the knee. Throughout the school year, a re-evaluation of the skirt and short length may need to take place due to student's growth. Because**

everyone are expected to meet these guidelines at all times, new skirts or shorts may need to be purchased occasionally throughout the year.

- Belts MUST be worn with slacks and shorts that have belt loops. Belts may be blue, black, or brown.
- Socks must be worn at all times and be clearly visible.
- Athletic shoes are strongly encouraged. Students are not permitted to wear clogs, crocs, flip flops or sandals.
- During cold weather, sweatshirts and sweatpants may be worn to and from school but are not permitted in the classroom (except for CKS uniform sweatshirts).
- Protective boots may be worn on days with accumulating snow.
- Oversized garments will NOT be permitted.
- “Sagging” is NOT acceptable.
- Shirts and blouses must remain tucked in at all times.
- Make-up of any kind is not permitted at school or school-sponsored functions and events.
- Girls may wear appropriate items to hold back their hair.
- For the safety of all students, hoop and dangling earrings are not permitted. Only studs may be worn.
- Students’ hair must be clean, neat, and appropriately styled at all times. Hair color MAY NOT BE ALTERED in any way. Altered color includes frosting, bleaching, dying, or any other method that changes the natural color of the hair. Designs may not be cut into hair. Hair should not cover eyes.
- Jewelry should be modest and appropriate in nature, and will be limited to finger rings, post earrings, necklaces, bracelets and watches.
- Silly Bandz bracelets of any kind may not be worn.
- Only clear nail polish is acceptable. French manicures and colored polish are prohibited.
- Students should not write on themselves or others.
- Male middle school students must remain clean shaven.
- Ripped, cut off or torn shorts, pants or shirts are not acceptable attire.
- Plain white, navy, or black ankle length leggings may be worn under a skirt or jumper by girls during winter months for warmth. Socks must be worn with leggings.
- No tattoos of any kind may be worn by students.

PE UNIFORM REQUIREMENTS:

Students in **grades K-3** will not have PE uniforms; girls must wear shorts under jumpers or skirts for PE.

Students in **grades 4-8** will change clothes as part of their PE period.

*PE T-shirt, purchased through CKS; black shorts and/or black sweatpants, or any Christ the King spirit wear shorts; gym shoes with non-marking soles, good tread and a good fit; and socks, are required to be in uniform for PE. Students need to come to school in regular school uniform. Slip-on shoes are not allowed. As a safety precaution, students will need to remove jewelry prior to class.

Please note: Anything deemed inappropriate is left to the discretion of the administration. Parents will be notified when their child makes an infraction of the uniform code. Disciplinary action may ensue.

E-READER POLICY

Electronic readers, simply called “eReaders”, are digital devices that can store books, periodicals, magazines, and other electronic media. eReaders like Amazon’s Kindle, Barnes and Noble’s Nook are quickly becoming ubiquitous in our digital culture, and they simply cannot be ignored. Christ the King is striving to maintain technological relevance in education and is providing the opportunity for students to use their own devices in accordance with our eReader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

If you would like to authorize your student(s) to bring his/her eReader to Christ the King Catholic School, please contact the office for an authorization form.

EXTRACURRICULAR ACTIVITIES AT CHRIST THE KING CATHOLIC SCHOOL

Extra-curricular offerings at CKS include:

Academic Olympics (gr. 7 & 8) *	Altar Servers	CYO Sports: Baseball*
Band Performances (gr. 5-8) *	Robotics*	Basketball*
Brownies	Cheerleading*	Cross Country*
Children's Choir (gr. 1-8)	Student Council*	Football*
Girl Scouts	North Deanery Spell Bowl (annual)*	Kickball*
Science Fair (7 th grade)*	National Junior Honor Society*	Track & Field*
School Plays*	Geography Bee*	Volleyball*
		Wrestling*
		Softball*

*Extra-curricular offerings followed by an asterisk are subject to eligibility criteria explained on Page 13 in "Notice to students regarding eligibility to play CKS sports."

FIELD TRIPS

Class field trips will be conducted at various times during the school year. No student may participate without a signed permit from the parent/guardian. Parents are urged to volunteer their services when asked to drive or chaperone these trips as **field trips may be cancelled if teachers are unable to secure enough drivers**. According to guidelines from the National Catholic Educational Association and the Office of Catholic Schools, parents who plan to chaperone may not bring younger siblings along on the field trip. Parents who wish to accompany their child on a field trip may not act in the role of a chaperone if they plan to have siblings attend.

Parents who wish to volunteer as drivers (when needed) will be required to provide proof of auto insurance and a copy of their valid driver's license. This is for the protection of the driver as well as the children being transported. Chartered bus service will be utilized on field trips whenever feasible. Otherwise, parents will be called upon to volunteer as drivers.

GRADES

Report cards are available online at the end of each trimester through Jupiter (K-2) and Family Link (3-8, specials). Printed copies will be sent home as well. Year-end report cards will be mailed home that will contain all trimester grades. Progress reports can be monitored weekly via online grades on our website. Middle school students will receive a paper-copy progress report; however, it is the parents' responsibility in all grades to continually check grades and communicate any concerns to teachers.

Parents should keep originals and make copies for future use in applying to high school. Copies of report cards may be obtained through the office within 48 hours at a cost of \$5.00 each.

Christ the King's grades 1-8 grading scale is based on that of the Archdiocese of Indianapolis, and each student receives a performance and effort grade in those subjects he/she is taught.

GRADING SCALE

Christ the King Catholic School uses the grading scale provided by the Archdiocese of Indianapolis. The scale is broken down as follows:

95 to 100% = A	76 to 81% = C
91 to 94% = B+	70 to 75% = D
86 to 90% = B	69% or below = F
82 to 85% = C+	

HEALTH RECORDS

All elementary school children are required to be immunized against diphtheria, mumps, whooping cough, tetanus, measles, rubella and poliomyelitis, and chicken pox. No child will be permitted to attend school for more than thirty days beyond the date of his/her enrollment unless he/she is either (a) fully immunized or (b) has begun his/her immunizations and produced a schedule for the completion, (c) or a waiver against immunization for religious reasons is filed.

HIGH SCHOOL SCHOLARSHIPS

Information about scholarships is provided to parents of 8th graders by the 8th grade teachers and can be acquired from the individual high school. Students wishing to be considered for scholarships are asked to follow the directions for specific scholarships.

HOMEWORK

Homework consists of daily assignments which are an extension of the learning process that has taken place at school. It may be assigned for the purpose of review or enrichment. A typical day's homework would normally not exceed:

Grades K- 2..... 20-30 minutes
Grades 3-530-60 minutes
Grades 6-8.....60-120 minutes

Please bear in mind some students work more quickly and remain more focused than others. **If your child FREQUENTLY takes longer than the time indicated above, please contact their teacher to discuss your concerns and a strategy moving forward.**

1. If a child has been absent for a day or two because of illness, his/her assignments will be collected upon request and either given to a sibling, neighbor, or placed by the main office for grades K-5. Grades 6-8 students should follow the absent protocol. If there is a prolonged illness or injury, parents should make arrangements with the teacher in regard to assignments.
2. It is our practice that a child has as many days to make up the assignment(s) as the child was absent. For example, if a child was absent for two days, he/she has two days AFTER returning to make up the work.
3. If a family decides to take a vacation while school is in session, work can be made up upon returning to school unless the teacher decides to assign work in advance. This is considered an unexcused absence.

Late Work

Please refer to the middle school handbook for their late work policy. Elementary and intermediate grade teachers will inform parents of their late work policy.

INCOMPLETE GRADES

Incomplete grades will be noted on the report card and permanent records with an "I" until the required components have been completed, accepted by the teacher, and appropriately assessed. The allotted time for completion of the coursework is left to the discretion of the teacher and the administration. The teacher, however, is under no obligation to accept late or missing work after the grading period has ended. In such cases, the incomplete will remain on the permanent record.

INTERNET ACCEPTABLE USE POLICY

Internet use is available to staff and students at Christ the King. We believe that the Internet offers vast, diverse, and unique educational resources to our school community. Our goal in providing this service to staff and students is to promote educational excellence by facilitating communication, leading our community

towards effective living in the global village. If you DO NOT wish for your student(s) to have access to the Internet, please contact the school office for a refusal consent form.

LITURGIES

Students go to Mass at 8:30 AM on Wednesdays and attend Adoration on the first Friday of every month. Special liturgies may be celebrated on Holy Days of Obligation or other times. Individual homerooms and other school groups take turns hosting liturgies. Our students serve as cantors (song leaders) and lectors for these weekly celebrations of faith.

We are going to continue to have an opportunity for our students to be protectors this year. We will have a freewill offering or donation during Mass once a month. **This year we will focus our Catholic Charity Collaborator Program exclusively on our Haitian Sister Parish. We will learn more about Haiti and collect money to go towards the school lunch initiative as well as requested items of need.** Student participation is optional. Any donation or offering should come directly from the students.

LOST AND FOUND

The lost and found areas are outside the Cafeteria on the lower level. Occasionally there may be items located in a container outside the office. **Parents are urged to mark all school items:** lunch boxes, sweaters, jackets, coats, boots, etc. At various times during the school year, all accumulated items are placed on a table in the hall so that students may claim lost items. Items not claimed are periodically donated to St. Vincent de Paul or Goodwill.

LUNCH/RECESS GUIDELINES

All students will have a 25-minute lunch period each day. This is adequate time to eat a nutritious lunch packed at home. **If a child forgets his/her lunch, we will ask that others share with him or her.** Phone calls will not be permitted for forgotten lunches.

REMINDER: Students do not have access to a refrigerator or microwave at lunchtime. Spoons and forks, if needed, must be sent to school with your child.

We strongly discourage fast foods brought to school at lunchtime. Parents may choose, occasionally, to take their children out for lunch, providing notice is given at the office ahead of time.

SODA POP MAY NOT BE BROUGHT FROM HOME. Juice or water is recommended if your child does not choose milk to drink. Please do not send glass bottles or cans with your child. These items require special disposal and present safety hazards.

Recess precedes lunch for students in Grades K to 5. Grades 6-8 will have this allotted time for lunch and recess at their discretion. Lunch must be eaten, tables must be cleaned, and chairs stacked before they can leave for recess.

Outdoor recess periods are held each day for students in grades K to 8, weather permitting. Students in grades K-5 have approximately twenty minutes of recess before lunch. We ask that you do not request that your child be kept in school during this time without sufficient reason.

MEDICATION AT SCHOOL

Administration of Medication: Students who need to take medication **MUST BRING** that medication, clearly marked with the following information:

1. Student's full name
2. The name of the medication
3. Instructions as to the amount to be taken, when, and for how long (for example - one week)

Medication may only be administered in the school office by authorized personnel or approved parent volunteers.

Our office staff and/or noontime parent volunteers will administer over-the-counter or prescription medications that are provided in their original containers. A form must be completed for each medication to be dispensed. Prescription medications will only be administered in accordance with the directions on the container – per doctor's orders. (see Health Form for more details)

NATIONAL JUNIOR HONOR SOCIETY

The NJHS recognizes 7th and 8th grade students that excel in the areas of scholarship, leadership, service, citizenship, and character. To be eligible for membership consideration, students must have a cumulative grade of 95% for two consecutive grading periods. Once a student meets the grade requirement, they are invited to fill out an information packet and write an essay on why they should be selected as a NJHS member. An appointed Faculty Council made up of 5 voting members and chapter adviser meet to evaluate candidates in the areas of leadership, service, citizenship, and character. Students must meet high standards in all four areas based on the NJHS guidelines for each area.

PARENT/TEACHER MEETINGS

Meet the Teacher Night: This is an evening for parents to receive brief introductions about their students' classes. It will be held in conjunction with Back to School Business Night on August 7th. 1-8 will be in their rooms starting at 5:00 for three 15 minute sessions. Back to School Business Night will start at 5:30 and go to 6:30.

Parent/Teacher Conferences: Conferences are scheduled in the fall but can be held at any time by parents or teacher request. Scheduled dates are posted on various school calendars. At this time, grades K-5 will schedule individual conferences with parents. Grades 6-8 conferences are five minutes and are not scheduled at a particular time on conference days. Parents may visit any teacher they deem necessary within the allotted time. Because of the number of parents who wish to meet with teachers, conferences are limited to five minutes. Parents are advised to contact teachers directly to schedule a separate conference date if five minutes will not be a sufficient amount of time.

PESTICIDES

Occasionally, the school employs a company to apply pesticides inside and outside the school after school hours. If you would like to be notified prior to the application of pesticides, please contact the school principal.

PLAGIARISM

Christ the King Catholic School prohibits the practice of plagiarism in any form. Plagiarism prevents students from learning and developing their own skills. Students will be instructed and informed throughout the year on the definition of plagiarism and given strategies to avoid it. First time offenders will be addressed on a case by case basis. Possible consequences of plagiarism are rewriting the assignment, a zero for the assignment, and a detention.

PLAYGROUND DUTY: If you cannot be here on your assigned day, please call the office as soon as possible! K-5 Parents are required to assist with playground supervision two days each school year. Our teachers will provide direction to parents who assist. We ask that you be early to ensure student safety with supervision.

PLAYGROUND RULES FOR CHILDREN

1. The children should be kind and respectful of one another in their games and activities. Fighting, name calling, pushing or shoving will not be tolerated.
2. The children should play inside the fenced-in playground area.
3. The children may not leave the playground for any reason, without permission from a playground attendant.
4. Toys brought from home are not allowed on the playground.
5. Food, candy and gum are not to be eaten during recess.
6. Tackle football and other similar "rough" games are forbidden.
7. Children should not pick up other children or play "piggy-back."
8. As a general rule, children may not re-enter the school after going out for recess; however, special exceptions may be made at the discretion of the Playground Supervisor.
9. Children should not play:
 - a. Too close to the school building.
 - b. On the steps or porch of the school.
 - c. Around the church or the Parish Community Center.
 - d. On the bicycle racks.
10. If a ball goes outside of the playground, the children should notify a playground attendant and he or she will retrieve the ball.

All students will demonstrate a respectful attitude toward parent volunteers and playground monitors. Consequences, in accordance with the Code of Conduct, will be assigned for students displaying disrespect.

EXPECTATIONS FOR ADULT PLAYGROUND SUPERVISORS

1. **For the safety of the students, please be early.**
2. Be familiar with children's rules.
3. Follow the instructions of head playground supervisor.
4. When children are present, space yourselves accordingly, away from the other adult supervisors.
5. Be alert as to what students are doing in your area and confront them when necessary.
6. Know that your authority is that of any teacher in the school when you are supervising. Supervisors may issue warnings and conduct cuts.
7. If further assistance is needed see the playground supervisor.

PRAYERS

Prayers will be said at the beginning of school in the morning, before and after lunch, and before being dismissed in the afternoon. These prayers may be formal, spontaneous, or shared prayers by the students.

PROMOTION/RETENTION OF STUDENTS

In general, children shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The education program shall provide for the continuous progress of children from grade to grade, with children spending one year in each grade. A small number of children, however, may benefit from staying another year in the same grade. Such retention may be considered when:

1. The child is achieving significantly below ability and grade level.
2. Retention would have a reasonable chance of benefiting the child totally.
3. Retention would not cause any undue social and emotional adjustment.

Whenever such retention is being considered, but no later than the end of the second trimester, the teacher shall confer with the principal and other staff members involved with the child, such as the child's special teachers and counselor. The parents shall be invited (no later than the end of the third trimester) to a meeting

with the teacher, principal, and other staff members for discussion of the matter. This discussion shall consist of an explanation to the parents of their child's current academic standing in relationship to the group and his or her own individual ability. Goals will be set and another meeting will be held to review the goals and the student's progress. At this time the final decision of retention shall be made. The final decision shall be made by the principal in conjunction with the parent(s). If the principal believes the child should be retained, but the parent does not concur, the decision to not have the child return to Christ the King Catholic School rests with the principal.

RELIGIOUS EDUCATION

Preeminent among the school's goals are those related to the living and teaching of religion. The textbooks we use are approved by the Archdiocesan Office of Catholic Schools.

Each day our students receive thirty to forty minutes of religious instruction (depending on grade level). The material used is based on the psychological aspects of each age group as well as the ability and interest of the child at each grade level. The experiences and activities, planned along with the doctrinal teachings, are meant to provide strong foundations upon which the child can build his faith and his Christian attitudes later in life. The material used is child-oriented, but it can only be as good as the teachers, priests and parents who bear personal witness to Christian love, patience, understanding, knowledge, faith and trust. Through the example of these adults, the child will enjoy the rewarding experience of growing in love, trust, and faith.

All students are expected to participate fully in the religious education program at CKS.

SAFE AND SACRED PROGRAM AND BACKGROUND CHECKS

The Archdiocese of Indianapolis has required that all archdiocesan adults who interact with children participate in the Safe and Sacred training. This is a condition for archdiocesan employment and also a condition to volunteer. Background checks may also be required.

Safe and Sacred is the brand name that identifies best practices programs designed to prevent wrongdoing and promote "right doing" within religious organizations. The Safe and Sacred programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church. All NEW clergy, staff and volunteers must complete the Safe and Sacred Program **BEFORE** they begin their employment/ministry. The program can be accessed by following this link.

<https://safeandsacred-archindy.org/login/index.php>

Per Archdiocesan policy, volunteers will be asked to refresh their training every three years and will be informed of the need via email from the Archdiocese Human Resources Office.

SCHOOL PICTURES FOR WEBSITE OR ADVERTISING PURPOSES

Student pictures may be used on the school website or for advertising purposes. ***Please notify the school office in writing if you do not want your child's picture used in this way.***

SCHOOL RECORDS

We cannot give records to parents (or any other persons) for transfer to a new school. Student records will be transferred to another school upon written request, and sent through the mail. Students' records will be transferred only after tuition and fees are paid in full.

SCHOOL SECURITY

FIRE DRILLS: Fire drills take place once a month. All classrooms have location directions posted and provide this information to the students. Teachers lead students out to the parking lot in front of the church, identify that all students are present, and wait for administration to allow them back into the building.

TORNADO DRILLS: Tornado drills take twice a year. All classrooms have location directions posted and provide this information to the students. Teachers lead students to the lower level of the building (cafeteria and/or hallway) where students sit with a book over their head and neck.

LOCKDOWN PROCEDURES: The administration comes over the PA with specific code words that indicate a lockdown (yellow and red protocol). All classroom doors are locked and students are accounted for. Administration will then announce over the PA all clear for the day to continue.

IN A NATIONAL EMERGENCY

While Christ the King School has an excellent “Emergency Preparedness Plan,” it does not address potential situations like a terrorist attack or the possibility of our nation going to war.

In light of the current situations in our world, we will be caring for our students according to the following guidelines:

IN THE EVENT OF A TERRORIST ATTACK

1. Students will be moved to the lower areas of the building, as in a tornado or severe weather alert.
2. All doors into the school will be locked, except for the door off the playground leading to the lower level (next to the porch).
3. Teachers will be responsible for their own classes. Special area teachers and office personnel will be stationed throughout the lower level to facilitate the sign-out of students.
4. Parents may come into the building via the basement door and sign out their children in the Library. Children will only be released to a parent via the sign-out. If another adult is to pick up the child, a note or phone call must be made. You may fax a message to 475-6581 or email a message to Mr. Seib at eseib@cks-indy.org
5. No parent will be permitted to take neighbor children or relatives unless that child’s parent has notified the school. This will help us ensure that all children are accounted for in the manner their parents prefer.
6. There will be a special message on the school’s phone to alert callers to the situation.

IN THE EVENT THE NATION WOULD GO TO WAR

1. Depending upon the urgency of the situation, students could be moved to the lower areas of the building, as in a tornado or severe weather alert. See the above steps for sign-out of students.
2. If the situation is not urgent, students will remain in their classrooms with their teachers, following their usual schedules.
3. If a parent feels it is necessary, he/she may come to school and sign their children out to take them home.
4. Normal dismissal procedures will be followed.

Obviously we hope that these situations never occur. But if they should, our primary responsibility is the safety of your children. If we find ourselves in this kind of situation, your cooperation will be greatly appreciated!

SHADOWING

Our eighth grade students are afforded the opportunity to shadow at local high schools in order to allow them to make an informed decision about their choice for high school attendance. **Each student is permitted two shadow days as excused absences. Each day thereafter will be considered unexcused.** There are five days to choose from to shadow: October 2nd, October 18th, November 13th, November 28th, and December 4th. Permission to shadow must be obtained at least one week in advance of the actual shadowing date, which

is arranged by the parent and the high school office. The CKS teachers must sign off on the shadowing approval form prior to the day of shadowing for each student. Forms are available from the homeroom teacher or 8th grade web page and must be turned into the office at least one week prior to shadowing. **It is the student's responsibility to see each teacher before the shadow date to acquire work. Students must have missed work while shadowing completed the day of return or done ahead of time.**

SNOW EMERGENCY

In the event of a snow emergency, Christ the King Catholic School will make its own decision regarding delays and cancellations. Families will be contacted via the Schoolmessenger notification system. This system uses the telephone (home and cell) to automatically call and notify parents of a school closing or delay. All major TV stations will also be notified. You may also check the voicemail recording here at CKS.

SOCIAL WORKER

A social worker is with us one day a week. Parents are encouraged to contact our social worker any time they feel assistance is needed in dealing with specific problems regarding their child(ren) or family matters that may affect their child's performance at school. Children in grades K to 5 need parental permission to be seen by the social worker; in grades 6 to 8, students may self-refer for services.

SPORTS, CYO

The Archdiocesan CYO Director is responsible for setting up and directing the athletic program in the elementary schools. The rules and regulations governing this program are binding upon all schools of the Archdiocese. The Pastor, Sports Committee, and the Principal are responsible for correspondence with the Director and for enforcing the regulations.

To engage in organized athletic activities, scholastic grades on the student's report card must be satisfactory. A student cannot earn an "F" in any subject and must maintain an overall "C" average on report cards in all subjects to participate in sports. (See Eligibility notice.)

SPORTS, ELIGIBILITY

Eligibility will be checked at progress report and report card times. On progress reports, if a student has earned an "F" in any subject, the student is no longer eligible to participate in his/her current activity. On report cards, if a student has earned an "F" in any subject or does not maintain an overall "C" average in all subjects, the student is no longer eligible to participate in his/her current activity. The Principal will notify the student, parent, and coach of the ineligibility through email. It is the student's responsibility to have their parent sign their progress report. Students may not play in games nor participate in practices. There will be a suspension for a progress report or report card "F" grade.

Eligibility can be reinstated after the grade is no longer an "F" and/or an overall "C" average is attained. The student is responsible to track grades and apply for reinstatement with the Principal. The Principal will make the final decision regarding eligibility and may revoke a reinstatement whenever grades fall back below acceptable levels.

Coaches have received a copy of the guidelines. Coaches, the Sports Committee, and our Principal want sporting activities with Christ the King to be a positive experience. Clearly, however, academics are the priority. Students are encouraged to communicate with coaches and teachers when ineligibility becomes a concern. Coaches and teachers may be able to provide solutions to academic difficulties.

NOTE: IF A STUDENT SERVES A DETENTION, AN IN-SCHOOL OR OUT OF SCHOOL SUSPENSION, (S)HE MAY NOT ATTEND SPORTS PRACTICE OR COMPETITION UNTIL (S)HE HAS COMPLETED A DAY OF SCHOOL FOLLOWING THE SUSPENSION.

SUSPENSION

All children are expected to abide by the regulations and conduct themselves appropriately.

A) Foul language, defiance to teachers, refusal to work, not complying with dress code, constant talking, truancy, annoying or disturbing other students, fighting, incidents deemed to be of a serious nature, etc., are possible causes for in-school suspension. Parents will be informed of continuous misconduct. If the problem persists, suspension may follow.

B) Parents will be called and automatic suspension from school will be in effect for smoking on the school premises, the possession of, passing of, or use of cigarettes, drugs or alcohol on school premises or at any school-sponsored or school-related function; possession of a knife or other item that could cause injury, and any other incident deemed to be of serious nature by the principal. Illegal use or possession of drugs, alcohol, tobacco, or firearms will be reported to appropriate law enforcement agencies.

In accordance with our policy pertaining to the use and/or possession of drugs, alcohol, tobacco, or firearms, students who are suspended may face expulsion pending investigation of the situation.

For any actions not listed above that create an unsafe environment, administration withholds the right to assign suspensions when needed.

TARDY ARRIVAL

Students who are not in Tuohy Hall by 7:45 AM will be considered tardy. We begin Morning Assembly at 7:45 AM in Tuohy Hall, and it is important that your child be here before that time to begin the day. If your child is frequently tardy, you will be contacted by the administration.

We follow and enforce the State's attendance guidelines closely. Repeated tardiness and absences will be documented and action will be taken according to Indiana State Law on Compulsory Attendance.

TEACHER REQUEST

With the exception of parents who have triplets in a certain class, no special requests to the Pastor or School Administrator for a specific teacher shall be permitted. Any request by parents of triplets shall be limited to a request that their children either have the same teacher or that they be separated. Any special request for a teacher made in contravention of this Policy will not be entertained, considered or acted upon by the Pastor or School Administrator.

TEXTBOOKS

All textbooks, trade books, and/or novels are the property of the school. A fine is imposed for any damage or writing in the rental books. At the start of each school year, the condition of our books is assessed and noted. This procedure occurs again at the end of the year, when damage is noted and fines are imposed. If a book is completely damaged or lost, the cost to replace the book must be paid by the student. **Textbooks must be covered at all times.** It is the responsibility of each student to ensure that his/her books remain covered throughout the school year. Library book fines will also be imposed on those who do not return books promptly. Report cards will be withheld until book fines are paid.

TRIMESTERS

Christ the King operates on a trimester (12 weeks) grading period instead of the traditional quarterly grading period (9 weeks). This has been adopted by the administration after research and recommendation of CKS teachers and majority approval from parents.

TUITION SCHEDULE

CKS uses the F.A.C.T.S. Tuition Management System. Tuition may be paid in full prior to the start of school, or it will be automatically deducted from your bank account. Report cards are distributed for students whose

tuition and fees are current. Students may not be registered for the next school year until all tuition and fees are current.

VOLUNTEERS

Parents are welcome (and needed) to volunteer their services in several areas including, but not limited to, the Library Media Center (LMC), the Computer Lab, as room parents, and teachers' aides.

Many volunteer opportunities arise throughout the school year. Watch for "help wanted" notices in the weekly parent newsletter. Parents, we appreciate your involvement, input, and support.

Wellness Policy

CKS adheres to the Archdiocese of Indianapolis School Wellness Policy. CKS has a standing "wellness committee" made of administrators, teachers and parents. This committee helps to ensure that CKS remains wellness minded. If you would like to join the wellness committee, please contact the school principal. To obtain a copy of this document, please visit either the CKS website or the Archdiocese Office of Catholic Schools website.

GUIDELINE FOR CATHOLIC SCHOOLS ON RESPECTING PERSONS

One of the benchmarks of authentic Catholic education is its commitment to the intrinsic dignity of each student as a child of God.

The good name, reputation and personal safety of each student, faculty, and staff member is vitally important. In order to protect students, employees, and the school itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, Ipad or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

Christ the King Catholic School's Philosophy of Student Code of Conduct

The purpose of school rules is to create a Christian atmosphere and attitude of consideration and respect for others. All regulations of our school are formulated toward this end and are, therefore, either directly or indirectly related to attaining this goal. Discipline is as fundamental to Catholic education as it is to the Christian way of life.

In order to achieve this goal, the students, parents, teachers and administration must work together to maintain a positive educational environment in the academic and behavioral areas. All students are expected to understand and comply with basic school rules and regulations. The disciplinary policies of Christ the King Catholic School are based on principles that recognize the dignity and worth of every student and teacher. The objective of these principles is student growth in abilities, attitudes, and habits.

Discipline at Christ the King Catholic School will be directed toward developing the traits which are necessary to cope with real life situations; developing good relationships with others; becoming productive individuals; recognizing when personal actions are interfering with the rights of others; recognizing individual rights within the limits of society; and participating fully in the life of a Christian community.

Our school considers a student's registration a contract among parents, students and faculty that the rules of the school will be observed. Attending Christ the King Catholic School is a privilege, not a right.

CKS Bullying/Harassment Policy

Christ the King Catholic School is committed to providing and maintaining a learning environment that is free from bullying and harassment. A person is being bullied/harassed when he/she is repeatedly, and deliberately exposed to negative actions on the part of one or more persons. The most common forms of bullying are physical, social, and verbal. Physical bullying may include but is not limited to: hitting, kicking, tripping, destruction of property etc. Social bullying may include but is not limited to: gossiping, leaving someone out, lying about someone, obscene gestures, cyber bullying and harassment (sexual, racial, religious). Verbal bullying may include but is not limited to: teasing or threatening to harm someone. Harassment is considered unwelcome, offensive or inappropriate conduct toward another student.

An important element of this issue is the silent bystander who witnesses bullying/harassment. All students are expected to stand up for victims and report bullying behavior. Bystander reports of inappropriate behavior are not considered "tattling", rather, they are considered promotion of Christ-like behavior and dignity for both the victim and the perpetrator.

Students are to show respect to all persons at all times. Bullying/harassment in any form is strictly prohibited. All reports of unwelcome, offensive or inappropriate behavior will be promptly and thoroughly investigated by a staff member. Students found to be in violation of this policy will be subject to appropriate corrective or disciplinary action, which may include required assessment and counseling (at parent expense), detention, suspension or expulsion.

Students are expected to report incidents which occur at school or at a school related event to a teacher, staff member, coach, chaperone, or administrator. Each incident should be reported promptly.

CHRIST THE KING CATHOLIC SCHOOL CODE OF CONDUCT

In grades K-5 each week, every child in our school begins the week with an "A" in conduct. It is the choices that the child makes which determine the grade that is received and sent home to the parent(s) on Friday. Conduct grade cuts are issued for infractions that disregard the rules of conduct for all students. Each conduct cut will cause the conduct grade to be lowered by one letter. Four conduct cuts equal a grade of "F" for the week and a detention. Each conduct cut after the fourth will result in an additional detention. Conduct reports are sent home each Friday or when a grade of "F" is earned. They are to be signed by a parent/guardian and returned to school with the child on the following school day. It is an important responsibility of every student to return the signed form on the following school day. Failure to return the signed detention the next day will result in another detention.

Please see Middle School Handbook for an explanation for the middle school code of conduct.

I. Responsibilities of Members of the School Community

- A. An environment that permits an orderly and efficient operation of our school must be provided. The responsibility for development and maintenance of this environment falls to the combined effort of students, parents, teachers, and administration.
- B. The students have a responsibility to:
 - 1. attend school regularly and arrive on time;
 - 2. conduct themselves properly at school, or at any school function on or off school premises;

3. be prepared with completed homework and any other necessary materials when they attend classes;
4. consistently put forth their best effort in all homework and study assignments;
5. show respect toward all those in authority;
6. respect the rights and property of fellow students;
7. exercise proper care when using school property;
8. follow all classroom rules set forth by the teacher;
9. come to school appropriately dressed according to the Uniform Code;
10. abide by the school policies governing use of technology;
11. Adhere to school dress code rules

C. The parents have a responsibility to:

1. set the example of Christian faith, especially by seeing that the child attends Mass or church services weekly;
2. oversee their child's responsibility to study and complete homework assignments;
3. follow up on the student's disciplinary action;
4. care for the student's health and personal cleanliness;
5. make sure their child observes the school uniform code;
6. send their child to school when school is in session and to see that he/she arrives on time;
7. keep at home students who are ill and arrange to have all class work completed;
8. cooperate with school personnel in solving student-related problems;
9. provide a home atmosphere conducive to learning and the development of good study habits;
10. meet the financial obligations they have accepted by sending their child to Christ the King Catholic School.

D. The administration and classroom teachers have a responsibility to:

1. strive to help each child reach his/her academic, spiritual, and behavioral potential;
2. provide a healthy atmosphere for learning and teaching;
3. encourage the development of self-discipline in each child;
4. consistently enforce the disciplinary code which has been adopted by the school;
5. seek conferences with parents to address concerns before they become a serious matter;
6. encourage students to participate in classroom and extracurricular activities;
7. participate in formulation of rules and procedures in the school.

E. The School Commission has a responsibility to:

1. support the Code of Conduct including student rights, responsibilities and disciplinary policies;
2. support the administration and teachers when they have acted in accordance with school discipline code;
3. review all recommendations for changes in disciplinary policies.

II. General Expectations

A. Students will:

1. cooperate with school authorities by honoring all regulations and recommendations established for the effectiveness of the school;
2. be honest, courteous, and exhibit good moral conduct;
3. behave in an appropriate manner at all times (walking in the halls, quiet voices);
4. keep the grounds and building free of paper and other debris;
5. not push, trip, fight, or wrestle at school;

6. be responsible for damages or destruction of school or personal property;
7. exercise care on the playground and play in a responsible way;
8. obtain permission from the administration before leaving school;
9. **not bring iPods, iPads, Apple watches or similar devices, digital cameras, and other electronic equipment, toys, or live animals to school without specific permission from the administration. (These items are a distraction in the classroom. Additionally, Christ the King Catholic School does not accept financial responsibility for these items.);**
10. **cell phones must be powered off and in book bags during school hours.**
11. **Not bring in fidget spinners unless it is part of a school related accommodation.**

- B. Teachers and parents must ensure that students understand completely all school regulations.
- C. At minimum, conduct grades will be affected as a result of not complying with school and classroom regulations.

III. Offenses Warranting Disciplinary Action

- A. The following offenses are considered to be extremely serious in nature and therefore may result in suspension pending expulsion:

1. When illegal use and/or possession of drugs, alcohol, tobacco, and/or firearms (handguns or weapons), or misrepresentation of any substance as an illegal drug occurs on school property OR at a school or church-sponsored event, the student(s) involved will be turned over to the local authorities and placed on suspension pending expulsion.

In cases involving drugs or alcohol, the student must be assessed by an approved institution for substance testing and to determine the presence of substance abuse. If it is recommended by such institution that treatment is necessary, it must be sought before the student may be considered for return to school. The results of the assessment must be provided to the school.

Christ the King Catholic School fully endorses Indiana State Laws IC 7.1-5-7-7, Illegal Possession of Alcoholic Beverages, IC 35-47-10-5, dangerous Possession of a Firearm (Handgun or Weapon), and IC 35-46-1-10.5, Purchase, acceptance, or possession of Tobacco. Because of the seriousness of the problem related to illegal possession/use of drugs, alcohol, tobacco, and firearms (handguns and weapons), or misrepresentation of any substance as an illegal drug, and the fact that students at Christ the King Catholic School represent the school at all times, the application of this policy may not be limited to the normal school day or extracurricular activities of the school, but may be extended to include the enrollment period of the student regardless of the geographical location, circumstance, or time of illegal use/possession.

2. damage or destruction of school or church property;
3. leaving the school grounds without permission from the administration;
4. bringing to school any implement that could cause danger to the student or other students;
5. fighting;
6. stealing;
7. any other incident deemed to be serious in nature by the administration.

- B. The following offenses are considered to be immoral and are subject to appropriate disciplinary action which could lead to suspension and/or expulsion:

1. being disrespectful by word or action to teachers, students, or anyone associated with Christ the King Catholic School in church, at school, or at any time or event;
 2. profanity or verbal abuse;
 3. cheating, lying, or dishonesty;
 4. injuring another person or behaving in such a manner that might cause injury to another person.
- C. The following offenses are considered to be inappropriate to the learning environment and still deemed to be subject to appropriate disciplinary action which could lead to suspension and/or expulsion because they demonstrate disregard for classroom and school rules:
1. failure to return required forms with parent/guardian signature on time;
 2. repeated failure to complete homework assignments on time;
 3. not following the school dress code;
 4. gum chewing in school, on school grounds, or church;
 5. misbehaving and/or talking during fire or tornado drills;
 6. writing and/or passing notes.
- D. Recognizing that it is impossible to list all types of misconduct, any comparable or repeated offenses will be resolved in the same manner as above.

IV. Consequences of Inappropriate Behavior

- A. Minor violations of the Code of Conduct will be resolved by an adult in charge and may include a detention. Detentions are served Fridays, from 3:00 p.m. to 3:30 p.m. Disciplinary action will coincide with the discipline plan in effect in each individual classroom, which will include lowering the weekly conduct grade.
- B. When a student's behavior violates the Code of Conduct as outlined in Section III, the student may be assigned a detention, an in-school suspension, an out-of-school suspension, and/or attend an administrative meeting with student, parents, teachers, and the administration to create an individual behavior plan.**
- C. Students serving a suspension must complete all class work.
- D. Any student receiving a failing grade on his/her weekly conduct record more than four times or serving four detentions on separate weeks in a trimester will be asked to appear before an administrative team to create an individual behavior plan.
- E. Any student serving a detention, or suspension may not participate in any Christ the King Catholic School after-school, extra-curricular activities (including, but not limited to sports practices or games and socials) on the day(s) the detention or suspension is being served.

Christ the King Catholic School Indianapolis, Indiana

2018-2019 BASIC CALENDAR

First Day of School - August 9th

Labor Day - September 3rd

Fall Break - October 25th, 26th, & 29th

Thanksgiving Break - November 21st - 23rd

Christmas Break - December 22nd - January 4th

Dr. Martin Luther King Jr., Day - January 21st

Presidents' Day - February 15th & 18th

Spring Break - March 29th - April 5th

Last Day of School - May 24th