



## Policies and Procedures for Parents

Registration and payment of tuition, acknowledges that you have read,  
reviewed with your child(ren), and agreed to the  
Policies and Procedures for Parents and the content of the Student Handbook.  
Both documents are available on the CTK website at [www.CTK-CatholicSchool.org](http://www.CTK-CatholicSchool.org)

1551 E. Dana Ave.  
Mesa, AZ 85204

Phone: (480) 844-4480  
FAX: (480) 844-4497

Nurses Line: (480) 245-4010  
Absentee Line: (480) 844-4481

Website: [www.ctlcatholicshool.org](http://www.ctlcatholicshool.org)

### ***GO COUGARS!***

*Our Gospel Values:  
Faith-filled, Respectful, Disciplined, Excellence*

*Each student from Christ the King is a  
Faithful Catholic  
Responsible Citizen  
Effective Communicator  
Critical Thinker  
Lifelong Learner*

#### RIGHT TO AMEND

The principal has the right to amend the handbook at his/her discretion.

Updated 6/22/2018

# PARENT INFORMATION AND POLICIES

There is considerable information in the student handbook that the parent will want to know. The student handbook is available on the CTK website, printed in the student agenda, and is available as a file on the student iPads. The following information and policies are specific to parents and guardians.

## ADMISSION POLICY

### AGE OF ADMISSION

Children entering prekindergarten must be four years old and five years for Kindergarten, prior to September 1 of the year of admission. Children entering grade one must be six years old prior to September 1 of the year of admission.

All Catholic preschools, elementary schools and diocesan high schools are open to students who sincerely seek a Catholic education. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference is given to Catholic students. Students will not be refused admission to Catholic schools on the basis of race, color, national origin, or based on gender in schools that are co-educational. (Diocesan Handbook 4.01)

### DOCUMENTS REQUIRED FOR ADMISSION

The following documents must be given to Christ the King Catholic School before any student can be considered for acceptance:

- **Original** Birth Certificate
- Baptismal Certificate
- Completed Health Immunization Record and Emergency health forms including all medication paperwork
- Current report card or report card from last semester
- Most recent achievement test scores

Incoming kindergarten students are given the Gesell Developmental Observation test prior to their acceptance at Christ the King Catholic School.

### NEW STUDENT PROBATION

All transfer students will be placed on academic and disciplinary probation for a period of one semester. At any time during the semester, and at the end of the semester, the student's teacher and the principal will review the academic and disciplinary records of each transfer student to determine if the student will remain at Christ the King.

### TESTING

The Iowa Test of Basic Skills is administered to all students in grades two through eight in the Spring

(starting 2018-19). The Cognitive Abilities Test is administered at the same time in grades four and seven. The ACRE test is administered in the Spring in grades 5 and 8. The ACRE is a standardized test for Religion.

### TRANSFERS

When a student transfers to another school during the school year, the following procedure should be followed:

1. Inform the current teacher and the school office
  2. Participate or file an exit interview with principal
- Academic, attendance and testing records are forwarded directly to the new school upon request when all financial obligations at Christ the King have been fulfilled.

## ACADEMIC POLICIES

### ACADEMIC REQUIREMENTS

In order to participate in extracurricular activities, students must maintain a minimum of a 2.00 GPA with no failing grades ("F's"). If the GPA is not maintained and/or a student has a failing grade ("F"), a student may not participate until the next review time. At that time, if grades indicate the 2.00 or better GPA and there are no "F's", the student is reinstated. Grades are reviewed weekly, on Monday, for eligibility status that begins on Tuesday. Students who are ineligible should plan to attend Learning Lab for the week.

### GRADING SCALE

The grading scale for Christ the King Catholic School is as follows:

#### Grades K-2

- P Proficient
- AP Approaching Proficient
- N Novice

#### Grades 3-8:

- A 94-100
- B 85-93
- C 75-84
- D 67-74
- F 0-66

### HOMEWORK

Homework is an extension of class time. The homework expectation is that students will be ready with their complete, accurate to the best of their ability, assignments when they are due. Students are responsible for bringing all necessary materials to class.

The amount of time given to homework is designed to fall within these daily guidelines:

- Grades K-1 approximately 20 minutes
- Grades 2-3 approximately 30 minutes
- Grades 4-5 approximately 60 minutes
- Grades 6-8 approximately 90 minutes

A child may take less or more time to do the assignments, but if a child consistently takes more time than is indicated, it may be a case of time management or an indication of learning or focus issues. Parents should monitor homework as needed to support their child. If a conference is needed, please do not hesitate to ask for one.

### **STUDENT HONOR ROLL**

Students will be awarded Honor Roll status in the sixth, seventh, and eighth grades when they meet the following conditions.

#### **1st Honors**

“A” in Conduct  
GPA: 3.60 to 4.00

#### **2nd Honors**

“A” or “B” in Conduct	“B” in Conduct
GPA: 3.10 to 3.59	GPA: 3.60-4.00

GPA is based on grades earned in the following subjects:

- Religion
- Language Arts (English, literature, vocabulary, spelling)
- Social Studies (history, geography)
- Mathematics
- Science
- Computers

### **MISSING and MAKEUP WORK**

Students follow the school handbook and classroom teacher procedures for obtaining missed work after an absence. Different grade levels have different expectations for missing work with the intent of developing increasing responsibility for the student and less for the teacher and the parent. Students follow the teacher procedures for obtaining missed work. Absent work is to be completed within a reasonable length of time. Any assignments not completed within the teacher’s timeframe are marked missing (and calculate as a zero in Option C). Families should understand that classroom instruction and learning activities that take place in the student’s absence cannot be made up. Students may also suffer a natural disadvantage on tests and other forms of assessment subsequent to their absence. Teachers are not expected to make a custom program of academic study for a child that is on a vacation during school days.

In case of a family emergency or extended illness, the teacher, parent and administration will discuss a timely make-up of assignments missed.

### **LEARNING LAB**

Learning Lab is held Monday - Thursday from 3-4 pm. A selection of teachers, parent and community volunteers are available to monitor and tutor students with concept development, current, absent and overdue homework, organization, and studying. It is a quiet zone, and academically focused. It is a chance for students who need or want extra time to have access to extra help.

### **ELIGIBILITY, PROBATION & PROGRESSION Grade 5-8**

Any student with less than a 2.0 GPA and/or a failing grade in any core subject at the end of any quarter will be placed on Academic Probation and be *encouraged* to attend Learning Lab each day for the entire next quarter. Parents, student and teachers will meet to develop a plan to earn passing grades.

Any student who completes a second consecutive quarter with a grade point average less than a 2.0 (less than a D average) may be asked to withdraw.

### **HEALTH OFFICE AND MEDICATIONS**

Please direct any health questions directly to the Health Office (480) 245-4010. All required forms are available on the school website.

### **IMMUNIZATIONS**

**All students must have a copy of their immunizations record on file in the Health Office.** Students entering **Pre-K, Kindergarten and 6th Grade require immunizations to be current** (students entering **6th grade** require a **Tdap and Meningococcal**). State law mandates that every student be immunized before entering school. Children are to be immunized during the summer. There are many **FREE** clinics that administer immunizations. For current clinics go to [www.mcchip.org](http://www.mcchip.org). If the child cannot receive the required immunizations due to medical concerns, an exemption signed by a physician must be completed and filed in the Health Office. Any student without required immunizations will be excluded from school when there are exposures risks (this could be several **WEEKS**).

*Arizona Law (R9-6-701-707, Tables 1 & 2) requires that an immunization record for each child be on file prior to school attendance.* Proof of immunization or exemption forms must be in health office at that time. This applies to **all** students as mandated by state law.

### **HEALTH GUIDELINES AND REGULATIONS**

Do not send a child to school when he or she shows any signs of illness including fever, vomiting, or diarrhea or severe upper respiratory illness (prolonged coughing or constant nasal congestion). This is for the child’s safety as well as the safety of the other children in the class. Report any contagious illnesses (lice, confirmed flu, strep throat, etc.) to the health office (480-245-4010). Alert the health office of any conditions or care protocol to be

followed for a student (such as sprains, concussions, broken bones, surgeries, or hospitalizations).

**Fever:** Any child who has a temperature of 100° or above will be sent home. The child is to remain home until the temperature is normal (below 100) for 24 hours without having any fever-reducing medication in their system

**Vomiting:** Any student who has vomited at school will be sent home and must stay home until vomiting has stopped for 24 hours. Do not send a child to school who has vomited during the night or in the morning.

**Diarrhea:** Any student who has diarrhea should stay home until diarrhea-free for 24 hours.

**Insect Bite Reactions:** Students who have been stung by a Scorpion, Black Widow Spider or have had severe insect bite reactions must stay home for 24 hrs post-sting.

### **ADMINISTERING MEDICINES TO STUDENTS**

**All students requiring the use of an EPIPEN or INHALER at school must have the proper paperwork and medication provided to the health office by the FIRST day of school. An emergency action plan must be filled out and signed by your doctor--make sure to schedule a doctor visit for your child BEFORE school starts.**

Under state law, the nurse or acting administrator must have the prescription medication bottle with a label showing the child's full name, as the order from the doctor, to legally dispense needed medication, and a signed medication permission slip must be on file. The parent or guardian should always hand-deliver the prescription bottle or over-the-counter medications to the school or health office. Students may not bring medications to school (this includes cough drops) Except students 5th grade and older, who self-carry inhalers or epipens AND have proper paperwork on file. Parents may request the pharmacist issue two bottles with one-half the amount of medication in each, so one bottle may be kept at school and the other can be kept at home. At no time will any prescription medication or over-the-counter medication be administered to a child unless the parent or guardian supplies it to the school first and a signed medication permission slip is on file. **The school does not supply any type of medication.**

When it is necessary for a student to receive medications during the school day, the following procedures have been established to ensure the protection of the school and the child and to comply with existing rules and regulations:

- All paperwork must be completed prior to admission
- The parent or guardian must complete a Medication Permit Form for the administration of all medication. No notes from home please. All forms are available on the school website.
- Prescription medications must be in the original container with the prescription label and can only

be dispensed to the student for whom the medication is labeled.

- Under no circumstances can any medications be dispensed from a baggie.
- Inhalers must come to the school in the box with the prescription label intact. Inhalers not properly labeled will not be dispensed. NO EXCEPTIONS!
- All over-the-counter medications must be in the original, unopened and sealed container with the child's name and the dosage indicated on the label.
- All medications (prescription and over-the-counter) are kept in the school Health Office in a locked cabinet.
- Children may not, under any circumstances, keep any medications (including hand sanitizers, lip balm, lotions and cough drops) in their possession during school hours.
- All medication, whether administered by the school staff or parent, must be done in the school Health Office.
- No expired medications will be dispensed.

### **PROCEDURES FOR STUDENTS WITH ALLERGIES**

**All Epipens and inhalers must be brought to the nurse's office with the proper paperwork prior to the start of school.**

- All staff members are trained to use an epi pen.
- There are specified tables in Presentation Hall and in the courtyard (yellow table) for students who need, or want, a nut free environment.
- There are signs outside the classroom doors when there are students with allergies in the classroom and what specific allergies they have.
- Teachers send home communication to all families in the classroom at the beginning of the year alerting families of the allergies.

### **EMERGENCY/HEALTH INFORMATION**

An Emergency/Health Information Card must be completed every year for all students. For the health and safety of the child, keep this card up to date with changes in phone numbers, addresses, and health information must be reported. In case of an emergency, we must be able to contact you!

### **STUDENT ACCIDENT INSURANCE**

Any student enrolled in a Diocese of Phoenix nursery, preschool, kindergarten, elementary, or secondary school is provided accident insurance while on school grounds when school is in session, while taking part in a school-sponsored and supervised activity, or while attending school-sponsored and supervised religious services or instruction. If a student suffers a covered "accidental injury," the student will be eligible for benefits by completing the proper claim documentation that will be available in the school office. The insurance program

pays the excess over any other collectible medical insurance.

### **WELLNESS POLICY**

Christ the King Catholic School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body. **ONLY HEALTHY SNACKS CAN BE BROUGHT AS TREATS TO SHARE WITH THE CLASS.** Please visit the school website under Campus Life and Wellness Policy for suggested snacks.

Christ the King attempt to limit sweets as a reward. Parents do not bring food treat for birthdays.

## **TUITION AND FEES**

### **TUITION PHILOSOPHY**

Active stewardship is directly reflected in the tuition tier structure as described in the annual tuition contract.

Explanation of tuition tiers based on stewardship:

**Level One:** Stewardship Level: Be a Catholic family; attend Mass weekly and on holy days of obligation, be involved in a parish ministry, contribute financial support regularly to the parish. Have a current verification form or letter on file from another Catholic parish. Document 30 hours of volunteer time at VolunteerAtSchool.com

**Level Two:** Non-Stewardship Level: A Catholic family registered as a parishioner but failing to meet the qualifications for a stewardship family.

**Level Three:** Families not of the Catholic faith or not registered at any parish in the Diocese of Phoenix.

We invite families to take a step in faith and become a Stewardship Family:

- Register as a parishioner
- Attend Mass regularly at Christ the King or other parish
- Return a tithe of your TIME to grow spiritually and strengthen your relationship with God and others
- Return a tithe of your TALENT to serve the greater community in at least one area of ministry for a total of 30 hours of service (15 for single parents)
- Return a portion of your TREASURE through regular support of the parish by contributing a percentage of your income
- Participate in Catholic Education Arizona tax credit program
- Maintain current Safe Environment training within the Diocesan standard

### **Expectations**

Parishioners of CTK and other Catholic communities will begin at Level One or Two depending upon their activity level within the parish, as defined above. Tuition rates are reviewed annually. Once an issue regarding stewardship status has been identified as a result of the audits, the accounting staff will send out letters to the families and families will be placed into the appropriate level.

### **TUITION PAYMENT SCHEDULES**

- 10, 11 or 12 month
- Quarterly
- Semi-annually
- Annually

Christ the King Catholic School offers a discounted tuition rate for families with more than one child. The Tuition Agreement is available for review prior to registration.

Christ the King Catholic School strongly encourages families to support the school and lower their tuition by purchasing gift certificates. Please see the Scrip Agreement on website for details on how the "Gift Card" Program works to reduce your tuition

For families that are fully funded with scholarships or pre-paying annual tuition, scrip credits can be applied in a variety of ways.

### **REGISTRATION FEES**

There is a non-refundable registration fee of \$225 for each new family. The first month's tuition payment is also nonrefundable. For returning families, there is an annual non-refundable re-registration fee of \$165 per family. Re-registration, graduation, and forwarding of transcripts are contingent on all accounts being current or clear. Tuition must be current as of April 30. Lunch accounts, lost book money, and all other fines must be paid by the last day of school in order for the students to receive their report cards.

### **TUITION PAYMENTS**

- Tuition management is processed through FACTS. Parents receive information through a link in an email.
- Late Fees of \$30 are charged through FACTS

The Christ the King School Community understands that extenuating circumstances or hardship may occur. If a parent is having difficulty meeting tuition obligations, the school encourages them to set up a **review meeting** with the principal to discuss the situation privately. The goal of this meeting is to explore and evaluate all options for meeting the needs of a family, the students and the school community. Please contact the school with at least 4 days notice if you know a payment will not clear.

### **INSUFFICIENT FUNDS or RETURNED CHECKS**

Returned checks will incur a \$25 fee (tuition, gift certificates, book fair, etc.). If more than one NSF check

occurs within one school year, all future payments must be by certified check or money order.

### **TUITION ASSISTANCE & SCHOLARSHIPS**

Each year, Catholic Education of Arizona (CEA) will distribute applications for financial aid through the Tax Credit Program. All awards are decided by a neutral organization.

If CEA funds are awarded and additional funds are later received from another School Tuition Organization that exceed 100% of the calculated need, by law, CEA funds are reversed and made available to another student with need, per Catholic Education Arizona's Award Acceptance policy which states: "CEA may reduce any portion of the CEA award which exceeds total school tuition for the year. In such cases, excess funds will be reallocated to other students with qualified financial need".

## **DISCIPLINE**

*See Student Handbook for specifics regarding student discipline.*

### **Harmony**

The Sanford Harmony Curriculum creates a positive classroom environment – a classroom in which students work cooperatively and form positive relationships with one another. Over the course of 5 units, students participate in activities designed to enhance their abilities to learn, work, and spend time together.

Information may be sent home occasionally detailing some of the activities. Parents are encouraged to review the material sent home to learn how to reinforce concepts at home and in the community. The five units are:

**Diversity and Inclusion:** Diversity and Inclusion activities promote a community environment in the classroom. Students are taught to recognize and appreciate each other's similarities and differences.

**Critical Thinking:** The activities and lessons in the critical thinking section provide opportunities for students to develop empathy and reduce stereotyped thinking.

**Communication:** Students participate in observational and experiential activities to increase their understanding of healthy communication patterns. Students are provided with opportunities to practice effective ways of engaging with others.

**Problem-solving:** The activities in this unit promote constructive approaches to resolving conflict. Students learn conflict resolution steps through scenarios and stories.

**Peer Relationships:** The goal is to teach students the requisite social skills for engaging in positive peer interactions and provide them with opportunities to rehearse those skills. Through various activities, students

learn qualities important to friendship and how to provide peers with support.

To learn more about the Sanford Harmony Program, please visit their website at [www.sanfordharmony.org](http://www.sanfordharmony.org)

### **Peer Aggression and Bullying Prevention**

*See Student Handbook for additional information.*

Encourage the child, as a victim or a bystander, to notify one of the adults *as an event is occurring*. If they do not and report only to the parents at home, ask for a meeting with the homeroom teacher.

Student surveys show that the lunchroom and playground provide hot spots for bullying behavior and that students are rarely bullied in front of adults, so our best line of defense is to know whom to watch. It is with this in mind that we ask parents to help monitor the students during lunch and recess (see Playground Monitors and School Safety).

Online bullying is common. Cell phones with texting, and social networking sites tempt children to say things that they would never say in person. Social networking sites require members to be at least 14 years of age. The school encourages parents to enforce this. Don't allow your child to be a bully or a victim by allowing them to have a phone, computer, or site that is not monitored.

### **Detention**

Detentions will be given for violations of school policies including, but not limited to:

- chewing gum
- dress code (including no belt, hair and shoes)
- missing homework
- behavior
- cheating

Detention notices are signed by the parents and returned the morning of the first school day following issuance; failure to get the detention form signed and returned to the homeroom teacher will result in an additional detention.

Students fulfilling detention responsibilities should report to Room 5 by 7:12 on Wednesday morning, unless indicated otherwise on the detention form. Supervised detention is normally 30 minutes. A student will receive another detention if LATE or absent from detention.

If a student receives three (3) detentions in one quarter, the parents will be notified and the student will face a one day in-school suspension on receiving a fourth detention. If a fifth detention is received in the same quarter, the student will face a three-day home suspension.

Detentions will affect conduct grades and ability to participate in extracurricular activities.

In serious situations or when other measures have failed, the student, or a student and his or her parents may need to meet with a representative of the administration.

Withdrawal may be necessary when a student does not improve his/her behavior despite various interventions or for any of the following:

- When the moral or physical well-being of individual students, the staff or the student body is threatened or endangered
- When there is a prolonged and/or open disregard for school authority and/or the student violates probation
- Gross insubordination
- Further misconduct after being placed on probation or a contract
- Theft or malicious damage to school property or the personal property of staff or students.
- Obscene or offensive material
- Severe or moral misconduct
- Violating civil law of the reasonable rights and dignity of others
- Carrying a weapon or any object that could reasonably be perceived to be a weapon

### **HARASSMENT**

The Diocese of Phoenix affirms the dignity of every man, woman and child, and is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work or learn in an atmosphere that is free from discriminatory practices.

### **HARASSMENT POLICY (Diocesan Policy 3.14 and 4.21)**

The Diocese strongly opposes and prohibits all forms of unlawful harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), including sexual harassment, whether verbal, physical, or environmental. ANY PERSON WHO VIOLATES THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION FOR EMPLOYEES AND/OR REQUIRED WITHDRAWAL FOR STUDENTS and PARENTS.

## **PARENTS AND THE ATHLETIC PROGRAM**

### **Sports Offered**

An after-school sports program is provided for the students who are interested and qualify academically.

- Team sports for boys in grades 5-8 are flag football, basketball, and baseball.
- Team sports for girls in grades 5-8 are volleyball, softball, and basketball

### **Philosophy**

Christ the King Catholic School is a member of the Catholic Youth Athletic Association. Participation in athletics is a privilege, not a right. With a good understanding of the purpose of athletics in elementary school, it is possible to keep perspective and teach life-long lessons to the children. The philosophy is available as part of the sports handbook available on the Christ the King website.

The interscholastic athletic program of the Catholic Schools is an integral part of the education program. It must, therefore, be in harmony with the educational objectives. Within the Christian atmosphere, any interscholastic athletic activity should teach:

- an individual to be a responsible and contributing team member.
- selfless effort in working with others to reach a common goal.
- appreciation of others efforts, whether they be teammates, opponents, officials, or coaches.
- an ability to keep activities and games in proper perspective.
- qualities of leadership, good sportsmanship, and respect and concern for others in their own environment and society as a whole.

Emphasis is placed upon the development of game fundamentals. Principals, coaches, and parents encourage players to give their best, improve their skills, and have fun.

Athletics should be a significant, valuable community activity, foster loyalty, school spirit, student participation and healthy competition.

### **Volunteer Coaching**

Christ the King Catholic School needs volunteer parents to coach the teams. In order to share the opportunity, each head coach opportunity will be limited to one sport per year unless there is a sport/team without a coach, a parent who has coached previously that school year would be considered for a second head coaching position.

All coaches and assistants are fingerprinted, reference checked and have taken the required Safe Environment training class or renewal.

## **DRESS CODE – SCHOOL UNIFORMS**

### **PARENT DRESS CODE**

Parents are asked to dress modestly while on campus and especially while volunteering. Please follow the student free-dress day guidelines regarding necklines and length of skirts or shorts and messages on clothing.

### **THE STUDENT DRESS CODE is Detailed in the STUDENT HANDBOOK.**

If the student or family name is written in the article of clothing, it can be returned when it shows up in lost and found.

*The first time a student is in violation of the dress code a warning and a written note is sent to the parents to sign and return to the school. All dress code violations after the first warning result in detention and the parent may be asked to bring the proper clothing to school or the student may be sent home to dress properly. In addition,*

*the student may be subject to consequences determined by the principal.*

## GENERAL INFORMATION

### **Accreditation**

Christ the King Catholic School has earned the highest rating with the Western Catholic Educational Association as part of an ongoing accreditation process for the School. Additionally, the school and teachers are members in good standing with Arizona Department of Education and the National Catholic Education Association. The Arizona Department of Health Services licenses pre-Kindergarten.

### **Advertising**

Christ the King Catholic School does not support private sales and advertising to school families. There is no direct or indirect advertising in the Friday envelopes or signage allowed on school grounds that promote businesses within or outside of the Christ the King community.

### **Asbestos Report**

Christ the King Catholic School has no friable asbestos on campus, and there are no health hazards. Christ the King Catholic School, in cooperation with the Catholic Diocese of Phoenix, has established an "Asbestos Management Plan." The Asbestos Management Plan is available for viewing in the school office.

### **Birthday Celebrations**

Student Birthdays, Half-Birthdays and Weekend-Birthdays are recognized by Student Council during morning announcements and all students receive a crown for the day.

Birthday Treats: Grades PreK--8 do not celebrate with classroom food treats.

Consider a donation of a book for the school library instead of a food treat. This can be labeled as a gift from the child and it is a longer-lasting remembrance of a birthday.

No balloon or flower arrangements are to be delivered to the school.

### **Classroom Snacks**

When parents bring snacks for the class, they need to be healthy snacks. Parents, please verify that what you are bringing meets the USDA School snack guidelines. There is more information and links on the school website under Wellness Policy.

### **Cafeteria**

A hot lunch program is available to Christ the King students. A monthly menu is available on the web calendar. Lunch prices will be included in the information that goes home at the beginning of the school year.

When a parent sends a lunch or lunch money (money should be in an envelope) for a student, it is labeled with the student's name and grade and brought to the school office. Please pay ahead for meals. Parents can see the balance in Option C.

### **Cell phones**

Cell phones are an exception to the "personal electronics" policy of the school; however they are not to be used by students between first and last bell. Should a parent decide it is appropriate for the student to have a phone at school, it must remain *off* and secured in the student's backpack. If a student is discovered using a cell phone, or if the phone rings, the phone will be confiscated and sent to the office for the parent to pick up at the end of the day. We strongly suggest you monitor children's online activities. Use filters and parental controls.

When a parent is volunteering on campus, please mute the ringer and alarm on cell phones. If a parent absolutely must take a call, please step outside the classroom.

### **Communication**

**The Friday Flash:** The Friday Flash is an emailed version of a weekly newsletter containing important information and links from the administration, organizations and teachers. The school relies on parents and students to read and refer to the Flash. It is typically emailed on Friday morning and archived to the school website for previous versions. If you are not receiving the Friday Flash to the correct email address, please alert the front office.

**Phone Calls:** The school phone is 480-844-4480. Messages left outside of office hours will be picked up and acted upon during the next school day. Parents are asked to respect the teachers personal time by not calling their homes or cell number to discuss school business. If the school office is closed and a student needs to call, they can ask to use the phone in the parish office.

### **Communicating with the school and Chain of Command**

Keep in mind if there is a problem, the adults can, and should, work together to resolve it. We are all in this together! Complaints and kudos should progress in the following order:

1. Teacher
2. Principal
3. Pastor

If the teacher does not help a parent or student resolve a situation, contact the principal.

### **Culmination Activities**

The eighth grade graduation and kindergarten celebrations are scheduled on the school calendar. The seventh grade students and parents host the graduation dance and the Kindergarten class hosts the graduation reception for the eighth grade. First grade parents host the reception following the Kindergarten graduation.

### **Family Envelopes**

The “**Family Envelope**” is sent home once a month with the oldest child. Please remove (and read) the information in the envelope, sign the envelope, and return it to school the following Monday. If a family envelope is lost, there is a \$1 replacement fee.

### **Grade Notifications**

Parents have the ability to check on their child’s progress through Option C website and should contact the teacher if they have any questions. Parents receive printed report cards four times a year.

### **Meeting with a teacher**

An appointment should be made when there is a need to confer with a teacher. Arrangements for a conference may be requested by sending a note or email to the teacher. Please do not approach school personnel to address a problem before the school day begins and do not interrupt a class to speak to a teacher.

Formal Parent-Teacher conferences are held during the first quarter and as needed at the request of the parents, teachers or administration.

### **Messages for students**

School personnel will deliver messages to students during non-teaching time, but will not interrupt classes to notify students of changes in pickup or childcare arrangements after school. Interruptions of classroom instruction can only be made for emergencies.

### **Non-Custodial Parents**

The school abides by the provision of the Buckley Amendment (1975) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and to all school-related information regarding their child(ren). If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school is not responsible for failing to honor arrangements that have not been made known.

### **Office and School Hours**

The school office is open from 7:30 a.m. until 3:30 p.m. each day of full session. The school office is not open on weekends or during vacation times.

The school courtyard opens at 7:30 am. The students are asked to sit and talk with friends, and not to run around before school starts. The school grounds close 15 minutes after the end of school. Parents should be connected with their students within the 15 minute window.

### **Parent - Teacher Organization**

All parents who have children attending CTK are members of the PTO. Many parents report that being

active in the PTO gives them a spiritual and social connection with other parents and develops life-long friends. The leadership of the Parent Teacher Organization consists of a President, Vice President or Co-Presidents, a Treasurer, Secretary, Classroom Representatives, Hospitality Committee, Spirituality Committee, Social Committee. Room Parents are members of the PTO.

### **Reporting Suspected Child Abuse**

Arizona's Mandatory Reporting Law (ARS 13-3620) provides that all persons having responsibility for the care of children are obligated to report suspected child abuse and neglect. The law specifically names school personnel, parents, counselors or any other persons having responsibility for the care or treatment of children. Any form of non-accidental injury, physical abuse, sexual assault, molestation or exploitation, inadequate supervision, improper/inadequate medical care or physical neglect that constitutes a potential health hazard, and circumstances suggestive of emotional abuse or neglect should be reported.

Reports of suspected abuse or neglect can be made to either Child Protective Services: (or **1-888-SOS-CHILD**), <http://www.de.state.az.us/dcyf/cps/reporting.asp> or to the local law enforcement agency. The mandatory reporting law stipulates that mandated sources provide written reports in addition to reports made by telephone. Reports can be made 24 hours per day, 7 days a week and should be made immediately. Arizona law provides immunity from civil and/or criminal liability for any person reporting suspected abuse whether the abuse was established or not.

### **Parking, Drop Off and Pick Up Protocol**

All student drop-off and pick-up is accommodated by way of the **SOUTH** parking lot. Parents who wish to stop, park, and enter the school should do so by way of the **NORTH** parking lot and **NORTH** entrance. Parents using the north parking lot cross at the crosswalk monitored by the school safety patrol. For the safety of all the students, parents and teachers, it is imperative that this protocol is followed. It is not safe to use the north parking lot as a drop off or pick up lot, don't do it.

### **Never leave a child unattended in a vehicle.**

Parents meet students outside courtyard gates or in the carpool lane. Parents cannot gather in the school hallways while school is in session.

### **Personal Property**

Skateboards, roller blades, toys, personal electronics, and the like are not to be brought to school. The school cannot assume responsibility for bicycles or other personal property brought to school.

## **Playground Rules**

Established, common sense playground guidelines for the volunteers supervising the playground:

### **General:**

- All volunteers sign in; pick up a volunteer badge, vest, whistle, and radio. Volunteers will discuss positions at this time. Positions are: courtyard for students eating at the picnic tables, the field (by playground equipment), and north play area (at end of breezeway from courtyard.).
- When there are additional volunteers, that person will help escort students from the cafeteria and then “float” to the area where the largest groups of students are playing.
- Check bathrooms and playing areas for cleanliness or problems before children arrive outside.
- Parent volunteers **do** have the right and responsibility to settle “disputes” between children, remove an unruly child from a game, assign a time out or take a ball away, etc.
- Students are to go to the Health Office only if they are bleeding and/or need medicine.
- Students who are seriously injured are not to be moved.
- Volunteers should not touch blood, and should give tissues or paper towels to the student for self-care.

### **Courtyard:**

- Gates are closed when children are inside.
- No playing/hiding in the bathrooms/bushes.
- No climbing on walls/trees.
- A parent volunteer must be available if the students are eating outside.
- Students eating at tables use proper table manners, they sit for the duration of lunch, and clean up after themselves. The parent volunteer dismisses the children to the teacher
- Students are not allowed to return to the lunch room for seconds
- All students eating outside sit under the shade by the primary wing.

### **Swings/North Basketball Court:**

- No standing up on swings.
- No jumping off of swings.
- Students must swing straight. No climbing up poles of the swing set.
- Students may play in sand areas, but are not allowed to throw sand or make mud.
- No kickball or football in front of swing set.
- No playing in bushes or climbing trees/fences.

### **Playground Equipment Area:**

- Students keep hands and feet to themselves while playing on the playground and fitness stations.
- “One-at-a-time” philosophy for use.
- No playing tag in the playground or fitness area.
- Students slide “down” the slide.
- No “jamming” on the slides (students not getting off when they reach the bottom and fellow students piling up the slide behind each one).
- No jumping off the sides of each slide or the tower.
- No “sitting inside” the yellow horizontal tube. (Students who want to cross through to the “monkey bar” side (south) or tower side (north) and cannot pass if student(s) are congregating inside the tube. Students should move through it to a side.)
- No “chicken” fighting on the monkey bars, climbing wall, balance beams, etc.
- No balls or jump ropes, etc. in the area.
- No sitting on top of support pieces (especially on horizontal ladder/fitness station, horizontal yellow tube, etc.).
- Each student must wait until the student in front of them “gets down, gets off, moves away,” etc. before they begin on that apparatus or station.

Remember – These are guidelines and they do need to be followed, yet recess should be a fun and happy time of day for the students and volunteers. The volunteer’s job is to make it safe as well as fun.

### **Safety Drills**

At least once a month the school will conduct a fire drill, lock down drill or evacuation. Parents who are on campus during a drill participate with the children.

### **School Safety Patrol**

The school operates a safety patrol program at the established school crossings. Patrols are on-duty before school at the south parking lot and at dismissal time at both the north and south parking lots.

**Parents follows rules to be good role models for all children and ensure the safety for all persons.**

### **Support Services**

Elementary school is a time when students develop attitudes concerning school, self, peers, social groups and family. During this time, they are also developing decision making and communication skills, as well as life skills and character values. The support personnel at Christ the King are all available to help students with understanding self and others, coping strategies, peer relationships, effective social skills, communication, problem solving, decision making, self-esteem, personal adjustment, family issues, study skills and academic development. Referrals for assistance can be made by administration, teachers, parents or students (self-referral). Christ the King also has tutoring resources available through Title I for those who qualify and through the school's own staff for those who do not qualify for Title I.

### **Technology and Internet**

The use of technology at Christ the King Catholic School is to support the school mission of academic excellence and the promotion of Catholic values. Use of school technology is a privilege, not a right, and all users are taught and expected to exercise proper behavior while using technology. Because the Internet knows no boundaries, use of the Internet, at any time or place, to convey, depict, communicate, promote or encourage illegal activities, violence or threats of violence, intimidation, offensive or inappropriate behavior is considered to be in violation of the student code of conduct and will lead to disciplinary action being taken. Parents are asked to support the same high level expectations and monitoring of Internet use at home and on personal devices. School provided email addresses can only send and receive from the ctk-student and ctk-catholicschool domains. Parents are provided with email passwords for their children's accounts.

### **Textbooks**

All books, soft-covered and hard-covered, and electronic, that are provided by the school are a valuable asset and

must be properly cared for. Students are responsible for the damage or loss of a textbook, library book, and iPad, and the student will be required to pay for the replacement of a book or device or fined for damages to books or equipment.

### **Volunteers and Visiting Campus**

For the safety of our students, when arriving on campus all visitors are to sign in at the school office. The Diocese of Phoenix requires that anyone who wishes to volunteer in any capacity in a Catholic school or church must FIRST attend a Safe Environment Class.

Registration for safe environment training is online at [www.safeenvironmenttraining.org](http://www.safeenvironmenttraining.org). Annual renewal of the training is required each July and is done online in about 30 minutes.

Christ the King School and Parish know that students achieve more when the parents and parish are involved in the life of the children. Parent involvement provides role models for gospel values, the students know they are loved and parents have the opportunity to get to know the families of their children's friends and help hold all children accountable for their actions. Part of the commitment to children is a required 30 hours of service that is a combination of classroom, school, parish, or community. Please email administration to request reduction of the 30 hours for special circumstances. Volunteer opportunities are made known through the Friday Flash. Parents submit and track their hours online.

**Volunteers are always needed for playground supervision during the lunch recess.** Playground duty is from 12:00-12:55 p.m. each day. Coordination of Playground volunteers is done by grade level, and each class is responsible for volunteers approximately every 4 weeks. If there are not sufficient volunteers, students are not able to eat outside on the picnic tables. A SignUp Genius is made available for coordination.

## iPad, Chromebooks and Tablet Policy, Procedures, And Information

The focus of the iPad program at Christ the King Catholic School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the iPad computer. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for high school and college.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it will transform the teacher from a director of learning to

a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The complete document of iPad policies, procedures and information that apply to the 1:1 iPad program at Christ the King Catholic School is made available to each parent and student prior to issuing the iPad. Parents & students must sign and return the iPad Participation Agreement and Student Pledge before the iPad can be issued to their child. Teachers may set additional requirements for use in their classroom. With the opportunity to be part of a 1:1 iPad program comes responsibility.

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### The Parents or Guardians are responsible for:

- Talking to students about values and the standards on acceptable use of the Internet the same as other media information sources such as television, telephones, movies, and radio.
- Parents or guardians are encouraged to hold students accountable for the care of the technology.
- Parents are ultimately responsible for the cost of replacement if an iPad, Chromebook or tablet is damaged.
- Parents should monitor the use of the iPad and are encouraged to view student work, ask the student to be visible in their use of the iPad and to limit the use of the iPad to educational focus.
- Parents are encouraged to consider a bedtime check-in of the iPad to encourage sound sleep and increase accountability. Students should not be allowed to "sleep" with the iPad in their room.

### The school is responsible for:

- Providing filtered Internet and email access for the students.
- Providing web-based data storage.
- Providing staff guidance to aid students in using the iPad ethically for educational focus, including research and holding students accountable for acceptable use.
- Providing email that only works to and from student and teacher.

### Students are responsible for:

- Keeping track of usernames and passwords and keeping them secure.
- Proper use of the email, dropbox and Internet and using the iPads in a responsible and ethical manner.
- Monitoring all activity on their account(s).
- Obeying general school rules concerning behavior and communication.
- Helping Christ the King Catholic School protect the computer system or device by contacting an administrator about any security problems they may encounter.
- If a student receives email or accesses a site that is inappropriate or if the subject matter is questionable, he/she is asked to screen print and share with a trusted adult.
- Returning their iPad and charging cord at the end of each school year or on dis-enrollment.

### Student Discipline

If a student violates any part of the above policy, he/she will be subject to disciplinary actions, up to mandated withdrawal or expulsion or criminal proceedings