

2016-17 PARENT AND STUDENT HANDBOOK CONTRACT

Please sign and return this page to the school office by August 29, 2016

Your signature acknowledges that you have read, reviewed with your child(ren) , and agree to the Policies and Procedures for Students and for Parents. Both documents are available on the CTK website at www.CTK-CatholicSchool.org

Student's Signature

Grade

Parent/Guardian's Signature

(Printed last name)

Parent/Guardian's Signature

(Printed last name)



Christ the King Catholic School

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.ck-catholicschool.org

2016-17 STUDENT AGENDA BOOK

belongs to

Gr _____

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.

Mission Statement for Catholic Schools Diocese of Phoenix

The Diocese of Phoenix engages in the faith formation of the young through Catholic schools by leading them to an encounter with the living Christ and by integrating faith throughout an educational process that promotes academic excellence, moral values and lifelong service.

Philosophy of Catholic Schools Diocese of Phoenix

Because Christ is our hope and our children are the future of the Church and society, the Church joins with parents, the primary educators, in placing the child at the center of the educational process, which promotes academic excellence and moral values, and fosters lifelong service.

Because each child needs the values and traditions of the Catholic community, the school will impart an understanding of the Catholic faith, doctrine and moral perspectives, afford participation in a worshipping faith community, and foster the responsibility for service.

Because each child is part of the Church and society beyond the school and home, the school will support and foster participation in the parish, the Diocese and the larger world community.

Because each child needs examples, in the school and in the home, teachers and parents must model their faith as portrayed in the Gospels and our Tradition.

Because each child must be able to make informed decisions and to live according to Christian principles, the school must encourage self-discipline, self-respect and respect for others, and growth in learning to deal with issues in a real world.

Because each child needs a strong and caring environment for learning, the school, like the home must be supportive, loving yet disciplined, encouraging yet challenging.

Because each child needs knowledge and skills for today's and tomorrow's world, the school will provide opportunity and high expectations for learning and will develop the potential of each child spiritually, academically, socially, emotionally and physically.

Catholic Schools Administration

Mrs. MaryBeth Mueller, Superintendent of Schools

Christ the King Catholic School is an institutional member in good standing of the National Catholic Education Association (NCEA), and is fully accredited by Western Catholic Education Association WCEA.

SCHOOL CALENDAR 2016-17

FIRST DAY OF SCHOOL	August 9
LABOR DAY – No School	September 5
ITBS Testing	September 8-16
PARENT-TEACHER CONFERENCES noon release days	September 13, 14, 15
OCTOBER INSERVICE- No School	October 14,
OCTOBER BREAK – No School	October 17, 18
VETERANS DAY - No School	November 11
Day before Thanksgiving, Noon Release	November 23
THANKSGIVING BREAK – No School	November 24,25
CHRISTMAS BREAK begins on a Wednesday– No School	December 21-Jan 3
School Resumes	January 4
MARTIN LUTHER KING JR. DAY – No School	January 16
CATHOLIC SCHOOLS WEEK	January 29–Feb 3
PRESIDENTS’ DAY – No School	February 20
SPRING INSERVICE – No School	March 10
HOLY THURSDAY – Noon Release	April 13
GOOD FRIDAY – No School	April 14
EASTER BREAK - No School	April 17-21
EIGHTH GRADE GRADUATION	May 18
KINDERGARTEN and PREKINDERGARTEN CELEBRATION	May 23
LAST DAY OF SCHOOL	May 26

The Parent Handbook of Policy and Procedures is online at www.ctk-CatholicSchool.org

Vision

Christ the King is a well-established Catholic School in the East Valley with a proven track record of empowering, energizing, and educating the whole child. CTK community members are shining examples of spiritual strength, academic excellence, and humanitarian service.

We envision a collaborative environment which provides all the resources needed for individuals to become the best version of themselves. Because of CTK, students are best equipped to make a positive contribution to the world, now and for the future.

We commit to actively participate in the life of this society while seeking the things of above.

Daily School Prayer

God, our loving Father, I offer You everything I do this day – my works, my studies, my efforts, my play, my difficulties.

Join these gifts to the offering which Jesus, Your Son and our Brother, renews today in the Eucharist.

Grant, I pray, that through Your Holy Spirit, my life may be of loving service to You and to my neighbor.

Amen

Christ the King, have mercy on us.

Christ the King, be with us and bring us to Your Father.

Student Honor Code

I have a choice in everything I do,
and
I have a responsibility for the choices that I make.

Gospel Values

Christ the King Catholic School promotes gospel values in the school community. We especially strive to live these four gospel values daily:

Faith: Jesus said: “Go throughout the whole world and preach the gospel to all humankind.” (Mk 16:15)

Respect: “Have love for one another, then everyone will know that you are my disciples.” (Jn 13:35)

Excellence: “Strive for righteousness, devotion, faith, love, endurance, and gentleness. Run your best in the race of faith, and win eternal life for yourself.” (1 Tim 6:11-12a)

Discipline: “Do everything possible on your part to live in peace with everyone.” (Rom 12:18)

SCHOOL MISSION STATEMENT

Christ the King is dedicated to fostering the best in academic excellence within a God-centered environment that supports evangelization *and* the rights of parents to educate their children.

PHILOSOPHY

- We are a Catholic Christian Community that teaches and models our faith.
- We support and facilitate the development of the whole child spiritually, intellectually, emotionally, physically, and socially.
- We prepare students to succeed in a culturally diverse society respecting the dignity of others.
- We equip students with the life skills necessary to seek out opportunities and embrace the future.
- We recognize the role of parents as primary educators.

STUDENT LEARNING EXPECTATIONS

The Christ the King Catholic School graduate will be a well-rounded individual that is:

A Faithful Catholic who:

- understands Catholic traditions and beliefs
- participates in the sacraments
- makes thoughtful decisions and good moral choices
- acts as a disciple of Christ through friendships, spirituality and giving

A Responsible Citizen who:

- knows the rights and duties of a citizen of the United States
- identifies key moments in history
- honors and connects history to their personal lives
- shares the ideas of their Catholic faith in the public square

An Effective Communicator who:

- has strong reading, writing, listening and verbal skills
- has basic reading, writing, listening and verbal skills in Spanish
- uses visual aids in presentations
- uses technology as a tool

A Critical Thinker who:

- has the ability to recognize problems
- sees problems as an opportunity to learn
- solves problems using the scientific method
- works alone and in groups to solve problems

A Lifelong Learner who:

- brainstorms ideas to set and reach goals
- uses what they learn in everyday situations
- practices self-discipline skills

(Revised 2013)

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 will be reviewed weekly, on Monday, for eligibility status and take effect on Tuesday.

GENERAL CURRICULUM

The following subjects are essential units of the basic curriculum program for kindergarten through eighth grade: Religion, Reading/Literature, Phonics, Mathematics, English, Spelling, Social Studies, Science, Arizona history, Handwriting, Computers, Spanish, Art and Art Masterpiece, and Physical Education. Discipline With Purpose, Health, Family Life Education, and Safe Environment are incorporated into the basic program.

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

D 67-74

B 85-93

F 0-66

C 75-84

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
- Spanish

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 must 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 disadvantage on tests and other forms of assessment subsequent to their absence. Teachers cannot be 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.

PHYSICAL EDUCATION

P.E. classes are part of the regular curriculum at Christ the King Catholic School. Students are expected to participate as in any other class offered.

Students need a note from their parents or doctor to be excused from P.E. A conference is needed in order to excuse a child long-term from PE.

Student Council Requirements

Students in Student Council must maintain a 3.00 GPA with an "A" in conduct. All upcoming Fifth through Eighth grade students are eligible to run for student council with teacher

approval, but they must maintain the above to remain on Student Council. If a student receives a "B" in conduct for a quarter, they will have one quarter probation to bring it back to an "A".

LEARNING LAB

Learning Lab is held in Room 7 on 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 additional help.

ACADEMIC PROBATION and FAILURES

Students in grades 5-8 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 *required* to attend Learning Lab each day for the entire next quarter. Administration reserves the right to issue a detention for students who fail to attend Learning Lab when assigned. 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.

ATTENDANCE POLICIES

DIOCESAN POLICY

Christ the King's school calendar is approved by the Catholic Schools Office. Excessive absences may be cause for withholding credit. Students miss out when not in school. Students and parents should strive to be in school, and on time every day.

Regular daily attendance is essential in order to succeed in school. Absence from school should not be treated lightly. **Please do not schedule vacations that will take you out of school.**

SCHOOL DAY

The school day begins at 7:45 a.m. and ends at 3:00 p.m. Monday -Thursday. On Friday, the school day starts at 7:45 a.m. and ends at 1:30 p.m. **No liability for supervision and control of students will be assumed by the school prior to 7:30 a.m. or after 3:15 p.m. Monday - Thursday or after 1:45 p.m. on Friday.** The only exception will be for students participating in school-sponsored extracurricular programs.

ABSENCE

Please call the "**Absentee Line**" (480-844-4481) **before 8:15 a.m.** if your child will not be in school and state the reason. An excused absence is when a parent or guardian calls in to the absence line with a reason given for the absence.

An unexcused absence is when no one calls in or there is no reason given.

If a student is absent for more than two (2) hours, it is considered a half-day absence.

When a student accumulates seven (7) unexcused absences in a semester, the student will be placed on a written attendance probation contract. If the student accumulates ten (10) or more unexcused absences in a semester, reenrollment for the next semester may be affected.

Teachers do not give schoolwork, homework, or makeup work to students who have been suspended.

LATE ARRIVAL

It is important that all students be on time for the beginning of school. A student is considered tardy when they are not in the classroom at 7:50 a.m. ready to start work. A student who arrives after the 7:50 a.m. bell must be signed in by a parent at the school office. Students suffer an academic disadvantage when they chronically late.

EARLY DISMISSAL

On the rare occasion that a student needs to miss class, a short written note or email is sent to the office and to the teacher, the morning of, indicating whether or not the student will return after the appointment. Students who do not return after an appointment are assessed a half-day absence.

All dismissals during the school day take place from the school office, where the parent or guardian signs the Early Dismissal Form. ***Students are called to the office when the parent or guardian arrives.*** Children can be released from school only to their parent(s) or to persons authorized by their parent(s). If needed, identification will be requested.

Students will not be released to anyone that is not listed on the Emergency Information Card.

Students do not leave the school grounds during the regular school day without the permission of the principal.

DISCIPLINE

PHILOSOPHY

Student discipline helps to integrate character into education, and support safe and productive classroom time and Christian social living.

Christ the King Catholic School's goal is to lead children to **SELF-DISCIPLINE**. Students can be taught self-discipline skills as a part of the total school curriculum. The aim of discipline is to institute and maintain the highest quality learning environment free from distracting behavior. Based on the respect of authority and welfare of the group, discipline will develop the student's ideals, attitudes, and habits for good Christian living. To this end, the school uses the program,

Discipline With Purpose. This positive approach to discipline is based on the developmental level of the student. The following are the fifteen self-discipline skills taught:

BASIC SELF-DISCIPLINE SKILLS:

1. Listening
2. Following directions
3. Asking questions
4. Sharing time, space, people, and things
5. Social skills

CONSTRUCTIVE SELF-DISCIPLINE SKILLS:

6. Cooperation
7. Understanding the reason for rules
8. Completing a task
9. Leadership
10. Communicating effectively

GENERATIVE SELF-DISCIPLINE SKILLS:

11. Organizing time, space, people, and things
12. Resolving problems of mutual concern
13. Initiating solutions
14. Distinguishing fact from feelings
15. Sacrificing from a motive of love

Discipline Cycle

The long-range goal of achieving self-discipline gives direction and purpose to short-term consequences. In order to protect the rights of all children, it is important that parents and students understand the consequences of misbehavior. School rules are designed to protect all children and students who break the rules are treated firmly, but kindly and appropriately.

Disruptive behavior is routinely handled on the spot by school staff members. Broad rules that affect the daily routine of the school are:

- Follow classroom procedures
- Show respect to the Lord, yourself, others, and your school
- Contribute to the learning environment
- Practice self-discipline skills

Each classroom teacher has adopted a version of these four rules. The teachers work with the children to make sure the rules and the reason for them are understood. Children learn that each adult may have different procedures in helping them follow the rules and understand how rules safeguard each person's rights.

In addition, each classroom teacher has an established discipline cycle that includes consequences for not following the rules. The teacher communicates the discipline cycle being used. Any combination of a conference with the teacher, parents, principal, a behavior contract, detention, work detail, probation, suspension and required withdrawal may be used to redirect behavior and safeguard the learning environment for all children.

Occasionally, removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

- is in physical or psychological danger or puts another in danger;
- is irrational or unreasonable; or
- pushes beyond the limits of respect in speech or actions

If possible, the adult who removed the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior.

Detention

Detentions are not given lightly, but can be given for minor or flagrant disregard or violation of school policies including, but not limited to:

- dress code
- missing homework
- chewing gum
- inappropriate behavior
- cheating

Detention notices are signed by the parents and returned the next day; 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 7:15 on Wednesday mornings, 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 may compromise the permission 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 meet with a representative of the administration. Suspension or 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

Peer Aggression and Bullying Prevention

The definition of bullying is when a student is exposed *repeatedly, over time* to negative actions on the part of one or more students, usually with *an imbalance of power*. Bullying can begin with peer aggression so we must all take responsibility for having a safe social climate.

Our goal is to create a culture that values cooperation, true appreciation of diversity, tolerance and healthy relationships that support the development of leadership. We do not want exclusive behaviors which emphasize competition, jealousy and cliques. There are three major types of peer aggression: physical, verbal and relational.

1. **Physical aggression** is visible and often easily recognized. It is a student physically harming someone or threatening to harm him or her.
2. **Verbal aggression** can usually be heard, and overheard, so it can often be recognized. Verbal aggression is when a student is using words to hurt someone. Put downs, name-calling and taunting is verbal aggression, even when a person says they are just kidding.
3. **Relational Aggression** is behavior that is intended to hurt someone by harming his or her relationships with others. This is much less obvious than physical or verbal aggression, but painful nonetheless. Relational aggression sometimes takes the form of:
 - exclusion
 - building alliances against another person
 - spreading rumors and gossip
 - the silent treatment
 - ignoring someone
 - forming exclusive clubs or cliques

Peer Aggression is contrary to everything we stand for and we must all be diligent in avoiding hurting others or being hurt.

Students are encouraged, as a victim or a bystander, to notify an adult as an event is occurring if they need help with another student. If a student does not feel comfortable with reporting, and it is reported at home, the parents should ask for a meeting with the teacher. Studies show that students are rarely bullied in front of adults, so the best line of defense is to know whom to watch.

Surveys show that the lunchroom and playground provide hot spots for bullying behavior. It is with this in mind that we

ask parents to help monitor the students during lunch and recess.

Online bullying is becoming more common. Cell phones with texting, and social networking sites tempt children to say and do things that they would never do or say in person. Social networking sites require members to be at least 14 years of age. The school encourages parents to enforce this. Parents help curtail online bullying behavior by not allowing children to have a phone, computers, or sites that are not monitored.

If Christ the King becomes aware that a student has displayed or posted information on the Internet, or on any social networking site or other website, that involves inappropriate behavior as reflected by the school's vision or mission or as defined in our Discipline Code, or that is associated or linked to Christ the King School or Parish, the students, the teachers, or staff, without prior written consent from the school or parish administration, the student will be subject to appropriate school disciplinary procedures, including required withdrawal.

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.

Academic Honesty and Integrity

Christ the King Catholic School students are challenged to achieve superior standards of educational excellence. In that, students are called to be responsible for their own successful academic progress. This includes the expectation that no student will engage in dishonest academic behaviors of cheating, plagiarism, obtaining an unfair advantage, aiding and abetting dishonesty, falsification of signatures or records, and unauthorized access to academic or administrative systems.

Students who violate the policy have deliberately misrepresented themselves to their teachers and to their peers. In addition, students who are academically dishonest devalue the accomplishments of those students who have done their work honestly.

Cheating

Cheating may be defined as obtaining or providing of any questions, answers, essays, or grades by dishonest means.

Cheating on homework may be defined as:

- giving one's own work to another student
- copying homework
- submitting assignments of substantially the same nature under different student names
- submitting material which is not the student's personal work

Cheating on tests may include, but not limited to, the following:

- communication, for whatever reason, with another student while a test is in progress
- copying from another student
- lending or receiving materials
- copying from or having on the desk (or anywhere within view) any answers, vocabulary, notes or other written materials which are not permitted by the teacher

Cheating also includes agreeing to misrepresent a student's own or a classmate's score during student/peer grading.

Offenses against academic dishonesty and integrity can result in detention, lowered grades, and/or lowered conduct grades which could also result in a loss of privileges. First offenses will be handled by the class teacher. Repeated offenses will follow the discipline cycle and could result in suspension.

Off Campus Behavior

Christ the King expects students to demonstrate responsible Christian social behavior on and off campus. Students conduct themselves as good representatives of Christ the King and good citizens in our local communities in accordance with the law, our school discipline policies, and Catholic teachings. While the school cannot monitor every violation that occurs off campus, and while the school will not be held legally responsible or financially liable for the behavior of students off-campus, the school's Discipline Code will remain in effect at all times. If the behavior violates our Discipline Code or has or may have a negative effect upon the school's reputation, school discipline will be administered.

EXTRACURRICULAR ACTIVITIES

EXTRA-CURRICULAR OPPORTUNITIES include:

- Ambassadors for grades 5 through 8
- Athletic teams for grades 5 through 8
- Altar Servers
- Band 4-8
- Student Council 5-8
- Chess Club K-5
- Drama
- Robotics Team
- Service at HOPE and in other projects

- Other opportunities as moderators and student interest prevail

Athletic Team Sports Offered

An after-school sports program is provided for our 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
- Soccer is being added in the 2016-17 school year.

Athletic Philosophy

Christ the King Catholic School is a member of the Catholic Youth Athletic Association. Participation in athletics is a privilege, not a right. All interscholastic athletic activity should teach individuals to be responsible and contributing team members, to demonstrate selfless effort in working with others to reach a common goal, appreciation of the efforts of teammates, opponents, officials, or coaches and the ability to keep activities and games in proper perspective. Without a good understanding of the purpose of athletics in elementary school, it is possible to lose perspective and teach the wrong lessons to the children.

Athlete Paperwork

Students are required to have an annual physical, and parents and students read, sign and submit the forms in the Athletic Program Packet. There is a participation fee for each sport.

Team Participation

Christ the King student athletes are expected to be on time and at every practice. Being committed to the team is an important value to learn. When a student athlete accumulates three (3) unexcused absences, the student athlete can be removed from the team. The head coach of each team will determine if an absence is excused or unexcused. In order to participate in an athletic event, the student may not be absent from school for more than two hours on the day of the game.

Cancellation of Athletic Games

In the event an athletic contest is cancelled, parents will be notified by either the coach or the team parent of that sport. Athletes will be given an announcement at school regarding the cancellation.

Student Extracurricular Behavior

The principal in consultation with the teachers, may withhold student participation in extracurricular activities if there are reports that a student has displayed poor behavior during the regular school day.

Team Participation and Detention

If a student exhibits behavior such that they have entered into a discipline cycle, or in serious situations, they may be removed or suspended from extracurricular activities for the following two weeks.

DRESS CODE – SCHOOL UNIFORMS*

The Christ the King Catholic School Dress Code supports students in their intention to demonstrate God’s desire for them to be best version of themselves. Students rise to the level of their preparedness. Students achieve more when they look good, Students are expected to come to school appropriately dressed at all times, with clothing that is **clean and in order**.

*All items specifying “uniform” are available from the Dennis Uniform Company and Educational Outfitters. All school shirts and girls’ skirts, and jumpers are purchased from the uniform companies and must conform to school requirements.

- There should be no holes in, or stains on, the uniform.
- Fingernails should be trimmed and clean
- Students wear clothing in proportion to their body size
- Tattoos, both temporary and permanent, are not acceptable
- Dress code inspections are conducted each morning in the classrooms

For lost and found items to be returned to the students, names should be written in all clothing.

Dress Code Regulations for ALL Students

Shirts: Students of all grade levels are required to wear the uniform light blue or white shirt with the CTK insignia. If an undershirt is worn, it must be solid navy blue or white in color. Shirts must be in proportion to body size. **Shirts must be tucked in at all times** (this includes CTK athletic team shirts allowed on game days during normal school). **Folding shirts under is not acceptable.**

Socks: Students of all grade levels are required to wear solid-colored navy blue, white, or black socks with no logos.

Shoes: Students of all grade levels wear **tied lace-up athletic shoes that fit!** No sandals are permitted. The shoe’s base and heel may not be more than 1-1/2” in height. Shoelaces are to be tied at all times. Pre-K may substitute velcro for laces.

Sweatshirts, Sweaters, and Coats: Uniform sweatshirts or plain navy blue or white sweatshirts may be worn over the school uniform shirt. Cardigan, crew, or V-neck sweaters in plain navy blue or white may also be worn over the school uniform shirt. Sweaters and sweatshirts may display only the CTK logo. No hooded sweatshirts, sweaters or hoodies may be worn. On extra cold days, a coat may be worn OVER the school uniform sweatshirt when outside, but it may NOT replace the school sweatshirt.

NOTE: Jackets, sweatshirts, and sweaters that do not conform to the school dress policy are not to be worn on the school campus or to school Mass.

Belts: Belts polish the uniform and promote a put-together, finished appearance. New beginning in 2015-16, students in

grades 3 and up are required to wear a plain, solid black, navy blue, or brown belt with a simple buckle.

Dress Code Regulations Specific for Girls

Hair: Hair should be clean and neat in style. Any extreme hairstyle, unnatural or colored, extreme contrasting, streaked hair, or mode of ornamentation that is deemed inappropriate in the judgment of the faculty or administration is prohibited. Girls’ hair may not cover their eyes and face. Hair accessories for girls should match or complement the uniform.

Makeup and nails: Makeup, artificial nails, nail polish, or any addition to natural nails is not acceptable.

Jewelry: Girls may wear one tasteful necklace or religious medal, a watch, and one small stud earring per ear. Scapulars may be worn inside the school shirt.

Skirt/Jumper: (required for all grade levels) The uniform skirt (grades 5-8) or jumper (grades K-4) is worn with the light blue or white uniform shirt. Skirts and jumpers may not be shorter than two inches above the kneecap. Skirts are not to be rolled. Girls should wear navy blue or black shorts under their skirt or jumper although the shorts are not to be visible below the skirt or jumper.

Pants and Shorts: Girls of all grade levels may wear navy blue uniform pants, uniform shorts. Modesty is important, so pants and shorts should fit properly and excessively loose or tight-fitting clothing is not appropriate. The length of the shorts is to be between the fingertips and the bottom of the kneecap. Pants and shorts may not be rolled. Students in grades 3-8 wear a *plain solid* black, navy blue, or brown belt with a simple buckle.

Tights: Solid navy blue, white, or flesh-colored tights may be worn with the uniform skirt or jumper during the winter months. Leggings are not permitted.

Dress Code Regulations Specific for Boys

Hair: Hair should be clean. Hair styles for males should be traditional in nature, neat in appearance, and hair should be mid-way between the eyebrows and hairline, above the collar, and off the ears. Military style haircuts are preferred. The length of the sideburns may be no longer than the tragus of the ear. Boys are to be clean-shaven. Any extreme hairstyle, unnatural or colored, extreme contrasting, streaked hair, or style that is deemed inappropriate in the judgment of the faculty or administration is prohibited.

Pants/Shorts: Boys of all grade levels are required to wear navy blue uniform pants or uniform shorts only. Pants and shorts should fit properly – excessively loose or “sagging” clothing are not allowed. The length of the shorts must be between the fingertips and the bottom of the kneecap. Pants and shorts may not be rolled.

Belts: Students in grades 3-8 wear a *plain solid* black, navy blue, or brown belt with a simple buckle.

Special Days Dress Codes

Mass Day Dress Code

Girls are required to wear the uniform shirt and skirt or jumper for Mass. Boys are required to wear the uniform shirt and uniform pants for Mass. Shorts may not be worn. Students who do not come to school in the proper Mass day uniform will receive a uniform violation and, when possible, call a parent and have them bring the proper uniform. The school has limited uniforms for students to borrow.

P.E. Dress Code

Girls: Uniform shirt and uniform shorts or uniform pants.
Boys: Uniform shirt and uniform shorts or uniform pants.
Shoes must be athletic shoes with solid-colored navy blue, white, or black socks (no logos).

\$1 Blue Jeans Day

On Jeans Day, students donate \$1 and are permitted to wear BLUE Jean pants or shorts with their uniform shirt. Black, white or other jeans colors are not acceptable. Shoes must be athletic shoes with solid-colored navy blue, white, or black socks.

Free Dress Days

On Free Dress Days students donate \$1 and are permitted to wear non-uniform shorts, skirts, or pants that may be denim or other appropriate material. Skirts, shorts and dresses may be worn, but must be no shorter than fingertip length (and modest). Non-uniform shirts may be t-shirts or collared shirts of appropriate length and style. No hoods. Tank tops, spaghetti straps, cut-offs, ripped, frayed, or faded shirts are not permitted. Clothing must NOT be considered offensive in any way. Shoes must be athletic shoes with solid-colored navy blue, white, or black socks.

After School Dress Code

Students are representatives of Christ the King Catholic School both during the school day and at all after-school activities and events on campus. Therefore, students are expected to dress neatly, appropriately, and modestly at all times. While students are not required to wear the school day uniform or school team/athletic uniforms, the regulations, as listed for Free Dress Days, apply.

Uniform Violations

If a student is in violation of the uniform code, a written note is sent to the parents to sign and return to the school. Subsequent dress code violations will result in detention, and the parent may be asked to bring the proper clothing to school. In addition, the student will conform to consequences determined by the principal.

GENERAL INFORMATION

Alphabetical

Birthday Treats

Parents sometimes wish to bring a treat for the class on their birthday. All classroom snacks and treats must be approved by the classroom teacher or school nurse. **Only healthy snacks can be shared as treats.** If a parent should wish to do this, the treats will be shared according to the teacher schedule. There are no balloon or flower arrangements delivered to the school. 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.

Cafeteria Service

A hot lunch program is available to Christ the King students. A monthly menu is available on the web calendar. Parents are encouraged to pay ahead for lunches.

Cell Phones

Cell phones are an exception to the "personal electronics" policy of the school; however they are not to be used between first and last bell. Because there is no need to have a cell phone during the school day, all phones remain *off* and secured in the student's backpack. If a student is discovered using a cell phone, the phone will be confiscated and sent to the office for the parent to pick up at the end of the day.

Field Trips

Throughout the school year, teachers may schedule field trips to provide experiences for children that directly relate to academic learning or to enrich knowledge or development. Written permission is required before a child can participate; verbal permission, via the phone, **cannot** be accepted. School uniforms are worn on all field trips unless otherwise noted; siblings are not allowed to accompany classes on field trips. Students can lose the privilege of a field trip by their behavior in class or on campus.

Fire and Lock Down Drills

Once a month the school will conduct a fire drill, lock down drill or evacuation. Students follow the instructions from the adults in charge.

Messages for Students

School personnel cannot interrupt classes to notify students of changes in pickup or childcare arrangements after school. Interruptions of classroom instruction can only be made for emergencies.

Morning Announcements

All students listen during morning announcements. They contain important information for the day.

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 Procedures and Rules

Courtyard

- Gates are closed when children are inside
- Close gates gently
- No running in the courtyard
- No playing/hiding in the bathrooms/bushes
- No climbing on walls/trees
- Only talking with friends in the morning

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.
- Gates by storage area are to be closed.

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. Students are respectful of the authority of the playground monitors. The volunteers are here for the safety of all students.

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. **Older children following rules are good role models for young children and ensure the safety for all persons.**

Textbooks

All books, soft-covered and hard-covered, are provided by the school. Books 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.

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 during the school day.**

Gum chewing is NOT permitted on school or church grounds at any time.

TECHNOLOGY AND INTERNET

The use of technology at Christ the King Catholic School is to support the school mission of academic excellence and 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.

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 iPad, Chromebook, tablets or computers integrates technology into the curriculum anytime, anyplace.

iPads, ChromeBooks, tablets and the Computer Lab

The focus of the technology 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, Chromebook, tablets or computers. The individual use of iPad, Chromebook, tablets or computers is a way to empower students to maximize their full potential and to prepare them for high school and college.

The complete document of Technology policies, procedures and information that apply to the use of iPads, Chromebooks, tablets or computers at Christ the King Catholic School is made available to each parent and student prior to allowing students to use the iPad, Chromebook, tablets or computers. Parents & students must sign and return the iPad Participation Agreement and Student Pledge before the iPad can be issued. Teachers may set additional requirements for use in their classroom. With the opportunity to use technology, comes responsibility.

The school is responsible for:

- providing filtered Internet and email access to its students
- provide data storage through web storage
- provide 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
- using Mobile Device Management to upgrade, monitor and limit use of the iPads for educational use

Students are responsible for:

- keeping track of usernames and passwords and keeping them secure
- ethical use of email, Dropbox and Internet
- monitoring all activity on their account(s)
- obeying general school rules concerning behavior and communication
- contacting an administrator about any security problems
- screen print inappropriate communication and share with a trusted adult
- keeping the iPad, Chromebook, tablets or computers and charging cords in excellent condition

Activities strictly prohibited with iPads or Chromebooks:

- any action that violates school policy or public law
- illegal installation or transmission of materials: Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- spamming: sending mass or inappropriate emails
- students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up or accessing Internet accounts necessary for chat rooms, Instagram, Vine, Facebook, Snapchat (or similar)

- downloading apps – specifically, but not limited to, any App that results in the “Jailbreak” of the iPad, Chromebook, tablets or computers
- internet or computer games that are not provided by the school
- use of outside data disks or external attachments without prior approval from the administration
- changing iPad, Chromebook, tablets or computer settings (exceptions include personal settings such as font size, brightness, etc.)
- use of the school’s internet or E-mail accounts for financial or commercial gain or for any illegal activity. Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, email, ICQ, AIM, IMO, Vine, Instagram, Snapchat, or similar. Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed. Accessing sites that sell student work
- bypassing the Christ the King Catholic School web filter in any way
- gaining access to other student’s accounts, files, and/or data. Students are not allowed to use another student’s iPad, Chromebook, tablets or computers except under rare and temporary circumstances within a classroom situation actively supervised by the teacher
- taking any photographs or videos on their iPad, Chromebook, tablets or computers without express consent of a faculty or staff member, and only for academic purposes or purposes that support the mission of Christ the King Catholic School

Parent responsibilities are included in the Technology Agreement, the iPad agreement, and in the Parent Handbook that can be found on the ctk-catholicschool.org website under parents.

CTK Writing Rubric

	MARGINAL 1	AVERAGE 3	EXEMPLARY 5
IDEAS - Clarity	Ideas are unclear; difficult to follow	Ideas are somewhat clear; difficult to follow	Ideas are clear; easy to follow
IDEAS - Focus	Topic has no direction	Topic has some direction; wanders	Topic stays on track
IDEAS - Quality	Details are too basic, not developed	Details show more development	Details appear to be written by an expert
ORGANIZATION - Introduction	Lacks interesting lead; does not grab reader's attention	Introduction generates some interest to read on	Introduction raises strong interest in continuing to read on
ORGANIZATION - Sequence	No order; ideas are not linked	Some order to the details; some ideas are linked	Effective order; ideas are linked
ORGANIZATION - Effective Conclusion	Paper just ends; reader left with questions	Conclusion evident; some questions still unanswered	Conclusion brings ideas together and answers reader's questions
VOICE - Enthusiasm	Writer shows no interest in topic	Writer shows mild interest in topic	Writer shows obvious interest in topic
VOICE - Involvement	Writer does not engage the audience	Some engagement between the writer and audience	Writer fully engaged; feel writer is speaking directly to you
VOICE - Tone	Inappropriate tone; language is incorrect for intended audience	Language and tone are more appropriate for intended audience	Language and tone are directed to the intended audience
WORD CHOICE - Images	Does not create a picture in the reader's mind	Picture is developing in the reader's mind; more descriptive words needed	Clear picture is created in the reader's mind
WORD CHOICE - Effective Use of Everyday Words	Ineffective use of words	Some words used effectively	Selection of words are appropriate and enhance writing
FLUENCY - Smoothness	Sentences have no connection to one another	Some sentences flow into one another; others are awkward	Sentences flow into one another
FLUENCY - Variety and Logic	Sentence beginnings are repetitious	Some sentences have variety in the beginning	Sentence beginnings are varied
FLUENCY - Differences in Length and Patterning	No variety in length or structure of sentences	Some variety in length and structure of sentences	Sentences are unique with variety in length and structure
CONVENTIONS - Editing	No evidence of proofreading or editing	Some evidence of proofreading and editing	Evidence that the author has edited and proofread with care
CONVENTIONS - Mechanics	Many errors in spelling, punctuation, grammar and usage, paragraphing and capitalization	Few errors in spelling, punctuation, grammar and usage, paragraphing and capitalization	Proper spelling, punctuation, grammar and usage, paragraphing and capitalization
CONVENTIONS - Presentation	No attention given to neatness and correct format	Some attention given to neatness and correct format	Pride is evident in final draft; work is neat and correctly formatted

Additional information specific to parents and parent involvement is in the Parent Policy and Procedures Handbook, found online at www.CTK-CatholicSchool.org