

CHRIST THE KING CATHOLIC SCHOOL

2024/2025 PARENT/STUDENT HANDBOOK



The mission of Christ the King Catholic School community is to establish a solid Catholic Identity within each student while engaging them in academic excellence and service.

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I. CHRIST THE KING CATHOLIC SCHOOL

A. PHILOSOPHY

Christ the King Catholic School is a Catholic Christian community that teaches and models the Faith. While recognizing parents as their child's primary educator, the faculty and staff is committed so students can meet the demands of an ever-changing world. We strive to develop student self-discipline skills and recognize the unique talents God has given each child. 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.

B. SCHOOL PRAYER

All students, faculty, and staff recite this prayer each morning to start the school day:

*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.

B. SCHOOL OVERSIGHT

Christ the King Catholic School operates under the auspices of the Diocese of Phoenix. This office provides services to our school by:

- Developing policy statements and setting standards for the overall operation of the school.
- Providing in-service programs for pastors, principals, teachers and School Advisory Council members.
- Coordinating the development of curriculum guides for the subject areas of the school curriculum.
- Providing statistical information regarding the school's performance.
- Providing advice and assistance in obtaining Federal funding through Title I and II.

C. ACCREDITATION

Christ the King Catholic School is accredited by the Western Catholic Education Association (WCEA). WCEA is a private educational accrediting agency for Catholic elementary and secondary schools in ten western United States and the US Territory of Guam. The mission of WCEA is to promote quality Catholic education for students in elementary and secondary schools through an accrediting process that assures the primacy of faith formation and educational excellence.

Each year, a report an annual report is sent to WCEA of improvements made during the past school year and the school's plans for continuing to improve its educational program. Any accreditation standards not being met must be reported and the school's plan to remedy the situation in the near future must be clearly stated. Every six years, a self-study must be undertaken by the school administration and faculty and a visiting committee of at least three persons is invited to come to evaluate the school's program in relation to the self-study.

D. MISSION STATEMENT

The Mission of Christ the King Catholic School community is to establish a solid Catholic Identity within each student while engaging them in academic excellence and service.

E. SCHOOLWIDE LEARNING EXPECTATIONS

Active Catholic

- Demonstrates a spirit of service and charity without expectation of a reward
- Knows and practices Catholic teaching and traditions
- Makes good Catholic choices using Gospel Values
- Offers time, talent, and treasure to build God's Kingdom
- Actively participates in, leads, and shows reverence during liturgy and prayer
- Develops a prayerful and personal relationship with God through prayer, sacraments, and Mass
- Demonstrates knowledge of fundamental Catholic prayers

Engaged Learner

- Thinks critically to recognize and solve problems
- Value every life situation as a learning experience
- Practices self-discipline
- Works to achieve group and individual goals
- Contributes positively to the learning environment
- Seeks assistance from multiple resources when necessary

Effective Communicator

- Speaks clearly and intelligently with respect towards others
- Writes clearly and concisely with proper grammar
- Displays confidence while speaking or presenting to a group
- Listens and works cooperatively with others
- Uses the tools of technology morally and responsibly to share ideas and information
- Uses appropriate social skills

Responsible Leader

- Accept accountability for their actions
- Builds a Christian community by welcoming all
- Respects diversity
- Accepts self and others' talents and limitations
- Expresses Patriotism
- Appreciates and cares for all of God's creation

Scholarly Student

- Completes work thoroughly and on time
- Shows respect for the learning environment by being punctual to school and class
- Builds a strong foundation by striving to master the basic skills in core subjects
- Exhibits self motivation to do their personal best
- Maximizes opportunity to exceed minimum requirements
- Demonstrates organizational skills, study skills, time management and problem solving skills

F. GOALS

As Catholic educators entrusted with the growth and development of each child, we strive:

- To recognize the primary responsibility parents have for the education of their child and the necessary involvement of home and school.
- To teach and reinforce values based on Sacred Scripture and principles of social justice.
- To emphasize a Catholic community and foster experiences of prayer and worship.
- To create an environment that encourages excitement for learning.
- To implement Diocesan Curriculum Standards that make it possible for each student to accept increased responsibility for his/her own learning and achievement.
- To encourage interaction and cooperation in curricular and extra-curricular activities.
- To provide educational experiences appreciating fine arts and diverse cultures.

- To model and teach self-discipline skills.
- To develop strategies for children to meet the Student Learning Expectations.

G. RESPONSIBILITIES

Christ the King Catholic School believes strongly in promoting a relationship between parents, students, and the school. Below are responsibilities for each shareholder that help facilitate a positive learning environment:

Student Responsibilities

- To do all they can to help themselves learn.
- To respect the God-given dignity of their fellow man.
- To respect the teacher's right to teach.
- To follow classroom and school rules and procedures.
- To communicate their academic progress to their parents.
- To be honest, self-disciplined, and dependable.
- To behave in a safe and orderly way.

Parent Responsibilities

- To nourish their child's faith life.
- To help their child succeed in school.
- To make sure their child is at school by 7:50 am and stays until school dismissal.
- To promote personal responsibility in their child.
- To support and respect administration, faculty, and staff, and the guidelines set forth in the Handbook.
- To become involved in their child's education. For example, check assignment book and homework, monitor progress, attend conferences, and volunteer at school.
- To be supportive of decisions made by the administration, child study team, and teachers concerning student's behavior and academic performance.
- To monitor their child's Internet and social media (Snapchat, Instagram, Facebook, etc.) usage.

Administration, Teacher, and Staff Responsibilities

- To uphold the school's mission statement in all things.
- To lead by example in Christian principles and Gospel action.
- To be an advocate for students, parents, and the ministry of Catholic education.
- To create and maintain a safe, orderly, and respectful campus-wide learning environment.

II. ADMISSION

Christ the King Catholic School gives first preference in admission to siblings of present students and Catholic students of families registered in Christ the King Parish; second, to Catholic students in other parishes; third, to inactive Catholics or students of other faiths. Christ the King Catholic School does not discriminate on the basis of race, religion, sex, or national origin.

Accommodations for students with special academic or physical needs can be made only within the limits of our resources. If a student develops an academic or physical need while enrolled at Christ the King Catholic School and the need cannot be addressed within our limited resources, the administration will notify parents that a more suitable learning environment is required.

All applicants are evaluated for academic readiness.

A. New Students

Christ the King Catholic School seeks to admit new students in Pre-Kindergarten and Kindergarten who are developmentally ready for school. For a child to find success in Kindergarten, and the following years of school, he or she should ideally be developmentally five at the time of entry. Developmental age may or may not be consistent with chronological age. It is not unusual or abnormal for a child to be

developmentally six or more months younger than his or her chronological age. Acting in the best interest of the child, Christ the King Catholic School utilizes a developmental assessment to help identify the best placement for the child. This evaluation offers information related to a child's general level of maturity – separate from academic and intellectual ability. Students entering kindergarten must be five by September 1 and developmentally 5-5 ½ at the time of entry. Those entering Grade 1 must be six by September 1 and developmentally 6-6 ½ at the time of entry.

Admission decisions for students in grades 1 through 8 are based on the student's academic record, standardized testing results, and a grade level placement test administered by Christ the King Catholic School. A grade level placement test is given to all new students in grades 1 through 8. This is to determine whether the school can provide an appropriate educational program and for proper grade level placement. New students entering grades 2 through 8 must provide copies of standardized testing results and any existing Individual Education Plans (IEP's) if applicable. A student may be denied acceptance if he/she does not meet school criteria. Additional student documentation may be requested by the principal. All new school families are required to be interviewed by the principal prior to acceptance. New families sign a release form authorizing the release of achievement scores and report cards to Christ the King Catholic School in addition to authorizing the school to contact former teachers and administrators for references. New students transferring to Christ the King Catholic School from another Catholic school must be in good financial, academic, and behavioral standing from their previous school before enrolling.

B. Returning Students

Re-enrollment begins in January/February of each year. Payment of the registration and technology fees are paid online through FACTS at the time of re-enrollment.

III. FINANCIAL OBLIGATIONS

A. Tuition

- **Active Catholic Tuition Rate** - To qualify for the Active Catholic tuition rate, a family is defined as a Catholic family registered at any parish in the Diocese of Phoenix or Tucson. The family attends Mass weekly and on Holy Days of Obligation, actively involved in a parish ministry, and contributes financial support regularly to their parish. For a family registered in a parish other than Christ the King, a parish verification form must be filled out by their parish and returned to the school office. Parish verification forms are enclosed in the re-registration packet and are available in the school office. If your parish is NOT Christ the King, please give the parish verification letter to your parish to be completed before you submit your re-registration forms.
- **Non-Active Catholic Tuition – Non-Registered Family** - Non-Registered Family is defined as a family who is not of the Catholic faith or is of the Catholic faith, but not registered at any Catholic parish.

Tuition is for the academic year. Should a circumstance occur which causes a student to withdraw from Christ the King Catholic School before the end of a quarter, tuition will be pro-rated by month of attendance.

Families who enroll students mid-month are responsible for the full month of tuition. Tuition for new students enrolled after the August start of school is pro-rated by the number of months that the student will be attending Christ the King Catholic School. A new family is required to pay the family registration fee at the time of registration.

Tuition is for the academic year. If a family experiences financial hardship during the school year, parents are encouraged to contact the school administration for further support.

Any tuition accounts that are 60 days past due will be at risk for immediate withdrawal. In addition, all families must be current in payments by the last day of the quarter. If a family is not current, students

may not be admitted for the first day of class for the next quarter, until a payment is made or an acceptable payment plan is established with the school. Tuition must be paid in full by May 23, 2025.

B. Registration & Technology Fees

The registration and technology fees are due at the time of enrollment/re-enrollment. The registration and technology fees are not refundable. For returning/continuing families, \$250 registration fee (per family) plus the \$60 technology fee (per child) must be paid at the time of enrollment/re-enrollment.

C. Payment Procedures

Financial obligations to the school consist primarily of the family registration and technology fees in addition to the yearly tuition fee, which is based on the number of students attending Christ the King Catholic School and the family's parishioner status. Additional fees may be charged, including but not limited to: field trip fees, sports fees per season, lost or damaged book fees, late fees, returned check fees, and returned ACH fees.

Prompt payment of financial obligations is expected from all families and failure to pay tuition on time may result in automatic withdrawal from school. Families must be current in their payments of all financial obligations by May 23, 2025. This action will make registration for the following year incomplete and could result in the loss of class placement. Students will not be admitted into class at the start of the following school year if the family has any unpaid financial obligations from the previous year. Additionally, student records will be held until all financial obligations have been met should a family with an outstanding balance choose to move their child(ren) to another school.

Late Charges/Returned Check and ACH Charges

Statements or notices will be sent to families whose payments have not been received or have been denied by their financial institution. The school office may call families with past due tuition accounts as well. A \$25 NSF fee will be assessed to any family who writes a check which is returned to the school. This fee is in addition to any fees that might be charged by FACTS or the family's financial institution.

D. Financial Assistance

1. Tuition Tax Credit Scholarships

Thanks to the State of Arizona's Tuition Tax Credit, there are several sources of tuition assistance available to families who have children enrolled at Christ the King Catholic School. These School Tuition Organizations (STOs) include, but are not limited to:

- Catholic Education Arizona (CEA) – www.catholiceducationarizona.org
- Institute for Better Education (IBE) – www.ibescholarships.org
- The Brophy Foundation – www.brophyfoundation.org
- Arizona School Choice Trust (ASCT) – www.asct.org
- Arizona Scholarship Fund (ASF) – www.azscholarships.org
- Tuition Organization for Private Schools (TOPS) www.topsforkids.com
- Arizona Leadership Foundation – www.arizonaleader.org

Application procedures and requirements differ depending on the School Tuition Organization. Please refer to each organization's website for application procedures or contact the school office for assistance. Certain commonalities exist between the organizations, however:

- Students must be registered and enrolled in order to be eligible for a scholarship from these organizations.
- Copies of a family's most recent federal tax returns, including appropriate schedules, must be submitted with the application. A family that is unable to produce the required tax documentation must submit an Income Verification Form to the school office. The school

office will fax this form or a letter from the principal to the School Tuition Organization on the family's behalf. Income Verification Forms are available in the school office.

- By law, the amount of tuition assistance awarded from one or a combination of more than one of these organizations cannot exceed the amount of tuition owed. Excess funds must be returned to the originating source for distribution to other families in need. Unless allowed by the originating source, funds cannot be held in reserve for a family's tuition in future years. Furthermore, excess funds cannot be used to pay other non-tuition-related fees or to purchase uniforms.

2. Universal Empowerment Scholarship (ESA)

Residents of Arizona may elect to participate in ESA to cover tuition costs. Applying for ESA funding is the parent's responsibility. Applications can be found online at www.azed.gov/esa. Parents will receive multiple emails for contract signing and setting up ClassWallet. Parents are responsible for completing all steps in the process. Tuition payments must be made during the application process. The parent should communicate with the school office if they are using ESA funding as ESA and STO funding may not be used during the same year.

E. RaiseRight Program

The RaiseRight Program is a fundraiser at Christ the King Catholic School. Families can purchase gift cards online and Christ the King receives a rebate back to the school! For questions on how to sign up online and purchase cards, please email dgoetter@ctk-catholicschool.org.

F. Catholic Education Arizona (CEA)

Families and friends are encouraged to participate in the tuition tax credit program by redirecting their Arizona income tax dollars to Catholic Education Arizona and designating their contributions to Christ the King Catholic School. In most cases, Arizona taxpayers can designate any amount up to the maximum allowed by the state to Christ the King Catholic School and receive a dollar for dollar tax credit on their Arizona taxes.

G. Parent Participation Program

The programs at Christ the King Catholic School thrive through involvement of our families. Rooted in the Gospel teachings of generosity, Christ the King Catholic School's parent participation program is intended to promote family stewardship and strong parent involvement in the education of our children. The following guidelines are provided to ensure the safety of all children as well as to encourage parental involvement both in their child(ren)'s education and in overall school and parish life. Volunteers must be sixteen or older and have completed Safe Environment Training.

- Prior to contributing time to any school sponsored event or project (either on or off campus), parents are required to complete the diocesan Safe Environment Training Foundations course. This seminar is offered at the beginning of the school year by the church and school staff. Safe Environment Training must be renewed each year. Renewal videos are found by logging into your CMG Connect account.
- Each family is required to participate in a minimum of 20 hours of service to the Christ the King School. Volunteer opportunities include:
 - Annual Parish Fall Fiesta
 - Annual School Fun Run
 - Volunteer School Aid (would serve with regularity in the lunchroom, a classroom or on the playground)
 - Book Fair
 - Field trip chaperone
 - Lenten fish fry
 - Volunteer lunch & recess monitors
 - Volunteer school office help
 - Volunteer Atrium classroom assistant

- Volunteer sports coach
- PTO
- Room Reps

Other opportunities for service will be made available throughout the school year. Parents who do not meet the required number of volunteer hours could jeopardize tuition assistance offered by the parish and school.

H. Student Records

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office. The school will not be held responsible for failing to honor arrangements that have not been made known. Visiting rights must be noted in the court-certified decree. Changes in the custody decree must be submitted to the school office.

Both parents, custodial and non-custodial, have access to information about the student's progress as mandated by law. As stated in Arizona Revised Statutes, Title 15-141: The right to inspect and review educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, Sections 1232g and 1232h, and federal regulations issued pursuant to such act.

The principal of Christ the King Catholic School will permit the release of student information to parents and/or legal guardians in accordance with the following procedure:

- The presentation of a written statement of your request to review student records.
- Legal proof of your relationship to the child.
- An appointment to meet with appropriate school personnel at a time mutually convenient for the purpose of the record review.

IV. STUDENT LIFE

A. Attendance

1. School Hours

The school office is open from 7:30 am to 3:30 pm. Students may begin arriving to campus at 7:30am. At 7:50 am, the tardy bell will ring. time. Morning prayer, pledge, and announcements will begin promptly at 7:50 am in the courtyard.

School hours for all students are:

7:45 am – 3:00 pm	Mondays-Thursdays
7:45 am – 1:30 pm	Fridays (one Friday per month dismissal is at noon)

Child(ren) must not be on the school grounds outside of regular school hours, unless they are involved in a school sponsored activity or are participating in the AfterCare Club program. **No liability for supervision and control of students will be assumed by the school prior to 7:30 am or after 3:15 pm Monday - Thursday or after 1:45 pm on Friday.** Students who are not picked up at dismissal by 3:15 pm (Mon.-Thurs.) or 1:45 pm (Fri.) will be sent directly to AfterCare Club. Parents will be charged the hourly rate for use of AfterCare club, per child. This charge will be added to tuition FACTS account.

2. Absences - AZ State Law (15-802.A, 15-803.E)

School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason. In an academic setting like Christ the King Catholic School, it is necessary that students remain current in their studies. This can only be accomplished

by students attending all class sessions; therefore, removing students from school for vacations, etc. is contrary to school policy and state law.

To report your child absent, please read the following policies and procedures below:

- A call to the **School Attendance Line at 480-844-4481 before or by 7:45 am** on the day your child will be absent from school or within 24 hours. Please state the reason of your child's absence (illness, doctor's appointment, etc.) and the expected day and/or time of return to school. A voicemail may be left on the system and will be checked daily by the school office staff.
- A student present in class at least two hours will be considered in attendance for one-half day. A student present in class at least four hours will be considered in attendance for a full day.
- When a child returns to school after being absent, **a written note must be brought to the school office the day the student returns. A written note is state mandated.** It is not enough to have called in an absence to the school office, even though this is required.
- To pick up your child for a doctor or dentist appointment, parents must sign out the child from the school office. Please notify the school office or your child's teacher by calling the school office, sending a note, or email on the day you will be picking up your child early from school for a doctor or dentist appointment.
- When a child is absent for more than a week due to an illness, parents will need to provide a note from a doctor for the absence to be excused.
- Families leaving for an extended period must notify the school office in writing in advance of the dates of absences.
- A student returning after an absence will have the same number of days he/she missed to hand in the missed assignments. (Exception: Accelerated Reader points and long term projects are due on the due date.)
- Middle school students (6th-8th) – It is the responsibility of the student to obtain the assignments from the teacher. A student who misses a test must make arrangements for make-up the day of his/her return. The student may be required to take the test the day of his/her return.

Parents who leave and place their children in the care of another adult must inform the school office in writing of this temporary assignment of guardianship. For example, a business trip or vacation days away from their children.

Christ the King Catholic School's policy on student absences is as follows:

Step 1: Once a student is absent (excused and unexcused) for **5 days**, the school office receptionist provides a Truancy Tracking form to the principal. The principal sends a letter notifying the parents of the five absences.

Step 2: This process is repeated if a student accumulates **10 days** of absences. The principal will contact the parents to arrange a meeting to discuss ways on how school attendance can be improved.

Step 3: This process is repeated if a student accumulates **15 days** of absences. A second meeting is held with the principal, the teachers, and the parents regarding the excessive absences. The principal will contact the parents at this point to arrange a meeting to discuss ways on how school attendance can be improved. Parent letters sent home regarding their child's excessive absences and meetings with the principal and teachers serve as *documentation* and *communication* of truancy.

Step 4: **At 18 absences** (excused and unexcused combined), it is the principal's discretion to have the parents cited to appear in truancy court. Parents who appear in truancy court are typically fined

by the court. It is also up to the principal's discretion if a student who has missed 18 days of school will advance to the next grade level.

IMPORTANT NOTE:

- ✓ The principal may choose not to pursue the truancy process leading to court (at 18 days of absences) if the parent has been in communication with the school office and the student is earning acceptable/passing grades.
- ✓ Parents who do not responsibly call in unexcused absences are more likely to be cited with truancy.

What determines an excused absence?

- Doctors and dentist appointments (with an accompanying note from the health professional), illness, and funeral attendance are excused absences.

What determines an unexcused absence?

- No doctor's note: No phone call on the day of absence, email to school office staff or teacher, or note from the parent, and/or upon the student's immediate return to school. Absences for out of town trips are not excused, however, parents should alert the school and teacher to the absence in advance.

Allowable Number of Days a Student can be Absent – Excused or Unexcused

- Arizona State Law requires students attend 90% of the total days of school is in session.
- Christ the King Catholic School is in session 180 days for the school year.
 - 90% = 162 days
 - 10% = 18 days of absences
 - Parents may be cited to truancy court when their child has 18 or more excused or unexcused absences during a school year.
 - For Christ the King Catholic School, students who are absent **18 or more days** may not be promoted to the next grade.

3. Tardiness

Tardiness is a serious matter, since it affects not only the tardy student, but also other students. Tardiness reflects an attitude inconsistent with Christ the King Catholic School's pursuit of excellence and emphasis on the whole child. Tardiness also represents a lack of regard for education and a lack of cooperation with the school.

It is imperative that all students be present for morning prayer and pledge as this is the time where common patriotism and our Catholic identity are reinforced. It is also the time when important announcements are made including sports and extracurricular activities. It is the time for prayer and special intentions making it an inherent, key part of a Catholic student's day.

- Excused tardiness would be a doctor or dentist appointment verified by a note from the medical office to the school office.
- The first bell rings at 7:45 am. Roll is taken promptly at the 7:50 am bell. A student is tardy if he/she is not in the courtyard for prayer at 7:50 am.
- A student is marked absent for a half day if he/she arrives after 11:00 am.
- Parents must walk their child(ren) into the school office to sign them in if they arrive after 7:50 am. (*Diocesan Attendance Policy 4.03A.1-2 requires that a written explanation of tardiness be retained on file for one year.*) A school official will provide the student with a pass which must be given to the teacher upon entering the class.

- Unexcused tardy students arriving during or after morning prayer & pledge may be detained in the school office until an appropriate time so as not to interrupt the learning for the whole class.
- Teachers will notify parents in writing if classroom tardy policies are more restrictive than those listed here.

B. AfterCare Club Policies & Procedures:

Students remaining after school must sign into the AfterCare Club Program unless they are participating in a sport or other school approved activity. For a complete understanding of our AfterCare Club Program and fees, please refer to the AfterCare Club handbook, which can be found on our school website at www.ctk-catholicschool.org.

C. Drop-Off/Pick-Up Protocol

For the safety of all students and parents, drivers are asked to observe safe driving practices. Drop off runs from 7:30-7:45 am.

1. Morning Drop-Off Procedures

In the **south** parish parking lot, children may only be dropped off curbside in the designated zone. In the **north** parish parking lot, parents must park and walk their children using the crosswalk to the school campus. Students who walk or bike to and from school must provide a note to the school office, signed by a parent, specifying dates, and destination if other than home.

Upon arrival to school campus, students are to go directly to the sports court and line up according to grade level, where they will be supervised. No playing and no playground equipment, including balls, will be permitted to be used before school. At 7:50 am, students and staff will participate in Morning Prayer before going to their classrooms. On cold or rainy mornings, students will go directly to their classroom where their teacher or another school staff member will supervise until the school day begins.

Students are not permitted to enter the classroom buildings before 7:50 am without permission from the school office or a staff member. During school hours, parents and other visitors must enter the school through the school office to check in.

2. Afternoon Dismissal Procedures

For the safety of our students, parents are not permitted to congregate on campus, and should leave campus upon picking up their child. Please observe the **NO PARKING** signs and curb markings. Bicycles must be walked on school property. No skating of any kind is permitted on school property.

North Parking Lot –Parents are asked to park and cross the parking lot using the crosswalk to gather their students, who will be waiting with their class. **Students will not be allowed to walk across the parking lot to parked vehicles.** No playing is allowed in the church courtyard area. Staff supervision will be provided until 3:15 pm Monday-Thursday and 1:45 pm on Friday. After 3:15 pm on Monday-Thursday and 1:45 pm on Friday, students who are not picked up will be taken to AfterCare Club by the staff on duty. This includes siblings of students who participate in after school clubs or sports. Parents will be assessed AfterCare Club fees, which will be billed to their FACTS account.

South Parking Lot –Parents are asked to display a placard in their vehicle’s front windshield with their last name clearly written. Students will be lined up on the sidewalk, supervised by staff, and will be dismissed to cars only when their names are called. Students will not be allowed to walk across the parking lot to parked vehicles. No playing is allowed during afternoon dismissal. Staff supervision will be provided until 3:15 pm Monday-Thursday and 1:45 pm on Friday. After 3:15 pm on Monday-Thursday and 1:45 pm on Friday, students who are not picked up will be taken to AfterCare Club by the staff on duty. This includes siblings of students who participate in after

school clubs or sports. Parents will be assessed AfterCare Club fees, which will be billed to their FACTS account.

3. Dismissal Protocol

Students and parents are expected to cooperate with staff on duty. **Cell phone use during dismissal is prohibited.** Students may not leave the school campus for any reason other than to depart with their carpool unless alternate arrangements have been made with the school office. Students will not be released to anyone that is not listed on the Emergency Information Card.

Students leaving school (riding or walking) with someone other than their parent or regular carpool driver must present a note to the office at the beginning of the day. If a last-minute change of plans is necessary, please call the school office before 2:30 pm.

V. Student Health

A. Wellness Policy

All schools shall comply with Arizona law AAC Title 9, Chapter 6, Article 7 (R9-6-701) on Vaccine Preventable Diseases regarding immunizations. These laws state that no child may attend school unless such child can present to the school a verifiable immunization record against listed communicable diseases or a plan for immunization as specified by the Arizona Department of Health Services. Requests for exemption will be granted only in accordance with Arizona law.

Christ the King Catholic School is committed to providing an environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The connection 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.

Arizona Revised Statute 15-242 restricts the distribution of all food of minimal nutritional value (FMNV) at school for the entire day. All foods and beverages served/sold in the snack bars, a la cart, fundraisers, and school events is subject to the Arizona Nutritional Standards regardless if they are exempt for the FMNV food list by the USDA.

This statute covers the distribution of food at school parties. FMNV should not be brought to school by parents and/or served at school parties. **No fast food or soda is allowed at lunch.** Water bottles are to contain only water. Two exemptions to this policy will occur each year as determined by the school faculty. Suggested healthy food items will be distributed to parents at the beginning of the year.

1. Injury or Illness

In case of an injury or illness during the school day, the student will be sent to the school office. The health aide will then determine if the child should be sent home or return to class. Parents will be notified by phone to pick up sick or injured children. Parents are expected to pick up their child within an hour of the phone call. Parents are to keep all emergency information current by calling the school office to let us know about changes in telephone numbers.

2. Medication

Prescription medications will be administered when necessary. Medication must be in the original prescription bottle. If a student needs to take a medication at school, ask the pharmacist for a second labeled bottle and send only the tablets/liquid needed to be taken at school.

It is possible for a student to be given non-prescription medications when they are sent in with a parental note.

Any medication including Tylenol, cough drops, Tums, and lip balm etc. must be supplied in the original container with the student's name on the label if you want it available for your child. Please make sure the bottles you send are not over 2 ½" tall. Space is limited in the medicine cabinet. It is okay to send in one family bottle with all the student's names on it. You will be able to send in refills as needed throughout the school year.

We require parents to complete a medication form if medication is to be administered. These forms are available in the school office.

Students are to turn in all medications to the school office first thing in the morning.

Time-release tablets should not be divided to provide a lesser dose.

Students may not dispense medication to each other.

Parents must pick up unused medications by the last day of school.

a) *Immunization:*

All needed immunization records must be on file prior to the child attending school classes.

b) *AZ State Blue Emergency Form:*

A child will not be admitted unless an AZ State Blue Emergency form is on file. Parents are asked to call the school office immediately if an address or telephone number on the AZ State Blue Emergency form changes. This form must be on file for each student and kept in the school office and the AfterCare Club Program.

c) *Diagnosis:*

It is not the role of the health aide to diagnose a chronic condition. A sick child should not be sent to school for diagnosis and treatment by the health aide.

d) *Picking Up Sick Child:*

Upon receiving a call from school to pick up a sick child, parents should report to the school office to sign out their child. Sick children should be picked up promptly.

e) *Long Distance Field Trips:*

For all long distance field trips, parents are required to provide medication for their child one week in advance of their trip. All medical forms should be completely filled out and returned to the school health aide along with the medication in a zip lock bag labeled with the child's name. All medication to be distributed to students MUST be provided to the school by the parent.

f) *Student Accident Insurance (See Appendix)*

B. Faith Life

Religious instruction at Christ the King Catholic School is considered a sacred trust. Through prayerful reflection on Scripture, Church and National Catechetical documents, teachers strive to be faithful to their call to be Catholic educators. With this in mind, students are led to a deeper understanding of their own faith and are provided opportunities for experiencing this faith in prayer and action.

Through daily prayer, daily religious instruction, weekly Mass (and reception of the sacraments for Catholics), and through performance of the corporal and spiritual works of mercy, our students grow closer to their Creator and learn to recognize Him in His people. The home must do its share to foster this spiritual development of the child as parents are, by Divine Plan, the primary teachers of their children.

Catholic parents of children receiving the Sacraments of Reconciliation, Eucharist and Confirmation are required to attend evening classes when these are scheduled in the parish. Approximately once each week and/or on Holy Days, a Mass is scheduled with our pastor or parochial vicar.

Community: Community is at the heart of Christian education. Christ the King Catholic School fosters Christian friendships, trust and love, and awareness in students that they are children of God.

Eucharistic Celebrations: As an essential part of the religion program at Christ the King Catholic School, students have the privilege to attend the Eucharistic liturgy weekly and on special occasions during the liturgical season. Various classes will have opportunities to help with the readings, petitions, and gifts. Parents are encouraged to join in these weekly celebrations. Catholic students are expected to attend Sunday Mass with their families.

Reconciliation: The Sacrament of Reconciliation is available to classes during Advent and Lent. Students who have received the Sacrament of First Reconciliation have the opportunity to participate in this sacrament. The Sacrament of Reconciliation is offered weekly by the parish and we strongly encourage families to receive this sacrament on a regular basis.

Prayer: At Christ the King Catholic School, teachers strive to give each child a positive attitude toward prayer. Children are expected to learn the common prayers of the Church, as well as participate in other forms of prayer during the school day. Parents are strongly encouraged to pray with their children daily.

Religious Education Classes: Formal religion classes are taught in the classroom each day, except on days when children participate in the Eucharistic liturgy.

Sacramental Programs: The sacramental program at Christ the King Catholic School recognizes the child is not only catechized and formed in faith within the classroom, but is also nurtured in faith within the family and parish. Thus parent, school, and parish participation are important for the child's growth in the faith community. Christ the King Catholic Parish policy regarding the preparation and reception of sacraments is as follows:

- Parents and children are involved in a two-year preparation program for the reception of the sacraments of Reconciliation, First Holy Communion, and Confirmation. Parents are required to attend the parent/student retreat on the sacraments if they wish their child to receive the sacrament.
- Children in 2nd grade are prepared for the Sacrament of Reconciliation. Children in 3rd grade are prepared for the Sacraments of First Holy Communion and Confirmation. Parents may request their children in grades 4 – 8 who have not been baptized or have received the sacraments of Reconciliation, Holy Eucharist, and Confirmation to be prepared for these sacraments.
- Other Religious Practices: Traditional religious practices and celebrations are taught and experienced throughout the liturgical year - Advent, Lent, Easter, and Pentecost. Students also participate in devotions to Mary, saints, and Stations of the Cross.
- Sundays: The parish is the primary Eucharist worshipping community. Ordinary school sponsored activities will not be held that conflict with Sunday parish liturgies. School athletic or social events should be avoided during the Easter Triduum.
- Community Service: As a school committed to teaching Gospel values of Jesus Christ, Christ the King Catholic School holds the principle of service to others in the utmost regard. All Christ the King students participate in Christian service opportunities either at the voluntary or mandatory level. Participation in service to others is required for 7th and 8th grade students. There are many opportunities within the community to acquire community service hours.

- It is the responsibility of the student to obtain and submit completed “Christian Service and Stewardship Records” each quarter. Students cannot be paid for community service (i.e. babysitting).
- As partners in their child’s education, parents are encouraged to help their child select service opportunities and/or participate in service as a family.

Other Religious Practices: Traditional religious practices and celebrations are taught and experienced throughout the liturgical year - Advent, Lent, Easter, and Pentecost. Students also participate in devotions to Mary, saints, and Stations of the Cross.

Sundays: The parish is the primary Eucharist worshipping community. Ordinary school sponsored activities will not be held that conflict with Sunday parish liturgies. School athletic or social events should be avoided during the Easter Triduum.

C. Birthday Policy

Parents sometimes wish to bring a treat for the class on their birthday, however NO treats, balloon or flower arrangements are allowable. 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. Student Birthdays, Half-Birthdays and Weekend-Birthdays are recognized by Student Council during morning announcements and all students receive a crown for the day.

No party invitations may be distributed to students at school unless invitations include all students or all the girls or all boys in the class. All other invitations must be sent by mail or by telephone to the child’s home.

D. Class Parties & Solicitation

Ordinarily, class parties are limited to Christmas, Valentine’s Day, and End of Year for all grades. Class room representative parents are asked to assist the teacher with the parties by arranging for and serving refreshments and helping with other activities. The older students may be permitted to have an evening dance (Grades 7-8).

Students may not sell items for other non-profit or profit organizations or solicit financial support for personal projects on campus without permission from the administration. Such permission must be requested in writing in advance. The school staff will not be responsible for distribution of materials or orders.

E. School Uniform Regulations

School uniforms are mandatory at Christ the King Catholic School. The Christ the King Catholic School Dress Code supports students in their intention to demonstrate God’s desire for them to be the best versions of themselves. Catholic Schools believe that students rise to the level of their preparedness; students achieve more when they look good and are in order. Having a uniform, and a Dress Code, includes considerations of cost, equality, culture, race and the Catholic religion. Christ the King Catholic School’s Dress Code is intended to instill modesty, good grooming habits, and neatness in appearance. It is to maintain a proper academic environment within the school, reduce superficial competitiveness so that character rather than appearance can be the focus.

Only uniforms obtained from official school vendor may be worn at school. Any child not in proper uniform will be sent to the office and the parent will be called. Uniforms are to be laundered, maintained, and worn as they are designed to be worn: skirts and shorts may not be rolled up, shirts must be tucked in and not folded under, shirt sleeves may not be rolled up or under. The uniform should reflect a positive attitude of pride in self and school.

Any child not dressed in proper uniform will be sent to the office for the parent to be called and/or a school uniform violation will be issued. If a child is issued three or more school uniform violations in a

quarter, he/she may receive detention or another form of disciplinary action deemed appropriate by administration. Students must be in proper uniform from the time they arrive on campus until they leave. Uniforms and shoes should be in good shape, free from holes, rips, stains or fading. School administration, faculty, and staff are not responsible for lost uniforms.

Any hairstyle, hair color, mode of dress, or ornamentation deemed inappropriate in the judgment of the school administration/faculty will be prohibited.

Anton Uniforms is the exclusive provider of Christ the King Catholic School uniforms.

Anton Uniforms- located at 905 N Scottsdale Rd., Tempe, AZ 85288 or www.antonuniforms.com

Pre-Kindergarten Girls

TOPS	BOTTOMS	FOOTWEAR	OUTERWEAR
Christ the King PreK t-shirt (red) <i>Purchase in the office.</i>	Navy blue uniform shorts, pants, or skorts. <i>Available for purchase at Anton Uniform, Target, Walmart, etc.</i>	White, navy blue, gray, or black socks (plain- no logo). White, navy blue, or gray tights (plain) on cold days are permitted. Athletic shoes.	Christ the King sweatshirt (navy blue) with CTK logo <i>Purchased at Anton Uniforms.</i> Christ the King cardigan navy blue sweater with CTK logo <i>Available for purchase at Anton Uniforms.</i> Plain navy blue cardigan <i>Available for purchase at Target, Walmart, etc.</i>

Pre-Kindergarten Boys

TOPS	BOTTOMS	FOOTWEAR	OUTERWEAR
Christ the King PreK t-shirt (red) <i>Purchase in the office.</i>	Navy blue uniform shorts or pants. <i>Available for purchase at Anton Uniform, Target, Walmart, etc.</i>	White, navy blue, gray, or black socks (plain- no logo). Athletic shoes. No sandals, boots, light up, or shoes with wheels.	Christ the King sweatshirt (navy blue) with CTK logo <i>Purchased in the office.</i> Christ the King navy blue cardigan sweater with CTK logo <i>Available for purchase at Anton Uniforms.</i> Plain navy blue cardigan <i>Available for purchase at Target, Walmart, etc.</i>

Dress and Appearance Standards:

*Nail polish is not permitted.

*Headbands/hair bows for girls are limited to white, light blue, gray, navy blue, and black. There should be no excessive ornamentation (flowers, beads, glitter, sequins, etc.).

*Jewelry:

*Only one necklace with a cross or religious medal may be worn.

* Bracelets, rings, or anklets are not permitted.

* Dangling earrings or large hoop earrings are not permitted due to safety concerns.

* Boys may not wear earrings.

*Only Spirit Wear Hoodies permitted as outerwear. If outside temperatures are winter like, a heavier jacket may be worn over school uniforms. Non-uniform outerwear is not permitted to be worn inside the classroom or at mass.

Kindergarten through Second Grade Girls

TOPS	BOTTOMS	FOOTWEAR	OUTERWEAR
Christ the King polo (white, light blue, or navy blue) with CTK logo. Polo available in girls or unisex cut. Polo available in short or long sleeve <i>Available for purchase at Anton Uniforms.</i>	Christ the King plaid jumper (navy, black, or gray shorts required underneath) <i>Available for purchase at Anton Uniforms.</i> Christ the King plaid skort <i>Available for purchase at Anton Uniforms.</i> Navy blue uniform pants or shorts (no cargo pockets) <i>Available for purchase from Target, Walmart, Anton Uniforms.</i>	White, navy blue, gray, or black socks (plain- no logo) Socks must be visible above the shoe. Plain white, navy blue, or gray tights or leggings (to the ankle) on cold days are permitted under the jumper. Athletic shoes No sandals, boots, light up, or shoes with wheels.	Christ the King sweatshirt (navy blue) with CTK logo <i>Purchased in the office.</i> Christ the King navy blue cardigan or v-neck sweater <i>Available for purchase at Anton Uniforms.</i> Plain navy blue cardigan <i>Available for purchase at Target, Walmart, etc.</i> Christ the King fleece jacket or pullover with CTK logo <i>Available for purchase at Anton Uniforms.</i>

Kindergarten through Second Grade Boys

TOPS	BOTTOMS	FOOTWEAR	OUTERWEAR
Christ the King polo (white, light blue, or navy blue) with CTK logo. Polo available in	Navy blue uniform pants or shorts (no cargo pockets) <i>Available for</i>	White, navy blue, gray, or black socks (plain- no logo) Socks must be visible above the shoe.	Christ the King sweatshirt (navy blue) with CTK logo <i>Purchased in the office.</i>

<p>short or long sleeve Available for purchase at Anton Uniforms.</p>	<p><i>purchase from Target, Walmart, Anton Uniforms.</i></p>	<p>Athletic shoes No sandals, boots, light up, or shoes with wheels.</p>	<p>Christ the King navy cardigan or v-neck sweater with CTK logo <i>Available for purchase at Anton Uniforms.</i></p> <p>Plain navy blue cardigan <i>Available for purchase at Target, Walmart, etc.</i></p> <p>Christ the King fleece jacket or pullover with CTK logo <i>Available for purchase at Anton Uniforms.</i></p>
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Third Grade through Eighth Grade Girls

TOPS	BOTTOMS	FOOTWEAR	OUTERWEAR
<p>Christ the King polo (white, light blue, or navy blue) with CTK logo. Polo available in girls or unisex cut. Polo available in short or long sleeve <i>Available for purchase at Anton Uniforms.</i></p>	<p>Christ the King plaid skirt <i>Available for purchase at Anton Uniforms.</i></p> <p>Christ the King plaid skort <i>Available for purchase at Anton Uniforms.</i></p> <p>Navy blue uniform pants or shorts (no cargo pockets) <i>Available for purchase from Target, Walmart, Anton Uniforms.</i></p> <p>*A belt must be worn with pants or shorts*</p>	<p>White, navy blue, gray, or black socks (plain- no logo) Socks must be visible above the shoe.</p> <p>Plain white, navy blue, or gray tights or leggings (to the ankle) on cold days are permitted under the jumper or skirt.</p> <p>Athletic shoes No sandals, boots, light up, or shoes with wheels.</p>	<p>Christ the King sweatshirt (navy blue) with CTK logo <i>Purchased in the office.</i></p> <p>Christ the King navy blue cardigan or v-neck sweater <i>Available for purchase at Anton Uniform.</i></p> <p>Plain navy blue cardigan or pullover sweatshirt <i>Available for purchase at Target, Walmart, etc.</i></p> <p>Christ the King fleece jacket or pullover with CTK logo <i>Available for purchase at Anton Uniforms.</i></p>

Third Grade through Eighth Grade Boys

TOPS	BOTTOMS	FOOTWEAR	OUTERWEAR
<p>Christ the King polo (white, light blue, or navy blue) with CTK logo. Polo available in short or long sleeve <i>Available for purchase at Anton Uniforms.</i></p>	<p>Navy blue uniform pants or shorts (no elastic waistband or cargo pockets) <i>Available for purchase from Target, Walmart, Anton Uniforms.</i></p> <p>*A belt must be worn with pants or shorts*</p>	<p>White, navy blue, gray, or black socks (plain - no logo) Socks must be visible above the shoe.</p> <p>Athletic shoes No sandals, boots, light up, or shoes with wheels.</p>	<p>Christ the King sweatshirt (navy blue) with CTK logo <i>Purchased in the office.</i></p> <p>Christ the King navy blue cardigan or v-neck sweater with CTK logo <i>Available for purchase at Anton Uniforms.</i></p> <p>Plain navy blue cardigan or pullover sweatshirt <i>Available for purchase at Target, Walmart, etc.</i></p> <p>Christ the King navy blue fleece jacket or pullover with CTK logo <i>Available for purchase at Anton Uniforms.</i></p>

Dress and Appearance Standards:

*Nail polish is not permitted.

*Boys' hair must be conservative in style, short, above the eyes and ears, and the collar of the shirt. Excessive hairstyles (mohawks, faux-hawks, etc) will not be allowed. Hair coloring, bleaching, highlighting, and tinting are not allowed. No facial hair. No cologne.

*Girls' are not permitted to have colored hair, bleached hair, highlighted hair, or tinted hair.

*No make-up is allowed, with the exception of a blemish concealer for middle school. Only non-color chapstick is allowed; no shiny lip gloss or lipstick. No perfume.

*Girls' jumper/skirt/short/skort length must be between knee and fingertips for all grade levels.

*Headbands/hair bows are limited to white, light blue, gray, navy blue, and black. There should be no excessive ornamentation (flowers, beads, glitter, sequins, etc.).

*Jewelry:

*Only one necklace with a cross or religious medal may be worn.

* Bracelets, rings, or anklets are not permitted.

* Dangling earrings or large hoop earrings are not permitted due to safety concerns.

*Boys may not wear earrings.

*Only Spirit Wear hoodies permitted outdoors. If outside temperatures are winter like, a heavier jacket may be worn over school uniforms. Non-uniform outerwear is not permitted to be worn inside the classroom or at mass.

Approved Uniform	Unapproved Uniform
<ul style="list-style-type: none"> • Uniform-clean, good condition, proper fit • Shirts fully tucked in, belt secured • Uniform bottoms are knee length and worn at waist 	<ul style="list-style-type: none"> • Stained, worn, faded, torn • Does not fit properly • Untucked or folded under

<ul style="list-style-type: none"> • Shoes must enclose entire foot, laces tightly tied, velcro secured, no sandals or boots or light up/wheel shoes • Girls have natural hair color, no make-up, no nail polish • Boys hair no longer than top of collar, cut above ears and eyebrows, natural color 	<ul style="list-style-type: none"> • Non-athletic or non-mary jane shoe • Colored hair or extensions • Tousled, unkept, spiked hair • Makeup or nail polish • Bringing or using sprays of any kind • Hair accessories with excessive ornamentation
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Any child not dressed in proper uniform will be sent to the office for the parent to be notified and/or a uniform violation issued.

Current Christ the King School Uniform Logo



F. Free Dress Day (Non-Uniform Days):

On days when the students do not have to wear their uniform to school, the following guidelines for appropriate free dress must be followed:

- No sleeveless or strap style (spaghetti strap) shirts or blouses. No low cut necklines.
- No tight fitting clothing (leggings, spandex).
- No excessively bagging clothing.
- No hoodies.
- No low slung pants or short tops that expose the midriff.
- No short skirts or short shorts. (maximum of 3 inches above the back of the knee)
- No ripped or torn clothing.
- No inappropriate logos, slogans, or advertising on clothing.
- Only sport or athletic shoes with socks may be worn.
- No make-up or jewelry.

****Same uniform regulations apply for free dress days to boys & girls.****

Students may be given athletic team dress days for special events. Criteria for appropriate dress for these events will be announced as necessary. The scheduling of free dress days will depend largely upon how students use this privilege. Free dress days are not intended to be “dress down” days. Students are always expected to be good ambassadors of our school. Make-up is not allowed on free dress days.

G. Physical Education Program

P.E. classes are a part of the regular curriculum. Students are expected to attend P.E. classes as other classes in the curriculum.

A student may be excused as follows:

- From classes because of a temporary illness if a note is sent by a parent. This note should explain the nature of the illness. If more than three classes are to be missed, a doctor’s written excuse is required. Students restricted from P.E. because of PAR (Physical Activity Restriction) may not participate in after school sports or recess on that day.
- From classes because of illness or physical impairment. A note from a doctor must be on file in the school office before a child can be excused, and the duration of nonparticipation must be clearly stated.
- From a particular exercise or activity because of illness or physical impairment. A parent’s note is required for a temporary impairment stating the nature and duration of the impairment. A doctor’s note is required for a long-term absence from P.E. (long term is more than three classes.)

H. Library

PreK through 8th grade have one library period per week. Students may check out books as long as they do not have overdue books. If a book is lost, the student will be charged the replacement cost. Students grade will be assessed a \$.25 per day fine for overdue books.

I. Lunch

Christ the King Catholic School participates in the National Food Lunch Program and follows its guidelines in providing a well-balanced and nutritious lunch. All lunches can be reserved online using the form emailed to parents monthly. The cost of the lunch is \$4.00 each. Families who believe they may qualify for free or reduced lunch can pick up an application in the office. The monthly lunch menu is posted in the Cougar Chronicle.

Students may also bring a sack lunch to school. Sack lunches are stored in the classroom. Sack lunch food items should not require refrigeration. It is the parents' responsibility to pack their child a nutritious lunch. **No fast food or soda pop is allowed to be brought for lunch or snack.**

The school lunch menu is posted in the Cougar Chronicle. A hard copy can be obtained from the office. Parents are to order their child’s lunch online by a designated deadline. If your child arrives to school and does not have a sack lunch or a school lunch has not been ordered for him/her, they may call home from the school office. Student lunches are to be dropped off in the school office marked with the child’s name. The school office will notify the student’s teacher a sack lunch is there for the child.

J. Extracurricular Activities

Extracurricular activities include:

- Sports teams (5th-8th)
- Altar Servers
- Band (4th-8th)
- Student Council (5th-8th)
- Chess Club (Kindergarten-5th)
- H.O.P.E. service projects
- Choir (4th-6th)
- Mass Choir (5th-8th)
- Young Rembrandts Drawing Club (1st-6th)
- Math Club (6th-8th)

1. Standards for Extracurricular Participation

Involvement in extracurricular activities foster many desirable character traits. Students may be eligible for elected positions of respect and responsibility in some student organizations based upon the student's previous academic and disciplinary record. Eligibility requirements are obtained from the faculty sponsored activity. 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.

2. Conduct

Participation in a school sports team or activity is a privilege. Students are expected to follow the school's discipline plan in order to participate in the school's sports program and extracurricular activities. Students are subject to the guidelines of behavior set up by the school. Upon receipt of each Detention form documenting a behavior infraction with a consequence, the student will be suspended from participation in the next scheduled activity (club activity and sporting event).

Upon receipt of the third Detention form documenting a behavior infraction with a consequence, in the same sporting season, the student may be suspended from the team or activity for the remainder of the season or quarter.

3. Academic Eligibility

To participate in school sports or 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.

4. Absences

Students who are absent from school, sign in after 10:00 a.m. without a medical "admit" slip, or miss the second half of the day (sign out at or before 1:00 p.m.) are not permitted to participate in, or attend, any school-related activities including practices or games that day.

5. Sports

Philosophy

The sports program at Christ the King Catholic School follows the C.Y.A.A. philosophy of providing a program of developing leadership and sportsmanship. The program promotes a Christian atmosphere in which athletes grow in respect and concern for others in their own environment as well as in society as a whole. Emphasis is placed on the development of game fundamentals and encouraging athletes to give their best while competing. The ultimate objective of the program is for the athletes to improve their skills while learning sportsmanship and having fun.

Sports Physical

Students are required to have an annual sports medical authorization to play. This must be taken after June 1st. The Athletic Program Packet can be downloaded from the school's website. Students and parents must read, sign, and submit these forms along with the sports medical authorization to the school office along with the sports participation fee. There is a separate fee for each sport.

Sports Program

Rules of the C.Y.A.A. apply in all aspects of the Sports Program:

- Team Sports for 5th-8th grade Boys – Flag Football, Basketball, Soccer, & Baseball
- Team Sports for 5th-8th grade Girls – Volleyball, Basketball, Soccer, & Softball

Students who participate in the athletic program must have parents sign a SPORTS PARTICIPATION PERMIT. Students in C.Y.A.A. sports are covered by the Student Accident Insurance as provided in the policy agreement.

The athletic director will conduct student grade checks at all progress reports and report cards to determine eligibility. Students must maintain a "C" average in all classes to be eligible.

Sports Fees

\$85 per sport per season. Does not include tournament fees. Teams that make the decision to go to tournament will be assessed an additional fee prior to the start of the tournament.

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 game 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.

5. Student Council

The purpose of this service organization is to help promote a Christian atmosphere in the school, to strive for a harmonious relationship between the faculty and the student body, to help guide and direct other school functions and organizations, to provide a form of student expression, and to promote the general welfare of the school.

Students in Student Council must maintain a 3.00 GPA with no disciplinary infractions. All upcoming 5th-8th grade students are eligible to run for Student Council with teacher approval, but they must maintain the above to remain on Student Council.

Eligibility to run for office is based upon the following standards:

- ✓ Written application. An acceptable written application as approved by middle school faculty.
- ✓ Teacher recommendations.
- ✓ No serious behavior infractions for the year as documented. Students with a suspension from school during the current school year may not be eligible to run for executive office.
- ✓ "B" average for the year prior to running.
- ✓ Approval of qualification for candidacy by middle school teachers and administration at time of application.

Failure to follow established campaign procedures will lead to immediate disqualification. All elected officers and representatives are expected to maintain these high standards throughout their tenure.

Removal of Officers

Officers who fail to maintain the academic qualifications for office at posted school-wide grade check dates will be ineligible for two weeks. If grades have not improved at the end of the two week period, the officer will be permanently removed from office. If an officer becomes ineligible for a second time in a quarter, the officer will be permanently removed from office. An officer who receives a Detention Form will be ineligible to conduct the duties of office for a period of two weeks. An officer who receives a second Detention Form will be permanently removed from office. An officer will be permanently removed from office in cases of serious behavior infractions (as determined by principal) suspension, or expulsion. Vacancies created by removal of an officer will be filled by a special election process determined by administration to meet the needs of the particular situation.

IV. ACADEMICS

A. Curriculum

The curriculum at Christ the King Catholic School is formulated according to diocesan directives. Inherent in the curriculum is a solid commitment to excellence in the development of basic skills in reading and math. The academic program also includes religion, language arts (English, spelling, handwriting, phonics, vocabulary development and composition skills), social studies, science, and health/safety. Enrichment is provided through courses in music, art, physical education, foreign language, computer education, and library skills instruction.

An ongoing process of evaluation of curriculum needs is maintained in order to provide for growth and improvement of the program. The benefits of the curriculum at Christ the King Catholic School for the individual child have been documented by the results of national testing and the school's status as a member of the Western Catholic Education Association. Diocesan curriculum guides are available to parents at <https://catholicschoolsphx.org/en/parents/curriculum-standards/>.

B. Academic/Behavioral Evaluations for Services

Christ the King Catholic School strives for excellence in education and seeks to meet the needs of all students. The Reading Specialist oversees our school's Resource Room and student intervention programs. In partnership the Reading Specialist, teachers, and speech teacher develop Student Service Plans, schedules parent/teacher meetings, monitors student progress, provides faculty/staff training, and additional resources to students who have been formally identified needing additional academic support in the classroom. Families who live within Mesa Public School District boundaries are entitled to psychoeducational evaluation through the district's special education department. If it has been identified that Christ the King Catholic School cannot provide the appropriate student/classroom accommodations needed for academic success, referrals will be made to local agencies and/or public school programs. Parents are encouraged to follow the recommendations made on their child's behalf and to ensure that appropriate documentation is placed in the child's permanent file in the school office.

For more information on Mesa Public School District's Special Programs, contact the Child Find Office at 480-472-0710 to schedule screenings and/or evaluation.

C. Parent/School Communication

1. Gradelink

Christ the King Catholic School seeks to work collaboratively with students and parents to promote student responsibility. By empowering students to be accountable for their own learning, the school seeks to develop within students the traits of independence and responsibility. These traits are nurtured early on with students walking themselves to classes, bringing homework to school, submitting assignments on-time, making up assignments when absent, accepting consequences for behavior, and asking teachers for help when needed. Students are encouraged to discuss their progress directly with their teachers. If a student experiences academic or social difficulty, the first intervention taken by the

parent should be to redirect the student back to the teacher. Follow-up action taken by the parent should be one that supports the role of the teacher in the classroom and the student as responsible for his/her own learning.

To foster effective communication between home and school, Christ the King Catholic School utilizes Gradelink, a web-based school management system. Each family creates a username and password at the beginning of the school year. It is important parents update their contact information (home/cell/work phone number) and provide the name of their cell phone carrier to ensure they receive text messages sent by the school, including those regarding important or emergency information. Communication is also done via phone, e-mail, and conferences upon request. Through the school website, parents can also access the school calendar, forms, and the Parent/Student Handbook. Teachers are available for meetings with parents by appointment only. Teachers attend required faculty meetings and professional development opportunities every Friday and on mandated diocesan teacher in-service days.

2. Social Media

Christ the King Catholic School's website is linked to the school's Facebook© page. The Diocese of Phoenix has strict regulations concerning the use of social media. As such, any links to the school must meet certain requirements and administrator rights must be assigned as specified in the guidelines. If an additional page, for example a PTO page, is approved and established, that source will be communicated to parents via the weekly Friday Flash newsletter.

Any groups of parents, volunteers, or event chairs who have set up blogs or pages on Facebook©, Twitter©, Instagram©, or other social media sites, have not done so within the guidelines established by the Diocese of Phoenix and these should not be considered official school sites. These sites, though helpful to groups of parents or friends, should not be considered sources of any official school information and should not be used to post information about students or staff.

Any postings via photos, texts, e-mails, blogs, on any Internet sites that include defamatory comments or images regarding the school, the faculty, the parish, the students, or the students' parents should be reported to the school administration and will be reviewed and handled in the manner most appropriate to the situation and/or offender.

D. Student Agendas

Flyers, student discipline, graded student work, student progress reports, notes from teacher(s) and other information is sent daily and/or weekly from the classroom teacher. Parents are to check this folder on a consistent basis. Students in grades 1-8 use a student agenda. The purpose of the agenda is to teach students organizational and time management skills. At the beginning of the year, teachers instruct students in the use of the agenda. In keeping with the school's philosophy of student responsibility, students are responsible for logging announcements, homework assignments, tests, and long-term projects in their agenda. Parents are responsible for reviewing the agenda each day with their child and checking to see that work is complete. If students are not fulfilling their responsibility to fill in the agenda, parents are encouraged to have a consequence at home. Students are to keep agendas in good condition. Students are not to deface the agendas in any manner, or they will be required to purchase another one.

E. Newsletters/School Website

The Cougar Chronicle newsletter will be emailed weekly. Important information from the principal and other school events will be highlighted in the newsletter. Christ the King Catholic School's website will be continually updated with information. The school's website address is www.ctlc-catholicschool.org. News alerts and emergency notifications will be posted in Gradelink and sent to parents via text message and email.

To assure open communication, parents are encouraged to write suggestions and/or concerns. If parents wish to confer with administration and/or staff, it is requested that an appointment be made. Teachers will

check e-mail daily on school days and will respond to emails within 24 hours not including weekends and holidays.

F. Parent/Teacher Conferences

Parent/teacher conferences are held annually. **Parents are responsible to schedule the parent/teacher conference online to meet with their child's teacher.** A second parent/teacher conference may be held in the spring (end of February) at the request of the teacher or parent if there appears to be an academic/behavior concern.

If there is a question concerning a child's progress or behavior, the procedure used at Christ the King Catholic School is as follows:

- Consult with the teacher first.
- If the problem or concern continues, the parent should bring the matter to the attention of the principal.
- The pastor is the final recourse for unresolved problems.

G. Standardized Testing

Christ the King Catholic School follows the Diocesan Testing Program. The Iowa Test of Basic Skills (ITBS) is given to students in Grades 1-8 in the spring. The Cognitive Abilities Test is given to students in grades 3 and 6. Results are distributed to the parents with their child's end-of-the-year report card. Special testing through the public school districts may be requested either by parents or the school to identify special instructional needs or placement.

H. Academic/Special Area/Enrichment Classes

Christ the King Catholic School's curriculum encompasses academic, special area, and enrichment classes. Some of these classes are only offered at specific grade levels. The classes are defined as:

- **Academic Subjects** – Math, Language Arts (reading, grammar, spelling, writing, vocabulary), Social Studies, Science, Religion, Foreign Language (6th-8th), Computers (6th-8th)
- **Special Area Subjects** – Physical Education (PreK-8th), Foreign Language (Kind.-5th), Computers (Kind.- 5th), Handwriting (Kind.-4th)
- **Enrichment Subjects** – Atrium (PreK-K), Music (PreK-8th), Art (Kind.-8th), Library (PreK-5th), STEM (PK-8th)

I. Grading Scale & Report Cards

A report card will be emailed home at the end of each quarter (approximately every 9 weeks). Parents should review the report card with their student.

The following grade system is for grades 1-8 in academic and special area subjects:

Grades 3 – 8

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	65-66
B-	80-82	F	0-64

Grades K-2 (Academic & Special Area Subjects)

P Proficient
AP Approaching Proficient
N Needs Improvement

The following grade system is for grades 1-8th grade in enrichment subjects:

Grades 1 – 8th Grade (Enrichment Subjects)

E Excellent
S Satisfactory
N Needs Improvement
U Unsatisfactory

The Kindergarten report card utilizes the grading scale listed below for the following subjects: Math, Language Arts, Science, Social Studies, Religion, Foreign Language, Computers, Handwriting, Physical Education, Music, Art, and Library. Development of a Kindergartener’s progress on mastering fine and gross motor skills as well as specific academic skills is also reflected on the kindergarten report card.

All Kindergarten-8th grade students will be evaluated each quarter on the school’s four Schoolwide Learning Expectations (SLEs) – Active Catholic, Engaged Learner, Effective Communicator, Responsible Leader, and Scholarly Student.

1. Honor Roll & Awards

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

FIRST HONORS:

“A’s” in Conduct; GPA: 3.60 to 4.00 all academic classes (94-100), A’s or B’s in all special area classes (85-100), and E’s or S’s in enrichment classes.

SECOND HONORS:

“A’s” or “B’s” in Conduct; GPA: 3.10 to 3.59; or “B’s” in Conduct; GPA: 3.60 to 4.0, A’s, B’s, or C’s in all special area classes (85-100), and E’s or S’s in enrichment classes.

GPA is based on grades earned in the following subjects:

- Religion
- Language Arts (English, literature, vocabulary, spelling)
- Social Studies (history, geography)
- Mathematics
- Science
- STEM/Technology
- Spanish

Other Awards include:

PERFECT ATTENDANCE - which includes “No Tardies” will also be honored each quarter.

ACCELERATED READER CERTIFICATE - 1st-8th students who have met all of their weekly AR goals.

COUGAR OF THE MONTH Criteria: (Kindergarten-8th) One student per class who:

- Exhibits the Schoolwide Learning Expectations inside and outside of the classroom.
- Respectful towards themselves, others, and things.
- Contributes to the learning environment.
- Follows school rules and classroom procedures (no detentions/suspensions).
- Punctual for school (no excessive tardies)

PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE (8th only)

The purpose of this award is to recognize academic success in the classroom. To be eligible for the President’s Award for Educational Excellence, students at the elementary education level must earn a grade point average of 3.5 on a 4.0 scale, from 4th grade through the fall semester of 8th grade; to be awarded at eighth grade graduation.

2. Academic Probation (4th-8th Grade)

Student achievement will be reviewed at the end of each quarter. Students in grades 4-8 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 with the intent of supporting the students in their academic studies. In these cases, the parent, teacher, and principal will meet to discuss strategies that will promote the academic success of the student. 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.

New students are automatically placed on academic probation for 90 days at which time their status will be reviewed.

3. Placed/Promotion/Retention

A student can be placed or promoted each year on the recommendation of the teacher and the principal. When making an evaluation of the student’s progress, the teacher will consider the social, emotional, moral, as well as, academic development of the student. A student may be retained if he/she has not made sufficient academic progress in meeting current grade level standards by May 1st. The decision to retain a student is determined during a Child Study Team meeting consisting of the parent, teacher(s), and the principal.

4. Acceleration

The principal is empowered to grant or deny permission to accelerate a student.

5. Summer School

A student who does not pass a academic subject in Grades 3-8 may be required to attend summer school or complete summer work that will be assigned in that subject area. All arrangements must be approved by the principal during the first week of June. The student may be tested on material before re-entry in August.

6. Graduation

In order to receive a diploma from Christ the King Catholic School, a student must pass all eighth grade-level subjects listed on the report card with a year average of "D" or better. A Certificate of Attendance will be issued to any student who does not meet the requirements.

Graduation is a school-sponsored ceremony. The function of the graduation ceremony is to recognize the scholarly endeavors of the students. Participation in graduation exercises is a privilege, not a right. Students may not participate in graduation activities until their educational, financial, and disciplinary obligations to the school are met.

All eighth graders participating in the graduation ceremony wear a royal blue gown. No decorations, pins, corsages, stoles, etc. may be worn on the gown.

A student may be excluded from participation in the graduation exercises for reasonable cause or consequence as deemed by the principal. Repeated and/or serious violations of the rules and spirit of Christ the King Catholic School parent-student handbook, frequent absences and tardies, uncompleted coursework are causes for exclusion from the graduation ceremony or activities.

7. Child Study Team

The Child Study Team is a committee of faculty, staff, school counselor, reading specialist, principal, and district personnel which meets to identify, assess, and review interventions and special needs of students - academically, socially, and behaviorally. Students not making academic progress are referred to the Child Study Team either by a parent, teacher, or principal. Necessary modifications to the curriculum, assessment, learning environment, and other support services will be provided upon review of the Child Study Team.

8. Grade Placement

Students who carry an “F” average in one or more core academic subjects for the year may not be promoted to the next grade. Students who successfully complete summer school may be considered for promotion.

9. Homework

The purpose of homework assignments is to develop initiative, responsibility, and self-direction in the student, and to provide further opportunity to master skills taught in the classroom.

Recommended homework times are:

- 20 minutes for Kindergarten-1st
- 30 minutes for 2nd and 3rd grade
- 60 minutes for 4th and 5th grade
- 90 minutes for 6th, 7th, and 8th grade

The general school policy concerning weekend homework is that teachers will, insofar as it is feasible, avoid making homework assignments on Friday that are due the following Monday. Homework over Christmas or Spring breaks may be assigned.

Homework may consist of:

- ✓ Assignments not completed in school.
- ✓ Long or short range projects.
- ✓ Memorization of certain prayers, prose, poetry, math facts, words, etc.
- ✓ Handwriting practice.
- ✓ Reading of assigned materials or studying - Not all homework has to be written.

When children are ill, homework should be picked up from the school office between 3:00-3:30 pm.

10. Make-Up Work

It is the responsibility of the parent and/or student to obtain assignments, notes, books and make-up work or tests as determined by the individual teacher. Classwork and homework will be gathered for an absent student throughout the school day and may be picked up between 3:00 p.m. and 3:30 p.m. from the office.

All make-up classwork and homework must be completed in a timely manner, commensurate with the length of the absence. All make-up tests must be taken promptly, generally within five days after the student returns to school.

Students in middle school who miss major tests may not make them up during class time. These students should arrange with the teacher to attend a make-up testing session. A notice confirming the make-up test will be sent home. Quizzes may be made up at the teacher's discretion, either during lunch period or in a make-up test session.

Failure to make up classwork, quizzes, or homework promptly will result in a zero being given for the missing work, regardless of the reason for the absence. Any assignments not completed within the teacher's timeframe are marked missing (and calculate as a zero in Option C. In the case of medical absence of long duration, please consult directly with the principal.

Please note that teachers are not obligated to allow students to make up work or tests that are a result of an unexcused absence. A grade of 50 may be assigned for work missed as a result of an unexcused absence or tardy.

Classroom instruction and learning activities that take place in the student's absence cannot be fully replicated. Students may suffer a natural 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, a meeting between the teacher, parent, and principal would need to be scheduled to discuss a timely make-up of assignments missed.

11. Missing Assignments, Books, & Signed Papers

Teachers and office staff will, within reason, allow a phone call from a student to a parent regarding a forgotten assignment, book, paper, or permission slip. Teachers and the office staff do, though, reserve the right to deny permission for a child to make such a call. Parenting experts discourage the practice of parents accommodating children by bringing forgotten items to school, for children have a much greater sense of responsibility if faced with the consequences of their forgetfulness.

Under no circumstances will a student be allowed to call home to get dress day clothes when he/she has forgotten and has worn his/her uniform. There are always other students at school who chose to wear their uniform, also forgot, or lost their dress day privileges. Dress days are typically announced each morning several times prior to the dress day and notices sent home via the monthly school calendar or separate flyer.

Books and assignments that are left at school may be retrieved between 3:00 and 3:30, when the school office is still open. Again, parenting experts encourage parents to allow their children to learn the lesson of "natural consequences" for leaving needed materials at school. Parents who accommodate children by returning to school to pick up materials, should limit such returns by stating and enforcing a specific boundary (once per semester, once per year per child, no more than three times, never again, or whatever is considered reasonable for the child and parent).

Parents of students with special needs regarding organizational issues, homework assignments, and materials should meet with the teacher/s and principal as soon as the school year begins, or when issues begin to surface. Exceptions and accommodations can be made and agreed upon to best meet the needs of the student.

12. Internet Use

Students are responsible for good behavior when utilizing the Internet during the school day. General school rules for behavior and communications apply. Access to the Internet is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Therefore, based upon the guidelines outlined in this policy, the school staff will deem what is inappropriate use and their decisions are final. The administration, faculty, and staff of Christ the King Catholic School may deny, revoke, or suspend specific user privileges at anytime. The user is expected to abide by the following network rules of etiquette:

1. Internet use will be restricted to accessing instructional and reference material. This may include the use of e-mail.
2. Use appropriate language. Do not swear, use vulgarities, gestures, poses, inappropriate emoji, or any other inappropriate language. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges and disciplinary action.
3. Do not reveal the personal address or phone number of yourself or other students. Do not communicate any credit card number, bank account number, or any other financial information.
4. Do not use the network in such a way that would disrupt the use of the network by others.
5. Students may not download or install any commercial software, shareware or freeware unless they have written permission from school personnel.
6. Students who post inappropriate information, comments, or photos about CTK students, faculty, staff, parents, or volunteers may be subject to the school's disciplinary actions.
7. Students are prohibited from accessing the Internet on any personal device before, during, and after school.
8. Students are prohibited from wearing "smart watches" to school.

13. School Technology Use Policy

Christ the King Catholic School provides iPads for student use at school in PreK thru 2nd grade and Chromebooks for students in 3rd -8th grade. Students and parents are required to review and sign the Parent/Student Technology Usage Agreement at the start of each new school year and submit it to the school office by a specific deadline. Failure to do so will limit the child's access to the Internet and/or use any school issued devices.

Use of all school issued electronic devices (computers, iPads, or Chromebooks), electronic textbooks, applications (apps), electronic tools, reference materials, software, and online information is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies including, but not limited to, those stated in the Parent-Student Handbook. It is understood that members of the CTK community will use all type of electronic devices and the school's network, if authorized, in a responsible, ethical, and legal manner at all times.

CTK retains sole right of possession of electronic devices and related equipment. CTK administration and faculty retain the right to collect and/or inspect all electronic devices at any time and to alter, add, or delete installed software or hardware.

1. School Issued Electronic Devices/Lost, Stolen, Damaged School Issued Electronic Devices

1.1 Student Access to School Issued Electronic Devices

Students will have access to use electronic devices (computers, iPads, or Chromebooks) as needed to enhance student learning. All students need to sign and return the school's technology and electronic device use agreement before access will be given.

1.2 General Precautions

- Electronic devices (computers, iPads, Chromebooks) are school property and all users will follow the CTK Acceptable Use Policy.
- Cords and cables must be inserted carefully into electronic devices to prevent damage to the cords.
- Electronic devices must remain free of any writing, drawing, stickers, or labels.
- iPads/Chromebooks should always be within the protective case when in use.
- iPads/Chromebooks must never leave the classroom unless authorized by a teacher or administration.

1.3 Screen Care

The iPads/Chromebooks screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the iPad/Chromebook when closed.
- Do not place anything near the iPad/Chromebook that could put pressure on the screen.

2. Use of Electronic Devices at School

iPads/Chromebooks are intended for use during school.

2.1 Photos

Photo/Image/Video storage on the iPad/Chromebook will be for school projects only. Storage of personal photos or downloaded images is not allowed.

2.2 Sound, Music, Games, or Programs

Students may not download music from iTunes or any other music-sharing site. Music is only allowed on the iPad/Chromebook if provided by the teacher for educational use. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Internet games are not allowed on the iPads/Chromebooks.

3. Acceptable Use

The use of the CTK technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the policies named in this Acceptable Use Policy, or any changes to the policy, privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action shall be applied. The CTK School Code of Conduct shall be applied for student infractions. Violations may result in disciplinary action up to and including suspension/expulsion. If use is potentially in violation of the law, law enforcement agencies may be involved.

3.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards your children should follow regarding the use of the Internet.

3.2 School's Responsibilities are to:

- Provide Internet access to all students and a school issued email account to 1st-8th grade students.
- Provide Internet blocking of inappropriate content.
- Provide digital citizenship curriculum and instruction to all grade levels.
- Provide staff development to aid students in conducting research to ensure student compliance of the technology usage policy.

3.3 Teacher's Responsibilities are to:

- Periodically check all students' iPads/Chromebooks, randomly, individually, or as a result of suspicious action on the part of the student.
- Monitor student use of iPads/Chromebooks.
- Provide clear instructions about assignments and provide technical assistance, especially as related to teacher's requirements.
- Keep his/her classroom locked when iPads/Chromebooks have been left in the room and the room is unoccupied.
- Turn in any iPad/Chromebook to the school office found in a location other than a locked classroom or a secure location identified by CTK teachers.

3.4 Student Responsibilities are to:

- Use computers/iPads/Chromebooks in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer/iPad/Chromebook use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via CTK designated Internet system is at your own risk. CTK specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Help CTK protect our students and the computer system/device by contacting a teacher or administrator about any security problems that may be encountered.
- Monitor all activity on their account(s).
- Turn off and secure their iPad/Chromebook after they are finished working to protect their work and information.

3.5 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, posting, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports, and other forms of student work.
- Use of the iPad/Chromebook to make any purchases, including upgrading.
- Use of any messaging services - i.e. Messenger, ICQ, AIM, IMO, etc.
- Internet or computer games, except those provided by CTK.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad/Chromebook settings established by school.
- Downloading apps.
- Spamming - Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Students are not allowed to give out personal information for any reason over the Internet. This includes, but is not limited to, setting up Internet accounts, including those necessary for chat rooms, eBay, email, etc.
- 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.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the CTK iPad/Chromebook security module.
- Recording (audio and/or video) of any student, faculty/staff member, or classroom without explicit teacher permission.

3.6 Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the CTK Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text.

3.7 Student Discipline

If a student violates any minor part of the above policies, the following disciplinary steps will be followed:

- 1st Offense – Warning. Parents will be notified by the principal.
- 2nd Offense - Student will not have use of the iPad or Chromebook during the school day.
- 3rd Offense – A full quarter (9 week) suspension of use of the iPad or Chromebook or any other school issued electronic device. (Student will still be responsible for all required work.)

- 4th Offense – Loss of use of the iPad or Chromebook and all other school issued electronic devices for a length of time determined by the principal. At this stage a student's enrollment at Christ the King may be in jeopardy.

Violations of a more serious nature will be handled on a case-by-case basis, with immediate revocation of use of the iPad or Chromebook.

VII. STUDENT BEHAVIOR AND CONDUCT

A. Self-Discipline

In order to maintain an atmosphere that is both conducive to learning and faithful to Catholic values, a school discipline program must develop the student's sense of responsibility. Student discipline is an integration of character, education, and Christian social living. It is an honor and privilege to attend Christ the King Catholic School. CTK's faculty and staff partner with parents in their child's education. Parents will be notified of concerns about student life and behavior, even when off campus. The rules of Christ the King Catholic School apply to all students when on school grounds or on the Christ the King Church property. Consequences result when the rules are not followed. The classroom teacher generally handles discipline problems and consequences are based on grade level standards.

Per diocesan policy, when there is an instance of inappropriate student behavior, faculty/staff members may only discuss resulting disciplinary consequences with the parents of the individual student receiving the consequence and may not share disciplinary information with the parents of any other student regardless of that student's role in the underlying event.

Christ the King Catholic School utilizes a developmental approach to teaching self-discipline called Discipline with Purpose. Teachers formally teach, model, and reinforce self-directing skills that promote an objective standard of personal behavior.

1. Listening
2. Following Instructions
3. Asking Questions
4. Sharing
5. Social Skills
6. Cooperation
7. Reasons for Rules
8. Completing a Task
9. Leadership
10. Communication
11. Setting Time Limits
12. Resolving Problems
13. Initiating Solutions
14. Fact vs. Feelings
15. Service to Others

The school rules adopted by Christ the King Catholic School reflect the self-discipline skills and protect the rights of individuals while limiting destructive behavior.

B. Christ the King Catholic School Behavior Rules:

1. Respect yourself, others, and things.
2. Contribute to the learning environment.
3. Follow all school rules and classroom procedures.

Teachers in grades Kindergarten through 3rd may employ a variety of techniques, i.e. stamps, sticker cards, green lights, charts, etc. All teachers develop discipline cycles that reflect the consequences of

student behavior that detracts from the learning environments and that may be harmful to the student or others.

Attendance at Christ the King Catholic School is contingent upon parent(s)/guardian support of teachers and principal, and recognizing that disciplinary action entails the exercise of judgment, often under pressing circumstances. If this support is not evident, the parent(s)/guardian will be asked to find an alternative education source for their child.

C. Code of Conduct

Christ the King Catholic School students will:

- Be courteous, and show respect to one another and to all school personnel.
- Use appropriate language in speech and writing.
- Behave in a safe and orderly manner in the church, classroom, cafeteria, playground, Extended Care and on field trips.
- Respect church and school property and property of others.
- Be honest at all times.
- Come prepared for class.
- Follow directions as they are given.
- Remain on supervised areas of school grounds during school hours.
- Be responsible for having parents sign all teacher/parent communications, including behavior and progress reports, and return them to school the following school day.
- Participate respectfully in Mass and Paraliturgies.
- Clean up after themselves at all times.
- Not remove any item from a classroom without the teacher's expressed permission.
- Not engage in inappropriate physical contact of any kind.
- Not engage in harassment or bullying of any kind against students or teachers.
- Not make threats in speech or writing.
- Follow the guidelines set forth in the pre-teaching checklists.

D. Christ the King Catholic School 24/7 Policy

Students of Christ the King Catholic School represent the school in and outside of the school day. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student or staff member while in school. (Please see below in regards to electronic media).

E. School Identity Policy

Students are not allowed to identify the school including through the use of the school logo or school uniform, for any purpose outside the school without written consent from the school principal including photos posted electronically on FaceBook, Twitter, SnapChat, Tik Tok, etc. Violation of this policy may result in suspension or expulsion.

F. Procedures of Christ the King Catholic School

- ✓ Roller skates/blades, skateboards, and motorized scooters are not permitted on school grounds.
- ✓ The library is used for quiet study, activities, and/or reading.
- ✓ It is necessary to be on time for class.
- ✓ Gum is not permitted on school grounds.
- ✓ Food and beverages (other than water) are to be consumed in Presentation Hall or other assigned areas at assigned times.
- ✓ Only designated areas may be used during recess, lunch recess, and before school in the morning.
- ✓ No glass bottles or containers are allowed on campus.
- ✓ Playground equipment may be used only during recess in designated areas.
- ✓ Rough play and throwing objects at each other are not permitted.

- ✓ Running in the classroom, sidewalks, or multi-purpose rooms is not permitted.
- ✓ Proper dress code is to be followed on all school days.
- ✓ Students must get permission before leaving supervised areas.
- ✓ Academic dishonesty will not be tolerated including: cheating, forgery, copying homework, and plagiarism. (Please refer to Section J: Academic Dishonesty)
- ✓ Physical, sexual, emotional bullying or harassment will not be tolerated (Please reference K: Harassment Policy)
- ✓ The following items are not permitted on school property: knives, firearms, fireworks, matches, lighters, smoking materials, drugs, alcohol, and obscene or offensive material.
- ✓ Students are not to enter an unoccupied classroom. Further, classrooms are not to be entered after school by students or parents to retrieve forgotten backpacks.
- ✓ In the instance when a teacher leaves a room for an emergency, students are required to follow the posted directions in the classroom. Students are to stay seated, remain quiet, and work on the assignment.

G. Electronic Devices/Cell Phones

Students should not bring their cell phone or any electronic device (including smart watches) to school. If he/she does so, cell phones will be collected by the classroom teacher at the start of each school day and will be returned prior to dismissal. The cell phone must be turned off. Talking on a cell phone or text messaging during school hours or while in AfterCare Club is not permissible. If a student possesses a cell phone at any time while on school campus, the school faculty, staff, or administration may confiscate the phone and place it in the school office. The student's parent will then be responsible for picking up the cell phone from the school office. Other electronic devices are not permitted anywhere on campus including afterschool sports, AfterCare Club, recess, etc. Christ the King Catholic School is not responsible for any lost, damaged, or stolen cell phone or electronic device.

In all cases of confiscation, the principal reserves the right to check for any inappropriate information that may be stored, received, or sent on any student's confiscated communication or electronic device during the school day or any school-sponsored event. When deemed necessary, this information will be downloaded and/or printed.

H. Playground Rules

Teachers and aides supervise the school and playground areas during recess and the lunch period. There is NO SUPERVISION after school hours except in our AfterCare Club program.

School Courtyard

- Before school, sit and talk with friends. No running.
- Gates are to be gently closed when children are inside.
- No playing/hiding in the bathrooms/bushes.
- No climbing on walls/trees.

Swings/North Basketball Court

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

Playground Equipment Area

- Students are to keep hands and feet to themselves while playing on playground and fitness stations.
- "One-at-a-time" philosophy for use.
- No playing tag on the playground or fitness area.

- Students are to slide “down” one at a time on the slide and get off when they reach the bottom. No crawling “up” the slide.
- No jumping off the sides of each slide or the tower.
- No “sitting inside” the yellow horizontal tube.
- No “chicken” fighting on monkey bars, climbing wall, balance beams, etc.
- No balls or jump ropes, etc. in the covered playground 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.

These are guidelines to be followed to ensure recess is fun and safe for all students.

I. Misbehavior

Behavior unbecoming to a young Christian boy or girl will not be tolerated. Disciplinary action will be at the discretion of the administration. Students must realize that they, whether in uniform or not, represent Christ the King Catholic School when they are off campus. One reason for dismissal from Christ the King Catholic School is any conduct, on or off campus, marring the name of the Christ the King Catholic School & Parish Community. This rule will be enforced when it pertains to student behavior in the school’s residential and commercial neighborhood. Of course, this rule applies to all behavior, no matter where it occurs, which is contrary to Christ the King Catholic School’s principles. As a partner with parents in the education of children, the principal will notify parents when there is cause to be concerned about a student’s activities or behavior, whether it is on or off campus and/or through electronic means.

J. Academic Dishonesty

Submitting work that is not one’s own is a serious offense. Academic dishonesty with homework includes, but is not limited to, giving one’s work to another student, copying homework, submitting assignments of substantially the same nature under different student names or submitting material which is not the student’s personal work. Academic dishonesty with regard to tests includes, but is not limited to, communicating with another student during a test, having other students take an AR test or taking an AR test far below one’s reading level, copying from another student, and lending or receiving materials.

The consequences for Academic Dishonesty – for all parties involved are:

- 1st offense - Behavior report, zero credit, detention.
- 2nd offense - One day suspension
- 3rd offense - Will result in re-evaluation of the student’s continuance at Christ the King Catholic School.

These consequences are subject to change based on the severity of the infraction.

K. Harassment Policy

Christ the King Catholic School believes that all persons have a God-given right to be treated with dignity and respect. In light of this belief, any form of harassment by students, employees, parents, and school volunteers will not be tolerated. Bullying/Harassment Prevention and Intervention Incident Forms are located in the school office.

The aim and goal of the school’s harassment policy is as follows:

- To promote a Catholic educational environment in which harassment is not tolerated.
- To take positive action to prevent harassment from occurring through a well communicated and clear policy.

- To inform students, parents, faculty, and staff of the school's expectations and to foster a productive partnership among the school's stakeholders which helps maintain a positive school environment.

1. Harassment Defined

Harassment is unwanted, repeated, harmful behavior that is directed at an individual or group on the basis of appearance, race, sex, or national origin. It is about intimidation, control, misuse of power, and the attempt to deny the victim of equality. Demeaning behavior, if reoccurring, is a form of harassment. Harassment can occur any time during school or during school-related activities. Harassment can occur whether the intended victim is present or not. It includes, but is not limited to, any of the following:

- **Verbal Harassment:** Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments.
- **Visual Harassment:** Visual contact such as derogatory and/or sexually orientated posters, photography, cartoons, drawings or gestures.
- **Physical Harassment:** Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study, or play.
- **Sexual Harassment:** Threats and demands to submit to sexual requests for certain benefits, unwelcome sexual advances.

Christ the King Catholic School strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, appearance, ancestry, and disability), whether verbal, physical, or environmental. Any person who violates this policy will be subject to disciplinary action up to and including required withdrawal for students.

L. Anti-Bullying Policy

Bullying behavior is repeated and systematic harassment of a victim or victims by individuals or groups of individuals. Bullying can be demonstrated through intentional and repeated physical or verbal behaviors. Relational and reactive bullying includes behaviors such as exclusion and retaliation. In a classroom, bullying can disrupt the learning environment. Christ the King Catholic School strives to establish and maintain a school culture that fosters student safety and well-being by:

- Creating a social climate in the school that is warm and accepting of all students.
- Setting high standards for behavior between students and teachers.
- Providing adequate adult supervision.
- Providing consistent and immediate consequences for aggressive behaviors.
- Parents are required to monitor their students' online and cell phone habits. Cyber bullying will not be tolerated at Christ the King Catholic School. Any person who participates in cyber bullying will be subject to disciplinary action up to and including required withdrawal for students.
- Students are encouraged to report bullying behaviors. Reports will be followed up by the teacher and principal. Students demonstrating bullying behaviors will be processed through the Christ the King Catholic School Discipline Cycle.

M. Arizona's Child Abuse Reporting Statute

Arizona's Child Abuse Reporting Statute requires the mandatory reporting of child abuse by any school employee who reasonably believes that a minor is or has been the victim of physical injury (even "incidents in which children injure each other while on school grounds"), abuse as defined in AZ Code ARS §13-3620. A.

N. Abuse of Teacher

Under Arizona law (15-507), “Any person who knowingly abuses a teacher, or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.”

O. Violence

Christ the King Catholic School has zero tolerance for threatened or actual violence. Disciplinary action will result in either case.

P. Weapons

According to diocesan policy, any incident involving an unemancipated minor, unaccompanied by a parent, grandparent or guardian or a certified firearms safety instructor knowingly carrying or possessing a firearm on his person within his immediate control or on a means of transportation on school grounds must be reported to an administrator who must report to a peace officer. Threat, possession, or use of a weapon on school premises or at school sponsored activities will result in disciplinary action and/or required withdrawal from school.

Q. Crimes and Threats

Any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the school property must be reported to Law Enforcement.

The suspected student will be placed on suspension until the investigation is completed by police. The suspected student must be evaluated by a mental health professional to determine if able to return to school without being a threat to self or others.

R. Damage or Theft of Property

Damage or theft of property, either real or personal, by a student, whether malicious or accidental at Christ the King Catholic School, will be paid by the parents or guardian. This includes damage to or theft of textbooks and educational materials, computers, athletic equipment as well as damage to structures on or the grounds of the campus.

S. Tobacco, Alcohol, and other Drugs

According to diocesan policy any incident involving a person intentionally present to sell or transfer marijuana, peyote, prescription only, dangerous or narcotic drugs or in the possession or use of all of the above except prescription only drugs or involved in manufacture of dangerous drugs on a school campus must be reported to an administrator who must report to law enforcement.

Possession, use, or being under the influence of tobacco, alcohol or illicit drugs, is prohibited on school premises and at all school sponsored activities. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs will result in required withdrawal from the school. Prescription and over the counter medications must be given to the school office.

VIII. DISCIPLINARY ACTION

A. Discipline Cycle

Teachers use infractions of school rules and policy as an opportunity to teach student(s) about the necessary self-discipline skills. However, when behavioral infractions become repetitive and/or threaten the learning environment, disciplinary action is taken. The Discipline Cycle represents the school’s due process afforded to all students.

B. Action Plan

A teacher may require a student to complete an action plan after an infraction. The purpose of the action plan is to use the policy infraction as an opportunity to teach a self-discipline skill. In the action plan, the student identifies the inappropriate behavior, the skills he/she did not practice, ways he/she can show

sorrow and a plan of better behavior in the future. A teacher may or may not require a parent signature on an action plan.

Action Plan for All Grades (PreK-8):

	Step 1	Step 2	Step 3*	Step 4	Step 5	Step 6
Actions	Verbal warning to student	Learning Opportunity/Action Plan to teach self-discipline skill.	Learning Opportunity Assignment/Action Plan completed. Action Plan may be assigned to student to complete, signed by student & parent to teach self-discipline skill.	Detention or possible In/Out School Suspension (pink form – sent w/student to principal’s office) after three (3) documented incidents or after serious incident of bullying or other serious behavior infraction as defined by the principal.	Suspension (in school or out of school)	Expulsion
			Student Consequence (i.e. missed recess, loss of classroom privileges); Completion of Learning Opportunity Assignment and/or Action Plan. *Possible principal intervention depending on level of severity (up to teacher discretion).	Student Consequence – lunch detention or in/out of school suspension; loss of privileges (e.g. no field trip, no recess, no dress day); Action Plan completed in Detention or during Suspension period signed by student & parent.	Student Consequence – to lunch detention or in/out of school suspension; loss of privileges (e.g. no field trip, no recess, no dress day); Action Plan completed in Detention or during Suspension period signed by student & parent.	Parents asked to immediately withdraw their child from school.
People	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher
	Student	Student	Student	Student	Student	Student
		Parent	Parent	Parent	Parent	Parent
				Principal	Principal	Principal
						Pastor
			*The teacher should call the parent directly if issue has not be resolved by Step 3. Teacher should inform student and parent that Step 4 is detention or in/out of school suspension if the problem			

			continues.			
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Serious infractions as defined by the principal could result in immediate action such as: detention, probation, suspension, or expulsion.

A detention may be issued for, but not limited to, the following:

- THREE recorded infractions
- Repeated violations of class or school rules that have continued despite verbal warning or action plan
- Repeated tardiness to school and/or class
- Dress code violations
- Class disturbances
- Failure to return signed documents
- Profanity
- Behaviors deemed inappropriate by the school administrator

A detention will be issued for other violations of school’s code of conduct or procedures. (Please see School’s Code of Conduct and School Procedures.)

Serious violations will be noted and will incur added consequences. Serious conduct violations include, but are not limited to:

- Harassment / Bullying
- Repeated and/or disruptive behavior in class
- Physical aggressiveness (fighting, horseplay, roughhousing)
- Academic Dishonesty
- Unethical Behavior

C. What is the Purpose of a Detention?

The purpose of detention is to give the student an opportunity to reflect on the behavior that was responsible for his/her detention. Detention is not a study hall. Students may complete an Action Plan. The purpose of the action plan is to use the policy infraction as an opportunity to teach a self-discipline skill. In the action plan, the student identifies the inappropriate behavior, the skills he/she did not practice, ways he/she can show sorrow, and a plan for better behavior in the future.

In addition to the Action Plan, students may write essays and complete other work, as determined by the host teacher/principal, which will help teach the student to become self-disciplined. Any student who is tardy for detention or who misses detention will receive additional detentions and is liable for suspension. All students will sign in for detention.

Students fulfilling detention will do so during their scheduled lunch/recess time. They will be provided with time to eat their lunch. A student will receive another detention, or alternative detention if he/she is does not attend their detention. The purpose of detention is to provide an immediate consequence to the student for an infraction. Habitual assignments to lunch detention may result in a student contract or suspension. Detentions are given at the discretion of the teacher/principal.

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 out-of-school 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 or the reasonable rights and dignity of others.
- Carrying a weapon or any object that could reasonably be perceived to be a weapon.

D. In/Out of School Suspension

A suspension is invoked when a student demonstrates a serious disregard for Christ the King Catholic School guidelines. The student's parents will be informed that their child has been suspended. Suspensions may not be appealed. Suspension is generally served for one to five weekdays. The suspension will be served in or out of school depending on the severity of the disciplinary action. The principal will make arrangements for the student work and assign supervision for the length of the suspension. Parents will review the student's in-school suspension work and sign off on the completed work. A suspended student will not be allowed to attend or participate in any school sponsored or athletic activities during the period of suspension.

In as much as the student will not participate in class, he/she will be considered absent and will be responsible for completing the class work provided by the teacher and all homework assignments. It is the student and parent's responsibility to pick up all assignments each afternoon for the days of out-of-school suspension. All assignments are due immediately upon the student's return to his/her classroom. The student will receive zero credit for the work completed.

E. Immediate Suspension from School

The principal at his/her discretion has the authority to place any student on immediate suspension for any reasonable suspicion of the following:

- Endangerment of other students, faculty, staff, or self. This includes physically harming, or potentially harming, another student.
- Possession of drugs, alcohol, weapons, or tobacco, illegal paraphernalia, obscene or offensive material.
- Through attitude or action, demonstrating serious disrespect for a teacher, administrator, fellow student and/or disrupting the orderly process of learning.
- Harassment/Bullying
- Failure of past disciplinary actions to effect improved conduct.
- Falsification or misinterpretation of notes sent to/from parents or guardians.
- Serious violation of the school's technology user's agreement.
- Failure to report to detention.
- Second offense of academic dishonesty.
- Violation of the Christ the King Catholic School 24/7 Policy or School Identity Policy
- Any other serious infractions of the school rules or behavior code at the discretion of the school administration or pastor.

F. Probation

After suspension or other serious misconduct, including excessive behavior reports, or at the recommendation of the administration, a student may be placed on disciplinary probation. The student and his/her parent(s) will receive a probationary letter explaining the conditions of this probation. A student who violates the conditions of his/her probation is liable for expulsion.

G. Expulsion

There are three general guidelines for consideration for expulsion:

1. When the moral or physical well-being of individual students, staff or the student body is endangered.
2. When there is prolonged and/or open disregard for school authority and/or the student violates probation.
3. When a student is on academic probation for more than three quarters.

H. Reasons for Expulsion

Conduct of any kind that is in conflict with the values for which our Catholic community stands is grounds for expulsion from Christ the King Catholic School. Reasons for immediate expulsion include, but are not limited to the following:

- Possessing, using or being under the influence of tobacco, alcohol or illicit drugs, on school premises or at any school-sponsored activities.
- Flagrant insubordination.
- Further misconduct after being placed on probation.
- Violating civil law of the reasonable rights and dignity of others.
- Carrying a weapon or anything that may be reasonably considered to be a weapon. Threat, possession, or use of a weapon on school premises or at school sponsored activities.
- Theft of or malicious damage to parish property or the personal property of teachers or students.
- Third incident of academic dishonesty.
- Harassment or Bullying.

I. Disciplinary Review

In the case of a student's required withdrawal from a school, a parent of the student may appeal the decision of the administrator to the pastor. The appeal must be made in writing within 5 calendar days.

The Pastor of Christ the King Parish has the final decision on the expulsion of any student from the school.

J. Faculty/Staff Expectations:

Teachers must treat all students with equality, dignity and respect in a pastoral way. Teachers will also greet their students at the door and do a uniform check as the students are entering their classroom. **This is to be done each and every time students are arriving to the classroom from another location.**

K. Verbal & Physical Abuse

Corporal punishment is not allowed as a method of discipline. **Pushing, grabbing, or pulling a student is inappropriate and not tolerated. This type of behavior is documented and placed in the employee's personnel file.** Verbally abusive behavior toward a student is unacceptable. Inappropriate language (any language considered inappropriate for students, threats, racial slurs or put downs, bullying behaviors, etc.) is not tolerated. (Diocese of Phoenix and Procedures for the Protection of Minors, Code of Ethics.)

L. Required Drug Testing

The school reserves the right to require drug testing of any student suspected of using illicit drugs.

M. Grievance Procedures

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by third parties in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed: In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved. If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school administrator. If the administrator is believed to be acting contrary to diocesan or local school policy, then a parent may have recourse to the pastor. The pastor determines if the decision is a proper subject for appeal. Student suspensions may not be appealed.

N. Appeal of Required Withdrawal of a Student Appeal Process

When a parent or a student (18 years of age) wishes to appeal the decision of the principal, the person will submit the appeal in writing to the pastor and include:

1. The subject of the appeal.
2. Any factual data, other than hearsay, the person considers appropriate.
3. The efforts that have been made to resolve the issue.
4. An appeal is to be made within 10 working days of the communication of the decision.
5. The pastor may designate another person to hear the appeal.
6. The pastor's decision is final and binding and concludes the appeal process.
7. Principal's and Pastor's Discretion
8. The Pastor and Principal of Christ the King Catholic School may waive any and all regulations for just cause at their own discretion.

O. Right to Search

Christ the King Catholic School reserves the right to search and inspect desks, backpacks, lunch boxes, bags, electronic equipment (cell phone, flash drives,) etc. when those in authority deem it necessary to do so.

IX. GENERAL INFORMATION

A. Field Trips

Throughout the school year, teachers schedule field trips. Field trips in middle school may be overnight and out of town. The purpose of a field trip is to provide experiences for children that directly relate to academic development or experiences that enrich their knowledge. Field trips are for class group activities not parent-child bonding. Teachers may contact parents to help supervise children on some field trips. The preferred modes of transportation are buses or walking. Private automobiles may be also be used. The school is responsible for having two chaperones per vehicle. In all cases, written permission is required before a child can participate. The school will provide forms for this purpose. A Christ the King Catholic School permission slip signed by the parent must be returned to the teacher before the child can go. The school cannot accept a note or phone call. Field trips are a privilege. A student may be denied a field trip for failure to do work assigned or lack of proper behavior. School uniforms are to be worn on all field trips unless otherwise noted.

1. Transportation Policy for Field Trips

It is **MANDATORY** that chaperones:

- Are not taking medication that would affect their supervision of students.
- Supervise students who are under their care and report misconduct, etc., to the teacher as soon as possible.
- Assist the teacher as much as possible during the field trip so that it can be a learning experience for the students.

- Not leave the site of the field trip without the approval of the teacher.
- Not bring other children and adults on a field trip.
- Enforce school rules.
- Consult teacher prior to giving student use of a cell phone.
- Have participated in the diocesan Safe Environment Training program.
- Parent volunteers should not smoke while chaperoning a field trip.

Christ the King Catholic School does not provide transportation for its extracurricular sports programs. Parents are responsible for transporting their own children. School volunteer coaches may not transport students to games or practices unless accompanied by another adult.

B. Visitor Regulation

Parents and other adults should never go directly to the classroom when coming to the school. All visitors to a classroom must have permission from that teacher. If parents are helping a teacher or accompanying a class on a field trip, they must sign in at the school office. Parents and other visitors are welcome at school. We value your interest and involvement! However, in an effort to secure the safety of students and personnel, the following security policy is in effect.

During regular school hours, parents and visitors will enter and check in at the school office. No individuals shall be allowed in any school building or on the playground at any time without first checking in with the school office and obtaining a Visitor's Pass, a Volunteer Pass, or a Substitute Pass. These passes must be visible. Faculty and staff are instructed to personally escort any unauthorized visitor to the school office if they do not positively respond to a request to check in with the office.

Parents and visitors may not go into buildings or classrooms during the school day unless the visit is prearranged. This policy is primarily for security, but it is also intended to minimize classroom interruptions. Messages or items that need to be given to your child should be brought to the school office; please do not take them to the classroom.

C. Parent Participation Program

The programs at Christ the King Catholic School thrive through involvement of our families. Rooted in the Gospel teachings of generosity, Christ the King Catholic School's parent participation program is intended to promote family stewardship and strong parent involvement in the education of our children.

The following guidelines are provided to ensure the safety of all children as well as to encourage parental involvement both in their child(ren)'s education and in overall school and parish life. Prior to contributing time to any school sponsored event or project (either on or off campus), parents are required to complete the diocesan Safe Environment Training program through <https://phoenix.cmgconnect.org>. Parent volunteers must present the seminar certificate to the school office, submit a background screening, complete a volunteer application, read and acknowledge receipt of the Diocese of Phoenix's Sexual Abuse Policy, Confidentiality Statement, and Volunteer Code of Conduct. All forms are available in the school office. ***Each family is required to participate in a minimum of 30 hours of service to the Christ the King Catholic School, with at least half of those hours served in one or more of the following priority areas:***

- Parish Fall Fiesta
- School Volunteer (school lunchroom, classroom, library assistant, or on the playground)
- Field trip chaperone
- Volunteer sports coach
- PTO Rosary Prayer Group
- Parent Teacher Organization (PTO) officers
- Attend PTO meetings
- School Advisory Board members

- School campus clean up days
- After school club moderators

Other opportunities for service will be made available throughout the school year. Parents who do not meet the required number of volunteer hours could jeopardize tuition assistance offered by the parish and school.

D. Strategic Planning Committee

The Strategic Planning Committee assists the pastor and principal in promoting the mission of the school. Members exhibit a clear understanding of and communicate the mutual educational responsibility of parents, teachers, and administration recognizing parents as the primary educators of their children. By working together to create a forward moving plan, the committee assists the school in achieving its goals to provide quality Catholic education.

E. Parent/Teacher Organization (PTO)

The purpose of Christ the King Catholic School Parent/Teacher Organization shall be to work with the principal and teachers of Christ the King Catholic School in accordance with the philosophy and goals that are established to help effect the best education for its students, giving financial support and volunteer services, also to stimulate interest, enthusiasm and communication among the parents. PTO meetings are scheduled monthly throughout the school year. Parents are encouraged to attend these meetings and to work with the teachers and administration in promoting the welfare of their children. Volunteers for the various PTO activities will also be solicited at the beginning of each school year.

F. Fundraising Events & Activities

Fundraising engages the students/school community in positive, creative and active events that promote socialization and a sense of community. Fundraising activities are initiated from within the school community. Funds raised will primarily go to support the school. Student involvement in fundraising is voluntary but strongly encouraged. Each family has a \$250.00 fundraising requirement at Christ the King School. Funds raised and donated will be tracked through the office. Families that do not meet the fundraising requirement by May 20, 2025 will be charged the remaining balance on FACTS.

All fundraising activities that take place on campus and or benefit Christ the King Catholic School must receive pre-approval from the principal. Several school sponsored organizations hold additional fundraisers throughout the year to help supplement their budgets. In an effort to avoid overlap of events and requests for donations, any school class, organization or club must obtain prior approval to holding a fundraiser, on or off campus that benefits Christ the King Catholic School in any way. A fundraiser, held on the Christ the King Catholic School campus, to benefit an outside cause must also receive pre-approval. A form must be filled out and submitted to the administration for the activity or event before it is calendared or publicity created. Forms are available in the school office.

G. Safe Environment Training

Parents wishing to serve as volunteers must do the following:

- Participate in the diocesan mandated Safe Environment Training. Failure to attend will preclude parents from volunteering at any event or activity in which they would have direct contact with students.
- Report to the school office upon entering and exiting the campus to sign in and out. Volunteers must pick up and wear a volunteer identification badge.
- Parents who volunteer on campus should never discuss student information (i.e. academic performance, behavior) with anyone besides the school staff. A confidentiality agreement is signed as part of the screening protocol.

As school volunteers, parents are acting as agents of the school. Behavior while performing volunteer duties should comply with school rules and policies and should uphold the dignity of the person.

H. School Security & Safety

The faculty and staff at Christ the King Catholic School make every effort to provide for a safe environment. Christ the King Catholic School is very "security aware" and has policies and procedures in place to ensure a safe environment for our students. Monthly fire drills are conducted. "Lock-down" drills are conducted twice a year.

The perimeter of the campus is secured by fences, gates, and locked doors, and monitored by security cameras. This security is only as reliable as staff, parents, and visitors make it. All parents and visitors must sign in at the office and wear a visitor's pass when on campus.

All school employees, coaches, chaperones, and volunteers who come into contact with minors on a regular basis must successfully complete diocesan Safe Environment Training. Go to <http://phoenix.cmgconnect.org> to complete the new online Safe Environment course. Create a new account by completing all the boxes. Allocate about an hour and a half to complete the course. Upon completion, click the "Dashboard" tab to download and print your certificate or e-mail your certificate to lbrennan@ctk-catholicschool.org. Several additional forms are also required in order to volunteer, coach, or chaperone.

I. Emergency Preparedness

Emergency procedures are posted in each classroom. Fire drills are held every month and lockdown drills twice a year so that students and teachers will be prepared in the event of an emergency.

J. Unexpected Closing of School

Christ the King Catholic School utilizes Gradelink and Flocknote to alert parents of school or weather emergency information as well as other school information. It is imperative that parents notify the school office if phone numbers/contact information change. Parents are asked to complete the emergency contact information form at the beginning of the school year so that the necessary numbers are called in the event of a school emergency, early dismissal, or general school announcement.

K. Asbestos

Christ the King Catholic School has an inspection and management plan regarding asbestos in the buildings. Our plan meets the requirements of the Environmental Protection Agency (EPA). Periodic required inspections are conducted and reports indicate that the friable asbestos has been removed or encapsulated. The management plan and inspection reports are available at the school office.

L. About this Handbook

This handbook contains the bulk of Christ the King Catholic School's policies and procedures. Students and parent(s)/ guardian(s) need to read and understand all that is contained herein. Following the letter and spirit of what is presented in this handbook is an integral part of the school's smooth and successful operation. The school understands that parents/guardians and students may question certain specifics of the handbook. Therefore, parents/guardians and students are encouraged to contact the principal if they have any questions about school policies or procedures. The principal will attempt either to explain the school policy or right the wrong the parent/guardian or student has challenged. However, continued major complaints, continued failure to abide by school policies or rules by either parents/guardians or students, or continued lack of cooperation with the principal and faculty may indicate serious philosophical disagreement between the school and the parent/guardian or student. In such a case, withdrawal of the student from the school may be necessary.

M. Right to Amend

Christ the King Catholic School retains the right to amend this handbook at any time.

X. Disclosure and Acknowledgment of Risks of School Participation Statement



Disclosure and Acknowledgment of Risks of School Participation

Christ the King Parish/School

Disclosure and Acknowledgment of Risks of School Participation

Christ the King Parish/School

All parents and guardians must understand that there is always some potential for injury and illness inherent in all School activities. The School is using good faith, reasonable efforts to reduce the risks of injury and illness, including implementing such recommendations of federal, state and local health authorities as the School administration determines appropriate in light of the unique needs and circumstances of the School community. While these efforts may help lower the risk of exposure and spread of certain diseases during school sessions and activities, they cannot eliminate all risk of exposure and transmission, and School cannot ensure any child's complete safety.

By allowing their children to attend the School, therefore, all parents and guardians are specifically acknowledging and assuming the risks and hazards inherent in their children's participation in all school activities. All parents and guardians understand that their children will be associating with teachers, administrators, staff, and other children and may be exposed to or contract viruses and diseases through their children's participation in activities at school. By allowing their children to attend the School, all parents and guardians are acknowledging that they understand and voluntarily assume the risk that their children may acquire a virus or disease despite the good faith, reasonable efforts of the School administration, and that virus or disease may subsequently be transmitted from children to parents, guardians, family, and other members of the household.

By allowing their children to attend the School, on a daily basis, all parents and guardians are certifying that their children are in good health and have no current issues that make it unsafe to participate in School activities, and acknowledge that the School may not have a medical professional on staff. Parents and guardian agree that they will notify the School and will not send a child to School or School functions if the child develops a fever or other symptoms of a transmissible illness. By allowing their children to attend the School, all parents and guardians are further agreeing that they follow, and will take reasonable steps to ensure that their children will follow, all rules, policies and guidelines of School in order to protect other students, teachers, administrators, and staff from illness and injury.

Updated 8/2024



Student & Parent Contract Signature Page

Please sign and return this page to your child’s homeroom by Friday, August 18, 2023. To send to the school office, scan and email this signed document to ctk@ctk-catholicschool.org. One signature page per child is required.

Your signature acknowledges that you have read, reviewed with your child(ren) , and agree to the Policies and Procedures outlined in the Student/Parent Handbook. All these documents are available on the CTK website at www.CTK-CatholicSchool.org.

Student’s Signature

Grade

Parent/Guardian’s Signature

(Printed last name)