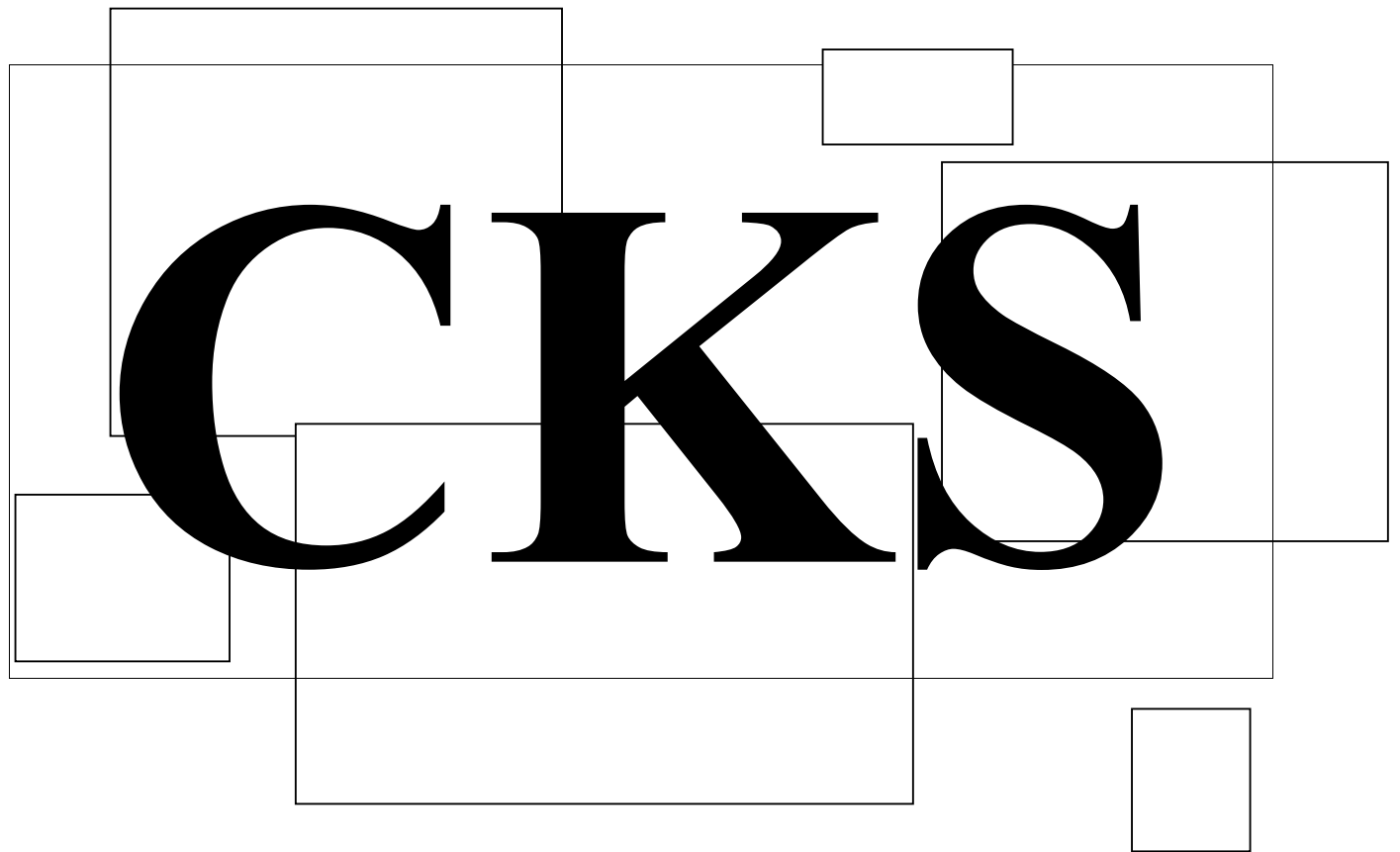


Christ the King Catholic School Parent and Student Handbook 2008-2009



52473 State Road 933
South Bend, Indiana 46637-3894
Phone: (574) 272-3922
Fax: (574) 273-6707
Website: www.christthekingonline.org

August 25, 2008

Dear Families:

On behalf of our pastor, Fr. Neil Wack, CSC, the pastoral team, faculty, and support staff of Christ the King School, I would like to welcome you to the 2008-2009 school year. This year will be filled with many exciting events and I hope that your families will participate in them as much as possible.

As the new school year begins, I would like to welcome everyone back to Christ the King School. As most everyone knows I try to visit the classrooms often during the school year. For the safety of the students we will continue to be in the back with the students in the mornings. I am still continuing my effort to know all of the students at Christ the King School; this is not an easy task, as most of you know, so please bear with me. Also remember my door is always open if you need to speak with me please feel free to come in and talk with me.

In this ever changing world, I believe there is one constant--the importance of education. Children need the opportunity to grow academically and spiritually so they can become well-rounded individuals. To fulfill this need, Christ the King School has hired some of the best teachers and staff members within the Diocese of Fort Wayne/South Bend. Our goal here at Christ the King is to educate each child in an academic and spiritual atmosphere conducive to positive growth and success in life.

I believe that Christ the King School is deeply rooted in the Catholic faith and the education of all the students. The children of today will be our future, and we, as parents and role models, need to guide our children onto the right pathways. Throughout their formative years our children could make bad decisions and wander from the path that we feel they should follow. When a child makes one of these mistakes we as a community need to help them understand where they went astray. Then, as Catholics and Christians, we can guide them back to the righteous path of God.

May God be with our Christ the King community and watch over us all.

Sincerely Yours,

Stephen R. Hoffman
Principal, Christ the King School

CHRIST THE KING CATHOLIC CHURCH AND SCHOOL
PASTORAL AND SCHOOL STAFF

PASTORAL TEAM

Rev. Neil Wack, C.S.C., Pastor	frneil@christthekingonline.org
Rev. Ronald Tripi, C.S.C., Associate Pastor	
Rev. Steve Lacroix, C.S.C., Associate Pastor	frsteve@christthekingonline.org
Deacon Charlie McCoy	cmccoy@christthekingonline.org
Mrs. Teresa Oross, Sacramental Preparation Coordinator	torsos@christthekingonline.org
Mr. Gregory Sweeny, Youth Minister	gsweeny@christthekingonline.org
Mr. Stephen Hoffman, Principal	shoffman@christthekingonline.org
Mrs. Laura Hager, Associate Principal	lhager@christthekingonline.org

PRIMARY LEARNING TEAM

KINDERGARTEN

Mrs. Anita Manuszak	amanuszak@christthekingonline.org	Stacie Humes, Aide
Mrs. Debra Shishman	dshishman@christthekingonline.org	
Mrs. Kathleen Murphy	kmurphy@christthekingonline.org	Susan Perks Aide

FIRST GRADE

Mrs. Lori Harmacinski	lharmacinski@christthekingonline.org	Laurie Kirkman, Aide
Mrs. Jenelle Miller	jmiller@christthekingonline.org	Judy Riboni & Anne Miller Aides

SECOND GRADE

Mrs. Patricia Blair	pblair@christthekingonline.org	Ritie Clemency & Lesleigh Mannell Aide
Mrs. Kelly Imus	kimus@christthekingonline.org	Judy Szucs, Aide

INTERMEDIATE LEARNING TEAM

THIRD GRADE

Mrs. Christine Nemeth	cnemeth@christthekingonline.org	
Mrs. Jean Watts	jwatts@christthekingonline.org	Mary Lynn Doyle, Aide

FOURTH GRADE

Mrs. Lee Jolly	ljolly@christthekingonline.org	
Mrs. Maureen Terry	mterry@christthekingonline.org	

FIFTH GRADE

Mrs. Julie Carlin	jcarlin@christthekingonline.org	
Mrs. Michelle Pawlak	mpawlak@christthekingonline.org	

MIDDLE SCHOOL LEARNING TEAM

LA/LIT	Mrs. Corinne Gries	cgries@christthekingonline.org
LA/LIT	Mrs. Stacie Kwak	skwak@christthekingonline.org
MATHEMATICS	Mrs. Mary Baldinelli	mbaldinelli@christthekingonline.org
RELIGION	Mrs. Cynthia Esch	cesch@christthekingonline.org
SCIENCE	Mr. Tom Brown	tbrown@christthekingonline.org
SOCIAL STUDIES	Mr. Matthew Kirsch	mkirsch@christthekingonline.org

GENERAL LEARNING TEAM

GENERAL MUSIC	Mrs. Erica Fox	efox@christthekingonline.org
LEARNING RESOURCE	Mrs. Deb Gilles	dgilles@christthekingonline.org
LIBRARIAN	Mrs. Kathleen MacDonald	kmacdonald@christthekingonline.org
PHYSICAL EDUCATION	Ms. Jo Ann Massey	jmassey@christthekingonline.org
SPANISH	Ms. Crystal Willis	cwillis@christthekingonline.org
TECHNOLOGY	Mrs. Dana Dyczko	ddyczko@christthekingonline.org
VISUAL ARTS	Mrs. Jenny Kupfer	jkupfer@christthekingonline.org

OFFICE STAFF AND OTHER PERSONNEL

Mrs. Maureen Janesheski, Director of Student Life/substitute teacher	mjanesheski@christthekingonline.org
Mrs. Christine Germann, Enrollment/Bookkeeping	cgermann@christthekingonline.org
Mrs. Laura Peterson, Receptionist/Attendance	lpeterson@christthekingonline.org
Mrs. Linda Kush, Director of Food Services	lkush@christthekingonline.org
Mrs. Nicole Taulbee, Counselor	ntaulbee@christthekingonline.org
Mrs. Joni Monserez, Director of Kings Club	

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CHRIST THE KING CATHOLIC SCHOOL

Mission Statement

“You are the light of the world...your light must shine in the sight of people, so that, seeing your good works, they may give praise to your God in heaven.”

(Matthew 5:14-16)

We at Christ the King School dedicate ourselves to continuing excellence in Catholic Education by fostering spiritual and academic growth for all students in our parish community.

MISSION AND PHILOSOPHY

Christ the King: A Catholic School

Christ the King School is a diocesan elementary and middle school operated by the Pastor of Christ the King Parish in the name of the Bishop of the diocese of Fort Wayne-South Bend. The Bishop is the primary educator of the diocese. A Catholic school finds its true justification in the mission of the Church; it is based on an educational philosophy in which faith, culture and life are brought into harmony. Through it, the Parish of Christ the King evangelizes, educates, and contributes to the formation of a healthy and morally sound life-style among its members.

Philosophy of Education

Christ the King School participates in the redemptive mission of the Catholic Church by providing faith formation for our students and by assisting them to integrate faith and values into their contemporary life experiences.

Christ the King School recognizes that each of us is created in God's image as a unique mosaic of talent and potential. Called through Baptism and incorporated into Christ's life, we embark on a journey of bringing God's love to the world. Through the ministry of education, with the help of God's grace, we seek to accept the call of Christ to love and serve God and one another.

Christ the King School embraces all that is good, true, and beautiful in human culture. We nurture faith, that opening of the heart and mind to God's word, and elicit each student's response to Christ by providing opportunities for total formation. We strive to integrate our student's spiritual, intellectual, emotional, moral and social lives.

Christ the King School is a community of faith with the Eucharist as its life-giving center. Through the sacramental life and liturgical year, love of God and neighbor becomes a focal reality, transforming attitudes, actions and relationships. The school continually challenges its students to participate in Christ's victory over sin and evil with lives of love, compassion, and

observance of the law of God and the church. Through witnessing the faith and working together, the school calls its students to recognize the love of God in their midst and to contribute their talents in service to others, especially those in need.

Beliefs

1. Christ the King School is an evangelizing, educational community, therefore it proclaims the Gospel message, builds faith communities, celebrates through prayer and worship, and serves others, especially those in need.
2. Christ the King School is an expression of the Catholic Church's teachings based on Scripture, traditions, and sacramental life.
3. Christ the King School calls each member of the school community to a personal relationship with Jesus Christ.
4. Christ the King School assists parents, who are the primary educators of their children, in meeting their responsibility of educating their children in the teachings of the Catholic Church and of living a Catholic way of life.
5. Christ the King School provides an atmosphere that is permeated by the Gospel spirit of love which recognizes self-discipline and personal responsibility and affirms the dignity of all persons.
6. Christ the King School provides Christ-like role models who reinforce the teachings of Christ and the Catholic faith.
7. Christ the King School is committed to academic excellence, which fosters the intellectual development of faculty and students.
8. Christ the King School is committed to the premise that all children can learn because we believe that each child is uniquely created in God's image.

Accreditation

Christ the King Catholic School is an accredited school with the State of Indiana and is a full member of the NCA CASI AdvancED. The administration, faculty and families fully accept the need for continuous school improvement. As part of this ongoing process, the educational

community of Christ the King School has established three goals in our School Improvement Plan that was adopted by our faculty and school board. They are:

1. Students will increase their knowledge base for developing writing skills and improve in the general skills and strategies of the writing process.
2. Students will increase their knowledge base for solving problems and increase their ability to identify the base problem that is buried within a more complex problem.
3. Students will increase their knowledge base for being respectful to others and behavior in a manner that is considerate of the feelings of others. Students will also increase their understanding of conflict, cooperation and interdependence among individuals, groups and institutions.

School/Parent Relationship

For any Catholic school to be effective with the student, it is essential that a spirit of cooperation, trust and support exist between the school and the parents. It is for this reason that we ask the family to become familiar with the

philosophy, policies, and procedures developed and enforced by Christ the King Catholic School.

It may sometimes happen that a family is not supportive of the school and its mission. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the family will be required to withdraw their child(ren) from the school.

Notice of Implied Agreement

The registration of students at Christ the King School is deemed to be an agreement on their part, and on the part of their parents or guardians, to comply fully with all policies, rules, and regulations of the school and the Diocese of Fort Wayne-South Bend. Christ the King School reserves the right to make revisions in these policies, rules, and regulations when deemed necessary by the school administration. Observance of any change is expected of all, when the change is made known to the students and their parents in writing.

COMMUNITY RELATIONS

Office Hours

Office hours are 7:30 A.M. - 4:00 P.M. during the school year and 8:00 A.M. - 2:00 P.M. during the summer. The school office will be closed during the month of July.

Communication Folders

The information flow between home and school is a very important one. In order to expedite this two-way process, communication folders will be utilized. An envelope will be sent home each Wednesday. Contents may include any information, including newsletters from the office, field trip information, and details of classroom activities from the teachers. The folder should be returned the next day.

Telephone

The office telephone is available to students in case of emergency only. Forgotten supplies, lunches, and homework are not considered emergencies. If forgotten items are brought to school, please leave them with the secretary in the office. She will see to it that your child receives them.

The office staff is not free to run messages to students. Parents should make all necessary arrangements with their child in the morning before bringing the child to school.

Telephones in the classroom are for teacher use only. If a student needs to use the phone, he/she must have permission from the teacher.

School Support Organizations

Christ the King has two school support organizations. The Home and School Association (HASA) and the Athletic Association foster the attainment of the school goals. All families are encouraged to participate with these organizations.

Fund Raising Diocesan Policy 2120

Fund raising is left to the discretion of the principal and the pastor's approval is required. The design of the fund raising activities should consider student safety, socioeconomic factors of the parish/school, state guidelines, instructional time, state law and Diocesan Business Office and Diocesan Development Office guidelines.

During Catholic Schools Week in January, all area Catholic schools participate in the "You Can Lend A Hand" Burger King coupon book fundraiser. CKS families are required to sell/purchase a minimum number of books, ten per student or a family total of 24. Families may opt instead for a buy-out option. They may make a donation to CKS. Donation amounts are \$25 for 1 child. \$50 for 2 children, and \$60 for 3 or more children. These amounts reflect the amount of profit the school makes on the sale of the coupon books.

Solicitations Diocesan Policy 2130

Solicitations by non-school organizations, agencies, or companies may not be conducted in the school or at school-related events unless authorized by the pastor and principal.

Student Publications and Performances Diocesan Policy 2210

I. School-Related Publications/Web Sites

Student and school-related publications, including web sites, are encouraged as a means of keeping the public informed of current school activities. Such publications should reflect Church teaching, journalistic excellence, and good taste.

The principal, as representative of the pastor, has the responsibility for final approval of any student and school-related publications.

II. Public Performances

Plays and other performances by students are to reflect Christian values and aesthetic taste.

Parent/Legal Guardian Concerns Procedure Diocesan Policy 2310

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

Step 1: Address the issues with the classroom teacher (or the person with whom he/she has the problem.)

Step 2: Address the issue with the Principal.
(elementary schools only)

Step 3: Address the issue with the Pastor.

Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g., harassment).

Visitors

Anyone not employed by Christ the King School is a guest, including parents; and as such, is not allowed to be on any of the school's premises (including classrooms, gym, library, or other school areas) without first reporting to the office and being given a "Visitor's Pass" to visit the school. This regulation is imposed for the **safety** of our students.

Students from other schools are not permitted to visit or sit in classes.

Use of School Facilities

Elementary school personnel shall cooperate with the parish in establishing guidelines for the use of school facilities. Such use by school organizations or other outside agencies should never interfere with the learning process of the students.

Use of the facilities can be arranged by calling the pastor. All activities after 3:00 P.M. must be approved by the pastor. Granted requests will be placed on the parish calendar kept in the rectory office.

Lost and Found

Parents should inculcate a sense of responsibility in their children for their personal belongings. However, in the event of loss, an effort will be made to find the lost article. **Labeling items** with the child's name helps in this effort. A Lost and Found barrel is located in the school in a designated area. Periodically, unclaimed items are donated to charity.

Volunteer Applications – Background, Training and Supervision Diocesan Policy 2430

Volunteers are individuals who provide services at a Diocesan elementary or high school on their own initiative for no compensation or payment of any kind. Volunteers assisting in a school or in any school-related or athletic-related activity may perform any number of suitable functions for which they are qualified based upon their training or background.

All volunteers performing services for a school on a regular or recurring basis must have completed the Diocese of Fort Wayne-South Bend Volunteer Application Fact Sheet on file at the school. The acceptance, utilization, and supervision of volunteers in a school is the responsibility of the school principal.

I. Application

The CSO will provide principals with the Diocese of Fort Wayne-South Bend Volunteer Application which all current and future volunteers must complete and the principal must keep on file at the school as required by Diocesan record keeping policy.

II. Background Screening

A. Limited Criminal History Check

Under Indiana law, the Diocesan schools have the right to obtain limited criminal history information about any volunteer who will have contact with, care of, or supervision over enrolled students. By agreeing to volunteer at a Diocesan school, a person acknowledges that he/she can be subject to such a criminal background check.

Before being placed in a volunteer position that would involve regular contact with children or young persons, the applicant must:

- Complete a diocesan Authorization and Release for Background Check Information
- Successfully pass the diocesan required reference and criminal history check process
- Complete the orientation and training process

B. Orientation and Training for All Volunteers

Well-planned orientation and periodic updating help ensure that volunteers are as well prepared as possible to meet the demands of ministry to young people. All volunteers shall receive verification and complete a receipt for a diocesan Personal Conduct and Policies Manual and be advised of:

- School mission statement
- Classroom and/or group management (playground/lunchroom)
- Appropriate discipline of and conduct around students
- Lesson planning
- Basic first aid and safety procedures
- Child Protective Services notification requirements
- Emergency drill

- Other functions specific to designated volunteer activities

C. Supervision

Although volunteers should be supervised in much the same manner as other staff members, more intensive methods may be needed when volunteers have had little, if any, prior professional training or experience. Volunteers must be held to at least the same standard of conduct and decorum as required of paid staff members.

IV. Termination of Volunteer Service

It is the principal's responsibility to immediately discontinue the use of a volunteer's service at the school if the volunteer is no longer necessary, does not suitably perform assigned duties, or otherwise engages in behavior unacceptable in a Diocesan school.

V. Inquiries

Any question or concern regarding a volunteer's suitability either during the application process or after acceptance should be directed to the Catholic Schools Office for review.

Recruitment in Elementary Schools and Parishes by Diocesan High Schools Diocesan Policy 2520

High schools shall recruit students from Catholic elementary schools based on diocesan-approved recruitment guidelines.

A recruitment activity meets the following criteria:

1. Activity is targeted at a specific population, solely (or primarily) at prospective students and parents, and
2. Expressed purpose of the activity is recruitment of students.

A non-recruitment activity meets the following criteria:

1. Activity is targeted at the general public (e.g., athletic competition), and
2. Activity is academic in nature (e.g., play, art fair, musical).

Any information distributed for solicitation of students must be approved by the high school principal. Students residing in parishes without schools may be solicited by either high school.

High school personnel may perform recruitment activities only in the following schools:

St. Joseph High School: Christ the King, Corpus Christi, Holy Cross, Holy Family, St. Adalbert, St. Anthony, St. John, St. Joseph.

Marian High School: Our Lady of Hungary, St. Anthony, St. Jude, St. Mary, St. Matthew, St.

Bavo, St. Joseph (Mishawaka), St. Monica, St. Thomas, St. Vincent, St. John (Goshen), Queen of Peace, St. Patrick, St. Michael.

Eighth Grade students from Christ the King School will have a scheduled group visit day for St. Joseph High School. Permission for additional visit days, shadow days must be requested through the school office. A "Request for High School Visit" form must be completed and signed by Administration before contacting the high school. These forms are available in the school office.

ADMISSIONS

Enrollment Diocesan Policy 4010

I. School Admission Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in the educational programs.

III. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the birth certificate or baptismal certificate shall be required for original entrance for all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearinghouse for Information on Missing Children (Policy 4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parents or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the record from the last school the student attended within fourteen (14) days of enrollment.

Written proof that the child meets state and county health requirements (immunization

records) for enrollment shall also be required.

IV. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be five years of age on or before July 1, or a date set by the state

A school may choose to administer formal or informal assessments for determining proper placement in kindergarten.

NOTE: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

V. First Grade Entrance Requirement

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VI. Children With Exceptional Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system

which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of the school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students, or school personnel.

VII. Students or Prospective Students with Communicable Diseases

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy-procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of

having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination, the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk - how the disease is transmitted;
- B. the duration of the risk - how long is the carrier infectious;
- C. the severity of the risk - the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm;
- E. whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality.

The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

Application Process

It is necessary to accurately predict enrollment for the coming school year. Registration and payment of fees for returning and new students should be submitted to the school by April 1st for potential placement in the fall term beginning in August of that same year. If it is not possible to pay the school fees at registration, arrangements must be made with the school Principal to ensure placement. The following indicates the usual order of preference. All decisions are subject to the discretion of the Pastor.

1. Registered parishioners who are active at Christ the King Church with children currently in the school..
2. Preference for the following students is determined by the date of payment of registration and book fees:
 - Registered parishioners without children currently in the school who are active at Christ the King Church.
 - Non-Catholic families with other children currently in the school.
 - Catholic families transferring from outside our area who have been active parishioners in their home parish and register at Christ the King Church. A letter from the pastor of their former parish is required, testifying that they have been active and have used their weekly envelopes.
 - Active parishioners from local parishes who have children currently in the school, and whose pastor agrees and signs the parish subsidy form.
3. Active parishioners from local parishes without children currently in the school whose pastor agrees and signs the parish subsidy form..
4. Non-active parishioners registered at Christ the King.
5. Non-Catholic families who can be supportive of Catholic education.

Applications will be accepted one year prior to actual enrollment in Christ the King School. Registrations for the following school year are accepted beginning September 1st. The Application process is not complete until the child's family has been notified of admission to the school. Normally this happens in the spring prior to the end of the school year.

All children seeking admission to Christ the King School (grades K-8) must reapply each year.

Student Transfers Diocesan Policy 4020

I. Accepting Transfer Students

Once the academic year has begun, students shall be discouraged from transferring to another diocesan school except in the case of a change of residence.

The principal of the school from which the student requests to transfer should be notified immediately when the request is made. It is expected that a decision agreeable to both schools regarding the requested transfer can be arrived at by the principals involved. All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school.

II. Accepting Expelled or Suspended Transfer Students

A principal may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted by applicable school operating policies and/or parent/student handbook or appropriate state law only after a full and complete explanation of all facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the "Gun Free" diocesan policy, which is required by state and federal law (Policy 4560).

Discovery that any information provided to the receiving school was falsified will automatically be grounds to refuse the transfer request or to immediately dismiss the child from the school if the discovery occurs after the child has been enrolled.

All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school. The final decision of accepting a transfer student rests in the discretion of the principal (in consultation with the pastor in the case of elementary school).

III. Accepting Students from Non-Accredited Private School or Home Schools

Credits from a non-accredited in-state or out-of-state private school or home school shall not be accepted at face value, and parents shall be notified of this at the time of enrollment. In order to determine grade placement and/or credit, the principal may require a battery of tests or evidence of equivalency. Evidence of equivalency shall include an evaluation of the certification of the instructional staff and an evaluation of the course of study followed from the private school or home school.

If testing is required, it shall be administered under the auspices of the enrolling principal. The principal shall place the student and grant credit based upon the test results according to local school policy.

The tests and procedures used to appraise eligibility for credit and/or placement may include, but are not limited to standardized achievement tests, criterion referenced tests, intelligence tests or another ability tests, departmental achievement tests, oral testing, teacher semester test, interviews, and teacher recommendation.

ATTENDANCE

Attendance Diocesan Policy 4040

The Diocesan schools consider the development of good attendance habits a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who missed a day of school missed a day of education that cannot be retrieved in its entirety.

Students who are not in attendance in school are not permitted to participate in any extra curricular activities on the day of the absence.

- I. Parent/Legal Guardian Responsibility

Parent/Legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

 - A. Graduates; or
 - B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
 2. at the exit interview the student provides written acknowledgement of the withdrawal and the student's parent or guardian and the school principal each provide written consent to withdrawal from school.
 - C. Reaches the age of eighteen (18) years.
- II. Absences From School

Absences from school shall fall into one of the three following categories:

 - A. Absences which are counted as present:
 1. Serving as a page in the Indiana General Assembly
 2. For students in grades 7 through 12, serving on a precinct election board or as a helper to a political

- candidate or political party on Election Day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
5. Placement in a short term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.

B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission.
3. Out-of-school suspension
4. Medical and legal appointments - Such appointments should be scheduled after school hours when possible.
5. School/college visits (2 days) – parents/guardians need to check with the individual school's policy for arranging such visits.

C. Unexcused Absences:

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations
4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when she/he is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures.

The following may be evidence of habitual truancy::

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident or unexcused absence.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

Christ the King School requires the parent/guardian to call the school office by 8:30 A.M. to report the absence of a student. If the absence continues into the next week, please call at the beginning of the week to make a progress report.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent 6 days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After the student is absent over 12 days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over 15 days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

Family Vacation / Trip Policy

Family vacations or extensions of family vacations during the school year are strongly discouraged. A vacation trip, no matter how educational it may seem, is no substitute for the learning that takes place in the classroom on a daily basis.

If a vacation becomes necessary:

- A. A letter from the parents/guardians will be sent to the school office AT LEAST TWO WEEKS BEFORE THE PLANNED ABSENCE.
- B. The school will notify all teachers affected by family absences. Within a few days the school will send home a "Parent/Guardian Responsibility Form", outlining the Family Vacation / Trip Policy, and asking parents/guardians to sign this form, indicating they are aware of the policy, and take full responsibility for making sure their child receives,

completes, and turns in, all assignments and tests missed during the family vacation/trip, within the specified time.

- C. Parents/Guardians must sign and return the "Parent/Guardian Responsibility Form" prior to the planned absence.
- D. Teachers are not required to administer tests, or prepare assignments for a student **in advance** of his/her planned absence..
- E. Upon completion of the planned absence, the student and his/her parent/guardian are required to obtain, complete and turn in any missed assignments within the specified time, according to the "Make Up Homework Policy" of the school. (See handbook).
- F. The above requirements must be fulfilled in order for students to receive grades for their work. The absence will still be considered "unexcused" according to Diocesan Policy 4040.
- G. Until the missing assignments are turned in by the student within the specified time, then graded and entered into the computer or other record-keeping system by the teacher the academic and athletic eligibility of the student will remain on "Hold" retaining the same status prior to the vacation/trip. Once the grades have been entered into the computer the new status takes effect with the next scheduled eligibility period.

<p>Release of and Access to Students during the School Day Diocesan Policy 4050</p>
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- I. Release of Students during the School Day
School officials may permit a student to be released during the school day only in limited circumstances. Such release shall be only to, or at the written request of, the student's custodial parent, legal guardian, or as otherwise provided by Diocesan policy or applicable law.
- II. Access to Students During the School Day

Access to a student by non-school personnel during the instructional day and/or during times that the student is in the care and custody of school personnel shall be restricted to that access necessary and incidental to school-sponsored activities, situations of an emergency nature, or circumstances required by law.

Permission of the custodial parent or legal guardian of a minor student shall be sought prior to permitting non-school personnel access to the student in all cases other than those necessary and incidental to school-sponsored activities. However, such prior permission shall not be sought when directed by appropriate civil authorities in the case of child abuse investigations involving suspected members of student's family, and is not required where such contact is an emergency nature, necessary to prevent an imminent threat to life or property or to prevent an immediate disruption of school activities.

- III. Application to Law Enforcement Officers
If a law enforcement officer request to take a student into custody pursuant to a valid court order, arrest warrant, or arrest power, the student's custodial parent or legal guardian shall be notified as soon as practicable.
- IV. Investigation of Child Abuse or Neglect
When a student is taken into custody pursuant to a valid court order or prosecutor's subpoena in connection with a child abuse investigation, notice to the student's custodial parent or legal guardian shall be given by school officials unless specifically directed otherwise by the officials conducting the child abuse investigation. (Policy 4050)

<p>Tardiness</p>

Children are tardy if they are not seated in the classroom by 8:00 a.m. It is the parents' responsibility to see that children arrive on time. Failure to do so constitutes neglect. Excessive tardiness will result in a conference with administration. Continued tardiness will result in notification to **Child Protective Services**.

Attendance in Religion Program Diocesan Policy 4060

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend liturgical functions.

Community Service

One of the primary purposes of a Catholic school is the education of young people in the ways of the faith. This education is a process that begins at our baptism and continues throughout our lives. As part of this process, Christ the King School requires its seventh and eighth graders to complete several hours of community service prior to their participation in the Sacrament of Confirmation in the seventh grade and graduation in the eighth grade. It is the hope that this service to others will become part of the way they live out their faith as Christian adults.

In seventh grade, 12 hours of service are required before receiving the sacrament of confirmation. These hours are divided between parish, school and the local community under the supervision of Director of Christian Formation.

In the eighth grade, 24 hours of service are required before participating in graduation ceremonies. These service hours are completed in a placement outside of the parish setting. Students should complete their service hours at one site over the entire year. This will enable students to provide a theological reflection of their experience and their call to be evangelizers as mature Christians adults.

Possible placements are suggested at the beginning of the year for students, but are not limited to these suggestions. All placements must be approved of by either the Director of Christian Formation during the seventh grade or by the religion teacher during the eighth grade. Parents are encouraged to participate with their children in these service projects as role models of mature Christian adults.

ACADEMICS

Academic Standards

The students, parents and teachers at Christ the King School have very high expectations of each other. The students, along with the care and guidance provided by the teaching staff, are expected to pass all classes at the conclusion of the academic year. Special considerations and modifications are made for students depending upon their individual needs and their curricular strengths. Some of these considerations include a modified grading scale, an Individual Education Plan (IEP) and individual instruction provided in the Learning Resource Room. Every effort is made to provide the academic support needed for a successful classroom experience. We believe that all students can be successful in their academic pursuits if they avail themselves of all the opportunities presented to them.

Curriculum

Christ the King School provides for a well-rounded curriculum in accordance with the guidelines set forth by the State of Indiana and the Diocese of Fort Wayne-South Bend. The curriculum is reviewed and updated annually by staff in relation to the direction of the Diocese, results of student standardized test scores and initiative from the State Department of Public Instruction.

Standardized Testing

The ISTEP+ testing is administered to the students in grades as mandated by the State of Indiana. Reports will be sent to parents as soon as they are made available to the school.

ACRE (Assessment of Catechesis Religious Education) is administered in the 5th and 8th grade.

NWEA (Northwest Evaluation Association) is administered in the 3rd, 4th, and 5th grades both in the Fall and in the Spring.

Homework

With the vast amount of material that young people are expected to master, homework is an integral factor in the learning process. It is a part of the curriculum and is meant to augment classroom instruction. Christ the King School will assign homework, based on the age and the needs of the student. **Homework is the responsibility of students, not the school.**

Missing assignments will result in no credit given. If late assignments reduce the student's average significantly, the ineligibility rules will apply.

Make-up Work

It is the students' responsibility to make up all work that is missed because of an excused absence. Upon returning, the student should meet with each teacher to obtain necessary assignments. A homework partner is available to aid in this process. Work that is not made up will be considered the same as work not submitted.

The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

Any assignments given prior to a student's absence are expected to be turned in the day a student returns. Students who miss a test because of an absence will be expected to take his/her test on the day the student returns to school.

A student has to make up missed work. Generally that will be determined by allowing 1 day for each day absent. This will not include days on which school is not in session.

Progress Reports

Daily work assignments and tests for grades K - 4 will be sent home in folders each week. Folders must be returned with the parent's signature the very next school day.

Teachers of grades 5 - 8 will communicate students' progress to the parents in the form of a Progress Report. The purpose of the Progress Report is to inform parents of the status of their child's progress by providing a report on assignments and an interim grade in each class. Parents need to realize that these are not final grades or report cards and only represent an interim measure of their child's progress in the current grading period. Students in grades 5 - 8 have athletic and extra curricular eligibility requirements that are reviewed on a monthly cycle. These communications must be returned with the parent's signature the following day.

Report Cards/Grading Scale

When Report Cards are distributed they should be studied, signed and returned within two days following distribution. An explanation of the marking system is found on the report card. Parents should be mindful that an equally important portion of the report card is the section indicating the child's work habits.

If the parents question a student's report card grades, such an inquiry must be made within two weeks of the issuance of the card. After that time, the grades remain as reported.

Parent-Teacher Conferences will be held at the end of the first grading period and optional conferences will be held in the spring. If conferences are needed at other times, parents must call the teacher for an appointment.

The following grading scales are used:

Grades 3-4

A	=	100-95
A-	=	94-90
B+	=	89-88
B	=	87-82
B-	=	81-80
C+	=	79-78
C	=	77-72
C-	=	71-70
D+	=	69-68
D	=	67-62

D-	=	61-60
F	=	59-0

Grades 5-8

GRADE		%GRADE
A	=	100-95
A-	=	94
B+	=	93-92
B	=	91-87
B-	=	86-85
C+	=	84-83
C	=	82-78
C-	=	77-76
D+	=	75-74
D	=	73-69
D-	=	68-67
F	=	66-0

Academic Eligibility: Extra-Curricular Activities

Christ the King is a religiously affiliated academic institution which is value driven. In its mission to educate the whole child, it provides a wide range of experience, such as competitive sports, intramurals, and clubs to enhance the school curriculum. The school community – faculty, staff, students and parents – believe that participation in school sponsored co-curricular activities and events should depend on the adequate fulfillment of the primary purpose of the school; the religious and academic formation of the students. To uphold this purpose of Christ the King School, this policy on academic eligibility is followed.

Scope: All students in grades 5-8 must fulfill the academic standards adopted below in order to participate in extra curricular functions that are school sponsored.

Applicability: This policy on Academic Eligibility applies to all students in grades 5-8 in Christ the King School. (Students in grades K-4 do not participate in competitive athletics.)

Standards of Eligibility: Students are eligible to participate in athletics and other extra-curricular activities by fulfilling the standard of having an overall grade of 76% in every subject.

Notice of Eligibility: All students who do not fulfill the standards of eligibility will be notified of their status on the first Tuesday of each month,

beginning in October. Ineligibility will be in force for a two-week period.

Consequences: Students who do not fulfill the above standard need to apply their energies to improving their academics. Therefore, students in grades 6-8 will be required to meet with the teacher in whose class they are ineligible twice during each week of their ineligibility period for 30 minutes after school. At the end of the two weeks, academic progress will be checked. Students will not participate in the extra-curricular programs (including practices or rehearsals) until they have shown progress in improving their grade for the subject in which they were made ineligible.

Students who are not in attendance in school are not permitted to participate in extra curricular activities on the day of the absence.

Special circumstances: The principal of Christ the King School will resolve any questions or problems regarding the applicability of this policy on academic eligibility. The decision of the principal will be final.

Conferences

Conferences will be scheduled twice yearly – at the end of the first grading period and in the Spring. Conferences are not limited to the particular period; rather, they are encouraged whenever the parent or teacher feels it necessary.

The purpose of the conference held at the conclusion of the first grading period is:

1. provide an opportunity for a special meeting of parents, student and teacher to discuss academic and personal successes;
2. set goals and methods to achieve them;
3. show samples of work accomplished;
4. express possible concerns; and
5. answer any question about the student or progress.

The purpose of the conference held in the Spring is to:

1. share the students progress;
2. display samples of work;
3. answer questions about the student or program; and
4. plan for the coming year.

Learning Disabilities

Christ the King School, in cooperation with the Diocese of Fort Wayne - South Bend and with the South Bend School Corporation, provides testing for learning disabilities, speech problems, and psychological problems for students residing in the South Bend Community School District. Christ the King School cooperates with South Bend Community School Corporation to provide necessary learning disabilities classes and/or speech classes for those students requiring these services.

Reporting Curriculum and Grading Modifications Diocesan Policy 4120

A “Modified for Ability” label will be affixed to the from of the permanent record of any student receiving “Frequent Curriculum and Grading Modifications”. (FCGM) No modification will be indicated on the report card, however a letter may be sent in advance of the report card reminding the parent/guardian of the modification agreed to.

An FCGM Permanent Record Form should be completed by the homeroom teacher each year and kept in the student’s permanent record file and an appropriate notation shall be indicated on the permanent record. (Diocesan Policy 4120)

**Promotion/Retention/
Graduation
Diocesan Policy 4130**

- I. Elementary Schools:
Each school shall develop a policy regarding grade level promotion or retention guidelines. The promotion or retention is the local school's decision based on evaluation of the following factors:
- A. ability
 - B. emotional and physical maturity
 - C. attendance
 - D. completion of required curriculum/achievement
 - E. testing results, review of supportive evidence, such as samples of student work, test results, progress reports, report cards, etc.
 - F. previous retention in a grade

The principal (in consultation with the teacher) may recommend that a student be retained in the present grade after considering the above factors.

- II. The school may prepare a recommendation for retention whenever practical and consistent with Diocesan education standards. These steps should be followed:
- A. Identification and documentation of the student's severe learning problems early in the school year (by January)
 - B. Parent/teacher conference with parent/guardian to discuss the possibility of recommending retention of the child and to explore assistance (e.g., educational and/or psychological testing, tutoring, etc.) and options;
 - C. Upon continuation of the learning problems, a written recommendation for retention providing reason for the recommendation and signed by the principal and teacher; and
 - D. Signature of the parent/guardian if the recommendation is rejected. The

signed document is placed in the student's permanent folder.

- E. The school retains the right not to accept or enroll said student for the following year.

**Family Education Rights and
Privacy Act
Diocesan Policy 4170**

Access to Official Student Records

In accordance with the Family Educational Rights and Privacy Act ("FERPA") of 1975, any natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian of a student has the right "to inspect and review" his/her minor student's educational records, unless the school has been provided with a court order, State statute, or legally-binding documents that specifically precludes such inspection and review. In addition, a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education will have all access rights that his/her parent or guardian would have had prior to that time. Absent such court order or legally-binding document, a non-custodial parent has the same right to inspect and review as a custodial parent.

Parents or eligible students may review copies of the diocesan school's policies and procedures for inspecting and reviewing a student's records and requesting amendments to a student's records. These policies are kept in the principal's office of each diocesan school and may be reviewed during regular school hours.

**Class Assignment of Students
Diocesan Policy 4180**

The principal shall consider several factors – class loads, scheduling ramifications, ability levels, gender balance, physical and emotional needs, student-teacher rapport, and peer relationships – in determining teacher and class assignments of students. Parents/guardians are invited to provide special insights about their child's social, emotional and academic needs to the administration. Written insights will be reviewed by administration and may necessitate a follow up meeting for further clarification. We

ask that requests not be made to individual teachers. Our goal is always to provide the best possible learning environment for the common good of our students. The principal shall make the final

determination with regard to the assignment of students to teachers and classes.

Request forms for class assignments are available in the school office.

HEALTH AND SAFETY

School Day

School staff members are not available to supervise students before school. Therefore, students should not be dropped off at school prior to 7:30 A.M. each day.

SCHOOL DAY SCHEDULE

7:30 a.m.	Teachers arrive
7:45 a.m.	Students allowed to enter the building
8:00 a.m.	Classes begin
11:00 a.m.	Morning kindergarten dismissed
3:00 p.m.	General dismissal

Any student not picked up by 3:30 shall be sent to the after school care program and shall be charged a fee accordingly.

Emergency Information

It is critical that we have updated and accurate information regarding places of employment, phone numbers, and current addresses. In case of an emergency we need to be certain that someone can be contacted for assistance and information. All information you provide for us will be kept confidential. It is very important that we be notified of any changes in addresses, phone numbers, places of employment, and custodial rights situations, so that our records can always be kept up to date.

Lunch Program

Each student eats lunch with his/her class. Due to security concerns, we operate a closed campus for our student lunch program.

With the cooperation of the federal government, Christ the King School provides a subsidized lunch program. Students may purchase lunch on a weekly basis. Order forms for lunch are sent home in the Communication envelope. Money will be collected on the Thursday prior to the start of the new week. Parents are asked to send the correct amount for each child each week.

Students may also bring their lunches from home. Milk and juice are available for purchase on a daily basis.

Due to new Federal guidelines, carbonated soft drinks are not permitted during lunch. We also discourage parents from bringing in or sending their children to school with fast food meals, and similar items. These have a tendency to cause a disruption at the lunch table and subject the student to a flood of requests to share their food.

Students are to behave in Christ the King's lunch program in a manner consistent with good manners and Christian behavior. They are to eat and act in a courteous and responsible manner.

Charged Lunches

When it becomes necessary to charge a lunch, the lunch must be paid for within a reasonable amount of time. Charges should never exceed \$10 or be carried over longer than five school days. Students not complying with this procedure will be denied any further opportunities to charge lunch items.

Lunch Rules

1. Listen to and follow the directions of the supervisors.
2. WALK in the lunchroom without disturbing others.
3. Once seated, remain seated until dismissed by the supervisors.
4. Eat politely; use proper table manners.
5. Speak quietly to others at the same table.
6. All food and drink is to be consumed within the lunchroom; it may not be taken to the playground.
7. Clean the eating area of all paper and trash and place this in the barrels provided before leaving.
8. Cutting in line or saving places in line is not permitted. These students will be sent to the end of the line.
9. Respect and obey the supervisors.
10. Throwing food, making excessive noise by popping bags, cans, or cartons, is not permitted.
11. Follow the directions of the supervisors when the direction red light changes color.

Lunch Room Consequences

Students who violate the lunchroom guidelines will receive consequences appropriate to their actions including, but not limited to, red and yellow cards or Notices of Concern. The lunch supervisor and the Director of Student Life will determine these consequences. Serious or repeated offenses may result in the parent being required to supervise their child in the lunchroom or in suspension from the lunchtime program. In such a case, it will be the parents' responsibility to pick up the child at the beginning of the lunch period and return him/her for the start of the afternoon classes.

Recess

Children in grades K-5 have recess as part of their day. Therefore, they will be expected to go outdoors when the weather is clement. If the temperature is 20 degrees (wind chill) Fahrenheit or below, the students will not have outdoor recess.

Playground Guidelines

Students are expected to interact on the playground in such a manner as to not cause harm or injury to themselves or others or disturb other students in the building.

1. Play in the area east of the gym. Do not play on the Church steps or Church lawn. When supervised, play on the playground equipment at the west end of school.
2. Follow directions of supervisors. Speak and act in a respectful manner toward the supervisors.
3. Use approved playground materials and equipment only. Return school equipment at the end of the recess period.
4. Play games that are not dangerous or do not involve body contact.
5. Remain on school property; never go into the street or off the parish grounds.
6. Act in an appropriate manner. Fighting and/or pushing or contributing to fighting is not acceptable.
7. Refrain from using vulgar or inappropriate language.
8. During the winter, throwing of snow or playing on snow piles is not permitted.
9. Wear proper attire in cold weather.
10. Students are not to enter the school building without the permission of the adult supervisors.

Violations of a rule may result in suspension from playground use. The supervisors and the Director of Student Life will make the determination of consequences.

Bicycles, Skateboards, Roller Blades

Students may ride their bicycle or walk to and from school if they have a note from their parents on file in the school office. Skateboards, roller blades and roller shoes are never permitted on school property.

Transportation

A detailed map of parking lot procedures will be provided for parents near the start of each school year.

Elevator

Elevator usage during the school day is prohibited for all students unless approved by the administration.

Shopping Center Closed Campus

Students are not permitted to go to the stores in the area during the instructional day or during the after school programs. Students remaining after school for any extra-curricular activity or a team practice may not go to the shopping center or any other store to purchase an after school snack. Once a student leaves the property, the student MAY NOT return for the activity unless special permission is granted.

Non Related School Items

While it is impossible to compile a complete list of these items the following have no place at school or at school functions and are to be kept at home: I pods, cell phones, radios, tapes, tape players, tape recorders, electronic games, CD's, disc players, laser pointers, sport/hobby card collections, toys, dolls, skateboards, roller blades, roller shoes, snowboards, stuffed animals, squirt guns (and other related similar items), martial arts materials, hood ornaments,

paggers/beepers/cell phones, cameras, personal athletic equipment, incense, perfumes, lotions, key chains and make-up, or any other item which, in the judgment of the school administration could have the potential to cause a disruption. (If an inappropriate item is brought into the school the student will be disciplined according to the school rules.)

A student may bring in a video camera if the teacher gives his/her approval. That camera then must be taken directly to that teacher's classroom and secured. (Students may not tape or record teachers, staff members, or others without their written permission.) A student may bring a cell phone to school if necessary but must leave the cell phone in the school office upon arrival to school. He/she can pick up the phone at the end of the school day.

Health and Safety Services

A registered nurse is in the school on a part-time basis. Volunteer parents also assist with basic nursing duties. Vision, hearing and scoliosis screening are provided in accordance with state guidelines.

Identification tags are issued for the safety of students. They are to be worn by the students during the entire school day. The identification tags are the property of Christ the King School and therefore should not be defaced or damaged in any way. Defacing shall be considered destruction of school property. Consequences for purposeful destruction of a school identification tag will be a \$5.00 replacement fee and an after school detention for the student. (see also page 31)

Administration of Medication Diocesan Policy P4210

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Only those medications which are prescribed as necessary by a physician to maintain the child in school and must be given during school hours shall be administered in accordance with the physician's written prescription, a copy of which must be provided to the school.

Parents who wish Christ the King School employees to administer any medication to their child must provide written instructions and must complete a Student Medication permit form available in the office. All medication must be submitted in the original prescription bottle. Medication will be kept in the nurse's office and will be administered by the office staff.

All permission for long-term medication shall be renewed annually. Changes in medication shall be documented by written authorization from a licensed prescriber.

In specific cases, the school may require the parent/guardian to come to school to administer medication for his/her child.

Over-the-counter (OTC) non-prescription medication may be given at school with the parent's written permission. The principal must be aware of the purpose for which a student is to receive the medication. OTC medication shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in the office.

Christ the King School does not have any medication (including aspirin or Tylenol) available in school for student use.

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal or office staff will dispose of the medication in an appropriate manner.

Health and Safety Precautions Diocesan Policy P4220

Because we are concerned with the safety and well being of our students, our school and the diocese have prepared a Safe and Secure school plan which addresses events which may threaten our students. During the school year, we will conduct drills for fire and severe weather as well as lock down drills. In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents, and staff, including counseling services provided through

school counselors or counselors on the staff at Catholic Social Services.

STUDENT LIFE

Student Publications and Performances Diocesan Policy P4310

I. School-Related Publications/Web Sites

Student and school-related publications, including web sites, are encouraged as a means of keeping the public informed of current school activities. Such publications should reflect Church teaching, journalistic excellence, and good taste.

The principal, as representative of the pastor, has the responsibility for final approval of any student and school-related publications.

II. Public Performances

Plays and other performances by students are to reflect Catholic values and aesthetic taste.

Field Trips Diocesan Policy P4320

School-sponsored field trips shall be limited to activities which meet Diocesan policy and applicable law by promoting the educational philosophy and goals of the school and facilitate attainment of specific education objectives in a particular course.

Permission slips must be signed by parents or guardians and returned to school at least one day prior to the trip. This is done in order to insure that adequate space can be provided at the site as well as on the bus if needed. For insurance and legal purposes, students travel on school buses and must be supervised by teachers and/or staff members at all times.

Because of safety and liability issues, parent chaperones are not permitted to bring younger siblings on field trips. Parent focus should be on the students they are supervising while on the trip.

All school rules apply on a field trip, however discipline is more stringent. Behavioral expectation shall be clearly defined and applied consistently.

If the principal is not present, the teacher in charge of the field trip shall be the on-site representative of the principal

Self-Discipline

Christ the King Catholic School understands self-discipline in the light of the Gospels and Jesus' relationship with his disciples. Jesus empowered his disciples to reflect on their attitude, actions, behaviors and feeling in such a way that they were able to change and grow in the Good News of God's Love.

In the same way, our style of discipline is an approach toward discipleship with Christ. Through discipline, we empower our students to reflect on their behaviors, attitudes, decisions and actions that are Christian or unchristian so that they can choose to change, establish healthy boundaries and limits, and grow in God's love and become productive citizens.

Kindergarten-Third Grade (Basic Self-discipline)

Listening Skills

When asked to use good listening skills, students will:

1. Stop what they are doing or saying.
2. Clear away all distractions.
3. Look at or toward the person speaking.
4. Be able to tell the person what they heard.
5. Ask questions about what was not understood.
6. Do the task the speaker has requested.

Following Instructions

When asked to follow instructions, students should:

1. Practice good listening skills.
2. Repeat the instructions to themselves, or to someone else, or write them down.
3. List or say the first three things you would need to do to begin the task.
4. Start the work on time.
5. Stay on task the entire work time.
6. Evaluate the task and how instructions were followed.

Asking Questions

Good questions are ones that:

1. Have not been asked before.
2. The speaker hasn't already told us about.
3. Other people might need answered,
4. Make the speaker feel comfortable and not ill at ease and
5. Help people think

Sharing

There are four things that must be shared:

1. Time - Wait your turn
- Begin tasks at once.
- Limit conversations during group discussion so others can talk too.
2. Space - hallways, between desks or tables and common areas (playground, cafeteria, bathrooms) are all places to keep neat so others can enjoy them too.
3. People - the teacher, friends and loved ones.
4. Things - Possessions, crayons, limited resources. Share limited resources and return things in good condition or the same way or better than they were found.

Social Skills

1. Use courteous manners, say please and thank you, and use good table manners.
2. Dress appropriately.
3. Attend to personal hygiene.
4. Carry on a conversation
5. Give and receive compliments.
6. Use greeting and leaving skills
7. Help visitors/newcomers feel comfortable.

Fourth-Fifth Grades

(Constructive Self-discipline skills)

Cooperation

Cooperation is to work and act with others for the good of everyone. In a school setting, one way to show cooperation is to follow the school rules and be willing to take the consequences if the rules are not followed

When cooperation is occurring, everyone will:

1. Recognize there is a job to be done, and set a goal.
2. Agree on a strategy and assign tasks to everyone.
3. Complete your share of the task on time.
4. Talk about how the group did.

Reasons for Rules

1. Know the rules and ask if you don't understand the reasons.
2. Acknowledge that the reasons for rules are more important than personal feelings about the rules.
3. If you don't like a rule, use the right way to suggest changes.
4. Follow the rules because you know the reasons, and help teach them to younger or less mature people.

Accomplishing a Task

1. Younger children can practice this skill by following the system others put in place.
2. Older students demonstrate this skill when they begin to figure out how to do something on their own.
3. Explore ways to solve a problem.
4. Accept constructive feedback.

Leadership

A leader is a person who:

1. Sees the needs of others and considers them important,
2. Stands on the side of truth, even if they stand alone.
3. Acts on behalf of another, even if they are inconvenienced.

Communication

1. Recognize and use proper verbal and non-verbal communication
2. Use good listening skills.
3. Respect different points of view.
4. Avoid sarcasm, put-downs and gossip.
5. Ask questions that begin with "w" or "h" to discover what is important to other people.
6. End on a positive note and thank others for communicating

Grades K-5 Discipline Cycle

Introduction

Opportunities to teach children the 15 self-discipline skills abound within any school day. Teachers model the skills, pre-teach ways to demonstrate the skills, infuse skill language in other curriculum, and they use prepared lesson plans to directly teach the skills. An excellent time to teach the skills is when disruptive behavior occurs.

Because teachers believe that confrontation (coming face to face) is part of their task as disciplinarians, they welcome opportunities to help children help themselves. All disruptive behavior is routinely handled on the spot by the adult witnessing the behavior.

Each classroom teacher works with the students to make sure rules are understood and the reasons for the rules are taught. Students learn that each adult may have different procedures in helping them follow the rules.

When a procedure becomes so important that the membership of the group depends upon everyone following the procedure, it becomes a rule. Each class establishes its own norms for classroom management. Students are tested orally and in writing to ensure that they know and understand how rules safeguard each person's rights.

Broad rules that affect the daily living together of all members of the Christ the King School Community include these:

- 1. Show respect to others and your school.**
- 2. Contribute to the learning environment.**
- 3. Follow classroom procedures.**

Both students and the adults understand that the long-range goal of achieving self-discipline gives direction and purpose to the short-term consequence a person incurs when a rule is broken. Such consequences will be determined at the discretion of the administrative team depending on the seriousness of the situation.

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

1. Is in physical or psychological danger or puts another in danger.
2. Is abusive in speech, action or gesture.
3. Is irrational or unreasonable.
4. Pushes beyond the limits of respect in speech or actions
5. If repeated correction from an adult does not help the student gain self-control.

If possible, the adult who removed the student will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the main office, receive no credit for that class, and the Four Step Discipline Cycle will be set in motion. This cycle is outlined here so that it is clear and consistent for all students, parents, and staff members

Step One

The student, teacher and Director of Student Life meet

1. Together they begin the referral form.
2. Student completes referral form and returns it with parent's signature.
3. The student is held accountable for the plan developed.

Step Two

If a student receives 2 forms within a two-month period, all the written documentation that indicates the work the student has already completed will be forwarded to the Associate Principal.

1. The student meets with the Associate Principal and the Director of Student Life.
2. The student notifies a parent by phone or note that a detention has been earned.
3. A conference is held with a parent, teacher(s), student, Associate Principal and the Director of Student Life to write a plan with a measurement for progress to assist the student in developing self-control.
4. The discipline cycle is reviewed with parent.

Step 3

If a student is sent to the main office a third time within a two month period or in extreme cases when the principal determines the seriousness of the action warrants starting at Step Three.

1. The student meets with the Administration
2. The student notifies the parent that a suspension of up to three days has been

earned. The length and type, in school or out of school, will be determined by the principal.

3. A recommendation may be made to have the family visit with a counselor or other specialist.
4. All schoolwork missed during the period of suspension is completed before the student rejoins the class. *Student will not receive credit for missed work during Suspension (P4040)*
5. A probationary time period to monitor and review progress is set once the student is ready to return to class.

Step Three can be repeated as long as a student is able to demonstrate that learning from mistakes is occurring and shows willingness to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the cycle.

Step Four

The principal will recommend an alternative school.

1. The decision to terminate the relationship between school and the student rests with the Principal and Pastor.
2. If termination is the decision, the student's parents are notified in writing, the reasons for dismissal will be given, and the right to request a hearing will be explained.
3. The termination may be reconsidered by the principal and pastor when a written request for a special hearing is made by the parent.

Bullying Behavior

Grades K-2

Verbal

Name-calling, insulting, or other behavior that would hurt other's feelings or make them feel bad about themselves-spoken, written or drawn.

Exclusion

Starting rumors, telling others not to be friends with someone, excluding someone from the lunch table or from a group activity.

First time:

Loss of one recess*
Meet with counselor

Second time:

Loss of two recesses
Call Parents
Meet with counselor

Third time:

In-school suspension
Meeting with parents, counselor, principal

Fourth time

Parent and child meet with Advisory Board

Physical

Rough play, pushing, slapping, grabbing, hitting, etc.

First time:

Call parents
Letter of apology
Meet with counselor

Second time:

In-school suspension
Meet with counselor

Third time:

In-school suspension
Meeting with parents, counselor, principal

Fourth time:

Parent and child meet with Advisory Board

Severe physical or verbal

Punching, fighting, racial slurs, etc.

First time:

Call parents
Suspension
Letter of apology
Meet with counselor

Second time:

Parent and child meet with Advisory Board

Third time:

Expulsion

***Loss of recess is an example and other privileges may be substituted as appropriate.**

Please note that consequences are subject to change at the discretion of the school board and/or principal.

Grades3-5

Verbal

Name-calling, insulting, or other behavior that would hurt other's feelings or make them feel bad about themselves-spoken, written or drawn.

Exclusion

Starting rumors, telling others not to be friends with someone, excluding someone from the lunch table or from a group activity.

First time:

Loss of two recesses*
Call parents
Meet with counselor

Second time:

Call Parents
Loss of two recesses
Detention
Meet with counselor

Third time:

In-school suspension
Meeting with parents, counselor, principal

Fourth time:

Parent and child meet with Advisory Board

Physical

Rough play, pushing, slapping, grabbing, hitting, etc.

First time:

Call parents
Letter of apology
Detention
Meet with counselor

Second time:

Call parents
In-school suspension
Meet with counselor

Third time:

In-school suspension
Meeting with parents, counselor, principal

Fourth time:

Parent and child meet with Advisory Board

Severe physical or verbal

Punching, fighting, racial slurs, inappropriate language, etc.

First time:

Call parents
Letter of apology
Suspension
Meet with counselor

Second time:

Parent and child meet with Advisory Board

Third time:

Expulsion

***Loss of recess is an example and other privileges may be substituted as appropriate.**

Please note that consequences are subject to change at the discretion of the school board and/or principal.

MIDDLE SCHOOL DISCIPLINE POLICY

Dress Code Infractions

Shirt is not tucked in
 Shoes improperly tied or untied
 Improper uniform
 Unacceptable socks
 No belt
 Shirt/short length
 Hair length/color
 Jewelry, make-up, nail polish
 Identification tag
 Other infractions

5 Violations:

Notice of Concern
 Miss next jean day or dress down day

10 violations:

Notice of Concern
 Student held in office until in proper uniform
 Miss next jean day or dress down day

15 violations:

Notice of Concern
 Student held in office until in proper uniform
 Loss of all jean day/dress down day privileges
 for the remainder of the school year

15+ violations:

Notice of Concern
 ½ day In School Suspension

Academics

Grade of 70% or below:

First Time

Notice of Concern
 Ineligibility for two weeks

Second Time

Notice of Concern
 Ineligibility for two weeks
 Parent/Teacher Conference

Third Time

Notice of Concern
 Ineligibility for two weeks
 Parent/Principal Conference

Fourth Time

Notice of Concern
 Teacher/Parent/Student Conference
 *Academic Probation Plan

* An Academic Probation Plan is developed with the Teacher, Parent and Student and approved by the Principal. If the student fails to adhere to the plan, or is incapable of improvement, she/he must adhere to the plan's predetermined consequence.

Missing Assignments

Unexcused missing work nets a zero for the student's grade, no exception or extensions. It is the student's responsibility to make up all work that is missed because of an excused absence (within one day for each day absent). Upon returning, the student should meet with each teacher to obtain necessary assignments. Work that is not made up will be considered the same as work not submitted. Missing work must be completed even after the zero for the work has been given.

Any assignments given prior to a student's absence are expected to be turned in the day the students returns. Students who miss a test because of an absence will be expected to take his/her test on the day the student returns to school.

Plagiarism /Cheating

Plagiarism

Plagiarism (According to Encarta:

http://encarta.msn.com/dictionary_/plagiarism.html)

"Definition: 1. **Stealing somebody's work or idea:** the process of copying another person's idea or written work and claiming it as original."

"2. **Something plagiarized:** a piece of written work or an idea that somebody has copied and claimed as his or her own."

Cheating

Cheating (According to Encarta:

http://encarta.msn.com/dictionary_/cheating.html

"Definition: 1. **Deceive somebody:** to deceive or mislead somebody, especially for personal advantage

2. **Break rules to gain advantage:** to break the rules in a game, examination, or contest, in an attempt to gain an unfair advantage"

Cheating by any means on any test or quiz
 Copying the written work of another student
 Supplying another student with answers

Please remember to check you child/children's work. At times, students use other's work to try to finish a paper as fast as they can. This action can and will result in consequences that are not favorable to your child.

Consequences for plagiarism and or cheating may include, but are not limited to, the following list:

Notice of Concern

A grade of zero for the test/written work

Write a letter to the Pastor explaining why you plagiarized/cheated on your assignment

Principal/Parent Conference

Points off conduct grade

Loss of field trip

Meeting with the school counselor

Ineligibility

Detention

*Suspension (in-school or out of school)

*** Diocesan Policy 4530**

Any student accused of wrongdoing in violation of a school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

Behavioral (per trimester)

3 points off conduct grade for each infraction

Talks excessively

Displays disrespect

Ignores correction

Negative attitude

Repeats disruptive actions

Distracts other students

Unexcused tardiness between classes

Missing books

Eating/chewing gum

Conduct grade at or below 93%

Notice of Concern

Student/Teacher Conference

Conduct grade at or below 85%

Notice of Concern

Parent/Teacher Conference

Detention

Referral to counselor and/or chaplain

Conduct grade at or below 80%

Notice of Concern

Loss of classroom reward

Conduct grade at or below 76%

Notice of Concern

Parent/Principal Conference

Behavioral Plan developed

Loss of field trip privileges

Conduct grade at or below 70%

Notice of Concern

Ineligibility for two weeks

One day in-school suspension

**Students losing 10 points in conduct within one week will be ineligible to participate in any extra-curricular activities for a period of two weeks*

Serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in immediate suspension and/or expulsion.

Bullying Behavior

Grades 6-8

Verbal

Name-calling, insulting, or other behavior that would hurt other's feelings or make them feel bad about themselves – spoken, written or drawn.

Exclusion

Starting rumors, telling others not to be friends with someone, excluding someone from the lunch table or from a group activity.

First time:

Call parents

2 Quiet lunches*

Meet with counselor

Second time

Call parents
2 Quiet lunches
Detention
Meet with counselor

Third time:

In-school suspension
Meeting with parents, counselor, principal

Fourth time:

Parent and child meet with Advisory Board

Physical

Pushing, slapping, grabbing, hitting, etc.

First time:

Call parents
3 Quiet lunches
Meet with counselor

Second time:

Call parents
In-school suspension

Third time:

In-school suspension
Meeting with parents, counselor, principal

Fourth time:

Parent and child meet with Advisory Board

Severe physical or verbal

Punching, fighting, racial slurs, inappropriate language

First time:

Call parents
Letter of apology
Suspension
Meet with counselor

Second time:

Parent and child meet with Advisory Board

Third time:

Expulsion

***Loss of recess is an example and other privileges may be substituted as appropriate.**

As it is impossible to anticipate all forms of deviant behavior, the school administration

reserves the right to impose disciplinary action, as it sees fit, on conduct not specifically covered in our discipline policy.

Cell Phone/Electronic Device Use
Unauthorized PossessionFirst Time

Confiscate
Hold in office for parent

Second Time

Confiscate
Hold in office for parent
10 points off conduct grade

Third Time

Confiscate
Hold in office for parent
15 points off conduct grade
½ day in-school suspension

Unauthorized use during class/school day

(If used for cheating or is untruthful about use, see cheating punishment.)

First Time

Confiscate
Hold in office for parent
8 points off conduct grade
½ day suspension

Second Time

Confiscate
Hold in office for parent
15 points off conduct grade
1 day suspension

Third Time

Confiscate
Hold in office for parent
15 points off conduct grade
2 day suspension

**Irregular Attendance
Diocesan Policy 4040**
Absent 6 days

After a student is absent 6 days per school year, a school administrator, attendance clerk, or

counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.

Absent 12 days

After the student is absent over 12 days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.

Absent 15 days

After a student is absent over 15 days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

Dress and Appearance Code

Christ the King reserves the right at any time to make adjustments in the dress and appearance code. Final interpretation of the code rests solely with the school administration.

Philosophy

There are several important reasons why Christ the King has established a dress and appearance code. Christ the King, as a Catholic school, cannot allow clothing and accessories that are counter to religious values of modesty and self-respect. We believe that uniformed dress produces good behavior and morale. Christ the King represents itself as a religious school with strong values; proper dress shows who we are to others. Finally, since Christ the King draws students from a variety of economic backgrounds, the dress and appearance code gives each student equal standing among their peers.

Enforcement

Conforming to the dress and appearance code is one of the easiest ways for the students to show their cooperation and support of Christ the King School.

All students are expected to conform to the dress and appearance code of Christ the King School. Any classroom teacher or other staff member may send a child to the office for a dress code violation. In addition to improper clothing, dress code violations include, but are not limited to, lack of school issued name tag, not wearing a belt, socks not visible, shoes

purposely untied, wearing jewelry or other items not acceptable in the description of proper dress code for Christ the King School.

Dress Code For All Students

The official school outfitters of Christ the King School are Schoolbelles, Lands' End School, Creative Promotions and EmbroidMe. Catalogs and/or order blanks are available in the school office upon request. Clothing may be purchased at local area stores if and only if the style of clothing matches that of this code and those sold by Schoolbelles, Lands' End School, Creative Promotions and EmbroidMe.

The dress and appearance code is in effect during the school day and any functions where the student represents the school such as service hours or field trips.

Students are expected to attend school in clothing that is clean, neat, fits comfortably (not too large or too tight), is not tattered, ragged or torn. Clothing that displays pictures, language, or symbols that are vulgar, violent, sexual, drug/alcohol related or in any way offensive or disruptive to any one at school is not acceptable school attire.

Pants/Trousers

Boys and girls may wear navy blue or khaki dress pants in the "Docker style." They must be pleated or relaxed front. They should be tapered or straight-legged (no flare, bell-bottoms) and made from cotton blends or corduroy. They must have belt loops and belts must be worn. They may not have any exterior pockets, split seams, frayed legs, excessive exterior stitching, seams, grippers, rivets, elastic/drawstring waists or hems or be 'hip-huggers'. Pants must fit properly and be worn at the natural waistline. Primary grades may wear pull up trousers that conform to the above specifications.

Shorts

Boys and girls may wear navy or khaki walking shorts of the same material as the pants/trousers. The length of the shorts may be no shorter than 3 inches above the knee for boys and girls. The designation of walking shorts implies a longer length. These include Capri style for girls. These shorts may be worn from the first day of school until mid-October (exact date to be announced each year) and begin again on May 1 (or the first school day after May 1) until the end of the school year.

Students in the primary grades may wear pull up shorts.

Shirts

Boys and Girls must wear navy blue, white or khaki knit polo shirt. The knit shirt has a sewn-in ribbed collar, 2 or 3 button placket and ribbed sewn cuff (long sleeve), banded cuff (short sleeve). There may be no embroidery except the CKS logo. Polo collars must be plain with no trim.

Students may also wear the long or short-sleeved CKS T-Shirt or the CKS tie-dye T-shirt on Friday of each week unless the school administration says otherwise.

Shirts must be tucked in at all times. Shirts must also be a length that allows them to remain tucked when sitting or standing.

Skirts/Jumpers/Culottes

Girls must purchase their plaid skirts, jumpers or culottes from the Schoolbelles Uniform Company. There are two styles of plaid skirts available for the girls, pleated and kick pleated. There is no determination of which grade level is appropriate for wearing skirts or jumpers. Culottes may be worn during the entire school year. Culottes are subject to the same length regulations as skirts, no more than two inches above the knee.

In addition, girls in grades 6-8 may purchase a plain khaki or plain navy skirt from Lands' End. These skirts may not be purchased from any other source. A white, navy or khaki polo must be worn with the skirts.

Girls may wear a white blouse or their white polo shirt with their jumper. The blouse may be long or short sleeved but must have a collar. The blouse cannot have any ruffles, piping or embroidery trim. Students wearing culottes must wear their blue or white polo shirt. White blouses are to be worn only with jumpers.

Shoes

Durable flat-soled shoes or athletic shoes may be worn. Shoes must be tied, buckled or fastened for safety. No style of boot (hiking, engineer, cowboy, etc.) may be worn in school, regardless of the season. Students must bring appropriate shoes to change into in the winter months. Shoes must have a closed toe and

completely enclose the foot. Shoes must have heels less than one inch.

Roller shoes, sandals, clogs, and thongs are not permitted.

Stockings/Socks

White or navy blue stocking/crew socks are acceptable. Girls may wear stockings, hosiery or tights. Leggings are not acceptable. Socks or hosiery must be worn at all times. There should be no logos on the socks. Socks must be visible.

Sweatshirts

An approved CKS navy blue sweatshirt may be worn throughout the year on a daily basis. All sweatshirts must have the CKS logo. The sweatshirts must be worn with a uniformed shirt as described above.

Sweaters

Navy blue sweaters and sweater vests for girls and boys are an optional part of the dress code ensemble. These sweaters and vests may be purchased locally as well as through Schoolbelles and Sew Country. The sweaters and vest must be solid navy with no embellishments or logos. Cardigans, crew or v-neck pullovers, button or pull over vest are all acceptable. Zipper front or polar fleece sweaters and vests (with the school logo) are permitted. All sweaters and vests must be worn over the required dress code shirt.

Undergarments

If an undergarment is worn under uniform shirts, they must be white (free of any writing, signs or symbols). If wearing a T-Shirt, it must have the same sleeve length as the uniform shirt being worn.

Belts

Simple, dark black or brown colored belts must be worn around the waist of pants. They should be an appropriate length. These belts should be dress belts with no decoration.

Physical Education

Students may wear any loose fitting shorts and T-shirts that are appropriate for a Catholic school. An optional CKS gym uniform is available for purchase from Soccer Etc. (order blanks are available in the school office). A separate pair of athletic shoes that have not been worn outdoors is required for physical education.

Jewelry/Earrings

The only jewelry permitted is a watch, and/or a religious medal or cross on a small chain. The chain should be plain and without ornamentation. A religious scapular and a medical alert bracelet or necklace may also be worn. Medical alert necklaces and religious scapular are to be worn underneath a uniform shirt.

Girls may wear post earrings; no hoops or long dangling earrings are to be worn.

Body piercing and tattoos are unacceptable for all students.

If a student does not follow the policy on jewelry the following consequences will apply.

- I. **The first time you will be warned.**
- II. **On you second violation the jewelry will be taken and held for the remainder of the year. You may then pick the jewelry up at the end of the year.**

Hair

Hairstyles should be neat, well groomed and not radical or distracting to other students. Hair color should be the student's natural hair color. Hair ornaments should be plain and small in size, such as headbands, scrunchies, or barrettes. Beads or other hair decoration are not permitted.

Boys' hair may be no longer than the collar length and mid-ear on sides. Students will be given three days in which to comply with this rule after a warning is given.

Makeup

Makeup, if worn at all, should be modest and virtually unnoticeable. Only neutral colors may be used. No sparkles or glitter may be used. This includes nail polish. Only clear nail polish (without tint) may be worn. Any teacher may request that a student remove their make up or nail polish.

Announced Blue Jean Days

Students may wear blue jeans, blue jean skirts or blue jean jumpers to school. Jeans must be loose-fitting, regular cut, plain colored, exclusive of decoration. Blue jean shorts may be worn if

the announced day falls during the designated period of the year when uniform shorts are also permitted. Blue jean shorts must meet the same length requirements as uniform shorts. Students may wear T-shirts or sweatshirts that are appropriate for the Catholic school. Athletic jerseys may also be worn when their school-sponsored team is actively in season. The following items are not to be worn on non-uniform days: breakaways, cargo pants windbreakers, sweatpants and similar items deemed inappropriate by school administration. Students have the option to wear their regular school uniform on announced blue jean days.

If a student does not follow the jean dress code the following consequences will apply.

- The first time the student doesn't follow the jean dress code they will lose the privilege of wearing jeans the next jean day.
- If the student fails to follow the jean dress code a second time they will lose jean privileges the rest of the year.
-

Announced Dress Up Days

Boys may wear dress pants, dress shirts, dress shoes and sweaters or vests of any color. For certain events, a tie may be required. Girls may wear dresses and skirts no shorter than three inches above the knee. Dress pants may also be worn. Sleeveless and spaghetti strap garments must be covered at all times. Clothes should be loose fitting and appropriate for a Catholic school. Blouses that are low cut or too short to be tucked in are not considered appropriate. Nylons must be worn. Shoes must not have a heel more than 1 1/2 inches high for safety reasons. Jeans, cargo pants, windbreaker pants and athletic shoes may not be worn by either boys or girls to any of the events that are announced as dress up days.

Religious Issues Diocesan Policy 4410

The teaching and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

- I. **Pregnancy – Elementary Student**
Every human being is created in the image and likeness of God; and his or her life must be respected and protected from the moment of conception until natural death.

When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the students and his or her family.

While the first responsibility for the pastoral, spiritual, and psychological care of the students involved in a pregnancy belongs to the parents/guardians of the student(s), the Church and the school also bear serious responsibility.

When a pastor/principal is made aware that a student(s) is pregnant, the following action shall be taken:

- A. The pastor and principal should meet with both parties, the male and female, and their parents/guardians to investigate the situation and to assure them, if necessary, that the young people involved will be provided the opportunity to complete his/her education in the Catholic school without interruption.
- B. Both parties, the male and female, should then be referred for pastoral counseling given by a priest and a social worker or psychological counselor. The counseling must emphasize the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
- C. The pastor and principal must seek to assist the young people to ensure that the child is born, not aborted.
- E. The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the pastor, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

II. Abortion

Every human being is created in the image and likeness of God, and his or her life must be respected and protected from the

moment of conception until natural death. The Church views abortion as a grave violation of this principle and the Catholic school must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and of its policies.

Therefore a student enrolled in a diocesan school who obtains a completed and verified abortion or who aids or induces another person in any manner whatsoever in procuring such an abortion shall be suspended immediately and may be denied the privilege of continuing his or his education in a diocesan school, as determined by the Bishop.

A confidential meeting shall be held with the student(s) and parent(s) involved, the pastor, the school principal, and a person(s) designated by the Bishop, if so desired. The purpose of this meeting will be to ascertain the facts relevant to the commission of the abortion, to provide appropriate pastoral assistance, and to make a recommendation to the bishop regarding the student's suspension or expulsion.

III. Invalid Marriage

The school administration will defer the decision regarding the disposition and continued enrollment of any student who has entered into an invalid marriage to the Vicar of Education or a delegate of the Bishop.

Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding Diocesan Policy 4420

The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C.31-6-4-3-(a)(7), and, in that case, the matter shall be referred to the Child Protective Services.

Grounds for Suspension or Expulsion of Students Diocesan Policy 4520

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
 - A. On school grounds;
 - B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event; or
 - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or the Diocese.
- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.:
 - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
 - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
 - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging any other person, student, school employee, or school.
 - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
 - E. Threatening or intimidating any individual for whatever purpose.

- F. Violation of the diocese's Gun-Free School Policy
- G. Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function..
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

Disciplinary Review for Suspension and Expulsion Diocesan Policy 4530

Any student accused of wrongdoing in violation of school or diocesan policy that could result in

the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

Student Accused of a Non-School Related Criminal Act Diocesan Policy 4550

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and /or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's after consultation with pastor and/or Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

Gun-Free Schools Diocesan Policy 4560

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon

while en route to or from school or school activities, or while on school property or at school activities. A violation of this policy carries an automatic expulsion from school. The term of expulsion shall be established by the principal after consultation with the Superintendent of Schools. Subject to modification by the Superintendent of Schools, a student expelled for bringing a firearm or destructive device to school or a school activity or for possessing a firearm or destructive device on school property or at a school activity may not return to the school until the first school semester after a one (1) year expulsion period. Exceptions may be made to this policy concerning antique or ornamental firearms or weapons that are transported or possessed for an authorized educational purpose, or firearms or weapons that are used as part of an authorized school program or activity. Any exception must be approved, in advance and in writing, by the principal. A violation of any limitation or requirement contained within a policy exception that is granted by the principal shall be considered a violation of this policy.

Principals will provide information to the Catholic Schools Office annually concerning the following:

- I. a description of circumstances surrounding any expulsions imposed under the policy;
- II. the number of students expelled from the school under the policy; and
- III. the types of instrument concerned.
- IV. For purposes of this policy the term "firearm" means:
 1. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
 2. the frame or receiver of any such firearm; or
 3. any firearm, muffler or firearm silencer.
- V. For purposes of this policy, the term "destructive device" means:
 - A. an explosive, incendiary, or poison gas;

- B. bomb;
 - C. grenade;
 - D. rocket having a propellant charge of more than one-quarter ounce.
 - E. Missile having an explosive or incendiary charge of more than one-quarter ounce;
 - F. Mine;
 - G. Device similar to any of the devices described in clauses;
 - H. Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one half inch in diameter; or
 - I. Any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled.
- VI. For purposes of this policy, the term “deadly weapon” means any firearm, destructive device, weapon, taser, electronic stun weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.

Substance Abuse Diocesan Policy 4570

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or the school’s counselor shall meet with the student and arrange a conference with the

student’s parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student see a substance abuse counselor for an evaluation at the parent/guardian(s) expense and to require that recommendations for treatment be implemented and followed by the student as a condition for the student’s continued enrollment in the school. Should the student or the student’s parent(s)/legal guardian(s) refuse to cooperate, the principal may require the student to withdraw from school.

Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school’s policies or rules and regulations of student behavior, regardless of whether the violation involved was related to a substance abuse problem.

Sexual/Racial Harassment Prohibition Diocesan Policy 4580

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from sexual or racial harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure. The use of the term “employee” in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities.

Student Locker and Vehicle Inspection Diocesan Policy 4590

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with this policy.

I. Persons and Personal Belongings

The school reserves with right to examine the contents of the student's pockets, purses, back packs, book bags, or other personal belongings when an administrator has reasons to suspect they may contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.

II. Student Lockers

All lockers, school desks, cloak rooms, etc. ("lockers") made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms, are the property of the school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items necessary for use at school, but the lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or an education function, or which are inappropriate or forbidden by federal or state law or diocesan or school policy or rules. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy in a locker or its contents.

The school retains the right to inspect the locker and its content to ensure that the locker is being used solely in accordance with its intended purposes.

Each school shall develop rules and procedures for the inspection and maintenance of school lockers.

Searches will be conducted by the administrator or administrator's adult designee in the presence of a witness.

At Christ the King, lockers have been provided for students in grades 4-8 for their convenience and use. These lockers must be kept in good order. No decals, stickers or other types of stick-on items are permitted in/on the lockers unless sanctioned by the school administration. Students may use commercially available locker products that are magnetized or are stackable. Lockers may not be locked. Teachers and/or Administrators may inspect the lockers at anytime for any reason.

Students are not permitted to enter another student's locker at any time or for any reason without the expressed permission of a teacher or administrator. Consequences for students who violate this rule will be determined by the administration.

Diocesan Internet Acceptable Use Policy Diocesan Policy 4620

I. Background

The Internet is an "electronic highway" connecting millions of computers all over the world and millions of individual users, allowing students access to communicate with fellow students all over the planet.

The Internet is an international collection of thousands of independent networks. It links tens of thousands of computers with the ability to communicate as if on a single network. The Internet provides a means for people to interact and associate with others.

Internet access is now available to students and teachers at Christ the King School. The access is being offered as part of a collaborative project involving the school and a local Internet Service Provider. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

Electronic information research skills are now fundamental to the preparation of citizens and future employees during an Age

of Information. It is expected that staff will blend thoughtful use of such information throughout the curriculum and assist students in the appropriate use of such resources.

Use of the Internet enhances the present curriculum of diocesan schools. The Internet is a tool for motivation for increasing reading and writing skills. It is a resource for information and for classroom research projects and other studies related to the curriculum. It provides communication with professionals in every field.

Use of the Internet is determined to be a privilege and not a right of the students in the Catholic schools. As such, Internet usage will be regulated.

II. School's Responsibility

The diocesan Catholic schools will each employ a statement of policy stating the Acceptable Use of the Internet in the school and utilize written Internet User and Permission Agreements. These written agreements are to be signed by students, their parents/guardians, and teachers. They outline the agreed to terms and conditions of Internet use and shall be kept on file. The policy specifically sets out acceptable uses, rules of on-line behavior, and access privileges. It also covers the penalties for violations of the policy, including security violations and vandalism of the system.

All use of the Internet must be in support of education and research and consistent with the purposes and Christian mission of Catholic schools. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and to communicate with others. Access to the network services will only be provided to students after they agree to act in a Christian, considerate and responsible manner.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms that include guidelines for the student's responsibilities. Based upon the acceptable use guidelines outlined here, the Catholic school administrators will deem what is appropriate and inappropriate and their decision is final. The administration, faculty, and staff of the school may request the principal to deny, revoke, or suspend specific user accounts when violations occur.

The school is not liable for information stored on school diskettes, hard drives or servers; for information retrieved through school computers, networks, or on-line resources; for personal property used to access school corporation computers, networks, or on-line resources; or for unauthorized financial obligations resulting from use of Diocesan resources and accounts to access the Internet.

III. Acceptable Use

The use of the Internet and related technologies must be in support of education and research and consistent with the education objectives, purposes, and mission of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is imperative that users comply with the school's standards and honor the agreements they have signed.

Network storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private.

A defined network etiquette is followed.

IV. Unacceptable Use

The use of the Internet connection in the school is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. The Catholic school administrators will deem what is appropriate and inappropriate, and their decision is final. The following are not permitted:

- A. Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- B. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
- C. Using violent, abusive, obscene or sexually explicit language.
- D. Harassing, insulting, or attacking others.
- E. Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- F. Violating copyright laws.
- G. Unauthorized use of another's password.
- H. Trespassing in others' folders, work, or files.
- I. Intentionally wasting resources.
- J. Employing the network for commercial purposes.
- K. Transmission of any material in violation of any federal, state or local law, regulation, rule or ordinance.

Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damages the software components of a computer or computing system is prohibited.

V. Consequences For Violations of the Privileges

The faculty, staff, or parents/guardians may request the administrator or designee to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. Internet policy is stated in the school handbook. Additional disciplinary action may be taken at the school in accordance with existing disciplinary practice as stated in the school handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved.

VI. Parents'/Guardians Responsibility

During school, teachers will guide students in accessing appropriate materials. Outside of school, families must bear responsibility for such guidance as they also must with information sources such as television, telephones, movies, radio, and other potentially offensive media.

It is the family's right to decide whether or not to apply for the student's independent access to an Internet account. The school administration and teachers believe that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Parents/guardians accept responsibility for guidance of Internet use, setting and conveying standards for the child to follow when selecting, sharing or exploring information and media. Parents/guardians will be responsible for any financial obligation incurred through the use of Internet and related technologies that is not specifically previously approved and included as part of the school's budget.

Parents/guardians are required to sign a Permission Form and an Acceptable Use Policy with their child. Students may not access networked computer services such as electronic mail and the Internet without this express permission. Individuals and families may be held liable for violations.

Parents/guardians will be notified that their children will be using school resources and accounts to access the Internet. Parents/guardians have the option to request alternative activities not requiring Internet access.

VII. School Professionals' Responsibility

The students will, in most cases, be closely supervised during usage of the network. Precaution will be taken that they are instructed on proper usage when they are working independently. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

Staff will provide at least two class periods of training in the proper use of the network. They will provide developmentally appropriate guidance to students during students' use of telecommunications and electronic information resources to conduct research and other studies related to school curriculum. As much as possible, access to the network will be designed to point student to resources which have been evaluated by staff, and students shall be provided with guidelines and list of information particularly suited to the learning objectives.

The smooth operation of the network relies upon the proper conduct of the ones who use it. They must adhere to strict guidelines. These guidelines include the responsibilities of not violating the privacy of other users, the right of free expression, and not plagiarizing other users' works.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the contexts of the school setting and the school's purpose and Christian mission. In some schools a limited precaution has been taken to restrict access to controversial material by using special software (for example, Surfwatch or Cybersitter).

The technology facilitator is responsible for determining and uncovering incorrect usage of the Internet and also for informing school authorities and the student in question. The facilitator reserves the right to inspect accounts when there is suspicion of misuse. The student is responsible for adhering to all rules and guidelines while online with the Internet.

Environmental Tobacco Smoke Diocesan Policy 5430

Effective January 1, 1995, all facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children.

SCHOOL FINANCES

School Tuition and Fees

I. The financial policy of the school is governed by policies established by the Parish Finance Council with the approval of the Pastor. All policies must conform to with the Catholic Schools Office and Diocesan Business Office procedures.

II. Tuition and Fee System

Christ the King School maintains a system of tuition and fees which partially funds the costs of operating and maintaining the school. The Per Pupil cost for the academic year of 2008-2009 is \$4,600. Tuition is calculated by taking Cost per Pupil minus the parish subsidy which is determined by parishioner status and number of children in the family. Kindergarten is not required in the State of Indiana. Tuition for Active Registered Parishioners in Kindergarten is \$2050 for half-day. Tuition for Active Registered Parishioners in Grades K-8 is \$3200.

Fees at Christ the King include the following:

Registration Fee \$125.00 per student
(This fee includes diocesan assessments that include marketing, Student insurance, and other administrative expenses.)

Textbook Fee \$150.00 per student
(This fee is for purchasing new textbooks every summer)

Technology Fee Due in August

- 1 child - \$60
- 2 children - \$105
- 3 or more children - \$135

(This fee covers the lease agreements and upgrades for computers other technology in classrooms.)

Activity Fee \$40.00 per student
(This fee is for field trips, assignment notebooks, and other classroom projects during the year. This fee is collected at the beginning of school year.)

Graduation Fee \$50.00 per student
(This fee is for eighth graders due at the beginning of the second semester for graduation expenses.)

Sacrament Fee \$35.00 per student
(This fee is for second and seventh graders who are preparing to receive a sacrament.)

All fees are non-refundable.

III. Tuition for Active Registered Parishioners

The above tuition shall be offered only to families that are Active Registered Parishioners. Active Registered Parishioners is defined by parish membership registration, regular parish financial support, and parish participation. The amount and/or frequency of parish financial support takes into account the diocesan endorsement of stewardship as an appropriate approach to parish financial support. Based on Internal Revenue Guidelines, no specific donation amount is stipulated.

IV. Tuition for Pupils from a Sending Parish

A "sending parish" is defined as

- A. a parish without a school,
- B. a parish with a school with a waiting list at a specific grade level(s), or
- C. a parish in which school does not offer the needed grade level(s), e.g., K-8

The tuition for pupils from a sending parish shall be the same as the tuition for pupils from within the parish if the non-parish family is able to demonstrate that it meets the definition of Active Registered Parishioner within the home parish. An affidavit of Active Parishioner Status must be signed by the Pastor of the sending parish.

Any family that does not meet the definition Active Registered Parishioner under Paragraph III above shall be charged non-parishioner rate for each child as tuition.

V. Tuition Tiering

Christ the King school shall tier its tuition for Active Registered Parishioner families that have more than one student simultaneously attending the parish school in grades 1-8. The tuition tiering is as follows:

- A. 100% of full tuition for the first child
- B. 75% of full tuition for the second child
- C. 50% of full tuition the third child
- D. 0% of full tuition for the fourth or more children

VI. The final decision concerning tuition rests with the pastor in consultation with the Catholic Schools Office and the Diocesan Business Office.

Tuition Collection

- I. Christ the King School has three methods of collecting tuition. The three are:
 - A. Full payment due in July. This tuition option will receive a discount.
 - B. FACTS payment option. Automatic deduction from checking account on a monthly or quarterly basis.
 - C. School Parish semi-annual billing. Payments are due in July and December.
- II. All previous tuition payments must be current for the student to be considered eligible for re-enrollment. (Diocesan Policy 5140)
- III. Grade card or transcripts for a student will be withheld until all tuition and fee bills are paid in full. Promotion to the next grade will not be processed. No official transcript or diploma will be sent from any elementary or high school until all tuition and fees are paid in full. Verbal grades may be released to aid in placement.
- IV. All tuition collection enforcement procedures shall be administered only by the Pastor or upon consultation with the Pastor.

Tuition Assistance Plan

Christ the King Parish has a tuition assistance plan to assist families with payment of tuition based on financial need. Need-based application for assistance are based on need and considered by the parish after the applicant has submitted sufficient financial information. This information includes the requirement to submit a schedule of the family's income and expenses as well as a schedule of assets and liabilities and support materials such as tax returns.

Tuition assistance for a child who is sent to school in another parish is the primary responsibility of the home parish.

Diocesan Financial Assistance to Large Families Diocesan Policy 5710

The Large Family Fund has been established to provide tuition assistance to families with three or more children in Catholic elementary or high schools within the Diocese of Fort Wayne-South Bend. It is designed as a supplement to the tuition assistance provided to the family by the local elementary or high school.

- I. Families of Catholic school students meeting the following criteria may be eligible for financial tuition assistance from the Large Family Fund administered through the Catholic Schools Office of the Diocese of Fort Wayne-South Bend:
 - A. At least one parent must be an Active Registered Parishioner, AND
 - B. Must have three or more students who are currently attending or would attend (with financial assistance) a Catholic elementary and/or high school, AND
 - C. Must demonstrate serious financial need.
- II. A family meeting the above criteria shall first apply for financial assistance through normal school procedures. A family should contact the school office at the elementary and/or high school, as appropriate, for information on such procedures.

After local school application is completed, families seeking financial assistance from the Large Family Fund shall apply through the Facts Grant and Aid Assessment. Applications are automatically submitted to the Catholic Schools Office.

- III. The Large Family Fund Committee composed of the Vicar of Education, the Superintendent of Schools, and three persons appointed by the Bishop, shall review all completed applications.
- IV. The amount of assistance will be based upon the availability of funds, the recommendation of the Committee, and the Bishop's discretion. A family generally may not receive more than the following amount for a specified period of time:

- A. one-half of the total elementary tuition for all elementary school children AND/OR
- B. one-half of the total high school tuition for all high school children

The Committee, in its discretion, may recommend to the Bishop that additional funds be awarded based upon extenuating circumstances.

- V. The Bishop's decision shall be final and binding.
- VI. To be considered for Large Family Assistance, a new application must be submitted through Facts each school year regardless of whether such assistance was granted in a prior school year.

Insurance

All students are covered by diocesan insurance while they are in school or are engaged in any school related activity that is supervised by school personnel or their designee.

Parent Responsibility

Parents are financially responsible for property and/or books damaged by their children. School property is Church property. Therefore, it is to be treated with the same consideration. The following rules should be observed:

1. Avoid marring or defacing in any way school furniture, books, equipment, or walls on the parish property.
2. Textbooks should be covered at all times.
3. Respect the privacy of teachers' as well as other students' desks, papers and property.