







Dear Families,

On behalf of the faculty and staff, welcome to Christ the King! Christ the King is a school that is rich in tradition and dedicated to our faith and family. It is our mission at Christ the King to seek to further God's kingdom by developing spiritual and scholarly Christians who know, understand, and live their faith. We strive to do this through worship, academics, and service.

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 in 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.

At the heart of what we do is faith formation. The children of today are our future, and as parents and role models of the faith, we need to guide our children onto the right pathways. Through attending weekly Mass, participating in Eucharistic Adoration, Reconciliation, Faith Families, service projects, sacramental preparation, and daily prayer, our students learn to cherish and live their faith today and always.

It is my privilege to serve as your leader. My door is always open, so please feel free to come in and talk with me! Thank you for choosing Christ the King as your Catholic school. May God be with our community and watch over us all!



Sincerely Yours,

A handwritten signature in black ink that reads "Stephen R. Hoffman". The signature is written in a cursive style.

Stephen R. Hoffman  
Principal

BUILDING CHRIST'S KINGDOM THROUGH WORSHIP, ACADEMICS, & SERVICE



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# ADMINISTRATION & RESPONSIBILITIES

## ACCREDITATION

Christ the King Catholic School is accredited with the State of Indiana and is a full member of 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.

- I. Students will increase their knowledge base for developing writing skills and will improve in the general skills and strategies of the writing process.
- II. Students will increase their knowledge base for solving mathematical problems and will increase their ability to identify a problem and the steps necessary to solve it. Students will also continue to work on computation.
- III. Students will increase their knowledge base for being respectful to others and behaving in a manner that is considerate of others' feelings. Students will also increase their understanding of conflict, cooperation, and interdependence among individuals, groups, and institutions.

## SCHOOL AND 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 each 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 children from 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.

## OFFICE HOURS

Office hours are 7:00 am - 3:30 pm during the school year and 8:00 am - 2:00 pm during the summer. The school office will be closed during the month of July.

## USE OF SCHOOL FACILITIES

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 business office at 574-272-3113. The business office and pastor must approve all activities after 3:00 pm. Granted requests will be placed on the parish calendar in the rectory office.

## COMMUNICATION FOLDERS

Communication folders are utilized to expedite the information flow between home and school. An envelope will be sent home approximately one Wednesday a month, with additional communication being sent weekly by e-mail. The folder should be returned the next day.

## TELEPHONE

The office telephone is available to students for emergency only. Forgotten supplies, lunches and homework are not considered emergencies. If forgotten items are brought to school, parents should leave them with the Administrative Assistant in the office, who will see to it that the child receives them. The office staff is not free to run messages to students. Telephones in the classroom are for teacher use only. Students may only use these phones with the teacher's permission.

## SOLICITATIONS

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.

## SCHOOL SUPPORT ORGANIZATIONS

Christ the King's support organizations offer families many ways to help the school fulfill its mission. The Home and School Association (HASA) and the Athletic Association foster the attainment of the school's goals. All families are encouraged to participate in these organizations.

Additionally, the School Board is comprised of school parents who meet throughout the year to advise the administration on a wide variety of issues in the school.

## *HASA*

HASA is the parent-teacher organization at Christ the King, connecting the school, home, and parish communities. HASA plans a number of activities throughout the year to build community and support teachers.

## *Athletic Association*

The Athletic Association gives students the opportunity to participate in a wide variety of sports through membership in the Inner City Catholic League (ICCL). Students have the opportunity to compete in ICCL sports beginning in the 5th grade.

## *School Board*

Members of the School Board serve three-year terms, with a maximum of six years of service. They advise the Principal and the Pastor on strategic, school-wide issues. They are also instrumental in the creation and execution of the School Strategic Plan, which outlines plans for continuous improvement in the areas of Catholic Identity, Curriculum & School Improvement, Marketing & Enrollment, Facilities & Capital Improvement, and Finance & Development.

# PARENT/LEGAL GUARDIAN CONCERNS PROCEDURE (DIOCESAN POLICY P2310)

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 issue with the classroom teacher in a formal manner (face-to-face or in writing).

**Step 2:** Address the issue with the Principal.

**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).

**Step 5:** Contact the Catholic Schools Office

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).

## *Communication Flow*

It is important that issues are discussed in the appropriate forum so that they can be resolved swiftly and so that all support organizations can function effectively. The following diagram illustrates where different types of issues should be addressed:

<b>Issue</b>	<b>First See</b>	<b>Notes</b>
Issues pertaining to individual students, teachers, classrooms, assignments, or disciplinary actions	Classroom Teacher	After formal discussion with the classroom teacher, follow the protocol outlined in Diocesan Policy 2310 (above)
Questions related to: <ul style="list-style-type: none"> <li>• Discipline</li> <li>• Dress Code</li> <li>• School Calendar</li> </ul>	Associate Principal	
Issues related to <ul style="list-style-type: none"> <li>• Classroom Technology</li> <li>• Power School</li> </ul>	Technology Coordinator	
Questions related to: <ul style="list-style-type: none"> <li>• Assessment</li> <li>• Academic Interventions</li> <li>• Classroom Support</li> </ul>	Director of Curriculum	
Issues related to: <ul style="list-style-type: none"> <li>• Tuition Payment</li> <li>• FACTS Setup</li> <li>• King's Club Billing</li> </ul>	Business Manager	
Questions related to: <ul style="list-style-type: none"> <li>• School Policies</li> <li>• Student Concerns</li> <li>• Teacher Concerns</li> <li>• SGO/Vouchers</li> </ul>	Principal	
Events and ideas related to <ul style="list-style-type: none"> <li>• Community-Building</li> <li>• Teacher Appreciation</li> <li>• Parent Volunteerism</li> </ul>	HASA	
Questions or concerns about <ul style="list-style-type: none"> <li>• Catholic Identity</li> <li>• Curriculum &amp; School Improvement</li> <li>• Finance &amp; Development</li> <li>• Marketing &amp; Enrollment</li> <li>• Facilities &amp; Capital Improvement</li> </ul>	School Board	Minutes of School Board meetings will be made available to parents. Parents can approach Board members to suggest agenda items for future meetings.

NOTE: Please do not bring class- or student-specific issues to HASA or School Board, since these issues should always be discussed first with the classroom teacher. If you have any questions about the right place to bring a particular concern, please ask the Principal or the Pastor.

## VOLUNTEERING AT THE SCHOOL

Volunteers play a large part in Christ the King's educational mission, and parents are encouraged to take advantage of the many volunteer opportunities that exist in the school.

Anyone interested in volunteering should contact the front office and speak to the Safe Environment Coordinator. The Safe Environment Coordinator will send the applicant a Volunteer Application, Diocesan Volunteer Manual and information on mandatory Safe Environment training. The applicant will then be contacted by a third-party company to initiate a mandatory criminal and sex offender check, which must be initiated within 24 hours of receiving it.

Under Indiana law, 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. Before a person is placed in a volunteer position that would involve regular contact with children, the following items must be completed successfully:

- Volunteer Application
- Acknowledgement of the Volunteer Manual
- Certificate of Completion for Safe Environment training
- Criminal and Sex Offender Background Check

The principal has the right to discontinue the use of a volunteer's service at the school at his or her discretion.

# ADMISSION & ENROLLMENT

## ENROLLMENT (P4010)

### *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 religion, color, race, gender, or national origin, and reasonably accommodate students with disabilities in its educational programs.

### *III. Admission Assessments*

All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

**If due to health concerns, a family may utilize virtual learning; however, it is a Trimester commitment. Virtual learning allows for instructional learning to be delivered in real-time by the student's classroom teacher.**

Upon review of test data and other relevant information, the principal will make a determination regarding the school's ability to meet the needs of the student tested.

## **Public Health and Safety**

During public health and safety emergencies, our schools will follow Diocesan policies, directives from our Bishop, Governor, and the Indiana Department of Education; national, state, and local health department guidelines; Federal Emergency Management Agencies; and more. We count on the Indiana State Police, local and national news, and weather agencies to help us to respond to severe weather events appropriately. For example, the COVID-19 pandemic led to the closure of our Catholic Schools based on a directive from the Bishop, followed by the Governor's executive order to close all schools in the state. In rare cases like the pandemic, our schools can experience closures for an extended time. When this occurs, our schools will transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

Because of public and health emergencies, our Catholic schools create safety and health plans. They plan for a constant state of readiness by addressing four phases of emergency management: mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involved.

## **Academic Integrity and Grading during Extended Learning**

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must promptly initiate communications about those challenges to the classroom teachers and school principals.

*The school grading policies and practices remain intact and continue during any extended learning period.*

## ***IV. 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 parent 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 be required.

## *V. Pre-Kindergarten Age Requirement*

A child enrolling in the four-year-old Pre-Kindergarten program must be four years of age by August 1 of the enrollment year and be toilet trained.

## *VI. Kindergarten Age Requirement*

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be five years old prior to August 1, or a date set by the state.

A school should administer a developmental assessment 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.

## *VII. 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.

## *VIII. Children with Exceptional Educational 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 setting 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 refute 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 be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school, or poses a threat of harm to the student, other students, or school personnel.

## *IX. 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 the carrier is 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 issues, 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, Secretary of Catholic Education, and diocesan attorney.

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

## APPLICATION PROCESS

Registration and payment of fees for returning and new students should be submitted to the school by March 1st for potential placement in the fall term of that year. If it is not possible to pay the school fees upon registration, arrangements must be made with the school Principal to ensure placement. Application to Christ the King takes place in three phases, as follows:

1. **Phase 1:** Current School Families may re-register children and register new children.
2. **Phase 2:** Registered parishioners who are active at Christ the King Catholic Church may register. A family's status as "active" parishioners is determined by the Pastor, and families must meet the following criteria in order to be considered active:
  - a. Regular attendance at Sunday Mass, as measured by the use of parish envelopes
  - b. Participation in parish ministries, as evidenced by the submission of a Time & Talent Form each year.
  - c. Support for the Bishop's Appeal and/or Capital Campaign each year.
3. **Phase 3:** Non-parishioners may register during an ongoing period of open enrollment, during which applications are accepted on a first-come first-serve basis. Those who apply after a class has reached capacity are automatically placed on a waiting list.
4. **Lottery System:** In the event that a class is full, a lottery process will be used to determine admission once Phase 3 has closed. Applicants on the waiting list will be grouped according to the following criteria:
  - a. *1st priority:* Current school families who did not register in Phase 1
  - b. *2nd priority:* Registered active parishioners who did not register in Phase 2.
  - c. *3rd priority:* All other applicants.

All children seeking admission to Christ the King School (grades K-8) must reapply each year. Pre-Kindergarten may apply anytime beginning in October for the following school year.

# STUDENT TRANSFERS

When room permits, Christ the King may admit students who wish to transfer from another school and meet registration conditions. A student is considered to be in good standing from another school for transfer admission only after application forms are completed and conferences are held between the principal and parents and between the principal and transfer student. As part of the application, a student seeking to transfer from another school, public or private, must make arrangements with the other school to forward records to Christ the King. State law dictates that parents must sign a release form for a student's records at the school from which the student is transferring. In addition, Christ the King must receive a copy of the latest report card from the other school before the transfer application will be considered. Christ the King may choose to administer formal or informal assessments to determine proper placement for transfer students.

Any student transferring from another Catholic school in this Diocese must have fulfilled all financial duties owed to that school and/or parish before the transfer can be completed. Families owing tuition at another Catholic school will be refused admission to this school until those obligations are met.

Christ the King supports the disciplinary decisions of other schools. Therefore, a student expelled from another school will not be considered for enrollment.

# ACADEMICS

## ACADEMIC STANDARDS

Students, parents and teachers at Christ the King School have very high expectations of each other. Students 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 strengths. Some of these considerations may include an Individual Support Plan (ISP) and/or 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 standards set forth by the State of Indiana and 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

Standardized tests, as mandated by the State of Indiana and the Diocese of Ft Wayne-South Bend, are given to students in grades K-8. Students in grade 3 are administered IREAD, a reading proficiency assessment, each spring. Students in grades 3-8 are administered ILEARN, the state-mandated achievement assessment, each spring. Students in grades K-8 are administered NWEA, a diocesan-mandated growth assessment, two or three times a year

## HOMEWORK

### *General Guidelines*

With the vast amount of material that students 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. Completion of homework is the responsibility of students, and ineligibility rules will apply.

With this in mind, the guidelines for time to be spent on homework each night are as follows:

- Students in grades K-1 should expect 10-20 minutes of homework.
- Students in grades 2-3 should expect 20-30 minutes of homework.
- Students in grades 4-5 should expect 30-45 minutes of homework.
- Students in middle school should expect 45-90 minutes of homework.

Homework includes written homework, review of material, reading, studying and projects. Please remember that some days may involve more time and some days may involve less time. If your child frequently takes longer than the suggested time, please check with the classroom teacher to determine if there is an issue.

### *Student Responsibilities*

- I. Know the school's homework, make-up, and late assignment policies.
- II. Record all assignments in their planner and ensure they have the appropriate books and materials to complete each assignment.
- III. Ensure homework is completed to the best of his/her ability.
- IV. Complete homework in the given time frame.
- V. Manage time on projects and studying in order to maintain the guideline of the total minutes of homework.
- VI. Ask for assistance from teachers and parents/guardians as needed.

### *Teacher Responsibilities*

- I. Assign relevant, challenging, and meaningful homework, with clear instructions of expectations and how homework will be assessed.
- II. Offer assistance when needed.
- III. Provide verbal or written feedback promptly to students.
- IV. Maintain record of grades on PowerSchool and communicate with parents/guardians of issues.

### *Parent Responsibilities*

- I. Understand that the suggested grade level times are only a guideline and that there may be occasions when homework takes additional time.
- II. Take an active interest in homework.
- II. Set a regular, uninterrupted study/homework time each day in a dedicated place and eliminate distractions such as electronics.
- IV. Communicate regularly with teachers to monitor and encourage student progress.
- V. Update phone numbers and email addresses with the school office as needed.
- VI. Stay well informed via PowerSchool.

## *Make-Up Work*

It is the student's responsibility to make up all work that is missed because of an absence. Upon returning, the student should meet with each teacher to obtain necessary assignments. A homework partner is available to aid in this process. Generally, a student has one day to complete missing work and tests for each day the student was absent. This will not include days on which school is not in session. Work that is not made up will be considered the same as work not submitted.

Any assignments given prior to a student's absence are expected to be turned in the day a student returns to school. Students who miss a test because of an absence will be expected to take the test on the day the student returns to school. If a student has missed more than one day prior to and including a test, ample time will be given for the student to prepare for the test. The school is not required to provide credit for makeup of assigned work missed because the student absence is unexcused or the student is truant.

## *Progress Reports*

Daily work assignments and tests for grades K-4 will be sent home in folders each week. Folders must be returned the very next school day with the parent's signature, if applicable. Teachers of grades 1-8 will communicate student progress to the parents electronically through Power School. Kindergarten students will receive a progress report each trimester. Students in grades 5-8 have athletic, conduct, and extracurricular eligibility requirements that are reviewed on a monthly basis. These communications must be returned with the parent's signature the following day.

## *Test/Quiz/Paper/Project Policy*

At least two days' notice will be given before a test and at least one day's notice will be given before a quiz. Credit for corrections will be at the discretion of the teacher.

## *Late Work Policy*

Homework must be complete and with the student when due in order to qualify as on-time.

The policy for late work in grades 3-5 is as follows:

- First day late: 10% off final grade on the assignment
- Second day late: 40% off final grade on the assignment
- Third day late: no credit, but must be completed

The policy for late work in grades 6-8 is as follows:

1. First day late: 50% off final grade on the assignment
2. Second day late: no credit, but must be completed

# REPORT CARDS/GRADING SCALE

Report cards should be reviewed, signed, and returned within two days after they are distributed. Parents should pay particular attention to the section of the report card indicating the child's work habits. If parents question a student's report card grade(s), such an inquiry must be made within two weeks of the issuance of the card. After that time, the grades remain as reported.

The following grading scales are used:

Grades 1-2	
O	Outstanding
S+	
S	Satisfactory
S-	
N	Needs Improvement
U	Unsatisfactory

Grades: 3-8	
A+	97-100%
A	93-96%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	59% and below

## ACADEMIC ELIGIBILITY: EXTRA-CURRICULAR ACTIVITIES

Christ the King provides a wide range of sports, clubs and activities to enhance the school experience. Participation in school-sponsored activities and events is contingent on the adequate fulfillment of the primary purpose of the school, which is the religious and academic formation of the students. Therefore, the following policy on academic eligibility is followed:

**Applicability:** This policy on Academic Eligibility applies to all students in grades 5-8 in Christ the King School. Students in 4th grade generally do not participate in competitive athletics unless the team is short of players and it is approved through the ICCL and Athletic Association.

**Standards of Eligibility:** In order to participate in athletics and other extracurricular activities, students must have an overall grade of 70% in every subject.

**Notice of Ineligibility:** Eligibility is reviewed each month, beginning in September. All students who do not fulfill these standards will become ineligible. A student is allowed one probationary period per year, after which the student will automatically be placed on the ineligibility list if they fail to meet the required standard at the time of the review.

A student will remain ineligible until they raise their grade to 70% or above. During this time, they will not be allowed to participate in extracurricular programs, including practices or rehearsals, until they have raised their grade to 70% or above.

In addition to probation and/or ineligibility, the following consequences may be employed when a student's grade(s) fall below 70%:

- Teacher/student conference
- Contact with parent (email/phone)
- Loss of privilege(s)
- Detention(s)
- Academic Improvement Plan\*
- Teacher/Parent/Student conference
- Referral to Counselor or Administration

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

The administration of Christ the King School will resolve any questions or problems regarding the applicability of this policy on academic eligibility. The decision of the administration is final.

## *Academic Dishonesty*

Cheating and plagiarism are not tolerated at Christ the King. Plagiarism is defined as “stealing somebody’s work or idea: the process of copying another person’s idea or written work and claiming it as original.” Cheating is defined as “to deceive or mislead somebody, especially for personal advantage; to break the rules in a game, examination, or contest, in an attempt to gain an unfair advantage.” Cheating constitutes: cheating by any means on any test, quiz, and/or assignment; copying the written work of other students; supplying students with answers.

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

- Notice of Concern
- Points deduction of conduct grade
- Grade of zero for the test/quiz/assignment
- Contact with parent (email/phone)
- Loss of Privilege(s)



- Loss of Field Trip
- Detention(s)
- Meeting with counselor
- Teacher/Principal/Parent Conference
- Academic Probation and/or Ineligibility
- Suspension

## CONFERENCES

Parent-teacher conferences will be scheduled once a year, at the end of the first trimester. However, conferences are not limited to this timeframe; rather, they are encouraged whenever the parent and/or teacher deem necessary. The purposes of conferences are:

1. To provide an opportunity for a special meeting of parents, students, and teacher to discuss academic and personal successes.
2. To set goals, with plans to achieve them
3. To show samples of completed work
4. To express possible concerns with academics or behavior
5. To answer questions about the student and/or his/her progress.

## LEARNING DISABILITIES

Christ the King School, in cooperation with the Diocese of Fort Wayne-South Bend and with the South Bend Community School Corporation, provides testing for learning disabilities, speech, and psychological consultations for students residing in the South Bend Community School District. Christ the King School works cooperatively with the 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

A "Modified for Ability" label will be affixed to the front 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 agreed-upon modifications. A 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 appear on the permanent record. (Diocesan Policy 4120).

## PROMOTION/RETENTION/ GRADUATION

Students who have successfully completed a grade will be promoted to the next grade. If a student has not completed satisfactory work but the evaluators determine that retention is not in the best interests of the child, a student will be assigned to the next grade. If teachers are considering retention or assignment, they will notify parents and request a consultation by the end of January.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours.

## CLASS ASSIGNMENT OF STUDENTS

Christ the King does not take parent requests for class assignments. The school principal shall make the final determination with regard to the assignment of students to teachers and classes. The principal shall consider several factors in determining teacher and class assignments of students. The only exception to this school policy is for students who have an Individual Support Plan (ISP).

# STUDENT LIFE

## SCHOOL SCHEDULE

7:30 am	Teachers arrive
7:45 am	Students allowed to enter the building
8:00 am	Classes
11:00 am	Half-day Pre-Kindergarten dismissed
3:00 pm	General Dismissal

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

Any student who has not been picked up by 3:30 pm shall be sent to the after-school program and shall be charged a fee accordingly.

## ATTENDANCE

The Diocesan schools consider the development of good attendance habits as 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 misses a day of school misses 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 extracurricular activities on the day of the absence.

### *I. Parent/Legal Guardian Responsibility*

Parents/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:
  - a. the student and the student's parent or guardian and the principal agree to the withdrawal; and
  - b. the student provides written acknowledgement of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and

- c. The withdrawal is due to financial hardships requiring a student to be employed to support the student's family or dependent, illness or an order of a court that has jurisdiction over the student.
  - d. at the exit interview the student provides written acknowledgement of the withdrawal
  - e. 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.  
whichever comes first.

## II. *Absences from School*

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

1. Absences, which are counted as present:
  - a. Serving as a page for or honoree of the Indiana General Assembly;
  - b. 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;
  - c. Court appearance pursuant to a subpoena
  - d. Active duty with the Indiana National Guard for not more than ten (10) days in a school year.
  - e. Placement in a short-term inpatient treatment program, which provides an instructional program;
  - f. Homebound instruction;
  - g. Religious observance.
  - h. Approved, educationally related non-classroom activity per I.C. 20-33-2-17.5.
  - i. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.
2. Excused Absences
  - a. Illness of the student (with written statement by parent/guardian or doctor)
  - b. Funerals
    - i. for death in the immediate family
    - ii. for persons outside of the immediate family with parental permission
  - c. Out-of-school suspension
  - d. Medical and legal appointments - Such appointments should be scheduled after school hours when possible.
  - e. School/college visits (2 days) - parents/guardians need to check with the individual school's policy for arranging such visits.
3. Unexcused Absences:
  - a. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
  - b. No physician's note to excuse an absence once more than 5 days of absence has occurred (see Frequent or Prolonged Illness below).
  - c. Family vacations
  - d. Absences other than those defined as excused or absences counted as present.

### *III. Truancy*

A student is truant when he/she is absent from school or class without the permission of his/her parent or 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:

1. Refusal to attend school in defiance of parental authority.
2. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by single isolated incident of unexcused absence.
3. 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 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 am 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 staff) to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent for six (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 twelve (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 fifteen (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 officers of the local Juvenile Probation Department.

## VII. *Habitual Truancy Report to BMV*

If a student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the Bureau of Motor Vehicles as provided by State law.

### ***Family Vacation/Trip Policy***

Family vacations or extensions of family vacations during the school year are strongly discouraged. A vacation, 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 parent/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* outlined in this 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, graded and entered into the record-keeping system by the teacher, the student’s academic and athletic eligibility will remain “on hold”, retaining the same status prior to the Vacation/Trip. Once all assignments have been received and grades are entered, ineligibility/probation will be reevaluated during the next scheduled eligibility period.

### ***Tardiness***

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

## RELEASE OF AND ACCESS TO 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 or legal guardian.

Access to a student by non-school personnel during the school day or other times that the student is in the care 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.

## ATTENDANCE IN RELIGION PROGRAM

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

It is essential to a true Catholic education that students are taught to serve others and given opportunities to perform works of mercy for others. Christ the King has a comprehensive service program in which all students are expected to participate:

1. From Pre-K through 6th grade, every grade is partnered with a local service agency. Students will engage in a combination of in-class activities and field trips to the site to serve this agency, while learning more about the social issues the agency addresses.
2. 7th graders perform 12 hours of service, and these hours are divided among parish, school and the local community under the supervision of the Director of Christian Formation.
3. 8th graders are expected to perform 8 hours of service at a local service site each trimester. They are also expected to keep a service log and submit reflection papers. All service requirements must be completed in order for students to participate in end-of-year field trips. 8th graders have the opportunity to participate in a 3-day Service Immersion experience in Indianapolis at the end of the year as the culmination of their service experiences at Christ the King.

## 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. Order forms for lunch are sent home in the communication folders once a month and must be returned on the specified date. Students may also bring their lunches from home. Milk is available for purchase on a daily basis. Due to federal guidelines, carbonated soft drinks are not permitted during lunch. Students are discouraged from bringing fast food meals and similar items.

### *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 \$10.00. Students not complying with this procedure will be denied opportunities to charge lunch items until the account is settled.

## *Lunch Rules*

Students are expected to abide by all lunchroom rules:

1. Listen to and follow the directions of the teachers/aides and 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. Consume all food within the lunchroom; it may not be taken to the playground.
7. Clean the eating area of all paper and trash and place it in the barrels provided before leaving.
8. Refrain from cutting in line or saving places in line. These students will be sent to the end of the line.
9. Refrain from throwing food and making excessive noise

Violations of the lunchroom rules will result in consequences appropriate to the offense(s). The lunch supervisors and the administration will determine the consequences.

## RECESS

Children in grades Pre-Kindergarten-8th grade have recess as part of their day. Therefore, they will be expected to go outside. 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 that does not cause harm or injury to themselves or others and that does not disturb other students in the building.

1. Play in designated areas only.
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. Do not throw snow or play on snow piles.
9. Wear proper attire in the cold.
10. Do not to enter the school building without the permission of the adult supervisors.



# BICYCLES, SKATEBOARDS, AND ROLLERBLADES

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.

## FIELD TRIPS

Field trips are offered in every grade as a means of enhancing student education. 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 ensure that adequate space can be provided at the site as well as on the bus if needed. For insurance and legal purposes, students traveling on school buses must be supervised by teachers and/or staff members at all times. Parent chaperones are not permitted to bring younger siblings on field trips.

All school rules apply on a field trip; however, discipline is more stringent. Students are expected to meet the same behavior expectations as they do on a typical school day, while following any additional expectations set by the administrator or teacher in charge of the trip.

## LOST AND FOUND

Parents should instill 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. Parents are encouraged to label items with the child's name. A Lost and Found table is located in the school in a designated area. Periodically, unclaimed items are donated to charity.

### *Care of Textbooks*

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.

# CONDUCT & DISCIPLINE

## GENERAL

The teachings and traditions of the Catholic Church are guiding principles of behavior for all students while enrolled in a diocesan school (Diocesan Policy 4410). The purpose of the discipline policy is to maintain a safe, Christ-centered learning environment for all students. In cases of misconduct, faculty and staff members have the right to deal with the situation as it presents itself.

## DRESS AND APPEARANCE CODE

Christ the King's dress code is designed to promote good behavior, positive morale, modesty and self-respect, while giving equal standing to all students, regardless of economic background. 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. The dress code applies to all students in Kindergarten through 8th Grade. Pre-K students do not have a dress code, but are expected to wear comfortable clothes and closed-toed shoes, preferably tennis shoes. All students are expected to conform to the dress and appearance code of Christ the King School, and any faculty member may cite a child for a dress code violation.

Students are expected to attend school in clothing that is clean, neat, fits comfortably (neither too large nor too tight) and 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 is not acceptable.

### *Official School Outfitters*

The official school outfitters of Christ the King School are Schoolbelles, Land's End and Sports Apparel of Indiana. Catalogs are available in the school office. Clothing may be purchased at local area stores if, and only if, the style of clothing matches the requirements of this dress code.

### *School Dress Code*

#### ***Pants/Trousers***

Boys and girls may wear "Dockers style" navy or khaki dress pants (no cargo pants) in good repair. They may be tapered, straight-legged or gently flared (no bell-bottoms). Pants may be corduroy or cotton blend. Pants must have belt loops. They may not have exterior (stitched-on) pockets, split seams, frayed legs, excessive exterior stitching, or elastic/drawstring hems. Students in Grades K through 3 may wear elastic-waistband, pull-up trousers that conform to the above specifications.

### ***Shorts***

Boys and girls may wear navy or khaki walking shorts of modest length; no more than 2 inches above the knee. Capri pants are acceptable for girls. Shorts may be worn from the first day of school until mid-October (exact date announced each year). Summer dress code begins again on May 1 (or an earlier date as determined by the administration) and continues until the end of the school year. Students in Grades K through 2 may wear pull-up shorts.

### ***Shirts***

Boys and girls may wear white, navy blue, royal or cobalt blue shirts with a logo. Long-sleeved and short-sleeved shirts are both acceptable, and polo shirts must be purchased through one of the official vendors listed in this handbook. Students may also wear the long- or short-sleeved CKS Friday shirts each week, unless stated otherwise by the school administration. Shirts must be tucked in at all times. Shirts must be of sufficient length to remain tucked in while sitting or standing.

### ***Skirts & Jumpers***

CKS plaid apparel is only available from the Schoolbelles Uniform Company. Skirts are available in four plaid styles: pleated, kick-pleated, split, and A-line skirts with bike shorts. Lands' End carries a solid navy blue and khaki jumper with the school logo (optional). Girls in grades K-8 may wear a plain khaki or navy skirt, available through Lands' End. These skirts may not be purchased from any other vendor. White or navy polo shirts are to be worn with all skirts. Skirt length may not be more than 2 inches above the knee). Girls may wear a white blouse (or their white polo shirt) with their jumper. The blouse must have a collar and may be long or short-sleeved. The blouse may not have any ruffles, piping or embroidery trim. Blouses are only permitted for wear with the jumper. Polo shirt must be worn with all skirts.

### ***Shoes***

All students (including Pre-K) should wear durable, flat-soled shoes that have a closed toe and a full back, completely enclosing the foot. Shoes must have heels of less than one inch. No style of boot is ever worn. Students must bring appropriate shoes to change into during the winter months. Roller shoes, moccasins, clogs and sandals are not permitted in any grade. Shoes must never be untied.

### ***Stockings/Socks***

Black, white or navy blue stocking/ crew socks are acceptable. Socks may have a small logo but cannot have decorations or be trimmed with another color. Girls may wear stockings, hosiery or tights. Leggings are not permitted. Socks or hosiery must be worn at all times. Socks must be visible. Soccer socks are not allowed.

### ***Sweatshirts***

CKS navy blue sweatshirts may be worn at any time throughout the year. All sweatshirts must have the CKS logo. Sweatshirts are to be worn over a uniform polo shirt, as described above.

### ***Sweaters***

Navy blue sweaters and sweater vests for girls and boys are an optional part of the dress code. The sweaters and vests must be solid navy with no embellishments or logos. Cardigans, crew-necks or V-neck pullovers are all acceptable. Half-zip polar fleece and zip-front fleece vests embroidered with the school logo are permitted. All sweaters and vests must be worn over the required dress code shirt. These items must be purchased from Schoolbelles or Lands' End.

### ***Undergarments***

If an undergarment is worn beneath a uniform, it must be plain white and free of writing, signs or symbols.

### ***Belts***

Beginning in Grade 4, all students are required to wear a dark brown or black leather belt with no decorations.

### ***Physical Education***

Students may wear any loose-fitting shorts and t-shirts that meet the standards of decency and modesty specified in this handbook. A separate pair of athletic shoes that have not been worn outdoors is required for physical education.

### ***Jewelry/Earrings***

Watches and/or religious medals or crosses on a small chain may be worn underneath a uniform shirt. The chain should be plain and without ornamentation. Religious scapulars and medical alert necklaces (or bracelets) may also be worn underneath a uniform shirt. Only girls may wear earrings. Post earrings are acceptable; no hoop or dangling earrings are to be worn. Only one earring in each ear is permitted. Body piercings and tattoos are prohibited.

### ***Hair***

Hairstyles should be neat, well-groomed and not distracting to other students. Hair color should be the student's natural hair color. Hair ornaments should be small in size, so as not to be a distraction. Large bows, headbands with cat ears and other ornamental hairpieces are not acceptable. Boys' hair may be no longer than the collar in the back, and no longer than mid-ear on the sides.

### ***Make-up***

Make-up, if worn at all, should be modest and virtually unnoticeable. Only neutral colors may be used. Sparkles and glitter are not acceptable.

### ***Nail Polish***

Girls may wear any color of nail polish except black. Nail polish must be neatly applied and may

never be a distraction.

## *Exceptions to Dress Code Policy*

### ***Announced Blue Jean Days***

On announced blue jean days, students may wear blue jeans, jean skirts or jean jumpers to school. Jeans must be loose fitting, regular cut, plain colored, and exclusive of holes and decorations. Blue jean shorts may be worn if the announced day falls during the period of summer dress code. Blue jean shorts must meet the same requirements as uniform shorts. Students must wear a long- or short-sleeved CKS t-shirt unless stated otherwise by the school administration. Athletic jerseys may be worn when the school-sponsored team is actively in season. The following items are not to be worn on non-uniform days; breakaways, cargo pants, wind pants, sweatpants and other items deemed inappropriate by school administration. Students have the option to wear their regular school uniform on announced blue jean days.

### ***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 two 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 meet the school's standards for modesty and decency. Blouses that are low-cut or too short to be tucked in are not considered appropriate. Shoes must not have a heel taller than 1½ inches for safety reasons. Boys and girls may not wear jeans, cargo pants, wind pants, and athletic shoes to any of the events that are announced as dress up days.

## PRE-K THROUGH 4TH GRADE DISCIPLINE POLICY

Students in grade Pre-K through 4th grade are to:

1. Show respect for self, others, and the school environment.
2. Participate in the learning process.
3. Follow classroom procedures and rules.

These rules affect the harmony of the school setting on a daily basis. By promoting adherence to these basic rules, we hope to further God's kingdom through worship, academics, and service. When the harmony of the school setting is disrupted, consequences for the students involved will be determined at the discretion of the teacher and/or the administration. Possible consequences may include:

- Yellow Card (minor offenses)
- Red Card (major offenses)
- Teacher/student conference

- Contact with parent (email/ phone)
- Loss of Privilege(s)
- Lunch/ Recess detention
- Teacher/Parent/Student conference
- Removal from classroom setting
- Referral to administration
- In-school suspension
- Suspension (1-5 days)
- Expulsion

As it is impossible to anticipate all forms of misbehavior, the school administration reserves the right to impose disciplinary action(s), as it sees fit, on conduct that is not specifically addressed in our discipline policies.

## 5TH GRADE - 8TH GRADE DISCIPLINE POLICY

Students in grades 5 through 8 receive a conduct grade each trimester. In the case of misconduct, students receive a notice of concern and points are deducted from the conduct grade using the point system below. The conduct grade is based off of a 100-point system for the school year. Students are able to earn points back for good behavior.

- 3 points** Dress Code Violation  
Unexcused Tardiness  
Minor Disruption  
Ignores Correction/Repetitive Action  
Unprepared for Class
- 5 points** Repeated Dress Code Violation  
Violation of Playground/Lunchroom Rules  
Major Disruption  
Distracting Other Students  
Inappropriate Language  
Minor Violation of Student Handbook
- 10 points** Bullying (Verbal, Exclusion, Physical)  
Displays Disrespect  
Lying  
Cheating  
Physical Contact  
Repeated Violation of Student Handbook
- 15 points** Bullying (Severe physical or verbal)  
Major violation of Student Handbook

\*The administration reserves the right to change the point system as they see fit\*

In addition to written Notices of Concern and loss of points, consequences for misconduct may include:

- A. Teacher/Student conference, or Teacher/Parent/Student conference
- B. E-mail or phone call with Parent
- C. Loss of Privilege(s)
- D. Detention (lunch, recess or after-school)
- E. Removal from classroom setting
- F. Referral to administration

If a student's conduct grade falls below 80%, additional consequences may include:

- A. Loss of privileges
- B. Loss of field trips
- C. Referral to counselor
- D. Referral to pastor
- E. Parent/Principal conference
- F. Behavior Contract
- G. Probation/Ineligibility
- H. In-School Suspension
- I. Suspension

The administration has the right to administer any of these consequences without respect to the order in which they are listed and may utilize other consequences as necessary. Serious infractions could result in immediate suspension and/or expulsion. The principal's decision is final and binding on all parties.

## BULLYING BEHAVIOR

At Christ the King School, bullying behavior will not be tolerated. We are committed to fostering a Christ-centered, harmonious atmosphere. Therefore, all forms of bullying will be addressed, including:

***Verbal:***

Rude language, name-calling, insults, racially inappropriate remarks, or other behavior(s) that would hurt another person's feelings or cause him/her to feel badly about himself/herself (spoken, written, or drawn).

***Exclusion:***

Exclusion of a person from an activity, group, and/or area, creating/spreading rumors, and or influencing others to exclude someone.

***Physical:***

Rough play; may include pushing, pulling, and/or grabbing, which may lead to a person's harm.  
 Fighting; may include slapping, punching, and/or hitting, which may also lead to a person's harm.

**Severe:**

Profanity; racial slurs or name-calling. Violent physical behaviors, which result in the injury of person(s).

Consequences for the student(s) involved will be determined at the discretion of the counselor and administration. If a student has broken a rule, it is generally expected that at least one consequence will be imposed. Consequences may adhere to the order shown, or they may be determined by the severity and/or repetitiveness of the act(s) involved.

**Grades K-2**

Bullying Behavior	First Time/Tier	Second Time/Tier	Third Time/Tier	After 3 Incidents
Verbal, Exclusion, Physical	Loss of 1 recess* Letter of apology Yellow/Red Card Call parents	First Time plus: Loss of 2 recesses Call parents Meet with Administration Meet with counselor In-School suspension	In-School suspension Meet with parents, counselor, principal	Parent and Child meet with principal and pastor
Severe physical or verbal (punching, racial, etc.)	Suspension Letter of apology Call parents	Parent and Child meet with principal and pastor	Expulsion	N/A

**Grades 3-5**

Bullying Behavior	First Time/Tier	Second Time/Tier	Third Time/Tier	After 3 Incidents
Verbal, Exclusion, Physical	Loss of 2 recesses* Letter of apology Yellow/Red card NOC Call Parents	First Time plus: Detention Call parents Meet with Administration Meet with counselor In-School suspension	In-School suspension Meet with parents, counselor, principal	Parent and Child meet with principal and pastor
Severe physical or verbal (punching, racial, etc.)	Suspension Letter of apology Call parents	Parent and Child meet with principal and pastor	Expulsion	N/A

**Grades 6-8**

Bullying Behavior	First Time/Tier	Second Time/Tier	Third Time/Tier	After 3 Incidents
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Verbal, Exclusion, Physical	2 Quiet lunches Letter of apology Call parents NOC	First Time plus: Detention Meet with Administration Meet with counselor In-School suspension	In-School suspension Meet together with parents, counselor, principal	Parent and Child meet with principal and pastor
Severe physical or verbal (punching, racial, etc.)	Suspension Letter of apology Call parents	Parent and Child meet with principal and pastor	Expulsion	N/A

As stated above the consequences are subject to change at the discretion of the principal. Consequences will not be disclosed to others involved.

## DISCIPLINARY REVIEW FOR STUDENTS

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:

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

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

## SECLUSION AND RESTRAINT POLICY

Christ the King believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires Christ the King to have a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed

solely for purposes of discipline or convenience.

Seclusion or restraint shall only be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others. Seclusion or restraint will not be used as a routine strategy to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

## CELL PHONE / ELECTRONIC DEVICE USE

At Christ the King School, possession of a cell phone during the school day is strongly discouraged. Please see "Personal Property Items" in the handbook.

If necessary, a student may bring a cell phone to school. However, the cell phone must be turned into the school office immediately upon arrival to school. The student must then pick up his/her cell phone at the end of the school day.

Consequences for *unauthorized possession or use* of a cell phone or electronic device during the school day may include:

- Confiscation of phone/ device, with the parent required to pick up the phone at the office
- Contact with Parent (email/ phone)
- Points deduction (10-15) points from conduct grade
- In-school suspension
- Suspension
- Expulsion

The administration at Christ the King school has the right to view the contents of any confiscated cell phone or electronic device

If a cell phone or electronic device is used for the purpose of cheating and/or plagiarism, additional consequences may be imposed. These may include:

- Grade of zero for the test/quiz/assignment
- Contact with Parent (email/ phone)
- Loss of Privilege(s)
- Detention(s)
- Meeting with counselor
- Teacher/Principal/Parent Conference

- Academic Probation and/or Ineligibility

## ELEVATOR

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

## PERSONAL PROPERTY ITEMS

While it is impossible to compile a complete list of personal property items, the following items have no place at school or at school functions and are to be kept at home: iPods, radios, CD players, 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, pagers/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 any inappropriate item is brought into the school, the student will be disciplined according to the school rules. (Refer to the consequences for unauthorized cell phone possession earlier in this handbook.)

## RELIGIOUS ISSUES

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

## FAILURE OR REFUSAL OF PARENTS /GUARDIANS/CUSTODIANS TO PARTICIPATE IN A DISCIPLINARY PROCEEDING (P4420)

The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered a "child in need of services" in accordance with I.C.31-34-1-7, and, in that case, the matter shall be referred to the Child Protective Services.

## GROUND FORS SUSPENSION OR EXPULSION OF STUDENTS (P4520)

1. 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; or
  - 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.
2. 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 the 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 to any other person, student, school employee, or the 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, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.
  - g. Possessing, using, transmitting, or being under the influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, 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 functions.
  - l. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device 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.

# STUDENT ACCUSED OF A NON-SCHOOL RELATED CRIMINAL ACT AND SUBSTANCE ABUSE

The school shall assist students experiencing substance abuse problems in accordance with diocesan policy. (P4550)

When a student is accused of a non-school related criminal act, the school shall follow diocesan policy. (P4570)

## GUN-FREE SCHOOLS (P4560)

Students are prohibited from bringing 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 en route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic expulsion from school. This penalty supersedes any penalty which may be attributed by a local school discipline policy.

Christ the King Catholic School has zero tolerance for the possession of weapons of firearms. An item viewed in the eyes of the school administrator as a weapon shall be confiscated, the student subject to immediate disciplinary action, and, if appropriate, the police notified. A weapon could be any instrument, tool, or device that can cause bodily harm to an individual and/or cause damage to personal property. This includes a Swiss Army knife. These knives will not be permitted on school property or at school-sponsored events. Please do not send plastic knives in your child's lunch; he or she may use the bottom of a plastic spoon for spreading.

## SEXUAL/RACIAL HARASSMENT PROHIBITION (P4580)

The Diocese prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate.

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" also includes non-employees and volunteers who work subject to the control of school authorities.

This policy and procedure covers situations in which a student claims to be the victim of harassment.

- Sexual Harassment
  - Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, or made by any student to another student.
  - Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim's sex.
  - The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.
- Other Forms of Harassment
  - Harassment may be based on any protected characteristic, including race, color, sex, religion, national origin, age, disability, or other protected area. Harassment may consist of unwelcome, derogatory, and/or inappropriate verbal or physical comments or conduct relating to the victim's race, color, sex, religion, national origin, age, disability, or other protected trait, made by any employee to a student, or made by any student to another student.
  - Comments or conduct of an offensive or harassing nature may include verbal or written comments, jokes, or physical gestures regarding physical, personality, or other characteristics related to a person's race, color, sex, religion, national origin, age, disability, or other protected trait.
  - The Diocese prohibits harassment and retains the right to address harassing conduct through whatever means it determines are reasonable and appropriate.

## STUDENT LOCKER AND VEHICLE INSPECTION (P4590)

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, cellular phones and any other electronic devices, lockers, school desks, vehicles, etc., at any time and for any reason consistent with diocesan policy. The school reserves the right to examine the contents of the student's pockets, purses, backpacks, book bags, or other personal belongings when an administrator has reason 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.

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 any time 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 (P4620)

The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school during normal business hours.

Our goal in providing Internet access to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication. Teachers blend thoughtful use of such information throughout the curriculum and assist students in the appropriate use of such resources.

Students will, in most cases, be closely supervised during usage of the network. As much as possible, access to the network will be designed to point students 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. 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.

Parents/guardians are required to sign an annual Permission Form and an Acceptable Use Policy with their child. Students may not access networked computer services such as e-mail and the Internet without this annual expressed permission. Parents/guardians have the option to request alternative activities not requiring Internet access.

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

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.

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 faculty, staff, or parents/guardians may request the administrator to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. The administration will determine what is appropriate and inappropriate, and their decision is final. The following are not permitted:

- Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- Sending or displaying un-Christian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
- Using violent, abusive, obscene or sexually explicit language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- Violating copyright laws.
- Using another's password without permission.
- Trespassing in others' folders, work, or files.
- Intentionally wasting resources.
- Employing the network for commercial purposes.
- Downloading or transmitting 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 harm other users or infiltrate a computer or computing system and /or damages the software components of a computer or computing system is prohibited.

## ENVIRONMENTAL TOBACCO SMOKE (P5430)

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. (NOTE: A local policy may be more restrictive.)



# HEALTH & SAFETY

## SCHOOL NURSE

A registered nurse is in the office during the school day. Vision and hearing screenings are provided in accordance with the state guidelines.

### *Administration of Medication*

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 instruction 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 list and the student's name affixed to the original package. It will be stored in the nurse's 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 regimen 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.

## ID BADGES

Identification badges are issued for the safety of the students. They are to be worn by the students during the entire school day. The identification badges are the property of Christ the King School and therefore should not be defaced or damaged in any way. Defacing ID badges shall be considered destruction of school property. Consequences for purposeful destruction or loss of a school identification badges will be a \$5.00 replacement fee.

## EMERGENCY DRILLS

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 lockdown and lockout drills. In addition, the plan outlines the school's response to various crisis situations, identifies evacuation sites and provides support for students, parents, and staff, including counseling services provided through school counselors or counselors on the staff at Catholic Social Services.

## CHILD ABUSE REPORTING

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's various policies, procedures, and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All personnel, including volunteers, are subject to and obligated by this policy.

## EMERGENCY CONTACT INFORMATION

It is critical that the school has updated and accurate addresses, phone numbers, and places of employment for all school families so that someone can be contacted in case of emergency. All such information will be kept confidential. Parents are expected to notify the school office promptly if there is ever a change in address, phone number, place of employment or custodial rights.

## VISITORS

Anyone not employed by Christ the King School, including parents, is a guest; as such, they are not allowed to be on any of the school's premises (including classrooms, the gym, the library, or other school areas) without first reporting to the office, providing proper identification and obtaining a visitor badge. Students from other schools are not permitted to visit or sit in on classes.

# FINANCES

## TUITION & FEES

Christ the King School maintains a system of tuition and fees, which partially funds the costs of operating and maintaining the school.

### *2022-2023 Tuition*

#### **Active Parishioners:**

(Please see the Application Process section of this Handbook for the criteria used to determine active parishioner status.)

	Per Child
Option 1 (paid in full by August 1)	\$6,410
Option 2 (monthly or semi-annual automatic withdrawal)	\$6,460

#### **Non-Active Parishioners:**

Option 1 (paid in full by August 1): \$7,200 per child

Option 2 (monthly or semi-annual automatic withdrawal): \$7,250 per child

#### **Pre-Kindergarten:** not included in family rate

Full-day: \$5500 (paid in full by August 1); \$5550 (monthly or semi-annual automatic withdrawal)

Half-day: \$4050 (paid in full by August 1); \$4100 (monthly or semi-annual automatic withdrawal)

Registration: \$100

### *2022-2023 Fees*

The standard set of fees for Christ the King School are included in the tuition. The included fees are Registration, Textbook, and Technology fees.

#### **Registration Fee:** Included in Tuition

*This fee is used for diocesan marketing, student insurance and other administrative expenses.*

#### **Textbook Fee:** Included in Tuition

*This fee is used for purchasing new textbooks (hardback and consumables). The actual cost of textbooks ranges from \$153 to \$289, depending on the grade. The following textbook fees also apply to middle school students as indicated:*

- *HASA Fee: (Family): \$20*
- *New American Bible (6th grade): \$13*
- *Catechism of the Catholic Church (6th grade): \$10*
- *Theology of the Body (7th grade): \$20*
- *Graduation Fee (8th Grade): \$70*

**Technology Fee:** Included in Tuition

*This fee covers any new computers or software, as well as fees for PowerSchool and other technology upgrades. This fee is rolled over annually for the exclusive use of technology, technology staff in-services, acquisition of equipment, and maintenance of teaching technology.*

**Activity Fee:** This will be a pay as they go. Teachers will contact parents with cost. *Field trip, buses, field day, and all other activities during the year.*

**Graduation Fee (8th grade):** \$70 per child

*This fee covers various expenses related to 8th grade graduation, including the 8th grade luncheon and graduation reception.*

**HASA Fee:** \$20 per family

*This fee is used for partial funding of the many events run by the Home and School Association.*

## *Annual Tuition Increases*

We know that there have been a lot of questions about the tuition increase for the coming school year given the new diocesan policies we shared with you in December that require all diocesan schools to charge tuition that more accurately reflects the cost to educate each child. Christ the King remains committed to working with each family to ensure that finances never prevent a child from receiving a Catholic education.

Families should expect an increase in tuition every year in order to meet the annual increase in the school's operating expenses, which is largely driven by the annual cost-of-living payroll increase. Families should normally budget for a 3-5% increase from the non-discounted (i.e. non-parishioner) rate. The exact amount of the increase will be published in February or March, in advance of the deadline for registration for the following year.

## TUITION COLLECTION

Christ the King School has three methods of collecting tuition.

- I. Full payment may be made by August 31st
- II. Billing may be arranged on a semi-annual basis. Payments are due August 31st and February 28th.
- III. The FACTS system may be used for automatic withdrawal on a monthly or quarterly basis. The amount is withdrawn from a checking or savings account on an agreed upon payment schedule. FACTS also has an option for credit card payment.

Payment options must be arranged with the Business Manager prior to the beginning of the school year.

All previous tuition payments must be current for the student to be considered eligible for re-enrollment. (Diocesan Policy 5140). Report cards or transcripts for a student will be withheld until all tuition and fee bills are paid in full. No official transcript or diploma will be sent from any elementary or high school until all tuition and fees are paid in full, and promotion to the next grade will not be processed. Verbal grades may be released to aid in placement.

## TUITION ASSISTANCE

Tuition assistance will be available for all families affected by the new tuition policy. The administration will work with you to secure assistance from the following sources. (Parish Financial Assistance, Parish Aid, Teacher Scholarships, SGO's, and Choice.) of tuition based on financial need. Applications for assistance are considered by the parish after the applicant has submitted sufficient financial information through the FACTS Grant and Aid Assessment Program.

All inquiries about financial assistance should be directed to the Principal before the end of the school year. Financial aid decisions are made during the summer break for the following school year.

## FUNDRAISING

Fundraising is an important and necessary effort in any Catholic school. It helps minimize the annual tuition increase by covering expenses not paid by tuition income alone. Christ the King makes every effort to fundraise as efficiently as possible, so all families are expected to participate in the school's primary recurring fundraisers:

### *Annual Raffle*

The annual raffle takes place each fall. All families will be expected to sell a minimum number of tickets based upon the number of children they have in the school. Families who do not sell their raffle tickets will be invoiced for the balance of the unsold tickets.

### *You Can Lend a Hand*

During Catholic Schools Week in January/February, all area Catholic schools participate in the "You Can Lend a Hand" coupon book fundraiser. All Christ the King families are required to sell/purchase a minimum number of books. Details of the selling requirements, as well as details of a buy-out option, are announced to parents when the coupon books are distributed.

## *Dinner/Auction*

The Christ the King Dinner/ Auction is held every other year and is the single largest fundraiser for the school. All school families are strongly encouraged to support this event by attending, bidding on items, donating items and volunteering. All funds raised at the Dinner/ Auction go directly to support the school's daily operations and school improvements.

## 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.