



Christ the King School

Parent and Student Handbook

2011 - 2011 School Year

Christ the King School
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Mission Statement

Christ the King School, in partnership with parents and the parish community, develops the spiritual, academic, emotional, and physical growth of each child in a safe environment through strong academics, a commitment to service, and the formation of Catholic values.

Handbook Organization

This handbook contains information needed by both students and parents during the school year. The information reflects the requirements, policies, and procedures that are in effect as of the printing date. The school reserves the right to institute changes that alter any of the information. If during the school year, a situation arises that is not addressed in the handbook, the principal has the authority to implement procedures that support the common good of the school community. The principal may grant exceptions to any of the requirements, procedures, or policies set forth in this handbook. Any changes or additions will be communicated through the Friday Folders and will be effective immediately.

Religious Education Program

Christ the King is a Catholic school, and therefore religious education and formation hold a unique and central place within the total educational program. Valid religious education goes beyond the mere addition of religion or theology classes; it attempts to create an environment, a community in which personal beliefs and values are transferred and become the basis for living. Since the child spends only a portion

of the day at school, the religious formation must involve the family in a very real and necessary way; home and school must be mutually supportive. The religious education program at Christ the King requires parental involvement, especially in the sacramental preparation of the First Eucharist and Reconciliation.

- Textbooks used for religion instruction at Christ the King School are approved for use by the Catholic Schools Office, Diocese of Evansville.
- The Sacramental Preparation Program prepares the students for the reception of the Sacrament of Reconciliation and First Eucharist. The This Is Our Faith and The Gift of Eucharist text is used.
- Liturgical celebrations play a strong and vital role in any religious formation program and this is particularly evident at Christ the King. Students participate in weekly liturgies. All liturgical and para-liturgical celebrations are planned by the students and faculty. Students assume the roles of lectors, servers, sacristans, musicians and planners.
- Special Feast Days and Holy Days are celebrated with all the students.
- Opportunities for the Communal and Individual Celebration of the Sacrament of Reconciliation are offered during the academic year.

Accreditation

Christ the King School is accredited by the Indiana Department of Education and is a member of the National Catholic Education Association and the Indiana Non-Public Education Association.

Curriculum

Christ the King School follows the curriculum guidelines established by the Diocesan School Office and the Indiana Department of Education.

Faculty and Staff

The faculty and staff consists of two priests, one principal, 13 full-time teachers, a Learning Tree teacher, one part-time band instructor, a full-time administrative assistant, a cafeteria manager, two part-time cafeteria employees, and a facilities/maintenance employee. All Christ the King teachers are certified by the State of Indiana.

Services for learning disabilities and speech are provided by Evansville Vanderburgh School Corporation and are available on a limited basis to help Christ the King students in need of these services.

Counseling services, provided by Catholic Charities, are available for our students as needed. Please contact the office to request this service.

Board of Education

Christ the King School is guided by an elected policy making Board of Education. The Board is composed of ten voting members, nine elected from Christ the King Parish and one appointed from and by the PTO Board. The Principal of the school shall be the Executive Secretary of the Board of Education and a non-voting member. The Pastor of the parish, as a member of the Board, must ratify any and all actions to constitute the

action as valid and operable. A faculty representative and the Director of Religious Education may be appointed as non-voting members.

New members of the Board of Education shall be elected by the general parish membership according to the Christ the King School nomination process. In the event there are not sufficient candidates for the position(s), the Board of Education will appoint an individual(s) from names submitted. Elections for three year terms are conducted in May and the newly elected members assume office in August. Board meetings are held on the third Wednesday of each month and parents are welcome to attend. However, any parent wishing to bring matters to the attention of the board, should contact the president a minimum of one week prior to the meeting in order to be placed on the agenda.

ADMISSION/REGISTRATION

Notice of Nondiscriminatory Policy as to Students

Christ the King School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

We do not discriminate on the basis of race, color, sex, handicap, national and ethnic origin in administration or educational policies, admissions policies, loan programs and athletic and other school-administered programs.

Priority Determination for Student Acceptance

1. Students currently attending Christ the King School
2. Families with children already enrolled
3. Students of Christ the King Parishioners
4. Students of parishes without schools and other Catholic parishes
5. Students of non-Catholic families

Learning Tree

The Learning Tree is an early childhood program for three and four year old students. For registrations please contact the school office. There are no prerequisites for entrance other than age (they must be 4 years old prior to August 1 for the four-year old class and 3 years old prior to August 1 for the three year-old class), and there is no graded measurement of progress. This developmentally age-appropriate program encourages the growth of the whole child. Classroom activities, both structured and unstructured, are designed to broaden the children's knowledge as well as to increase their social, physical, spiritual, and emotional development.

Enrollment of Transfer Students

When the school principal receives any application for enrollment of any student proposing to transfer from another school to Christ the King, an application form including a statement of the school's transfer policy must be provided to the student's parent(s) or guardian(s). The student's entire school academic record and those health records required by the state must be provided. Any authorization for release of

records required by the student's prior school is the responsibility of the student's parent(s), or guardian(s). The prior school should provide the records directly to the principal of Christ the King School. The transferring student's application and records from the prior school will then be reviewed by the school admissions committee.

Diocesan Policy on Transfer of Junior High Level Students

Transfer of junior high level students between schools in the diocese (including transfers from public schools) is strongly discouraged. Consideration must be given to the reason(s) expressed for the requested transfer. Other factors to be considered may include:

- Whether the student is or has been disruptive at the sending school;
- Whether reasonable efforts to manage the student or correct his/her behavior at the sending school have failed; and/or
- Whether the student's parents have provided their full cooperation and support to the school in respect of its efforts concerning their child.

Any of these factors shall be sufficient reason to deny a student transfer.

Withdrawal Policy

Families who withdraw from Christ the King School will receive any pre-paid tuition refunded to them on a pro-rated scale. Families are required to pay for the entire month in which students are enrolled. Fees, including technology, are non-refundable.

Parents' Role in Education

The faculty of Christ the King School considers it a privilege to work as partners with parents in the education of children because we believe parents are the primary educators of their children. It is your right and your duty to become the primary role models for the development of your child's life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the parish community will affect the way your child relates to God and to others.

During these formative years, your child needs constant support from both parents and faculty in order to develop fully. Neither parents nor teachers can doubt the sincerity of the other in the quest of challenging, yet nourishing, the student to reach his or her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

It is essential that a child take responsibility for grades earned and be accountable for homework, long-term assignments, tests, and daily work. This responsibility also extends to times of absence.

Together as parents and teachers, let us begin this year with a commitment to partnership as we support one another in helping each student become the best person he or she is capable of becoming.

Parents as Partners

As partners in the educational process at Christ the King School, we ask parents to do the following:

- To set rules, times, and limits so that your child gets to bed early on school nights; arrives at school on time and is picked up on time at the end of the day; is dressed according to dress code; completes assignments on time, and has lunch money or a nutritional sack lunch everyday.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To meet all financial obligations of the school.
- To read school notes and newsletters and to show interest in the student's total education.
- To complete and return to school any requested information promptly.
- To treat teachers with respect and courtesy in discussing concerns or issues.
- To notify the school of any changes of address or important phone numbers.
- To notify the school when the student will be absent from school.

Parent Classroom Observation Procedures

Parents wishing to observe a classroom should limit their observation to 30 minutes. Extended observations tend to distract children from the classroom learning activities. Any observations regarding other children in the classroom should remain confidential.

Parents should remember that any single observation is only a limited view of a series of interrelated learning experiences and activities. It is assumed that all observers will have the integrity to discuss questions and obtain clarification from CTK school administration or faculty.

ACADEMIC INFORMATION

Testing

Entrance Exams: A battery of tests may be given to students entering kindergarten through eighth grades.

Standardized Testing: The ISTEP+ (Indiana State-wide Testing for Educational Progress) will be administered to students in grades three through eight.

High School Placement Tests: Reitz Memorial High School administers the Explore test to eighth grade students.

Curriculum

In keeping with our educational beliefs, the faculty will make every effort to design a curriculum program that will reflect the mission of the entire school community. Such a program must contain not only the required content but also the varied learning experiences, individual, and group activities, that will in time allow the student to take charge of his own education throughout his life. The basic core curriculum of religion, language arts, mathematics, social studies, and science is enhanced by other subjects to allow the student to develop his/her potential as a whole person.

Each child is unique and different not only in personal strengths and weaknesses but also in patterns of growth and development and learning methodologies. The curriculum must be adapted as much as is humanly possible in a school setting to help the child gain mastery of the basic learning skills. The entire school educational program must be reviewed and continually restructured.

Christ the King makes full use of the many cultural activities of Evansville, the resources of the community, and the tri-state area.

The developmental half-day Pre-Kindergarten program was begun as a service in 1991 to benefit two types of children: those who were not chronologically ready for kindergarten or those who met the age requirements but parents felt needed another year to develop skills before they entered kindergarten. In the fall of 2003, an afternoon Pre-school class was added. In 2008, the Learning Tree combined the students into a multi-age classroom. The *Learning Tree's* curriculum utilizes a wide variety of activities, both structured and unstructured, to broaden the children's knowledge, to increase their social, physical, spiritual, and emotional development, and to enable them to adapt into today's society. There are no prerequisites for entrance other than age, and there is no graded measurement of progress.

The kindergarten at Christ the King is a developmental program designed to broaden the socialization and learning skills of the five year old (must be 5 years old prior to August 1). Increasing the awareness of God and introducing reading and math skills in such an individualized way as to ensure each child's success is

our primary goal. We are confident that the child will have an enthusiastic outlook for the school as a whole after the rich and rewarding experiences offered in the Christ the King kindergarten program.

The present program for grades kindergarten through eight includes the following:

Religion	Social Studies
Reading/Literature	Indiana History
Language Arts	Computer Science
Phonics	Health
Vocabulary	Physical Education
Spelling	Music
Mathematics	Art
Science	

Instrumental music classes are offered by a Memorial High School faculty member in the 6-8 curriculum. Students in grades one through five are organized on a modified self-contained room pattern. Grades six through eight follow a departmental pattern.

Services for learning disabilities and speech are provided by Evansville Vanderburgh School Corporation and are available on a limited basis to help Christ the King students in need of these services.

Homework Policy

Homework provides for practice of skills and applications of principles based upon work begun in the classroom. Homework should enrich school experiences and promote an interest in life-long

learning, as well as stimulate individual initiative, personal responsibility, and the use of good study skills.

Since each student has different capabilities and interests, it is difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Parents are urged to *help* rather than *do* the assigned work. Parental help should include arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed.

WebGrader will be used to track late, missing, or incomplete homework assignments in grades 5-8.

In case of illness, parents are expected to notify the office by 8:00 a.m. of their plans to pick up homework. Homework will only be collected if requested by 8:00 a.m.

Christ the King School encourages families NOT to take family vacations while school is in session. It is very difficult for a student to miss extended days of school and still keep up with studies. Although written work can be made up, the value of time spent in class cannot be recovered. Some work that is done in class does not lend itself to be made up.

Please do not expect the teacher to plan a week of work ahead of time. The teacher may be able to give some assignments in advance, but there will be other work to make up on returning to school. Please allow the teacher sufficient time to gather assignments. All work given in advance is due the day the student

returns to school. Missed tests must be made up at a time that meets the discretion of the individual teachers.

Grading System

The grading system is as follows:

- A - 94%-100%
- B - 86%-93%
- C - 78%-85%
- D - 70%-77%
- F - 0%-69%

Web Grader

Parents of students in grades 3-8 have access to a web-based grading system that allows them access to their students' grades as well as teacher comments. The system also has a communication tool similar to e-mail called Web Notes to further communication between the school and home. Parents are to check Web Grader on a weekly basis. If there is difficulty in accessing the internet, parents should directly contact the teacher. Parents and students have two weeks to contest any grade once it is posted.

Progress Reports

Progress reports are sent home in the Friday Folders midway through each quarter.

Report cards will be issued four times during the year.

Parent-Teacher Conference

Parent-Teacher Conference schedules will be announced at the beginning of the school year. Conferences may be requested by either parent or teacher anytime throughout the year as the need arises. Please call the school office to request conferences.

Cumulative Records

The school office maintains an accumulative folder on each student. This folder contains: Semester I and II grades, standardized test results and results from other professional sources. With prior arrangements, these records may be examined upon request.

Honor Roll

Students in grades 6 through 8 are eligible for scholastic honors to be computed according to the following criteria:

1. The number grade from all subjects will be used to determine an overall average. This average is used to determine Honor Roll. Music,/Band, Art and PE count as half credit; core courses count as full credit.
2. Honor Roll is as follows:
 - 96%-100% = High Honors
 - 89%-95% = Honors
 - 84%-88% = Honorable Mention

Black and Gold Citizenship Rating

All students in grades 1 through 5 begin each grading period with a Black and Gold Rating. The following guidelines are used to determine the Black and Gold Rating:

is honest	is cooperative
respects authority	respects property of others
controls talking	listens attentively
works quietly	uses self control
is prepared for class	participates in class
makes good use of class study time	
follows rules and regulations	
works well with others (is courteous)	

Academic Eligibility for Extra-Curricular Activities

Extra-curricular activities are those activities that occur before or after school hours. These activities include, but are not limited to the following: basketball, cheer-leading, football, soccer, softball, track, cross-country, volleyball, wrestling, choir, speech team, and Diocesan dances. During ISTEP+ testing, all events should be concluded no later than 8:30 PM. No extra-curricular activities should be scheduled on Good Friday.

A student with a failing grade in any subject will be ineligible to participate in any Christ the King sponsored extra-curricular activity for a period of 15 school days from the day report cards are issued. The student's work will be evaluated at the end of the 15 school days to see if he/she can regain eligibility.

School Programs

Students are expected to attend all music/drama programs in which their class participates. These activities are an integral part of the curricular program. Absences should occur only in cases of emergencies.

ARRIVAL AND DISMISSAL PROCEDURES

School safety is a shared responsibility between parents(s) and school. The school has established procedures and policies to ensure that students arrive and depart school safely each day. The use of the crosswalk is strictly enforced. We encourage parental support of school safety, and we greatly appreciate your valuable cooperation.

Arrival

Vehicles

For safety reasons, we ask that nobody parks in the parking lot and crosses the line of traffic in the morning or at dismissal. Parents, including those of Learning Tree students, who need to enter the building should ALWAYS park on Bayard Park and enter the school from that entrance. All students are to go to the cafeteria and sit in their assigned areas until their homeroom teacher gets them at the 7:30 a.m. bell.

Walkers/Bicycles

All walkers and bicycle riders must have a parent permission slip on file in the school office. Bicycle riders are to walk their bikes onto the school property. Failure to follow this rule could result in suspension of bicycle privileges at school.

Christ the King School has a Safety Patrol Program. There is an adult guard with the student guards at Vann and Bayard Park. Student guards are stationed at Dexter and Chandler intersection and in front of the school on Bayard Park. Students are to use these intersections and must cross with the guards.

DISMISSAL Grades K - 8 Vehicles

The Evansville Police Department has recommended that parents picking up students on the parking lot should form a horseshoe by entering the parking lot nearest the basketball goals and exiting the center curb cut out. There are to be no parked cars in the inside space of the horseshoe. If parents need to enter the building before dismissal, please park on Bayard Park Drive or the north side of Chandler and enter the school from that entrance. Students should never cross the line of traffic at arrival or dismissal.

Cars must not be driven on the blacktop when students are present. Due to physical education classes and other activities, there could be students on the blacktop at dismissal time. All cars are to wait until students have entered the building before entering the blacktop area.

Students are to stand inside the white line next to the school until their car arrives. At that time, they are to enter their car on the passenger side only. Students are never permitted to walk across the blacktop to enter a car. After your car picks up passengers, you may exit towards the empty area to the driver's left.

Students are not to be picked up on streets surrounding CTK. Parents must not tell children to

walk to a parked car to be picked up. While we realize the line can be rather long in the parking lot, it is a matter of safety to have the children picked up through the regular dismissal line.

It is a safety issue when cars are parked on both sides of Dexter for students crossing and for the safety patrol guards to be clearly seen by oncoming traffic.

Students remaining at school at 3:00 p.m. will be escorted to after school care. Parents will incur a cost from the YMCA for this service. It is important for parents to register with the YMCA at the beginning of the school year to enable students to go to daycare in the event that parents are late picking up after school.

Whenever there is threatening weather at dismissal, students WILL NOT be permitted to walk home. ALL students will be required to be picked up in the dismissal line. IF you choose to allow your students to walk home during threatening weather conditions (not just rain), you will need to phone school to grant permission.

Walkers/Bicycles

For the safety of the students, only those students who are walking home and Pre-K students and their siblings should exit the Bayard Park side of school. Parents are asked to use the blacktop pick-up procedures rather than arranging to meet their student off school property.

Walkers are to exit the Bayard Park side of school. Bicycle riders are to exit the Chandler side and walk within the white line next to the Parish Center. Bicycle riders are expected to walk their bikes off the school

grounds staying within the white line next to the Parish Center. (Students are not permitted to bring skate boards and scooters to school.)

Learning Tree Dismissal

Learning Tree children who are dismissed at 11:00 a.m. are to be picked up on Bayard Park Drive in front of school. Learning Tree children attending the YMCA After Care program should be signed out by parents in the cafeteria.

ATTENDANCE AND TARDY POLICY

Consistent school attendance is needed for students to progress in sequential learning experiences. Furthermore, students need to arrive at school on time and be ready for school work. Although tardiness is not considered absenteeism, it disrupts the activities for individual classrooms. To be “on time” is training in responsibility for the student and their future.

Arrival of Students

- Children should not arrive before 7:15 a.m. Supervision is provided in the cafeteria from 7:15 - 7:30 a.m.
- When the 7:30 a.m. bell rings, students are to report to their homerooms. The tardy bell rings at 7:35, signaling the beginning of the homeroom period.
- Parents who bring children to school should follow the policies outlined in the School Arrival and Departure Procedures in the Handbook.

Dismissal of Students

- Classes are dismissed at 2:45 p.m.
- Dismissal procedures are explained on pages 17, 18 and 19.

Late Arrivals/Early Dismissals/Absences/ Leaving During the Day

- Requests for early dismissal are granted only in cases of real need. If possible, doctor and dentist appointments should be made outside of school time. If this is not possible, we ask that the child bring a written request in advance to be presented to any teacher affected.
- Students leaving the building any time during the school day due to illness or an appointment must be signed out by a parent, legal guardian, or designated person and signed in upon their return.
- If a student is out of the building for two hours or more, it is considered a half day’s absence. If a student is out of the building four hours or more, it is considered a full day’s absence. To ensure the safety of the student, the school is to be notified by 8:00 a.m. in the event of absence. When reporting the absence, please inform the office if you plan on picking up assignments at the end of the school day. Homework will only be collected if requested by 8:00 a.m.

Tardiness

- Students who are not in their homeroom when the 7:35 tardy bell rings are considered tardy.

- If a student comes to school before 9:35 a.m., he/she is listed as tardy.
- Parents are required to accompany tardy students to the office to obtain a tardy form.
- All tardies will be considered unexcused except for student illness or doctor's appointment. If the student has a doctor's appointment, a note from the doctor is required upon arrival.
 - Any student in grades K-8 will serve 1 lunch restriction for every 5 unexcused tardies for morning arrival in one grading period.
 - Demerits earned because of tardiness at morning arrival time will not accumulate toward the number of demerits that warrant in school suspension and probation.
 - When the bell rings to end a class period, students are to proceed directly to their next class. Students not in class when the tardy bell rings may receive a demerit notification.

Truancy

Continued unexplained absence from school is a violation of Indiana School Attendance laws and parents or guardians are held responsible.

BEHAVIOR AND DISCIPLINE

Code of Behavior

The following standards of behavior are offered as guidelines to the development of responsible, civic-minded, Christian students.

1. Exercise self-control.
 - Use courteous language.

- Resolve conflicts in a mature manner.
 - Be appropriately dressed and groomed, and otherwise comply with the school's uniform policies.
 - Be honest.
 - Make choices that are ethically and morally responsible.
2. Demonstrate a positive attitude.
 - Take a leadership role.
 - Be polite.
 - Be cooperative.
 3. Respect the rights and feelings of others.
 - Behave in a manner that does not disrupt others.
 - Treat others with courtesy and respect.
 4. Take responsibility for school property.
 - Respect the school buildings, ground and property.
 - Keep the campus free from trash and graffiti.
 - Decals, stickers, and posters are not to be placed on the walls, lockers, or desks.
 - Tape should only be used on tile surfaces, never on painted surfaces.
 5. Respect personal and private property.
 - Students are expected to take care of their own clothes, books, bicycle and other belongings.
 - Bicycles are to be parked in the assigned place and left alone until dismissal.
 - No person may presume to use or borrow another person's property without that person's permission.
 - Students are not to deface their own body, personal property or the bodies and personal property of other students.
 6. Support the learning process.
 - Attend all classes regularly and on time.

- Be prepared for class, including books, supplies and assignments.
- Complete schoolwork and test on one's own.
- Participate in class activities.
- Obey classroom policies.

Students are to observe the following when in specific areas of the school and grounds.

- Students may be only in their assigned area during recess and lunch periods. Two adults will be on duty at all recesses.
- During indoor recess, students are to stay seated, speak in a conversational tone of voice, play games that are calm, and not leave the classroom unless given permission by the teacher on recess duty.
 - Students may cross the street only under supervision.
 - The church is a place of worship, and when entering and leaving, there must be prayerful silence.
 - At the end of recess and lunch period, students are to enter the building quietly and walk to their assigned rooms.

Students are to follow appropriate rules during the lunch period.

- Students are expected to pray before meals.
- Students shall use proper table manners when eating lunch.
- Chewing gum is not permitted at anytime during the school day.

Students are expected to obey all teachers, assistants,

volunteers and other adult school personnel and visitors.

- Classroom rules are to be followed.
- Guests visiting the school or conducting an assembly are to be treated in a friendly and courteous manner.

Students are expected to be cooperative in all co-curricular and extracurricular activities, and to show good sportsmanship at all athletic events as a participant or spectator.

- Students shall be on time for all practices and events.
- Students shall carry out rules and their assigned tasks properly and respectfully.
- Students shall play as team members doing their fair share.
- Students shall be aware of the eligibility requirements for co-curricular and extra-curricular activities.

Student Behavior and Discipline Policy

Parent and Student Information

Christ the King School, in partnership with parents and the parish community, develops the spiritual, academic, emotional and physical growth of each student in a safe environment through strong academics, a commitment to service, and the formation of Catholic values. Appropriate behavior is an essential part of this mission. Students are expected to respect the persons and property that make up the school community, and all students are entitled to learn in a Christian environment.

Good discipline begins at home because parents are the first and primary teachers. **Just as parents have the right and obligation to establish rules for their children at their homes, teachers have the right and obligation to establish rules for their classrooms and other areas of supervision.** The school staff and parents must work in partnership in order to foster appropriate behavior.

Discipline stems from the individual knowing what is expected and making sure that the expected is carried out. Discipline is first of all the individual's responsibility, and it is the responsibility of each student to behave in a manner appropriate to school and to encourage that behavior among other students. The accent on discipline at Christ the King School is on the positive. Students are praised and rewarded for good behavior; however, when students choose inappropriate behavior, then they also choose the consequences that go with that behavior. **Any teacher or staff member has the right to correct individuals at any time and place. Every student is every teacher's responsibility.**

School rules will be discussed with the students on the first days of the school year and periodically throughout the year. **Rules are enforced before and after school and whenever on school property.** Students, parents, and teachers will be required to sign a copy of the school rules and policies, indicating their knowledge and support.

Rules are based on Christian values of respect for other people and property. When students choose inappropriate behavior, they also choose the consequences. Consequences are enforced in order to encourage a change in behavior. While it is

expected that students will occasionally make mistakes or bad choices, a student who repeatedly disobeys school and/or classroom rules is exhibiting a defiant attitude that is more serious than the rule violation.

Concerns about behavior problems at school should first be discussed with the teacher. If the issue cannot be resolved, the principal can be contacted. It is the responsibility of the parents not only to be acquainted with the **conduct** policies of Christ the King School and support them, but to encourage their child(ren) to conform to acceptable standards of behavior for a school setting.

In order for students to achieve better self-discipline, Christ the King School implemented the *Discipline with Purpose Program* for grades 6-8. This proactive program is designed to teach self-discipline. The school has adopted three rules that we will follow:

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

Each rule has many parts that describe what the rule looks like for the students. These are explained to the students and are posted in every classroom. While the objective of this program is to teach rather than to punish, not following the rules will result in consequences.

It is understood that students need certain skills in order to achieve self-discipline. These skills will be taught as part of the curriculum. Students will be instructed in the following self-discipline skills: listening, following directions, asking questions

appropriately, sharing (time, space, people, things), demonstrating social skills, cooperating, understanding the reasons for rules, accomplishing a task on his/her own, showing leadership, communicating, organizing, resolving a problem, taking the initiative, separating fact from feeling, and sacrificing/serving others.

It should also be noted that this program is a work in progress. Consequently, the school reserves the right to make changes when deemed necessary.

Definition of Terms

Demerit Notification - a written notification to parents concerning violation of school and/or classroom rules. Students will be given one, two, or three demerits based on the severity of the violation. A demerit notification must be signed and returned the following school day. Demerits will accumulate by semester.

Lunch Restriction- A time during lunch period when a student is required to write a reflection about the self-discipline skill that needs improvement. A lunch restriction must be served for each demerit notification issued.

Probation - a two week period of time during which a student cannot participate in extracurricular activities sponsored by CTK school or involving a CTK school team and may not participate in special events and/or activities at school. A student who receives 6 demerits in a semester, or serves in school or out of school suspension will be on probation. The probationary period will begin on the day that the 6th demerit is issued.

In School Suspension - a student is assigned to the office or other supervised area for the school day. Assignments will be provided, and credit will be given for the work done. Lunch will be eaten in the assigned area. A student who serves in school suspension will be on probation for a 2 week period.

Out of School Suspension - temporary expulsion from the school community. No credit will be given for assignments, class work, tests, or quizzes due or assigned during the suspension period. A student who serves out of school suspension will be on probation for a 2 week period. Out of school suspension can be given at the principal's discretion for severe or repeated misbehavior.

Expulsion - the permanent dismissal of a student from the school for disciplinary reasons.

Quarter and Semester Reward

Although demerits accumulate throughout an entire semester, students earning less than three demerits each quarter will be eligible for the quarter reward.

Students with no demerits for the semester will be eligible for a semester reward.

Consequences for Infractions

Minor Infractions

Each teacher has the right to determine his/her own classroom rules in accordance with the three core school rules:

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

The consequences for violations of classroom and/or school rules may vary according to the seriousness of the behavior, repetition of the behavior, and the attitude of the student. It should be understood that all teachers give opportunities for students to self-correct behavior before issuing a demerit.

If a student chooses NOT to self-correct the behavior, then the teacher will issue one or two demerits. The demerit notification must be returned the following school day with a parent signature.

Major Infractions

For infractions of a more serious nature, three demerits for a single offense may be issued by the teacher or principal. Demerit notifications will be sent home to the parent and must be returned the following school day with a parent signature.

With every three demerits issued, the student will serve one lunch restriction.

For every lunch restriction served, a written reflection will be completed by the student that addresses the inappropriate behavior and the measures he/she will take to improve his/her behavior.

The following is a list of behaviors that may constitute grounds for three demerits, suspension or expulsion:

- using violence, force, coercion, threat, intimidation, bullying or other similar conduct and thereby interfering with school purposes
- acting in a manner that results in or could result in physical harm to any person

- knowingly possessing, using, transmitting or being under the influence of mind-altering drugs, alcohol and/or tobacco products
- knowingly possessing, handling, or transmitting any weapon or object that can be considered dangerous or harmful to another
- engaging in any unlawful activity (e.g. stealing, defacing property, gang activity)
- cheating or copying on any assignment, quiz, or test; also includes plagiarism
- sexual harassment which is unwanted or unwelcome sexual attention and behavior that is defined by the person being harassed
- defying or repeatedly disobeying anyone in authority
- leaving school property without permission from student's parents/ legal guardian and school
- accumulation of demerits, lunch restrictions, or suspensions
- misuse of the Internet including online blogs such as but not limited to MySpace.com if the content of the student's blog includes defamatory comments regarding other students, the school, or the faculty

Accumulation of Demerits

Any student receiving 1 or 2 demerits in a semester will serve one lunch restriction and write a reflection. The student will lose the opportunity to participate in the semester reward.

Any student accumulating 3 demerits in a semester will serve one lunch restriction and write a reflection. The student will also have a conference with the teacher(s) and principal and will not be eligible for the quarter reward for the nine week period in which the demerits were received.

Any student accumulating 4 demerits in a semester will

serve one lunch restriction and write a reflection.

Any student accumulating 5 demerits in a semester will serve one lunch restriction and write a reflection. The student will also have a conference with the teacher(s), principal and parents.

Any student accumulating 6 demerits in a semester will serve one lunch restriction and write a reflection. The student will serve one day of in-school suspension and be on probation for a period of two weeks. During this time the student cannot participate in extracurricular activities sponsored by CTK school or involving any CTK school teams and any special events and/or activities during the school day. This includes team practices.

Any student accumulating 7 demerits in a semester will serve one lunch restriction and write a reflection. A consequence appropriate to the infraction will be determined.

Any student accumulating 8 demerits in a semester will serve one lunch restriction and write a reflection. A consequence appropriate to the infraction will be determined.

Any student accumulating 9 demerits in a semester will serve one lunch restriction and write a reflection. The student will serve one day of in-school suspension and be on probation for a period of four weeks. During this time the student cannot participate in extracurricular activities sponsored by CTK school or involving any CTK school teams and any special events and/or activities during the school day. This includes team practices.

Any student accumulating 10 demerits in a semester will have conference with the principal, the student's parents, and teachers who have issued the demerits. This conference will be held to determine the student's future at CTK.

Please note that multiple demerits may be issued by different teachers on any given day. This could result in missing the parent-teacher conference prior to a suspension being issued.

Procedural Guidelines Governing Student Suspensions From School

The principal, after consultation with teacher(s), shall notify the student of the specific reason for which disciplinary action is being instituted. Prior to out of school suspension, there will always be a hearing at which the student will have the right to present to the principal/designee any relevant information.

If a student is to be suspended, the principal will notify the parent(s) as soon as possible of the reason for the suspension and the steps necessary to reinstate the student. A student will not be asked to leave the school building until the parent(s) appears or authorizes his/her dismissal. Written notification to the parent(s) or guardian(s), indicating the reason for suspension, will be mailed within twenty-four hours. The pastor will also be notified of the suspension and the details. In cases of repeated suspensions, the Diocesan Director of Schools will also be informed since such actions could lead ultimately to expulsion.

The principal shall meet with the parent(s) or

guardian(s), student, and the faculty member(s) involved to discuss the problem, and if possible, plan the steps required for return of the student to the school.

Out of school suspension can last from 1 to 5 days. No credit will be given for assignments, class work, tests, or quizzes due or assigned during the suspension period. A student who serves out of school suspension will be on probation for a 2 week period, during which time a student cannot participate in extracurricular activities sponsored by CTK school or involving a CTK school team and may not participate in special events and/or activities at school. The principal makes the final decision in all serious disciplinary situations.

Procedural Guidelines Governing Expulsion From School

Due to the gravity of the consequences of expulsion, the principal will consult with the Diocesan Director of Schools prior to initiation of expulsion proceedings. The expulsion of a student from school is a serious penalty that will be used only as a last resort. The principal and faculty will use every means available to discover the cause of the problems and exhaust all other appropriate remedies.

Search Policies

Student Searches: The principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will

turn up evidence that the student has violated or is violating either the law or school rules.

Locker Searches: School lockers are the property of the school. A student who uses a school locker may not expect privacy in that locker or the locker's contents. The school principal may search student lockers at any time. The principal may also authorize any other school official or law enforcement officers to search any student locker at any time.

Bullying

Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another or others. It is an abuse of power which can take many forms: **physical**-hitting, kicking, shoving, spitting; **verbal**- taunting, teasing, degrading social or sexual comments, rumor spreading; **non-verbal**: threatening gestures, exclusion, internet, text messaging via cell phones, Instant Message. Bullying may constitute grounds for detention, suspension, or expulsion.

Our school embraces the following as school rules against bullying:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Sexual Harassment by Students

Sexual harassment by students is unacceptable conduct that may constitute grounds for expulsion. Sexual harassment may include unwelcome sexual advances, request for sexual favors or language or conduct of a sexual nature when such activity is sufficiently severe, persistent or pervasive so as to limit a person's ability to participate in or benefit from school programs or so as to create a hostile or abusive educational environment. Any person who has a complaint of a sexual harassment by a student must bring that complaint to the attention of the school Principal. All such complaints will be promptly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action including disciplinary measures if justified to remedy violations of this policy.

CHRIST THE KING SCHOOL UNIFORM POLICY *(Effective 2011/2012 School Year)*

The purpose of the dress code is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that is free from emphasis on clothing.

The enforcement of the dress code is a joint responsibility of parents, students, teachers, and the school administrator. Parents must see that children leave the home properly attired. Teachers and the administrator must see that students follow the dress

code throughout the day. Violations of the dress code will be handled by the school administrator and teachers.

Dress code must be followed on the first day of school and thereafter.

- Uniform attire must maintain its color and be free of holes, frayed edges and stains.
- Uniforms must be worn properly and be the correct size for the student.
- Athletic shoes must be worn for P.E. classes.

The CTK dress code policy states the required uniform attire. Since the policy cannot make provisions for the continual change of fashion, or state every restriction, the school administrator reserves the right to decide what is acceptable.

- Hair must be kept clean and properly styled.
- Boys' hair must be no longer than collar length in back, mid-ear on sides, and above eyebrows. Students will be required to comply with hair length regulations within one week after the warning is given.
- Hairstyles bordering on the extreme are not permitted.
- Approved jewelry includes a wristwatch, a religious medal, or cross on a small necklace.
- Small, non-dangling, simple earrings are permissible for girls only; one per ear in lower lobe.
- Hair bows, barrettes, and headbands (girls only) may be any color but must not be large or distracting.
- Tattoos (permanent, temporary or personally made) and body piercings are prohibited.
- Girls in K-5 must not wear make-up. Make-up

- (girls only) in grades 6, 7, and 8 must be minimal and age appropriate.

SUGGESTED UNIFORM SUPPLIERS

- Uniform departments include: Artex, J.C. Penney, Target, Sears, Lands' End and Old Navy.
- All plaid uniforms must be Artex plaid #55 or Lands' End hunter/classic navy plaid.
- Uniform sweatshirts/fleece pullovers and jackets must be purchased through Christ the King PTO.

DRESS CODE POLICY REVIEW: The policy will be reviewed at the discretion of the school administrator with the support of the Board of Education.

Please label all articles of clothing and personal belongings with last name!

UNIFORM REGULATIONS

Learning Tree and Kindergarten

Children do not wear uniforms. Comfortable and appropriate clothing for very young children must be worn. Shoes must fasten firmly on the feet, i.e. over the toes and around the heel. Sandals are not permitted.

Eighth Grade Students

Students are permitted to wear khaki uniform pants and shorts with a solid navy shirt. Navy uniform pants and shorts must be worn with a solid white or red shirt.

Boys and Girls Grades 1-8

Pants

- Navy (grades 1-8) and khaki (grade 8 only) must be worn.
- Pants must have belt loops.
- Pants must be appropriate size and length.
- Pants must not be faded or worn looking.
- Girls may wear navy uniform style cropped pants.

Walking Shorts

- Navy (grades 1-8) and khaki (grade 8 only) may be worn.
- Shorts for grades 1-8 may be worn from the first day of school until Oct 31st, and again from April 1 until the last day of school.
- The length of walking shorts must be much closer to the knee than the top of the leg.

Belts

- Belts must be worn with shorts and pants.
- Belts must be solid navy, black or brown devoid of studs and decorations.
- Belts must be sized to fit properly.

Jumpers, Skirts and Skorts (girls only)

- Jumpers must have a round neck, drop waist, and box panel.
- Only Artex plaid #55, Lands' End hunter/classic navy plaid and classic navy are considered appropriate uniform attire.
- All jumpers, skirts and skorts must fall much closer to the knee than the top of the leg.

Shirts

- Solid navy (grade 8 only), white or red shirts (grades 1-8) must be worn.
- Shirts must be polos, oxford cloths, or blouses with collar and sleeves. White turtlenecks are acceptable.
- If a T-shirt is worn under the shirt it must be plain white and not extend past the length of the uniform shirt sleeves.
- Shirts must be tucked in at all times.
- Shirts must not have logos, emblems or monograms.

Sweaters

- A navy uniform style plain sweater (cardigan, long-sleeve pullover or vest) may be worn.
- A white or red uniform shirt with a collar must be worn under the sweater.

Sweatshirts/Fleece Pullovers and Jackets (Orders will be placed several times a year by the PTO.)

- CTK navy blue sweatshirts/fleece pullovers and jackets with school name and embroidered logo may be worn. These items must be purchased through CTK PTO only.
- Uniform shirts must be worn under the sweatshirts, pullovers, and jackets.

Socks

- Solid gray, black, navy or white socks with no emblems must be worn.
- Socks must be visible above the shoes.
- Navy blue or white tights may be worn.

Shoes

- Athletic shoes and dress shoes must be worn

- and fastened firmly on the feet.
- Shoes must not light up and must not be neon colored.
- Sandals may not be worn.
- Shoes must be laced, tied, and neatly kept.
- Boots are not permitted as part of the uniform.

Outerwear

- Outerwear must not be worn during class.

EXCEPTIONS TO THE UNIFORM POLICY

- Girl Scouts and Boy Scouts may wear the regulation scout uniform on meeting days if they occur immediately after school.
- First Fridays of each month will be designated as Spirit Wear Days. Students are permitted to wear spirit wear sweatshirts or T-shirts with jeans, provided jeans are not ripped or frayed. School issued team apparel is not permitted. Only 8th graders may substitute MHS spirit wear instead of CTK attire.
- Black and Gold coupons for students in grades 1 - 8 may not be used on Mass days. Rules for alternate dress days should be followed. Note the expiration date on coupons.
- 8th grade class shirts or other attire may be worn on days designated by the school administrator.

ALTERNATE DRESS POLICY

- There may be periodic alternative dress days at the discretion of the administrator. The dress on such days must be modest and appropriate for school. Dress must not be revealing and clothing must not have rips or tears.
- The following are examples of unacceptable attire:

- Tank/halter tops, sleeveless and mesh and net tops, bare midriffs, mini skirts and short shorts, sundresses, torn or frayed jeans, T-shirts with inappropriate messages, and tights with mini skirts. Pants must fit around waist or hips, and may not drag the floor. The administrator reserves the right to determine what is not acceptable.
- Unacceptable attire will require a change of clothes.

LUNCH PROGRAM

Closed Campus

- Christ the King has a closed campus. Students are not permitted to leave the school grounds without adult supervision.
- Students leaving the building for lunch must be signed out by their parent or legal guardian and are expected to return by the beginning of their next class period. Students who return late will be issued an unexcused tardy.

Cafeteria

- Menus are published and sent home monthly as well as listed on the school website.
- Hot lunches are served each day in the school cafeteria. There is no opportunity to store or heat food brought from the outside.
- The cost of the student lunch including milk is \$2.25. An extra entrée is 90 cents with the exception of an extra slice of pizza which is \$1.25 and an extra side is 40 cents. Students

purchasing lunch must take the milk, unless there is a doctor's excuse for milk intolerance on file in the school office. If bringing their own lunch students are not permitted to bring soft drinks into the cafeteria. Students may purchase milk, juice or bottled water for 50 cents.

- The adult lunch is \$2.50. If you would like to join your child for lunch, please contact the school office by 9:00 a.m.
- Students may purchase juice after school if they are staying for a supervised activity and have the permission of the supervising teacher or parent.
- Free or reduced price lunches will be available to those students whose families meet the federally established guidelines. Information is available at registration or from the school office.
- In accordance with Federal law and U.S.

Department of Agriculture policy, Christ the King School cafeteria is an equal opportunity provider and employer.

HEALTH PROGRAM

Health and Safety

- The Health chairperson works closely with the Evansville Vanderburgh Public Health Department.
- Christ the King does not employ a school nurse during the school day.
- The PTO Health Committee will check the student's weight, height, and vision in the fall.
- Hearing tests will be administered to all new students and children in kindergarten and

grades 1, 4, and 7. If parents or teachers suspect that a child has a hearing problem, the child will be examined upon request.

- All students in grades 5 and 7 will be checked for scoliosis (curvature of the spine).
- First aid supplies for cuts and abrasions are provided by the PTO and can be obtained at the school office.
- Referrals for further examination by a physician will be sent to parents for those children who have abnormal findings in vision, hearing, and scoliosis screenings. These forms should be filled out by the appropriate doctor and returned to the school office.

Illnesses and Emergencies

- All parents are required to have an up to date EMERGENCY INFORMATION CARD on file in the school office. Please contact the school office when information changes during the school year, especially phone numbers.
- Children who are ill should remain at home. Please notify the school office before 8:00 a.m. if your child is going to be absent. A good guideline to follow is to keep children home until they are temperature free for 24 hours.
- Children who become ill at school will have their parents or guardians notified and will be kept in the school office until they can be picked up.
- In case of an emergency, if parents or guardians cannot be contacted, the school may secure emergency room treatment.

Physical and Dental Examinations

- It is required that students entering kindergarten

and grade six have a physical to ensure that they have the proper immunizations required by the State of Indiana.

- A dental examination is recommended at least once a year.

Immunization Records

- Proof of immunization for polio (OPV), diphtheria-tetanus-pertussis (DTP), and measles, mumps, rubella (MMR) is required for all students. Minimum immunizations required by Indiana Public Law are:
 - a. 5 doses of DTP, 5 doses for kindergarten and first graders
 - b. 4 doses of OPV for all grades
 - c. 2 doses of MMR
 - d. 1 dose of Measles on or after first birthday for all grades
 - e. 3 doses of Hepatitis B vaccine
 - f. dose of Varicella vaccine (Chicken pox) on or after the first birthday or a record of disease. Parental history of Chicken pox disease is acceptable as proof of immunity (no vaccine needed). A written statement from the parent/guardian is needed, which Must be signed and dated indicating the date of the disease.
- A written statement of the child's immunization will be required no later than the first day of school. The parents must show that the child has received the required immunizations noted above. No child shall be permitted to attend the first day of school without furnishing this written statement, unless the local health department or physician determines that the child's

immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed. In this case, the parent shall furnish this written statement and a time schedule, approved by a physician or the local health department, for completion of the remainder of the immunizations.

-or-
If the parents object to immunization for medical or religious reason, such a written statement shall be required no later than the first day of school.

- When a child enrolls in a school corporation for the first time or any subsequent time and at any level, parents must show either that he has been immunized or that parental or medical objection to immunization has been filed (unless such a written statement and accompanying documents are currently on file with the school.) The law now includes all children enrolled in school, not first time entrants only. Students who entered school prior to the most recent amendment are now included in the immunization requirements. The definition of "immunized" will vary according to the age of the child and his history of inoculations.

- All students entering 6th grade in Indiana schools as of fall of 1991 will be required to have received at least two doses of measles vaccine, preferably M/M/R, and both doses must have been administered after the first birthday. The second dose may have been administered anytime during the child's life, as long as there was 30 days between doses. (The second dose is available from the Vanderburgh County Health Dept., only to

children entering 6th grade.)

Medication

- The parent or guardian of the student shall deliver the medication to school in person. The prescribed medication shall be in the original container bearing the original pharmacy label which includes the directions from the physician, the name of the medication, date, and student's name. The non-prescription medication shall be in the original container with date, student's name, and written instructions from the student's parent or guardian. (Schools may not stock any non-prescription medication other than what a parent or guardian provides for the student.)
- The parent shall sign the Authorization for Administration of Medication by School Personnel Form if prescription medication is to be dispensed on a daily basis. Medication (i.e. antibiotics, cough medicine, cough drops, eye drops, or any other medication) to be taken as needed requires a written note from the parent or guardian.
- The parent is encouraged to send limited amounts of medication to school and to schedule times of administration so that a minimum number of doses will be given during the school day.

ATHLETIC PROGRAM AND POLICIES

I. PHILOSOPHY

Students will be provided an opportunity to

develop the attributes of good Christian citizenship and sportsmanship.

This program should build self-confidence, team work, constructive competitiveness, and life-long skills. The athletic program serves as an extension of the classroom.

The primary purpose of an elementary school/middle school athletic program is to provide students with educational experiences and learning outcomes, not a “win at any cost” philosophy.

II. ATHLETIC ADVISORY COMMITTEE MEMBERSHIP

Christ the King athletics are under the jurisdiction of the Athletic Director. The Athletic Director appoints the Athletic Advisory Committee. The Athletic Advisory Committee shall consist of the principal; five (5) at-large members (need not be the parent of a student at CTK); and one (1) member of the Board of Education.

The Athletic Advisory Committee shall be composed no later than July 1 of each school year. The names of the members of the Athletic Advisory Committee shall be reported to the principal by the Athletic Director.

The Athletic Advisory Committee shall meet at least 4 times per year, and more often as necessary at the discretion of the Athletic Director.

The Athletic Advisory Committee, through the Athletic Director, shall be responsible for the

following items:

- Reporting activities of the Athletic Department to the Board of Education (either through written reports submitted for the monthly Board of Education Meetings or by attendance by an Athletic Committee member at the Board of Education meetings
- Composition and submission of team rosters and schedules to the school principal prior to the teams’ first contests.
- Submission of budgets for expenses for the upcoming school year to the school principal.

III. ELIGIBILITY FOR ATHLETICS AND CHEERLEADING

- Parents: Parents must sign an Athletic Program Sign-up Form, Waiver and Release giving permission for the student to participate in practice and games.
- Conduct: A student on probation (as defined on page 27 of the CTK Parent/Student Handbook) will not be eligible to participate in practice and/or games during the probationary period.
- Age: Students will become ineligible upon attaining the age of sixteen.
- Scholastic: The athlete must not be failing

- any classes. Grades will be reviewed as report cards are issued. Upon release of a report card not meeting minimum standards, the student will be suspended from play for 15 school days from the day report cards go home (student may practice with the team). On the 15th school day, the grade situation will be reviewed by the school administrator.

At that time, the student will be reinstated to the team if the grade problem is corrected. If grades are not up to standard, the student will continue play suspension and the right to practice will also be suspended for three more weeks. After the second fifteen school day play and practice suspension, the grades will be reviewed again. If grades are up to minimum, the student will be returned to eligibility. If the grades are still inadequate, the student will be removed from the school team and denied practice and play until the student receives a report card that is up to minimum standards.

Students who are academically ineligible at the end of school year will be able to participate on sports teams but will be closely monitored at the beginning of the next school year.

Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. It is expected that any exception will be documented for future reference.

Students may be disqualified from participation in sports activities based on

behavioral reasons established by individual schools.

- Attendance: Student athletes are expected to attend all classes. Athletes absent from school will not be allowed to participate in a practice or contest the day of the absence.

Exceptions to the rule must be approved by the principal.

- Team Rosters: CTK athletic teams will be limited to children in the grades specified by league guidelines, i.e. fifth and sixth grade team will be limited to fifth and sixth graders. An exception may be made only in a case where there are not enough children in the specified grades to complete a team roster. When this occurs, all children in the preceding grade level will be eligible. In all cases, any exceptions must be approved in advance by the Athletic Advisory Committee.

- Consolidation: In the event that the league for a Christ the King sport permits the consolidation of two or more Catholic schools to form a team in the league, Christ the King may participate in such a consolidation with the approval of the Athletic Advisory Committee, provided that the consolidated team shall comply with the scope and intent of these policies, rules and regulations.

- Eligibility: Only students who are enrolled in Christ the King School, or enrolled in a Catholic School that is consolidated with Christ the King School for league purposes,

shall be eligible to participate in the Christ the King School athletic program.

- Absences: Team members who have unexcused absences from games or practices may receive reduced playing time at the discretion of the coaches. Absences for reasons of illness, injury, family emergencies and school or faith related functions may be excused.

- Inclement Weather: There will be no practice or games at school if school is cancelled.

IV. SCHEDULING OF EVENTS

All athletic events, including practices should be scheduled so as not to conflict with other school and parish events. To this end, all schedules should be presented to the principal as early in the school year as possible, and no later than the beginning of the season. All events should be concluded no later than 9:00 p.m. All games and practices should be concluded on Saturdays by 4 pm in order to provide ample parking for those attending Mass. Events on Sunday must never be scheduled before 12:30 pm.

During ISTEP testing, all events should be concluded no later than 8:30 p.m. No athletic events, practices or games should be scheduled on Good Friday.

When possible, events involving our younger students should take the earliest available time periods.

In addition, coaches and administrators are urged to

begin and end practices and games as promptly as possible.

V. SCHEDULE LIMITS

- Football: One game per calendar week during the course of the regular season
- Basketball: Sixteen games and one tournament per league. No more than two games per calendar week, except for tournament play.
- Soccer: Fifteen games and one tournament. No more than two games per calendar week.
- Volleyball: Twelve matches and one tournament. No more than two matches per calendar week.
- Track: Six meets plus one tournament. No more than two meets per calendar week.
- Wrestling: Ten meets and two tournaments. No more than two meets per calendar week.
- Softball: Summer season. No more than two games per calendar week, except for tournament play.

VI. CHEERLEADERS

The cheerleading coach shall be responsible for the training and supervision of cheerleaders at practices and athletic events.

VII. UNIFORM AND EQUIPMENT

Coaches shall be responsible for the issuance, maintenance and return of all athletic uniforms and equipment. At the discretion of the Athletic Advisory Committee, a deposit may be required. Uniforms will display the official school colors of Old Gold and Black where possible.

VIII. OUT-OF-TOWN ATHLETIC EVENTS

- All out-of-town non-league events must be submitted to the Athletic Advisory Committee for approval.
- Trips longer than 60 miles from the Vanderburgh County line must be approved by the Board of Education.

IX. ATHLETIC AWARDS

Athletic awards shall be presented on a uniform basis for all sports and to all participants, boys and girls. The purpose of awards and banquet, if held, shall be to encourage faithful participation and achievement. To ensure this goal, all awards and banquet plans must be approved by the Athletic Advisory Committee.

X. ADMINISTRATION

The Athletic Director shall be responsible for the implementation of this policy and shall make recommendations to the Athletic Advisory Committee regarding their enforcement and effectiveness.

XI. ATHLETIC FEES

The cost of the operation of the Athletic department will in part be funded by an athletic fee of \$30 per student per sport.

Any question not adequately covered by these policies, rules and regulations or requests for waivers shall be referred to the Athletic Advisory Committee for a decision. If any waiver or exception is granted by the committee, the Athletic Director must notify the Board of Education of their decision and the pertinent circumstances. This Athletic Policy takes precedence over league rules.

GENERAL SCHOOL INFORMATION

Electronics

Bringing electronics to school such as iPods, CD players, headsets, and electronic games is strongly discouraged unless they are needed for a classroom activity. They are never to be used during the school day without permission. Cell phones and other electronics must be kept in lockers and/or backpacks and be turned off until after 3:00 p.m. Failure to follow these guidelines will result in demerits being given and/or confiscation of the electronic device.

Emergency Drills

- The school complies with Indiana requirements regarding emergency drills and their frequency.
- Orderly conduct and SILENCE must be maintained during the entire time of a drill.
- No one is permitted to return to the building until an all clear signal is given.

Endowment Donations

The Christ the King Education Endowment offers a tax-exempt opportunity for parents and other interested persons to aid in the continued support of quality education for the students of Christ the King School. Donation forms are available from the school principal or from the Catholic Foundation of Southwestern Indiana.

Family Vacations

Christ the King School encourages families NOT to take family vacations while school is in session. It is very difficult for a student to miss extended days of school and still keep up with studies. Although written work can be made up, the value of time spent in class cannot be recovered. Some work that is done in class does not lend itself to be made up.

Please do not expect the teacher to plan a week of work ahead of time. The teacher may be able to give some assignments in advance, but there will be other work to make up on returning to school. Please allow the teacher sufficient time to gather assignments. All work given in advance is due the day the student returns to school. Missed tests must be made up at a time that meets the discretion of the individual teachers.

Field Trips

Definition and Regulations

- A field trip is defined as an accepted school activity which requires students and their teachers to be away from school premises. Approval must be given by the principal before any plans for field trips are made. Field trips

are not to exceed sixty miles from Vanderburgh County. An exception may be made for special events with approval from the principal and the Board of Education.

- Prior to going on a field trip, each student must have the official permission slip signed by his parents. Permission cannot be given over the phone. An additional permission slip may be found in the back of this handbook.
- A student participating in a school field trip will be expected to satisfy the class work requirements of any missed class.
- A student participating in any school field trip must meet the behavioral, academic and citizenship requirements set by the teacher, approved by the principal, and communicated to the students and parents in accordance with the Student Behavior and Discipline Policy in the Parent/Student Handbook. (pg. 24)
- The eighth grade class may take a trip with the distance not to exceed 200 miles beyond the Vanderburgh County line unless an exception is made by the principal and the Board of Education.
 - All grade levels do not always have the same number of field trips.

Supervision and Sponsors

- All field trips must be adequately supervised. Sponsors and chaperones must be approved by the principal. In order for parent volunteers to adequately serve in their roles as chaperones, alternative arrangements should be made for younger siblings.
- The act of sponsoring or chaperoning student

trips must not result in financial rewards to the person. However, minimum transportation and lodging expenses may be justifiably added to the individual trip assessment of students.

- When field trips necessitate the readjustment of faculty supervision within the local school, decisions regarding these adjustments will be made by the principal.

Transportation and Liability

- Christ the King follows the Diocesan policy and guidelines on field trip transportation and liability.

Friday Folders

Friday Folders serve as our primary method of communicating with parents and will be sent home on a weekly basis. It is important that these folders be read and returned to the homeroom teacher on Mondays. Failure to do so will result in a demerit notification on Tuesday if the folders are not returned.

Fire Wardens

Christ the King has four 8th grade fire wardens who serve the school. Wardens assist during fire drills, tornado alerts, and other emergencies and report safety problems in the school. They receive training from the Evansville Fire Department's School Safety Coordinator.

Inclement Weather "No School" Policy

- Christ the King uses a telephone broadcast system entitled School Reach. Parents will be notified through this system using phone

numbers given to the school at the start of the year.

- Listen to local radio and TV stations for information on school closings. We will follow the same closings/delays as EVSC.
- In the event of a delay, the Learning Tree class will meet on a delayed start time as will the rest of the school. Parents should exercise their own discretion as to whether to send their children.

Emergency Early Dismissal

- In case of inclement weather the School Reach program will be utilized.
- There will be no after school activities at school if school is cancelled.
- If cancellation occurs after the school day begins, the YMCA Child Care Program will be opened as soon as school is dismissed; however, parents will be notified to pick up their children immediately.
- Whenever there is severe threatening weather at dismissal, students will NOT be permitted to walk to cars off school property or to walk home. ALL students will be required to be picked up in the dismissal line. IF you choose to allow your student(s) to walk home during threatening weather conditions (not just rain), you will need to phone school to grant permission.

Office Records

Parents/Guardians are requested to notify the school office in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up-to-date.

Parent Concern Procedure

For all concerns of an academic or behavioral issue, parents should first contact the classroom teacher. When direct communication with a faculty member has not settled an issue, then parents should contact the principal.

Parent-Teacher Organization

Every family with children enrolled at Christ the King School is automatically a member of the Parent-Teacher Organization and PTO dues are collected at the time of registration. Participation of all families is encouraged by the PTO.

Safety Patrol

Christ the King tries to ensure the safety of students who walk to or from school. Members of the safety patrol guard the crosswalks. A position of the safety patrol is a big responsibility. Crossing guards are trained to make sure our students safely cross the street.

School Parties/Invitations

- The dates and plans for class parties must be approved by the principal. All grades will have Christmas parties; for Halloween and Valentine's

Day, grades K-3 may have parties, while grades 4-8 may receive treat bags.

- Parents wanting to send a treat to school on their child's birthday should notify the teacher in advance and choose a treat that is healthy, quick and easy to serve and eat. Cupcakes and other sugary sweets should not be sent.
- Students bringing party invitations to school

instead of using the postal service may distribute them to their classmates provided **ALL** students in the class receive an invitation.

- Research shows that feelings of exclusion can have serious implications on a child's performance in school. Hurtful feelings come about when all the girls (or boys) in a class except for one or two are invited to a social event. When it is not feasible for *everyone* to be invited to a social event, please talk to your children about the inappropriateness of making and/or discussing plans or discussing the event after the fact in front of those not invited.

Telephone Usage Procedures

Permission to use the telephone must be obtained from the school secretary. The office phone is a business phone; consequently, calling home for forgotten homework, lunch, gym clothes, etc. is strongly discouraged. Student cell phones should be kept in lockers and/or backpacks during the school day and be turned off until after 3:00 p.m.

Visitor/Security System

- Parents and other visitors are welcome and encouraged to visit and tour the school.
- All parents and visitors are asked to report to the office immediately upon entering the building to sign in.
- Requests to confer with students during class time are severely restricted and will be limited to emergencies only.

APPENDIX

Christ the King School 2011-2012 Calendar

August 19	First Day of School	February 20	Presidents' Day, No School Potential Make-Up Day
September 2	No School	March 2	End of Third Grading Period
September 5	Labor Day, No School	March 26-30	Spring Break, No School
October 6	End of First Grading Period	April 6	Good Friday, No School Potential Make-Up Day
October 7	No School	April 9	No School Potential Make-Up Day
November 11	Veterans' Day, No School	April 23	No School Potential Make-Up Day
November 23-25	Thanksgiving Break No School	May 4	No School Potential Make-Up Day
December 16	End of Second Grading Period End of First Semester	May 23	Last Day of School End of Fourth Grading Period End of Second Semester Graduation 7:00 p.m.
Dec. 21-Jan. 1	Christmas Break, No School		
January 2	Classes Resume, First Day of Second Semester		
January 16	Martin Luther King, Jr. Day, No School Potential Make-Up Day		

CATHOLIC DIOCESE OF EVANSVILLE
CODE OF CHRISTIAN CONDUCT
COVERING STUDENTS AND
PARENTS/GUARDIANS
CHRIST THE KING SCHOOL

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

CATHOLIC DIOCESE OF EVANSVILLE YOUTH PROTECTION POLICIES

1. Every parish or cluster and each high school is to appoint a Youth Protection Coordinator who is responsible for implementing the policies of this manual at the local level.
2. Each parish and high school is to have a Youth Protection Manual and required Handbooks with the local guidelines and procedures for educational, catechetical, and youth ministry activities.

3. Diocesan Policy: Report and Inform

The Diocese of Evansville has in place a policy that requires investigating current and past allegations of sexual abuse of minors by church personnel. Sexual misconduct violates human dignity and the mission of the church. The spiritual well-being of all victims, their families, and others in the community is of particular concern to the church.

4. Every adult working with youth in any capacity is required to sign the Best Practices of Pastoral Conduct. This form is to be signed annually.
5. Every adult working with youth in any capacity is required to attend a training session which includes the policies of this manual. Adults working with children and/or youth for the first time must complete the full training. Thereafter, on an annual basis, all adults are required to attend a refresher session. Children and youth are to be trained using age appropriate

materials. Parents are also to be trained regarding safe environments.

6. Any adult (paid or volunteer) who works with youth in any capacity is required to submit a criminal history background check.

CATHOLIC DIOCESE OF EVANSVILLE CRISIS/CONFRONTATION POLICY CHRIST THE KING SCHOOL

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

- A. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- B. A student has engaged in or threatened, attempted or made plans to engage

in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;

C. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct in violation of the law of the Code of Christian Conduct;

D. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;

E. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;

F. A student knows, but fails to disclose to school authorities, that another student either:

- i. has threatened or made plans to engage in conduct that would intentionally present risk of physical harm to any person or persons; or
- ii. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

DIOCESAN SCHOOL PEST CONTROL POLICY

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and state law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

ASBESTOS PLAN

The Evansville Catholic Diocese has complied with the Asbestos Hazard Emergency Act (AHERA) by developing Asbestos Management Plans for each of the Diocesan Schools. The Asbestos Management Plan for Christ the King School is available at the school. The management plans for all the diocesan schools are available at the Catholic Center located at 4200 North Kentucky Avenue, Evansville, Indiana.

DIOCESAN ALCOHOL POLICY

To help ensure the safety and well-being of the young people in the Diocese and to promote and encourage healthy lifestyles among our youth, minors should be discouraged from being present at parish/school sponsored events where alcohol is present. We expect education and compliance with all laws regarding alcohol use.

WELLNESS POLICY

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools, including private schools, which participate in the National School Lunch Act or the Child Nutrition Act, must develop a School Wellness Plan. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools will form wellness committees, set campus nutrition guidelines, and determine nutrition education and physical activity opportunities. Copies of the plan can be found in the school office.

**PARENT REQUEST FOR CHILD'S PARTICIPATION
IN EXTRACURRICULAR ACTIVITY**

Catholic Diocese of Evansville

Christ the King Church/School

Youth's Name

Date(s) of Event

Estimated Departure Time

Estimated Return Time

Description of Activity or Event (Including Educational Purpose)

I, the parent of the above-named child, hereby request that he/she be permitted to attend and participate in the above-described activity or event ("event"). I give my approval for my child's participation in the event and agree to assume all risks and hazards incidental to the conduct of the event including transportation to and from the event. I do further hereby waive, release, absolve, indemnify and hold harmless the Bishop of the Catholic Diocese of Evansville,

Christ the King Parish, Msgr. Kenneth Knapp Pastor, and any of their respective affiliates, successors, agents, employees, members, and representatives, adult sponsors, and other volunteers involved with the event including transportation associated therewith from any and all claims, including claims of personal injury to my child or property damage, under any theory of law (including negligence, but not reckless or intentional conduct) in any way resulting from or arising in connection with the event and/or transportation to and from the event.

Custodial Parent's Signature

Date

Guardian's Signature

Date

March 2000

**CATHOLIC DIOCESE OF EVANSVILLE
CATHOLIC DIOCESE OF EVANSVILLE
INTERNET USE POLICY AND AGREEMENT**

We are pleased to bring Internet access to Christ the King School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by mobile devices of any kind (including but not limited to cellular telephones, BlackBerrys, Pocket PCs, Sidekicks, pagers and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

STUDENT AGREEMENT

1. **Personal Responsibility.** I will accept personal responsibility for my misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.

2. **Acceptable Use.** My use of the Internet and e-mail will be in support of educational research and the education goals and missions of Christ the King School as defined by the teacher in charge. I understand that "surfing" the Internet can result in congestion of the school network slowing it down for others.

3. **Network Etiquette.** I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.

4. **Privacy.** I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.

5. **Electronic Mail ("e-mail").** I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

6. **Security.** Under no circumstances will I order any material over the Internet. I will not download and/or attach file from any user or users I am not familiar with.

7. **Copyright.** I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my Internet use or access privileges may be revoked and school disciplinary action may be taken.

Student's Name:

(Printed Name)

(Signature)

(Date)

PARENT AGREEMENT

As the parent/guardian of Christ the King School, I have read and discussed the attached Internet Use Policy and Agreement with my child. I understand that Internet access is provided by the school for education purposes only. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or faculty responsible for materials acquired from the Internet. I give my permission for my child to access the Internet pursuant to the attached Agreement while supervised at school.

Parent or Guardian:

(Printed Name)

(Signature)

(Date)

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