

2023-2024

Parent/Student Handbook



708 Dryer Avenue
Daphne, AL 36526
<https://ctkcsdaphne.org>

Updated: August 2023

Christ the King Catholic School admits students of any sex, race, color, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school. Christ the King Catholic School does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its employment practices, educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.

CHRIST THE KING CATHOLIC SCHOOL BELIEFS	5
CHRIST THE KING CATHOLIC SCHOOL MISSION STATEMENT	5
ARCHDIOCESAN PHILOSOPHY STATEMENT	5
STATEMENT OF PURPOSE	5
THE ROLE OF PARENTS IN CATHOLIC EDUCATION	6
ADMINISTRATION OF SCHOOL	7
PASTOR	7
SCHOOL PRINCIPAL	7
ASSISTANT PRINCIPAL	7
SCHOOL ADVISORY COUNCIL	7
2022-2023 SCHOOL ADVISORY COUNCIL MEMBERS	7
REGISTRATION AND TUITION	8
FINANCIAL OBLIGATIONS	8
ARBITRATION OF DISPUTES	8
TUITION ASSISTANCE	9
PARENTAL INVOLVEMENT	9
ACCESS TO STUDENT RECORDS	9
NON-CUSTODIAL PARENTS	9
WRITTEN RECOMMENDATIONS	9
PARENT PARTICIPATION	9
PARENT-TEACHER ORGANIZATION (P.T.O)	9
ROOM PARENTS	9
OTHER VOLUNTEER AREAS	9
SCHOOL VISITORS	9
PARENT CONFERENCES	10
PARENT/TEACHER COMMUNICATION	10
SPECIAL ACTIVITIES	10
COMMUNICATION	10
EBLAST	10
PLUSPORTAL	10
CONTACTING TEACHERS OR ADMINISTRATION	10
WEATHER EMERGENCIES	10
PUBLICITY	11
CTKCS LOGO USAGE	11
EDUCATIONAL CURRICULUM AND PROGRAMS	11
ACADEMICS	11
RELIGION	11
PHYSICAL EDUCATION AND HEALTH	11
ART	11
SPANISH	11
MUSIC	11
LIBRARY	11
COUNSELOR	11
RESOURCE PROGRAM	11
GRADE LEVEL GUIDELINES FOR PROGRESS REPORTS/REPORT CARDS	12
Kindergarten Academic and Self-discipline Skills	12
GRADE PRACTICES: GRADES 3 – 8	13
Grading Scales/Codes:	13

RETENTION	13
AWARDS	14
TESTING	14
HOMEWORK	14
ATTENDANCE	15
EXTENDED CHILD CARE	16
FIELD TRIPS	16
STUDENT PROGRAMS	16
SCHOOL SAFETY	17
ARCHDIOCESE OF MOBILE CHILDREN AND ADOLESCENTS PROTECTION PROGRAM	17
VIOLENT CRITICAL INCIDENTS	17
THREATS OF VIOLENCE	17
DRILLS	17
ARRIVAL	17
DISMISSAL	17
LEAVING SCHOOL GROUNDS	17
REMAINING AT SCHOOL	17
GATES AND DOORS	18
WEAPONS POLICY - CATHOLIC ARCHDIOCESE OF MOBILE	18
VANDALISM/THEFT/LOSS	18
DRUG, TOBACCO, ALCOHOL POLICY	18
CHILD ADOLESCENT PROTECTION POLICY	19
CHILD ABUSE	19
CHRIST THE KING CATHOLIC SCHOOL BULLYING POLICY	19
Bullying Report Form	21
TRAFFIC REGULATIONS	22
DROP OFF	22
AFTERNOON DISMISSAL	22
RELEASE PERMISSION	22
BICYCLES	22
STUDENT HEALTH	22
HEALTH AND MEDICATIONS	22
HEALTH PROCEDURES	22
OTHER MEDICAL ISSUES	23
OVER-THE-COUNTER PRESCRIPTIONS	23
IMMUNIZATIONS	23
BIRTHDAY PARTIES FOR STUDENTS	23
LUNCH PROGRAM	23
UNIFORMS	24
MODESTY	24
NON COMPLIANCE	24
DRESS UNIFORMS 6th-8th GRADE	24
PE UNIFORM	24
SHOES	24
UNIFORM REGULATIONS	24
MISCELLANEOUS	24
SPIRIT SHIRT DAY	24
COMPLETE OUT OF UNIFORM	25

<u>COLD WEATHER</u>	<u>25</u>
<u>JEWELRY</u>	<u>25</u>
<u>MAKE UP/ NAIL POLISH</u>	<u>25</u>
<u>HAIR</u>	<u>25</u>
<u>GENERAL RESPONSIBILITIES OF STUDENTS</u>	<u>25</u>
<u>DISCIPLINE AND CONDUCT</u>	<u>26</u>
<u>DETENTION</u>	<u>27</u>
<u>IN-SCHOOL SUSPENSION.</u>	<u>27</u>
<u>OUT-OF-SCHOOL SUSPENSION</u>	<u>27</u>
<u>PROBATION</u>	<u>27</u>
<u>STUDENT CONTRACTS</u>	<u>27</u>
<u>EXPULSION.</u>	<u>27</u>
<u>STUDENT APPEALS PROCESS</u>	<u>28</u>
<u>PARENT CONCERNS</u>	<u>28</u>
<u>GRIEVANCE POLICY AND PROCEDURES FOR HANDLING PARENTAL COMPLAINTS</u>	<u>28</u>
<u>TECHNOLOGY ACCEPTABLE USE AND DIGITAL CITIZENSHIP POLICIES</u>	<u>29</u>
<u>Internet Use Policy</u>	<u>29</u>
<u>Google Education Accounts Issued to Students</u>	<u>30</u>
<u>Bring Your Own Device Policy (BYOD)</u>	<u>30</u>
<u>Key Points of This Policy</u>	<u>30</u>
<u>Responsibility for Devices</u>	<u>30</u>
<u>Student Cell Phones</u>	<u>30</u>
<u>Smart Watches/Devices</u>	<u>31</u>
<u>STUDENT TECHNOLOGY ACCEPTABLE USE AND DIGITAL CITIZENSHIP POLICIES AGREEMENT</u>	<u>32</u>
<u>OTHER QUESTIONS AND CONCERNS</u>	<u>34</u>
<u>ACKNOWLEDGMENT OF PARENT/STUDENT HANDBOOK</u>	<u>35</u>

CHRIST THE KING CATHOLIC SCHOOL BELIEFS

Every child's gifts should be nurtured.

The school, students and parents share the responsibility of providing an environment for learning.

Communication among parents, students and teachers is a vital part of school success.

Assessment of student learning should provide students a variety of opportunities to demonstrate their knowledge. A Christ-centered environment encourages children to reach their potential.

CHRIST THE KING CATHOLIC SCHOOL MISSION STATEMENT

Christ the King Catholic School, a ministry of Christ the King Parish, serves the Eastern Shore by providing a quality Catholic education for children in preschool through eighth grade. The faculty and staff are committed to fostering the spiritual, intellectual, social, emotional, and physical growth of students. Christ the King Catholic School offers an academic curriculum integrating faith and learning in a nurturing, stimulating and safe environment. Together with parents and the parish community, Christ the King Catholic School prepares students to meet the future with faith, knowledge and integrity.

ARCHDIOCESAN PHILOSOPHY STATEMENT

The Archdiocese of Mobile charges Catholic schools with the mission of providing a Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

Catholic Schools will:

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values;
- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;
- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity while welcoming students of all faiths;
- produce graduates who possess a comprehensive understanding of the world, recognizing the need for service to others and commit to excellence in their chosen vocation

STATEMENT OF PURPOSE

We request that each parent and student read our handbook carefully, so each may become familiar with the policies, rules and regulations of our school. Please keep the handbook and refer to it when you have questions regarding school matters. Christ the King is an accredited school. Christ the King Catholic School is non-discriminatory with regard to race, sex, color, and national or ethnic origin. The administration of Christ the King Catholic School reserves to itself the right to interpret, amend or change the contents of this handbook at any time. Students, parents and guardians will be informed of any changes to the rules.

THE ROLE OF PARENTS IN CATHOLIC EDUCATION

Parents have the God-given natural right to educate their children. They are acknowledged as the first and foremost educators of their children. Parents have an obligation to raise their children in an atmosphere of love and respect that is reinforced by the school to produce exemplary Christian citizens.

- **All parents have the obligation to instill in their children a respect for authority so that instructions will be obeyed promptly and cheerfully. They will teach their children to look upon teachers, school staff, playground supervisors, and volunteers as representatives of their parents.**
- Parents must be active partners in the spiritual development of their children by reinforcing at home, through word and example, our Catholic Faith. They should pray daily with their children, share in the Religion homework, model appropriate behavior and dress at mass, attend weekly liturgies and sacramental preparation meetings.
- Parents will bring their children to school well rested and fed, clean, in complete uniform and with all the materials necessary for their classes.
- Parents will support their child's academic development by cooperating with the school's programs, participating in parent-teacher conferences, reading the weekly take-home folders, assisting with homework, using PlusPortal, and asking for clarification when needed.
- Parents must understand that technological communication through teacher email, school website, and PlusPortal are made available by the school, and they will use these resources as much as possible to stay updated and informed.
- The school is not able to accept parent requests for student placement in certain classes or with certain teachers. If a parent or guardian has a serious issue with a student placement, the parent or guardian may request a meeting with the administration to place those specific concerns before the administration for review.

The education of your child is a partnership between you and the school. If, in the opinion of the school administrators, the partnership is irretrievably broken, you may be required to withdraw your child from the school.

ADMINISTRATION OF SCHOOL

PASTOR

The pastor is the spiritual leader of the parish and the Christian educational community within the parish. The pastor shares in the work of the archbishop of the archdiocese. As a delegate of the archbishop, the pastor is the administrative head of the parish and the school.

SCHOOL PRINCIPAL

The principal is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to learning. The principal is responsible for the day-to-day operation of the school.

ASSISTANT PRINCIPAL

The assistant principal is responsible for maintaining the school program in the absence of the principal. The assistant principal helps the principal in the day to day operations of the school.

SCHOOL ADVISORY COUNCIL

The School Advisory Council is called into being by the local parish; it has the specific mission of providing quality Catholic education for all those children in the parish whose parents desire to take advantage of such an opportunity.

The primary functions of the council are to make policy that will represent the parents in helping determine the kind of education the children will receive, support the principal and her staff, and help to create a climate that will be most conducive to maintaining the school's standards of excellence.

The local council is composed of elected members of the parish. Each year new members are elected from a slate of nominees. Discussion is limited to those items contained in the agenda for the meeting.

Responsibilities Include:

- School finances.
- Involvement in the selection and employment of the school principal.
- Establishment of policies.
- Public relations and recruitment for the school.
- Supporting the principal and faculty in creating a climate and atmosphere conducive to maintaining the school's standard of excellence.

2023-2024 SCHOOL ADVISORY COUNCIL MEMBERS

President

Ann Hartwell

Ex Officio Members:

*Rev. Johnnie Savoie , Pastor
Jackie Garlock, Principal
Director of Advancement
, PTO President*

Council Members: Greg Strachan, Angela Reeves, Phillip Martin, Karen Johnson, Monica Kurth, Becky Savarese

REGISTRATION AND TUITION

Students will be admitted to Christ the King Catholic School if they meet the following criteria:

The school is suited to their needs.

There is a vacancy.

The conditions for admission to the school by the state have been met (such as age, medical, etc.).

Withdrawal from the school will be recommended if it is found that the school does not meet the needs of the child and /or if information concerning the child was withheld at admission.

An applicant must provide complete registration forms, full payment of all fees, birth certificate, baptismal certificate (if Catholic), health forms/immunization records, Social Security number, and academic/behavioral information from other schools attended.

Parents and students new to the school will be required to complete an interview with the principal. Students who have attended other Catholic schools in the Archdiocese must be in good financial standing with that institution, or application may be denied. Failure to submit any forms required constitutes an incomplete registration. No place can be guaranteed until the missing items are provided.

Openings in grades PK-8 are limited, but available if the class has not yet been filled or when a student presently enrolled transfers. Pursuant to state law and Archdiocesan Policy No. 200.1, children entering kindergarten must be five (5) years old by September 10 of the year they enroll in kindergarten. First grade students must be six (6) years old by September 10 of the year they enroll in first grade.

Registration for students already enrolled at Christ the King Catholic School usually takes place before Christmas break. Forms are sent home to parents. The registration fee, **non-refundable**, is due at the time the form is returned to the school office. Students are not registered unless registration fees are paid. All students must pre-register each year. It should not be assumed that students are automatically registered if already a student at Christ the King Catholic School.

Neither administration nor faculty will provide letters of recommendation for students who apply to other schools; this does not apply to college admission letters. Letters of recommendation, with approval of administration, can be provided for students who are applying for enrichment or extra-curricular programs.

Priority order for the admission of new families to Christ the King Catholic School is as follows:

- Siblings of students currently enrolled in Christ the King Catholic School.
- Catholics of Christ the King, St. Lawrence, Blessed Seelos Parish.
- Non-Catholics

*Christ the King Catholic School is non-discriminatory with regard to race, sex, color, and national or ethnic origin.

A nonrefundable registration fee of \$200 per student is due with your registration agreement in order to reserve a place in next year's class.

***Enrollment and academic fees will also be due in the spring. That information will be given out in the spring each year.**

Registration will not be accepted for the next academic year until all debts are cleared from the current school year.

***If tuition becomes delinquent after registration, your child(ren) will be considered conditional until all debts are cleared from the previous year. The registration fee is non-refundable and must be paid by the due date set by the school.**

***If tuition becomes more than 3 months delinquent, you may be required to withdraw your child/ children from the school.**

FINANCIAL OBLIGATIONS

Under no circumstances will transcripts be issued to any other school if tuition is not paid as referenced in Section I.

ARBITRATION OF DISPUTES

Any disputes arising out of or relating to this Contract, performance under this contract, or the breach thereof, including all disputes of any nature relating to my child's enrollment and attendance at this school, and including but not limited to the threshold questions of arbitrability and the formation of this arbitration agreement, shall be finally resolved by binding arbitration administered by the American Arbitration Association under its rules, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be conducted in the English language in the city of Mobile, Alabama, applying the laws of the State of Alabama. There shall be one arbitrator who shall be selected in accordance with the procedures of the American Arbitration Association. Each party shall pay half of the cost of the arbitrator. In no event shall punitive damages be awarded by the arbitrator in favor of either party, unless specifically authorized by the applicable statute. This provision is continuing in nature and shall remain in force throughout the entire period of my child's enrollment at this school.

TUITION ASSISTANCE

If you are requesting tuition assistance, please speak with the school principal or bookkeeper about our policies.

FACTS

All families are required to set up a FACTS tuition account. Tuition and fees are paid through FACTS.

PARENTAL INVOLVEMENT

ACCESS TO STUDENT RECORDS

Student records are available to the parents and/or legal guardians of the student. Student records may be viewed by appointment. Please notify the office at least 24 hours in advance to set up such an appointment. Any access to student records/information is prohibited to anyone who is not the parent or legal guardian, including grandparents, relatives, siblings, or educational tutors not affiliated with Christ the King Catholic School.

NON-CUSTODIAL PARENTS

At the time of registration, the parents shall provide competent information regarding the custodial care of the student and visitation rights. Upon request, the parents shall furnish to the principal a copy of any relevant court order so as to ensure the safety and welfare of the student. The parent shall have a continuing duty to apprise the school of any changes in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third party access to the child. Unless prohibited by order of the court or another legally binding instrument, non-custodial parents shall have the right of access to school records relating to his/her child, and, upon request, may receive copies of all school notices relating to the school activities.

WRITTEN RECOMMENDATIONS

Neither administration nor faculty will provide letters of recommendations for students, except in limited cases of college admission, or for the application to enrichment of extra-curricular programs.

PARENT PARTICIPATION

As per the Office of Child Protection for the Archdiocese of Mobile, all volunteers who have substantial contact with minors must have a completed background check before being assigned to a volunteer position. In addition, all volunteers who have substantial contact with minors must complete the initial Child Protection Training and the annual on-line retraining thereafter.

PARENT-TEACHER ORGANIZATION (P.T.O)

Christ the King Parent-Teacher Organization exists to provide service to the school. The P.T.O. helps with school receptions, open house, social events, fundraisers, and more. Membership is open to all parents and legal guardians of students attending Christ the King Catholic School. All teachers are automatically members of the P.T.O.

ROOM PARENTS

These individuals are organized by the P.T.O. and coordinate activities for each class. Activities may include school receptions, field trips, fundraisers, class parties, and other projects deemed necessary by either the teachers or principal.

OTHER VOLUNTEER AREAS

Christ the King parents are encouraged to volunteer their time and talents in the educational process. Ask your student's teacher how you can assist and be a positive influence in the quality of our students' education. Volunteers must be trained in the

Archdiocese of Mobile Children and Adolescents Protection Program and must check in at the school office to obtain a visitor/volunteer pass.

SCHOOL VISITORS

Visitors must wear their badge while on school grounds.

Every effort is made to ensure that students receive a quality education in a safe and distraction-free environment. The validation of school visitors is necessary to protect the safety of students, privacy and confidentiality of students' needs, and the provision of uninterrupted, quality teaching time. Parents are welcome to make classroom visits when special events arise, have lunch with their children, and attend all special school activities held during school hours as long as they follow the school guidelines.

PARENT CONFERENCES

Conferences may be arranged with the teachers by calling the school office or by written request from the parent to the teacher. Parent conferences are also held at the end of first and third quarter.

Parent conferences are offered after the 1st and 3rd quarters to discuss report cards. Parents are encouraged to maintain a close, working partnership with classroom teachers. Conferences may be scheduled by note, email, or telephone for a time that is convenient for both the teacher and the parent. Conference questions/interruptions should never be attempted during the regular school day without prior arrangements with the teacher.

When a conference is requested by the school, it can be scheduled at any time between 7:00 A.M. and 3:00 P.M. on a regular school day. Unless there are unusual circumstances that all parties involved are aware of, it is expected that the conference will be scheduled within one week of the request. Failure of the parent to schedule a conference within that time may result in a student's exclusion from school activities until the conference is held.

PARENT/TEACHER COMMUNICATION

In order to respect our teachers' and their time with their families, teachers will not respond to parent communications after 6:00 P.M. on the weekdays and not at all on the weekends.; however, teachers will make every effort to respond to emails/phone calls from parents within 24 hours of receiving such communication during the work week.

SPECIAL ACTIVITIES

Visitors should report to the front office prior to reporting to the area on campus where the activity is to be held. Visitors must sign in with the office personnel and receive a badge used to access areas on campus other than the area specified for a special activity.

COMMUNICATION

EBLAST

Each Sunday, parents will receive an E-Blast email message from CTKCS with weekly information about the school.

PLUSPORTAL

Throughout the school year, you will receive an email through Plus Portals with enclosures that parents are expected to read. This may include letters from the Principal, the president of the School Advisory Council, the PTO, and a monthly calendar. These communications are also available online at our website (www.ctkcsdaphne.org).

CTKCS utilizes the PlusPortal online communication and grade posting system. In the event of an emergency, you will receive an email and/or phone call from this system. It will provide details regarding important announcements, weather related issues, or possible school closures. **It is your responsibility to make sure you contact information is up to date.**

Teachers will post grades and classroom news and assignments using PlusPortal. Parents and students are able to login and review that information. Each parent receives PlusPortal access to the accounts of all their students enrolled at CTKCS. Each student in grades 5-8 is also issued access to a personal Student PlusPortal account. Students in other grades may be issued a Student PlusPortal account at the request of a parent/guardian. Please email all technology questions to scook@ctkcsdaphne.org.

CONTACTING TEACHERS OR ADMINISTRATION

Parents are encouraged to contact teachers using their Christ the King email or to leave a telephone message with the office. Parents should not contact teachers on their personal phones or email accounts. The teachers will make every effort to respond within 24 hours with the exception of weekends and holidays. Please be respectful of our faculty's family time and do not expect a reply between 6:00 PM and 6:00 AM.

WEATHER EMERGENCIES

If it should be necessary to close the school because of weather conditions, an announcement will be made over local radio and television stations and a message will be sent through Parent Portals.

PUBLICITY

The school publishes a web page (www.ckcsdaphne.org), and has a Facebook and Instagram presence, an alumni Facebook page, a monthly newsletter, the Annual Report, a yearbook, and announcements in the church bulletin. We also submit information and photos to the Catholic Week, the local newspapers, and other publications.

CTKCS LOGO USAGE

Christ the King Parish has a set of logos that serve as a visual representation of our Parish and its ministries, including Christ the King Catholic School. No vendor, organization, or individual may use these images without the expressed permission of the parish/school administration. Please visit our website for more information.

EDUCATIONAL CURRICULUM AND PROGRAMS

ACADEMICS

The academic program embodies the curriculum areas of religion, mathematics, language arts, science, social studies, physical education, health, and fine arts. The course of study for grades K-8 meets all the requirements of the Archdiocese of Mobile Office of Catholic Schools and the Alabama State Department of Education. The textbooks used by the students are from the recommended list issued by the Archdiocese of Mobile. The state technology component is cross-curricular.

RELIGION

The religion program includes instruction by a classroom teacher, supplemented by visits from the religious personnel. It affords the opportunity to live and practice Christian principles. All students are expected to participate fully in all aspects of the religious program. Non-Catholic students may not participate in receiving the Sacraments.

PHYSICAL EDUCATION AND HEALTH

Physical education and health are concerned with physical and social skills, as well as an overall sense of well-being. Physical education emphasizes personal development, team interaction, the importance of fitness and nutrition, and promotes overall learning while fostering a Christian attitude toward good sportsmanship. 6th-8th graders are required to dress out in a PE uniform. The physical education program follows the Alabama State Standards. PE is considered a class and will have grading requirements.

ART

All students in grades K – 5 attend art classes weekly under the direction of the school's art teacher. Middle school art is by semester.

SPANISH

Students in grades K-8 are offered the opportunity to immerse themselves in a foreign language and foreign culture. The Spanish curriculum is intertwined with the mechanics of the English Language Arts curriculum as well as the Catholic religion.

MUSIC

Music is correlated with the basic program of studies. A music teacher meets with grades K-5 weekly, 6-8th semesterly. Band lessons are available to students in grades 5 - 8 through the St. Michael Catholic High School cooperative program.

LIBRARY

The school library plays an important role in the educational process. Besides providing books to students and faculty, students are instructed in library skills and provided a place for research.

COUNSELOR

A counselor is available to meet with students individually, in small groups, or as a class. Students may be referred to the counselor by parents, staff, or the student may request to meet with the counselor.

RESOURCE PROGRAM

The Resource Enrichment Program emphasizes student assistance utilizing classroom inclusion and individualized or small-group instruction. Primary emphasis is on language arts and math. Screening tests may be used to help determine student eligibility. Student enrollment in the Resource Enrichment Program is based upon teacher recommendation,

research-based assessments and parental approval. Testing is required from grades 3-8th grade for program participation. There is an additional monthly fee for this program.

GRADE LEVEL GUIDELINES FOR PROGRESS REPORTS/REPORT CARDS

Kindergarten Academic and Self-discipline Skills

PROGRESS CODE

C -Demonstrates consistently and independently

After a skill is taught the student is able to perform the skill or activity independently.

S -Demonstrates sometimes with support

The student has not yet mastered the objective and needs assistance from the teacher when asked to apply the skill or perform the activity.

N-Needs continued development

Some children are not ready to master a skill. This indicator does not mean the student is not learning or unable to learn or choosing not to learn. It does mean that the Child needs more time to develop before being able to master the skill.

Blank space- Not assessed during the marking period.

All skills on the progress report should at least be introduced by the end of fourth quarter.

No yearly averages are given at the Kindergarten level.

Grades 1- 2

GRADING

Grading Scale: Reading, Writing, Mathematics

A 90–100

B 80–89

C 70–79

D 60 –69

F 59 and below

Skills

Reading

- o Comprehension/Listening
- o Phonics
- o Oral Expression/Fluency

Writing

- o Handwriting
- o Communicating Ideas
- o Punctuation/Capitalization
- o Spelling
- o Grammar

Math

- o Concepts
- o Computation
- o Problem Solving/Communication
- o Measurement/Data
- o Geometry

Skills Codes

- ✓ Student struggling with skill

The student needs considerable assistance for skill being taught.

- ✓ – Student below grade level with skill

The student is performing below grade level with continuous teacher assistance.

Grading Scale: Religion, Social Studies, Science

4 Meeting targets and performing above expectations

3 Meeting targets

2 Working towards targets with continuing assistance

1 Needs more time to develop

Grading Scale: PE, Art, Music

S Successful

N Needs improvement

Components for Grades 1-2

- Grades are determined using 3–5 components with no one component weighted more than 40%.

Yearly Averages

- Average the percentage number grade from each quarter. A letter grade is given for the numerical average
- No + or - is used.
- Any average resulting with a .5 decimal should be rounded up.

Evaluating Conduct Code

O Outstanding
G Good
I Inconsistent
U Unsatisfactory

GRADE PRACTICES: GRADES 3 – 8

Grading Scales/Codes:

- Religion, Reading/Literature, English/Writing, Mathematics, Social Studies, Science, Physical Education*
- A 90–100
B 80–89
C 70–79
D 60–69
F 59 and below

Physical Education

Teachers may use S or N in grades 3, 4, and 5. Grades 6, 7, and 8 will be on the letter grade scale.

Art, Library, Computer, Music, Spanish

S Successful
N Needs improvement

Components for Grades

Grades are determined using 3 –5 components with no one component weighted more than 40%.

Semester Exams

- No semester exams should be administered in grades 3–6.
- Semester exams will be given to grades 7 and 8.

Yearly Averages

- Average the percentage number grade from each quarter. A letter grade is given for the numerical average.
- No + or - used
- Averages resulting with a .5 decimal should be rounded up.

Evaluating Conduct

O Outstanding
G Good
I Inconsistent
U Unsatisfactory

RETENTION

In decisions to “Promote or Retain” a student, the following factors must be considered:

GRADES 1 AND 2:

- o A yearly average of “F” in Reading, Writing, or Math

GRADES 3-8

1. A yearly average of "F" in two core academic areas in grades 3-8. (Religion, English, Reading, Math, Social Studies, and Science)
 2. Past Academic records, previous grade retention, standardized tests, CogAT scores.
 3. Age, emotional development and social skills of the student.
 4. Present grade placement.
 5. Present family history: divorce, death, siblings, etc. and parent support.
 6. Regular Attendance
 7. Approval of the Principal
-

AWARDS

Honor Roll

Students in grades 6 – 8 may earn placement on the Honor Roll each quarter. This is to recognize special academic achievement on the part of students. There is an A Honor Roll and an A/B Honor Roll. All classes with letter grades will be used to determine if a student attains the Honor Roll. Students with a U in conduct on the report card may lose their honor status. Honor Roll students may not be recognized for Honor Roll due to disciplinary actions such as receiving a detention. Cheating automatically disqualifies a student from the Honor Roll. Honor Roll students will be recognized quarterly at a school mass. Their names will be published in the community. Certificates are available by request.

Knights of Columbus Student of the Month

Each month one student will be chosen from grades K-5 and grades 6-8 for this award, for a total of two awards per month. This student is chosen by teachers, administration, school counselor, and a member of the KOC. Students that receive this award have exceeded expectations and have been inspirational to other students. This program is designed to recognize outstanding student achievement. Students that are chosen have displayed character through compassion, honesty, trustworthiness, optimism, and responsibility. Students will be honored after Mass.

Virtue Recognition

At the end of each quarter, teachers will choose students to receive Virtue awards. These awards are given to students who have been models of the virtues we study throughout the quarter. Students will be honored after Mass.

TESTING

All K - 8 students are given baseline language arts and math tests during the first week of school, mid year, and at the end of the school year.

The ITBS test provides for ability and achievement testing in grades 2 through 8 in the spring each year. Scores will be discussed with parents at requested scheduled conferences.

2nd and 4th graders will take the ITBS Flex 3 times a year so that we can monitor progress in Reading and Math.

HOMEWORK

Homework is an integral part of the school program. It is designed to supplement, complement, and reinforce classroom teaching and learning. A reasonable amount of time that may be spent on homework for the average child would be about 10 minutes per grade level. (In first grade, an average child may spend 10 minutes. In fourth grade, an average child may spend 40 minutes, etc.)

Participation in sports and other extracurricular activities is encouraged, but should not interfere with performance at school. These afternoon endeavors cannot be used as excuses for inadequate study time, as well as time for family and leisure activities.

ATTENDANCE

TARDY/EARLY DISMISSAL GUIDELINES

TARDIES

Parents should make every effort to ensure that their students arrive at school on time and remain for the entire school day. A student who arrives after 7:45A.M. must report to the office for a tardy slip. In order to be excused, the student must present a written note of explanation from the parent (most doctors and dentists will provide such notes) upon returning to school. It is up to the discretion of the principal to determine whether the tardy will be considered excused or not.

ABSENT STUDENTS' HOMEWORK

When a student is absent in grades K-8, parents may call the office by 10:30 and request homework assignments be prepared. Parents can pick up the work in the office after 2:00. Parents may also email the classroom teacher and ask that assignments be sent via email, if possible. In addition, assignments may be picked up after school or sent with a sibling.

EARLY DISMISSALS

Early dismissals are discouraged, **especially after 2:30 P.M.** If a child requires early dismissal, the parent must notify the teacher of the student leaving so that he/she may prepare. **After 2:30 P.M and during lunch time, we cannot guarantee early dismissals with ease of access.** Persons picking students up must also show proper identification (this includes both parents). Students who are checked out early are not given additional time to complete assignments missed. They must have them completed by the next day. The early dismissal may count as an absence. If a student is aware in advance that he/she will be missing school time, that student must make an effort to get assignments ahead of time. Students will only be released to people listed on the Emergency Medical Card unless written permission is sent in advance.

GUIDELINES FOR STUDENTS IN GRADES K – 8

For an absence to be excused, the parent/guardian of the student must send a note with the student or an email to the teacher when he/she returns to school. Students must be present for one-half of the school day to be counted as a day on roll. Early dismissals are discouraged.

Absences will be excused for:

1. Illness;
2. Death in the immediate family;
3. Emergency conditions as determined by the principal;

Students are allowed up to, but not to exceed, 10 excused absences for the school year.

Should a student exceed a total of 10 excused/unexcused absences per school year, the parent/guardian will be contacted by the school to determine the reasons for the additional absences. Should it be determined that the additional absences are due to extenuating circumstances, the principal may make exceptions for the 10 allowed absences.

Should a student exceed a total of 15 excused/unexcused absences per school year, a mandatory conference must be held between the parent/guardian and an administrative team, as determined by the principal.

Should a student exceed a total of 20 excused/unexcused absences per one school year, the local truancy authorities may be contacted. The school administration will follow the recommendations of the truancy authorities. In addition, a student who exceeds 20 absences may be retained in the current grade rather than promoted to the next grade. The Office of Catholic Schools will be notified of all students who exceed 20 absences. Arrangements for make-up work for absences will be determined at the local school level.

EXTENDED CHILD CARE

BEFORE SCHOOL CARE

Homeroom classrooms will now open at 7:30 to students. In order to accommodate our families' needs, we will provide before school care in the gym and preschool from 7:00-7:30 am. Students will head to their classrooms at the 7:30 bell.

Due to safety concerns, any student that is on campus before 7:30 will be sent to the gym for before school care. Preschool students will report to the preschool.

AFTER SCHOOL CARE

The After School Care Program will be available to all CTK students in Prek3-8th Grade beginning at 3:00 P.M. and ending at 6:00 P.M. Any student remaining on campus after 3:15 P.M. will be sent to the After School Care Program for safety reasons. A charge will be assessed for any student taken to this facility after school.

Note: The After School Care Program is NOT available on half days or when school is not in session.

*Before/After school care rates and registration is available on our website.

FIELD TRIPS

Students are given the opportunity to enhance their academic and cultural development through field trips. Field trips are a privilege not a right. Students with inconsistent or unsatisfactory behavior may not be permitted to attend the field trip.

The insurer for the Archdiocese does not allow siblings to participate in field trips.

In some instances, the school depends on the parents for transportation. No side trips are allowed for any reason, as this jeopardizes our insurance coverage. All drivers must stay together. All students transported in a private vehicle must wear a seatbelt.

All students must have an appropriate school-issued field trip form from their parents requesting their child's participation in a field trip. Written permission notes from parents will not be accepted. Field trip fees are non-refundable in the event of illness, absence, or disciplinary action. Parents driving on field trips must meet Archdiocesan requirements for liability insurance, a current record of their coverage must be on file in the school office, and they must be trained in the Archdiocese of Mobile Child Protection Training program.

STUDENT PROGRAMS

Extra-curricular activities function according to student interest and available moderators. Students involved must exhibit good conduct, as well as possess acceptable grades and effort. When a student would like to join a club, he/she must have good attendance and behavior in order to be considered for the club. A student may be put on probation from an organization or club due to academic or behavioral decline. Probation is a temporary suspension of any activities related to the organization. This decision will be made by the administration and the organization leader. Probation is guaranteed if a student receives a detention. If a student receives a 2nd detention within the probation period, they will be removed from the club. This is determined by the teachers and administration.

- CYO Sports
- St. Michael Catholic High School/Middle School Sporting Teams
- Altar Servers
- National Junior Honor Society
- Scholar's Bowl
- Student Ambassadors

- Peer Helpers
 - Chess Team
 - Other clubs may be started during the year
-

SCHOOL SAFETY

ARCHDIOCESE OF MOBILE CHILDREN AND ADOLESCENTS PROTECTION PROGRAM

In a pastoral effort to respond to a heightened need for the protection of our children, the Archdiocese of Mobile is requiring a catechesis be given to children in all grades of our Catholic Schools and Parish Religious Education Programs. This catechesis is required to be completed during Respect Life Week, the first week in October each school year.

Principles for Child Protection Catechesis, Teaching Objectives for Parents and Teachers, and Learning Objectives for Students form the foundation for lessons to be taught in the classroom to support parents in providing the education and guidance children need to be safe.

All priests, deacons, school administrators, teachers, youth ministers, parish catechists, support personnel, coaches and volunteers will be required to attend training in the prevention and recognition of all forms of abuse against children. In addition, parents will be given information to help provide their children the guidance needed to be safe. Finally, all persons who work with children in the Archdiocese of Mobile will be required to have background checks.

VIOLENT CRITICAL INCIDENTS

As part of updating the district's safety plan, a safety protocol called ALICE will be implemented in the unlikely event of an armed intruder in one of our school buildings. This training encourages staff and students to respond based on their situation, rather than rely on centralized instructions in dynamic times of crisis. Parents and guardians will be notified when the school will have an ALICE drill.

THREATS OF VIOLENCE

Law enforcement will be notified when a student in Grades 6-12 makes a threat of violence by any means. Threats by students in Grades K-5 will be handled on an individual basis. Threats made by students may result in the student being suspended, expelled, or asked to withdraw. In some cases, a student may be required to have a threat assessment from a qualified mental health professional. If this occurs, written documentation from a qualified mental health professional is required stating that it is safe for the student to return to school.

DRILLS

ALICE, fire, and tornado drills are run routinely.

ARRIVAL

Classroom doors will open to students at 7:30am. All students on campus before 7:30, without parent supervision, will be taken to the gym for before school care. This is to ensure the safety of our students at all times.

DISMISSAL

Preschool students are dismissed at 2:45pm. Preschool students will be dismissed from the preschool. If they are not picked up by 2:55, they will go to after school care.

All kindergarten thru eighth grade students are dismissed at 3:00. If a student is not picked up by 3:15, they will be walked to after school care.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school grounds after arriving or prior to dismissal without explicit permission from the parents and knowledge of the office and homeroom teacher. Immediate disciplinary action will be taken if a student is in violation. When parents find it necessary for their child to leave campus during the day, a written note or email should be presented to the office. Students cannot walk to the local convenience stores or fast food restaurants to meet their rides.

REMAINING AT SCHOOL

Students are not allowed to wait on church or school property outside of the fenced-in school yard for parents or others to pick

them up after school. For student safety, parents should have the student walk directly home or wait with his/her teacher until 3:15 P.M. If his/her ride has not arrived by 3:15 P.M. students should go to after school care. Students are not to wait on campus for practices unless supervised by an adult coach. The school discourages parents from allowing students to wait at the local stores, parks, and fast food restaurants before practices.

GATES AND DOORS

In order to keep our students and adults safe, all gates and doors are locked during the school day. All visitors must park in our parking lot off Dryer Avenue, across from the school office. Visitors will be allowed in the office door when the receptionist confirms their identification.

WEAPONS POLICY - CATHOLIC ARCHDIOCESE OF MOBILE

INTRODUCTION

Our Lord Jesus Christ came that we might have life and have it in all of its fullness. Therefore, Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic Schools provide a safe academic and social environment for their students, teachers, staff and parents. The possession of dangerous weapons is a threat to the health, safety and well-being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

POLICY

It is strictly forbidden for any student, employee, volunteer or visitor to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

DANGEROUS WEAPON

A dangerous weapon is a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; this includes, but is not limited to, a switchblade knife, gravity knife, stiletto, sword or dagger; or any billy, blackjack, bludgeon or metal knuckles. Bullets or shotgun shells of any type can also be very dangerous and are considered a weapon.

If a violation of this policy occurs, the principal should immediately notify the Superintendent. Any student found to be in possession of a dangerous weapon, or facsimile of, shall be expelled or suspended. The principal of the school where the violation occurred shall determine whether the student shall be expelled or suspended. Suspension from the school where the violation occurred may last to the end of the current school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

The steps and procedures used when the Weapons Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Immediately notify the Superintendent.
- Contact Parents.
- Suspend the child from school immediately pending investigation.
- Complete an investigation as soon as possible.
- Discipline student according to Archdiocesan policy.
- Should a student be expelled for a firearm violation, it should be reported to law enforcement.
- Should student be expelled for a firearm violation, it should be noted in any student records transferred to any other school.

*Revised March 2018
Department Of Education
Archdiocese of Mobile*

VANDALISM/THEFT/LOSS

Parents are responsible for damage to school property inflicted by their children. Financial obligations may be incurred for those students involved in the theft, vandalism, or loss of school property or property belonging to another student. Students engaging in vandalism or theft are subject to severe discipline consequences.

These guidelines are enforced to assure that appropriate Christian behavior is the disciplinary precedent at Christ the King Catholic School. There should be no problem complying with each and every one of these guidelines, since Christian behaviors should already be instilled in each student and are the basis of common courtesy and respect.

DRUG, TOBACCO, ALCOHOL POLICY

It is strictly forbidden for any student to use, distribute or possess drugs, including alcohol, tobacco, marijuana, narcotics,

inhalants, hallucinogens, opiates, controlled substances, paraphernalia, or any material represented to be an imitation of alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, or controlled substances on school premises, in a school owned vehicle, or during any school-sponsored function. In addition, the possession, use or distribution of electronic cigarettes, vapor or other substitute forms of cigarettes is also prohibited on school premises or during any school-sponsored function. Any student found to be under the influence or in possession of said drugs will be subject to disciplinary action.

CHILD ADOLESCENT PROTECTION POLICY

All children have the right to be safe and protected from harm in any and all environments---home, school, religious institutions, neighborhoods and communities. The Archdiocese of Mobile will do all in its power to create a safe environment for children and young people, to prevent their physical abuse, sexual abuse and neglect and to bring the healing ministry of the Archdiocese to bear wherever possible. It is the expectation of the Archdiocese of Mobile that all persons and entities under its auspices comply with the provisions stated in this Policy.

This Child Protection Policy builds on long-established policies of the Archdiocese aimed at preventing abuse of minors. It is responsive to our concern for children and to the provisions contained in the revised *Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* approved by the full body of the United States Conference of Catholic bishops in November 2002.

With renewed faith, the Archdiocese of Mobile recommits itself to the original goals of this policy:

- To address the spiritual, physical and emotional care of the abused child and the family, as well as the affected Catholic community;
- To reiterate and strengthen educative and screening procedures toward the goal of preventing child abuse by Archdiocesan personnel and volunteers;
- To identify and observe reporting requirements to civil and Archdiocesan authorities;
- To address the spiritual, physical and emotional care of the individual against whom the charge was made; and ·To address other actions to be taken when child abuse is alleged.

CHILD ABUSE

All school teachers and officials or any other person called upon to render aid or medical assistance to any child, when such child is known or suspected to be a victim of child abuse or neglect, are required BY LAW to report, or cause a report to be made of the same, orally, either by telephone or direct communication, immediately followed by a written report to a duly constituted authority.

CHRIST THE KING CATHOLIC SCHOOL BULLYING POLICY

Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith. Christ the King Catholic School is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of Christ the King Catholic School to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

Christ the King Catholic School will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

Definition:

Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power; it may include verbal, physical, written or electronic conduct/communication that is repeated.

Bullying may include but not be limited to physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

Scope

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

Reporting Breach of Policy

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences bullying, a parent or other student witnesses any incident of bullying, the incident must be promptly reported to

the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation. Report forms will be retained at school until the students involved leave the school.

Disciplinary Action

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

Education

In order to ensure that a safe, healthy, caring, respectful learning environment exists for all students in Christ the King Catholic School, educating students, teachers, and parents about the policy must take place annually. Therefore, Christ the King Catholic School will file an annual Bully Education Plan with the Department of Catholic Education by September 15 of each school year. The plan will include educational components for students, teachers and parents.

Bullying Report Form

*Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication **that is repeated.***

Date of report: _____ Initial report made to: _____ Person(s) reporting:

Date(s) of incident (s): _____

Type (Mark with "X" all that apply)

Verbal ___ Physical ___ Emotional ___ Social Media ___ Other ___ Persons involved: 1. _____ 2.

3. _____ 4. _____ 5. _____

Where did this occur? _____ Has this happened before?

_____ Dates? _____

Additional information available, such as, letters, screenshots, photos or other? _____ If yes, please provide copies.

Explain this incident?

Describe what you have done to resolve or what do you think would resolve this problem?

Parent signature:

Student signature:

OFFICE USE:

Received by: Date:

Department of Education Archdiocese of
Mobile October 2015

TRAFFIC REGULATIONS

DROP OFF

Parents should drop students off and pick students up within the school grounds following the proper traffic regulations. Student drop off is on 6th Street. A volunteer team will be there to help your child get out of the car and get to the correct classroom.

AFTERNOON DISMISSAL

Preschool students are dismissed at 2:45pm. Preschool students will be dismissed from the preschool. If a student is going to after school care, they will go at 2:45.

All kindergarten thru eighth grade students are dismissed at 3:00. All students in grades k-8 will walk with their class to the dismissal area which is off 6th Street. If a student is enrolled in after school care, they will meet the after school care staff at a certain spot at 3:00pm. If a student is left at the 6th Street dismissal area after 3:15, the office will call home and the student will be sent to after school care.

Walkers and bike riders will be dismissed at 3:00 and exit the campus between the office and the gym.

Bus riders will be dismissed from class at 3:00 and sit at the pavilion until the bus arrives at 3:15. Students must be registered for the bus each semester. The bus route is from Christ the King to St. Michael only. No extra stops will be made.

With written permission, older siblings may pick up younger siblings at their dismissal spot.

RELEASE PERMISSION

Students will only be released to the individuals listed on the emergency information card filed in the office. Should it be necessary to release your child to an individual not listed on your emergency information card, a note or email signed by a parent/guardian indicating to whom your child will be released must be sent to the school office in advance of the release. The faculty, staff, and administration reserve the right to view identification when releasing students to any individual picking up a student for any reason.

BICYCLES

Students are required to WALK bicycles on the school grounds. Students should wear helmets. Serial numbers should be recorded and kept by the parents. Bicycles should be locked properly in the bike racks provided. The school is NOT responsible for stolen or damaged bicycles. No motorized, skateboards, scooters, or similar apparatus are allowed on campus at any time.

STUDENT HEALTH

HEALTH AND MEDICATIONS

The parent or guardian should treat minor illnesses, such as colds, at home. Please do not send a child to school with symptoms of illness. Children should be free from fever for at least 24 hours without medication before returning to school.

Prescription drugs and over-the-counter medicine must be prescribed by a physician and kept in the office accompanied by a school medical form that explains the dosage and distribution schedule, as well as parent signature(s).

All prescription and non-prescription medication (over the counter medicine) must be in the original, labeled container and stored under lock and key in the health room. Medication should not be delivered by the child to school, but should be delivered by the parent or guardian. Only the parent or guardian should pick up the leftover medication at the end of the year.

The parent or guardian must pick up any student medication at the end of the school year. **Medications not picked up at that time will be destroyed during the first week of June.**

HEALTH PROCEDURES

Students should be kept home from school if:

- The child has a temperature over 100 degrees.
- The child has vomited in the previous 24 hours.

- The child has diarrhea or other intestinal distress.
- The child has excessive coughing, sneezing, or nasal drainage.
- The child has any communicable disease such as strep, pink eye, lice, chicken pox etc. The student must stay at home and receive medical treatment..

Students will be sent home from school if any of these symptoms occur.

Before the student returns to school the following criteria should be met:

- Students must be free of fever above 100 degrees for 24 hours and **without** medication for 24 hours prior to returning to school.
- Students must be free of vomiting and/or diarrhea for 24 hours and **without** medication for 24 hours prior to returning to school.
- Students with communicable diseases may return to school after receiving required treatment. A letter from the physician must be submitted to the nurse before the child is readmitted to school.

OTHER MEDICAL ISSUES

- In extreme cases, and with the approval of the school administration and nurse, students may be given permission to self-medicate. Students must have a signed order/authorization from a licensed prescriber and signed parent/guardian permission to self-medicate and carry medications (i.e., Epi Pen, asthma inhalers, insulin). This permission requires students and parents to develop a self-medicating procedure with the school nurse.
- If a student requires crutches, a doctor's note specifying necessary accommodations and the duration of these accommodations is required.

OVER-THE-COUNTER PRESCRIPTIONS

Students are not allowed to carry any prescription or over the counter medicine on their persons. The parent or guardian should give the first dose of the new medicine at home in case of a possible allergic reaction. School personnel are not allowed to dispense, administer, or apply medications if these conditions are not met. Parents will be called should a child become ill during the school day. It is essential that the school office have current contact information. Parents will be called to inform them of any head injury, no matter how slight.

The school office will call 911 in cases that warrant immediate emergency assistance.

IMMUNIZATIONS

All students enrolled in the Archdiocese of Mobile's Pre-K- 12 Catholic schools, daycare students, and Mother's Day Out programs are required to be immunized. Students must supply the school with evidence of immunization from the Alabama Department of Health.

As indicated by the Vatican Pontifical Academy for Life, Catholics may be immunized. When it is a question of protecting the whole population and avoiding death and malformation in others, this becomes more important than an individual student's objection to abstaining from vaccines developed from abortions that might have occurred decades ago. Catholics are responsible for the common good. Until such time that the Vatican were to alter this position, the Archdiocese of Mobile does not accept a religious objection to immunization based upon Catholic teachings.

BIRTHDAY PARTIES FOR STUDENTS

Invitations for birthday parties may only be passed out in the classroom if all the students are invited to attend. Please check with the classroom teacher before planning to bring invitations to the classroom. In addition, parents are encouraged to send a birthday treat to the class if they wish; please coordinate this with the classroom teacher.

LUNCH PROGRAM

Families can choose to pack their lunch for each student or order from our Catered Lunch Program. You can start an account for Catered Lunch at <https://orgsonline.com/>.

UNIFORMS

All Christ the King students (grades PreK-8) must wear the school uniform. 6th-8th grade students must wear a PE uniform.

Students are required to be in uniform and properly groomed when they arrive. The school reserves the right to determine suitability of dress/grooming for all school functions and to require corrective action when deemed necessary.

Uniforms may only be purchased from Zoghby's Uniform Company. Boys in grades 6-8 are required to wear long pants at all times, except for PE.

Prek-2nd grade boys do not have to wear a belt. 3rd-8th grade boys must wear a belt.

MODESTY

As Catholics, we believe that modesty is oriented toward respect for the human person. This belief is reflected in our uniform guidelines. See *Catechism of the Catholic Church, 2514-2527*, for a better understanding of this belief.

NON COMPLIANCE

Unless the student has a note from his/her parent with an acceptable excuse for non-compliance to both uniform and P.E. uniform code, parents will be required to bring missing articles to the school.

Prek through 5th grade teachers will contact the parent if a student is not following our uniform policies. Uniform violations must be corrected within 3 days.

6th-8th grade teachers will take away LIVESCHOOL points for each uniform violation. Parents will be contacted. Repeated violations will result in other disciplinary actions such as detention or suspension until corrected.

DRESS UNIFORMS 6th-8th GRADE

Dress uniforms will be required of all students on Mass days, picture days, field trips, May Crowning and any other event that is deemed necessary by the administration.

PE UNIFORM

Students K-5 Students in grades K-5 do not change out for PE. They DO NOT have a PE uniform.

Students 6-8, Students in grades 6-8 have a PE uniform of tennis shoes and any CTKCS T-shirt. PE uniform shorts must be worn and must be longer than the shirt. On extremely cold days, students may wear sweatpants. NO leggings.

SHOES

Prek-8th grade students must wear black, white, or gray athletic shoes with their uniform. No other color on the shoe. No patterns on shoes are allowed.

Converse and high tops are not allowed.

SKORTS

Skorts may be no shorter than 3 inches above the floor when kneeling.

UNIFORM REGULATIONS

MISCELLANEOUS

1. All uniforms must be appropriate size. Oversized clothing is forbidden.
2. Writing on uniforms and/or student bodies is not permissible at any time.
3. Boy and Girl Scouts may wear their **official** scout uniforms on the first Monday of the month.
4. We may also grant an exception to the regular uniform for field trips.
5. T-shirts worn under shirts or blouses must be solid white without any writing or logos. Sleeves cannot be longer than the uniform sleeve. Students who do not comply with this regulation will be asked to remove the T-shirt.

SPIRIT SHIRT DAY

What is a CTK spirit shirt?

Any t-shirt that is affiliated with Christ the King may be worn. (ie: Hoopapalooza, EDGE, CTK clubs, Peer Helpers, CTK sports team jerseys WITH sleeves that cover the shoulder). St. Michael Cardinal shirts are not Spirit Shirts.

On Spirit Shirt days students have a choice:

Any CTKCS* shirt with blue jeans, uniform socks with any tennis shoes.

OR

Any **CTKCS*** shirt with regular uniform bottoms with any tennis shoes.

Prek girls may wear solid navy blue or gray shorts with a spirit shirt. No denim, spandex shorts, or patterns are allowed on the shorts. All shorts must be a modest length.

*Eighth grade students may wear the official 8th grade t-shirt in place of the spirit shirt.

*No boots or any other shoe beside tennis shoes may be worn.

*This day is not an out-of-uniform day. All the guidelines regarding jewelry, make-up, nail polish, hats, and outerwear still apply.

COMPLETE OUT OF UNIFORM

On the occasion of a completely out of uniform day, **students are reminded that this is still a day of school and modest dress appropriate to a Catholic school is expected.**

1. Sleeves on all clothing should cover the shoulder.
2. Shirts must cover midriffs.
3. **No Shorts may be worn.**
4. Pants should not have holes in them at all.
5. Closed toe and closed heel shoes with socks must be worn.
6. Leggings are not permitted.
7. In order to participate in PE, students need to wear tennis shoes or bring tennis shoes to wear.

*If students come to school in attire that does not follow the guidelines, then parents will be called to bring their uniforms to school for them to change into.

COLD WEATHER

1. During extremely cold weather, solid WHITE turtleneck or solid WHITE long sleeved T-shirt may be worn under the uniform shirt/blouse.
2. Girls in PreK – 8 may wear **solid white, navy, or black tights or ankle length leggings under their skorts.** Uniform socks must also be worn.
3. Thermal wear or ‘underarmor’ (shirts and pants) and sweatpants are not allowed at any time with the regular uniform.
4. Only the school uniform outerwear items may be worn in the classrooms, to assemblies, to church, or on field trips. CTKCS outerwear must be worn underneath any non-CTKCS outerwear anytime a student is outside on the playground, during break, and at recess.

JEWELRY

1. Students may wear a religious symbol or cross on a modest necklace.
2. **No other jewelry (ie: bracelets, rings, anklets)** is allowed.
3. A simple wrist watch may be worn. No smart watches or watches that can be used like a phone can be worn.
4. Multiple piercings are not allowed. Girls may wear **stud earrings only** – one per ear. No dangle earrings are permitted. This is a safety issue.
5. Boys are not permitted to wear earrings.
6. Jewelry should not be a distraction and students may be asked to remove and/or discontinue wearing an item at the discretion of the classroom teacher.

MAKE UP/ NAIL POLISH

Colored nail polish is allowed for 6th-8th grade girls only. Prek-5th grade students may not wear nail polish. Girls may not wear make-up in grades prek-7th. 8th grade girls may wear modest make-up. If the makeup is a distraction, they will be asked to remove the makeup in the nurse's office. Boys may not wear makeup at all.

HAIR

Hair must be clean and well groomed, and should not impair vision. Boys' hair must not touch the collar of the uniform shirt when measured at full length (i.e., loose or unpinned). Male students with facial hair must be clean shaven. Any hairstyle that would impair the vision of male or female students would be a violation of this policy. Students may not wear anything in their hair that is distracting to the learning environment. No color enhancements or tinsel are allowed in hair.

GENERAL RESPONSIBILITIES OF STUDENTS

These responsibilities include those which apply to all grade levels. Individual teachers may have additional rules to implement as

well. It is up to the discretion of the principal to amend these rules as she feels necessary.

Under no circumstances will disrespect to an authority figure be tolerated, whether verbal, written or physical. Parents must be good examples and instruct their children with regard to proper respect for teachers and all who are in authority. Violations will warrant serious action by the principal.

Students are expected to participate with reverence during church activities, and their behavior should be respectful.

Students are expected to be on time in the morning and for each class throughout the day. Those who abuse this regulation may be required to make up the time.

Students will follow school rules and procedures, be prepared for class, have supplies, complete assignments on time, etc., with regard to classroom responsibilities.

Cheating is a form of stealing. A student cheating on homework, daily work, quizzes, tests or other assignments will receive a failing grade and will not be allowed to make up the work.

Chewing gum is not allowed on the school campus at any time.

Students are responsible for having parents sign forms, folders, and reports sent home by the school/teachers, and they are also responsible for returning them to school the next day.

Non-related school items should not be brought to school without the permission of the teacher. Items such as toys, trading cards, cameras, radios, tape recorders, or video/virtual games cause classroom and yard disturbances. Such items may be taken up and returned only to a parent.

Students are responsible to show up for and serve detentions. If they fail to serve a detention, they are subject to further discipline.

Students are responsible for following all guidelines in the Christ the King Catholic School Acceptable Use Policy when using technology at school and when using their school-related G-mail addresses.

While the student is enrolled at this Catholic School, he/she will respect Catholic teachings concerning human sexuality and Faith. The student will conduct him/herself in accord with his/her sex at birth, at all times, both on campus and when representing the school at off campus events.

DISCIPLINE AND CONDUCT

Christ the King Catholic School students are expected to have positive behavior including but not limited to:

- Model excellence at all times.
- Treat everyone with respect and courtesy.
- Obey all school rules and procedures
- Be honest, truthful, and trustworthy.
- Display good citizenship and use good sportsmanship.
- Be self-disciplined in the halls, classrooms, restrooms, and playground, before, during, and after school.
- Never leave a class or activity without permission from the teacher.
- Be prepared for class and do their best to learn all they can.
- Remain seated in their desk should the teacher leave for an emergency.

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at her/his discretion. We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus. The principal reserves the right to discipline students for off-campus conduct.

Behavior judged detrimental to the safety and well-being of others will be penalized. Disciplinary actions are intended as positive endeavors. Complaints involving school personnel or students must be taken through the proper channels. The school administration reserves the right to determine what is fair and just.

The school is a co-tenant of lockers and desks and reserves the right to search them at any time without notice. Bookbags, purses, gym bags, etc. also are subject to search without notice.

The school reserves the right to search any and all property on the school campus and at all school-related functions in any manner it deems appropriate to ensure a safe environment.

Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion.

Any student choosing behavior contrary to the prescribed guidelines does so at his or her own risk, knowing he or she is freely choosing such action, and will therefore incur the consequences.

Anytime a student is referred to the office for disciplinary action, the administration will attempt to notify the parent, either by telephone or email. Parent cooperation and communication is vital concerning disciplinary issues.

Any student choosing to display inappropriate behavior or technology use that may potentially impact the reputation of Christ the King Catholic School or the Catholic school system, whether during school hours or outside of school hours, whether on the school campus or off, may receive disciplinary consequences for said behavior as determined by school officials. These consequences can be but are not limited to: silent break, lunch detentions, suspension, or expulsion.

Prek-5th grade classroom teachers and specialists will develop behavior plans for their students that are age appropriate. Behavior plans will be communicated to the parents at the beginning of the school year. Teachers will communicate about discipline when needed. Behavior plans will consist of positive behavior rewards and consequences. A teacher may change their behavior plan throughout the year to accommodate the needs of the students. If a student receives 3 demerits in a quarter, they will receive a detention. 4 detentions in a semester will equal to an out of school suspension.

6th-8th grade students will have a LIVESCHOOL account. Homeroom teachers, specialist teachers, the school counselor, and administration can give Liveschool points for good behavior and take points away for negative behavior. Students may save points to cash in for rewards on the reward list. Points that are deducted will lead to consequences in our discipline system. 3 Liveschool demerits in one day will equal a silent break. 5 in one day will be a detention. If a student has 3 silent breaks in a quarter, they will receive a detention. 4 detentions in a semester equal to an out of school suspension.

DETENTION

Students serve detention during lunch unless otherwise notified. Parents will be notified when students must serve a detention. Students are required to report to detention on the day assigned. Parents will be notified of a detention with a detention form, which must be signed by the parent and returned to the homeroom teacher the next day. The parents will also receive an email notifying them of the detention. Detention has priority over any school activity. During detention, students may be assigned to help with campus cleaning duties, assigned written response packets, or service work. Detention may not be used to study or complete homework.

IN-SCHOOL SUSPENSION.

Students are banned from attending their normal classes and all school-related functions until a conference is held with parents, students, and principal. Parents will be notified before a student is suspended, and of the duration of the suspension. Students who are suspended are responsible for all classwork/homework missed.

OUT-OF-SCHOOL SUSPENSION

OSS separates the offender from the student body and is a warning that this separation may become permanent unless serious behavior changes are made quickly. Students are to remain off campus during the time assigned to out-of-school suspension. This includes activities, practices, and all other school-sponsored activities by Christ the King or St. Michael. After suspension, students are expected to complete all class work missed at the convenience of the teacher, but no credit is given for the completed work. Service work may be assigned in addition to the suspension.

PROBATION

A period of time when a student is allowed to attend school, but includes a loss of privileges and usually includes specific restrictions, educational and service projects, and/or extra duties. A period of probation normally follows a suspension but also may be used independently.

STUDENT CONTRACTS

Contracts listing behaviors that must be changed are set up during a meeting with the student, parents, teachers, and/or principal.

EXPULSION.

The student is released from the school and may not return. Individual teachers may have additional classroom rules and the middle school has a policy for grades 6-8 with additional rules to implement as well.

STUDENT APPEALS PROCESS

Students have the right to set up an appointment with any teacher/staff member to discuss any academic or discipline measure received from that teacher/staff member. Appointments need to be requested within forty-eight hours from the time the action to be discussed was issued. Appointments should take place before school, after school, or at a mutually free period for the teacher/staff member and student. The superintendent of Catholic school as well as the Department of Catholic Education are not levels of appeal for disciplinary issues.

PARENT CONCERNS

Christ the King Catholic School's faculty, staff and administration always welcome talking with parents and/or students about any concerns that may arise. When at all possible, students (especially in grades four - eight) should be encouraged by their parents to resolve concerns directly with the teacher before parents become involved.

If a concern should arise that has not been resolved by the student and teacher/staff member or that requires parental involvement, the parent/guardian should set up an appointment to discuss their concern directly with the teacher/staff member involved. Most concerns should be resolved at this level.

If the parent/guardian feels that the concern is still not resolved he/she needs to contact the principal.

GRIEVANCE POLICY AND PROCEDURES FOR HANDLING PARENTAL COMPLAINTS

Complaint cannot be towards a person (teacher, principal, parent or student).

1. First, talk with the teacher.
2. Second, take your complaint to the principal if you are not satisfied.
3. The third step is to address your complaint to the parish pastor. A final appeal may be made in writing to the pastor only by the student's parent or guardian and must be written within ten days of the notification of the disciplinary action by the school. Appeals may be made if there is a question of procedure or substantial new information is available. The written request must include a statement giving the specific reasons for appeal.

TECHNOLOGY ACCEPTABLE USE AND DIGITAL CITIZENSHIP POLICIES

Christ the King Catholic School is committed to preparing its students to live out their faith in a global technological society. All uses of technology are viewed in the context of the moral and ethical teachings and policies of the Catholic Church and the school's Mission Statement. We support technology as a tool and a resource to better prepare our students for their role in the 21st century. While this policy attempts to be as comprehensive as possible, new situations may develop that are not outlined in this policy. Those situations will be dealt with in a manner consistent with the policies in the handbook and the school's Mission Statement.

To further its Mission, Christ the King Catholic School has established a network of technology resources in which computers and other technological devices on and off campus are able to exchange information, communicate within the network, use devices like printers connected to the network, utilize the school servers, employ the Internet, access cloud-based software sites and utilize available technological resources. In order to keep this network, its resources and its devices operating as effectively and productively as possible, users must follow Christ the King Catholic School's TECHNOLOGY ACCEPTABLE USE AND DIGITAL CITIZENSHIP POLICIES when using any and all technological resources on campus.

All technology used by any user must be for educational purposes and be consistent with the mission statement, handbook and policies and procedures of Christ the King. File space, both local and cloud-based, on the school network and domain is the legal equivalent of a student's locker. This includes all materials and data in a student's school-issued Google Education account. All applicable rights and policies in regard to a student's locker apply. Users must respect the legal protections to data and software provided by copyright and license law. All network users are held responsible for their actions and activity within all technological devices, both school owned and personal (while that personal device is using school resources or is on school grounds.)

Students and parents should know that violations of the law and school policy, such as destruction or damage to equipment, software, or data belonging to the school or other users will be dealt with in a serious and appropriate manner. Unacceptable uses of the network and or the Internet can result in the suspension or revoking of access and privileges. Any attempt to harm or destroy data of another user or to harm, destroy or interfere with the school network and domain, or any other network connected to the school's network, will

result in the immediate termination of user privileges and administrative discipline. Uploading, downloading or creation of computer viruses is considered malicious vandalism and will be treated accordingly. All illegal activities such as transmission of any material in violation of any U.S. or state law or regulation are prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by license agreements.

Students, and their parents or guardians, are responsible for any damage occurring to the school's devices and software due to inappropriate actions or inaction while using the technological resources of the school. Fees may be assessed and charged to the student for required repairs or replacement.

Internet Use Policy

Christ the King Catholic School is pleased to be able to offer high-speed Internet access to its students to support its religious and educational goals and objectives. The Internet is a valuable tool for students to access educational resources, conduct research, and participate as a digital citizen in the global digital world, but is also uncensored and contains information and allows use that is inappropriate for students. It is the policy of CTKCS that the benefits of direct use of the Internet to advance education and prepare students to live informed and responsibly in tomorrow's world outweigh any disadvantages. It is the School's policy that all use of the Internet by students shall, at all times, be consistent with the religious and educational goals and objectives of Christ the King Catholic School and Parish. **Students (through their parents or guardian) shall assume primary responsibility for understanding appropriate standards and conduct in using the Internet.**

All access to the Internet must be in support of education and research. Students are not permitted to access links or areas of cyberspace whose content is deemed illegal, defamatory, pornographic, or racially, ethically or morally offensive by the standards of the School, Parish and Archdiocese of Mobile. Students also agree to act in an ethical and mature manner when using the Internet. Any infringement of copyright or acts of plagiarism are violations of the CTKCS TECHNOLOGY ACCEPTABLE USE AND DIGITAL CITIZENSHIP POLICY. Chat rooms, social media websites such as Facebook, Twitter, Instagram, Tik-Tok etc., and personal email accounts are not to be accessed at school.

Internet Access at Christ the King Catholic School is a privilege, not a right. This privilege may be revoked at the sole discretion of Christ the King Catholic School at any time. CTKCS administration may monitor, record, and review files and communications throughout the school's network and domain to ensure that users are using technology resources in a responsible and appropriate way. A student violating the School's AUP and DC policies may be subject to further discipline. Christ the King Catholic School disclaims all liability for the content of material that a student may access on the Internet, for damages suffered in the course of or as a result of a student's use, and for any other consequences of a student's Internet use.

Google Education Accounts Issued to Students

CTKCS provides student Google for Education accounts with email access to students in junior high for academic and educational purposes. For grades 3 through 5, these Google for Education accounts do not include email access. These student accounts grant access to a variety of school-sponsored resources such as Google software and digital textbooks to help students advance their education. These student accounts issued by CTKCS are expected to be used strictly in an academic manner and in a responsible, ethical and legal way.

Student CTKCS email accounts are considered an official means of communication between junior high students and teachers and are the only acceptable email communication for any academic purpose at CTKCS. As a school provided resource, student email accounts are treated legally as lockers and remain under the control and monitoring of the school and are governed by the school's and the Archdiocese's AU/DCPs. The school may, at its discretion, filter, access and monitor technology resources and student usages of such resources. Further school expectations and policies will be covered by the Student Acceptable Use and Digital Citizenship Agreement signed by the students and parents on issuance of a school student email account. Students in grades 3 through 5 will have a grade-appropriate Agreement signed by the students and parents upon issuance of a CTKCS Google Education account.

Bring Your Own Device Policy (BYOD)

Christ the King Catholic School is committed to preparing its students to live out their faith in a global technological society. To aid in this goal, CTKCS has implemented a BYOD policy. Allowing students to bring their own devices expands opportunities for students to enhance their school experience. With classroom teacher approval, students may use their own devices to access content and enrich their academic success.

By participating in the BYOD Program at CTKCS, you are agreeing to, and are bound by, the **TECHNOLOGY ACCEPTABLE USE AND DIGITAL CITIZENSHIP POLICIES** of CTKCS and the Archdiocese of Mobile. All BYOD users are held responsible for their actions and activity within their devices. All technology use at CTKCS is viewed in the context of the moral and ethical teachings and policies of the Catholic Church, the Archdiocese of Mobile and Christ the King Catholic School and all users must follow Christ the King Catholic School's Technology Use Policy when using any and all technology resources on campus, **even those not owned or provided by the school**. All authorized use must be for educational purposes and be consistent with the mission statement, handbook, policies and

procedures of CTKCS and the laws of the U.S. Unacceptable uses of any technology device can result in the suspension or revoking of access and privileges and the confiscation of the device. Students are responsible for any device brought on campus.

We would also like to make clear that parents are not expected to purchase a device for their child. If a student owns a device, has parent permission, and agrees to the guidelines by signing the school's BYOD Agreement, the student will be allowed to bring the device to school.

Key Points of This Policy

- Cell phones of any kind are not permitted as part of the BYOD policy.
- When a student brings his/her own device to school, it is required that any Internet use is channeled through the CTKCS filtered network. Students are not permitted to use private data plans or any other networks at school to access the Internet.
- The teacher in the classroom has the final say on procedures in that classroom (including specific directions left for any substitute teacher). If the teacher (or substitute teacher) asks a student not to use the device, then the student must follow those directions.
- Electronic posting of personal information about one's self or others (i.e. addresses, phone numbers, and pictures) is expressly forbidden at school. Inappropriate posting of materials relating to other students and cyber bullying will be referred to the Daphne Police Department.
- In addition to following the CTKCS Acceptable Use Policy, students are also expected to exhibit appropriate and safe digital citizenship skills.

Responsibility for Devices

- Students who bring their own device to school do so at their own risk. Neither the school nor the teacher may be held liable for loss, theft, or damage to personal property.
- Students are to keep their devices secure at all times and not loan them to others.
- Students may not use their own devices during instructional time unless approved by the classroom teacher.
- All devices and accessories must be clearly labeled with the student's name.
- It is the responsibility of the student to bring any device to school charged. CTKCS is not able to provide access for all students to charge devices and so students should have no expectation that they will be able to charge a device at school.
- Currently printing from a personally owned device is available only for academic purposes at the Tech Lab during lunch and after school.

Student Cell Phones

Cell phones are allowed on campus provided the following:

- Cell phones must be kept in their backpack.
- They may not be carried on a student's person.
- They must be off.
- They may not be used at any time during the school day for any reason.
- They may not be used during Before or After School Care.
- Cell phones may not be used as part of the BYOD program.

Smart Watches/Devices

Smart watches/devices are wearable technology that can be used to access the Internet, send and receive messages, interface with other technology and record data. These devices are not allowed during the school day.

- Due to the cost of these devices, they should be left at home.
- These devices are not to be used before or after school.

Any violation of the above policies will result in the phone/watch/device being taken. Parents or students can pick up the item from the assistant principal after school. Violations of these policies will result in disciplinary actions.



STUDENT TECHNOLOGY ACCEPTABLE USE AND DIGITAL CITIZENSHIP POLICIES AGREEMENT

Online tools and devices provide a wealth of learning opportunities, yet they also come with a certain level of risk. Through the Acceptable Use and Digital Citizenship Policies at Christ the King, the school strives to ensure that students do not use school-issued technology to access inappropriate content, expose themselves to cyber threats, or simply distract themselves from their schoolwork (via gaming, streaming shows or movies, or using social media). Reading and signing this agreement helps students understand the importance of good digital citizenship and conveys the school's expectations of them to take responsibility for their use of all digital resources and technology.

CTKCS grants students access to a variety of resources through their Google Workspace for Education accounts such as Google Mail, Calendar, Drive, Classroom, Docs, Slides and other services. These are provided by CTKCS so students have the opportunity to create, submit, and store online such things as documents, spreadsheets, presentations and other academic materials through their Google account. These student accounts also grant access to a variety of school-sponsored resources such as those provided through the digital textbook subscriptions. As a school provided resource, student Google accounts are treated legally as lockers **and remain under the control and monitoring of the school and are governed by the school's and the Archdiocese's Acceptable Use Policies. The school may, at its discretion, filter, access and monitor technology resources and student usages of such resources.**

CTKCS provides student email accounts to students in junior high for academic and educational purposes. These student accounts issued by CTKCS are expected to be used strictly in an academic manner and in a responsible, ethical and legal way. Student email accounts are considered an official means of communication between students and teachers and are the only acceptable email communication for any academic purpose at Christ the King Catholic School. Archdiocesan and CTKCS restrictions limit the email account access to CTKCS students and faculty. Students should not use their school email accounts for personal correspondence or social situations. These accounts are also specifically for student use and should not be used by parents or guardians.

EXPECTATIONS OF STUDENT USAGE OF CTKCS PROVIDED GOOGLE ACCOUNTS, DIGITAL TOOLS AND DEVICES

- Student email will only be used for emailing CTKCS faculty and, when assigned, other CTKCS students. No email will be allowed outside of the @ctkstudent.org domain.
- Student email should follow the CTKCS and Archdiocese Acceptable Use Policies at all times.
- Students should only use polite and school appropriate language in all email communications.
- Any message deemed inappropriate, offensive, abusive, or harassing will be grounds for the revoking of privileges and subject to the school's discipline policies.
- Students should be respectful of the student email system and not abuse access to other students' email addresses. All student to student communication must be appropriate to the school environment and for academic purposes only.
- **Students should check their email on a daily basis.**
- The CTKCS Student Plus Portal will use only the student's CTKCS email account for all communications.
- Usernames and passwords are assigned by the school and cannot be changed.
- Usernames and passwords should not be shared by students. Use of a student's or staff's account by another student is strictly prohibited.
- Usernames and passwords are available to parents and guardians through the Plus Portal student demographic area.
- The Archdiocese of Mobile Electronic Communication with Minors Policy prohibits parents and any other adults, except CTKCS faculty, from using the student email system.

UNACCEPTABLE USES

Inappropriate student usage includes, but is not limited to, the following:

- Using another student's account or login information for any reason.
- Using the technology resources provided for any illegal activity, most especially the violation of copyright.
- Sending messages to all or large groups of students, unless requested by a teacher.
- Using student email accounts to send unsolicited emails to other students or to spam anyone.
- Vandalizing the data and/or the account of another user.
- Invading the privacy of individuals.
- Reposting any communications without the original author's consent.
- Downloading, storing, posting, sharing or printing files or messages that are profane, obscene, against the precepts of the Catholic Church, or that use language and/or symbols that tend to degrade or offend others.
- Any behavior covered in the AUP including but not limited to: plagiarism, cheating, bullying, hazing, and harassment.
- Any activity that interferes with or damages the operation of any computer system or school resource.

PRIVACY POLICY

Students should understand that they have no reasonable expectations of privacy with respect to and including, but not limited to Internet usages, the creation and/or distribution of messages or content via the student email system, and/or the creation of information with technology tools that fall under the purview of Christ the King Catholic School technology devices. CTKCS, at its discretion, may filter, access, and monitor technology resources to determine unacceptable usage.

CONSEQUENCES OF VIOLATION OF TECHNOLOGY POLICIES

The violation of technology policies and any usage deemed unacceptable by either administration or faculty can result in loss of privileges and access. Violations of these policies also may invoke the disciplinary actions outlined in the Handbook. Revoked privileges may result in academic failure for the assignments involved and can impact negatively on a student's ability to complete future academic assignments.

Printed Student Name

Homeroom

Date

Student Signature

Parent Signature

OTHER QUESTIONS AND CONCERNS

As parents you may have questions or concerns about something you hear is happening at our school. The administration, faculty and staff encourage and welcome you to contact us with any questions or concerns you may have regarding Christ the King Catholic School. We are very proud of our school and all that we are able to accomplish for our children with the help of so many dedicated parents, parishioners, alumni, volunteers and friends.

We understand that from time to time concerns may arise and we are happy to arrange a time to discuss them.

We believe that direct communication is the best way to keep negative rumors from being spread, which only hurts our efforts, school, and students. By setting up an appointment to discuss concerns (instead of trying to answer questions at a social event or in the parking lot) we are able to give our total attention to the individual and his/her question(s).

If you have a concern or hear something negative about our school, please contact the faculty or staff member most directly involved with your concern. **YOU ARE OUR GREATEST RESOURCE IN SPREADING THE GOOD NEWS ABOUT OUR SCHOOL.** We would also request that you direct other individuals who express a concern to you to talk with the faculty or staff member most directly involved to gain further insight into the concern. It takes all of us working together to make our school great! It only takes a few people to tear it down. The most important question for any of the faculty or staff is "How can we help the student?" When parents work together with the faculty and staff, it provides a winning situation for all --- especially the student.

Please remember that confidentiality hinders us from discussing specific student-related situations with anyone besides the parents of the children involved. However, we may be able to provide you with our philosophy regarding our expectations, which may provide you with a clearer understanding of our goals.

Finally, we know that it is not possible to please everyone with the decisions we make regarding the school. We do strive to do what is best for all of our students, and this is not an easy task. We are confident that when you take the time to find out more about any given situation, you will understand our dedication to providing the best opportunities for all of our students to grow spiritually, intellectually, emotionally, and physically.

We look forward to working with all of our parents and students as partners in education.

