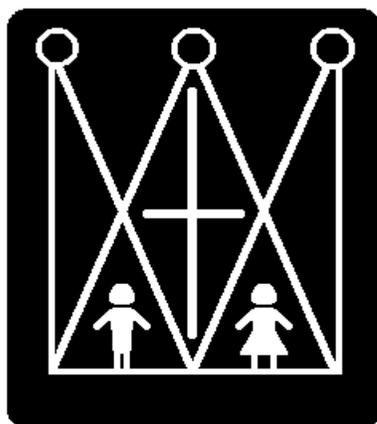


Christ the King Parish School

PARENT/STUDENT HANDBOOK

2019 - 2020



2106 Deerfield Road
Terrytown, Louisiana 70056
Phone: 504-367-3601
www.ctkparishschool.org

Mrs. Dawn Castillo
Principal

Father Michael Nam Nguyen
Pastor

Christ the King Parish School

Approved by the
Louisiana State Department of Education
Accredited by the
Southern Association of Colleges and Schools



Member of the

Archdiocesan Association of Early Childhood Educators
Association for Supervision and Curriculum Development
Association of Catholic Religious Educators
Catholic School Athletic League
Childcare Association of Louisiana
Council of Catholic Schools Athletic Club
Delta Kappa Gamma Society International
Kappa Delta Pi
Louisiana Association for Spiritual, Ethical, and Religious Values in Counseling
Louisiana Counseling Association
National Art Education Association
National Catholic Educational Association
National Junior Beta Club
Southern Association of Colleges and Schools,
Council on Accreditation and School Improvement

The rules and policies for Christ the King Parish School outlined in this handbook set forth a contractual agreement between the school and the student and his/her parents/guardians. The Administration of Christ the King Parish School is as explicit as possible, but during the academic year, new and/or unanticipated circumstances may arise. The Principal has the authority to use discretion in making decisions regarding unforeseen circumstances. The Principal may also amend the student handbook as necessary. Parents and students will be given written notification if changes are made.

2106 Deerfield Road
Terrytown, Louisiana 70056
www.ctkparishschool.org

Office.....367-3601
Fax.....367-3679
Financial Secretary.....361-5225
Development Office.....361-5225
Cafeteria.....366-3495
Jefferson Parish Transportation Department.....349-7729
Day Care.....343-1896
PK1/PK2 Day Care.....363-0054

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CHRIST THE KING PARISH SCHOOL MISSION STATEMENT

The mission of Christ the King Parish School is to provide a Catholic education through a nurturing family community.

CHRIST THE KING PARISH SCHOOL PHILOSOPHY

With Christ the King as our patron and teacher, we seek to form children in their Catholic (Christian) faith in an environment which promotes the teaching and living of Christ's message. We strive to follow a curriculum including basic skills and higher level thinking, encouraging the student's thoughtful, creative pursuit of knowledge. While accommodating individual learning styles, Christ the King emphasizes personal responsibility for learning and behavior that inspires love and respect towards self and others. We promote the initiation of innovative programs and technology to better prepare students for the future. Christ the King students will learn the value of human dignity and the concepts of peace and social justice, enabling them to be active participants in their community and global society. In partnership with parents, each child at Christ the King, regardless of race, cultural heritage, or gender will be motivated to develop a positive self-image. We will foster the discovering and exploring of talents, skills and interests to help each child reach his/her potential.

Motto: Building Character through Faith, Love, Knowledge and Service

Parent Cooperation Statement

Part of the educational philosophy of Christ the King Catholic School is the belief that the school assists the parents in carrying out their primary responsibility of providing religious and secular education for their children. Hence, Christ the King expects the parents to be involved as much as possible in the education of their children. This means not only supporting the school and participating in its activities, but also providing instruction to and examples for their children both at home and in public. While Christ the King realizes and recognizes that there may be legitimate disputes concerning educational matters, Christ the King is ultimately responsible for the orderly operation of the school in the best interest of all of its students. Therefore, the school reserves the right to terminate its relationship with a student if the parents of the student fail to provide the support, assistance, and example necessary to accomplish the school's role of assisting the parent in providing the religious and secular education to which the child is entitled. Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student's removal from the school.

Dear Parents and Students:

This *Handbook for Parents and Students* has been prepared for your information. We ask that you and your children read through it carefully and become acquainted with its contents.

All procedures, rules, and regulations in this booklet have been developed for the safety of each student and the betterment of the school. Violations of procedures, rules, and regulations will be subject to disciplinary measures as listed herein.

Please note that a non-custodial parent shall not be denied access to records and information pertaining to a minor child when a previous agreement has been made with the school.

Please read the following acknowledgements and return the signature page to school by Thursday, August 15, 2019. The acknowledgements include:

- Statement of Nondiscrimination
- Acceptable Use Policy
- Acknowledgement of Unavailability of Special Education Services
- Handbook Acknowledgement

I. STATEMENT OF NONDISCRIMINATION

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

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the school shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.

II. CHRIST THE KING ACCEPTABLE USE POLICY

Internet Access

Internet access is available to students and teachers at Christ the King to promote research, resource sharing, and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of an elementary school setting. Christ the King has taken precautions to restrict access to materials that are inappropriate to our setting. However, these precautions do not in any way diminish each user's responsibility to act ethically and in a manner fully consistent with the philosophy and values of Christ the King School when using Christ the King's electronic resources.

Acceptable Use Guidelines

These guidelines are provided to ensure efficient, ethical, legal and proper utilization of electronic resources in accordance with the mission of Christ the King School. If a Christ the King user violates any of these provisions, his or her use may be terminated and future access could be denied. Violators are also subject to disciplinary action including financial remuneration, suspension, and/ or dismissal from the school.

1. All use of electronic resources must be in support of education and research and consistent with the mission of Christ the King School. Christ the King reserves the right to deny access to personal mail and/or any other records sent or accessed through the school's equipment.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted, threatening, or obscene material. Should a user accidentally access an inappropriate site, he or she should leave that site immediately and report it to the teacher.

Acceptable Use Guidelines, continued

3. In using the school's electronic resources and/or school-related organizational links, such as the National Jr. Beta Club, in posting information on personal web pages, users shall abide by generally accepted rules of network etiquette and behave in an ethical and legal manner that is fully consistent with the philosophy and values of Christ the King School. Users are prohibited from copying others' work as his/ her own. Users shall also fully comply with all copyright laws regarding software.

4. Use of the school's network for personal or financial gain, product advertisement, political lobbying, visiting "chat rooms", or for transactions involving the transfer of money, merchandise, services, or even personal addresses or phone numbers is strictly prohibited.

5. Vandalism, which includes, but is not limited to, any malicious attempt to harm or destroy any data, hardware or software, including the uploading or creation of a computer virus or loading unauthorized data or programs on machines, will result in disciplinary action which could include financial remuneration and/or dismissal.

6. Nothing in this policy is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with school procedure.

7. Student's may only access sites directed by the teacher in charge.

8. Violations of any of the conditions of use will be cause for disciplinary action.

Users of the school's electronic resources or Internet connection must be aware that any actions taken by them will reflect upon the school and must be consistent with the Mission and Philosophy of Christ the King Parish School. The Principal will have the authority to use her discretion to determine appropriateness in any area of uncertainty.

Public Information/Communication Release

I/We agree that for the 2019-2020 school year, the name, voice, and or likeness of my/our child may be used in news publications, promotional materials, audiovisuals, and other electronic transmissions issued by employees or designees of the Christ the King School community or by its members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans School System. These information items may include, but are not limited to photographs, videotapes, live broadcasts, sound recordings and/or electronic transmissions related to school activities. I waive compensation or reimbursement of any kind related to use of the above material for myself or the minor child.

III. UNAVAILABILITY OF SPECIAL EDUCATION SERVICES

The undersigned (Parents sign on signature page.), who represent that they are the parents and/or legal guardians of the children (listed on the signature page), who are presently enrolled in Christ the King Parish School, acknowledge that **Christ the King Parish School does not provide special education services or facilities.**

The parents/guardians further acknowledge that Christ the King Parish School, its principal, faculty, and staff are only required to make **minor adjustments** in Christ the King Parish School's education program to attempt to accommodate whatever special needs their child/children may have, and that **the nature and extent of such minor adjustments is within the sole discretion of administration of Christ the King Parish School.**

The parents/guardians further acknowledge that, should the administration of Christ the King Parish School determine in his/her own discretion that minor adjustments in Christ the King Parish School's education program have not resulted in satisfactory accommodation of the program to the special needs of their child, and that it is in the best interest of both the school and the child that he/she be placed in a more appropriate learning environment, then the principal may ask the undersigned to withdraw their child/student from Christ the King Parish School, and/or the child/student will be removed from the rolls of the school and/or not allowed to re-enroll.

IV. SAFE ENVIRONMENT

Every employee and volunteer associated with Christ the King School and students must complete Safe Environment training and background checks. This training must be completed, in advance, by parents or any individual who intends to accompany students on field trips, chaperone at any function, or work/volunteer at the school in any capacity. Parents are notified of information and dates of training sessions.

CHRIST THE KING SCHOOL PERSONNEL VOICEMAIL EXTENSIONS (367-3601)

Father Michael Nam Nguyen, Pastor	361-1500
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Mrs. Diana Hetzler, M.Ed., LPC, LMFT, Counselor	108

Bouvier, Mary Lou	149	Secretary	
Chatagnier, Charla	158	Shepard, Sue	101
Foltz, Carmen	162	Finance	
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Lehmann, Mike	157	AM: Carmen Foltz PM: Lourdes Cordova	343-1896
Movahed, Sherry	140	Assistants	
Murphy, Sean	153	Delattre, Kellie	367-3601
Oustalet, Ann	164	Dugan, Karen	367-3601
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		Maintenance	
		Pham, James	367-3601

RELIGIOUS EDUCATION

As stated in our school philosophy, we seek to form children in their Catholic (Christian) faith in an environment which promotes the teaching and living of Christ's message. Religion classes are an essential part of our students' daily instruction. Students attend Mass weekly (please refer to calendar for few exceptions), and parents and family members are urged to join their children for the celebration of the Eucharist. Students may sit with their parents or family members during Mass. Catholics are invited to receive Holy Communion. Those who are not Catholic may come up for a blessing during Communion. Please do not take Communion if you are not Catholic. Please cross your arms in an "X" across your heart indicating you are not Catholic but would like to receive a blessing. We welcome parents and families to seize this opportunity to grow in faith with their child. For questions regarding sacramental preparation, please contact the Director of Religious Education for the Parish, Mrs. Linda Jarrell, at 361-1500.

LEAD TEAM (Leadership-Administrative Team)

The LEAD Team assists the principal in the decision-making process and in the overall planning for the school. The team serves as an advisory group to the school's administration. It also serves as the **Individual Needs Committee** of the school. The team is comprised of staff representatives from various grade levels.

ADMISSION OF NEW STUDENTS

Application for admission must include the following before the admission process begins:

1. Baptismal Certificate (if Catholic)
2. Birth certificate
3. Social Security card
4. Immunization records
5. Report cards (including current final report card and previous grades)
6. Standardized test scores
7. Copies of any Psychological/Psychiatric/Educational/Speech/Motor, ADD, ADHD, or other, evaluation(s) (to be kept on file with counselor)
8. Verification of home address (parent's driver license or state I.D. card)

Admission is not considered complete until all of the above documents have been received.

TRANSFER OF STUDENTS

When a child is transferring to another school, it is required that parents notify our school office in writing as soon as possible in order that records are transferred in a timely manner. A withdrawal sheet will be provided prior to the transfer. This sheet must be completed by each of the student's teachers, librarian, cafeteria manager, and school financial secretary. It must be approved by the principal prior to the releasing of any records. All textbooks and workbooks are to be returned to the teachers. All library books are to be returned to the library. Student records from the cumulative folder will be sent to the child's new school by the office when the above-mentioned items have been cleared. All financial matters must be cleared prior to completion of this process.

FINANCIAL MATTERS

PAYMENTS: All payments are to be paid by check or money order payable to "Christ the King School." Payments made to the school for daily financial matters (cafeteria, AM/PM Care, etc.) **after Friday, April 12, 2019 must be paid in the form of cash or money order. All money sent to the office must be in an envelope clearly marked with purpose of payment (ex: AM/PM Care or cafeteria) and the student's name.**

DELINQUENT PAYMENT: All tuition payments, day care fees, and any additional fees should be up to date one month before the end of a semester. If tuition is delinquent, Christ the King Parish School will give parents until the end of the semester (approximately four weeks) to pay the outstanding balance. If the account is still delinquent on the last day of the semester, the student will be allowed to complete the semester, and Christ the King Parish School will release the records. The school is under no obligation to allow students with delinquent

tuition to enroll for the following semester; however, the school will not withhold transcripts or grades because of delinquent tuition. .

In addition, families consistently delinquent in payment of tuition financing will not be allowed for the following year (2020-2021) and must pay tuition and fees in cash in advance for the following school year.

Delinquent payment of day care fees will result in denial of services until all delinquent payments have been satisfied.

TUITION CATEGORIES

Pre-Kindergarten is a separate rate and is not included in any of the Family Plans.

Kindergarten – 7th Grade have three tuition rates:

- Catholic (Supporting)
- Catholic (Non-Supporting) and
- Non-Catholic

FEES (To be paid in addition to Tuition):

- **REGISTRATION FEE:** The registration fee is **\$150.00 per child**. Registration fees are due at the time of application or re-registration and are **nonrefundable** and **nontransferable**. Re-registration for currently enrolled students and their siblings is held early in the third quarter grading period. Open registration for new families will take place the following month. Dates are **determined by the Office of Catholic Schools**. Registration fee includes \$15 for the **Clarion Herald** subscription, as mandated by the Archdiocese.
- **BUILDING FEE:** Each family is assessed an annual building fee. This fee is **nonrefundable** and **nontransferable**.
- **NON-SUPPORT FEE:** Non-supporting Catholics and Non-Catholics will be assessed an additional fee. This fee is **nonrefundable** and **nontransferable**.

FINANCING: Tuition and fees are financed through Smart Tuition. **Families failing to pay tuition within the required month (insufficient funds in account designated) will be assessed a "late charge" by Smart Tuition. Chronic late payments will result in the denial of future financing privileges.**

All financial obligations for the current school year must be completed by the end of each semester: December 20, 2019 and May 15, 2020. Financial obligations include all monies owed to Christ the King School for any reason. These obligations include but are not limited to, tuition, library fees, cafeteria fees, book fees, day care fees, and any other outstanding financial commitments. Please refer to "Delinquent Payments" for specific guidelines. Please note: Financial information for transferring students will be included with transferring records.

If a child is withdrawn during the school year, tuition will be prorated. Attendance for any part of a month is subject to full tuition for that month. All fees, including registration fees are non-refundable.

PAYMENT DUE: All financial arrangements for the following school year (2020-2021) are due **ON OR BEFORE Friday, April 3, 2020 by 3:00PM**. Late fees will be added after that time.

- **LATE FEE POLICY:** A late fee will be assessed to payments made **AFTER 3PM, Friday, April 10, 2020**, to any outstanding balance on the next year's finances. The amount of the late fee is determined by the school board each year. Late fees are also assessed on AM/PM Care bills.
- **NSF CHARGES:** Checks returned to the school for insufficient funds will be charged **\$25 for the first occurrence in addition to the intended value of the check.** A second occurrence will result in acceptance of only cash, money order, or certified check for any future payments, in addition to the \$25 NSF charge.

ARRIVAL AND DISMISSAL PROCEDURES

BUS TRANSPORTATION

Bus service is provided by Jefferson Parish Public Schools for students in K - 7th grades. We ask the cooperation of each student and parent to ensure safety and courteous behavior at all times. Bus drivers make rules and regulations for the safe and proper operation of their buses. Students who are reported for disorderly conduct may be penalized by suspension from the bus, beginning with their first offense. Bus drivers will issue behavior referrals when necessary. All K students must wear the Jefferson Parish issued purple lanyard whenever they ride the Jefferson Parish school bus.

- **Students in Kindergarten and First Grade** should have their bus numbers attached to their clothing during the first 2 weeks of school.
- **In order to ride a different bus home, a note with the parent's signature and that of the principal must be presented to the bus driver each time a change of bus is requested.** Such a note must be delivered or faxed to the school office **before 2:45PM** for processing and approval. Requests are granted when possible.

*If you have any kind of a problem with your bus driver, for example: consistently late, does not make appointed route, etc., please contact the **Jefferson Parish Transportation Department at 349-7729.***

**TO MAKE CHANGES IN HOW YOUR CHILD IS TO GO HOME,
YOU MUST NOTIFY THE SCHOOL OFFICE BEFORE 2:45 PM VIA PHONE, FAX OR EMAIL.**

A.M. ARRIVAL:

BEFORE AND AFTER SCHOOL CARE: Students arriving **before 7:45AM** must report to **Before School Care**. The time and cost for these services are listed below.

Times: **Before School Care** 7:00AM – 7:45AM

After School Care 3:15PM - 6:00PM

Cost: \$3.50 per hour, or fraction thereof, per child, for after care.

Late fees are charged for pick-up after 6:00 PM and for delinquent bills.

Late pick up fee charges: \$1.00 per minute

Delinquent bill charge: \$3.00 per week

Services will be denied for nonpayment of AM/PM Care bills in a timely manner.

At 7:45AM:

- PK 1 and PK2: Parents must park and escort their child to the classroom. Parents must sign their child in/out of the classroom per state requirements.
 - PK3, PK4, and K students report directly to the classroom
 - 1st – 7th grade students report to the Parish Hall.

Students in the Parish Hall will remain seated until 8:00 AM when they are escorted to their homeroom. Students arriving after 8:00AM should report directly to the classroom. Students are not considered tardy until the 8:15 bell rings and the entrance gates are closed.

Teachers and staff will be on duty at 7:45 AM, 30 minutes prior to the 8:15 AM homeroom bell. **Prior to 7:45 AM, STUDENTS WILL BE SENT TO BEFORE SCHOOL CARE,**

BUS STUDENTS ARRIVAL:

- Bus students will be dropped off via the horseshoe driveway in the front of school.
- Between 7:45 AM - 8:15 AM, **ONLY BUSES ARE ALLOWED IN THE HORSESHOE DRIVEWAY.**

For the safety of all students, staff will not load/unload students into/out of a car with a parent using a cell phone. As required by state law, cell phones must be turned off upon entering the school yard and the school zone for arrival and dismissal.

CARPOOL ARRIVAL:

- Enter the white top from Deerfield Road
- Proceed around the white top to the person farthest from the first cone before you stop.
- Unload students **ONLY** on the passenger side-students may not be unloaded from the driver side in the carpool line.
- Trunks may not be opened in the carpool line. **
- Exit to Deerfield via the driveway between church and school.
- *As a courtesy to each other and an example to your children, do not cut in the line.*
- Carpoolers are not allowed in the driveway in front of the school.
- Limousines are not allowed on the school or church property to pick up or drop off students.

****Please Note:** *If it is absolutely necessary to open your trunk, unload your child from the driver's side of the car, or get out of your car; you must pull around and park between the planters and unload/load your child.*

WALKERS ARRIVAL:

- Walkers must use the designated crosswalk on Deerfield Road near Dolphin.
- Walkers will then proceed up the driveway near the grass to enter the school yard

DISMISSAL

Please make certain that your child knows how he/she is going home every day. If your child is not present at carpool, he/she may be in aftercare and must be signed out by the parent.

BUS STUDENTS DISMISSAL

- Buses will enter the horseshoe driveway.
- Bus students will be called to report to the plaza and supervised by duty personnel.
- Only buses are allowed in the horseshoe driveway between 3:00 and 3:50 or until all bus students have been picked up, to allow for safe dismissal of our children and room for the entrance and exit of our buses.
- ***Carpoolers and/or PM Care students and parents will not be allowed to enter or exit via the plaza before carpool dismissal is completed.***

For the safety of all students, staff will not load or unload students into/out of a car with a parent using a cell phone. Cell phones must be turned off upon entering the school yard for arrival and dismissal.

CARPOOL DISMISSAL

- Carpool students are seated silently in the Parish Hall.
- Cars will line up in a single file to enter the white top area. The line forms down Deerfield, beginning at Carol Sue. Parents picking up children are to remain in their automobiles in the carpool line and proceed in a single file. Out of respect, do not block any driveways or intersections while in line. Cars enter between the church and the school. Out of respect for parents already waiting in line for after-school carpool, please do not cut into the line from side streets.
- **The child's last name must be printed on a carpool sign placed on the visor on the passenger side of the car or hung from the rear view mirror.** This will allow for faster and safer loading of cars. Please ensure that each car in a family has a name card, available at no charge from the school office. Every family will be issued two signs. Parents may request extra name cards for multiple cars. **Please leave the sign in the window until the children are loaded or unloaded.**
- Carpoolers will be loaded into cars in front of the Parish Hall/Cafeteria on the passenger side of the car only. Trunks may not be opened in the carpool line.
- Cars will then be directed to exit to Deerfield via the driveway between the school and the church. **Cars may turn right only.**
- **No child will be allowed to cross the carpool line to enter a car that is not in the carpool line, even if accompanied by an adult.** Parents may not cross the schoolyard area on foot to pick up children, nor is any child allowed to leave with anyone through these areas. Parents are expected to inform any relatives or friends of these procedures.
- **No child is allowed to leave the schoolyard through the church parking lot to meet cars or walk home, even if accompanied by an adult.**
- Limousines are not allowed on the school or church property to pick up or drop off students at any time.

WALKERS DISMISSAL

In order to qualify as a walker, students must live within a designated, specified area as outlined by the administration of Christ the King School. If a student qualifies, the student will be issued a green walker tag with specific instructions. The tag must be displayed on their book bag at all times for the duty teacher to see. A student is never allowed to walk to a parked car. There is a \$5.00 fee to replace lost or damaged green tags.

If a green tag walker walks to any parked car, his/her green tag will be revoked and the student will be dismissed through the carpool line.

The following walkers will be dismissed prior to the beginning of carpool:

- 1) Lives within the designated proximity to the school
- 2) Have a green walker tag displayed on book bag
- 3) Have parents (or those designated on the green tag) available to meet them on time
 - *Any remaining green tag walkers will be dismissed following the conclusion of car pool.*

Parents, please note, we do not advise any student to walk home alone and unsupervised regardless of the age.

- Walkers will exit via the downstairs hall only (area between the school and the church).
- Skateboards, mopeds, motorized vehicles and the like are not allowed at any time on the campus.
- Parents are not allowed to park and pick up their children as walkers. Parents in cars must follow the carpool line to drop off or pick up children safely.

If your child will be checked out early from school for an appointment, please send a note to inform the teacher of the time of checkout.

For your convenience, you may fax such notes to the school office at 504-367- 3679 or notify the office via email at ctkprincipal@archdiocese-no.org .

In the event a note is forgotten, please call 367-3601, fax, or email our school office in the morning.

- **NO STUDENT WILL BE CHECKED OUT OR DISMISSED THROUGH THE PLAZA BETWEEN 2:45 AND THE CONCLUSION OF CARPOOL. THE PLAZA GATES WILL REMAIN LOCKED UNTIL CARPOOL IS FINISHED.**

Additional Notes Regarding Arrival & Dismissal Procedures:

- **Our main concern is the safety of each of our students.** Parents are asked not to gather for socialization on the school grounds during morning and afternoon dismissal activities.
- **Parents may not use the staff parking lot behind the Parish Hall to pick up their children.** We ask our carpooling families to use the procedures outlined above for pickup in the designated area. ***This is for the safety of your children.***
- Parents must make provisions for their children's transportation on early dismissal days, as indicated on the monthly calendar, website, and Crusader Chatter. JPPSS Bus service is not usually provided on early dismissal days. **Students not picked up on time will be charged a fee of \$5.00 per quarter hour on the days when after care is not available.**
- Students are to remain in school uniform at dismissal time, with blouses and shirts tucked in. **ID badges must be worn and visible during dismissal and in AM / PM Care (5th – 7th grade students).**

PM CARE

There is a yearly registration fee of \$10.00 for each child attending PM care. Students may not attend without payment of fee and proper registration documents completed.

PM Care begins following the conclusion of carpool. The cost is \$3.50 per hour per child. PM Care ends at 6:00PM. Parents arriving after that time are assessed a late fee in the amount of \$1.00 per minute.

Nonpayment of bills in a timely manner will result in denial of services to the children. **NOTE:** students who are staying after school to help a teacher, to get tutored, to do library research, or for any other reason, must have a signed note from their parents/guardians for the PM Care personnel; otherwise, they must report to PM Care.

- Any student who reports to PM care at the end of the school day must be signed out of PM care by their parent, or someone designated on the PM care emergency card. Duty teachers are not allowed to sign students out of PM care.

PLEASE NOTE: During winter (dark) months the front plaza gates may be locked earlier. Please go to the teacher's parking lot and knock on the PM care door. An attendant will respond.

All students using AM/PM care services are bound by the rules and regulations established for the safety of all participants. Chronic failure to comply with the rules and regulations may result in revocation of these services for your child.

EMERGENCY PROCEDURES

In the event of an **emergency dismissal of school or school closing**, the following procedure will be followed:

- ◆ Listen to **any local radio or TV channel** for official notification from the Archdiocese or the Office of Catholic Schools.
- ◆ **Parents/guardians** will be notified via telephone, email, or text message. All necessary parent contact numbers must be on file with the school.
- ◆ Fire Drills are conducted at regular intervals as required by the Department of Safety.

ATTENDANCE/TARDINESS:

- Children arriving after the homeroom bell (**8:15 AM**) are tardy.
- **Tardy students must be signed in by a parent/guardian in the office hallway.**
- A student receives a tardy slip which is used for admittance into his/her classroom.
- All tardy students are considered unexcused unless the student brings a signed doctor's note.
- The absence/tardy records will be assessed by administration at the end of each nine-week grading period.

Tardiness has a direct impact on self-discipline and the overall discipline of the school. Habitual tardiness seriously affects school performance and interrupts the learning and work environment of others.

The Louisiana State Department of Education does not condone habitual tardiness or absences, according to Bulletin 741 governing non-public schools. *Students may receive consequences for habitual tardiness, such as punish work, detention, or mandatory parent conference with the principal or administration. Excessive absences or excessive tardies will be referred to the Jefferson Parish Juvenile Court system for assistance.*

ABSENCE and MAKE-UP WORK

Parents **must** call the school office to report the reason for absenteeism **before 9:00 AM.**

A returning student must have a signed, dated note from the parent/guardian on the day of return for the homeroom teacher. The previously mentioned phone call will *not* take the place of a note. Failure to possess such a note may result in a grading consequence for homework not turned in, and any assigned tests will be given on the same day of return. **If a child is absent for 3 days or more due to illness, he/she must have a doctor's certificate to return to class. This note is kept in the office for the remainder of the school year.**

If it is known that a child will be out of school, the teachers must be notified in writing. Teachers are not required to provide work in advance. Students will be given a limited amount of time to complete missed work, tests, and quizzes.

Teachers will automatically collect work for any absent students. **Assignments and books for the absent student can be picked up from the assigned area in the Parish Hall between 3:45PM and 5:45PM. (If front gates are locked you may access PM care through the teacher's parking lot. Just knock on the Parish Hall door.)** It is the parent's and student's responsibility to make arrangements for picking up any class work or homework which was assigned during an absence. The teacher will hold the student accountable for work missed during the time he/she was absent, provided the work required no "in-class" assistance from the teacher.

Upon the return from an absence, students must make-up the missed work within the time given by the teacher. *A student absent from school or checked out from school for any reason during the school day will not be allowed to take part in any after-school-sponsored activity for that day.*

A student may be given a grade of "I" for incomplete if he/she has failed to complete work during the quarter. The "I" will be removed or report card grade given as soon as the work is completed. Work not completed within the designated time span will result in an "F" for the grade. The teacher will hold the student accountable for work missed during the time he was absent, provided the work required no "in-class" assistance or instruction from the teacher.

CHECK OUTS: Check outs may be accumulated and charged as absences.

Please be aware that Kindergarten - 7th grade students who fail to meet minimum attendance requirements at Christ the King Parish School may be retained in the current grade despite the academic grades earned on the report cards. Final decisions rest with the Principal. In this case, students will not be allowed to attend summer programs in order to gain promotion to the next grade.

Parents will be notified in writing by the administration if a student is approaching the maximum limit of absences. **According to Louisiana State Department of Education guidelines, a student absent 16 or more days in a school year may be retained in the current grade, despite the current subject averages.** "Elementary students shall be in attendance a minimum of 160 days a school year to be eligible for promotion. Exception to the attendance policy can be made only in the event of extended personal illness, verified by a physician, or at the discretion of the principal."

(Taken from: *Standards for Approval of Non-Public Schools, LA Bulletin 741.*)

❖ Excessive absences or excessive tardies will be referred to the Jefferson Parish Juvenile Court system for assistance.

DRESS CODE/UNIFORM POLICY 2019-2020

A **NEAT, CLEAN** official school uniform is to be worn on school days. Unless otherwise specified, all students must be in complete official school uniform on all mass/church days. The official school uniform is as follows.

ITEMS AVAILABLE AT SKOBEL'S UNIFORM SHOPS

UNIFORM		
GRADE	GIRLS	BOYS
PK1 - PK2	<ul style="list-style-type: none"> Play clothes (may not wear CTK uniform) 	<ul style="list-style-type: none"> Play clothes (may not wear CTK uniform)
PK3 and PK4	<ul style="list-style-type: none"> Regulation uniform dress with bloomers 	<ul style="list-style-type: none"> Navy blue uniform pull-on pant (NO CARGO PANTS) No belt Yellow CTK uniform shirt <p>Note: PK students may NOT wear the CTK shirts designed for K-7th grade students.</p>
K and 1 st	<ul style="list-style-type: none"> Regulation plaid jumper "Tulane" style white short-sleeved shirt (pointed collar only-no monogram-no button-down collar) Shorts must be worn under skirt 	<ul style="list-style-type: none"> Regulation school khaki uniform long pants-"Dickey" style-NO CARGO PANTS Khaki uniform shorts Red CTK uniform shirt Belt: solid black, brown, or khaki-no studs or personalized belts allowed
2 nd – 5 th	<ul style="list-style-type: none"> Regulation plaid skirt "Tulane" style white short-sleeved shirt (pointed collar only-no monogram-no button-down collar) Shorts must be worn under skirt CTK gym shorts must be worn under skirt only on PE class days 	<ul style="list-style-type: none"> Regulation school khaki uniform long pants-"Dickey" style-NO CARGO PANTS/NO CELL PHONE POCKET Khaki uniform shorts Red CTK uniform shirt CTK gym shorts Belt: leather or military-style solid black, brown, or khaki-no studs or personalized belts allowed
6 th – 7 th	<ul style="list-style-type: none"> Regulation plaid skirt Oxford white shirt with school crest Shorts must be worn under skirt CTK gym shorts must be worn under skirt only on PE class days 	<ul style="list-style-type: none"> Regulation school khaki uniform long pants-"Dickey" style-NO CARGO PANTS/NO CELL PHONE POCKET Khaki uniform shorts Oxford white shirt with school crest CTK gym shorts Belt: leather or military-style solid black, brown, or khaki-no studs or personalized belts allowed
SHOES		
Official carrier of CTK's regulation school shoe: Skobel's 1742 Stumpf Blvd. See pictures on CTK page Skobels.com		
PK1 - PK2	<ul style="list-style-type: none"> Any velcro athletic shoe (NO TIES OR LACES) 	
PK3	<ul style="list-style-type: none"> Only all white velcro athletic shoe (NO TIES OR LACES) 	
PK4	<ul style="list-style-type: none"> Only regulation school shoe K-Swiss classic solid black leather or New Balance low-quarter solid black leather trainer, Velcro - NO TIES OR LACES. No Mary Jane's (see picture on CTK page at Skobels.com) 	
K-7th	<ul style="list-style-type: none"> Only regulation school shoe K-Swiss classic solid black leather or New Balance low-quarter solid black leather trainer, tie or Velcro. No Mary Jane's (see picture on CTK page at Skobels.com) 	
SOCKS		
Available at Skobel's Uniform Shops		
PK3-7 th	<ul style="list-style-type: none"> Regulation CTK socks (purchased from Skobel's Uniform shops) Solid red, white or black (footed or footless) tights (NO PANTS) may be worn under the uniform skirt during cold weather. If tights are worn, socks must be visible over the tights. CTK emblem must be visible and socks worn properly at all times. 	
OUTERWEAR		
PK3-7th	CTK Sweatshirt	

	<p>CTK Lined, hooded windbreaker CTK Track suit jacket CTK regulation red sweater NOTE: CTK blouse/shirt MUST be worn under the sweatshirt, windbreakers, or sweater. (K-7th)</p> <p><u>NO SWEATPANTS ARE ALLOWED FOR 1ST – 7TH</u></p> <p>The red sweater, CTK red windbreaker, CTK red/white track suit jacket, and/or CTK sweatshirt are the only types of lightweight outer clothing to be worn. During extremely cold weather, a heavy coat or jacket may be worn, outside, but only over the sweater, windbreaker, jacket, or CTK sweatshirt. The outer clothing should be worn properly at all times. Heavy outer clothing may not be worn in the buildings. The red sweater, CTK red windbreaker, CTK red/white track suit jacket, and/or CTK sweatshirt are the only outer clothing that may be worn in the building.</p>
PK3, PK4 and K	<p><u>Cold weather uniform:</u></p> <ul style="list-style-type: none"> • Solid red sweat pants • CTK regulation sweat shirt • PK3, PK4: Regulation CTK t-shirt (available for purchase at school) must be worn under the sweatshirt • K: The regulation school shirt/blouse must be worn under the sweatshirt

PLEASE LABEL ALL CLOTHING ITEMS WITH THE CHILD’S FULL NAME!

Embroidery-style labeling is acceptable and recommended on regulation windbreakers, P. E. shorts, and sweaters, as long as the lettering and colors coordinate with the logo and school name. “Extra” embroidery patches and nicknames are not allowed.

CTK UNIFORM

The CTK Uniform must be worn with respect at all times. Students are to adhere to the following regulations:

1. Shirt tails must be tucked in at all times while on campus, including arrival, dismissal, and AM/PM care.
2. Skirts must touch the top of the kneecap.
3. On cold days, a plain **white** short sleeved T-shirt (no writing or pictures) may be worn under the uniform. The T-shirt sleeves must be completely covered by the uniform blouse/shirt. **Turtlenecks and/or long sleeve T-shirts may not be worn under the uniform.**
4. **Any undergarment worn under the uniform must be solid white.**
5. On cold days only, boys may wear thermals under the uniform pants.
6. Tying of clothing items around the waist or around the neck is not allowed.

SCOUT UNIFORMS

As a courtesy to our scout organizations, **students may wear the following scout uniform to school on the regular meeting day only:**

- **Boy Scouts:** Class “A” dress shirt with pins, bandana, and CTK regulation khaki school pants
- **Junior or Cadet Scouts:** Regulation dress blouse, vest or sash with pins, and the regulation CTK plaid school skirt. The scout uniform shorts may be worn under the CTK regulation school skirt. Although t-shirts may be considered “scout uniform” in certain circumstances, only the CTK dress blouses are appropriate for school wear.

JEWELRY (PK1-7th) Students are allowed to wear a single **wristwatch** in 5th through 7th grades only. The watches with alarms must have alarms turned off at all times in school. Smart watches are not allowed at any time. Students below 5th grade are not allowed to wear watches. The other types of jewelry allowed in all grade levels are:

- **One single pair of matching earrings -- girls only** -- in the lower lobe of the ear (post or stud only, no larger than the width and thickness of a dime). **Loops and dangles are not allowed.**

- **Christian religious medal, cross, or crucifix on a small chain around the neck** (boys or girls).

Cross may be no bigger than an inch. Cross and chain must be gold or silver.

NOTE: Rings, bracelets, necklaces, pins, etc. are not allowed. Boys are not allowed to wear earring(s). Participation in athletics will require the removal of all jewelry. School is not responsible for the loss of any jewelry.

ID BADGES

5th - 7th grade students are required to wear their ID badges (purchased from the school) at all times during the school day and during day care. Badges must display the student's picture and information at all times. ID badges must be attached to the shirt collar only. Seventh grade students are allowed to wear ID badges on a CTK lanyard issued by the school. **Students may not alter the appearance of the ID badge in any way.** Stickers, non-school related pins, graffiti, or the like may not be added to the ID badge.

Loss or damage to the ID badge requires replacement, even during the month of May, with a \$5 fee for each replacement. Behavioral consequences will be enforced when ID badges are not properly worn or displayed.

While waiting for a replacement ID, students must wear a temporary ID. The temporary ID must be turned in when the new permanent ID is issued. Loss of a temporary ID is an additional \$5.00 fee.

HAIR STYLES

Hair (including cuts, colors, and styles) should not interfere with the learning process or values being upheld at Christ the King School. Hairstyles for boys and girls should be neat, clean, conservative, and the natural color at all times. Highlights, lowlights, streaking, frosting, shaved sections, or any change of natural hair color is not permitted. Hairstyles and haircuts which are faddish and deemed inappropriate by the administration of Christ the King School must be modified within a specific time limit. Students will be notified of the time span by administration. Failure to comply will result in consequences until the requirements are met. Decisions rest with the Administration of our school.

- **Boys' hairstyles may not cover their ears, eyebrows, or collar of their uniform shirts.**
- **Boys' haircuts must be conventional: wedges, shaved heads, uneven cuts, shaved sides with longer tops, bowl cuts, tails, or lines showing in the hair will not be permitted.**
- **All haircuts must be blended, with no line or marked difference permitted.**
- **Boys and girls: only natural hair color is permitted: highlighting, dyeing, or any change in natural color is not permitted.**
- **Girls' hairstyles may not cover their eyebrows. (Headbands, barrettes, ribbons, etc. may be used by girls to hold hair back from the face.)**
- **Neither boys nor girls are allowed to spike their hair (faddish) or have sections of shaved hair.**
- **Boys are not allowed to have facial hair (mustaches, beards, sideburns below mid-ear, goatees, etc.)**
- **Students who do not adhere to the standards of Christ the King School will be sent home or given a specified amount of time for correction as deemed appropriate by the principal.**

Hair accessories for girls (ponytail holders, barrettes, etc.) must be worn correctly (not on wrists, hands, clothing, etc.) and must not interfere with the learning process or draw undue attention to the student. Scarves, bandanas, and headbands with attached scarves are not allowed. Styles which draw undue attention to the student and cause distractions in class are not allowed. Decisions rest with the Administration of our school.

CONTACT LENSES

For those students who wear prescription contact lenses for vision correction, only conservative, "natural" colors may be worn to school. No "designer" style lenses or unnatural colors are allowed.

MAKEUP

Makeup is not allowed at any time.

Students are not allowed to bring any sort of fragrance containers (perfume, cologne, hair spray, perfumed lotions, antibacterial cleansers, etc.). Anti-bacterial cleanser is available in every classroom. Such items will be confiscated by the office and will not be returned to the student. Infractions will result in consequences and lower conduct grade.

FINGERNAILS Long natural fingernails, fake or sculpted nails, or nail tips are not allowed due to the safety risk they pose to other students. For both sanitary and safety reasons, please keep student's nails trimmed. Fingernail polish, clear or colored, is not allowed.

PURSES

Purses are not allowed at school for any grade level. Students in 2nd - 7th grades should use their book bag or backpack to carry their personal items. Feminine products are available from the school office at no charge upon request.

BOOKBAGS/BACKPACKS

Students in 5th - 7th grades are allowed to use any form of book bag or backpack.

Rolling book bags (**not** rolling luggage) are permitted in 2nd – 7th grades only.

- Students are not allowed to deface or decorate a book bag/backpack/pencil case in any way. The only writing permitted on the book bag/backpack/pencil case is the full name and homeroom of the student. Students are allowed to attach a key ring or zipper pull to the book bag.

RELAXED DRESS CODE DAYS

At times during the school year, the students may have days when part of the dress code regulations may be relaxed. The appropriate dress guidelines for those days are as follows:

- **SPIRIT DRESS DOWN CODE**

Uniform pants, skirt, shorts, or jumpers

Any CTK club/fair/sports or spirit shirt

CTK uniforms shoes and socks must be worn

ID badges must be worn

No make-up, fingernail polish, extra jewelry, or hats allowed

PK3 and PK4 may wear shorts and pants in place of bloomers

- **FULL DRESS DOWN CODE**

Pants -to the knee or longer, no holes, tears, or fraying

Jeggings, leggings or skirts are not allowed

Any shirt (**may not contain any offensive writing or pictures; must have sleeves**)

Any closed-toe shoe with any socks (no heels)

ID badges must be worn

No make-up, fingernail polish, extra jewelry, or hats allowed

<p>For students who do not follow the guidelines, a behavior penalty will be implemented. They may also be denied participation in future relaxed dress code days.</p>

DRESS CODE VIOLATIONS

2nd – 7th grades:

Dress code violations are recorded on the weekly discipline card, and parents are called to bring full proper uniform.

PK - K -1st grades:

If a student comes to school without the correct uniform, a note will be sent home to the parents from the teacher. If improvement is not witnessed, the teacher or administration will make a phone call to the parents.

PHYSICAL EDUCATION UNIFORMS

- All students must wear **regulation CTK school shoe** (K-Swiss or New Balance - see picture on CTK page at Skobels.com) for PE.
- Borrowing PE shorts or athletic shoes will not be permitted.
- During designated cold weather, **ONLY PK3, PK4, AND K** students may wear the Christ the King sweat suit.
- PE shorts must have the student's name on the leg designated by the label or on the waistband.
- Dressing out for PE is required. If a student fails to dress out, they will be unable to participate. Non-participation results in a lower PE grade.

K – 1st Grades	<ul style="list-style-type: none">❖ Solid red shorts❖ Regulation uniform shirts, plain white T-shirt, or CTK red/gold t-shirt❖ Regulation CTK school shoes (K-Swiss classic or New Balance)
2nd – 7th Grades	<ul style="list-style-type: none">❖ Christ the King gym shorts (available for purchase from Skobel's)❖ Regulation uniform shirts, plain white T-shirt, or CTK red/gold t-shirt❖ Regulation CTK school shoes (K-Swiss classic or New Balance)

DRESS CODE FOR PARTICIPATION ON ATHLETIC TEAM (After-school games and/or practice):

A numbered uniform team shirt will be loaned to a student for the duration of the sport's season. It must be worn for each game and may be worn to school in place of or over the regulation school uniform shirt or blouse, as directed by the coach.

- The regulation uniform gym shorts and CTK shirts(CTK uniform shirt or CTK T-shirt) only must be worn for game participation or any practice. Waistbands may not be rolled to shorten the shorts.
- Cheerleaders must wear the CTK uniform skirt, cheerleader shoes and socks during school hours with the cheerleader uniform. The regulation uniform gym shorts or approved cheer shorts and CTK shirts (CTK uniform shirt or CTK T-shirt) only must be worn for any practice. Waistbands may not be rolled to shorten the shorts.
- Snap shoulder ribbons, clips, or ties may be used to adjust sleeve length, if approved by the coaches.
- No jewelry is permitted for the safety of all participants.
- Athletic shoes appropriate for the sport are acceptable footwear for the games, but may not be worn to school in place of the regulation uniform shoes. Students may change into the shoes for team participation when departing for the games.
- CTK socks must be worn for participation in athletic play unless otherwise approved by administration.
- Only active members of a team or club may wear the team/club shirt.

GRADING AND REPORTING

PLUS PORTAL

Christ the King is a Plus Portal school. Plus Portal is a secure online communication tool that allows parents to follow their child's academic progress, view school news, and access the school calendar and menu. All parents will set up an account to view this information.

Registration on Plus Portal is mandatory and must be completed by August 12, 2019. Parents are expected to review Plus Portal regularly to keep informed of their child's progress in school. Parents should refer to the agenda for the most accurate and up-to-date assignments and information.

PARENT-TEACHER RELATIONS

The value a child places on his/her Catholic education depends on the value his parents place upon it. It is the responsibility of both the parents and the school to educate the child. Parents will be kept informed of their child's progress by the papers sent home, by note, phone, progress reports, etc. Parents who see problems developing should contact the teacher immediately to schedule an appointment.

Please be mindful of the following:

1. A parent who criticizes a teacher in front of the child undermines the teacher's authority. Teachers do make mistakes, but these mistakes should be discussed with the teacher privately, not with the child.
2. Teachers may be contacted via email through Plus Portal. This is the quickest and most effective method. If that is not possible, you may leave a voice message or call the school office. Extensions are listed under school personnel on page 7. Teachers will respond to the request for contact promptly (**within 24 hours of the contact**).
3. **School policy prohibits parent-teacher-student communication through any social network.**

Parent-Teacher Conferences are scheduled on the school calendar. Parents are not limited to these dates for conferences. Any parent wishing to request a conference with a teacher (outside of the designated conference days) should make an appointment in advance. You may schedule a conference with a teacher at mutually convenient times during the school year. Teachers will not be disturbed during class time nor duty time to discuss any student's progress with parents. Teachers do have planning periods every day and may return phone calls or schedule conferences at that time. There may be situations where mandatory parent conferences are scheduled. The parent of any student receiving a possible failure notice at the end of the third nine-week marking period will be required to schedule a teacher(s) conference and pick up the student's report card from Administration.

4. All parents or visitors must check into the school office, sign in, and obtain a visitor badge any time they are on the campus during a school day.

PROPER PROCEDURES FOR HANDLING STUDENT/SCHOOL MATTERS

Attempts will be made to remedy situations and problems as expeditiously as possible.

Protocol dictates that parents meet with the teacher before requesting a meeting with an administrator about a teacher. The following procedures must be followed so that we can work out possible solutions:

1. **Parents must speak to the teacher(s) first and possibly more than once.**
2. If desired results are not seen, parents may then contact the office to meet with the Administration or Principal.

QUARTERLY TESTING

Grade	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
5 th grade	• none	• SE – Math/Eng.	• none	• SE – Math/Eng.
6 th grade 7 th grade	• none	• SE – all major subjects	• none	• SE – all major subjects

CODES: SE = Semester Exam = 20% of average

EXEMPTIONS: Students may be exempt from fourth quarter exams if they meet the following criteria:

- Report card grades of “A” for the first, second and third quarters
- An “A” average for the fourth quarter once all regular tests and quizzes have been completed

PROGRESS REPORTS

Student Progress Reports will be issued (with graded papers) to any student with 77 or lower average in any subject or conduct at mid-point of each grading period. Please refer to school calendar for dates. Teachers may choose to send home additional progress reports (with graded papers) at their discretion.

REPORT CARDS

Kindergarten through 7th grade students will receive a report card at the end of each quarter. The report card envelope is to be signed by the parent and returned to school within two days. Parents keep the report cards. If an additional report card has to be issued to a student, a fee of \$3.00 per report card will be charged. A fee of \$2.00 will be assessed for each new envelope issued.

Possible Failure Notices will be included in report card envelopes second quarter. Report Cards will be picked up by parents for third quarter following a meeting with Administration.

PK4 report cards will only be distributed at the end of the second and fourth nine-weeks grading periods.

LETTER GRADE (Major, Promotional Subjects)	LETTER GRADE (Minor, Non-Promotional Subjects & Conduct)	NUMBER EQUIVALENT	QUALITY POINTS
A	E (Excellent)	94-100	4
B	G (Good)	86-93	3
C	S (Satisfactory)	78-85	2
D	N (Needs Improvement)	70-77	1
F	U (Unsatisfactory / Unacceptable)	0-69	0

A parent’s signature on the report card envelope serves as reception and verification of the nine weeks grades.

AWARDS AND RECOGNITIONS

ALPHA HONOR ROLL - The Alpha Honor Roll is awarded to those 1st - 7th grade students who have all "A's" in all major subjects and all "E's" in conduct and minor subjects. Alpha Honor Roll is awarded quarterly and for the total year. Alpha Honor Roll for the year is presented at the end of the year to qualifying students. To receive Alpha Honor Roll for the year, a student must have earned all A's and all E's for the final average. Grades in handwriting do not apply for Alpha or Beta Honor Roll.

BETA HONOR ROLL - The Beta Honor Roll is awarded to those 1st- 7th grade students who have all "A's" and "B's" in all major subjects and "E's" or "G's" in conduct and minor subjects. Beta Honor Roll is offered quarterly and for the total year. Beta Honor Roll for the Year is presented at the end of the year to qualifying students. To receive Beta Honor Roll for the year, a student must have earned all A's or B's and all E's or G's for the final average. Grades in handwriting do not apply for Alpha or Beta Honor.

HONOR CARDS - The Honor Card is awarded to students in 1st - 7th grade who have straight A's on their report card in any promotional subject. This award is presented at the end of the year to qualifying students.

PLEASE NOTE:

- A grade of "S", "N", or "U" in conduct on a report card makes a student ineligible for any Honor Rolls.
- A grade of "D", "F", "N", or "U" on a report card disqualifies a student for any academic awards.

PROMOTION AND RETENTION

There are no social promotions at Christ the King Parish School.

PROMOTIONAL (MAJOR) SUBJECTS

Kindergarten -- Reading, Math

1st – 3rd Grades -- Religion, English, Reading, Math

4th – 7th Grades --Religion, English, Reading, Math, Social Studies, Science

NON-PROMOTIONAL / MINOR SUBJECTS

Conduct (all grades)	Handwriting (1 st – 3 rd)	Spelling (1 st –3 rd)	Art (5 th -7 th)
Physical Education (5 th – 7 th)	Computer (5 th – 7 th)	Social Sciences (1 st – 3 rd)	Spanish (6 th -7 th)

All students PK 3-7th grades participate in daily religion and enrichment classes. Enrichment classes include art, Spanish, PE, and computer.

PK 3: The Pre-Kindergarten curriculum seeks to cultivate a sense of wonder in young children about themselves and their world. The program develops awareness that each child is special. In this stimulating environment, activities include introduction to letters and sounds, counting, center time, and daily religion class. Children learn through experiences; therefore, sensitivity to the value of play is required for it is through play that children create their own meaning and learning schemes. Play is the work of children.

PK4: The following areas should show consistent improvement when considering a child's readiness for kindergarten. Children can be retained in pre-kindergarten, based upon teacher recommendation with parental input and administrative approval. If a child consistently shows a need for improvement or lack of progress in these areas, it will be recommended that he / she repeat the pre-kindergarten program:

- The ability to associate related items
- Classification skills
- Fine visual-motor skills

- The ability to work independently
- The ability to listen to and follow simple directions
- Readiness for reading and math

Kindergarten: Kindergarten students will be assessed throughout the year using different methods of alternative assessment. These methods of assessment may include: teacher observations, projects, rubrics, portfolios, checklists, and oral and written assessments. Kindergarten students will be expected to meet or exceed the standards, benchmarks, and grade level expectations outlined by the Archdiocesan Office of Catholic Schools.

If a student does not meet the grade level expectations or skills necessary for success in first grade, the student will be retained in kindergarten. Children can be retained in kindergarten. This is **not** a parental decision. Retention is based on the child's lack of academic progress in promotional subject areas. Summer school is not an option for promotion in kindergarten.

1st and 2nd Grades:

1. Students in 1st or 2nd grades who fail **one** major subject for the year must repeat the grade. Summer school is not an option for promotion in first and second grades.
2. If a student earns a **D and an F (in that order) or two F's during the last two grading periods**, the student fails that major, promotional subject for the year, despite the numeric average for the year or the number of quality points earned. (Example: A, A, D, F = **F** for the year), **OR**
3. A minimum of **four quality points** is necessary in order to receive a passing grade in a major, promotional subject, despite the numeric average for the year. Students who earn less than four quality points in a subject are retained.

3rd - 7th Grades:

1. Students in 3rd – 4th - 5th grades: If a student earns a **D and an F (in that order) or two F's during the last two grading periods**, the student fails that major, promotional subject for the year, despite the numeric average for the year or the number of quality points earned. (Example: A, A, D, F = **F** for the year), **OR**
2. **A minimum of four quality points** is necessary in order to receive a passing grade in a major, promotional subject, despite the numeric average for the year for all students in 3rd – 7th grades.
3. **Students in 6th- 7th grades who earn an F for the fourth quarter average** fail the subject for the entire year regardless of previous quarter grades. (Example: A, A, A, F=F for a final grade)
4. Students in 3rd – 7th grades who fail in one major subject will be promoted conditionally. They must attend a summer program approved by the administration of Christ the King School. Students must achieve a passing grade in the summer program, according to the guidelines established by the administration of Christ the King School, before the student is allowed to go to the next grade level.

5. In 3rd – 7th grades, a student failing two or more major subjects is not eligible for promotion to the next higher grade level.

SUMMER PROGRAM: Children who are conditionally promoted must attend a summer program approved by the administration of Christ the King School and the Archdiocese of New Orleans prior to the beginning of the summer classes. Failure to achieve a passing grade or fulfill attendance requirements will result in an automatic retention in the current grade. **The Archdiocesan approved program must be conducted by a Louisiana certified teacher and provide the minimum number of contact hours required by the Archdiocese.** The benchmarks and grade level expectations must be met in order to remove the deficiency.

If a student fails **religion** for the year, the conditions for promotion are as follows:

1. The student will be given assigned work by the teacher to be completed during a specific time frame.
2. The student will present the work and will be tested.
3. If the student receives a passing grade for the work and test, he / she will be promoted in Religion. If he / she does pass, he / she will not be promoted.

SEVENTH GRADE CRITERIA FOR ADVANCEMENT:

1. Students who fail **two** major subjects must repeat the 7th grade and are not allowed to participate in the advancement ceremony.
2. Students who fail **one** major subject must attend an approved summer program to make up this deficiency. The program must be conducted by a Louisiana certified teacher and provide the minimum number of hours required by the Archdiocese. The benchmarks and grade level expectations must be met in order to remove the deficiency. Students will be allowed to participate in the advancement ceremony; however, they will be issued a blank certificate. Upon successful completion of summer program work, they will be granted a Christ the King Certificate of Promotion. The certificate is withheld until a Christ the King School approved summer school is successfully completed.

STUDENT CONDUCT

Christ the King school advocates a school-wide discipline program to help provide a safe, Christian environment for students.

Expected Behavior at School:

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Name-calling, put downs, bullying, threatening (verbal or written) are never allowed.
4. Students are expected to treat each other with respect and acceptance.
5. Students are never allowed in a classroom without teacher supervision.
6. Silence is expected during prayers and announcements.
7. Students must carry a hall pass, or sign out in the agenda, if they are out of a classroom for any reason.

8. Students sent to another class must have a timed, dated, signed note from the previous teacher and return with a signature and time from the teacher they saw.
9. Destruction of any school or personal property will not be tolerated. Student is responsible for any repair or replacement costs.
10. Profanity or any other inappropriate language (written or spoken) is not allowed.
11. Students are not allowed to carry or use cell phones during school hours or at school sponsored activities.
12. Tardy students must have a tardy slip in order to be admitted to class.

Additional conduct rules and guidelines are outlined in grade level discipline plans and throughout this handbook. A copy of your child's discipline plan will be distributed during open house. The student's responsibility/conduct card (2nd - 7th grade students) is located in his/her agenda. These cards provide a weekly conduct grade for each student. Parents, **please** review these cards regularly in order to stay informed of your child's behavior. Graded cards must be signed by parents weekly.

PK-1st grade students have individual plans to keep parents informed.

Parental cooperation, support, and respect are essential for the welfare of students. If, in the opinion of the school's administration, a parent's behavior seriously interferes with the teaching/learning process or the support and respect of the administration and/or teaching staff of the school, the school may require parents to withdraw their child from school.

Any student who fails to cooperate with the school personnel may be forced to withdraw after proper consultation with his/her parents. This cooperation includes all classroom procedures, class work, homework, and/or all school-sponsored activities.

- **Every staff member has full permission and obligation to correct and/or issue a consequence to any pupil who violates the rules of the school.** The more serious problems are referred to the school's administration for action.
- Major problems will be handled by the staff member or sent to the office for disciplinary action. Penalties may include loss of points on conduct/responsibility card, removal from the situation, punish work, minor or major detention, suspension, or expulsion, depending upon the severity of the infraction.

LEVELS OF CONSEQUENCES

- Loss of points on conduct/responsibility card
- Loss of privileges/playtime
- Physical removal from the situation, either to another classroom, the office, or sent home
- Written punish work (to be done, signed by parent, and returned the next school day)
- Detentions (Minor and Major)
- Suspensions – served at home or at school; readmission requires student to be placed on probation
- Expulsions – student is forced to permanently leave Christ the King School

DETENTION

Major detentions are served for two hours; minor detentions are served for one hour. Any staff member of the school has the right and obligation to issue detentions to students in all grade levels as due. All detentions, major and minor, must be served. Detentions are served as indicated by the principal. Students must report on time and in full uniform.

Students must return the detention slip, or any reminders, signed by a parent, the next day. The detention will be served as indicated on the detention form. Three minor detentions are equivalent to one (1) major detention. Three major detentions, or the equivalent of three major detentions in a quarter, make a student liable for suspension. **All detentions not served on the scheduled date will result in doubling the time required.** If the student is unable to serve at that time, the administration must be notified before the scheduled detention date. The detention will then be rescheduled but will still result in doubling the time. Failure to notify the administration before the scheduled detention date will result in another detention added to the student's record resulting in additional conduct points deducted. Failure to serve a detention results in an additional detention. Failure to serve the additional detention results in a suspension.

Infractions deserving detentions may include, but are not limited to:

<ul style="list-style-type: none"> Excessive tardiness to class or school 	<ul style="list-style-type: none"> Disrespect toward others
<ul style="list-style-type: none"> Cheating 	<ul style="list-style-type: none"> Looking at another's test or quiz
<ul style="list-style-type: none"> Communicating with another student during a test or quiz 	<ul style="list-style-type: none"> Breaking class rule(s) following warning
<ul style="list-style-type: none"> Inappropriate behavior in church / cafeteria / playground / field trips/ AM/PM Care/ extra-curricular activities 	<ul style="list-style-type: none"> Inappropriate language (written or verbal) or inappropriate gesture
<ul style="list-style-type: none"> Using or taking what belongs to another 	<ul style="list-style-type: none"> Continued violation of dress code
<ul style="list-style-type: none"> Conduct card below 78%: 3 times in a quarter=minor detention; 6 times in a quarter=major detention 	<ul style="list-style-type: none"> Failure to hand in signed punish work the next day
<ul style="list-style-type: none"> Skirmishes/scuffles 	<ul style="list-style-type: none"> Forging parent's/guardian's signature(s) (1st offense)
<ul style="list-style-type: none"> Failure to serve detention 	<ul style="list-style-type: none"> Note-writing / gum chewing (continued violation)
<ul style="list-style-type: none"> Copying homework / class work from another student 	<ul style="list-style-type: none"> Allowing another student to copy from your work
<ul style="list-style-type: none"> Defacing ID badges, book bags, uniforms, pencil cases, etc. 	<ul style="list-style-type: none"> Any action by the student which warrants this consequence, as deemed appropriate by the Administration.

Please Note: The severity of the infraction determines whether the student receives a major or minor detention.

SUSPENSION

Students receiving three, or the equivalent of three, (3) major detentions in a quarter will be suspended.

Administration will determine the terms of the suspension, the duration, and the duration of the probationary period. Parents will be notified of these terms in writing. When the suspension is over, the parents must bring the student back to school. The parents must meet with Administration and determine a course of action to prevent a recurrence of behavior. During the probationary period, a student may not be allowed to participate in any extracurricular activities, class activities, field trips, teams, or clubs unless deemed educational in nature and approved by administration.

Students on probation during the school year will have their cases reviewed at the end of the year by the Principal. If it is determined that there has been no improvement, the students may not be allowed to return to school the following year.

The following decisions made by a student may make him / her liable for an automatic suspension:

- Any action opposing the values our school promotes (i.e., cheating, stealing, fighting, plagiarism, etc.)

- Failure to serve detention
- Bullying, threatening, or maltreatment of another student or staff member
- Accumulation of three major detentions within a quarter
- Leaving the campus/classroom without school permission during school, before, or at after school activities
- Disrespect to any staff member or visitor to the school
- Bringing obscene, pornographic, or suggestive/inappropriate books, pictures, items, etc. to school
- Use of graphic and/or obscene language, either in written or spoken form, at school or school-sponsored functions
- Forging signatures of parents or teachers. (second and subsequent infractions within the year)
- Possession and/or use of tobacco products and/or accessories (lighters, matches, etc.) on the school campus or at school sponsored functions
- Having a laser pointer, cellular phone, smart watch, and/or any type of electronic or communication device deemed inappropriate by Administration in one's possession on the school grounds or at a school-sponsored event. This includes any device with internet access. (Cameras may be allowed on certain field trips, per teacher discretion and instruction with administrative approval. Camera phones are not allowed.)
- Disregard for guidelines established by CTK's Acceptable Use Policy
- Any action by the student which warrants severe consequences, as deemed appropriate by the Administration

Please Note: Students are not allowed to carry, use, or possess cell phones during the school day nor during any school sponsored after-school activity. If a student chooses to break this rule, the cell phone will be held in the office to be picked up by a parent at a time designated by the Administration. Appropriate consequences will be given to the student.

EXPULSION

Expulsion is an extreme measure that is used for certain acts of misconduct that are flagrantly opposed to Christian behavior. Christ the King Parish School reserves the right to expel any student whose behavior is deemed detrimental to other students in the school.

The ordinary reasons for expulsion include, but are not limited to:

- Having any item considered by Administration to be a weapon on the school grounds or at any school-sponsored event
- The possession, distribution, and/or use of any mind-altering substances (including prescription medication) or drug paraphernalia either on campus or at any school-sponsored activities
- Vandalism of any property belonging to other students, the school, its personnel, or vandalism of property belonging to other schools or private property when representing our school (Example: in CTK uniform, on school bus, on field trip, at athletic event, etc.)
- Any notorious misconduct off-campus, which would tarnish the good name and reputation of the school
- Physical harassment, sexual harassment, aggressive behavior, or the threat thereof toward any student or staff member
- Any inappropriate behaviors that have continued following suspension(s) and/or during probationary periods

- Any action by the student which warrants such severe consequences, as deemed appropriate by the Administration.

PLEASE NOTE: LAW ENFORCEMENT OFFICIALS WILL BE CONTACTED FOR ANY PERSON (STUDENT OR ADULT) WHO IS PERCEIVED BY THE SCHOOL TO BE IN VIOLATION OF THE LAW AND A POTENTIAL DANGER TO THE CHILDREN OF THE SCHOOL.

ANTI-BULLYING POLICY

Christ the King Parish School is committed to making our school a safe and caring environment for all students. Christ the King School will not tolerate behavior that infringes on the safety of any student and/or disrupts the educational process. A student shall not bully, intimidate or harass another student through words or actions, written, drawn, or spoken. We will treat each other with respect and refuse to tolerate bullying of any kind. Louisiana law (HB1259) criminalizes the “transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse torment or intimidate a person under the age of 18.” The official bullying policy of the Archdiocese is available as a link on the school website. A hard copy is available upon request.

Definition: Bullying happens whenever someone uses his or her power *unfairly* and *repeatedly* to hurt, threaten, or leave someone out on purpose. This policy includes cyber bullying or any bullying behaviors through the internet or social networks.

Bullying behaviors include, but are not limited to, the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person’s things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone’s race or making fun of someone
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

Depending on the severity and nature of the incident, consequences for bullying may include the following: interventions, warnings, counseling, detention, suspension, or expulsion.

This policy applies to students on school grounds or at school sponsored activities. The policy also includes conduct occurring off campus which manifests itself at school and results in a disruption of the educational process or opposes Christian values taught at Christ the King School.

OFF CAMPUS BEHAVIOR POLICY

As members of the Christ the King School community, students must conduct themselves both on and off campus in a manner consistent with the values and beliefs of our Catholic faith and with the mission, philosophy, policies, goals and commitments of Christ the King School as set forth in the Parent/Student Handbook. Violations of civil or criminal law or other conduct that causes discredit to Christ the King School or that demonstrates a disregard

for the beliefs of our Roman Catholic Church and the policies of Christ the King School are considered serious infractions and make a student subject to corrective action, including suspension or expulsion. This policy includes cyber bullying or any inappropriate behaviors on social networks.

SEARCH AND SEIZURE POLICY FOR SCHOOL OF THE ARCHDIOCESE OF NEW ORLEANS

A school official may search a pupil's belongings including but not limited to book bag, desk, etc., if the following conditions exist:

- The students are warned in writing (this Parent/Student Handbook hereby serves as written notice) or orally that desks or belongings may be searched periodically for neatness and/or contraband for purposes of maintaining discipline, order, and safety. A search may include cell phones or other prohibited items.
- The Administrator must have reasonable belief that contraband, illegal substances or objects, or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline or safety in the school has been committed. The Administrator must not act arbitrarily or capriciously but must have reason for the search and seizure.
- The search of a person should be conducted with a minimum of embarrassment to the student, preferably in the privacy of an administrator's office when possible.

HOME ASSIGNMENTS

GRADED PAPERS

All graded papers in Kindergarten - 7th grades must be signed. These papers will be sent home with K – 4th graders on Tuesday and must be returned no later than Thursday.

Due to block scheduling, 5th – 7th graders will bring home graded papers on Mondays and Tuesdays, according to the rotating schedule of classes. Signed papers are due back the next class day. Please refer to the website calendar or the agenda card for the A/B schedule of classes and dates. Math classes for 5th - 7th grade students are held daily and papers are returned to students on Monday (due Wednesday) or Tuesday (due Thursday).

Failure to return signed papers by the due date will result in a conduct grade penalty for 2nd - 7th grades and may include a minor detention. Chronic situations will merit major detentions. Repeated failure to return signed papers will result in parents having to view graded papers through the school office. Grades are available on Plus Portal.

ADDITIONAL RULES AND REGULATIONS

STUDENT SUPERVISION

Parents and students are not allowed in the building at any time unless accompanied by a teacher or staff member. After arriving on the school grounds, students are not to leave the school premises without written

permission of an Administrator and parental approval. **Parents and students should not be in the building before or after school unless accompanied by a teacher or participating in a supervised activity.**

CHEATING/COMMUNICATING DURING TESTING

A student caught cheating, plagiarizing, looking at anyone's paper during a test or quiz, or communicating in any way with another student during the testing period may be subjected to the following penalties:

- The grade (of the test, quiz, homework, etc.) is to be recorded as an "F".
- Teacher or office issues a severe behavioral consequence, such as a major detention or suspension.
- Copying homework or lending homework to be copied constitutes cheating for all students involved.

GUM CHEWING/CANDY

- Chewing of gum is not permitted on the school grounds or at any school sponsored activity.
- Eating of any candy is not allowed outside the classroom.
- **Hard candy**, including suckers and lollipops, is not allowed at Christ the King School.

The following consequences will occur.

- Loss of points on conduct/responsibility card
- Minor detention for second and subsequent offenses during the year.

NOTE-WRITING and/or PASSING

Note-writing or note-passing is not allowed at any time during the school day or in AM/PM Care.

- A conduct card is signed for a first offense, and a copy of the note is sent home for signature of parent (to be returned the next day).
- Major detention for second and subsequent offenses during the year
- Please note: The content of the note may also be subject to a more severe behavioral consequence (suspension or expulsion), depending upon the nature of the writings and decision of the Principal.

TEXTBOOKS

Textbooks are to be kept in good condition throughout the school year. Any child damaging a book in any way will be required to pay the current price for the replacement of that book. Please realize that textbooks cost \$75 - \$100 each. All books must be covered by the end of the first week of school and remain covered at all times. Book Sox are recommended but must be large enough to fit the book without harming the binding (extra large size for most). Absolutely no adhesive (such as contact paper) is allowed on books.

STUDENT AGENDAS

Every 5th-7th grade student is required to have the Student Agenda on hand at all times during the school day. Failure to have this assignment book on hand may result in a behavior consequence. Lost or unusable agendas must be replaced immediately by purchasing another through the school office. (Please check with office for price.) Student's responsibility/conduct card is located in the agenda. Parents must review the planner daily for notes, communications, and conduct grades. Cards must be signed each week after the conduct grade is given. Loss of a conduct/responsibility card results in a grade of "F" for the week.

PARTY INVITATIONS

Invitations **may not** be distributed at school. A school directory is available online. Parents may use the directory to mail invitations.

TREATS

Parents are allowed to send treats for the following holidays: Halloween, Christmas, Valentine's Day, Mardi Gras, and Easter for the entire class. Birthday treats may be sent but may not include balloons, drinks, treat bags, ice cream, or any decorations. The treat must be an individually wrapped item, or pre-cut item. **Please notify your child's homeroom teacher in advance. Treats will be distributed only in the classroom setting by the teacher. Guests and or "parties" are not allowed.**

RECESS / PLAYTIME

Students are not allowed to bring any equipment or toys of any sort from home. Teachers will provide play equipment for the class for recess or PE.

- Strong contact sports or games (tackle football, karate, kick boxing, etc.) are not permitted at any time. Touch football is permitted ONLY in the field.
- Students are not allowed in the building during the lunch periods or at any time without proper adult supervision. Students are not allowed to leave the schoolyard.
- The schoolyard must be cleaned of all litter at the end of the lunch period. Students are expected to assist in keeping our schoolyard clean.

CAFETERIA

- ❖ Breakfast and lunch are available for purchase to all students. Written parental permission must be sent to the office for students not eating lunch or students just buying a beverage. Milk, water, and fruit juices are served as beverages in the cafeteria. Students who bring their lunches are allowed to bring milk, water, or fruit juices in original, disposable cartons or purchase them from the cafeteria.
- ❖ According to Federal Nutrition Guidelines, soft drinks, and energy drinks, are not allowed in the cafeteria. Candy is not allowed. Parents are encouraged to pack a nutritious lunch.
- ❖ Every student must have a lunch of at least water, juice or milk.
- ❖ Please be aware that some pre-packaged lunches, such as *Lunchables*, may contain items that are not allowed at school, such as soft drinks or candy.
- ❖ Talking in the cafeteria must be done in a conversational tone. Tables must be cleared and trash properly disposed of before students leave the cafeteria. Intentional inappropriate behaviors, such as throwing food or standing on chairs, will immediately earn serious behavioral consequences. **Lunches and drinks from outside restaurants are not allowed in the cafeteria at any time by students, parents, or guests.**
- ❖ Students must consume their food in the cafeteria. Water bottles only may be taken out of the cafeteria.

FIELD TRIPS

Parents must give written permission for their child to go on a field trip using the Archdiocesan-approved form.

Occasionally, parents may be asked to chaperone field trips. During such a time, chaperoning parents are not allowed to bring other children, such as younger siblings or siblings from another school or grade level, on the trip. Additionally, parents must remain with the group for the duration of the field trip.

Parents will not be allowed to leave early with their child from a field trip, unless an emergency situation has occurred. In this way, full attention may be given to the supervision of our students. **Additionally, parents who are acting as chaperones on field trips are asked not to use cell phones during supervision of students, except in the case of an emergency. Parents must refrain from smoking while supervising students.** Faculty members are authorized to use personal cell phones in the event of an emergency only.

- Please note: We would like to afford all willing parents the opportunity to attend every field trip. Some situations, however, require a restricted number of adults. Chaperones must be Safe Environment trained.

SAFETY DRILLS

Safety drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the orders promptly and clears the building by the prescribed route as quickly and quietly as possible. The teacher in each classroom will give any instructions necessary.

ASBESTOS PLAN

In accordance with AHERA (Asbestos Hazardous Emergency Response Act), a management plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for you to review in the Principal's office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$30.00.

CRISIS PLAN

Christ the King School has a crisis plan in place for emergencies. The plan is taught to all students and staff and is available for review in the school office.

HOME AND SCHOOL ASSOCIATION

Christ the King Parish School has an excellent parent / teacher association. Participation in this organization assures its continued success. HASA fundraising is a vital part of our annual school budget. Meetings are held in the Parish Hall. Specific dates will be listed on school calendars, the website, and in the newsletters. Door prizes are awarded, and valuable information is shared at these meetings.

MEN'S CLUB

Our parish also enjoys the membership of our Christ the King Parish Men's Club. The Men's Club meets on the second Tuesday of each month in the Parish Hall. All fathers, stepfathers, and grandfathers are encouraged to join this organization. Our Men's Club welcomes all men willing to enjoy the organization and assist the school. Our Men's Club assists the school with a variety of projects throughout the year.

LIBRARY

The library is open and available to students at 7:45 AM on most mornings and during lunch periods on designated days. The library is open after school by appointment.

Books are checked out for a two-week period. Students may return their book(s) at any time during the two-week period. A fine of ten cents per day is charged for each school day that a book is overdue.

Reference books, encyclopedias, and current magazines must be used in the library. Any of these materials needed for temporary classroom work must be checked out to the supervising teacher. Students are responsible for their library books and textbooks. **If a library book or textbook is lost or damaged, a student must pay for its replacement.** Students who have overdue books or fines due may not check out more books until the books are returned and/or fines paid. All lost books and fines must be cleared by the end of each quarter.

INSURANCE

A portion of the fees paid provides students with insurance coverage from the time they board the bus near home to the time the bus returns to the bus stop. In addition, a full-time (24 hours) protection may be purchased from the Archdiocese for an additional fee. It should be noted that these insurance policies serve as a secondary or supplemental policy to the family's primary medical insurance.

TELEPHONE

Students are allowed to use the office telephone with permission of the office personnel and for emergency matters only (illness). Students are not allowed to call because of forgotten homework or projects, nor are they allowed to call to make last minute dismissal arrangements. In the event of injury or illness, office personnel will contact the parent/guardian.

MEDICATION

All medicine must be kept in the office. "All medicine" includes, but is not limited to, prescription **and** over the counter medicines, cough drops and throat lozenges. These medications should be in a zip lock bag and clearly marked with the full name and homeroom of the student.

In order for the office staff to keep and administer any medication for students, a release form must be filled out and signed by the parents/guardians of the child. The form must also give directions on the medication's administration. Certain medications also require the physician's signature.

Parents may not send medication to school with a student. The parent/guardian must deliver the medication to the office and complete the proper consent form. The school reserves the right to refuse to give certain medications.

No student is allowed to keep medication with him/her during the day. If a student brings, keeps, and uses any type of medication without following the above procedure, he/she is liable for severe disciplinary action as outlined in the *Discipline* section of this handbook.

MEDICATION FORM: All students **must** have a current medication form on file in their health file. This form provides the school with information regarding any regularly used medications for each student. The form is distributed at the beginning of the school year. Please request a new form during the school year if the information changes.

In order for any child to attend Christ the King Parish School, all immunizations and medical records must be current and in accordance with state and federal regulations.

COMMUNICATIONS

The CTK Crusader Chatter, calendar, and menu are all posted on the website regularly. This information will enable the school to communicate with parents and students. Please familiarize yourself with the website and check regularly for important information. In addition, our secretary uses the Plus Portal program to contact parents with changes, reminders, and essential information. Parents and students have access to teachers' web pages through our web site at www.cktparishschool.org.

VISITORS & VOLUNTEERS

- ❖ **All volunteers must receive Safe Environment training.**
- ❖ Visitors and volunteers are welcome at Christ the King Parish School. **Appropriate dress is required while on the school grounds.** Young children who are visiting are not allowed to play on any playground area at any time.
- ❖ Any person coming on the school grounds must sign-in at the office and obtain a "Visitor's" badge.
- ❖ Parents waiting for their children to be dismissed are asked not to congregate in the plaza area, building hallways, or in the office. Parents should wait in their automobiles or off the school grounds at the crosswalks.

Parents are not allowed to go to classrooms for unscheduled appointments before, during, or after school. If you wish to speak with your child’s teacher, please call, email, fax, or write a note. The teacher will accommodate your request as soon as possible to set up an appointment. Teachers are not permitted to forego their supervision duties to meet with a parent without an appointment. Teachers will respond within twenty-four hours.

EXTRA-CURRICULAR ACTIVITIES

Listed below are some of the possible Extra-Curricular Activities offered by our school:

CLUB	4th	5th	6th	7th
*Athletic Teams (flag football, volleyball, basketball, indoor ball)		X	X	X
*National Junior Beta		X	X	X
*Student Council		X	X	X
* Cheerleaders		X	X	X
Book Club			X	X
Choir	X	X	X	X
Drama Club		X	X	X
Flag Detail				X
**Library Club		**	X	X
Quiz Bowl Club		X	X	X
Reach Team				X
Safety Patrol			X	X

**Library Club is open to 5th grade students with teacher recommendation.

GUIDELINES FOR EXTRACURRICULAR PARTICIPATION

*A student must have a **minimum of 2.0 GPA** in major, promotional subjects on the most recent progress report(s)/report card for athletic teams, student council class officers, student council executive officers, cheerleaders, and National Jr. Beta (National Jr. Beta Club has separate requirements, as determined by the school’s charter issued by the national club. Grades from the previous year’s report card will determine eligibility.)

- An “F” on a report card or progress report in any major, promotional subject(s), or a grade of “N” or “U” on any non-promotional subject(s), conduct, or progress report will place a student on a two-week probation while participating on athletic teams, cheerleaders, student council, and/or Jr. Beta. After 2 weeks, if the F is not remediated, the student is removed from the activity until the next progress report or report card. The student’s grades will be reevaluated at that time. Executive Student Council members will be removed from office immediately for a grade of F or a GPA below the minimum 2.0 on a progress report or a report card. Repeated probation may result in removal from Junior Beta and student council for all members.
- Eligibility requirements will be reviewed twice each quarter (progress report and report card) by each group’s moderator once a student is approved to join one of these organizations. If the student does not meet the above requirements, he/she is removed from the extracurricular group. Final approval must come from the Principal.
- If a student is suspended for any reason, the student is placed on probation. During the probationary period, a student may not be allowed to participate in any extracurricular activities, class activities, field trips, teams, or clubs unless deemed educational in nature and approved by administration.
- **Student Council Executive Officers** – Executive officers will be **automatically** removed from office if the academic and/or conduct requirements are not met throughout the year. The person next in line will assume the responsibilities. If a student is suspended they are immediately removed from Executive Student Council.

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES ON SCHOOL GROUNDS

Students who plan to attend an after-school athletic game as a spectator **must be accompanied by their own parent/guardian, or by a parent designee** and must be dressed appropriately according to Christ the King standards. Students should bring a signed note from a parent / guardian, or designee, to school with the name of the person responsible for their care. Students must also bring a note from the parent designee. This rule is to ensure the safety of our students. If a parent / guardian, or designee is unable to attend the game with the child, the child will be sent to PM Care. Team members will be under the direct supervision of the coach designated by the school and do not require a parent’s presence. Students will not be allowed to remain on campus for games under the supervision of any other friend/relative other than their own parent/guardian, or designee.

- **These guidelines were developed with student safety in mind. Please monitor the behavior of spectators to ensure safety and fair play.**
- **Students who were absent from school are not allowed to attend or participate in any after school activity.**
- **Off-campus games or activities: Only team members and siblings may be checked out early for games or school activities.**

Only athletic team members and Cheerleader members are allowed to check out early to go to games. **The ONLY exception is made for siblings of athletic team members/cheerleaders when the member’s parents are driving to the game or accompanying the members on the bus.**

If a teacher is aware of a student being checked out early for attendance at games and that student is not a member of the team or a cheerleader, Administration must be informed immediately to handle the situation.

COUNSELOR

The services of a school counselor are available to Christ the King students and parents. It is the purpose of the counselor to identify, assess, and assist in resolving social and emotional difficulties that interfere with attendance, achievement, and adjustment in school.

The counselor is available for conferences with parents and students both before and during the school day. Parents may call the school office to schedule an appointment.

All evaluations and evaluation forms are distributed through the counseling office. *If a parent, physician, or outside counselor needs forms to be completed for a student evaluation, the forms should first be sent to the CTK counselor's office.* The school counselor will distribute forms to appropriate teachers and return them to the educational or mental health professional.

Loophole Clause

In as much as it is true that loopholes may be found in any code, it is the expectation of Christ the King Parish Catholic School that parents/guardians and students will use good judgment in complying with the behavior code, dress code, and/or policies. The finding of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather, such incidents will be treated as violations of the code. To avoid such as misunderstanding, use the following rule:

If you are not sure that it is allowed, please do not do it!

Christ the King Parish School is a weapon-free, drug-free, alcohol-free, smoke-free environment.

SIGNATURE PAGE --- Please fill out student name, sign, and return this page to school by **Tuesday, August 13, 2019**. This page is vital to your student's file. Thank you!

The *Parent/Student Handbook is available online at the official school website: www.ctkparishschool.org. A hard copy of the Parent/Student Handbook may be obtained in the school office, upon request.

- **Student's Name (please print):** _____

I. STATEMENT OF NONDISCRIMINATION

We have received a copy of the **Statement of Nondiscrimination (Available in *Parent/Student Handbook)** from Christ the King Parish School.

II. CHRIST THE KING ACCEPTABLE USE POLICY

I/we are the parent(s) or guardian(s) of the above student(s) and agree to the rules set forth in this **Acceptable Use Policy**, a copy of which is printed in the Christ the King Parent-Student Handbook. In consideration of the privilege granted my/our son/daughter by Christ the King School to use the school's electronic resources and Internet connection, I/we agree to release, indemnify, defend, and hold harmless Christ the King School, the Roman Catholic Church of the Archdiocese of New Orleans, their officers, employees, and staff from any and all financial and legal liabilities that may result from our son's / daughter's use of the Internet connection at Christ the King School for anything other than educational purposes. We have received a copy of the Acceptable Use Policy of Christ the King Parish School and agree to abide by it.

I/We accept and agree to the above rules regarding the use of electronic resources, including the Internet through Christ the King School. I/We specifically agree to use the school's network only in ways that are consistent with the mission, philosophy, and values of Christ the King School as described in the Parent-Student Handbook. Further, I/we agree to accept full responsibility for consequences resulting from actions that violate this Acceptable Use Policy.

Public Information/Communication Release

I/We agree that for the 2019-2020 school year, the name, voice, and or likeness of my/our child may be used in news publications, promotional materials, audiovisuals, and other electronic transmissions issued by employees or designees of the Christ the King School community or by its members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans School System. These information items may include, but are not limited to photographs, videotapes, live broadcasts, sound recordings and/or electronic transmissions related to school activities. I waive compensation or reimbursement of any kind related to use of the above material for myself of the minor child.

III. UNAVAILABILITY OF SPECIAL EDUCATION SERVICES

I/We acknowledge receipt of Christ the King Parish School's notice of **Unavailability of Special Education Services (Available in *Parent/Student Handbook)**.

IV. RECEIPT OF PARENT/STUDENT HANDBOOK

We have received* and read the **2019-2020 Handbook for Parents and Students of Christ the King Parish School**. We understand and are fully aware that these policies do apply to each of us impartially. Parents will be notified **in writing** of any necessary changes in policies, procedures, rules, or regulations that are made during the school year for the betterment of the school and/or the safety of our students. Such changes and additions may be published in the newsletter or on the website or sent home at any given time with the students.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature (K-7th)

Homeroom

Responsibility/Conduct 2nd, 3rd, 4th

Each student begins the week with a conduct grade of 100 points. Points will be deducted according to the infractions listed below. The conduct grade is recorded on the conduct card and is to be signed by a parent each week. **Consistent weekly grade below 78 results in specific behavioral consequence.** Lost cards may result in "F" for the week. Replacement cards may be purchased from the office for \$1.00.

Points Deducted

Infractions

1	A1	Uniform infraction (1 st offense)
1	A2	Talking
1	A3	Inattentive/Lack of Participation
1	A4	Book(s) not covered
1	A5	Missing agenda/conduct card (1 st offense)
1	A6	Missing books/class materials (1 st offense)
3	B1	Uniform infraction – (2 nd offense)
3	B2	Unsigned papers/conduct card (1 st or 2 nd)
3	B3	Missing books/class materials (2 nd offense)
3	B4	Missing agenda/conduct card (2 nd offense)
3	B5	Excessive talking
3	B6	Out of seat without permission
3	B7	Not following directions
5	C1	Uniform infraction 3 rd offense
5	C2	Interfering with instruction
5	C3	Inappropriate behavior in or out of classroom
5	C4	Disrespect to peer
5	C5	Breaking class/school rules
5	C6	Harassment
5	C7	Defacing agenda/book bag, pencil case, etc.
5	C8	Not following directions continued
5	C9	Misconduct at church/special functions/safety drills
5	C10	Unsigned Progress Report, Report Card Envelope, Detention notice, or other official notice
10	D1	Unsigned papers/conduct card (3 rd or more)
10	D2	Disrespect to adult
10	D3	Consistent disregard for class/school policy
10	D4	Forbidden articles (1 st offense)
10	D5	Improper language or behavior (written, verbal, or gesture)
10	D6	Continued harassment
15	E1	Dishonesty (cheating, lying, forgery, etc.) 1 st offense
15	E2	Other serious offenses
15	E3	Habitual rule infractions
15	E4	Aggressive behavior (Skirmish/Scuffle)
25	F1	Minor detention
35	F2	Major detention
50	F3	Suspension

RESPONSIBILITY/CONDUCT 5th – 7th

Each student begins with a conduct grade of 100 points at the start of each week. Points will be deducted from the conduct grade according to the infraction listed on the chart below. This weekly grade is recorded in the student planner. Any school personnel may ask to see a student's planner and record infractions.

A parent must sign the student planner each week after the conduct grade has been recorded by the homeroom teacher. A weekly conduct grade below 78% three times in the same quarter results in a minor detention. A weekly conduct grade below 78% six times in the same quarter results in a major detention. Loss of a student conduct/responsibility card results in a grade of "F" for the week. Replacement cards may be purchased from the office for \$1.00.

Points Deducted	Infractions
5	A1 Uniform infraction-first offense during a 9 week period
5	A2 Lack of class materials
5	A3 Book not covered
5	A4 Missing planner (first offense)
5	A5 Unsigned papers
5	A6 Unsigned planner
5	A7 Improper behavior in or outside of class
5	A8 Interfering with instruction
5	A9 Excessive talking
5	A10 Not following directions or class/school rules
5	A11 Disrespect towards others/other's belongings
5	A12 Lack of cooperation
10	B1 Unsigned Progress Report, Report Card Envelope, detention form, or official notice
10	B2 Improper language (written, verbal, gesture)
10	B3 Consistent disregard for school rules/policies/uniform
10	B4 Defacing or writing on textbooks, backpacks, pencil bags, planners
10	B5 Missing or lost planner (2 nd offense)
10	B6 Reading, writing, or passing notes; gum chewing/eating (see handbook)
10	B7 Uniform infraction-second offense during a 9 week period
15	C1 Habitual rule infraction
15	C2 Bullying
15	C3 Disrespect to teacher/adult
15	C4 Misconduct at church/special functions/safety drills
15	C5 Aggressive behavior (skirmish, scuffle)
20	D1 Unsigned papers not returned within the week
20	D2 Unsigned planner not returned within the week
25	D3 Minor detention assigned for specific infraction
35	D4 Major Detention assigned for specific infraction
50**	E1 Suspension (offenses & criteria listed in parent/student handbook)
	Z1 Missing Homework (points deducted from HW grade)
	Z2 Copying another's homework or giving someone HW to copy- automatic detention: major or minor points assigned by teacher
**	Z3 Possession of electronic/forbidden articles (send to Administration)
**	Z4 Improper use of computer/Internet (send to Administration)
	Z5 Minor Detention for conduct below 78 three times/quarter
	Z6 Major Detention for conduct below 78 six times/quarter

****Assigned by Administration**