



School Handbook

www.ctksmadisonville.com

2016-2017



Christ the King Catholic School

Superior Education with a Christian Foundation

Dear Parents and Students,

WELCOME to CHRIST THE KING CATHOLIC SCHOOL, a fully accredited PreK–8th grade Catholic school. Every child at Christ the King is loved and valued and taught to achieve at the highest levels possible. We focus on teaching the whole child, spiritually, academically, and civically.

This Handbook reflects the policies of Christ the King Catholic School for the 2016–2017 school year. Please read this document carefully and sign the Handbook Agreement. This agreement states that you intend to abide by the policies of Christ the King Catholic School during the 2016–2017 school year.

The faculty and staff at Christ the King Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

God bless you,

Beth Herrmann
Principal

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School Administration for 2016-2017

Priest/Pastor
Principal
Secretary
Special Needs Coordinator

Fr. John Vaughan
Beth Herrmann
Sarah Hayden
Shannon Brumfield

School Contact Information



Please call the school office if you need to schedule an appointment with a teacher or the principal or have other needs at **(270) 821-8271**



Every teacher at Christ the King Catholic School has an email address. Parents may use email as a tool to communicate with teachers as well as the principal and school secretary.

School email/School Secretary
Beth Herrmann, Principal
Stefanie Vargas
Lora Belcher
Danielle Stewart
Julie Gillette
Katie Wyatt
Shannon Brumfield
Sarah McKnight
Debby Brown
Heather Winstead
Crista Bugg

office@ctksmadisonville.com
bethherrmann@bellsouth.net
svargas@ctksmadisonville.com
lbelcher@ctksmadisonville.com
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dbrown@ctksmadisonville.com
hwinstead@ctksmadisonville.com
cbugg@ctksmadisonville.com

Teaching Assignments for 2016-2017

Pre-Kindergarten	Stefanie Vargas
Kindergarten	Lora Belcher
First Grade	Danielle Stewart
Second Grade	Julie Gillette
Third Grade	Katie Wyatt
Fourth Grade	
Language Arts and Math	Heather Winstead
Science and Social Studies	Crista Bugg
Skills	Shannon Brumfield
Fifth Grade	
Language Arts, and Social Studies	Sarah McKnight
Math, Science and Religion	Debby Brown
Skills	Shannon Brumfield
Middle School	
English and Reading	Shannon Brumfield, Crista Bugg
Religion and Math	Debby Brown
Science and Social Studies	Crista Bugg
Latin and Greek	Crista Bugg

Every child at Christ the King will have two special instructional classes this year on a rotating daily schedule. Art and Music will be grouped together for one class period a day; with each child alternating the classes (Art one day and Music the next.)

Art: Sarah McKnight

Music: Heather Winstead

School Board Members

Pastor.....	Fr. John Vaughan
Principal.....	Beth Herrmann
Elected Members.....	
.....	Michael Calhoun
.....	Echo Hatfield-Fox
Appointed Members.....	Chad Whitsell
.....	Erin Clark
Non-Catholic Representative.....	Mike Burton
Parish Council Representative.....	Dylan Moore
Faculty Representative.....	Crista Bugg

Christ the King School Board derives its authority from the pastor of the parish. It serves as an advisory body to the Priest/Pastor and Principal at Christ the King Catholic School. Its mission is to ensure a quality Catholic education for all those children in the parish whose parents wish to send their child to us and are willing to make responsible sacrifices for such an opportunity.

To be a school board member is to accept a mission and to bring to that mission one's talent, wisdom, experience, faith life, and good will. It also implies a willingness to accept and eagerness to seek information, training, and spiritual information.

Parish school boards are responsible for:

- Planning and identifying the school's long range needs and ideals, to develop goals and objectives to meet these needs, and to designate responsibility for their implementation.
- Developing policies that will enable the school to reach its goals, and that are compatible with the Diocesan, parish, and school philosophy and mission.
- Participating in the principal selection process, and to evaluate the performance of the principal.
- Approving the annual school budget and determining the sources of funding.
- Sponsoring activities that pursue the stated goals of the school.
- Representing its constituents

Our Calling

Christ the King is a vibrant, active Catholic ministry serving God by providing an exceptional faith-based education to the children of Madisonville, Kentucky and surrounding communities. We are fully accredited by the State of Kentucky Nonpublic Schools Commission.

Our Mission

Superior Education with a Christian Foundation

Our Philosophy

We are...

A Christian environment where every child's faith will blossom.

A family environment where every child is nurtured and valued.

A learning environment where every child is given the tools to achieve at the highest levels...



Christ the King Catholic School
Building bright futures with
Character, Trustworthiness, Knowledge, Spirituality

Beth Herrmann, Principal 1500 Kingsway Drive Madisonville, KY 42431
ctksmadisonville.com

Phone: 270-821-8271 Fax: 270-825-9394 E-mail: christtheking@nwcable.net

NOTICE TO CHRIST THE KING PARENTS, FACULTY AND STAFF

JULY 1, 2016

In accordance with EPA regulations, this school has been inspected for asbestos-containing materials by accredited inspectors using methodologies specified in the Asbestos-Containing Materials in Schools Rule: 40 CFR, Part 763 (AHERA).

NO ASBESTOS-CONTAINING MATERIAL IS PRESENT IN CHRIST THE KING SCHOOL.

A record of the inspection, a diagram of the location(s) of asbestos-containing materials, the asbestos management plan for the school, and a copy of relevant EPA regulations are available in:

Building	Room
<u>Christ the King School</u>	<u>Principal's Office</u>

For further information, interested persons should contact the LEA

Designee: Mr. Jim Mattingly at (20) 683-1545

Beth Herrmann
Principal

Christ The King Catholic School Policies and General Information

These policies represent the general governance of the school. While every effort is made to make this a complete record, omissions may have occurred.



Signed Parental Agreement

Parents and students (students in grades K–8) are required to sign a statement that reads, “We have read and agree to be governed by this handbook.” The parental agreement forms are distributed at parent orientation and must be signed and returned by the first day of school.

Right to Amend Handbook

The principal retains the right to amend the school handbook for just cause and parents will be given prompt notification when/if changes are made.

PARENTS AS PARTNERS

Parents are the primary educators of children. Christ the King Catholic School enters into a partnership with parents every school year to provide an exceptional education for our students. We consider it a privilege to work with parents in the education of children. It is your right and responsibility to become the primary role models for the development of your child’s life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of Christ the King Catholic School demonstrates your deep commitment to your child. In this partnership, both parties have responsibilities. The responsibilities of the school are outlined in this handbook. Ideals taught in school will not flourish in the child unless they are nurtured by the example of his parents. We ask that parents participate in their child’s education to the fullest extent by doing the following:

1. We ask that parents set rules, times, and limits so that your child:
 - Gets to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the day
 - Is dressed according to the uniform code
 - Completes assignments on time
 - Has money in his/her lunch account or a nutritional sack lunch every day.

These rules, times, and limits help to ensure your child can maximize his/her educational experience at Christ the King.

2. We ask that parents actively participate in school activities including parent-teacher conferences, fundraisers, special days, field trips, sport events, and school volunteer. It is your involvement that shows your children that you value education, and by your example they value their education as well.
3. Please notify the office of any changes of address, email, phone numbers. If your child has an emergency we need to be able to reach you immediately.
4. Meet all financial obligations to the school, and inform the school if your family's financial situation changes and requires assistance.
5. Inform the school of any special situation regarding your child's well-being, safety, and health. We can't help our students deal with life's problems if we don't know what's going on in their lives.
6. Complete and return to school requested information promptly.
7. Read school notes, and emails, listen to one call messages, and stay informed about your child's education.
8. Support the religious and educational goals of the school.
9. Support and cooperate with the discipline policy of the school.
10. Treat faculty and staff with respect and courtesy in discussing student problems.
11. Advocate for the school in the public. Speak of the school positively. Share your child's great experiences. Don't air grievances on social media and damage the reputation of the school you invest your precious resources in and entrust your child.
12. Support the authority partnership between school and home. If there is an incident at school, make investigation of the complete story your first step. Talking negatively about a child's teacher or school at home will create an attitude of distrust toward the teacher, the school, and the parent.
13. Make a child responsible for grades he/she earns and be accountable for assignments. Let the child experience logical consequences for an inappropriate action or behavior. Don't rush to fix everything, or defend. Learning to be a responsible human being is a life lesson every child must learn to be successful. Failure is merely a learning opportunity. Albert Einstein said, "The only source of knowledge is experience." It's always true that we want the best for our children, but if they never deal with a problem themselves, as adults they won't be able to solve problems.
14. Attend Mass or your church services regularly with your child and teach our Christian faith by word and example.

Volunteering at School

We welcome parents and family members to volunteer at the school in various capacities. However, no one may work with children at the school, including serving as a field trip chaperone or driver, unless they have completed the Safe Environment Training, sign Acknowledgement of Receipt of Revised Sexual Abuse Policy and Procedure form, sign the Code of Conduct form, and background check as required by the Diocese of Owensboro. The Safe Environment Training is available online and we have information about it in the office. The background check must be completed through the Parish office and requires a \$10 fee. Both the training and the background check are good for five years. Anyone wishing to participate as a volunteer for the 2016–2017 school year must have valid background check and Safe Environment Training completed by September 30, 2016.

Volunteer drivers must also complete our Volunteer Driver Forms and provide proof of acceptable liability insurance. The Diocese of Owensboro requires volunteer drivers to maintain

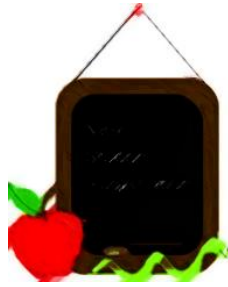


Parent Social Media Policy

Parents are the most influential people in the marketing and promotion of Christ the King Catholic School. It is essential to the future of this school that we all conduct ourselves in a manner favorable to the school in the public. While the school board and administration understand that grievances occur, these grievances should be worked out in a Christian manner in a private setting. Engagement by parents in any social media, blog, etc. such as, but not limited to, MySpace.com, Facebook, Instagram, Twitter, etc. may result in counseling with the principal and ultimate involuntary withdrawal from the school if such social media posts include defamatory comments regarding the school, faculty, students, or the parish.

To protect the privacy of our students and families, parents should only post pictures of their child(ren) on any internet or social media at school events.

Registration Procedures



1. Complete registration papers. In order for a child's place to be held for the upcoming school year, parents must turn in a completed registration form, Financial Contract, and the required non-refundable deposit as set forth by the annual Tuition Policy prior to the student's first day of attendance.
2. Register the child under his/her legal name.
3. Present KY Immunization Certificate/KY Physical Form/KY Eye Exam for Kindergarten (and all new transfer students). These forms must be returned no later than 30 days from the first day of school or the child cannot attend until they are on record.
4. Present the child's Birth Certificate from the Department of Vital Statistics to prove legal age.
5. Present a Baptismal Certificate for every Catholic student.
6. File a custody statement with the school office for students of separated/divorced families.
7. Sign a Records Release for prior schools the student has attended.
8. Provide the school with documentation of any mental, physical, social, or emotional disability the child for which the child has been diagnosed, any screenings performed for learning, social, motor, or behavioral deficits.
9. Return all necessary administrative forms to the school office with registration.

Admission Statement for Catholic Schools

The primary role of the Catholic School Ministry is to integrate Catholic principles and faith values into all aspects of a child's formal education. Parishes throughout the diocese who subsidize school ministry recognize the important role of Catholic schools in creating foundations of faith for the future.

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

Criteria for Determining a Participating Catholic

A fully participating Catholic household is one in which:

- Catholics in the household have received or are receiving the Sacraments of Initiation in a timely manner.
- Catholics in the household are attending Sunday Mass on a regular basis in the parish in which they are registered.
- A proportionate and sacrificial amount of time and energy is spent on the mission of the Catholic Church, which is to evangelize and witness the teachings of Jesus Christ in speech and action.
- A proportionate and sacrificial amount of time and energy is committed to the parish in which they are registered in order that the Church may fulfill its mission of witnessing Christ to the world.
- A proportionate and sacrificial amount of time and energy is committed to religious education. Every Catholic is responsible for developing an ongoing relationship with Christ through prayer, understanding, and study.
- A proportionate and sacrificial gift of money is committed to the Catholic Parish in which they are registered in order for the Church to fulfill its mission of witnessing Christ to the world.

**These guidelines are used to determining admission to the school as a Catholic family.*

Admission Policy

Admission Criteria

Admission to the school is made through formal registration in the school office. Students who are not in good financial standing will not be readmitted.

Students are accepted annually according to these priorities:

- First Priority: Practicing Catholic families from Christ The King Parish registering by the priority deadline.
- Second Priority: Practicing Catholic families from other Catholic parishes registering by the priority deadline.
- Third Priority: Non-Catholic families with children who are currently at Christ the King registering by the priority deadline.
- Fourth Priority: New Non-Catholic Families registering by priority deadline.
- Families who register after the priority deadline, whether Catholic or Non-Catholic, will not receive priority admission.

Required Paperwork

Every child must have the following paperwork on file to be fully admitted:

- Verification of parish affiliation if Catholic
- Eye and Dental Exam Records
- Immunization Records
- Birth Certificate from State Department
- Baptismal Certificate (Catholics only)
- Report Cards (transfer students)
- Standardized Test results (transfer students)
- Record of IEP/Behavior Contracts if applicable
- Annual Registration Form
- Financial Contract
- Tuition Reduction paperwork as applicable.

IEP/Behavioral contracts

These documents will be considered during admissions process to ensure the school is qualified to meet the child's needs. Admission is at the principal's discretion.

Pre-Kindergarten Admissions

- Children must be 4 before October 1st to enroll in Pre-Kindergarten.
- Children who do not meet the age requirement may be admitted at principal's discretion, however Christ The King reserves the right to dismiss students from the program should it become apparent during the year that they are not emotionally or cognitively ready to proceed.

Kindergarten Admissions

- As Kentucky state law requires, a student entering kindergarten must be five years of age on or before October 1.
- Students may be tested for Kindergarten readiness. Admission will be based on the results of the testing and is at the discretion of the principal.

First Grade Admission

- Kentucky State Law requires successful completion of Kindergarten. Proof of attendance, i.e., report card is required when enrolling a student for first (1st) grade.

Transfers

- Admission of students transferring during a school year is at the discretion of the principal.
- The school reserves the right to test students transferring from other schools (Public, Private, or Home Schools) for placement. Students will be placed on the results of the testing.

Other Criteria:

- A Catholic School Education is a privilege not a right. The School reserves the right to admit students on a probationary status and to deny admission to students the School feels it cannot properly educate according to its Philosophy and Goals.
- Parental cooperation is essential for the welfare of the students. If, in the opinion of the Administration, Parent behavior interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

Student Withdrawal Policy

Student withdrawal notices must be received in writing. Only written notice of withdrawal will sever the financial contract that a family has made with the school for the school year.

Financial Obligations Upon Withdrawal

Christ the King Catholic School creates its operating budget based on the financial contracts it makes with its families each year. Student withdrawal from the school during the school year creates a financial hardship on the school. Families who withdraw after registration retain the following financial obligations:

- Registered students who withdraw before the first day of school are responsible for $\frac{1}{4}$ of the full tuition amount.
 - Registered students who withdraw after the first full day of school and December 15th are responsible for $\frac{1}{2}$ of the full tuition amount.
 - Registered students who withdraw after December 15th are responsible for the full tuition amount.
- . Non-payment of financial obligations to the school will result in the school withholding records until all obligations are met. Records will be mailed directly to the school requesting them upon receiving a request and release form for records. Records are not sent through the student or parent.

Christ the King Catholic School

TUITION SCHEDULE FOR 2016-2017 Kindergarten – 8th Grade

CATHOLIC			NONCATHOLIC		
Number of Children	Yearly Tuition	12 month plan	Number of Children	Yearly Tuition	12 month plan
1	\$4560.00	\$380.00	1	\$4872.00	\$406.00
2	\$6360.00	\$530.00	2	\$7512.00	\$626.00
3+	\$7560.00	\$630.00	3+	\$8520.00	\$710.00

Pre-School and Pre-Kindergarten

	Number of Children	Yearly Tuition	12 month plan	10 month plan	Weekly Plan (44 weeks Aug 1, 2016 - May 26, 2017)
WHOLE DAY	1	\$4872.00	\$406.00	\$488.00	\$111
HALF DAY	1	\$2450.00	\$205.00	\$245.00	\$56

If a family has one child in Pre-School or Pre-Kindergarten and additional child(ren) in K-8th grade, or has 2 children in PreK, then the regular tuition schedule will be followed for 2 or more children.

Fees – all fees are nonrefundable

Registration - \$80

Supply Fee - \$180

Athletic Fee \$50

Middle School Technology Fee
\$200

Scrip Fee - \$250

Due when registration paperwork is turned in. This fee holds the student's place in class

Due by July 30th. Covers classroom texts, consumables, teaching supplies

This is a per sport fee due as billed at the beginning of each sport season.

This is a one time fee billed as students enter middle school to cover costs associated with our 1 to 1 technology program in Middle School. For the 2016-2017 School year only this fee will be billed to all middle school students.

Due May 30. Scrip is part of the school's fundraising program. Every family has the opportunity to raise the SCRIP fee through participation in SCRIP throughout the year. Please See the attached letter about our fundraising program for more information.

Payment Schedule

Tuition and any fees for field trips or after school, etc. are billed as scheduled on family Financial Contract. Statements are sent out the 15th of each month. Payment plans can be set up semiannually, monthly, weekly, or to a number of weeks stipulated by the family in the Financial Contract. Statements are sent out as a courtesy, however, payments are due whether or not a statement is received.

Payment Policies

- Accounts that are more than 30 days past due will be assessed a \$25 late fee each month.
- Registered students who withdraw before the first full day of school are responsible for ¼ of the full tuition amount.
- Registered students who withdraw after the first full day of school and before December 30th are responsible for ½ the full tuition amount.
- Registered students who withdraw after December 30th are responsible for the full tuition amount.

FAMILIES ARE CONTRACTUALLY BOUND TO PAY TUITION AND FEES AS LISTED ON THIS SCHEDULE, OR AS AGREED ON TUITION REDUCTION AGREEMENTS. ANY FAMILY WHO HAS NOT FULFILLED THEIR CONTRACTUAL AGREEMENT BY JUNE 30TH OF THE SCHOOL YEAR, AND WHO HAS NOT MET WITH THE PASTOR OR PRINCIPAL TO MAKE PAYMENT ARRANGEMENTS PRIOR TO THAT DATE WILL BE DENIED READMISSION AND REFERRED TO THE LEGAL SYSTEM FOR PAYMENT.

Budget and Finance Policy

Tuition, fees, deposits, and afterschool charges shall be examined and readjusted according to each year's needs. Tuition will be paid to the school and billed on a twelve month basis unless otherwise specified in the Financial Contract. Tuition increases recommended by the School Board will be approved by the Parish Council.

Tuition Statements/Payment

Tuition is billed based on information provided by you in your Financial Contract. We bill using the Quickbooks system. All invoices and statements are sent out through email. We can send them to multiple email accounts if you wish. We send out invoices for tuition regularly (usually monthly but schedule depends on your financial contract). We send out invoices for fees as they occur throughout the year. We will also be sending out statements every month that will reflect your balance for the whole year. Invoices represent the amounts due in a particular month. Invoices will have a PAYNOW option on the email that allows you to use your bank account, debit card, or credit card to pay. Statements do not have this PAYNOW option. We will also be able to take card payments in the office. There will be a fee for card payments equal to the fee charged by the processing company that will be billed to you if you choose this payment option.

Non-payment of tuition

- All accounts must be up to date before students can enroll for the upcoming school year. Should a family be unable to meet this obligation, arrangements can be made upon consultation with the pastor. Records will not be transferred to other schools until all financial obligations are met.
- Students whose tuition/fee accounts are more than 30 days past due will not be able to participate in school field trips.
- Christ the King School will withhold report cards of those students whose accounts are in arrears.
- Legal Action may be taken on accounts not fully paid by the end of the fiscal year.

Fees – All fees including registration and book and technology fees are nonrefundable.

Returned Checks – There will be a \$25 fee assessed on all returned checks. If restitution is not made within 30 days, legal action may be taken.

Tuition Reduction Policy

In order to fulfill the Catholic ministry of Christ The King School to ensure that families who desire a rigorous, Catholic Christian education for their children have access to our school, regardless of financial status, tuition reduction, to the extent possible within the school's operating budget, will be given in a fair and equitable manner. Assistance decisions are made by the pastor or his designee.

For the 2015-2016 school year, the following procedures are mandatory for any family to receive tuition reduction:

1. Every family requesting a reduction must apply annually.
2. Families requesting tuition reduction must complete a Tuition Reduction Application and turn in with required documents.
3. Families approved for Tuition Reduction must make regular monthly payments, in an amount agreed upon by all parties in the Financial Contract. Failure to maintain those monthly payments will make the family ineligible for Tuition Reduction in the upcoming year.
4. Every family receiving reduced tuition must submit a signed Service Time agreement. Families receiving reduced tuition are required to provide the school with equitable service time dependent on the amount of assistance received.
5. All families will be required to pay assessed fees, regardless of assistance level.
6. Tuition assistance will not exceed 90% of total family tuition, excluding fees.

Procedures for Tuition Reduction

1. All applications will be kept confidential
2. Applications for tuition reduction will be due with registration paperwork or at any time that a family's financial position changes.

Online Tuition/Fee Payment System

We are in the process of changing our online payment system. Soon your invoices will come with a PAYNOW button on them. Clicking on the button will allow you to pay by credit/debit card or checking account. If you pay with a debit/credit card we will assess a fee equal to our charge for the credit card processing fee. The PAY NOW button will only appear on invoices. Statements will not have this button on it, but you will also be able to pay with a card in the office.

School Day Policies

The school day at Christ The King will be defined annually with approval of the school calendar. Students are expected to be in the assembly area for Morning Prayer when bell rings. Students not in their classroom when attendance is taken will be counted as absent. Students are expected to remain at school until final dismissal.

The school day at Christ the King begins at 7:45 am and ends at 3:00 pm. The school is responsible for students during school hours. Students are expected to be in the assembly area for Morning Prayer at 7:45 am. Any child not in their classroom when attendance is taken at 7:50 am will be counted as absent. Any student arriving after 7:50 am will be required to check

in at the school office and be counted as tardy. Students are expected to be in attendance for the entire day.

Drop Off and Pick Up

The rear door of the school will open at 7:15 am each day when adult supervision in the building begins and locked at 7:55 am when class begins. Students are to be dropped off at this door. To drop off students, turn in between the Christ the King School main building and the Word of Faith Christian Center and proceed to the rear of the building. This enables children to exit vehicles on the side closest to the building and not cross in front of cars. Students are picked up in the same manner at 3:00 pm at the end of the day.

The front door of the school will remain locked throughout the day. Anyone visiting the school will need to ring the buzzer for admittance and sign in at the office.

Careful control of who enters and leaves our building is a matter of student safety.

Early Morning Childcare

Parents who are in need of early morning childcare prior to 7:10 am need to contact the Learning and Growth Center. Christ the King assumes NO LIABILITY for children present on school grounds at any time other than the published school hours or at school sponsored events.

After School Care

Christ the King School provides an after school program for its students. Please see the After School Program Policy for additional information.

Attendance Policies

Absences

Every child is expected to be in attendance at school every day. In the event a child must be absent the school should be notified by phone by 10:00 am each day of the absence. A written statement giving the reasons for the absence or tardiness must be brought to the office upon the student's return. These notes/letters will be retained in the office for one year. Each student has 5 parental excuses each year. These can be used for minor illnesses or other necessary absence. Our school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so the child's learning process will not be interrupted. Students who are absent due to family trips will use up their five parental excuses before the principal approves any further absences other than illness that requires medical treatment or dental care. Regular and punctual attendance is required for all students to have continuity with their teachers and peers in the educational process.

- Any student with 5 unexcused absences will be considered truant. After 5 unexcused absences parents will be notified of truancy. A student who continues to have unexcused absences after this notification will be considered a habitual truant. Habitual truancy will be reported to the Hopkins County Court System.
- Students returning to school after an absence must present a written note explaining their absence to the office. Students are responsible for all work they have missed.
- A student's absence will be excused for the following:
 - Personal illness of the student, doctor's appointment or dental appointment. A written excuse must be provided from the doctor.
 - Summons for the student to appear in court.
 - Funeral in the immediate family.
 - School authorized activities as approved by the principal.
 - Five personal excuse days with parental excuse note.
 - Other valid reasons as pre-approved by the principal.
 - Other absence will be unexcused and the student may not be allowed to count missed work.

Tardiness and Part Day Absences

- A student is considered tardy if he/she is absent for any part of school day up to 3 hours. A student absent for part of the school day in excess of 3 hours will be counted as ½ day absent.
- Every 3 tardies will count as a whole day absence, and will take the place of one parental excuse absence unless a doctor's note is provided for tardies.
- A student arriving after morning assembly or leaving prior to final dismissal must be signed in at the office by a parent or adult and is considered tardy. Persistent tardiness will be considered a discipline issue.
- A child will only be released into the custody of a parent, guardian, or person authorized by parent or guardian.

*****A student who is absent for any part of the school day, excused or not, is not eligible for Perfect Attendance Awards**

Make Up Work

Students who are absent have one day for each day missed to make up missed assignments, quizzes, or tests which were assigned during the absence. Work due during the absence, that was assigned prior to the absence, is due on the date of the student's return to school. Students returning to school after an absence must take quizzes and tests assigned prior to the absence on the day of their return to school.

When a student has missed 3 or more consecutive days of school, a parent may call the school on the third day by 9:30 am to request assignment to be picked up after 3 pm.

Safe Environment School Year 2016-2017

It is a requirement of schools within the Diocese of Owensboro to teach Safe Environment Education to our students. This program deals with life issues which include safety within our environment. The program is structured to be age appropriate, and it is approved by the Diocese of Owensboro.

School Uniform Policy

Students at Christ the King School will wear uniforms that follow the uniform code. All students in K-8 will wear uniforms during the school day including class trips away from the school; unless otherwise instructed by the principal. Students failing to follow the uniform code will receive a uniform from our used uniform collection if available. If the school cannot correct the situation, parents will be notified to bring the correct uniform apparel to school. If parents cannot bring proper clothing to school, the student will receive clothing from the new uniform supply and parents will be billed for the articles of clothing.



Uniform Code 2016-2017

Uniforms are a part of life at Christ the King Catholic School. It is school policy that students wear uniforms and that each student follow the uniform code. The uniform policy is established to promote fairness and equality, instill discipline, prevent disruption, and avoid safety hazards. All students K-8 will wear uniforms during the school day including class trips away from the school, unless otherwise noted by the supervising teacher. Students failing to follow the policy will report to the office. The infraction will be corrected from school uniform supplies if possible. If we are unable to correct the situation, parents will be notified to bring the correct uniform to school. Students will remain in the office until the correct uniform is brought.

School Uniform Requirements

All students shall only wear approved uniform clothing. Shaheen's Uniform Company and Land's End are the approved vendors for all uniform items. All new knit shirts, sweaters, fleece, wind shirts, and sweatshirts must be purchased from the Land's End Website or Shaheen's website and will have the school monogram. Pants, shorts, skorts, skirts, and jumpers must also be purchased from our approved vendors but are not monogrammed. Students will be permitted to wear past year knit shirts and sweatshirts that have been purchased from the school and have the school monogram, but cannot wear shirts, sweatshirts, fleece, or sweaters that do not have the school logo. All uniforms must be clean and intact. Faded, torn, discolored, or stained components are unacceptable.

Call or order on-line @ www.shaheens.com or Land's End. Go to the website and choose our school to see our list. Only items from our list are approved for our uniform. All bottoms must be identical to items from the approved vendors' lists for our school if used, and must have CTK logo purchased from approved vendors if new this year. Plaids, fleece, and sweaters may only be purchased from approved vendors and have logo if listed.

All students shall wear:

1. **Colors.** Students (grades K-8) shall wear white or navy shirts purchased from the school with the school monogram, or oxford shirts purchased from approved vendors. Students are permitted to wear past years' monogram or purchase current shirts from the school or approved vendors. All students will wear khaki bottoms of the approved brand and styles, or girls may wear uniform plaid. **Bottoms.** All bottoms must come from Christ the King approved list at approved vendors or be identical to them, including brand and style, with CTK monogram (on all newly purchased bottoms for this school year only) and be for the appropriate gender. Pants, shorts, skirts, and skorts must be at the waist. Pants cannot be rolled down, nor can pant legs be rolled up. All shorts, skirts, and skorts must be touching the knee. Girls can wear jumpers and skirts in the school plaid from approved vendors.
2. **Shirts.** All shirts must come from Christ the King School or approved vendors (only from Christ the King approved school list) and must have the school monogram (either this year's or prior years purchased through the school). Shirts must be tucked in at all times except in Kindergarten.
3. **Socks and Stockings.** Socks can be crew, ankle, or knee length and must be white or navy blue. Girls can wear navy or white tights or leggings under the skirt, jumper, or skort but must be solid without cable or ornamentation.
4. **Shoes.** Students may wear only leather deck shoes (like Sperry "Top-Siders" in style), leather oxford dress shoes, or tennis shoes. Shoes may not have rollers or lights that blink. All shoes must be tan, white, navy, gray, or black with the exception of leather tennis shoes which can be any color. Boots may be worn to school in inclement weather.
5. **Belts.** All students must wear belts beginning in the 2nd grade with any bottom with belt loops. Belts must be solid navy, dark brown, or black with no designs or sparkles on them.
6. **Sweatshirts and sweaters.** Only navy sweatshirts purchased from the school (either this year's monogram or prior years') or Shaheen's can be worn. Only navy sweaters or fleece purchased from approved vendors from the Christ the King school list and having the school monogram can be worn. No other cover over the uniform can be worn. An approved shirt must be worn under sweatshirts, fleece, and sweaters.

Other Dress Code Regulations

1. Watches and religious medals/bracelets are permitted. No other jewelry is permitted for boys. Girls can wear post earrings (only in ear lobes) that are modest in size and decoration. No other jewelry is permitted for girls. No tattoos (permanent or temporary).
2. Hair. Hairstyles should be modest and appropriate to a school uniform. Hair must be a natural color. Girls may wear hair bows and head bands but only in white, navy, or a color from the school plaid if a plaid jumper/skort is worn, and must be of modest design and size. Headbands and bows in the uniform plaid from approved vendors and on the school's approved list may be worn.
3. Make-up or fingernail polish is not permitted.
4. Free dress days - these are a privilege, and will be assigned at the discretion of the principal. **Even on free days, clothing must meet dress code regulations including belts and shirts tucked in, except for those regulations that the principal announces may be waived.**

***The Principal will make all final decisions regarding uniform policy compliance.**

Instructional Program Policy

Every child in the school will receive instruction in the following areas: Reading, English, Math, Science, Social Studies, Religion, Music, Art, PE, and Technology. Middle School students will receive instruction in Latin and Greek using the Rooted Minds Program.

Teachers are responsible for specific learning expectations in their classrooms.

The Principal is responsible for ensuring that all instruction meets the standards of the Diocese and the State of Kentucky.

The school follows the Instructional Standards of the Diocese of Owensboro. Standards of instruction will comply with Diocesan and State Regulations for maintaining accreditation.

The school follows the grading scale prescribed by the Diocese of Owensboro. The school operates on a quarterly grade system.

Grading Scale

Students will be graded on a 0-100% scale with the following delineations:

- **A** – Superior knowledge and use of skills and subject matter.
 - Superior reasoning skills
 - Thoroughness and punctuality in all required work
 - Worthwhile contributions to class discussions
 - Ability to work independently
 - Consistently high class grades

A+ = 99-100% **A = 95-98%** **A- = 93-94%**
- **B** – Good knowledge and application of skills and subject matter.
 - Good reasoning skills
 - Thoroughness and punctuality in required work
 - Worthwhile contributions to class discussions
 - Ability to work independently
 - Above average class grades

B+ = 91-92% **B = 87-90%** **B- = 85-86%**
- **C** – Adequate knowledge of subject matter.
 - Completion of required work
 - Participation in class discussions
 - Ordinary development in attitudes and study habits
 - Average class grades

C+ = 83-84% **C = 80-82%** **C- = 77-79**
- **D** – Insufficient Knowledge of subject matter
 - Assignments below standard
 - Participation in class discussions only when called upon
 - Low class grades

D+ = 75-76% **D = 72-75%** **D- = 70-71%**
- **F** – Unsatisfactory knowledge of subject matter.
 - Assignments not acceptable
 - Inadequate class participation
 - Below 70 class grades

Conduct Grades

Conduct grades are separate from academic grades and reflect a student's behavior in and out of the classroom.

The conduct grading scale is: 1–usually and consistently attempts to follow school rules
2–inconsistent in following school rules
3–seldom follows school rules
4–almost never follows school rules

Promotion and Retention Policy

1. Advancement to the next level at Christ the King School is based on a student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advanced level, and attendance. Excessive absenteeism, which prevents a student from mastering essential curriculum may result in retention in current grade.
2. Promotion to the next grade level depends on successful completion of all subject areas. The administration may recommend the repetition of a level, and Accommodation Plan, or tutoring as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next level.
3. Final Advancement, Promotion, and Retention decisions are made by the Principal in consultation with teachers and parents.

Honor Roll

Students are eligible for the honor roll beginning in the First Grade. Students who have A's in all subjects during a grading period, and are passing any pass/fail classes, are eligible for the All A Honor Roll. Students with A's and B's in all classes and are passing any pass/fail classes, are eligible for the A/B Honor Roll.

Achievement Tests

The school will administer achievement tests in every grade. Tests are chosen by the Superintendent of Schools. For the 2016–2017 school year, students in grades K–8 will participate in MAP testing 3 times per year.

Class Size

Classes will be maintained at no more than 20 students per grade. Classes in grades 1–8 with more than 20 students will be considered for a teacher’s aide. Pre-kindergarten classes with more than 12 students will have an aide. Kindergarten classes with more than 15 students will have an aide. Class size will not exceed 20 unless it is necessary to accommodate Catholic families moving into the parish or waived by the board.

Religious Education

Religious instruction is an integral part of the Catholic school and conforms to Diocesan guidelines. Through example and instruction, Christian values and Catholic doctrine are taught. First Communion and First Penance will be taught in second grade. Weekly Mass attendance and participation is required for all students. Students in grades 5 and 8 will take the NCEA ACRE assessment as required by the Diocese of Owensboro.

Homework

Formal home study is an integral part of the education of a child. Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, no specific amount of time to be spent on assignments will be defined. The following restrictions are placed on homework: Kindergarten through 3rd grade will not have homework given on Fridays. For all grades, No tests will be given on Mondays or the first day of a school week. No projects will be due on Monday or the first day of a school week.

Late Work

Students are expected to turn in homework on the due date, during the scheduled class period for which it was assigned. Credit for late work is at the discretion of the teacher. Each teacher shall communicate their policy about late work with parents at the beginning of the school year and post these policies on the school website.

Extra-Curricular Activities

Christ the King encourages all students to participate in extra-curricular activities. Participation in extra-curricular activities has a place in the physical and social development of children; however, it should never take priority over school work. Students participating in extra-curricular activities (including clubs, sports, trips, lock-ins, competition teams, etc.) must adhere to the following:

1. Attendance – Students who are tardy to school may not participate in any extra-curricular activities for that day unless they have an excuse that validates the reason for the tardy (medical, funeral, or other as approved by the principal), or have not been tardy more than 2 times that nine weeks. A student who is absent (either a ½ day or whole day) may not participate in extra-curricular activities that day, unless a medical excuse, funeral, or other excused absence approved at the discretion of the principal.
2. Grades – students must maintain C average in core subjects and passing grades in all subjects. Grades will be checked weekly. The student will remain ineligible until his/her

grades rise above a C in all core subjects, at the applicable weekly grade check. A student is ineligible for athletics if they are on academic probation for 2 consecutive weeks. See Athletic Handbook for details. The exceptional child may be given special consideration by the principal and teacher.

3. Dress code for extra-curricular activities shall be modest, as deemed appropriate by the coach, sponsor, and principal.

4. Students may stay after school in our After-School program until time for practice or activity as long as such activity begins by 5:30 pm (a charge will be incurred – see information about After-School program). Students may not stay after school unsupervised, and must enter our After School program.

**For the 2015–2016 school year grades will be check on Friday mornings.*

Student Computer and Internet Use Policy

Christ the King School provides computers, networks, and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for the students and school staff. The school believes the resources available through the computers and internet are of significant value of the learning process and in preparing students for future success. At the same time, the unregulated availability of information and communication on the internet requires that school establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Compliance with the school's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given opportunity to respond to an alleged violation, have their computer privileges limited, suspended, or revoked. The principal shall have the final authority to decide whether a student's computer privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action.

All Christ the King School computers remain under the control, custody, and supervision of the school. The school monitors all computers, email, and internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property.

****Before a student is allowed to use school computers and internet services, the student and the student's parent/guardian must sign and return the computer/access acknowledgment. The signed acknowledgment will be retained by the school.

Privately Owned Device Usage

Students may not use privately owned computers or technology devices without the prior approval of their teacher or principal. Any technology device including smart phones, e-readers, computers, or other device must not be turned on nor visible during the school day unless use is authorized by the teacher. A privately-owned computer or other device in use during the school day without authorization may be confiscated.

Students' personal electronic devices, when usage of said device is approved by the principal or teacher, can only be used for reading of school approved material or assignment assistance, and not for other purposes such as communication, entertainment, music, gaming, etc. All material on any device used in school must comply with the spirit and policies of Christ the King Catholic School. Said devices are not to be used before school in the assembly area, during assembly, lunch, or recess times. Students should never be involved in texting during the course of a school day.

Student cell phone usage is prohibited during the school day unless a smart phone is authorized by school personnel for a specific time and project. Student cell phones must be kept in lockers or backpacks and turned off during school hours. Violation of this policy will result in disciplinary action including confiscation of the device.

Inappropriate Content on Technology Devices

Students involved in possession or transmission of inappropriate photos or content on their cellphones or other electronic devices face disciplinary action up to suspension and/or expulsion.

Social Media

Engagement by students in any social media, blog, etc. such as, but not limited to, MySpace.com, Facebook, Instagram, Twitter, etc. may result in disciplinary actions if such social media posts include defamatory comments regarding the school, faculty, other students, or the parish.

Students utilizing technology and social media, either for educational or personal use, must be vigilant in representing themselves as members of Christ the King Catholic School in all interactions that can be viewed publicly. Anything that could cause scandal to the school, or create severe negative publicity for the school, or maligns the character of the school's staff or students shall be avoided. Such may include mention of inappropriate use of alcohol, advocacy of inappropriate music/movies, inappropriate language, inappropriate dress, negative comments toward another person, or the expression of opinions that are contrary to the teachings of the Catholic Church. One's personal social networking, blog, websites, and other online activities and communications are public in nature, and students give up any expectation of privacy when they engage in public online activity and communication. Students are role models for the Parish and community. The school expects students to conduct themselves accordingly both while at school and at home. Students who fail to follow these expectations may be subject to disciplinary action as described in the school disciplinary policy.

Students should only post pictures of themselves on any internet or social media at school events.

School Internet Filtering

Christ the King Catholic School utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. The school takes precautions to supervise student use of the internet and also educates students about appropriate use of the internet, but parents should be aware that Christ the King Catholic School cannot prevent all instances of inappropriate computer use by students that may violate school policies and rules, including access to objectionable material and communication with persons outside of the school.

SCHOOL COMPUTER AND INTERNET USE

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a school administrator. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

Acceptable Use

The school unit's computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.

Students must comply with all School policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.

Students also must comply with all specific instructions from school staff and volunteers when using the school unit's computers.

Prohibited Use

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages;
2. Illegal Activities – Students may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers, whether they are used on or off school property;
3. Violating Copyrights or Software Licenses – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of a school administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and

criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.

4. Plagiarism –Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, and web site must be identified.

5. Use for Non–School–Related Purposes – Using the school’s computers, network and Internet services for any personal reasons not connected with the educational program or school assignments is prohibited.

6. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems.

7. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school’s computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses;

8. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Students may not access blogs, social networking sites, etc. to which student access is prohibited.

9. Use of external storage devices, such as flash drives, MP3 players, iPOD’s, etc. is prohibited except as authorized by the supervising teachers.

10. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the Principal.

No Expectation of Privacy

The school retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e–mail and stored files.

Compensation for Losses, Costs and/or Damages

The student and/or the student’s parent/guardian are responsible for compensating the school for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using school computers, including the cost of investigating such violations and repairing or replacing the device. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers.

Student Security

A student is not allowed to reveal his/her full name, address or telephone number, social security number or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

System Security

The security of the school's computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or Principal immediately. The student shall not demonstrate the problem to others or access unauthorized material.

Additional Rules for Chromebooks Issued to Students

1. Chromebooks are loaned to students as an educational tool and may be used for purposes specifically authorized by school.
2. Parents are required to sign the school's acknowledgment form and Chromebook Take-Home Permission Form before a Chromebook can be issued for home use.
2. Students and their families are responsible for the proper care of Chromebooks at all times, whether on or off school property, including costs associated with repairing or replacing the Chromebook.
3. If a Chromebook is lost or stolen, this must be reported to the Building Principal immediately.
4. The School's policy and rules concerning computer and Internet use apply to use of Chromebooks at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of Chromebooks issued by school staff.
5. Violation of policies or rules governing the use of computers, or any careless use of a Chromebook may result in a student's Chromebook being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of School policies/procedures or school rules.
6. Parents will be informed of their child's login password. Parents are responsible for supervising the use of the Chromebook and Internet access when in use at home.
7. The Chromebook may only be used by the student and parents or guardians to whom it is assigned.
8. All use of school-loaned Chromebooks by all persons must comply with the school's Student Computer Use Policy and Rules.
9. Chromebooks must be returned in acceptable working order at the end of the school year or whenever requested by school staff.
10. Computers assigned to a Christ the King student are subject to a \$100 fee for repair of any damage due to negligence or carelessness. Excessive damage that results from student carelessness or misuse and requires the replacement of the device will result in parents incurring the replacement cost.

Discipline Policy

The function of the school with regard to discipline is to create and preserve conditions that are essential to the orderly progress of the school and also to teach and train the individual in self-control and right habits of conduct, as well as self-worth and love for self and others.

Students are expected to conduct themselves in a manner reflecting credit on their parents and the school at all times. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school. Students will abide by school rules, classroom rules, and the authority of adults.

All disciplinary action will take into consideration the age, cognitive ability, intent, and emotional state of the children involved. Intent will be determined by resolve, action, or earnest pursuit of such actions.

Serious Offenses

- Repeated/chronic violation of school regulations
- Repeated/chronic disruptive classroom behavior
- Cheating
- Disrespect toward any adult or child
- Bullying behavior towards another student (including Cyber-bullying off campus)
- Fighting or excessive physical aggression
- Sexual harassment
- Immoral behavior
- Possession of firearms, other weapons
- Use/possession of illegal drugs, alcohol, tobacco products, or drug paraphernalia
- Threatening behavior
- Any other offense as deemed inappropriate by the Principal.

Consequences

Consequences for less serious offenses are levied at the discretion of the teacher or principal. These consequences may include, but are not limited to:

- Repairing/replacing damaged property
- Loss of privileges
- Loss of participation in extracurricular activities
- Loss of recess time
- Supervised isolation
- Detention
- Written assignments

Consequences for serious offenses or repeated/chronic violation of school rules, disruptive classroom behavior, or any conduct both in and out of school that reflects negatively upon the reputation of the school will be levied at the discretion of the principal and may include one of the following:

- Detention
- Supervised isolation
- Suspension – a suspended student may not be present on school grounds or at school activities during suspension.
- Expulsion

Bullying Policy

1. All incidents of bullying will be taken seriously and investigated according to policies of the Diocese of Owensboro. The school will implement an educational plan to address bullying prevention in the school. This plan will incorporate guidelines as issued by the Diocese of Owensboro.
2. Incidents of bullying including cyber-bullying are serious disciplinary offenses.

Harassment Policy

1. All individuals at Christ The King School are to be treated with respect and dignity. Harassment in any form is prohibited. Harassment is defined by the Diocese of Owensboro as violent physical contact with another person, attempting or threatening violent physical contact, making an offensive utterance, gesture, or display in public toward a person, following a person, or engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person and which serves no legitimate purpose.
2. Incidents of harassment are serious disciplinary offenses.

Threatening Behavior Policy

1. Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property.
2. Behavior deemed by the principal to be threatening will be addressed in the following manner:
 - a. Student exhibiting threatening behavior is removed from the situation and placed under direct supervision of appropriate school personnel.
 - b. Student's parent/guardian is notified. Pastor and Superintendent are also apprised if the threat is of a serious nature.
 - c. Consequences for threatening behavior follow the policy for any serious offense and takes into consideration the age of the child.
 - d. Any threat of bodily harm that is deemed to be a serious threat must follow a prescribed course of action including suspension of the

student pending a mental health assessment and performance of any recommended follow up at the parent's expense. The principal shall have the final decision for reinstatement and follow up of the student considering mental health assessment, history of problematic behavior, circumstances surrounding the threatening behavior, the nature of the threat, the developmental state of the student, and other relevant information.

- e. Homicidal threats follow the above police and the police will be contacted. The student(s) who have been threatened, as well as their parents, are to be notified as soon as possible.
- f. Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school.

Parental Appeal

Parents have the right to appeal disciplinary action to the next highest authority. Appeals of suspension will be made to the Pastor.

Expulsion

All expulsion decisions will be made by the Pastor in consultation with the Principal.

Search and Seizure

1. No person's outer clothing, pockets, or his/her personal effects (e.g. handbags, backpacks, etc.) shall be searched by authorized personnel unless there are reasonable grounds to believe the search will reveal evidence of violation of the Code of Conduct or the law, or if a safety issue is suspected. Searches shall only be conducted either by those directly responsible for the person's conduct (priest, principal, teacher, etc.) along with another adult witness. Pat-down searches shall be conducted by legal authorities only (i.e. police).
2. Lockers and common areas can be searched at any time.
3. When a search is conducted, either the conductor of the search, or the witness, shall be the same gender as the subject of the search. No search shall be conducted in the presence of any other participant. Those who fail to cooperate when requested to be searched shall be subject to other disciplinary actions.
4. Illegal items (e.g. weapons, drugs, etc.) or other possessions reasonably determined by authorized personnel to be a threat to safety and security will be seized. Parents/guardians and legal authorities will be notified immediately. Items which may disrupt or interfere with the individuals' or others' participation may be temporarily removed from the person's possession by authorized personnel. Such items will be returned to the participant at the end of the activity or to the parent at a determined time.

Wellness Policy

Christ the King, through the Diocesan Curriculum Guidelines, programs, and activities, promotes wellness to all students and families. The Diocesan Curriculum Guidelines include nutrition, physical activity, and overall student wellness.

Nutritional Education

1. The school will provide healthy, well-balanced meals for breakfast, snacks, and lunch.
2. Breakfast and lunch menus comply with standards set by the Division of School and Community Nutrition of the Kentucky Department of Education and are in compliance with USDA standards.
3. Students receive nutrition education in the classroom.

Physical Activity

1. Students receive physical education instruction according to Diocesan curriculum guidelines.
2. Students receive 125 minutes of planned physical activity during recess each week.

Foods and Beverages Available on School Campus During the School Day

1. Drinks from vending machines is not available to students until 15 minutes after the end of the school day.
2. Drinks from vending machines is not used as a replacement for healthy, school provided snacks during afterschool care.
3. No food items brought into the school from home or from local businesses can be made available to students until 30 minutes after the last lunch is served.
4. Food items brought in to the school from home or from local businesses cannot be placed in competition with federal lunch program.

Lice

Christ the King requires all students to be nit and lice free. A student who is found to have nits or lice will be sent home and not allowed to return until school personnel confirm they are nit and lice free.

Fundraising Policy

Christ the King Catholic School relies on fundraising to balance its operating budget each school year. These funds pay for basic operational needs, not extra things, and it is the use of fundraising dollars that keeps per family tuition as low as possible at our school. The amount of fundraising needed is dependent on the number of families/students enrolled each year. In order to ensure that the effort involved in fundraising is equally divided among all our families, the School Board has enacted the following:

Every school year, once enrollment for the year is established in late July – early August, an assessment is made of the amount of additional funding the school will need to operate during the current school year. This additional funding amount will be divided between all families registered at the school, and billed to each family as a SCRIP FEE after adjustments for the school picnic and fundraiser goals. Families will then be expected to meet their SCRIP profit goal by the end of April or the remaining fee will be billed. This SCRIP goal met by the family getting credit for the SCHOOL portion of SCRIP discounts from purchases. TOTAL SCRIP discounts are divided 50/50 between the school and family tuition, so families will earn equal amounts of tuition credit and SCRIP fee credit.

Fundraisers are planned by the School Board or its Designee to meet this additional funding needed by the school. Participation in these fundraisers ensures that the school budget is balanced for the year.

Credit for SCRIP will be given in the following ways:

SCRIP Fundraising. Every family who participates in SCRIP will receive half of the school profit as tuition credit and half as SCRIP Fee Credit.

Families will receive credits for SCRIP applied to the school's operational budget up to the amount of the initial bill. At this time, families will not receive credit for fundraising above the amount of the initial fund bill. However, families will continue to get credit for the 50 percent profit earned toward tuition.

Families who do not earn enough SCRIP credits by the end of April of the current school year to meet their SCRIP Bill will be responsible for paying the remaining balance in that fund on their May bill.



Academic Program

Major Subjects

Religion – Catholic doctrine and tradition, Bible study, Social Justice, and Christian values are the core of our religious education. For our Catholic students this includes preparation for the reception of the Sacraments of Reconciliation and Eucharist in second grade.

Fine Arts – Students receive instruction in Art and Music. Elements of art and music are essential to the education of a well-rounded person. Our students learn project production, drama, performance, artistic media, basic understanding and appreciation of many types of music. Students perform in the school Christmas Music Program and our annual Musical. Participation in both is mandatory and is graded in both Art and Music classes.

Handwriting – Students in grades 1–3 receive basic instruction in handwriting, including cursive writing in 2nd and 3rd grades. Development of cursive writing ability opens brain pathways that further the language ability of our students.

Language Arts – includes instruction in Reading, English, Spelling, Vocabulary, mechanics, composition, library skills, and appreciation of literature. Students meet standards that are crucial to college and career readiness.

Mathematics – Mathematics skills, pre-algebra, and algebra I make up our core mathematics curriculum. Students in elementary school are expected to master addition, subtraction, multiplication, and division as age appropriate, and many other core math skills. Middle School mathematics focuses on high school readiness in Algebra and geometry concepts. All students meet standards that are crucial to college and career readiness.

Science – Students in grades K–1 are introduced to basic scientific concepts. Grades 2 and 3 receive ½ year instruction in Science to build on that basic knowledge in general science. Grades 4 and 5 have a full year instructional program in general science. Middle School students spend 1 year studying each major science discipline: Earth/Space, Life, and Physical Sciences.

Social Studies – Students in grades k–1 are introduced to basic social studies concepts in history, geography, and communities. Grades 2 and 3 receive ½ year instruction in Social Studies to build on that basic knowledge. Grades 4 and 5 have a full year instructional program in Social Studies involving geography and history. Middle School Studies spend 1 year studying each of the following: World Geography, US History, and World History.

This program allows students extra study in core subjects, project development, and writing skills.

Greek/Latin – Students in Middle School receive instruction in Greek and Latin.

Accreditation

Christ the King Catholic School is accredited through the Kentucky Nonpublic Schools Commission. The school undergoes a rigorous accrediting process every 5 years, and must report progress annually. The school is accredited by the Kentucky State Board of Education.

Awards

The following awards will be given annually to recognize the achievement of our students:

Spirit of Christ the King Award

Grades Pre-K through Grade 3: One boy and one girl in grade.

Grades 4 and 5: One student per grade.

Grades 6 through 8: One award.

*Student exemplifies the spirit of the mission of Christ the King Catholic School.

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
 - +Respect for others
 - +Integrity
 - +Evidence of service (willingness to help)
 - +Exhibits leadership
 - +Goes above and beyond the norm

Pope John Paul II Award for Excellence in Religion

Grades 1 – 8 (one per religion class)

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Exhibits interest in the Catholic faith
- +Goes above and beyond the norm

St. Vincent de Paul Service Award

Grades 4–8 (one per homeroom)

Criteria:

- +Commitment to service above and beyond the classroom

St. Cecelia Award for Excellence in Music

Grades K – 5 (one per music class)

Grades 6–8 – one award

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +True love for Music performance and learning
- +Active participation in Musical Programs
- +Goes above and beyond what is expected in the curriculum

St. Francis of Assisi Award for Excellence in Science

Grades 4 through 8 (one per science class)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Science
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas More Award for Excellence in Social Studies

Grades 4–8 (one per social studies class)

Criteria:

- +Displays effort and cooperation in class
 - +Academic Achievement (A's and B's)
 - +Exhibits interest in Social Studies
 - +Active participation in class
 - +Goes above and beyond what is expected in the curriculum

St. Thomas Aquinas Award for Excellence in Math

Grades k through 1: (one per homeroom)

Grades 2 through 8: (one per grade)

Criteria:

- +Displays effort and cooperation in class
 - +Academic Achievement (A's and B's)
 - +Exhibits interest in Math
 - +Active participation in class
 - +Goes above and beyond what is expected in the curriculum

St. Paul Award for Excellence in Language Arts

Grades k through 1: (one per homeroom)

Grades 2 through 8: (one per language arts class)

Criteria:

- +Displays effort and cooperation in class
 - +Academic Achievement (A's and B's)

- +Exhibits interest in Language Arts
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Joseph Award for Excellence in Art

Grades k – 5 (one per art class)

Grades 6–8 – one award

Criteria:

- +Displays effort and cooperation in class
 - +Academic Achievement (A's and B's)
 - +Exhibits interest in Art
 - +Active participation in class
 - +Goes above and beyond what is expected in the curriculum

Christ the King Perfect Attendance

Schoolwide – recipients must have perfect attendance for the year with no tardies or absences.



Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will be unable to participate in sports.

General Information

Home-School Communication

Christ the King School uses every means possible to keep parents informed about the school. We use a one-call system to distribute timely information by phone. We send information out in emails along with statements. It is the parent's responsibility to read/listen to these announcements. Parents need to ensure that the school has an up to date email and cell phone number whenever possible.

Church

The students attend Mass once a week, as well as other activities at the Church. The sacrament of Reconciliation is provided twice during the school year; once during Advent and once during Lent. During Lent students will pray the Stations of the Cross weekly. We will recognize Mary in the months of October and May.

Child Abuse Laws

Christ the King abides by the Child Abuse laws of the State of Kentucky. This law mandates that all cases of suspected child abuse and/or neglect be reported to Child Protective Services.

Crisis Plan

Christ the King has implemented a crisis plan in case of emergencies. All teachers and staff are aware of the procedures to follow to keep your child safe. All parents and visitors are expected to comply with staff directives in the case of an emergency.

Emergency Drills

All emergency drills must be conducted in silence.

Fire Drills are held regularly. Every class is assigned a specific place outside the building to go when the fire alarm sounds.

Tornado Drills are held regularly. The students are assigned safe areas within the building to go when there is a tornado warning.

Earthquake Drills are held regularly in the individual classroom and conducted by the classroom teacher.

Lockdown Drills will be held during the year, including drills with local law enforcement. Emergency procedures are provided to classroom teachers.

Field Trips

Field Trips and/or class trips that are sponsored by the school must be educational. Class trips to theme parks cannot be held on school days or sponsored by the school per Diocesan policy. Educational trips may be taken to enhance classroom instruction. Prior principal approval is required for all trips. In general, trips are limited to distances that permit departure and return within the school day.

Students who owe lunch charges or whose tuition/fee account is more than 30 days past due will not be able to participate in field trips.

Recreational field trips can only be made for special circumstances and require principal approval.

Volunteer Drivers are generally used for field trips. Transportation of any students in a school sponsored activity must comply with state law regarding child safety seats and diocesan policy regarding volunteer drivers.

Kentucky Law requires:

- Any child under 40 inches tall must be in a child and/or infant seat.
- Any child, who is younger than eight and between 40 and 57 inches tall be secured in a booster seat.
- All children over eight years of age or over 57 inches tall must be secured in a seat belt.

Students must have an annual field trip permission form on file to participate in field trips.

Free Dress Day Guidelines

Students must adhere to the rules of the free dress day. Students who owe lunch charges will not be able to participate in free dress days. Some free dress days have particular requirements such as: School Spirit Shirts on school spirit days. In general, unless otherwise specified, students may wear the following on free dress days:

- Jeans, dress pants, leggings (as long as top reaches no shorter than 3 inches above the knee)
- Any shoe except flip flops, house shoes, or skate shoes
- Shorts no shorter than 3 inches above the knee
- Skirts and skorts (girls only) no shorter than 3 inches above the knee
- Sweatshirts and sweatpants
- Nail polish
- Make up as long as it is conservative and natural
- Jewelry
- Dresses (girls only)

Students may not wear:

- Flip flops, house shoes, skate shoes
- Tank tops
- Any clothing with inappropriate writing

- Biker shorts
- Pajamas
- Low cut blouses/tops
- Hats

All dress is subject to discretion and approval of the principal.

Fundraisers

For 2016–2017, we have scheduled the following fundraisers:

- Picnic
- Casino Night
- Ladies Auction
- Scrip
- Annual Fund
- Archery Tournament

Fundraisers are necessary for the school to meet its budgetary requirements. Other fundraisers may be necessary to meet the financial obligations of the school.

Growing Minds Learning Center

Christ the King has entered into a partnership with Growing Minds Learning Center. Growing Minds specializes in Applied Behavior Analysis (ABA) Therapy and Behavior Support services for children with autism and other disabilities. We also provide services that include tutoring, Community Living Supports, Respite, and more! At Christ the King they will be consulting with our teachers on behavior plans and working with students on a fee for service basis offering tutoring, the Barton Reading Program, and other services as needed. Please see Shannon Brumfield for more information.

JupiterEd

JupiterEd is the online communication system used by Christ the King. The web address is JupiterGrades.com. Log in to the website using the password we give you. It will prompt you to create your own password. The first time you log in, fix your settings to receive messages from the school in the ways you choose. Make sure your email is correct and the phone number should be a cell phone number if you wish to receive text messages. Always check the school year at the top of the screen to be sure you are in the current year. Classroom assignments will be listed in this system as well as announcements and calendar. The cafeteria menu will be here instead of on the website.

Lockers

Lockers are provided for the 4–8 grade students. This is a privilege. No locks will be permitted on 4th or 5th grade student lockers. A school combination lock will be given to each student in grades 6–8. It is the student's responsibility to keep his/her locker locked. Students who lose their lock or fail to return it at the end of the year will be charged \$5.00 for a replacement. Students are not permitted to bring their own locks.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found. Items placed in the Lost and Found remain there until school breaks. Items left in the lost and found are donated to charity during each school break.

Lunches

Parents must use mySchoolBucks for lunch accounts.

1. Go to www.mySchoolBucks.com and register for a free account. A confirmation email will be sent to the address you provide; click on link included in the email to activate your account.
2. Activate your account and begin adding your students. You will need their school name, date of birth and/or student ID.
3. Add funds* to your students' accounts with your Visa, MasterCard, Discover Card, debit card, or electronic check.

The following rules apply to school lunches:

- No soft drinks are allowed in the lunchroom during the lunch period
- Students who forget their lunches at home will eat school lunch, charging it if necessary.
- Lunch accounts must maintain a positive balance. Lunch charges must be paid the following day.
- Students with lunch charges will not be able to participate in field trips, special rewards, or free dress days.

Children from families whose income is at or below levels shown on annual eligibility scale can receive free or reduced lunch. Parents must submit proper forms for this program.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be turned in to the school secretary in the container received from the pharmacy and must have the following information on its label: child's name, name of prescribing doctor, frequency, dose, date.

All non-prescription medication should be turned in to the school secretary with the following information: child's name, frequency, dose, date.

Students must have a Medication Form on file in the office in order to receive any over the counter medications at school, should the child become sick during the school day. A list of available medications is available to parents. Students without a Medication Form on file who become ill will be sent home.

Middle School Trip

Middle School students participate in an annual out of town trip in May.

The following rules will apply for trip participation:

1. Christ The King students in grades 6, 7, and 8 will be eligible to participate.
2. No student will be allowed to go on the trip if he/she is not in good academic standing. Students must have a C average or better during the last nine weeks (up until the time of the

trip) in all core classes to participate in the trip. No student whose overall grade point average in any class for the year is below passing will be allowed to participate.

3. No student will be allowed to go on the trip if he/she has not maintained a good discipline record. Students must not have any behavior consequences issued by teacher or principal including sentences, loss of recess, or any other corrective assignment for one month prior to the trip. No student who has been suspended from school at any time during the year will be allowed to participate in the trip.

4. Any student and parent wishing to participate in the trip must pay \$100 deposit each by March 1, 2017. This deposit is not refundable under any circumstances. No one will be allowed to participate who has not paid their deposit on time (or in case of financial hardship made arrangements with Mrs. Herrmann prior to this date).

5. Deadline for additional money due will be April 30, 2017. This includes any fundraising. If all monies required for the trip are not paid at this time, the trip will be cancelled and monies paid will be forfeited.

6. All participants in the trip will follow all Diocesan guidelines regarding Safe Environment. Any parent participating in the trip must have successfully completed Safe Environment training as well as passed a background check prior to April 30, 2017.

7. Middle School students and homeroom teacher must complete trip planning prior to Fall Break. Planning must include submission to the principal of destination, activities, accommodations, and costs along with a fundraising plan.

Parent - Teacher Conference

Parents and teachers must work together in order to be successful in the education of the child. Conferences are scheduled after every marking period. However, parents should make an appointment to confer with the teacher and/or principal anytime there are concerns about a student.

Parental Concerns

If a parent has a concern about his/her child's classroom performance, he or she should contact the school office and request a teacher conference.

If a parent has a concern about the school or procedures, or if he or she is unable to resolve classroom issues with the teacher, he or she should request a conference with the principal.

Except in the case of an extreme emergency, conferences with either the principal or a teacher should be scheduled in advance through the school office. Teachers will not be available during their work day for conferences except by appointment. Minor concerns can be efficiently handled by phone and/or through email. The principal has teaching duties during the school day so there will be times she is unavailable as well.

Parties

Christ The King School will respect instructional time during the school day. Class parties are at the discretion of the principal. K-3 will have Halloween, Christmas, and Valentine's parties.

4–8 grades will have a Christmas party on the day prior to Christmas vacation. Other rewards and celebrations must be approved by the principal.

No Birthday parties are permitted, although students may bring an **afternoon** snack with teacher approval that complies with our wellness policy. Parents should not send flower/balloon remembrances to school.

Invitations to personal parties may only be handed out at school if every student in the class is invited.



Report Cards

The school year is divided into four marking periods. Ongoing student progress can be monitored through the Jupiter Grades system. At the end of the first marking period, a Parent-Teacher Conference is scheduled with each family. Report Cards are distributed through Jupiter Grades.

Report Cards are given to parents at conferences. Final Report Cards are mailed home.

Parents have the right to review a grade they feel has been miscalculated within two days from reception of the Report Card by contacting the school principal.

School Office Hours

The school office is open on all school days from 7:30 – 3:30 pm.



Severe Weather



Christ The King does not follow the Hopkins County School System in regard to severe weather closings or delays.

Parents will receive notification through our one call system about changes in school operating schedule. When possible WTTL (1310 AM), WYMV (Y107 FM), WWKY (97.7 FM), WFIE TV 10 NBC, WTVW TV CBS Fox 7, and WEHT 25 ABC will be notified when weather conditions make it necessary for school to be closed or the day to be delayed. The decision to close or delay will be announced as early as possible.

During the school day, please tune in to the above sources for early dismissal announcements if weather conditions become threatening. Please make emergency plans with your children as to where they go if you are not home and school is dismissed early.

Service Projects

Christ the King participates in service projects to foster stewardship, community responsibility, and Christian service in our students. Every year we support St. Vincent DePaul's food basket program and St. Jude's Children's Hospital. Teachers also plan class specific projects.

Soft Drinks and Snacks

Students are not allowed to purchase soft drinks from the school machine before 3:15. Students are not permitted to eat or drink during class times.

Statements and Invoices

This year the school is using the Quickbooks system for billing. All invoices and statements are sent out through email. We can send them to multiple email accounts if you wish. We send out invoices for tuition regularly (usually monthly but schedule depends on your financial contract). We send out invoices for fees as they occur throughout the year. We will also be sending out statements every month that will reflect your balance for the whole year. Invoices represent the amounts due in a particular month. Invoices will have a PAYNOW option on the email that allows you to use your bank account, debit card, or credit card to pay. Statements do not have this PAYNOW option. We will also be able to take card payments in the office. There will be a fee for card payments equal to the fee charged by the processing company that will be billed to you if you choose this payment option.

Monthly Invoices will be sent out by the 15th of every month and will be due by the 25th of every month. Invoices will not be mailed.

Student Records

Christ the King adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in confidential files in the office of the Principal.

Parents requesting student records must make a five school day request to the School Office. Records of students transferring to other schools must be sent directly from our school, not transported by parent. No records will be forwarded to other schools if students financial account is not current.

Telephone

Permission to use the school phone must be obtained by the school secretary. Students must have a note from their teacher. Students may not use classroom phones.

Tutoring

Christ the King participates in Title I which provides after school tutoring, which usually begins after Fall Break. Dates and times will be announced closer to time to start. Students who are struggling in school will be invited to participate in this program. Tutoring is free of charge. Students who are disruptive or do not work in tutoring will be sent to after-school care and parents will be charged for the day.

Visitors

Visitors are welcome at our school at any time. All visitors must sign in at the main office of the school prior to going to parish center or pre-kindergarten. All visitors must wear a visitor badge and return the badge to the school when signing out. Visitors may be asked to show identification in the form of a driver's license or other government issued identification. Parents working or volunteering at the school may not drop into their child's classroom to see their child or conference with the teacher unless it is an emergency to prevent disruption to the teacher and educational process. Teachers are available before and after school to conference. Parents may observe their child's classroom at any time with prior approval of the teacher.

Christ The King After-School Program

2016-2017

Christ the King offers an after-school program for our Pre-K through 8th grade students from 3:15 pm until 6 pm daily when school is in session.

The cost of the program is:

- 1 Child \$10.00 per day
- 2 Children \$15 per day
- 3 Children \$20 per day

This includes the cost of materials and snacks

- Rates are only charged per day.
 - Role is taken at 3:15 pm.
- Students may have free time for part of the afternoon as well as homework time and/or school enrichment activity.
 - School discipline rules apply at all times.
- Snacks will be provided. The school office should be notified of any dietary concerns. Students on special diets may need to provide their own snacks.
 - All students must be signed out by a parent for the day.
- There will be a **Late Pick Up Fee** of \$1.00 a minute after 6pm unless prior arrangements are made with administration.
- The school reserves the right to cancel the program with one week's notice should attendance fall below sustainable rates.

Receiving Holy Communion



We invite everyone to join us for Mass each week and on special occasions. However, please observe the following guidelines for Receiving Holy Communion in our Church.

For Catholics

Catholics fully participate in the celebration of the Eucharist when they receive Holy Communion in fulfillment of Christ's command to eat his body and drink his blood. In order to be disposed properly to receive communion, communicants should not be conscious of grave sin, have fasted an hour, and seek to live in charity and love with their neighbors. Persons conscious of grave sin must first be reconciled with God and their Church through the sacrament of Penance.

For Other Christians

We welcome all Christians to the celebration of the Eucharist at weekly Mass. It is a consequence of the divisions in Christianity that we cannot extend a general invitation to other Christian denominations to receive communion. Catholics believe that the Eucharist is an action of the celebrating community signifying a oneness in faith, life, and worship of the community. Reception of the Eucharist by Christians not fully united with us would imply a oneness which does not yet exist, and for which we must all pray.

For Those Not Receiving Communion

Those not receiving communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another. Please remain sitting or kneeling at Mass while Communion is taking place.

For Non-Christians

We also welcome those who do not share our faith in Jesus to attend the celebration of the Eucharist at weekly Mass. While we cannot extend an invitation to receive communion, we invite everyone to be united with us in prayer.

