



Christ the King
S c h o o l

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**Parent and
Student Handbook
2017-2018**

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Christ the King School

Mission, Vision, and Purpose

Mission

Christ the King School serves God by educating students within the Catholic tradition of faith, service, and love.

Vision

Christ the King School aspires to share knowledge of God's world, establish a strong foundation for academic excellence, and instill the spirit of service in a Christ-centered life.

Purpose

We, the community of Christ the King School, are called to:

- **INSPIRE** each other to become Disciples of Christ, to develop God-given talents, and to pursue academic excellence;
- **SHARE** the values of the Gospels and the principles of Catholic social justice;
- **LOVE** each other and appreciate the unique gifts that each contributes to our community;
- **TEACH** each other to reach out with kindness, empathy, respect, and patience;
- **LEARN** from our exploration of new ideas, methods, and practices; and
- **PRAY** together as we share and model our Catholic faith.

Approved November, 2016

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the formation of their children as responsible servants of God. In this handbook, parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The foundation of all our policies and procedures is to provide a challenging, safe and empowering learning community for our students. Implementation of the policies and procedures will be done in a spirit that is fair and just but also with consistency and compassion. Therefore, the children are all of our responsibility and we all need to work together to hold the students and ourselves accountable to our handbook.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles
- Supporting the school policies as outlined by the school handbook and regulations. In addition, parents are to ensure their child understands this handbook
- Participating fully in school programs that are developed to support the education of their children
- Remaining informed and involved in the religious formation of their children, especially participation in Sunday liturgy.

As primary educators of their children, parents freely make the choice of a Catholic education for their children. Registration and acceptance at Christ the King School constitutes an agreement of the parents to accept or abide by the rules and regulations of the institution and to support its philosophy of education. A cooperative relationship between the School and parents is essential for the overall education of a student. If a parent refuses to abide by the rules or regulations, or by word or by action is not supportive of its goals, or otherwise fails to meet the obligations under school or diocesan policies, then administrators may require parents to consider another placement for their child's education other than Christ the King School.

Additionally, parents will be held to the same standards of respect as students in regards to their interactions with administrators, teachers, staff and students.

Faculty and Staff Email Directory

sherry.woodman@cks-nashville.org
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Sherry Woodman, Principal
Don Boehm, IT Director/ Vice Principal
Jeanette Vogt, Director of Advancement
Anna Beth Godfrey, Director of Development
Cathy Wasyliw, Secretary
Mike Howington, Plant Manager
Nancy Rohling, Parish Office
Dawnne Stephens, Business Manager
Kathy Skinner, Director of Children Formation
Cafeteria, Kate Dumas
Sara Smith, Counselor
Rachel Mathew, Pre K
Natalie Dunton, Pre K Aide
Jaimie Gorman, Kindergarten
Donna Wigger, Kindergarten Aide
Stephanie Wyatt, 1st Grade
Sarah Osborne, 2nd Grade
Kristin Vance, 3rd Grade
Janet Morgan, 1st, 2nd, and 3rd Aide
Meghan Nicholson, 4th Grade
Cindy Unwin, 5th Grade
Kenneth Stephens, 6th Grade
Gina St. Charles, 7th Grade
Margaret Weis, 8th Grade
Tracey Williamson, 5th/6th/7th/8th Math
Gerrilu Linton, 7th/8th Lang Arts/Enrichment
Adele Revere, Art
Julie Schwarz, Music
Derek Schletzer, Band Director
Mark Vance, P.E./Athletic Dir.
Mary Foster, Technology
Gail Caudle, Learning Specialist
Lina Wellborn, Literature and Humanities
Rai Wood, Librarian
Michelle Gordon, Spanish

HISTORY OF CHRIST THE KING SCHOOL

A two-story brick house located at 3001 Belmont Boulevard was purchased from the Noel estate on May 10, 1937. The Very Rev. Joseph E. Leppert was assigned to the newly created parish in the spring of 1937, and he was officially installed as Pastor following the celebration of the first Mass in the temporary chapel at the residence on July 25, 1937.

This brick house served as the chapel, school, parish house, recreation hall, and community center until the new school was opened September 3, 1946, with Sister Sebastian Martin, R.S.M. serving as the first Principal. With the completion of the new school building, the house was renovated, repaired, and was used as residence for the Pastor. The gymnasium and junior high wing of the school were opened in January 1955.

In 2000, new construction and renovations that began on the school in 1998 were complete. The transformation includes a new state-of-the-art science lab, spacious parish hall, renovated classrooms, new parish and school libraries, band room, and meeting rooms for the use of both the school and parish community. A new area for the playground was created in 2004 through parental and parish support. In fall 2006, CKS added a collaborative pre-K for 4 and 5 year-olds with St. Ann School and St. Mary Child Development Center. During the summer of 2011, construction on a multi-purpose athletic facility, Jr. High and Special classrooms, meeting rooms, a Pre K classroom and renovation of the areas within the original elementary school was completed. The collaborative Pre-K ceased to operate at St. Mary's and Christ the King has operated its own Pre-K classroom since 2011-2012.

APPROVAL AND ACCREDITATION

Christ the King School is approved by the State of Tennessee and Diocese of Nashville. In December 1997 Christ the King School received accreditation from the Southern Association of Colleges and Schools. Renewal of accreditation has been granted each five year cycle thereafter following an External Review team visit to the school under direction of the superintendent of the diocese. Additionally, the school updates a School Improvement Plan annually, which is implemented and evaluated by faculty members, School Board members, and parents. SACS CASI now accredits schools and dioceses under the requirements established by the AdvancEd Accreditation Commission. The most recent diocesan review was in the fall of 2014 and accreditation was renewed through June 30, 2020. Our most recent school review was in November, 2015. The school holds membership in the Nashville Association of Independent Schools and the National Catholic Education Association (NCEA). Other memberships in various professional organizations are held by the administration, faculty and staff.

POLICIES AND REGULATIONS

The Administration of Christ the King School and School Board reserve the right to amend, adapt, or suspend any policy in this handbook if it is deemed necessary to do so in the best interest of a student or the school community.

Christ the King School is a diocesan parish school that serves the members of Christ the King Parish community and the Catholic Diocese. Our main focus is providing a safe, caring community in which students can learn and the adults work together to give witness to our faith in our Lord, Jesus Christ. Our goal is to educate students within the Catholic faith tradition in order to create community of Christ, impart knowledge of God's world through academic excellence, and foster a spirit of service for others. In modeling Christ's love for all, Christ the King School does not discriminate on the basis of race, sex, creed, color, or national origin.

ADMISSIONS AND ENROLLMENT

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

An informational meeting for parents of prospective kindergarten students is held in winter. Attendance at this meeting is required in order to apply for admission unless attendance is excused for good cause by the Principal. A kindergarten screening test is administered each year for which there is a non-refundable fee charged. Parents interested in Pre K and Kindergarten should contact the main office for an application and to be placed on our mailing list. There are no screenings for Pre K enrollment at this time. The Tennessee legislature passed a bill in April 2012 requiring Kindergarten children to be 5 years old on or before August 15th.

Transfer students for grades 1 through 8 must have a personal interview with the Principal and are encouraged to visit in the classroom for at least one-half day. They also must furnish a report of grades from their previous school, recommendation from Principal and/or homeroom teacher, results of any testing, and signed authorization form provided by Christ the King School releasing information concerning academic and discipline records at their previous school.

Christ the King School may not accept for enrollment or continue enrollment for applicants whose special needs, including, but not limited to, emotional, behavioral or educational needs, in the considered judgment by the School, cannot be met with reasonable accommodations by

the School. The admission, instruction, and retention of students with disabilities, students with special needs, and students who are English Language Learners cannot be guaranteed. Whether reasonable accommodations can be made for such students is determined on an individual basis and is in the sole discretion of the school's chief administrator (Principal) in consultation with the Pastor and superintendent. The School, under no circumstances, will accept for enrollment students who have been expelled from other schools. Eligibility of applicants is considered independently of sibling status before admissions criteria are applied.

Christ the King School does not accept students who have been asked to withdraw from other Catholic schools due to behavioral concerns.

In order to be considered for enrollment, parents need to submit an application for each child with the following materials:

- A. Application form including report cards, test results and other education information
- B. Written or oral Recommendation by the transferring school as well as an interview with the Principal
- C. Birth Certificate
- D. Baptismal Certificate (if applicable)
- E. Health Examination (upon first entering a Tennessee school, including kindergartners)
- F. Immunization Record, including evidence of four doses (five preferred) of DTP/DTaP, DT/Td, DTP/Hib (one dose must have been received after the fourth birthday); four doses (five preferred) of Polio--OPV/IPV; Measles, Mumps, and Rubella--MMR (two doses); three doses of Hepatitis B (**required only for kindergarten and seventh grade student**); and one dose of Varicella (Chickenpox) (**required for entry into kindergarten**). In compliance with Rule 1200-14-01-.29 from the Tennessee Department of Health regarding Communicable and Environmental Diseases, Christ the King School must obtain proof of adequate immunizations prior to admitting a child. It is the duty of the school to enforce this regulation.
- G. Test Results -- educational, psychological, etc.

Applications will not be reviewed for acceptance until ALL materials from A, B & G are submitted.

Admission Priorities

Christ the King School will give priority in admission decisions to currently registered/enrolled students who are in good standing at the school and to the eligible siblings of currently registered/enrolled students. Christ the King School will then give priority to children of faculty members, followed by children of registered, contributing parishioners of Christ the King Church based on date of application.

A contributing member is one who is registered as a parishioner and who actively participates in the parish by engaging in volunteer activities that benefit the parish and/or by regularly providing financial support to the parish through established and documented means of contribution. Contributing member status is determined by the individual parish.

If there is availability after fulfilling these two priorities admission decisions will follow these guidelines in priority:

- Alumni registered, contributing members from other Catholic churches
- Registered, contributing members of our sister parishes without schools, i.e. Cathedral and Holy Family
- Registered, contributing members from other Catholic churches
- Non-participating members of Christ the King Church or other Catholic churches who will pay the non-participating Catholic tuition rate
- Non-Catholic students

Tuition, Books and Fees

Tuition rates and policies are reviewed annually by the School Board and Parish Finance Board. Parents are required to pay a deposit to secure a spot for their children. For previously enrolled students, parents will pay a fee per student. This deposit will be applied to the last month's tuition or the family's mandatory fundraising allocation. Monthly statements will be sent by the Business Office.

New families to Christ the King School will be required to pay a non-refundable registration fee equal to one tenth of their total annual tuition. This registration fee is due and payable within ten days of notification of acceptance in order to retain their place. This registration fee will be applied to their final tuition payment (normally the January 1st payment.)

Financial Assistance

A participating household of Christ the King Church, which has met its commitment during the previous calendar year, may apply for tuition assistance. In order to insure fairness and uniformity in financial assistance, the School Board has authorized Tuition Aid Data Services of St. Paul, Minnesota to evaluate a family's need for financial assistance. All families seeking financial assistance must complete and file a Parent Application Form, along with supporting documentation and application fee to www.TADS.com. From that report, awards are determined based upon available funds. All decisions regarding financial aid are made by the Tuition Management Committee and the information is kept confidential by the business manager. The principles of justice, equity and fiscal responsibility require that these policies be administered consistently and fairly.

Withdrawal

When parents withdraw a student from the school, they must provide the school written notification of the withdrawal. All payments for tuition and fees are **non-refundable**. Families who leave school during the school year are obligated for the full year's tuition. Because a registration form is a contract, families are financially obligated to pay for an entire year's tuition and fees unless the space can be filled by another family. There will be no reduction in tuition for children who leave Christ the King School during a school year.

A complete listing of all financial policies as well as tuition rates are included on the "Statement of Financial Policies" sent with the registration form used to secure enrollment. For a copy contact the Business Office.

SCHOOL FACILITIES

Many resources are used to maintain state-of-the-art, clean and safe classrooms, hallways, restrooms and play areas. Students should take pride in their school by maintaining clean lockers (no outside or inside decoration), hallways, desks, and/or cubbies. Writing or drawing on school property, including books, is not allowed; material displayed on school property must have permission from the Principal. All Christ the King students and adults are responsible for keeping the school clean. At all times we will help each other to keep our building beautiful.

Teachers are expected to maintain school property, especially their classroom and its contents. Each teacher is responsible for educating students regarding the proper care of school facilities, books and equipment. Any student who damages school property intentionally will be reported to the Principal. Teachers should be alert to the defacing of desktops, walls, or any other abuse to school property. Students must not draw or put stickers on CKS lockers, folders, notebooks or supplies. All supplies and books should be clear of graffiti.

Students will be enlisted to help clean each day. Certain duties must be performed daily prior to dismissal such as picking up all books and papers from the floor and putting chairs on desks or tables. Students are responsible for their personal desk and lockers as well as the appearance of the entire classroom.

Cafeteria

Hot lunch options will be served daily, except on half days. Milk, water and other beverages may also be purchased. Ice cream may be purchased after lunch has been eaten. Please contact St. Charles Catering for menu and payment options. Menus as posted on the school website.

Students may choose to bring a sack lunch. Carbonated drinks are not permitted with lunch. There is no use of vending machines during lunch or snack break.

Church

The Church is a community sacred space that requires respect and reverence. Students are expected to remain quiet and respectful of others in prayer at all times. Upon entering and leaving the church, students are to be silent.

Church Grotto

The Grotto area is available for outside instruction but more importantly, reflection and meditation. Students will not be allowed in the area without supervision. Students are to be quiet and respectful of all persons using the space. Students are not allowed to climb on walls, the Marian grotto, or water feature. The grotto is not to be used as a play area.

Library

Recognizing the importance of a well-equipped library, the school maintains an up-to-date holding of books, reference sources, and periodicals. Children are taught library skills and responsibility through the use of the library. These rules and regulations must be followed:

1. Students are allowed to check out two books at a time. To ensure accuracy of student records, books may be checked in or out only when the librarian or trained adult library volunteer is present.
2. Lost books must be replaced by the cash value of the book lost, as determined by the school librarian. Records or report cards may be held due to fines or books not returned.
3. Any student who has a record of unusual destructiveness or carelessness may be denied check-out privileges.
4. Students may only check out books in their own name.
5. Students may check out books appropriate to their reading ability. Students wanting to read material in certain sections designated as inappropriate for their level may only do so after the parent requests and reviews the book. Once the parent approves the material the student will be allowed to check it out. Parents concerned about specific library materials are encouraged to contact the Librarian.

School Yard/Play Areas

Students are to be supervised at all times. No food or drink is allowed from the cafeteria unless given permission by the teacher. All waste is to be placed in proper receptacles.

Student Commons and Community Areas

Students are to be supervised at all times. Students may not stand on the benches or tables in the area. Students may not use writing instruments or other materials to mark on the furniture. Food and drink should be disposed of properly.

Asbestos Notification

The Asbestos Hazard Emergency Response act of 1986 and the related EPA rule, Asbestos-Containing Materials in Schools, 40 CFR Part 263, subpart E, requires that we notify parents of all inspections, response actions, post-response action activities including periodic re-inspections and surveillance, either planned or in progress. Christ the King School is in compliance with the State of Tennessee TAHERA (Tennessee Asbestos Hazard Emergency Response Act) rules and regulations regarding asbestos-containing building materials. After

the completion of the construction of our new classroom and gymnasium wing, our school has no remaining asbestos-containing building materials. All relevant TAHERA documentation is kept on file in the school office. Please direct any questions about our compliance with TAHERA to the office.

ATTENDANCE

Your presence at Christ the King School means that parents desire a strong educational experience for their child. However, success requires as its foundation consistent and timely attendance. Given family demands, it can be difficult to arrive on time and we understand the occasional tardiness. If a student is chronically late, it undermines your student's ability to obtain the complete educational experience. It also sends the message to students that school is not important or is not a priority. Furthermore, when students walk in late or leave early, it disrupts the entire classroom as focus turns away from instruction.

We ask that you consistently arrive on time and show your children that you respect what they do in the classroom as much as you respect them. Please call the school if you are going to be late due to traffic, weather issues, or doctor's appointments.

Early Arrival

Students are to be dropped off each morning at the Oakland Avenue entrance no earlier than 7:00 am. Students arriving prior to 7:45 a.m. are to enter through the West Wing door and go directly to the cafeteria where they will be supervised. They may not go to the classrooms or lockers, nor may they loiter outside the building. Students are not allowed to go to the grocery store across the street after being dropped off. Pre K students must be escorted by a parent or older student into the building where a Pre K supervisor will sign them in.

Morning Care Program

The morning-care program is provided for all parents beginning at 7:00 a.m.. Teachers will escort students to the classroom at 7:45 a.m. K-8th grade students arriving after 7:45 and before 8:00 should enter through the West Wing or the front door and quickly proceed to the classroom. Pre K students arriving after 7:45 need to enter the school front door and a parent should sign the student in at the classroom.

Late Arrival

The first bell rings at 7:45 a.m. The school day begins at 7:50 a.m. It is important that students arrive on time for school. **Students who arrive after 7:50 a.m. are considered tardy. Parents will need to bring students to the front office for a late slip before going to the classroom. No late slips will be distributed during morning prayers.**

Absenteeism

A student should be present every day that school is in session, unless there is a very good reason, such as illness or death in the family. For known absences, parents should send a

written note of explanation regarding the absence and a date of return. If advance notice is not possible, parents must notify the school office between the hours of 8:00 and 9:00 a.m. that a student will not be attending school that day (615-292-9465). If a parent has not contacted the school office, the office will call parents at home or work. Any student who arrives three hours late or leaves school for more than three hours will be assigned a half day's attendance. In addition, a student must attend school for at least three hours for their attendance to be designated as a half day. **Students with half day absences do not qualify for perfect attendance awards at the end of the school year.** Attendance for less than three hours than three hours will result in a designation of a full day's absence. Verification of a student's absence is made by a written notice from parents to the classroom teacher on the day the student returns to school. An absence of more than THREE consecutive days should be accompanied by a doctor's excuse. Failure to provide verification will constitute an unexcused absence.

Unexcused Absence

Regular and timely attendance are essential for academic success. Students should be present with the exception of illness. In compliance with TN state law, the school must notify the parent in writing when a student has missed five unexcused days of school and then report the dates to the superintendent. These days do not have to be consecutive.

Extenuating circumstances requiring a student absence that is not illness related may be considered by the Principal on a case-by-case basis. Personal vacations during the school session do not constitute an excused absence. Chronic, unexcused absence may result in the student's dismissal from school.

Chronic Absenteeism

When a student is absent **or tardy for more than one-third of the days** (15 days) in a grading period, the Principal shall to determine whether the reason for the absenteeism/tardiness is legitimate. If it is, the Principal, in consultation with the child's teacher(s), will determine the necessary provisions to ensure that the student has the opportunity for keeping up with his/her work. If the reasons are not legitimate, the Principal must demand that the parents amend the situation immediately. Should they refuse, the Principal has the right to ask the parents to remove the child from school. Undue absenteeism impedes the educational process to the extent that sometimes the student should be retained. Students who are absent more than 30 days may be retained.

Missed Work

Students are responsible for all work missed while not in school. A student who is ill for one day should rest and take time to get well. It is not necessary to contact the school for assignments for one day of absence. For this reason, we ask that parents arrange doctor, dental, and other such appointments after school or on holidays. Upon their return students are responsible for contacting their teachers to obtain make-up assignments. If a student is absent for two days or more and a parent wishes to pick up assignments for the student, a request should be made through the school office before 10:00 a.m. Materials will be brought to the office after lunch for pick up at the end of the day or to be sent home with a sibling. A parent may pick up books and assignments after 2:30 p.m. in the school office. Work missed for a prolonged absence (one week or more) must be made up as soon as possible after the

student's return to school. Students will have the same number of days as absent to make up work (including Saturday and Sunday). Makeup work may not be given prior to an anticipated absence if the teacher's lesson plans are not ready. When the student returns, all makeup work will be given. The student should return ready to take any tests or quizzes assigned before the absence that were scheduled the day the student was out.

Early Dismissal

When it is necessary to have a student dismissed early, a phone call, email, or written note from the parent must be sent to the office. Parents must report to the office when they arrive to sign the student out rather than go directly to their child's classroom. Students who are signed out after 1:00 and prior to 2:50 p.m. will not be considered to have completed an entire school day and will be recorded as an early dismissal. Students with two unexcused early checkouts in one semester will not be eligible for perfect attendance. Students with excessive early checkouts may not be allowed to make up work. Medical appointments will be excused tardies/early checkouts if a note is provided from the doctor or dentist the day of the appointment or the day that a student returns. **Older siblings who pick up students early must have written permission from parents.**

Tardiness

Students arriving after 7:50 a.m. are considered tardy and must receive a tardy slip from the office for admission into the classroom. Within a quarter, if a student receives more than 7 unexcused tardies, a parent is required to sign a tardy form acknowledging the policy and consequences related to chronic tardiness. This form which will be placed in the student's record to document communication with the parent. At this point, the student will not be eligible for perfect attendance. Excessive tardiness will be considered on a case by case basis and a progression of consequences may be given up to and including dismissal.

Dismissal

The purpose of pick-up is to load students safely and quickly. For Pre K students this begins at 2:45 p.m. when parents must sign students out from the classroom. Closing prayers begin at 2:50 p.m. and students proceed to dismissal at 3:00 p.m. Please make every effort to be on time for pick-up at dismissal. Parents should notify the school office by phone call when they know they will be late. Students will not be released to unauthorized persons. If a student goes home with a classmate or parent other than a legal guardian, the legal guardian must send a written message to the teacher or inform the school office prior to 2:30 pm or the student will be detained until the parent is contacted. At the conclusion of dismissal, any student remaining in the building must be under direct adult supervision.

Afternoon Pick-up for car riders

Students in K-8 are dismissed from the cafeteria (Marian Hall) at 3:00 pm on full days and 12:00 pm on half days. All car riders are to be picked up in the back of the school at the Oakland Avenue entrance via the pick up line. There will be no front door car dismissal except for Pre K families due to increased traffic from neighboring businesses.

Parents must display name cards of those they pick up. Parents who arrive early for dismissal to visit or conduct business are asked to return to their vehicles at 3:00. Parents

may remain in their vehicles while teachers and safety patrol members direct students to cars.

For safety, parents are asked to refrain from using cellphones while cars are loading or exiting. Students are not allowed to walk unescorted in the church parking lot during dismissal time. If you pick your child up and then park, please escort them to the building. Students should not go back to parked cars in the lot until dismissal is over. Parents who park in the church parking lot are asked to delay leaving until all cars have exited the school dismissal line.

All students who have not been picked up by 3:15 p.m. will be sent to the after-school program, and parents will be charged the drop-in fee for this after-school service.

Arrival and dismissal procedures are published in a separate document and handed out a registration. Please inform all individuals who might drop off or pick up students of these procedures.

Walkers

Students who walk home from school will be dismissed from the cafeteria escorted by a faculty member and are expected to leave the premises as soon as they are dismissed.

Students are strictly prohibited from going to the grocery store across the street from the school or any surrounding businesses during school hours or while otherwise under the supervision of the School.

After-School Care Program

This program by Grow Academy is a service designed to help working parents and provide children in grades Pre-K - 8 with a safe, happy environment. Study time is provided as well as free play time and quiet games. Snacks and drinks are provided every day. The program is operated each day from 3:15 until 6:00 p.m. A list of openings and closings is provided with after school care information and may be obtained in the school office. On most holidays and snow days care is provided at Grow Academy's Kirkwood Avenue site. On school half days, care is provided based on need. Students must bring their own lunches on half days.

At the beginning of each school year all parents must complete an emergency form for before or after school care. In the event of an emergency or late pick up, parents should call the school and their children will be sent to after school care. Students not picked up by 3:15 will be sent to Aftercare and parents will be charged a drop in fee determined by Grow Academy. No students will be allowed to walk around the school or go outside unsupervised to wait for parents.

After School Activities

Students should go to dismissal where a coach or teacher will pick up the students. Students may not proceed to the practice areas until a coach or teacher is present to supervise. If a practice does not begin immediately after dismissal, students are required to leave the school grounds until the start of practice or be supervised by a parent or adult at all times. Loitering

at the store or other surrounding businesses is strictly prohibited prior to practice. Students will not be allowed in the school hallways after hours unless supervised by a coach, parent, or teacher. Siblings and carpool members of a team member may not be left unattended at school while practice is being conducted. Coaches and activity moderators cannot be responsible for students who are not part of their group. Unsupervised students who remain on the school grounds must go to the after-school program. If a student is going to practice from the after-school program, a written permission must be provided by the custodial parent in order for the student to be excused from the after school program to attend practice. If a parent supervises their own child before practice, the student must remain with the parent at all times. No running, roaming or exploring rooms or the halls as there are many activities occurring when school is out. If parents are volunteering, students must stay with their parent or go to after care. Students must remain at the practice/meeting site until their parent/ride arrives to pick up the student OR the coach/club moderator walks the student to after care.

Parents are responsible for supervising their students at school activities that are held outside of the school day, such as athletic events, parent events, conferences, etc. These policies are in place for the safety of all children while they are on the campus.

HOMEWORK

Homework is an extension of the learning that begins at school and may be assigned daily Monday through Thursday. It should provide extra practice needed to perfect skills and encourage individual initiative. It promotes independence, responsibility and good study skills. Teachers recognize individual differences in students; however homework is based on what the average child can accomplish. Christ the King School believes in the honor system, therefore it is expected that each student will do his/her own work unless the assignment is specified by the teacher as a collaborative assignment. The following guidelines will aid parents in gauging time spent doing homework exclusive of long-range assignments/projects, tests, etc.:

Kindergarten: Determined by the ability, skill and development of the individual student
Grade 1: May have 10 to 20 minutes a day
Grades 2 and 3: May have 20 to 30 minutes a day
Grades 4 and 5: May have 40 to 50 minutes a day
Grade 6: May have 50 to 60 minutes a day
Grades 7 and 8: May have up to 90 minutes a day

If parents observe that their child is spending an extreme amount of time (either more or less) on homework, please contact the teacher. A folder containing each student's work will be sent home with students every Friday. There are occasional exceptions to this. Parents are asked to review these papers, sign the folder, and send it back with the student on Monday. Lost folders will be replaced at cost while supplies last.

ACADEMIC ACHIEVEMENT

Report Cards

There are four report periods at nine-week intervals in the year for grades 1-8, and interim reports are made midway through each nine-week period. Report cards are sent home with students, except at end-of-year when they are mailed. Pre-K and Kindergarten students receive progress reports three times during the year. It is the policy of Christ the King School to withhold report cards for non-payment of tuition or other fees.

Pre K and Kindergarten have a checklist-style skills mastery report card that is not sent home until after the second marking period.

The grading system for grades 1 – 2 is:

| | | | |
|---|--------|---|----------|
| E | 93-100 | N | 70-76 |
| G | 86-92 | U | Below 70 |
| S | 77-85 | | |

The grading system for grades 3 - 8 is:

| | | | | | |
|----|--------|----|-------|----|----------|
| A+ | 99-100 | B- | 86-87 | D | 72-74 |
| A | 95-98 | C+ | 84-85 | D- | 70-71 |
| A- | 93-94 | C | 79-83 | F | Below 70 |
| B+ | 91-92 | C- | 77-78 | | |
| B | 88-90 | D+ | 75-76 | | |

Grading system for Computer, Art, Music, Spanish and P.E. as well as Conduct/Effort:

| | | | |
|---|--------|---|----------|
| E | 93-100 | N | 76-70 |
| G | 86-92 | U | Below 70 |
| S | 77- 85 | | |

E – Excellent G – Good S – Satisfactory N - Needs Improvement U - Unsatisfactory

Accommodations for students with special needs will be discussed in Student Support Plan meetings set up by parents and school. The school reserves the right to determine that a

student's educational needs, in the considered judgment by the School, cannot be met with reasonable accommodations by the School. This may require parents to make different educational placements for their child.

Weekly conduct grades will be posted in Option C based upon observed behavior for the week. Each of the student's teachers have input toward the weekly conduct grade including lunch and recess supervisors.

Failure of Courses

If a student fails a core subject (Language Arts, Math, Social Studies, Science or Religion), the subject must be made up in an accredited summer school or be tutored to grade level at the parents' expense. Parents must submit evidence of completion of the course or tutoring before registration. A report card with the passing grade must be submitted.

For a student's benefit, retention may be recommended. This may be due to lack of skills, immaturity, frequent absences or other difficulties. A failing yearly average in three major subjects or frequent and extended absences may warrant retention. If a decision for retention is possible, the parent will be notified to attend a conference before the final report card is issued.

Honor Roll

Students in grades 3 - 8 receive the following special recognition, based on grades in every subject, **including** Computer, Art, Music, Spanish and P.E.

Principal's List - Grade of "A" or "E" in all subjects **and** "E" in effort and conduct.

Honor Roll - Grade of "A," "B," "E", or "G" in all subjects **and** "E" or "G" in effort and conduct.

At the conclusion of the year students in grades Pre-K, K, 1 and 2 will receive special recognition for work well done and for good effort.

In early spring, those who have made the Honor Roll or Principal's List at least once during the first three quarters or at fourth quarter interim will be invited to an Academic Banquet, at which time they will receive recognition. Other forms of recognition related to Academic Achievement and Character Development will also be presented. Athletic and extracurricular participation will be acknowledged at our End of the Year Awards Ceremony.

Scholarships

The Jack Long Scholarship is a full scholarship awarded annually to a rising eighth grader. The Athletic Association provides the scholarship based on need, merit, academics, all around character and Christian values. This scholarship is given at the end of the year and is announced at the Academic Banquet. **The Patricia Van Echop Math Scholarship** is also a scholarship awarded to a student at the Academic Banquet for excellence in Math and outstanding Christian values. The **Annual Women's Council Scholarship** is a full

scholarship, which may be awarded to 1 student or split equally between 2 students. It is awarded to a rising 5th, 6th, 7th or 8th grade student based on Catholic conduct and effort with an academic average of C or above as well as an active participating membership in Christ the King Church. The scholarship funded by the proceeds of our annual **Art and Music** fundraisers will be awarded to two rising 5th through 8th graders who are good stewards of their gifts for music or art and use their talent for the good of the community; traditionally this has been one \$500 scholarship for Art and another \$500 for Chorus or Music. **The St. Charles Memorial Scholarship** is a scholarship based on teacher recommendation due to grades, Christian character, service and need. The **Knights of Columbus Scholarship** is a scholarship awarded by the parish Knights to a rising high school student. Nominations of students are solicited from the Jr. High teachers based on character and service. A recommendation is then made to the Principal and Knights Council for final selection. The **Dan Catignani Memorial Scholarship** is a \$1000 scholarship awarded to a rising eighth grade student based on character, leadership, academic average of B or above, athletic participation, and sportsmanship. The **Herb Williams Scholarship** is awarded annually to one or more graduating eighth graders based on athletic participation, sportsmanship, and character. A scholarship honoring Debbie Oldham is awarded to a rising first or second grade student based on based on exemplary classroom effort, attitude, and cooperation.

The Alice Valiquette Christian Citizenship Award is given to the student selected from nominees by homeroom teachers. The recipient of the award receives a small gift from the school.

National Junior Honor Society is a leadership and service organization that teaches students to be both scholars and citizens. Membership is open to qualified seventh and eighth grade students who fulfill the criteria of Scholarship (minimum cumulative average is 93 or above in core classes -- calculated from the 6th grade end of the year averages and 7th grade, 1st semester averages for seventh graders; seventh grade end of year averages and eighth grade first semester averages for eighth graders), demonstrate leadership with initiative, positive attitude and responsibility (at least three conduct grades of E for preceding four quarters), who serve and volunteer outside of expected situations, exhibit leadership through civic involvement and exemplify Christian character through self-discipline, faithfulness and honesty. Students who are eligible submit an application and are selected by committee. It is the responsibility of the student to turn in a complete application by the deadline for consideration by the committee. An induction ceremony of new members occurs early in the spring semester. Students are expected to maintain the NJHS standards at all times. Failure to do so may result in probation and/or expulsion from the society.

Academic Honesty Policy

Based on the unlimited access of information on the Internet, there is a policy that specifically addresses issues of academic dishonesty. Academic dishonesty is participating in a misrepresentation of submitted work in order to get a better grade or gain some other advantage. This includes but is not limited to all forms of plagiarism.

What's Included in Academic Dishonesty?

- Copying homework
- Doing one portion of an assignment and trading answers with a classmate
- Sharing an assignment
- Giving answers on homework
- Reusing a previously graded assignment
- Dishonestly grading an assignment
- Giving answers on a test
- Copying a neighbor's test, quiz, or assessment
- Looking at notes, study guides, handouts, or book during a test, quiz, or assessment
- Sabotaging another student's grade by falsely submitting work with deliberate mistakes or errors, particularly in online systems

What's Included in Plagiarism?

- Copying and pasting from another source
- Using direct or indirect quotes without proper citation
- Purchasing essays or papers

Helping versus Cheating

Parents/students may help one another with homework assignments by explaining concepts and showing examples of similar work or page numbers. Students may not give other students answers or allow a classmate to copy his/her work. Under no circumstances may students help each other on quizzes and tests.

Parent-Teacher Relationships

Parent/Teacher conferences are encouraged to build strong relationships and collaboration for student success. Any time a teacher or parent considers a conference is necessary, arrangements can be made through the school office or personally with the teacher. Parents are asked not to go to the classroom before school for unscheduled conferences. During school hours, messages for teachers may be left on voice mail or in the school office. Please note that teachers may not be able to return voice mail or email messages until the next day or for part time teachers, when they return to the school to teach. For part-time teachers, parents are encouraged to leave a call back request in the front office, which will then be communicated to the teacher by mailbox. If it is an emergency, please contact the front office.

Scheduled Parent/Teacher conferences are held twice a year. Impromptu meetings before or after school, night meetings, athletic events, social events, etc. are never times for Parent-Teacher conferences. Proper scheduling of conferences ensures that parents and teachers are prepared for the meeting and that confidentiality will be safeguarded.

When problems arise, there are certain procedures that should be followed:

1. The parent should contact the teacher first. Call the school any time during school hours and your call will be returned within 24 hours after the teacher returns to school. Some teachers work part time so they will not be able to return the call the day after the parent leaves a message. If you have questions about a teacher's

schedule, call the front office to ask when the teacher will return. Teachers will schedule a personal conference if requested—the main office does not schedule personal conferences for the teachers. (Conferences should never be held in the hall or in front of a class.)

2. If the parent-teacher conference does not resolve the matter, then the Principal may be contacted. Call any time during school hours and your call will be returned. A conference will be scheduled which will include the parent, teacher, and Principal.

The faculty and administration of Christ the King school are part of the ministry and community of our parish. As such, employees of the school should be addressed with respect by parents and students in any situation, giving the employee benefit of doubt when making an inquiry. Approaching a teacher with anger or disrespect is nonproductive and never in the student's best interest when there is a problem to be solved.

STANDARDIZED TESTING

Standardized achievement tests are given each year. All schools of the Diocese of Nashville administer the Iowa Assessment in grades K-8. These tests will be made up ONLY in cases of serious illness or other unusual circumstances. Students missing tests due to vacations scheduled during this time will not be allowed to make up tests.

Parents, teachers, coaches, and scout leaders are asked to curtail all extracurricular activities after 6:30 p.m. during the week of Iowa Assessments. Classroom teachers may assign short homework, but no tests or major projects during this week. Reports for individual students will be mailed with the end-of-year report cards.

Students in grades 3 – 8 take the ERB Writing Assessment (WRaP) early in the fall to evaluate and to help students develop their skills in narrative, informative, and persuasive writing.

Students in grades 3, 5, and 8 take the diocesan religion curriculum assessment on Survey Monkey when scheduled by the Catholic Schools Office in the spring. Individual results are not sent home for this assessment.

STUDENT UNIFORMS AND PERSONAL APPEARANCE

Uniform

The purpose of uniforms is to minimize distractions so that an atmosphere conducive to learning is fostered and responsible behavior is expected. Standards for appearance and conduct are expected not only during the school hours but also when wearing team uniforms,

field trip shirts and other dress codes related to School activities. Uniforms are worn in all grades Pre K-8 at all times unless permitted otherwise.

Teachers and parents are responsible to see that the uniform policy is observed. The classroom teacher will check uniforms daily. Uniform infractions unable to be corrected immediately must be corrected by the following day (haircuts within 48 hours). Repeated uniform infractions may be considered a conduct issue and can potentially have an impact on the conduct grade. At the mid-year, all infractions will be dismissed and students will begin the second semester with a fresh start. Faculty will review the policy with students to ensure understanding.

If a student's clothing is inappropriate for school wear, a parent may be called and asked to bring appropriate clothing. CKS administration reserves the right to determine whether an infraction/violation of the uniform policy exists. Please keep this in mind as it may mean a parent would have to leave work or miss an appointment. We trust that your family will help us maintain our dress code at all times.

Since 2006-2007, Parker Uniform Company has provided all new items for our school uniforms. Order forms and further information about Parker are available in the school office.

Uniforms must be clean, stain-free and without holes. Blouses and shirts must be tucked in and buttoned at all times. Hems must be sewn rather than using pins and staples. Uniforms must be sized appropriately for the student.

Summer uniforms may be worn from the opening of school until Thanksgiving and beginning the third full week of March. Otherwise, the winter school uniform must be worn.

All articles of student clothing or apparel of any kind should be marked with the name of the student. Unmarked articles left at school will be sent to Lost & Found and then disposed of at the end of the semester.

Used Uniform Sale

Used uniforms are sold through the Home & School Association at Registration in the fall and again in the spring. The school reserves the right to reject or discard uniforms that are in bad repair or do not meet the school's uniform policies. Unsold uniforms will be returned to the family after the sale. Only uniform items purchased from Parker Uniform Company may be sold at the used uniform sale.

Girls Uniform

- Girls in grades K-4 wear uniform plaid jumpers, navy skorts, shorts or slacks with white, round-collared blouses or white knit shirts.
- Girls in grades 5-8 wear uniform plaid kilts, skorts, navy blue shorts, or navy blue dress slacks with white button-down collared blouses.

- The summer uniform consists of navy blue walking shorts, skorts or the usual jumper or skirt, and the uniform blouse or shirt. White knit shirts may be worn with shorts or skorts.
- Hemlines for kilts and jumpers must be at the top of the kneecap.
- Uniform skort and short length should be mid-thigh or below in length.
- It is suggested that shorts be worn under jumpers and skirts. Shorts must be shorter than the hemline.
- White blouses/shirts must be solid and plain, with only the “CKS” logo allowed. All except top button must be buttoned.
- Shirts and blouses should be fitted and completely tucked in. The waistband must be clearly visible.
- If a tee shirt is worn under the shirt or blouse, it must be solid white without color, printing, or design.
- Hair bows and ribbons must be colors that complement the uniform, such as navy blue, black, red, white, gold, or green; neon or pastel colors such as purple, turquoise, pink or yellow are excluded.

Boys Uniform

- Uniform navy blue dress pants and light blue button-down collared or knit shirts are the uniform for boys. Navy blue walking shorts or pants may be worn before Thanksgiving and beginning the third full week of March.
- Belts may be blue, black, navy or brown and must be worn with pants that have belt loops.
- If a tee shirt is worn under the shirt, it must be solid white with no color, printing, or design.
- Shirts must be completely tucked in with the belt and/or waistband clearly visible. All except top button must be buttoned on shirts.

Winter Uniform

- Only navy blue uniform sweaters (long sleeve pullover, sleeveless pullover, cardigan or vests) OR red fleece pullovers/vests with the CKS logo are part of the winter uniform. Sweaters and fleeces should be neat and well fitting rather than over-sized. The administration understands that individuals have varying comfort levels and may not need a sweater or fleece in the classroom, but students should bring their fleece or sweater to school daily and have it available in their cubby, locker or backpack every day. Other outerwear will not be worn with the uniform except for outdoor recess.
- Shirts and blouses may be long or short-sleeved. Solid white turtleneck shirts may be worn under the shirt or blouse for warmth.
- In cold weather, girls may wear navy, black, or white tights or leggings that fit as tights, with crew socks on top.
- During cold or inclement weather, students should wear an outer layer of clothing for protection. Student pullovers and sweaters alone are not adequate coverage for cold days. Students may layer over or under their fleece/sweaters with a non uniform coat, sweater or sweatshirt that can be removed after recess.

Socks

- Socks for boys or girls (or girls' tights/leggings) must be solid navy, black or white **crew socks (extend above the ankle) or knee socks** without logos or designs.
- Little girls anklets sold at Parker uniform with the plaid ruffle are allowed.
- Girls may wear tights or leggings that fit as tights, with crew socks on top covering any gap. Teachers may request that a student wearing loose-fitting leggings or tights remove them and wear only socks.

Shoes

- Sneakers must be a lace-up or Velcro athletic shoe with a **base and shoelace color of white, navy, black or grey.**
- Accent colors may be any color including the pastels of pink, lavender etc. or neon AS LONG AS the accent is no more than 25% of the entire shoe including the sole.
- High Tops, buckles, slip-ons, charms, lights, rollers or characters on shoes are excluded from uniform attire.
- **Students 5th-8th grade:** Students in grades 5-8 may wear "authentic or original style" Sperry like shoes (the original 2 eye boat shoe) with the upper material being ONE color of black, tan/sahara, navy or brown. The material may be of different textures as long as it is the ALL the SAME color shade. Shoes must be laced and tied or knotted. Please note Sperry's are an option. Students in 5th-8th may choose appropriate athletic shoes as their uniform shoe (see below).
- **Students in Grades 1-8th will need to have TWO pairs of shoes for school--**one to wear around the school/home/etc. and another set of athletic shoes for PE/inside sports only. Please note that the PE shoe can be any type, color, style—it can be a current pair of athletic shoes that are washed and not worn outside. It can be a non-expensive sneaker or the pair of sneakers your child has always wanted. The design and color of these shoes can be any color or style. The only requirements are the shoes may not mark the gym floor and should not be worn outside. Please write the name in your child's shoes as we have many pairs floating around campus. Coach Vance will check shoes for marking the first week. We encourage parents whose children will play inside sports to purchase a pair that can double for PE and for the inside sport. Athletic shoes that are found to leave a mark will need to be replaced. Students will bring their PE shoes with them and change in/out during PE time. Pre K and K only need one pair of uniform shoes that fit the uniform requirements to wear for school and PE class.

To reiterate:

Pre K and K Sneakers within uniform colors—same shoe for PE and School
1st-4th Sneakers within uniform colors for School; any athletic shoe for PE
5th-8th Sneakers within uniform colors OR Sperry like shoes for School;
any athletic shoe for PE

Hairstyles

- Hair should be neat and well-kept in conservative hairstyles and the student's natural hair color. Ethnic hairstyles, such as Afros and corn rows, should be of moderate

length. Students not complying with this rule will be required to recolor or restyle their hair.

- Length - Hair for boys may be no longer than the top of the collar and may not come below the middle of the ears. Hair length is not to extend beyond eyebrows in front. For both boys and girls, hair must be kept out of eyes either with a haircut or hair accessories. Students who receive a warning or infraction for hair must receive a haircut within 48 hours or send in a parent note stating when an appointment will be obtained.
- Girls may wear headbands, bows, or clips in school colors (school plaid, red, navy blue, black, green, or gold).
- Head coverings, hats, bandanas, head scarves, flowers, feathers, beads, or other hair decorations are excluded from the school uniform.

Make-Up

Girls in 7th and 8th Grades may wear foundation and concealer in natural tones as the only acceptable make-up. Girls in grades 7 and 8 may wear one color of nail polish on all fingers of their natural nails, without additional embellishments.

Jewelry

Girls: Jewelry should be simple and modest. Only one set of post earrings, without dangle, or hoop earrings smaller than a dime may be worn. Earrings or piercing will only be permitted when worn on the ear lobe. **Either gender:** A religious medal or cross on a chain may be worn and must be longer than choker length. Students may wear only medical bracelets or watches on wrists.

Exclusions

Earrings for boys, body piercing for boys or girls, body ink of any kind including temporary or permanent tattoos, or writing on the skin with pen, marker or any other color are excluded from the acceptable uniform. Due to potential contact at recess or in PE, students may not wear rings.

Spirit Days

Certain days in the school year may be designated by the Principal as Spirit Days. The dress for those days will be t-shirts, shirts or tops with CKS logos or shirts in solid red or gold, with tan khaki or blue denim skirts or long/short pants, and uniform shoes. No jeggings or leggings for girls except with a skirt or dress.

Out of Uniform Days

On days designated as dress up or out of uniform, students are expected to dress in modest clothing. At all times, CKS students will represent themselves in an appropriate dress becoming of a Catholic student. Students earning individual out of uniform passes may not use the passes on liturgy days (usually Tuesdays and First Fridays) and **MUST** ask permission from the homeroom teacher twenty four hours **PRIOR** to the use of the pass. This prevents students from wearing dress not suited for an occasion and parents from having to come to

school to bring a change of clothes. Students not following the guideline will lose their out of uniform pass and receive a uniform infraction.

Students may be allowed to come out of uniform with permission for special occasions provided the following guidelines are observed:

1. Clothing must be free of holes, tears and frayed edges.
2. Students may wear athletic shorts that are clean and modest in appearance. This excludes "cut off" shorts, short shorts, boxer shorts, shorts with writing across the back.
3. Hem length of skirts, shorts or skorts must be mid-thigh level or below. Shorts may be worn during summer uniform months.
4. No sweat pants or bottom clothing of sweat pant material.
5. Leggings may be worn under a skirt or dress only.
6. Clothing should be an appropriate size to fit the student.
7. Shirts with offensive advertisements or wording regarding items prohibited to persons of school age (bars, tobacco, alcohol) and low cut, tight-fitting, "see-through" shirts or tank tops are excluded.
8. Straps on shirts must be three inches or more in width.
9. Shirts and tops must cover the waistband of pants or shorts, covering the midriff.
10. For sanitary and safety reasons, any shoes worn to school must have a back strap or cover the whole foot. Teachers may restrict students from certain play activities if they deem shoes are not safe for the activity.
11. Concealer and foundation of natural tones are the only facial make-up that may be worn.
12. Girls may wear nail polish of any color on their natural nails on out-of-uniform days provided it is kept neatly manicured.
13. Due to safety, the earring and ring requirements remain on out of uniform days. Students may wear other jewelry that is in good taste.
14. All exclusions to uniform policy above apply on out of uniform days.
15. It is expected that students will look neat and clean at all times.

CONDUCT AND DISCIPLINE

Policy

The policy at Christ the King is a positive one, in keeping with our mission and purpose to teach students to reach out with kindness, empathy, respect and patience. We believe that every student has the right and responsibility to learn and that every teacher has the right and responsibility to teach. This is best accomplished in an environment of mutual respect where desired behavior is modeled, reinforced, and recognized. In dealing with behavioral issues, compassion is exercised with due regard for the school's responsibility to maintain an atmosphere of Christian morality and discipline, and to protect other students from confusion or doubt regarding the importance of traditional moral teachings of the Church and the

disciplinary policies of the school. Privacy of all students involved is protected as best as we are able.

Each teacher will post classroom rules at the beginning of the school year. All teachers will instruct their students in class rules and procedures through explanation, modeling, and practice to ensure understanding of expectations. Each teacher will communicate the positive consequences for following rules and negative consequences for not following rules in their class. The rules of all ten homerooms will be considered by the Student Council with the assistance of their moderator and the principal to update the list of school-wide rules. These will be displayed in the school hallways. The Policies in the Parent and Student Handbook give detailed expectations for how these rules are to be followed.

Students who exemplify the behavioral expectations by “going above and beyond” may receive a “Crowned with Pride” slip that will be announced weekly and displayed in our front hall. All slips will be sent home at the end of the quarter. Classes may be recognized by a teacher or the principal for meeting behavioral expectations as a group.

Weekly conduct grades will be posted in Option C based upon observed behavior for the week. Positive and negative behavior points will be recorded by teachers using the ClassDojo app. Each of the student’s teachers have input toward the weekly conduct grade including lunch and recess supervisors.

Our goal is for our school to be a community that is safe, respectful, compassionate, and responsible. Therefore the following expectations were developed to help achieve this goal.

General Expectations of Students

1. All students are expected to maintain a high standard of conduct. Students and parents are reminded that the student is a representative of Christ the King School at all times. Accordingly, students are expected to conduct themselves as representatives of Christ the King School, both on and off campus. Intervention may result from conduct on or off campus that reflects negatively on the principles of Christ the King School.
2. Be considerate, courteous, and polite to others at all times.
3. Use good manners, including “please”, “thank you”, “yes” and “no”.
4. Follow all school and classroom rules and procedures.
5. Follow directions of any teacher or staff member the first time given without arguments or stalling.
6. The hallways and locker areas are quiet zones during school hours for all students and adults.
7. Students should keep voices low and behave responsibly in bathrooms.
8. When a visitor enters the classroom, students should respectfully acknowledge their presence according to the teacher’s instructions.
9. Be punctual for class and come prepared with all assignments and materials.
10. At the beginning of each year, students are asked to make a commitment to do their best work without giving or receiving assistance on work that purports to be their own. Students are responsible for quality and completed work that reflects their

personal learning achievements. Students should not share or use information from another student unless given direct permission from the teacher. See Academic Honesty Policy.

11. For safety reasons, always walk inside the building unless in the gym.
12. Leave toys and trinkets at home unless part of a class activity.

Serving Line/Cafeteria

1. Wait quietly in single file when in the serving line. Speak politely to servers and say "please" and "thank you."
2. Keep voices at conversational level during lunch.
3. Five to six students may sit at each table section. Eight students may sit at round tables.
4. Seats can only be reserved by sitting in them.
5. Once seated, stay in your seat until you finish eating. Sit on your bottom and face forward.
6. Follow instructions of lunch supervisors. Remain silent after the whistle is blown to hear instructions. When the supervisor is finished talking, only then may you begin talking.
7. Use good table manners while eating and speak in a quiet voice. Always speak respectfully; say "please" and "thank you."
8. Clean up your own space, spills, and mess.
9. Students are to be in uniform while in the lunchroom.
10. Eat only your own food and use only your own money.
11. Keep hands, feet and objects to yourself.
12. If you need to pass an item to another student, do so safely and appropriately.
13. Ice cream may be purchased only after all lunch has been eaten. Dessert/ice cream should be eaten after lunch.
14. Vending machines may only be used before school or after dismissal.
15. Students should remember their materials and money when they come to the cafeteria. Once they are in the cafeteria, they must remain there until their teacher come to pick them up.
16. Students going to an alternate activity during recess time must remain in the cafeteria until the adult supervisor of that activity comes to the cafeteria.
17. Each student is responsible for cleaning his/her own table space.

Microwaves

1. Due to need for supervision, only students in grade 3-8 will be able to use the microwaves.
2. Students should limit their heating time to 3 minutes.
3. Students should bring all materials from home in microwave safe containers.
4. If food explodes or spills over, then that person has to clean it immediately. If clean up takes the lunch period, then the student may eat their lunch in the cafeteria during recess.
5. Only students heating up food should stand in the microwave line.

Outside/Playground

1. Store lunchboxes next to building in orderly line away from the doors.
2. Play safely in assigned area.
3. Leave rocks and sticks on the ground.
4. Tackling and pushing, hitting or grabbing other students is forbidden.
5. Put trash in containers.
6. Go down the curly slide feet first. Go up the ladder.
7. Take turns, one at a time, on the swings. "Side" swinging and jumping from swings are prohibited.
8. Use playground equipment as intended. Sitting on top of playground equipment is unsafe and is prohibited.
9. Walking or climbing on the rock wall where it is over waist high is unsafe and is prohibited.
10. Students should patiently wait for others to complete their turn.
11. No holding spaces or cutting in lines.
12. Balls should be hit, thrown or kicked in a responsible way so that they stay inside the fence and avoid hitting the building.
13. Students must stay inside the fenced area at all times. Only teachers may retrieve balls.
14. It is unsafe to speak to strangers while on the playground.
15. Students should ask to go inside to use restrooms.

If a problem arises, students should:

1. Tell the person to stop the inappropriate behavior.
2. If it does not stop, walk away.
3. If the problem continues, consult a teacher.

Prohibited Conduct

1. Chewing gum
2. Spitting
3. Throwing any object such as sticks, rocks, pencils, pens, etc.
4. Academic cheating or dishonesty about behavior or conduct. Academic cheating involves submitting work that is not your own. See Academic Dishonesty Policy.
5. Public displays of affection between two students that are inappropriate for the school setting
6. Fighting, pushing, or hitting
7. Deliberate damage to school property
8. Deliberate damage to property of other students
9. Disrespect and/or disobedience to teachers or staff
10. Disrespect to other students
11. Deliberate exclusion of any student
12. Verbally harassing or threatening others with physical or emotional harm
13. Writing, delivering or electronically transmitting any harassing or threatening notes or lists to others for any purpose

14. Text messaging, instant messaging, posting, recording or social networking except under direct supervision and direction of faculty or staff
15. Use of **cellphones** during the school day, including dismissal and before or after school care. Please consult the Acceptable Use Policy related to technology, including cell phones, Blackberries, etc. **Any student found using electronic devices without permission will have the item confiscated and a parent must come into the school to reclaim the item.** The school reserves the right to examine any technology without parental permission to determine if a violation has occurred.
16. Leaving the school grounds without permission during the school day
17. Use of profane or vulgar language including sexual innuendo, slang words for body parts, racial or homosexual slurs, and any language that is an affront to human dignity, tearing down or attacking another person or class of people.
18. Possession or use of Controlled Substances at any time on or off campus
19. Stealing or possession of stolen articles
20. Matches or cigarette lighters are not allowed. Possession of any weapon, including but not limited to hunting knives, pocket knives, handguns, BB guns, pellet guns or any credible simulation of these items on school grounds or at any school related activity are prohibited.
21. Any conduct inconsistent with Christian values and morals.

Bullying Policy

In accordance with our Christian mission, Christ the King School has taken initiative to identify, and to the greatest extent possible, prevent bullying situations and to address situations in a fair and compassionate manner. Bullying is defined as repeated acts of verbal, physical and emotional or social aggression by individuals who have more strength, confidence, status or aggressiveness over another student. This may occur in the classroom, while changing classrooms or in transitional areas such as bathrooms, on the playground, during school practices or events, via the Internet, by spreading rumors, or by excluding others, to name a few. According to TN state law, bullying is about harassment and intimidation that significantly interferes with a student's educational benefits, opportunities or performances.

As a school, we will pledge to educate ourselves and to strive to create an environment that is safe for all within our community. In order to cultivate this culture, we all need to work together and to communicate as quickly as possible to prevent bullying at our school. Our approach to bully prevention involves actions at the school level, class level, and individual level. School level activities encompass education, awareness, and supervision. Educational opportunities will be provided to the community via Internet, classes and assemblies. Class level intervention occurs through regular class meetings in the homerooms led by the teacher or school counselor. Individual interventions involve reporting, investigation, conferences, and consequences in the discipline plan.

If a problem arises, students should 1.) Tell the person to stop the inappropriate behavior; 2.) If it doesn't stop, walk away; 3.) If the problem continues, consult a teacher or other adult. We are not asking students to "tattle" but more importantly, report a situation so the teacher can mediate a situation that students may not know how to handle. Working out conflict is a life

skill; however, asking a teacher to help when prior steps have not worked allows a teacher to remind students of expectations, be more aware of situations that need closer surveillance, and document behavior for further intervention.

Students are expected to support one another and help prevent bullying through positive choices becoming of our Christian mission. If a student is a victim or witnesses a bullying situation, the student is encouraged to report the incident to the teacher either by writing a note on a graded paper, email from home or talk with a teacher at a time safe for the student to remain anonymous. Parents are encouraged to support their children in their choices to not allow bullying and/or to report acts of ongoing conflict in writing as soon as you are aware. This allows us to consult within our team to determine if the conflict can be mediated among students or needs to be addressed as bullying. Parents should encourage students to work within the school system to help address any situations.

The faculty and administration will keep track of covert and overt acts of bullying and apply consequences. When a repeated pattern is identified and documented by the faculty and administrator, an intervention will be implemented to address the behavior. It is important to allow the process to be engaged as quickly as possible as the school can only treat a first time report as such even if prior acts were committed but unknown. Consequences may range from a warning with an apology written by the student and signed by the parent, a conduct referral, mandatory individual counseling, conflict resolution, classes on group mediation, and/or implementation of a behavior plan with probation to suspension or expulsion. These consequences will be determined on a situational basis by the Principal, with the assistance of the Discipline Committee as deemed necessary.

It is our belief that through education, character formation, leadership building, and by working together, we can create an educational environment for our students which demonstrates warmth, adult involvement, responsibility, healthy relationships and Christian love.

Disciplinary Procedures

Behavioral problems will be dealt with on an individual basis. The age of the student and the nature of the offense will be taken into consideration when correction is necessary. Students may be referred to the Principal for severe infractions. If a student is referred, they will receive a conduct referral as documentation to parents that a student has exhibited behavior that extends beyond a classroom plan and therefore requires consequences not listed on a teacher's plan. Please note that conduct referrals are not part of a student's permanent record. A pattern of behaviors may result in a behavior plan or probation. An administrator and/or teacher(s) shall thoroughly investigate any alleged disciplinary violation and interview all the parties involved prior to instituting corrective action. In the case of an extreme infraction or in the case of chronic problems, a Faculty Disciplinary Committee will consider the situation and recommend a disciplinary action by the Principal. Normally, the committee, which includes faculty members and school administrators, will also include the student's teacher, as an ad hoc member.

Behavior Contracts or Probation

In the event of conduct harmful to self or to others, the student may be placed on probation or contract for a determined period of time. This period is part of a constructive plan to encourage appropriate behavior. A behavior contract may involve additional requirements and/or restrictions on the child during a time period, which may be extended or shortened as circumstances warrant. This may include mandatory counseling. The behavior contract may include restricting the student from all extracurricular activities including, but not limited to, sports, scouting, drama and forensics. Students or families not complying with behavior plans or probation may earn more severe consequences such as suspension or expulsion.

Suspension

In the event of serious disruptive behavior harmful to self or others, a student may be suspended. Suspension may be in school or out of school. In-school suspension will result in the child being isolated from his/her classroom. Parents will be contacted concerning the suspension. Each day the child is suspended, he/she will be expected to do work in each subject assigned as well as additional work to reflect upon appropriate behavior. All assigned work must be completed and acceptable in order for the student to be reinstated in school. Whether suspension is in school or out of school, parents and child must meet with the Principal prior to readmission to classes. Suspension includes all extracurricular activities, including but not limited to, sports, scouting, drama and forensics.

Immediate Suspension Pending Investigation

A student may be suspended pending a thorough investigation when there is probable cause to believe that the student has possessed or consumed or sold Controlled Substances; or had in their possession a weapon of any kind, real or simulated, or fireworks, on school property or at any school related activity; or when the progress or efficiency of the school makes such immediate suspension necessary.

Expulsion

Diocesan policy for elementary schools requires that the Principal, in consultation with the Pastor, make the final decision whether a student will be expelled. If the decision to expel is made, the Principal shall inform the superintendent of schools. Expulsion may be considered, even on the first offense, for extreme and serious disruptive behavior harmful to self or to others. Expulsion may also be considered for repeated conduct detrimental to the progress or efficiency of the school.

Appeals of Disciplinary Decisions

The approach to discipline at Christ the King School is to correct a behavioral problem, not to simply punish the child. Teachers are to reflect upon consequences that are appropriate to the level of severity but also encourage the student to correct the behavior. Consequences given by the administration will be communicated by a written conduct referral, email or phone call and documented in OptionC. Parents are expected to cooperate with the school when disciplinary action is taken.

In the event parents are not satisfied with the disciplinary action taken by the school, the parents may make a written request for a review of the disciplinary decision by the Principal and Faculty Discipline Committee, followed by the Pastor, and then the Diocesan Superintendent of Schools. Nothing herein shall obligate the Pastor or the Superintendent of schools to review any decision imposed in accordance with diocesan policy. Any review sought by the parents shall take place at the earliest opportunity following the announcement of the disciplinary decision by the Principal.

Corporal Punishment

Corporal punishment is not administered at Christ the King School.

It shall be understood that students may be subject to serious discipline, suspension or expulsion for matters for which no written rules have been published herein. Chronic misbehavior and major displays of inappropriate attitude may constitute cause for dismissal.

ADDITIONAL POLICIES

Parental Access

State law requires that schools give full access to biological parents, including visits, access to grading, school work and notification of events. If a student is not allowed to leave with or have no/limited access to a biological parent, the relevant court documentation must be submitted to the administration.

Textbooks

Rented textbooks will be assigned by the teacher and should be covered at all times. Parents should check the condition of all rental books and note any irregularities on the front cover where your child was assigned the book. Students are responsible for the rental book assigned and parents must pay a replacement fee for any lost textbook before a new one is issued.

Morning Care

Before Care is provided from 7 a.m. (7:15 a.m. for Pre K) in the Parish Hall until teachers escort students to the classroom. During this time, students are required to follow directions of the supervisor and follow all school rules. Homework may be done at individual tables, but not at the class tables. Students may not use any electronic devices, including cell phones, during Morning Care. Devices are subject to confiscation. Students may not connect to the parish guest Internet network with any device, even if the device connects automatically without user intervention.

Morning Snack

To increase instructional time, teachers will allow time for a mid morning snack in the classroom. Parents need to provide a water bottle or water as well as hand held item to eat.

Students may purchase snacks **before** school to put in their backpacks from the vending machine—no sodas or juices.

Lunch

Students may bring their lunch each day or purchase lunch or beverage from St. Charles Catering. Parents should not pack carbonated beverages or items that require additional refrigeration. Use only a thermos that fits in your child's lunchbox. For sanitary and safety reasons, fruit and snack containers may not have metal pull top openings--they are a potential hazard for cuts while opening. Teachers will not open containers with metal pull-tabs. Parents will need to empty their food into plastic containers with lids.

Parents, relatives or family members are encouraged to join their children for lunch. Advance notice is appreciated. Please check in at the front office to receive a visitor's pass before proceeding to the lunchroom. A visitors' table is set up in the cafeteria each day for parents or relatives to eat with their children. Only students who are related to the visitor may join the visitors table. For other students to be excused from eating with the class, a written note must be sent to the front office by the child's parent granting permission. Parents may attend recess with the class in special circumstances with permission from the principal.

Birthdays

If your child is celebrating a birthday, you may choose to bring treats for the class. These treats can only be served at lunchtime. Do not send treats to be handed out at the end of the day. It is preferable that a parent be present to pass out treats and aid in clean up after the treats are served. All treats must be in individual servings vs. a whole cake that must be sliced. Nutritious items such as popcorn, fruit salad and trail mix are preferred. The parent must furnish all paper products that will be necessary to serve the treats. Please let the teachers know the day before if birthday treats will be served so students won't purchase ice cream, etc. The teacher will also check for possible allergies or dietary restrictions. It is preferable that parents choose treats that can be consumed by everyone in the class. Out of respect for all students, invitations to parties outside the school may not be distributed in the classroom, unless the entire class or all students of the same sex are invited. Early checkout for off-campus parties is disruptive to the school day and not approved by administration. Parents are asked to make arrangements for after 3:00 p.m. dismissal.

Counselor

A trained counselor is at Christ the King full-time. Teachers or parents may refer a student who is having difficulty academically, emotionally, or who is experiencing the loss of a parent or relative due to divorce or death. Before a counselor may see a student, the parent must be notified and give written permission. However, the counselor may see a student once without parental permission in case of necessity. By state law, any adult who suspects neglect or abuse of a student is required to contact Child Protective Services who will then investigate the claim. The school may not be allowed to contact parents if CPS were to visit with a child; notification is done by the CPS.

Messages/Telephone Use

Students are not allowed to use the telephone unless they have permission from the office. To minimize classroom interruptions, please discuss pick-up plans, lunch situations and after-school activities before school. Students may only use the telephone in the office in case of emergency or illness. Parents should not call the school to leave messages for students except in an emergency. Students are not allowed to use cell phones while on school property, during the school day or during school activities—if seen, the phone will be confiscated. If an electronic device is confiscated, parents must come in the school personally to collect confiscated items. No text messaging, instant messaging, posting, recording or social networking is allowed during school hours.

Audio/Video Recordings

Any form of electronic recording of classroom sessions without prior written permission of the teacher is prohibited. Families should be aware that audio and video recordings may be made by the school for the purpose of teacher evaluation, observation and coaching, and that sessions with student teachers are also subject to recording for educational purposes.

E-Mail Guidelines

During registration the school collects email addresses for communication. These are published in the school directory unless otherwise indicated and given to volunteers such as room parents for school communication. Parents are also encouraged to sign up for the email group on the school webpage for email blasts. Email addresses will not be given to outside organizations or for any person to use for other than CKS related business or as contact for diocesan high school admissions.

E-mail is a fast and convenient way for many parents to communicate with teachers; however care should be taken in order to preserve the finite time the staff is able to spend with students. Some teachers read their email messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents. In recognizing these factors, the following guidelines are to be followed when using e-mail:

1. Please limit the number of emails per child to no more than two weekly.
2. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is to go home with another student since the teacher may not read it before dismissal. Instead please inform the office staff via telephone or send a note ahead of time.
3. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. Email messages on these matters are often not the best way to communicate clearly about such topics. If you choose, you may use e-mail to request and schedule a personal conference.
4. Please remember that email is not confidential. Confidential information should be conveyed by phone or personal contact.
5. Please identify yourself in the subject line of your e-mail message and the name of your child. ("Jane Doe re: John.")

6. For all medical or health concerns, please contact the school office by telephone.
7. Please keep all contacts professional. Do not send or forward jokes, stories, chain letters, or commercial solicitations as they are inappropriate and reduce valuable teaching time.
8. Parents should respect the relationship of teachers, students, and other parents by refraining from using class distribution lists to air grievances or for commercial purposes.
9. Please keep the tone of emails positive and respectful in order to maintain a collaborative relationship with school personnel.

Remember that e-mail is a quick way to send a message, but it is not necessarily the best way to get a quick reply.

Social Media

Christ the King encourages responsible and respectful use of social media by parents and students. Our staff, parents, and students reflect varying traditions, values, and points of view. Posts or comments should be respectful and should help build and support the school community.

Deliveries

Forgotten items from home such as books, lunches or clothing should be dropped off in the office. The items will be delivered at a time that doesn't disrupt instruction.

Visitors

Visitors are always welcome, especially parents who wish to volunteer.

1. Parents and family members may eat lunch with their own students or relatives only. Lunch visits occur in the cafeteria during the class lunchtime at the visitor's table.
2. Recess is reserved for students to develop social skills and relationships—no visitors will be allowed at this time unless permission is given by the principal for special circumstances.
3. Those wishing to visit at other times are welcome and may do so by appointment only, so as not to interfere with testing, etc.
4. All visitors must register in the office and receive a visitor's pass.
5. For security reasons all doors are locked during the school day. Entrance is available to parents and visitors at the front and back doors of the school.
6. State law requires that schools give full access to biological parents, including visits, access to grading, school work and notification of events. If a student is not allowed to leave with or have no/limited access to a biological parent, the relevant court documentation must be submitted to the administration.

Volunteers

Volunteers are welcome as this is one of the greatest strengths for a school. We ask that all parents volunteer for the school in some capacity during the year. Volunteers will be asked to sign a Profile form, watch the Child Safety video as well as have a background check if they have ongoing contact with students in and out of the classroom. **All volunteers must register in the office and receive a visitor's pass during school hours even if they have a key.**

Medicine

ALL MEDICATION must be sent to the office in its original container, with written instructions signed by the parent or doctor and properly labeled with the student's name along with instructions for distribution.

1. All medication will be given to the student through the office/infirmery or through a teacher where documentation of administration will occur.
2. Epi-pens or inhalers needed for emergencies will be under the supervision of teachers as a child goes from class to class.
3. Any prescription or non prescription medication (such as Tylenol, vitamins, or cough drops) need to be sent to the office in the original container, with the child's name affixed to the container, along with a note from the parent indicating permission and directions on its use including dosage, route, frequency, discontinuation date and reason for medication.
4. Non medicated cough drops may remain in the classroom but the parent must send in permission for their use along with directions.

Allergies

Christ the King School recognizes that an allergy is an serious condition affecting many school children and positively welcomes children with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided training on allergies. Parents should inform the school immediately of any known allergies and required medication. The school does all it can to ensure the school environment is favorable to children with asthma or allergies.

1. Asthma Medication – Immediate access to reliever inhalers is vital. Children may carry their reliever inhaler or keep it in the office at the parent's written direction. All inhalers must be labeled with the child's name by the parent.
2. Food Allergy Policy – In order to minimize the incidence of life threatening allergic reactions, Christ the King School maintains a school-wide procedure for addressing life threatening allergic reactions and maintain an emergency action plan for any student whose parent/guardian, and physicians have informed the school in writing that the student has a potentially life threatening allergy. Parents should submit an action plan with given directions to the office in the first week of school. This plan must be signed by a physician. Students are encouraged to carry their epipens at all times in a labeled container such as a lunch box, bag, or backpack. Parents will also be asked to give permission to share health concerns and provide an orientation to classmates concerning a child's allergy if it is life-threatening. Designated tables in the cafeteria are set aside for students as nut free or peanut free zones. Students with nut/peanut allergies may sit at these designated tables to be assured of food safety, but are not required to do so. Non-allergic children who sit at these designated tables may not have nut or peanut products in their lunches. Classrooms are labeled as nut free or peanut free rooms as needed. Table washing and hand washing are made part of the class routines as necessary according to the action plans of students with allergies.
3. Diocesan policy states: *The school is committed to providing a safe and healthy environment for all its students. Parents and guardians are responsible for notifying the*

school about a child with severe allergies. For students diagnosed with severe allergies, parents/guardians should provide the school with medication orders from a medical provider and the specific prescribed medication in order to ensure the medication will be available at the school and on field trips per the student's Individual Health Plan (IHP). Depending on the individual student and school circumstance, the principal will determine which school staff are to be trained to administer epinephrine in an emergency situation. Such individuals will be trained in the prevention and recognition of severe allergic reactions and anaphylaxis, administration of epinephrine by auto-injector, appropriate handling and disposal of auto-injectors, immediate care of the patient until help (911) arrives, and classroom management of students at risk for severe allergy and anaphylaxis. Training and refresher training will be provided on a yearly basis. In all cases, emergency medical services (EMS) must be notified immediately following administration of epinephrine by calling 911. In addition, the parent/guardian of a student to whom epinephrine has been administered must be notified as soon as possible.

The diocesan policy also gives guidelines for school provided auto-injectors. Christ the King School **does not provide** auto-injectors of epinephrine. The parent must provide the epi-pen for their student with an allergy.

Illness

Please do not send children to school who are ill—it is not helpful for the child who is ill and it affects other students' health as well. Overall, it impacts our community as classes lose academic time due to student absences.

1. In accordance with state law, a student who has been ill must have a normal temperature **for at least 24 hours** before returning to school.
2. Students should also be vomit and diarrhea free for 24 hours from the last episode before returning to school.
3. Students sent home with a temperature, diarrhea, or vomiting may return after 24 hours from the time released to a parent.
4. If there is a question about a student's health, the front office will be called and parents may be required to take a child home. In some cases, the school may require a note from the doctor that the student is able to return to school.
5. Students sent home from school may not attend practices or games until after the student returns to school.

Communicable Diseases

When a student has a communicable disease or condition, parents must notify the office as to its nature. This includes such disease as conjunctivitis, Fifth's Disease, MRSA, Strep and non-allergy rashes. Health Department guidelines concerning the contagious period of an illness/condition must be strictly adhered to (specific information is available in the office). A note from the student's doctor confirming the student is not contagious is required for re-admission. In cases of pinkeye, a student must stay home for 24 hours from the onset of treatment to prevent contamination of other students.

Head Lice

If the School learns that a student has lice and/or nits in his or her hair, the student's parents will be notified that the student must be treated, as indicated below, before returning to school. Parents should check their students' heads for lice regularly; school screenings do not take the place of more careful parental checks. If parents learn that their student has lice, they should notify the School. When the School learns from any source that a case is discovered, a general notification is made to all parents and the entire school for heightened awareness. The grade(s) affected will be identified, but no specific student(s) will be named. The school will check for lice as able during an outbreak to help prevent spreading, but it is the parent's responsibility to have their students checked for lice if an infestation is suspected.

Prompt, proper treatment of lice is in the best interest of the infested student and his or her classmates. When lice and/or nits are present in a student's hair, the student must be treated before returning to school. Specifically, before the student may return to school, the parent must have a health care provider sign a form stating that the student has had treatment or send a note affirming that the student has been effectively treated at home and no crawling lice are present. The parent is also encouraged to check all other household members for infestation and to have a health care provider sign a form stating that all children who are students at the School have had treatment or to send a note indicating that all of the household members who are students at the School have been effectively treated at home and/or no crawling lice are present.

Parents are encouraged to do the following if their student is found to have lice or nits in his or her hair:

- To kill lice and nits that may have fallen or crawled off the head onto clothing or other articles, machine wash clothing, bed linens, and other items that the infested person wore, slept on, or used during the two days before treatment. Use the hot water (at least 130°F) cycle. Dry the laundry using the high heat setting for at least twenty minutes. Items that are not washable should be dry-cleaned;
- Soak combs and brushes in hot water (at least 130°F) for five to ten minutes; and
- Vacuum the floor and furniture, particularly where the infested person sat or lay during the two days before treatment.
- Because pediculicides are not 100% ovicidal, the parent is also asked to continue checking the student after readmission, particularly on the ninth day following treatment, to ensure that any lice that may have hatched from eggs laid after the first treatment have been eliminated.

Smoke Free Campus

Christ the King is a smoke free campus.

Insurance

All students attending Christ the King School must be covered by some form of accident insurance. The school reserves the right to request proof of insurance coverage. Christ the King School is not liable for injuries or illnesses occurring on the premises.

Snow Day Policy

Decisions to close school because of snow or ice are made on a day-to-day basis. Announcements will be made through the School Messenger phone broadcast, on local television channels 2, 4, and 5, and 17, and the school website. Decisions will be made as soon as possible based on the data available through the National Weather Service.

Safety Drills

Throughout the year, students, faculty and administration will practice policies and procedures regarding fire, tornadoes, earthquake and lockdown situations. These drills are important for student safety. Any adult within the building during practice must also evacuate the building. In cases of emergency, students in classrooms or other campus areas are to remain seated or gather in an assigned order so an adult can immediately assess and call for support.

SPECIAL EVENTS

Liturgies

All-school liturgies are celebrated each week and on holy days and special feast days. Presence and participation is required for all students. Special circumstances should be discussed with the Principal. Students, guided by teachers, prepare for these Masses and serve in leadership positions. Choir members and cantors will have extra practice according to need as determined by the liturgy planning committee. Students selected for a part but unable to practice may be replaced. However, students will have another opportunity to serve.

As the primary educators of the faith, parents are encouraged to participate in Sunday liturgy with their students.

Sacraments

First Reconciliation and First Communion are received in the second grade, with First Reconciliation preceding First Communion. Confirmation is received in the eighth grade. The seventh grade hosts a reception following Confirmation; First Grade parents host a reception following First Communion. The Sacrament of Penance is offered during Advent and Lent for classes or for individuals by appointment. Students wishing to explore Baptism or other sacraments after the age received at our school should contact the Director of Children's Formation, Kathy Skinner as soon as possible. Students may need to attend an additional formation program called the Rite of Christian Initiation for Children (RCIC.)

Field Trips

Field trips, for educational purposes only, are encouraged. They must be tied to a Diocesan objective that is taught or supervised by the responsible teacher and approved by the Principal. Each class may take three or more trips during the course of the school year.

From time to time, activities are conducted off the school campus where children are escorted by teachers and chaperones to an alternative location nearby. While notification of the activity will occur, individual permission slips will not be sent home for these events. It is assumed parents give their permission unless a written note is sent to the teacher. Parents therefore release and hold harmless the Christ the King Parish and School, all teachers, parents or others for injuries to the child during off premise activities to the extent allowed by law.

No student may be transported by vehicle to a school-sponsored activity off the school grounds during school hours without written consent from a custodial parent. Permission forms will be sent home prior to field trips or obtained on our website under 'Forms'. Verbal permission will not be allowed. Slips must be turned into the teacher prior to the trip and will remain in the teacher's possession until the trip is completed. After the trip, forms will be sent to the office until the year end.

In order to keep all students safe and to maintain the educational nature of the transportation, drivers should follow the following procedures:

Drivers should have copies of the permission slips and should not switch students assigned to a vehicle without permission from the teacher in charge. All transportation must be directly to and from the place of activity; drivers are not to provide or to stop and buy refreshments for the students. Movies or television should not be turned on while students are in the vehicles.

Students are not to be transported in open trucks. Seat belts must be worn. Small children should not be placed in seats with air bags. Due to changes in state laws, all children under age 9 or 4'9" must be in appropriate booster seats while being driven in private vehicles. All students under age 9 or 4'9" must bring a booster seat to use while being transported. No student under age 9 or 4'9" will be allowed to be transported without a booster seat. We regret that due to Diocesan insurance policies, no siblings are allowed on field trips.

Adult chaperones for any school sponsored field trip or class trip may not use alcohol while supervising students.

Our insurance carrier requires us to have certain information on file for all persons who use their own vehicles to transport students or other parishioners to and from school or parish events. Forms need to be completed and returned to the school office. Drivers should understand that the driver's insurance is primary; Diocesan coverage is for additional liability protection should a claim exceed the limits of the driver's policy.

When by choice or necessity a student is prevented from attendance on a field trip/class trip, he/she is required to attend school in lieu of the trip. Schoolwork will be assigned by the teacher.

Classroom Parties

Planning and organization is the duty of head room parents and teachers. Parties at Halloween, Christmas, Valentine's Day, and an Easter Egg Hunt are allowed. Attendance at parties will be limited to room parents who are scheduled to assist with the party. Siblings and spectators can be a distraction and lead to overcrowding in the room. Class parties should take place on campus and not exceed two hours in length. Students do not exchange gifts at school during holidays in order to avoid hurt feelings of students who may be left out. **The limited exception to this policy is for classes with paired buddies (PreK/6th, 1st/7th, K/8th) who may exchange gifts not exceeding \$10 at Christmas and end of year only.** Parents are asked to make sure students understand and respect this policy.

School Pictures

Individual and class pictures are taken early in the school year. Purchase is optional. All students, staff and faculty will have a picture taken for the yearbook and/or web page. This is not an out-of-uniform day. Students will wear their uniforms and no 'out of uniform' passes may be used.

Christ the King School will use pictures and video recordings of our students in our publications such as the *Sceptre*, the diocesan *Tennessee Register*, our CKS FaceBook page, or school/parish brochures as well as the student yearbook. Parents not wanting their child's picture to be used should notify the front office in writing.

EXTRACURRICULAR ACTIVITIES

The purpose of extracurricular activities at CKS is to foster character development and social engagement through physical, social and creative opportunities. Participants represent CKS and should display good sportsmanship, school spirit, collaboration and most importantly, fun.

All extracurricular participants, students, parents, and volunteers, are to follow all school and Diocesan policies. Our volunteers help support our students by receiving the appropriate training, modeling excellent behavior and providing positive reinforcements. Students will demonstrate their best effort and show respect as formative aspects of their education.

Athletic and Extracurricular Activity Requirements

The following regulations and policies of the school apply to all students participating in extracurricular activities at Christ the King School: In order to participate in any sport and/or

activity, a student must maintain a "S" in effort and conduct. Students with an "N" or "U" in conduct or effort may be placed on academic probation by recommendation from the teacher or Principal.

Academic Contract

If at any time a student is not meeting these requirements, with the Principal's approval, he/she will be placed on athletic or activity probation. At the discretion of the Principal and the teacher, the student may attend practice during this time, but he/she **may not participate in games or extracurricular events**. When conduct and effort meet expectations, the student will be allowed to return to the team/activity with the approval of the Principal and the coach/activity advisor. Teachers will notify coaches or activity advisers in advance of placing a student on probation.

At the time of probation, the student will sign a contract, along with his/her parents/guardian and teacher. He/she will then be given time (one to three weeks) to bring their behavior and/or effort marks to the expected level. If improvement is shown by the end of the contract agreement, the student may then be eligible to participate in games/activities.

Rules and Obligations

The student is expected to attend all practices, games and meetings. If for any reason the student must be absent, the coach/advisor must be notified ahead of time. There are certain situations and circumstances that would keep a student from being at a practice, meet, game, or event; however, it is imperative that every team member be present. Not only does this benefit the team but the individual participate as well.

Christ the King students must always dress and groom themselves appropriately. They will refrain from using or possessing alcohol, tobacco, or any illegal substance. Students will show respect for CKS equipment and facilities as well as all other facilities where they may be practicing or playing. Students should refrain from playing in school areas that are not designated for sport or club activities. It is also important to be respectful of all facilities by observing and following basic rules, such as no cleats in the building, no food or drink in the gym except in the concession area or bleachers during games, no gum in the school or gym, and keeping all areas free from trash. Students may not use facilities unless coaches or activity advisers are present.

Awards

A certificate is presented to students who have participated in sports and activities at the End of Year Award Ceremony. Trophies, plaques, ribbons and any type of athletic award should not be given to students without approval of the Principal and Athletic Director.

Banquets/Awards/Parties

Parties at the end of the season are the responsibility of each individual team. These parties are for celebrating the season and recognizing each team member in a fun atmosphere without an emphasis on awards. The team parent is usually the person in charge of organizing and finding volunteers to help. Each event needs to be approved by the Athletic

Director or Principal. **Alcohol for adults is prohibited at school events during which students are present.**

STUDENT ACTIVITIES

Altar Servers

Any Catholic girl or boy age 10 or above may be an altar server after receiving training. The altar server must be in the sacristy ten minutes before the service begins to have everything in readiness on time. The server is expected to be clean, neat, and behave on the altar in such a way as to inspire devotion in the parishioners. The server is expected to keep the appointed time to serve. If, for some reason, it becomes impossible to serve at a particular time, it is the responsibility of the altar server to get a substitute.

Book Clubs

Students in grades 3-8 may participate in weekly book club meetings with a faculty moderator during lunch/recess. The purpose is to encourage avid readers in challenging materials of various genres.

Chess

K - 8 students may join the chess club to learn the art of playing with chess master Igor Zhislin. Students may compete in various tournaments. Weekly meetings are held after school on Tuesdays and a fee is charged.

Engineering or Coding classes

Classes are offered after school once per week after school in fall, winter, and spring sessions for a fee through Afterschool Enrichment Solutions.

Drama

Grade 4 - 8 students may participate in after school drama to learn about theater performance and participate in a daytime school performance in fall semester and an evening school performance in the spring semester. Weekly meetings are held after school on Thursdays.

Forensics

Boys and girls in grades 5 - 8 may join the Forensics Team to compete in various forms of the art of public speaking. Weekly meetings are held after school on Thursdays. The team competes in parochial league and other tournaments.

Student Council

Each class elects members in the fall to represent the class and to organize events which promote student community. Bi-monthly meetings are after school. Students who miss more than 3 meetings will be replaced by appointment from the Principal or special election. Students may not be a representative for two consecutive years.

Piano, Voice and Guitar Enrichment

Classes in Piano, Voice and Guitar are offered to all students in grades K - 8. This requires separate registration and a fee is charged. Classes may not take place during academics and should be scheduled during a student's recess or after school.

Service Clubs

Cub Scouting, Boy Scouting, and Girl Scouting are available under the national programs for interested children.

SPORTS

Cross Country

For students in kindergarten through eighth grade, scheduled meets are held in September and October.

Football - Senior Division

Composed of seventh and eighth grade boys; the varsity football team competes in the parochial league on the Central Catholic Football varsity team and have games with surrounding private schools.

Football - Junior Division

Composed of fourth, fifth and sixth grade boys; the junior team competes in the junior parochial league on the Central Catholic Football junior varsity team.

Basketball - Senior Division

Made up of seventh and eighth grade students; these teams play in the parochial league and have games with surrounding private schools.

Basketball - Junior Division

Made up of third, fourth, fifth and sixth grade students; these teams play in the parochial league.

Soccer

Composed of fourth through eighth grade students; soccer teams play in the parochial league.

Volleyball

Made up of fifth, sixth, seventh, and eighth grade girls; these are parochial system teams. Fall volleyball is for competition; spring volleyball is instructional only.

Cheerleading

Any seventh and eighth grade girl may be a cheerleader for Christ the King School senior division teams. All grade and discipline requirements set forth for athletic teams shall also apply to cheerleading. Cheerleading uniforms are the property of Christ the King and must be returned to the school at season's end.

Other Diocesan League sports (Golf, Lacrosse, Wrestling, and Swimming) are available at different times through the Diocese of Nashville. Notification of such events will be sent home in Friday communications.

Fees

All students pay a PE/Athletic fee at registration. Non-Christ the King School students who participate in sports are subject to this fee as well.

An additional non-refundable fee is charged all players for participation in each sport, which includes a Diocesan per-student, per-sport fee. These fees are paid at the beginning of the season. Current fee policies will be distributed at the time of registration for each sport and activity.

Team Uniforms

A few uniforms are purchased by parents. All other uniforms are the property of Christ the King and must be returned to the school. All uniforms are to be returned on the assigned date and in good condition or parents will be asked to pay the replacement cost. Watches or jewelry may not be worn during any practices or games for the safety of all students.

Athletic Registration

The Diocese of Nashville requires that a student have the Diocesan Athletic Interscholastic Program Registration Form completed before participation on a team is permitted. This form includes a Physician's Certificate, and is required for ALL students at Christ the King School for participation in our Physical Education classes.

Practices and Games

Students are to be dropped off and picked up on time for both practices and games at the rear driveway entrance nearest the gym. Siblings and carpool members of a team member may not be left unattended at school while practice is being conducted. Coaches cannot teach students in addition to supervising children not on their team.

Students remaining in the building after school hours must remain with an adult supervisor. Students may not roam the halls or remain in rooms without supervision. Due to safety and out of respect for those in the building, there is no running and yelling at any time in the school hallways and rooms.

A student may not be allowed to dress for a game if he/she has excessive absences. This will be determined by the coach, Principal and/or Athletic Director. Students who have been sick and absent from school during the day may not participate in a Christ the King event that afternoon/evening. This includes practices, meets, and games. It is presumed that if a student is too sick to attend school, they are too sick to attend practices/games.

Inclement Weather Policy

If school is cancelled due to snow, flooding, etc. assume that there is no practice unless you hear otherwise from your coach or team parent. Therefore, if you do not get a call, there is no practice.

If a game or contest is cancelled, the coach or team parent will give you a call. The DAC has a website (www.nashvilledac.com) that will be updated as to cancellations. Unfortunately, the website does not relay information very quickly. On occasion, a game may not be cancelled until the last minute, especially if it is an early morning game. Use your best judgment and keep your family safe if you are ever in doubt.

CONTROLLED SUBSTANCE AWARENESS PROGRAM

PHILOSOPHY AND OBJECTIVES

Christ the King School is a Christian institution committed to developing young people who will be capable of living effective Christian lives in a free society. As such, Christ the King fosters and encourages spiritual, emotional, mental, and physical growth and maturity appropriate to the student's age and developmental level.

There are many factors that may interfere with this growth and development. One of the most pressing factors facing young people today is the illegal use of controlled substances. Health problems of youth are primarily the responsibility of the home and community, and schools, being an extension of the home and an integral part of the community, share in that responsibility. Substance abuse and/or dependency problems often interfere with school behavior, student learning, and the fullest possible development of each student.

Because we believe that substance abuse and/or dependency are treatable illnesses which affect the entire family, Christ the King School has adopted for its faculty, staff, students, and parents the following objectives in order to meet their needs:

1. To educate students, parents, faculty and staff about the symptomatology and progression of the illness of dependency and/or abuse as well as examine the concepts of the "family disease" and the "enabling process."
2. To design an educational program and activities geared toward the prevention of substance abuse and/or dependency.
3. To train personnel to work on substance abuse, dependency, and prevention issues.
4. To develop a supportive climate for staff and students to examine and make choices, for now and for the future, concerning their own substance use.
5. To develop relationships with parents and outside professionals for early and effective intervention into the abuse and/or dependency process.

GUIDELINES FOR GENERAL ADULT USE

An important part of our Catholic mission is to teach student to be good stewards of our bodies. We not only do this through our everyday classes but also within our Family Life, health, science and drug free curriculums taught during the year. Therefore, in order to model a responsible relationship with alcohol, the Pastor, administration and School Board maintain that all school activities whose primary audience is the student body will remain alcohol free. This means, except as expressly authorized by the administration, no alcohol of any kind will be served, consumed, made available or otherwise allowed at any school sponsored function for students. This includes events occurring on or off grounds. Anyone who does not follow

these guidelines will be required to remove any alcoholic beverage from the event and, at the discretion of the administration, may be required to leave the event or campus. A subsequent violation of the policy may result in the violator being banned from future school sponsored events and or the campus.

STUDENT CONTROLLED SUBSTANCE POLICY

Introduction

One of the most pressing problems being faced by modern society is the use and misuse of Controlled Substances by all segments of our society, particularly the young. The administration and faculty of Christ the King recognize that the use and misuse of Controlled Substances adversely affects not only the user, but also family members, other students, and our community. As such, Christ the King School does not tolerate the use or possession of Controlled Substances by students on its campus or at any school-related function or aiding others to do so. Moreover, students at Christ the King are expected to act consistent with the rules and regulations of Christ the King, including this Student Controlled Substance Policy, at all times. A student at Christ the King is considered to be a student twenty-four hours a day and is expected to act consistent with his or her enrollment in a Catholic school, which necessarily includes on and off campus activities.

Definitions

As used in this Handbook:

“Controlled Substance” shall mean and refer to Alcohol, drugs (including illegal narcotics, misused and/or improperly used over-the-counter and prescription drugs, and legal products used to produce a drug-like “high”), mood-altering chemicals, tobacco, and Paraphernalia associated with them, including look-alike items. “Controlled Substance” does not include medications authorized by a licensed physician, sent to the Office or provided to faculty, and distributed to students in accordance with the section on “Medicine” at page 29 of this Handbook.

“Paraphernalia” shall mean and refer to any instrument, device, or object that is designed or marketed as useful primarily for injecting, ingesting, or introducing a controlled substance into the human body, enhancing the effect of a controlled substance on the human body, testing the strength, effectiveness, or purity of a controlled substance, processing or preparing any quantity of a controlled substance, or holding a controlled substance while it is being introduced into the human body.

“Alcohol” shall mean and refer to all alcohol, distilled spirits, beer, malt beverage, wine, fortified wine, or any beverage requiring I.D. confirming that the consumer is age twenty-one.

Suspicion of Possession of Controlled Substance

In order to enforce this Controlled Substance Policy, and to protect the safety of its students, administration, faculty, and staff, Christ the King reserves the right to search the person, locker, bag, backpack, and/or personal property of any student reasonably suspected of being in the possession of or under the influence of any Controlled Substance on campus or at any school-related function. If that occurs and the student's parents are present, they will be notified and will be allowed to witness the search, which will be conducted in the parents' presence by an adult of the same gender. If the student's parents are not present, the search will be performed by at least two adults of the same gender. The results of the search shall be communicated to the student's parents. If the student is determined to be in the possession of any Controlled Substance, he or she will be disciplined according to this Student Controlled Substance Policy. If the student and/or his or her parents refuse to cooperate with the search request, the student will be presumed to be in violation of the Controlled Substance Policy and will be disciplined accordingly.

Suspicion of Being Under the Influence of a Controlled Substance

If the administration, faculty, or staff reasonably suspects that a student is under the influence of a Controlled Substance or is abusing Controlled Substances, regardless of whether it is presently occurring on campus or at a school-related function, he or she will contact the Principal and discuss the basis for the suspicion and possible options. Suspicion may be based on, among other things, class performance, tardiness, absenteeism, behavior in and/or out of the classroom, and family and/or peer conduct. Based on the available information, the Principal and/or Discipline Committee may implement a course of action that must be followed by the student in order to remain enrolled. Options may include, among other things, undergoing a drug assessment, mandatory drug testing, and/or sending the student home until a proper plan can be implemented.

Drug Test and/or Assessment

The administration of Christ the King reserves the right to require a drug and/or alcohol test and/or assessment of any student suspected of being or found to be in the possession or under the influence of any Controlled Substance at the parent's expense. The results of the assessment must be provided to the Principal of Christ the King, and the parents of the student must consent to the release of that information and provide any necessary HIPAA or medical release.

If the student is found to be chemically dependent, he or she must successfully complete a recommended treatment program before being allowed to return to Christ the King and to attend any school-related events or functions. If the student is not found to be chemically dependent, he or she will be required to follow the recommendations of the assessment in order to return to school and school-related functions. If the test and/or assessment results are positive, the student will also be disciplined according to this Student Controlled Substance Policy.

Determination that Student Is/Was Under the Influence of or in Possession of a Controlled Substance

In the event that the administration, faculty, or staff of Christ the King are confronted with a student using or in possession of a Controlled Substance, or distributing or aiding others in the distribution of a Controlled Substance, he or she will do the following:

1. The faculty or staff member will immediately inform the student of the observed violation, obtain the name of student, and instruct the student to accompany him or her to the Office. If possible, the faculty or staff member will confiscate the Controlled Substance or evidence substantiating its possession and/or use and place it in a secured container. If the condition of the student or other circumstances makes it inadvisable to bring the student to the Office and/or confiscate the Controlled Substance, the faculty or staff member will report the details immediately to the Principal.
2. The student is immediately sent home. The parents are required to meet with the Principal or her proxy and to have the student complete a drug test within forty-eight hours at their expense. The results of the drug test will be provided to the Principal within twenty-four hours of availability at the parents' expense.
3. A professional independent counselor chosen by Christ the King will administer a drug and alcohol assessment, and the student will be required to follow the recommendations in order to remain at Christ the King.
4. The student will not be allowed to return to Christ the King until the drug test and assessment have been completed, the parents have met with the Principal or her proxy, and the Principal and/or Discipline Committee has/have decided a course of action, communicated it to the parents, and the parents and student have agreed to follow it.
5. The student will also be placed on disciplinary probation for fourteen (14) calendar days, meaning he or she will not be allowed to participate in or attend any school-sponsored events.
6. The student will be subject to unscheduled drug and alcohol testing for the remainder of his or her stay at Christ the King.
7. The student will be disciplined according to this Student Controlled Substance Policy.

Discipline

In addition to the other information provided herein, in the event that a student is determined to be in violation of the Student Controlled Substance Policy, he or she will be disciplined as follows:

First Violation

In the event that a student is determined to be or have been in the possession, custody, or control of or under the influence of a Controlled Substance, the student will be disciplined as determined and/or recommended by the Principal in consultation with the Discipline Committee. In determining the proper discipline, they may consider, among other things, the student's prior history of discipline. The discipline for a first violation of this Controlled Substance Policy may include a behavioral contract, after-school detention, suspension from extracurricular and/or athletic activities, in-school suspension, out-of-school suspension, and/or expulsion depending on the severity of the violation.

Second Violation

In the event that a student is again determined to be in violation of the Student Controlled Substance Policy, on or off campus, he or she will be expelled for the remainder of the current school year and will not be allowed to return to Christ the King or attend school-related events, if at all, until he or she complies with the requirements determined by the Discipline Committee and an independent professional counselor selected by Christ the King.

Third Violation

In the event that a student is allowed to return to Christ the King after being expelled for a second violation, if that student is subsequently determined to be in violation of the Student Controlled Substance Policy, he or she will be expelled and will not be allowed to return to Christ the King.

Overdose

In the event that the faculty or staff of Christ the King is confronted with a student who reasonably appears to be experiencing a drug overdose, he or she will:

1. Comply with the procedures governing staff action for medical emergencies as set forth below:
 - a. If the student is unconscious, the staff member will:
 - call 911 immediately, determine whether the student's breathing has stopped, and administer CPR as necessary;
 - seek assistance of other staff members as appropriate prior to the arrival of medical personnel; and
 - secure assistance by contacting the Office and Principal as soon as possible.

- b. If the student is conscious, the staff member will:
- keep the student calm by providing reassurance;
 - not move the student unless it is absolutely necessary;
 - contact the Principal who will determine whether any additional action required. This may include, but is not limited to, one or more of the following:

Contacting the student's parent(s) for instructions;
Contacting the student's family physician;
Holding the student in the Office pending the parent(s)' arrival;
Immediately removing the student from the premises and seeking
and/or transporting him or her for emergency medical treatment
(hospital, Detox, etc.)

2. Following the handling of any medical emergency, a record of action taken will be made and filed in a confidential folder.

TECHNOLOGY ACCEPTABLE USE POLICY

Executive Summary

- Christ the King's technology resources should be used to advance its mission.
- Using Christ the King's technology resources is a privilege, not a right.
- If this Policy conflicts with federal, state, canon, or diocesan laws, they supersede it.
- Christ the King students are students 24-hours a day and must act consistent with this Policy both on and off campus.
- Any data created on Christ the King's technology systems remains its property.
- Christ the King's technology should be used consistent with the "Golden Rule."
- Users should not represent to third-parties that they speak for Christ the King without the written permission of the Pastor or Principal.
- Users must use Christ the King's technology resources to protect the security of the system and the privacy of others.
- Users who violate this Policy may be subject to disciplinary action.

1.0 Overview

The information technology resources of Christ the King are provided to advance the mission of Christ the King Church and School (collectively "Christ the King"). The intention behind the publication of the Acceptable Use Policy (the "Policy") is not to impose restrictions contrary to Christ the King's culture of openness, trust, and responsibility. Rather, it is to protect Christ the King from illegal or damaging actions by individuals, committed either knowingly or unknowingly.

Using church and school facilities for Internet access by the Christ the King community ("Users", which unless otherwise noted includes priests, deacons, religious, faculty, staff, students (including PREP students), volunteers, parishioners, visitors, contractors, consultants, temporaries, and other workers at Christ the King) is a privilege, not a right. At any time and for any reason, Christ the King may revoke the privilege to use all or any portion of its network and website.

The technology systems, including, but not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP or file sharing programs, are the property of Christ the King, and are to be used to support the mission of Christ the King. Maintaining safe, reliable, and secure systems is a collaborative effort involving the participation and support of its Users. It is the responsibility of Users to know and adhere to the Policy. Please contact the Systems Administrator, Don Boehm, (don.boehm@ctk.org) for any explanations or clarifications needed.

2.0 Purpose

The purpose of the Policy is to outline the acceptable use of technology systems at Christ the King. The Policy is in place to protect both Users and Christ the King. Inappropriate use exposes Christ the King to threats including, but not limited to, virus attacks, compromise of network systems and services, legal issues, and reputational and integrity risks. If this Policy

conflicts with any law, including canon law or the rules and policies of the Diocese of Nashville, including, but not limited to, the Guidelines for Use of Social Media established by the Diocese, then the latter supersedes this Policy.

3.0 Scope

This Policy has specific provisions for students at Christ the King School, and provisions that apply to students likewise apply to minors who participate in ministries for children and young adults. A student at Christ the King is a student 24 hours a day and is expected to act consistently with his or her enrollment in a Catholic school, which includes abiding by its rules and regulations both on and off campus. For clarifications on how the Policy applies to minors, the School Principal is the primary point of contact. For clarifications on how this Policy applies to minors who participate in ministries sponsored by Christ the King Church, the Director of Child and Youth Ministries is the primary point of contact. This Policy applies to all equipment and system software or software services owned, leased, or otherwise sponsored or used by Christ the King and equipment, software systems, or software services owned, leased, or otherwise sponsored or used by other parties used on the Christ the King network.

4.0 Policy

4.1 General Use and Ownership

1. While Christ the King's network administration desires to provide a reasonable level of privacy, Users should be aware that all data created on its systems is the property of Christ the King. Because of the need to protect the network, administrators cannot guarantee the confidentiality of information stored on any network device belonging to Christ the King.
2. Community members, students, faculty and staff are responsible for exercising good judgment regarding the reasonableness of personal use. Commercial uses are prohibited. If there is any uncertainty, Users should consult the Systems Administrator identified above or the School Principal.
3. For security and network maintenance purposes, administrators at Christ the King may at any time monitor and search any equipment, systems, network traffic, and any media brought onto Christ the King's campus or cloud-based storage accessed from a computer on campus.
4. Christ the King reserves the right to audit networks and systems on a periodic basis to ensure compliance with the Policy.
5. Christ the King relies upon the active cooperation of Users and the responsibility and integrity of students to maintain safe and secure facilities for approved uses of the technology in the School. Anyone using the computing facilities must adhere to that same standard.

4.2 Security and Proprietary Information

1. Keep passwords secure and do not share accounts. Authorized Users are responsible for the security of their passwords and accounts.
2. All PCs, laptops, workstations and other Internet-connected devices should be secured by logging-off when the system will be unattended.
3. Postings by Users from a Christ the King email address to newsgroups, weblogs, mailing lists, or other discussion or bulletin boards should contain a disclaimer stating that the

opinions expressed are strictly their own and not necessarily those of Christ the King Church and School, unless posting is in the course of normal school or parish duties.

4. All systems connected to the network, whether owned by the User, Christ the King, or a third-party, shall have approved, continually executing virus-scanning software with a current virus signature database. Users must notify immediately the Systems Administrator of any viruses detected by the software or of any activity that appears to be virus-related.

5. Users must use extreme caution when opening email attachments received from unknown senders that may contain viruses, e-mail bombs, or Trojan horse code. Likewise, Users should not use any external storage devices on any Christ the King device unless they are familiar with the contents and its safety and they have obtained permission from the Pastor, Principal, or School faculty.

6. Users should be aware that Christ the King cannot guarantee security and privacy in all cases, especially for personal or unlawful use of information technology resources. Christ the King's System Administrator(s) will use reasonable efforts and legal practices to secure resources and maintain privacy.

4.3 Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may need to disable the network access of a system if that system is disrupting production services).

Under no circumstances are Users at Christ the King authorized to engage in activity that is illegal under local, state, federal or international law or contrary to canon law or the rules and policies of the Diocese of Nashville while utilizing Christ the King resources. The lists below are not exhaustive, but are an attempt to provide a framework for activities that fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

System and Network Activities

1. Defeating or attempting to defeat content filtering systems.
2. Revealing an account password to others, allowing use of an account by others, or using the accounts of others.
3. Circumventing user authentication or security of any host, system, network or account, or disguising or attempting to disguise the identity of a host, system, account, or service on the network.
4. Using or attempting to use administrative accounts or other network accounts without authorization.
5. Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property or similar laws or regulations, including, but not limited to, using classified government information and the installation or distribution

- of "pirated" or other software products not appropriately licensed for use by Christ the King.
6. Unauthorized duplication of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, copyrighted video, and the installation of any copyrighted software for which Christ the King or the User has no valid, active license is strictly prohibited. Fair use of copyrighted materials is possible; consult the Systems Administrator or the librarian for assistance in determining fair use.
 7. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws is illegal and prohibited.
 8. Intentionally, recklessly, knowingly, or negligently introducing viruses, Trojans, worms, or other commands, scripts, or programs intended to damage or degrade computer systems or network resources or to make unauthorized access of networks or systems.
 9. Using Christ the King systems to actively engage in procuring, viewing, and/or transmitting material in violation of sexual harassment or hostile workplace laws, canon law, Diocesan rules and policies, or the teachings of the Catholic Church. This includes morally objectionable materials, files, images, text, or other content.
 10. Making fraudulent offers of products, items, or services originating from any Christ the King account or conducting advertising, marketing, sales, or distribution activities for commercial products, items, or services unrelated to the mission of Christ the King.
 11. Effecting security breaches or disruptions of network communication of either Christ the King's network or other external networks. Security breaches include, but are not limited to, accessing data of which the User is not an intended recipient or logging into a server or account that the User is not expressly authorized to access, unless it is within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
 12. Port scanning, intrusion detection, or other security scanning is prohibited by anyone other than the Systems Administrator(s) charged with responsibility for system security.
 13. Executing any form of network monitoring that will intercept data not intended for the User's system, unless this activity is a part of the User's normal job/duty.
 14. Interfering with or denying service to any other user (for example, denial of service attack).
 15. Using any program/script/command, or sending messages of any kind, intending to interfere with, or disable, a user's terminal session, by any means, locally or via the network.
 16. Providing information about, or lists of, Christ the King faculty, staff, students, or parishioners to anyone outside the Christ the King community. This must be approved in advance in writing by the Systems Administrator, Principal, or Pastor.
 17. Use of wireless access to network resources by students without the prior written permission of the technology administrators, Principal, or Pastor.
 18. Use of resources that is wasteful or monopolizes system resources at the expense of other Users.
 19. Use of peer-to-peer file sharing software to access, share, or trade any files.

Email and Communications Activities

1. Any form of harassment, insult, intimidation, embarrassment, or obscenity via email, text messaging, telephone or paging, or any other social media or electronic communications device or platform, whether through language, frequency, or size of messages.
2. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals or businesses (email spam).
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters," "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Christ the King's networks or from other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Christ the King or connected via Christ the King's network.
7. Posting the same or similar messages to large numbers of Usenet newsgroups (newsgroup spam).
8. Political lobbying of any nature. Use of Christ the King facilities to lobby for political candidates jeopardizes Christ the King's tax-exempt status and violates the terms under which some donations and grants are made to Christ the King.

Prohibited activities specific to students

1. Plagiarism. Student use must follow the Academic Dishonesty Policy at <http://cksraiders.org/parents.htm#policies>.
2. Vandalism, including unapproved editing, copying, interference with, or destruction of others' work, unauthorized software installation or modification, and introduction of computer viruses, Trojan horse, keystroke logging, or other computer malware.
3. Password theft or sharing.
4. Transmission of any personal information such as last name, home address, email address, or telephone number from a school computer, either one's own or another student's, or falsification of such personal information.
5. Use of email, text messaging, or instant messaging software, whether using personal computers, cell phones, smart phones, or other Internet- or telephone network-connected devices, and any social media account or platform, on Christ the King's property from 7:00 a.m. to 6:00 p.m., Monday through Friday, without explicit permission of a teacher or the Principal.
6. Use or transmission of harassing, insulting, threatening, embarrassing, or obscene materials.
7. Use or transmission of materials that violate the standards of conduct or other policies published in the Student Handbook.
8. Installation of software on Christ the King systems or installation of Christ the King software on other systems, whether standard commercial software, shareware, or freeware, or downloading commercial software, shareware, or freeware software from external or Internet sources.

9. Use of school name or logo on any external site, webpage, email list, message board, social networking site or system, without the prior written authorization from the Principal.
10. Use of school wireless network requires permission of the System Administrator or Principal.

4.4 Email Retention

Christ the King provides email to employees for the purpose of general communications. No special measures are taken to retain or archive email messages due to issues of cost and complexity. All official communications or documentation should be conducted in print and archived in correspondence files. Please treat email as the equivalent of a postcard or phone conversation and use postal mail for official communications or documentary notifications. Please contact the Systems Administrator for any needed clarifications.

4.5 Blogging, Social Networking, Photo, Audio, and Video Publishing

1. This Policy includes, but is not limited to, personal blogs and personal websites, and services such as, but not limited to, Facebook, MySpace, LinkedIn, Twitter, Digg, Plaxo, and Bebo, among other similar means of publishing information or intellectual property, photos, audio clips, or videos.
2. Blogging or social networking by Users, whether using Christ the King's property and systems or personal computer systems, is also subject to the terms and restrictions in the Policy. Limited and occasional use of Christ the King's systems to engage in blogging or social networking is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate this Acceptable Use Policy, is not detrimental to Christ the King's best interests, and does not interfere with an employee's regular work duties. Blogging or social networking from Christ the King's systems is also subject to monitoring. Users are prohibited from revealing any confidential or proprietary information when engaged in blogging or social networking.
3. Users shall not engage in any blogging or social networking activities that may harm or tarnish the image, reputation, and/or goodwill of Christ the King and/or any of its community members. Users are also prohibited from making any discriminatory, disparaging, defamatory, or harassing comments when blogging.
4. Users may also not attribute personal statements, opinions, or beliefs to Christ the King when engaged in blogging or social networking activities. If a User is expressing beliefs and/or opinions in blogs or social networking sites, the User may not, expressly or implicitly, represent themselves as an employee or representative of Christ the King. Users assume all risk associated with blogging and social networking.
5. Users are encouraged to use the following guidelines in using blogging or social networking media or services:
 - Do not be anonymous.
 - Be relevant to your area of expertise, and be careful not to overstep the boundaries of your area. Don't use expertise in one area to claim authority outside of that area.

- Always be professional, courteous, honest, and respectful.
 - Use the “good judgment” test – if you were to look back at your contribution from a perspective a year in the future, would you be happy with your posting or contribution – does it show that you exercised good judgment?
6. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export of controlled materials, Christ the King’s trademarks, logos, and any other Christ the King intellectual property may not be used in connection with any blogging or social networking activity. Users are requested to report unofficial sites that use the diocesan, parish, or school logo or name without permission.
 7. Users may find valid and important professional and personal uses for blogging and social networking sites. School personnel, specifically teachers, staff, and adult volunteers, are prohibited from networking or making specific connections with students through social networking sites. Those with a legitimate need to use Internet-based media for communicating with students or other minors are referred to the Principal and the Director of Child and Youth Ministries for approved means and methods.
 8. Students are prohibited from using blogging or social networking websites from Christ the King’s campus except under the direct supervision of teachers or staff. Students may not use their own personal communications devices (smartphones, tablets, PCs, or other Internet-connected devices) to access social networking websites from the Christ the King campus. For all other Users, the Principal’s judgment is the determinant as to whether a given website falls under the description of “social networking.” Posting of messages to personal pages or “walls” and the use of and using social networking instant messaging are prohibited from any communications devices, whether cellphones, smartphones, PCs, or other Internet- or telephone network-connected devices.
 9. Students are prohibited from posting photos, audio clips, or videos to blogs or social networking sites or to other publishing sites from the Christ the King campus, using campus-owned computers, or personal equipment, including, but not restricted to, computers, smartphones, cellphones, or other Internet- or telephone network-connected devices, except under the direct supervision of teachers or staff.

5.0 Enforcement

Any employee found to have violated this Policy may be subject to disciplinary action, up to and including termination of employment. Any student found to have violated this Policy may be subject to disciplinary action, including termination of computer rights, failure of computer class, suspension, and expulsion from school. Any parishioner found to have violated this Policy may have his or her use of Christ the King’s facilities revoked. In addition to the above discipline, appropriate legal action may be taken. Christ the King will cooperate with law enforcement authorities in prosecuting criminal action when appropriate. Monetary charges may be sought for damage necessitating legal expense, repair or replacement of equipment or software, as well as any related costs for time and materials required to make systems operational.

6.0 Revision History

- v. 1.0 Original policy.
- v. 2.0 First draft, March 7, 2003, adapted from SANS sample policies, <http://www.sans.org/resources/policies/>.
- v. 2.1 Revisions incorporating materials from original policy, April 3, 2003.
- v. 2.2 Incorporated recommendations from D. Lovell, add reference to external definition of plagiarism.
- v. 2.3 Added file sharing prohibition, July 29, 2003.
- v. 2.4 Revisions from Christine Caron-Gebhardt, August 5, 2003. Changes also made to Upper and Lower Grade documents.
- v. 3.0 Added explicit IM prohibition for students, prohibition on defeating content filters, June 25, 2004.
Reviewed with no changes made, August 3, 2005.
- v.4.0 Added prohibition on use of school name, logo by students without permission, August 3, 2006.
- v.5.0 Added email retention policy, section 4.4, August 9, 2007.
- v.6.0 Further specifications to scope in section 3. Added explicit prohibition of text messaging, restrictions on blogging, use of social networking, publishing videos, audio clips and photos. Materials adapted from Rick Vanover's Tech Republic sample social networking policy and from SANS sample policies on blogging and social networking in section 4.5, August 6, 2009.
- v. 7.0 Added requirement that students have permission of Principal to use campus wireless network in 4.3; minor edits to 4.5.
- v. 8.0 Revisions from School Board, January 19, 2016. School Board voted to use one AUP and to cease using Upper and Lower Grade documents.

Last reviewed July 11, 2017.

Handbook Version Control - Do Not Print

Changes for 2015-2016

Responsive Classroom Introduction

Update to conduct motivators and documentation

Policies stated in positive language

Change in Sock Policy for 15-16

Updated Activities for 2015-2016

Change for lice policy and immunization 2017-2018

New Acceptable Use Policy included 2017-2018