



**STUDENT
HANDBOOK**

2018 – 2019

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Dear Parents and Students,

*“What greater work is there than training the mind
and forming the habits of the young?”
St. John Chrysostom*

Welcome to Christ the King Catholic School! In choosing Christ the King School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Christ the King School for the 2018-2019 school year. Please read this document carefully, then print and sign the agreement in the back of this book and return to the school office. This agreement states that you intend to abide by the policies of Christ the King School during the 2018-2019 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

A handwritten signature in black ink, appearing to read "James R. Boddie, Jr.", written in a cursive style.

*Father James R. Boddie, Jr.
Pastor*

*Mrs. Stephanie C. Engelhard
Mrs. Stephanie Engelhardt
Principal*

ADMINISTRATION

Pastor - Reverend James R. Boddie, Jr.

Principal - Mrs. Stephanie C. Engelhardt

***6822 Larkin Road
Jacksonville, Florida 32211***

School Office – 904-724-2954

School Fax – 904-721-8004

Email - ctk@ctkschooljax.com

Webpage - www.ctkschooljax.com



The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at Christ the King Catholic School is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

PARISH MISSION STATEMENT

The mission of our faith community is to help each other experience Christ as the center of our lives and thereby know we are destined for eternal life with God. As such, we journey together as a welcoming Catholic Community centering on the Eucharist and Stewardship as a way of life. We trust that the Spirit of Christ will empower us to achieve this mission.

SCHOOL MISSION STATEMENT

The mission of Christ the King Catholic School is to serve God as a community, follow Catholic teachings, create a love for learning and respect the unique gifts and talents of others.

VISION STATEMENT

Students at Christ the King School will live their Catholic faith with integrity, self-control, service to community, and motivation to always achieve their individual best.

RELIGIOUS CODE STATEMENT

Christ the King School is governed by the laws of the Roman Catholic Church. As Catholics, we are making a statement to the world by investing in our children. The members of the School Board, Pastor, Principal, and Staff feel it is a privilege to attend Christ the King School. With this privilege comes responsibility. As baptized Catholics, you are the first and the best teacher your children will ever have. Since the future of the Church is in your hands, it is imperative to remain faithful in the beliefs of the Church.

The Sacrifice of the Holy Mass is the heart of our Church. Every Catholic parent must ensure that these beliefs are being taught. These simple truths are the center of the Roman Catholic Church and without them we would disintegrate. Therefore, every Catholic parent should be attending Mass faithfully every Sunday with their children. If you do not comply with this, you have breached the most important contract of all, your contract with God.

STATEMENT OF OBJECTIVES

Christ the King School sets Jesus Christ as the example for students to follow. By following this example, students learn:

- 1. To know God in themselves and others.*
- 2. To think and communicate clearly.*
- 3. To get along well with others.*
- 4. To see how each of us is connected and why peace is valuable.*
- 5. To cooperate in group activities.*
- 6. To show good sportsmanship.*
- 7. To appreciate music, fine art and literature.*
- 8. To realize the connection between family and school.*
- 9. To serve others in need.*
- 10. To participate fully in Mass.*



STRIVE FOR EXCELLENCE
OBEY 10 COMMANDMENTS
ACCEPT RESPONSIBILITY
REACH OUT TO OTHERS



Christ the King School has achieved a STREAM designation. STREAM is a curriculum focus on Science, Technology, Engineering and Math. Catholic schools additionally incorporate Religion and Art. The reasons we are pursuing this are:

- **STREAM** provides students an opportunity to apply Catholic values when making decisions about the natural, material and technical world and to realize their impact on the world.
- **STREAM** provides students with an opportunity to improve their communication and interpersonal skills through collaboration.
- **STREAM** provides students an opportunity to engage in creative problem-solving and foster an interest in future fields of study through the use of real world scenarios.

2018-2019 School Calendar

August	14	First Day of School
September	3	Labor Day (No School)
	19	Mid Quarter Progress Reports
October	8	Accelerated Reader Due (Grades 3-8)
	12	Teacher Professional Day (No School)
	19	Report Cards
	15	Second Quarter Begins
	25	Parent Conferences (noon Dismissal)
	26	Discretionary Day (No School)
November	12	Diocesan Professional Day (No School)
	14	Mid Quarter Progress Reports
	21 - 23	Thanksgiving Holidays
December	10	Accelerated Reader Due (Grades 1-8)
	13 - 17	Middle School midterm exams
	18	Noon Dismissal – No Ext. Care – Christmas Break Begins!
January	2	Teacher Professional Day (No School)
	3	Classes Resume
	9	Report Cards
	21	Dr. Martin Luther King Holiday (No School)
	30	Mid Quarter Progress Reports
February	18	Presidents’ Day (No School)
March	11	Accelerated Reader Due (Grades 3-8)
	18	Diocesan Professional Day (No School)
	21	Report Cards
	22	Discretionary Day (No School)
	25	Weather Day (No School unless this day is used as a makeup for weather)
April	17	Mid Quarter Progress Reports
	18 - 26	Easter Holiday (No School)
	29	Classes Resume
May	20	Accelerated Reader Due (Grades 3-8)
	24	Teacher Professional Day (No School)
	27	Memorial Day (No School)
	28 - 30	Middle School final exams
June	5	Last Day of School

ADMISSION:

Nondiscriminatory Policy

Christ the King Catholic School 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.

As openings become available, the following priorities will be used to accept students to Christ the King Catholic School:

1. *Members of Christ the King Parish*
2. *Members of other parishes*
3. *Non-Catholic students*

Children entering Pre-Kindergarten must be four (4) years of age by September 1, 2018 and be toilet trained.

Children entering Kindergarten must be five (5) years of age by September 1, 2018. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten assessment test.

At the time of registration, all new students seeking admission to Christ the King Catholic School are evaluated on the basis of current standardized test scores, report cards, and Principal directed assessment.

Requirements include:

- *Report Cards (last two years)
- *Standardized Test Results (last two years)
- *Record of IEP (if applicable)
- *Verification of active parish affiliation/stewardship (form in school office)
- *Use of weekly Christ the King Church envelopes
- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Christ the King Catholic School.

Non-Catholic students whose parents accept the philosophy of Christ the King Catholic School will be accepted on a space available basis.

In-Parish Scholarships are established for Catholic families who are actively participating in Christ the King Catholic Parish by attending Mass regularly at Christ the King Church and consistently demonstrating stewardship of time, talent, and treasure within the Parish. Mass attendance is monitored through your use of the Parish family envelope. New Parish families must be registered through the Church office

and attend mass at least twice per month to maintain the In-Parish Scholarship. Students must be baptized Catholic.

Other Catholic families must submit the Parish Family Agreement form from the parish they are attending, stating that the family is in good standing with their parish church.

SPECIAL NEEDS CHILDREN:

The Catholic School community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually.

Individual schools establish admission policies for their own schools which target students who are able to manage in a mainstream setting. Limited resources prevent Christ the King Catholic School from accepting students who would require more than simple accommodations.

While we do not provide a special education program, we will try to make reasonable accommodations for students with special needs. The Principal shall make the final decision as to what the school can reasonably accommodate.

*The final decision for admission and re-admission rests with the Principal and the Pastor.

FINANCIAL OBLIGATIONS

It is understood and agreed that:

REGISTRATION FEE IS NON-REFUNDABLE. ACADEMIC FEES, GRADUATION, CLASSROOM AND ACTIVITY FEES WILL NOT BE REFUNDED AFTER JULY 15, 2018.

TUITION PAYMENTS will be managed by FACTS Tuition Management. Payments will be calculated on a two, ten or eleven month basis (August/January, July-May or August-May) and will be withdrawn monthly on the 5th or 20th of each month or semi-annually. Credit cards or direct debit only will be accepted by FACTS. Semi-annual payments will be due August 5, 2018 and January 5, 2018. Payments made in full will be paid directly to Christ the King School by August 1, 2018. If a student withdraws during the school year, tuition will be payable for a full month.

***If payment is not made, the School has the option to exclude your children from classes until payment is made. This includes graduation ceremonies. Cumulative folders, report cards and diplomas may be held due to account balances. *No student will receive a report card and/or cumulative folder if tuition, extended care, lunch account, library fines or any other charges are in arrears.**

TUITION RATES 2018-2019

Non-Refundable Registration Fee

Kindergarten - Eighth Grade - \$250 - Per Family

Tuition

Kindergarten - Grade 8 -\$6,800 per Student per Year
Pre-Kindergarten Four – 8:00 AM –11:30 AM – Monday - Friday
Pre-Kindergarten - Voluntary PK4 Program– State Scholarship
Non Voluntary Pre-Kindergarten Four Year Old - \$2500 per year

Fees

Academic Fee - \$500 per Student (Grades K-8)
IPad Fee (Grades 6-8) - \$75
8th Grade Graduation Fee - \$50
Yearbook Fee- \$35—Optional

TUITION SCHOLARSHIPS AVAILABLE

Step Up Scholarship - Florida Tax Credit Scholarship
Parishioner Scholarship – Active Members of Christ the King Parish
Catholic Scholarship – Active Catholics who are members of another Parish

Only one of the school’s scholarships may be applied to a student’s tuition.
Scholarship funds are not given directly to the families; but rather, are deducted from school tuition.

ACADEMIC FEES SCHOOL YEAR 2018-2019

(NON-REFUNDABLE FEE)\$500.00
Covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (play-ground balls, jump ropes, etc. for use by classrooms during recess times), Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/EXTENDED SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

Academic Fees will be paid in full directly to the school by April 13, 2018.

FACTS® Tuition Management Service Overview

- There is an annual non-refundable \$38 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Your enrollment form to FACTS® must be completed with your online registration.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to Christ the King Catholic School for the entire amount of tuition no later than August 1, 2018. You may drop off or mail your payment to the school office (6822 Larkin Road).

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school. If a student withdraws during the school year, tuition will be payable for a full month.
- Registered students who withdraw after December 15th are responsible for **the full yearly tuition amount.**
- The school will not forward records for students who withdraw with an outstanding balance.

Christ the King offers limited financial assistance to parishioners. To determine eligibility, an applicant must complete and submit a FACTS application online with a \$25.00 application fee by March 25, 2019 for the 2019-2020 school year. The total financial assistance for tuition will be proportionately divided among those who qualify. Expect limited assistance for the 2019-2020 school year. Please submit a FACTS application online <https://online.factsmgt.com/aid>.

EXTENDED CARE

- Christ the King Catholic School is pleased to offer Extended Day Care (EDC). This program is designed to provide a safe and enjoyable environment for your child/children. All EDC staff is finger printed and is Protect God's Children certified. Only EDC staff has contact with the children.
- EDC operates from **3:00 p.m. to 6:00 p.m.** on regular school days and from **2:00 p.m. to 6:00 p.m.** on Wednesday – early dismissal.
- The Extended Day Care phone number **(904) 674-6365** can be called from 3:30 p.m. to 6:00 p.m. on regular school days and from 2:30 p.m. to 6:00 p.m. on early dismissal days (Wednesday).
- EDC provides a quiet place for homework and counselors will answer homework questions, but they will not check or/and correct homework for the children. We do not provide tutoring services. School tutoring is on Thursdays; please contact your teacher for details.
- Please remember to send a pencil to do homework, a snack and drink for your child.

Location of Extended Day Care and Pick Up

-The Extended Day Care rooms are located on the second floor of the elementary school building (St. Francis of Assisi).

-After being buzzed in through the elementary school doors (closest to Sheppard Square), **parents must come to the second floor to sign out and pick up** their children.

-**The latest** time to pick up your children is **6:00 p.m.**

-Parents must wait **in the foyer area** to pick their children up.

-Parents must sign their children out daily.

-**In the case when someone other than a parent is picking children up.**

- Parents must call the school or the Extended Day Care.
- This person must be on the emergency pick up list.
- They will be asked for their ID.
- Please tell them to sign your children out.
- We will not release any children to someone that is not on the list, this is for your

children's safety.

Rules and regulations (Extended Day Care)

-**All families** using the services of EDC must register and pay the one-time year fee **\$50.00**.

-**Extended Care Students** will not be released from EDC **before 3:25 p.m. or 2:25 p.m.**

If you wish to pick up your child before those times please call the office before 3 p.m. so the student(s) can be directed to carpool.

The Extended Care Staff is not prepared to receive parents earlier than **3:25 p.m. or 2:25 p.m.** as students are still in transition from classrooms to Extended Day Care.

-**The Extended Day Care closes at 6:00 p.m.** If students are not picked up by 6:00 pm, there is a \$1.00 dollar per minute late charge until 6:15. There is a \$2.00 dollar per minute late charge until 6:30. This fee must be paid in cash at pick up on the same day. After 6:30 we must call DCF and/or the police due to child abandonment and there will be a \$2.00 dollar per minute late charge until student is picked up or the police and/or DCF make a resolution. Parents must sign the child release form.

What happens when a student is not pick up at carpool?

► **Carpool ends at 3:20 p.m.** on regular school days and **2:20 p.m.** on Wednesday early dismissal.

► Students not picked up by 3:20 p.m. and/or 2:20 p.m. will be sent to **Extended Day Care (EDC)** where a drop in fee will apply.

► Extended Day Care Staff will have a **drop in fee form for you to sign**. No matter the circumstance, this form must be signed by the person picking the student(s) up. Along with the signature we need the relationship with the student(s). This is a procedure that was put in place for your child/children's safety.

► **EDC Drop In Fee:** There is a one dollar fee for every minute the parent is late to pick up their child. **This fee is up to \$25 (per child).** This fee must be paid in cash or check within 2 weeks of the date of the drop in. You do not have to pay the same day unless you wish to do so. In the blue folder that goes home on Wednesday we will send you an invoice to remind you of the charge.

► **For families with multiple children drop in on the same day:** The first child will pay \$20, the second child \$15, the third child 10 and the 4th child \$ 5.

	Monday, Tuesday, Thursday & Friday
3:00 p.m.	Dismissal
3:20 p.m.	Supervised dismissal ends Students not picked up go to Extended Day Care
6:00 p.m.	<u>Extended Day Care ends</u> Extra charge for pick up after 6:00 p.m. (Pay same day)
Wednesday	
2:00 p.m.	Dismissal
2:20 p.m.	Supervised dismissal ends Students not picked up go to Extended Day Care
6:00 p.m.	<u>Extended Day Care ends</u> Extra charge for pick up after 6:00 p.m. (Pay same

	day)
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Extended Day Care Fees

- Parents are expected to pay their Extended Day Care fee the first day of every month. These fees are paid to Christ the King Catholic School.
- If paying on a monthly basis, the first payment is due August 1 and last payment is due May 1.
- A penalty of \$25.00 will be added after the 8th of each month.
- If you are late, we will send you an invoice with the monthly fee and the penalty.
- Please address all tuition or other billing questions to the school accounting office at (904)724-2954.
- If a student withdraws during the school year, Extended Day Care will be payable for a full month.
- Parents will need to provide written notification to the Extended Day Care Facilitator a week before the month starts, if they do not wish to use the Extended Day Care services the following month.

Returned Checks:

When any checks are returned for insufficient funds, the issuer will be notified that all future payments, of any kind, must be made in cash, money order, or certified funds for the remainder of the year.
 A \$25.00 penalty fee will be assessed.

<u>Extended Day Care</u>	
Yearly cost	
Registration fee per family	\$50.00
1 child	\$1,650 per year
2 children	\$2,300 per year
3 children	\$2,900 per year

Students Rules

- Follow the directions given by the group leader.
- Be respectful to others, yourself and the property.
- Always remain with a group leader in the assigned area.
- Be responsible for your own belongings and respect the property that belongs to others, including the school/church.
- Inside the buildings, please walk and use inside voice level.
- Use appropriate and respectful language at all times.
- Keep your hands, feet and inappropriate comments to yourself.
- Bring your school planners and all assigned homework/work.
- Students are not permitted to leave Extended Day Care scheduled time without proper advanced notification from a parent or guardian, to the Extended Day Care Facilitator and/or Director.
- Students must refrain from the use of phones, from listening to music and from taking pictures. EDC follows the same school rules for technology as school does.

ACTIVE PARISHIONERS:

HOW DO I QUALIFY FOR THE CATHOLIC IN PARISH SCHOLARSHIP?

In order to qualify for the privilege of the Catholic In Parish Scholarship, families must meet the following criteria:

- Minimally, one parent/legal guardian must be a baptized Catholic (exceptions granted by the Pastor);
- The child(ren) must be baptized Catholic and a copy of the baptismal certificate(s) must be provided to the school office;
- The family must be registered in the parish by completing a Parish Data Base (PDS) census form through the Rectory or online at ctkcatholic.com;
- A current, signed “Put God First” commitment letter must be on file in the school office;
- The **family** must attend Sunday Mass at Christ the King Church a minimum of twice monthly on a consistent basis and deposit a tithe envelope provided by the parish into the collection basket at the Mass attended. Tithing is at the convenience of the family (weekly, monthly, etc.); envelopes must be used, regardless;
- Families electing to tithe using the Online Giving method must also deposit the family envelope marked “I give online” in the collection basket at Mass;
- To demonstrate a sincere commitment to Stewardship, envelopes may not be routinely mailed to the school/rectory and they may not be sent in by others.

As a rule, to be considered “active” parishioners, families must be registered at Christ the King Parish for six months, attend Mass faithfully, use the envelope system and support the life of the parish. New families transferring from another Catholic parish may be provisionally qualified to participate when registering. A letter from the Pastor of the former parish which certifies the family was an active member of that parish must be provided to the school at the time of registration. The family must also meet with the Pastor from Christ the King Church for approval.

Christ the King reserves the right to reclassify as “inactive” any family not consistently attending Mass and using the tithe envelopes provided. In such event, the family must meet with the Pastor.

The obligation to attend Mass on Sundays and Holy Days of Obligation is a serious one. This is not merely a matter of parish policy. The Third Commandment of Divine Law requires it: “Remember, thou, keep holy the Sabbath.” Canon Law of the Catholic Church also requires Mass attendance: “...the faithful are bound to participate in the Mass ...” (Canon 1247).

You, the parent, are the primary teacher of your children. You set the example and establish your families’ priorities. Christ the King School and Parish prides itself in providing an outstanding environment in which to enrich your children academically, spiritually, and socially. We are your partners in this endeavor. We will do our part

and we appreciate and anticipate that you will do yours. Our Pastor, Father James Boddie, Jr. expects nothing less of us, or you. It is with this expectation that he extends to you the privilege of an In Parish Scholarship.

CHRIST THE KING FAMILY PARTICIPATION PLAN:

The Christ the King School Board has instituted a policy to encourage all school families to give of their time, talent or treasure. Each family must choose from the following three choices: All obligations must be completely met by May 1, 2019 or the family will incur a \$250 assessment. You must choose **ONLY ONE** of the three options. You cannot combine two options to complete your Participation.

Option 1 Service Hours - Due May 1, 2019

Families who elect this option must volunteer at the school. To receive credit, parents must come to the office, log in the “check in” computer during school hours or have a signed service hour sheet for weekend or evening projects.

Family	20 Hours
Single Parent	10 hours

Option 2 SCRIP Gift Cards - Earned up to March 27, 2019

Families who elect this option must purchase gift cards from participating vendors through Christ the King’s SCRIP program. Vendors in turn donate varying percentage amounts back to the school. These rebates will be split with participating families who receive 50% towards their next year’s book fees.

Family	\$1,500.00
Single Parent	\$ 750.00

Option 3 Buy Out Plan - Prior to May 1, 2019

Families who elect this option must make their payment prior to May 1st. Families who elected Option 1 or 2, but were unable to fulfill their commitment will also be billed under this plan.

Assessment	\$250.00
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If a family does not make arrangements to fulfill one of these options, a \$250.00 penalty fee will be assessed.

Academic Fees for the 2019-2020 school year are due April 4, 2020. Any SCRIP rebate earned up to March 31, 2020, will be applied as a discount. Any SCRIP rebates earned after March 31, 2020 will be applied to the following year’s academic fees (2020-2021).

SCHOOL HOURS:

Kindergarten - 8th Grade

Monday, Tuesday, Thursday, Friday 7:40 AM - 3:00 PM

Wednesday 7:40 AM - 2:00 PM

Pre-Kindergarten Four - Monday - Friday 8:00 AM - 11:30 AM

The bell will ring at 7:40 AM and all students must be in their seats at that time.

Opening prayers and exercises begin promptly at 7:45 AM.

Students arriving after the 7:40 AM bell are tardy. (See Tardiness page 18.)

Safety Patrol morning duty begins at 7:20 AM and afternoon duty ends at 3:30 PM.

School doors, in all buildings, do not open for students until 7:30 AM.

Exception is Before School Care located in the cafeteria and Safety Patrol.

Please do not walk your child/ren to their classrooms.

Students needing to arrive before 7:30 AM must report to the cafeteria. Christ the King School provides supervised care for students who need to be dropped off between 7:00 AM - 7:30 AM.

If a student is late, the parent must accompany the student to the office to check-in.

EXTENDED CARE HOURS

Pre-Kindergarten Four Wrap Around Care - 11:30 AM - 3:00 PM or

Pre-Kindergarten Four All Day Wrap - 11:30 AM - 6:00 PM

Kindergarten - 8th Grade Extended Care - 3:00 PM - 6:00 PM

Wednesday - 2:00 PM - 6:00 PM

AFTERNOON PICKUP:

All siblings will be picked up in the same area as the youngest child. Grades 3-8 will be picked up on the outside (island). PK4 - Grade 2 will be picked up with all siblings under the canopy.

Rainy Day pick up will be in the Kingdome. Parents are required to go to the Kingdome to pick up their child.

Students not picked up by the end of carpool (approximately 3:20 PM or 2:20 PM for Wednesday) will be sent immediately to the Extended School Care Program. Parents are charged the daily per child rate of \$25.00 for using this program.

ATTENDANCE:

Our attendance regulations have been compiled to help foster responsibility and develop habits that can only be beneficial in school and later life. They are:

A student's absence from school will be recorded as either an **excused** absence or an **un-excused** absence. An excused absence is the result of illness. For this type of absence to be

excused requires:

1. A phone call from parent or guardian to the school between 7 AM and 8:30 AM **and**
2. A note from a parent/guardian stating the date(s) of the absence(s) and the specific reason for the absence. For students in 2nd through 8th grade, this note must be turned into the main office before school the day the student returns to school. For students in Kindergarten through 1st grade, this note should accompany the student into class. **Failure to provide a note means the absence was unexcused.**

Students with an excused absence must make up schoolwork within three days (this includes weekends) after returning to school. Except when the student is absent on a due date, then student must turn in work upon returning to school.

A student receiving an unexcused absence will receive a grade of zero for all school work missed. (does not apply to Kindergarten)

1. **Diocesan Attendance Requirement - A minimum attendance requirement of 37 days each 45 day grading period should be maintained to qualify a student for a passing grade for that quarter. This includes excused or unexcused absences which can result in failure for the quarter.**
2. If an athlete/cheerleader is absent on game day for illness, the student will be ineligible to play on game day.

Parents will be notified by phone upon the sixth absence of the student to request their cooperation in preventing further absences. Under conditions that warrant special consideration, the Principal will make the final decision after meeting with the parents and teachers to determine whether or not the child will fail the quarter after missing 9 days or more that quarter.

RE-ADMITTANCE:

For communicable diseases, re-admittance will be:

1. Strep throat – 24 hours from receiving antibiotics and no fever
2. Fever/Vomiting – 24 hours from last incident with no medication. A fever is defined as an elevated temperature of 100.4.
3. Conjunctivitis (pink eye) – 24 hours after start of medication
4. Lice & Scabies – following medical treatment “see Diocesan ‘No Nits’ policy. Before a student can return to class, the student must report to the office to verify compliance with the no nits’ policy.
5. Impetigo – at least 24 hours after the start of the medication

TARDINESS:

A student is tardy if not in their seat by the 7:40 AM bell. When this happens, **parents must accompany their student to the office to get a tardy slip necessary for student admittance to class.** Tardies are very disruptive to school and class routines and should be avoided. **More than three tardies per grading period is considered excessive.** This will result in a conference with administration and a Beautification may be assigned.

Tardy middle school students will not be allowed to go to their locker until their first period teacher directs them to do so. Students arriving after 8:10 AM will be marked absent for their first period class. More than eight absences in a quarter will result in a failing grade for that subject.

The only excused tardy is a doctor, dentist, or orthodontist appointment with documentation or an office sanctioned traffic delay.

EARLY DISMISSAL:

If a student needs to be picked up early, a note should be sent to the teacher in advance. Parents must sign their child out at the office. Students who leave before noon are considered absent for the entire day. If a student is dismissed early eight times in a quarter, their absence from that period class will cause them to fail that subject.

PRE-PLANNED ABSENCES:

As soon as a family is aware that their child(ren) will be absent from school, a *Pre-planned Absence Form* must be completed. Family obligations that involve long distance travel would be an example. It is strongly encouraged, however, that absences be taken during school scheduled holidays. If it is necessary for a student to have a pre-planned absence, even for only one day, the following procedure must be followed by the family at least **five days prior** to the absence or the absence will be counted as unexcused.

1. Obtain a Pre-planned Absence Form from school office or website.
2. Obtain the signatures of all the student's teachers and the Principal on the form.
3. Turn in all makeup work and tests within three days. Work may be given in advance of the absence at the teacher's discretion.
4. If a student's grades are at risk, a teacher may deny the request. In this case, the student's absence will be unexcused.
5. Compulsory attendance rules apply to **all** absences.

PERFECT ATTENDANCE AWARDS:

Perfect Attendance Awards are presented to students who have **no absences, tardies (excused or unexcused) or early dismissals.**

SCHOOL CANCELLATION:

The Diocesan Policy for closing of school due to inclement weather is consistent with Duval County. Should Duval County cancel school for weather, Diocesan schools will also be closed. Please listen to the local television and radio broadcasts for this information.

SCHOOL COMMUNICATIONS:

- **Wednesday Envelope**

Each Wednesday, an envelope is sent home with students in Pre-Kindergarten - Grade 5 containing their work, tests, assignments, school announcements, etc. Parents are to review the contents of the envelope, sign and return the envelope and any papers stamped "sign and return" to the homeroom teacher on Thursday.

A \$3 fine will be charged for Wednesday envelopes lost.

- **Student Planner – Grades 1 - 5**

The student planner is used by students to keep track of assignments and important reports. The teachers will often write notes to the parents in the student's planner. The cost to replace a lost planner is \$10.00.

- **Parents Web**

Parents Web is an online source for parents and teachers to communicate. Grades, teacher pages, school calendar, lunch menu and much more is available to keep parents informed of their child's progress. Parents can quickly intervene if their child goes off track. Also through Parents Web, routine and emergency announcements may be sent by email, text or phone message to all parents that have an active email address and current phone numbers. Please contact the school office if you are not receiving any communications from the school through Parents Web.

CURRICULUM:

All educational materials used at Christ the King Catholic School are linked to Diocesan objectives and are appropriate for instruction. They are selected for specific educational purposes. Any controversial materials will be approved by the Principal. Any questions regarding educational materials should be directed to the Principal.

CRITERIA FOR ALGEBRA - DIOCESE OF ST. AUGUSTINE:

Students who wish to enroll in eighth grade algebra should meet the following criteria adopted by diocesan principals in March, 2007.

CRITERIA

1. 90% or higher ITBS for grade six
2. 85% or higher for all four quarters in math
3. 85% or higher on the final math exam
4. Teacher recommendation

RATIONALE

A student's success in learning is achieved when he/she is placed in courses appropriate to his/her abilities.

The study of mathematics envelops multi-levels. As the student advances, critical thinking skills and reading ability become par with computational accuracy.

Algebra I is a high school freshman course. Occasionally a student may demonstrate, through classroom performance and standardized testing, the maturity to undertake the study of Algebra I in eighth grade.

A small percentage of these students may show exceptional ability and demonstrate, again through classroom performance and standardized testing, the requisite ability to begin their high school mathematics studies with Geometry (Honors).

The majority of eighth grade students studying Algebra I will show aptitude in basic algebraic skills and will continue the study of Algebra I as a high school freshman.

REPORT CARDS:

Report cards will be issued four times during the school year for grades K-8 and the second through fourth quarters for kindergartners. **Report cards and Progress Reports will be emailed to the address provided during registration.** It is the parent's responsibility to ensure they are receiving school emails.

Parent Teacher Conferences will be held following the first grading period for grades 1-8.

PROGRESS REPORTS:

Parents of students in grades 3-8 may access their grades at any time through the Parent Portal. Parents are encouraged to keep a close watch of your child's grades at all times but especially during the mid-term reports.

Mid-quarter Progress Reports will be issued on the following days:

**September 19th
November 14th**

**February 6th
April 17th**

The school requires that all **papers, reports, projects, or other material requesting parent signatures be returned within 48 hours in grades 1st through 5th.** Failure to obtain parent signature will result in a Level I referral.

HONOR ROLL:

Christ the King School has an A Honor Roll and an A-B Honor Roll for grades 4-8. Art, Music, Spanish, P.E. and Media/Resource are included for Honor Roll.

GRADING SYSTEM:

Christ the King Catholic School follows the grading system established by the Diocesan Department of Education as indicated at the bottom of the report cards.

Pre-Kindergarten: Codes for Marking Student Skills

3. Mastered the skill
 2. Developing the skill
 1. Needs to Develop the skill
- *Not assessed/ Not introduced

Evaluation Key for Kindergarten – First Grade

S = Student is proficient in meeting grade level skills.

N = Student shows a developing understanding of skills, assistance is required.

U = Student shows little understanding of the skills, cannot complete task independently.

Kindergarten – Second: Codes for Marking Student Skills

4= Proficient, meets grade level expectations with accuracy.

3= Developing proficiency, does not meet grade level expectations.

2= Emerging proficiency, beginning to show progress/understanding but not yet meeting grade level expectations.

1= Insufficient proficiency, shows insufficient progress/understanding and is significantly below grade level.

N/A= Not taught at this time

Evaluation Key for Second Grade

S+ = Student consistently meets grade level expectations with independence & accuracy.

S = Student is proficient in meeting grade level skills.

S- = Student is meeting the majority of grade level skills.

N = Student shows a developing understanding of skills, assistance is required.

U = Student shows little understanding of the skills, cannot complete task independently.

Grades 3 - 8: Code for marking in all subjects

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

Evaluation Key for Third – Eighth Grade

4= Exceeds expectations

3= Meets expectations

2= Working towards expectations

1= Not meeting expectation

*= Not assessed

DIOCESE OF ST. AUGUSTINE

PROMOTION AND RETENTION STANDARDS:

PROMOTION STANDARDS:

When a school accepts a student, that school accepts the responsibilities of educating that child. It is expected that the performance of each child will be directed toward maximizing the individual's abilities and talents. The uniqueness and individual differences of each student are strong beliefs in the value system of our Catholic Schools and every effort should be made to meet the varying needs among our students within the realm of local resources.

Factors to be considered in the promotion of a student should include:

Class Performance According to Grade Level Requirements

Student Age and Ability

Student Achievement on Tests and Examinations

Successful Achievement of Required Passing Average

Minimum admission to diocesan secondary school

Admission to diocesan secondary schools from Catholic elementary schools is contingent upon the student graduating from 8th grade with no significant disciplinary history.

In order to be promoted to 9th grade, a diocesan student must successfully complete all major subjects: Religion, Language Arts, Math, Social Studies and Science.

The elementary school Principal will retain the cumulative records of any 8th grade student(s) who failed to be promoted from the 8th grade. If a student has failed any of the above course(s), the student must successfully complete the course(s) failed in the (Elementary) school's summer program or at another accredited school approved by the Principal.

The student will be admitted into the secondary school when cumulative records, indicating promotion, have been received.

RETENTION STANDARDS:

Pupil progression shall be based primarily on achievement of appropriate grade level skills. Other factors to be considered are mental and physical development, work and study habits, and maturation.

Most students will be able to follow the school's regular program of sequential learning. However, testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time, therefore, it may become necessary to retain a pupil an additional year in a particular grade. Should that be the case, school personnel should follow Diocesan Criteria for Retention.

CRITERIA FOR RETENTION:

1. The student has failed to pass the major subjects at each Grade Level. The following list indicates the specific failure(s) on each Grade Level that could result in retention at a particular Grade Level:

Kindergarten: Lack of readiness in reading, math, and communication skills.

At the primary level, especially Kindergarten, special consideration to promote a student will be given to social, emotional and maturation levels. Consideration is also given to physical size and chronological age.

Grade One: Failure in Reading/Language Arts or Math

Grade Two: Failure in Reading/Language Arts or Math

Grade Three: Failure in Reading/Language Arts or Math

Any failed subject must be made up in a summer program approved by the Principal. Only one subject may be taken in summer school. The Principal reserves the right to retest any student who wishes to return the following year.

Grades Four-Eight: For promotion in Catholic school, a passing grade must be achieved in all major subjects: Religion, Reading, English, Math, Social Studies and Science

Any failed subject must be made up in a summer program approved by the Principal. A maximum of two subjects may be taken in summer school. The Principal reserves the right to retest any student who wishes to return the following year.

If one of the failed subjects is Religion, the student must make up work if he/she wishes to return to the school or to enroll in any other Catholic school in the Diocese.

*Provisional promotion is granted to those who have completed summer school and need no more than two subjects to complete grade level.

2. The student has not demonstrated acceptable effort in achieving academic success.

The following types of behavior might indicate unacceptable effort:

- Consistent failure to complete school and homework assignments and projects.
- Lack of preparedness for school assignments

The teacher(s) and Principal will give serious consideration to retaining a student whose performance falls under the two Criteria for Retention.

Although, the Principal consults with teachers and parents, the final responsibility for retaining a student rests with the Principal.

Generally, a student should be retained only once in the Primary Grades (K-3) and once in the other Grades (4-8). **Should a student fail sixth, seventh or eighth grade, it is at the school's discretion whether the student repeat the grade at Christ the King School.**

SPECIAL PROMOTION (PRE-K - 7):

No pupil shall be permitted to remain in the same grade for more than two successive years. A pupil who has failed to attain the Requirements for Promotion after spending two years in a grade may be given a Special Promotion or "Placed" in the next grade. This entitles the student to undertake the work of the next grade. In such cases, the parents are to be informed that the promotion is not based on achievement but on chronological age. All school records are to be marked appropriately.

SUMMER SCHOOL:

Summer school should be three weeks of study of 15 hours per week or 30 hours with a tutor. Tutors must be Florida certified teachers. Either scenario must be approved by the principal.

Mandatory Summer School:

1. Required for students to be promoted who have failed a subject or grade, or received a conditional promotion based on summer school performance.
2. Only two subjects may be made up in a summer session for grades 4-8

Recommended Summer School:

1. Teachers may recommend students for summer school. A teacher may recommend a student for summer school who has shown poor performance during the academic year and ITBS scores are below 40%.
2. If a student is in a questionable situation, the teacher should consult with the Principal.

TEAMS:

**ATHLETES, CHEERLEADERS, and Extra Curricular Activities
RULES OF ELIGIBILITY (ACADEMIC)**

DIOCESAN POLICY:

Eligibility shall apply to all athletic and allied activities of the Catholic Grade School conference.

1. A student is academically ineligible if he/she receives two (2) grades (or more) of 69 (D) or below in a major subject. If he/she receives any one (1) 59 (F) or below, that student is also academically ineligible. The major subjects include: Social Studies, Math, Science, Religion, Reading/Literature, and English/Spelling. Principals reserve the right to make a policy with stricter guidelines to deal with this rule on the local level.
2. Students' grades are evaluated at mid-quarter (progress reports) and at the end of the quarter (report cards) for eligibility.
3. If a student is academically ineligible, the length of the suspension is five (5) academic days for suspension at Progress Reports; ten (10) academic days for suspension at Report Cards. The suspension begins on the day following distribution of progress reports and/or report cards. Eligibility may be regained following the five day (progress report) or ten (10) day suspension at report cards if the grade(s) adhere to the rules of eligibility as stated in #1.
4. A student may not receive more than two (2) conduct grades below an S at evaluations.
5. All students shall be given equal opportunities to try out for all teams and eligibility rules shall apply when a student is part of the team. *If a student's grades would render him/her ineligible on the team, they would render him/her ineligible to try out for the team.
6. If a student is ineligible at his school and then transfers to another school, his ineligibility will be carried over to the next report card.
7. The Pastor or Principal may at any time declare a student, by lack of school attendance or improper conduct, ineligible.
8. Grading Policy - Diocese of St. Augustine.

100 - 90	A	Passing
89 - 80	B	Passing
79 - 70	C	Passing
69 - 60	D	Passing
Below 60	F	Failure

Note: I - Incomplete means failure unless completed in one week after evaluation report. (I) In accordance with FHSAA rules, any student who repeats 7th or 8th grade and has played a school sanctioned sport, he/she is ineligible to play that sport the year he/she is repeating.

If a student receives a Level II or Level III referral on the day of a game, the student may not participate in the game.

TEAM PHYSICAL and PARTICIPATION FORM:

All athletes/cheerleaders are required to have a complete physical on the Di-ocesan form supplied by the office or online at ctkschooljax.com before they are allowed to try out for any athletic teams (this form must be signed by a Florida physician and dated after June 1, 2018).

The PARTICIPATION form must be filled out entirely, signed by parent and student and must be notarized.

A fee of \$35.00 per student, per sport will be assessed to each team member to pay for referees and equipment.

HOMEWORK GUIDELINES:

Students can expect homework daily. Approximately 15 minutes per grade level.

PRIMARY GRADES 1-5

1. Homework is required to be turned in on date due. No late homework accepted unless ill. In case of absence, all class work must be made up, within three days (**this includes weekends**), after returning to school. It is the student's and/or parent's responsibility to acquire the make-up work. Work not completed within this period will be given a zero grade, unless there are extenuating circumstances.
2. Parents are informed of frequent failure to hand in assignments.
3. Homework may not be completed during lunch.

GRADES 6-8

1. **Accelerated Reader Tests are taken in class under teacher supervision.** Zero is given if the test is not taken by deadline. Absence on AR due date will not extend the deadline.
2. In case of absence, all class work must be made up, within three days (**this includes weekends**), after returning to school. It is the student's and/or parent's responsibility to acquire the make-up work. Work not completed within this period will be given a zero grade, unless there are extenuating circumstances.
3. Students will be expected to take a test on the day of their return after an absence, if present the day prior to the absence.

FIELDS TRIPS:

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.

4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. An **official Diocesan permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is available on CTK website. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may download and print the online form. Call the school for information needed to complete the form. **Note:** A fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.
18. Field trips do not count toward service hours.

TEXTBOOKS:

All textbooks are to be covered by the end of the first week of school. Book covers are not to be taped to the inside covers. Lost and damaged books will be replaced by the student assigned the book.

DISCIPLINE:

For students to be responsible for their behavior, they must exercise self-control. The behavior of the student should reflect the Christian values being taught at home and school. **The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion. School administration has the right to search anything on school property during school or at any school activity.**

CODE OF CONDUCT:

Conduct Code Statement

Respect for teachers, classmates, self and school property is expected of each and every student at Christ the King Catholic School. Graduating our students from Christ the King goes beyond academic achievements. We insist that every student live by the same standard of excellence. Christ the King also works towards awarding positive behavior through the use of positive reinforcement.

*This Code of Conduct is in force whenever the student is on school property and at any school related event where the student is representing the school.

Level I

Inappropriate or Disruptive Behavior

Unauthorized Locker Break

Nonconformity to Uniform Code, 3 referrals=detention

Being Unprepared for Class- Not on teacher directed page on iPad

Eating/Drinking in the School Building

Uncovered Textbook

Disruption during Assembly

Note Writing or Note Passing

Tardiness to Class (6th - 8th Grades)

Eating Gum or Candy (\$10 fine)

Failure to Return Wednesday Folder/Envelope

Failure to Obtain Required Parent Signature

Possession of an Unauthorized Item in Class (laser pens, iPODS, cell phone, toys, etc.) (Items will be confiscated and the student's parent will be responsible for retrieving the item from the Principal)

Disciplinary Action:

K - 3rd Grades - Consequences

1. Referral Signed by Parent
2. Silent Lunch and/or Apology
3. After School Detention

4th - 8th Grades - Consequences

1. Written Notice Sent Home with Parent Signature Required
2. After School Detention

Detentions will be held on Tuesdays in a classroom from 3:15 PM - 4:15 PM, assigned by the school staff at the beginning of the year. All students will be required to work on a task given by the proctoring teacher. Homework may not be completed during detention.

If a student receives more than four detentions in a month, a behavior contract may be necessary. Failure to attend scheduled detention will result in a Saturday School.

Level II

Multiple Level I Offenses (3 of the same offense, per quarter)

Disrespect/Verbal or Written Altercation of/with another student

Disrespectful Behavior in Church/Chapel

Use of Obscene Language or Gestures

Unauthorized Separation from Class

Bullying (Including gossiping, rumors, egregious name calling, etc.)

Public Display of Affection on School Grounds

Violation of Internet Policy

Roughhousing (Mild cases of violence or physical contact, for example: pushing, shoving, tripping, etc.)

Failure to attend Detention

Disciplinary Action:

K - 3rd Grades - Consequences

1. Referral with Parent Signature Required
2. Silent Lunch and/or Apology
3. After School Detention

4th - 8th Grades - Consequences

1. Referral with Parent Signature Required
2. *Saturday School

*Any student athlete who receives a Level II or III referral on a game day will not be allowed to participate in the game. The student may attend the game.

Level III

3rd Level II of the any offense (documented per quarter)

Disrespect of Staff/Faculty Authority

Theft

Defiance of Staff/Faculty Authority

Failure to Attend Saturday School

Reckless Endangerment

***Fighting/Battery**

Fire Alarm Activation

Fire Extinguisher Activation

Possession/Transfer of Obscene Material (Magazines, Photos, Music, iPad)

Sexual Harassment

Vandalism

****Academic Dishonesty**

***Fighting** is defined as two or more persons mutually participating in violence. Self-defense is defined as an action to block an attack by another person or to shield oneself from being hit by another person. Retaliating by hitting a person back is NOT considered self-defense and will be considered fighting.

**** Academic Dishonesty/Violation of Honor Code**

To include cheating on an assignment, plagiarism of other's work or forgery, a grade of 0 will be assigned on the assignment; and, if a student incurs three violations during the academic school year, a behavior contract is required.

Disciplinary Action:

K - 3rd Grades - Consequences

1. Referral written with immediate parent notification required. Student will be sent home, regardless of the time of day. All work missed may be made up the following day and must be turned in the next day after returning to school.
2. Student must write description identifying misbehavior, apologizing for action and identifying what should have been done.
3. Principal shall decide consequence depending on the severity of the incident. Severe consequences could include in-school suspension and /or Behavior contract.

4th - 8th Grades - Consequences

1. Referral written with immediate parent notification required.
Student will be sent home regardless of the time of day. (The exception being Academic Dishonesty) All work missed may be made up the following day and must be turned in the next day after returning to school.
2. 1st Level III - *Beautification Day
2nd Level III - Student will serve in-school suspension on a day assigned by the Principal. The fee will be \$85.00 to pay for the substitute.
3. A behavior Contract between the student, parents and administration will be written at the Principal's request.
4. Expulsion or out of school suspension.
5. If a Level III #1 consequence is not served, the consequence will be elevated to a Level III #2.

*For repetitive actions, consequences will be more severe, such as out of school suspension. 3 points will be deducted from each subject's final quarter grade per day of suspension.

Christ the King Catholic School has zero tolerance for the following and the Jacksonville Sheriff's Office will be brought into this situation:

Commission of a crime

Influence of alcohol/chemical substance

Possession, use, or transfer of: tobacco, alcohol, unauthorized medications/drugs, weapons, munitions, fireworks, explosives, or incendiary devices.

SATURDAY SCHOOL:

Saturday Detentions are held on the 1st Saturday of the month. Students come in uniform from 8:00 AM until 10:00 AM. There is a \$35.00 assessment per child per Saturday Detention. Saturday Detention must be served on the day assigned. Extracurricular activities DO NOT warrant a rescheduled date. A no show for Saturday School or inappropriate behavior during this time will result in an in-school suspension, at a cost of \$85.00 for the substitute teacher. The date will be determined by the Principal. Excessive (more than three) Saturday Schools assigned for offenses of the same category will require a behavior contract between the student, parents, and the school.

BEAUTIFICATION DAY:

Beautification Day is a church ministry which improves/maintains church property. It is held every 3rd Saturday of the month from 9:00 AM -12:00 Noon. A church volunteer will be located in Sheppard Square (picnic tables) to direct volunteers. Parishioners volunteer their time to beautify our grounds. Parents are responsible for student supervision.

Extracurricular activities DO NOT warrant a rescheduled date. No shows for Beautification or inappropriate behavior during this time will result in an in-school suspension, at a cost of \$85.00 for the substitute teacher.

Beautification Day is an opportunity for CTKS students to serve a Level III consequence (see page 29). Any student who receives a Beautification Day consequence must be accompanied and supervised by a parent and should bring garden tools to work. If a parent does not attend, a \$50.00 fee will be assessed.

Service hours may also be earned for a parent or student that is not serving a Level III consequence but attends Beautification.

SUSPENSION:

Students who are given an in-school suspension will be required to report to school and work with a substitute teacher paid for (\$85.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

EXPULSION:

Expulsion is the permanent removal of a student for duration of at least the remainder of the current school year. Expulsion shall pertain to academic and all extracurricular activities associated with the school. If a student's violation of school rules threatens to continually or, in any given instance, disrupt the daily academic process or if the student's presence poses a danger to himself/herself or other persons or property, the school administrator will take the following actions:

- Notify the student of the punishable violation and the possibility of expulsion.
- Notify the parents/guardians of the student of the punishable violation and that the student may not attend school any longer.
- Schedule a conference with the parents/guardians, student, and school administrator to discuss incident, expulsion, and educational plan.

DISPUTE RESOLUTION:

The Dispute Resolution Policy can be found on the Diocesan website, www.dosafl.org Diocese > Diocesan Policies & Procedures.

HONOR CODE:

Personal pride, honesty and integrity are essential to Christ the King Catholic School's dedication to academic excellence. Cheating, stealing, forgery and plagiarism are violations of God's seventh commandment. Cheating, which includes changing a grade and plagiarism, will result in a grade of zero and notification of the offense to the parents through a written referral, Level III. Restitution must be made for items stolen. Habitual offenses will result in a behavior contract between the student and the school.

HONOR CODE REVIEW BOARD:

The Christ the King Catholic School Board shall establish a review board to represent Christ the King Catholic School in cases of habitual offenses in academic procedures or a disputed accusation.

- One Christ the King School Board official, not to include Pastor or Principal.
- One faculty member from each grade level to serve on a non-grade level intervention.
- One student from each grade, 7 and 8, to serve on a non-grade level intervention.
- One Student Council member, to serve on a non-grade level intervention.

DIOCESAN POLICY ON THREATS AND VIOLENCE:

If a student makes a threat or attacks another student, the Principal, at her discretion, may suspend/expel the student from school. If suspended, the student may be required to receive psychological assessment and counseling and, if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference would take place with the parent and student. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

HARASSMENT:

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

CHILD ABUSE LAWS:

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

CHILD PROTECTIVE INVESTIGATIONS:

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873). Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

OFFICE RECORDS:

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

If custody has been determined by courts, a copy of the shared parental plan must be given to the school.

SCHOOL OFFICE HOURS:

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

STUDENT RECORDS:

Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Christ the King Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

TRANSFER OF STUDENT:

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled.

MEDICATION:

Tylenol will not be dispensed by the School Office or Clinic. If a child is under a doctor's care and Tylenol or over the counter medication, including cough drops, is prescribed, a physician's authorization is required. Students taking prescription medication or over the counter medication are required to complete a school medication form signed by the parent/legal guardian identifying the medication, time medication is to be administered, amount to be administered and granting permission for ingesting or applying of the medication. ALL MEDICATION MUST BE IN AN ORIGINAL CONTAINER WITH THE DOSAGE INFORMATION ON THE BOTTLE.

Medication must be in the hands of the OFFICE for dispensing.

Asthma Inhalers:

Parents may authorize students who need prescribed inhalers to self-administer and these inhalers may be kept by the students in the classrooms. Parents will need to complete the Diocese of St. Augustine permission form which will be kept on file in the school office. Forms may be obtained from the school office.

DRESS CODE:

The proper dress code for all students will be the regulation uniform. We ask that all parents cooperate with this dress code and check your child/children each day before they leave for school. A Referral will be issued for improper dress code. **The school reserves the right to ask the student to remove any clothing or jewelry deemed in violation.**

School uniforms may be purchased from:

**RC Uniforms
904-646-0493
11160 Beach Boulevard
Jacksonville, FL 32246**

THE FOLLOWING DRESS CODE MUST BE OBSERVED:

	May wear on Any Day.	Must Wear on Mass Day.
GRADES K-8		
BOYS WHITE OXFORD LOGO SHIRT	X	X
BOYS GREEN POLO SHIRT	X	
NAVY PANTS	X	X
WALKING SHORTS (Grades K-5)	X	
CTKS UNIFORM TIES	X	X
NAVY, BROWN OR BLACK PLAIN BELT	X	X
GRADE K-2 - Polo Dress	X	X
GRADE 1-5 - Plaid Skort	X	X
GRADE 6-8 - Plaid Skirt	X	X
GRADES 1-8		
GIRLS WHITE LOGO BLOUSE	X	X
GREEN POLO SHIRT	X	
SLACKS	X	

BOYS:

A navy, brown or black plain leather belt must be worn at all times. **Socks** should be solid navy, black or white dress sock. No long sleeve T-shirts may be worn under school shirt.

Uniform tie must be worn by all boys in grades (K-8) for all liturgies.

Boys are not allowed to wear earrings or fad jewelry while on school property or at any school activity on or off school property or any function where Christ the King School is represented. Wristwatch and/or religious necklace (gold or silver or a scapular) is allowed. No body piercing or painting allowed.

GIRLS:

Grades 6-8 skirts and blouses are to be adjusted properly in order for waistbands on skirts to be visible. The pleated plaid skirt, must be purchased from RC School Uniforms. The length of the uniform plaid skirt must be four inches from the floor when the student is kneeling. Standard of measurement: side of knee/thigh while kneeling. Skirts must be hemmed and worn at the waist, not at the hips. Waistbands may not be lowered. Skirts must not be torn or frayed.

The sleeves are not to be rolled up. No long sleeve T-shirts may be worn under school shirt.

Make-up and colored nail polish cannot be worn during school hours. Acrylic nails are not permissible.

Earrings are allowed (grades 5-8) provided they are not larger than a dime. Grades K-5 earrings must be smaller than the earlobe. Dangling or hoop earrings are not permissible and girls are allowed to wear one pair of earrings only, to be worn in the bottom of the earlobe. Wristwatch and/or religious necklace (gold or silver or a scapular) is allowed. No fad jewelry and no body piercing or painting allowed.

HAIR:

Boys hair should be neat and nicely combed away from the face. It must be cut so that it is above the eyebrows, above the ears and above the shirt collar in the back. This standard cannot be achieved with hair products. Boys' faces are to be free of facial hair.

Girls hair should be neat and nicely combed away from the face.

Boys and Girls

Hair is to be natural hair color. Haircuts and styles are to be standard cuts without the introduction of new fads. Extremes in haircuts (letters, designs, multiple parts, ponytails (boys), dyes, shags, dreadlocks, extreme afros, wraps) are not permitted. Tails, stripes and shaved heads (all or partial) with long hair over the shaved area are not acceptable. Hair should not be a distraction to the student or classmates. Because of health reasons, hair brushes, combs and hair spray will not be permitted.

Final decision of appropriateness of hairstyle rests with administration.

BOYS AND GIRLS:

CTKS logo sweatshirt K-8 is to be purchased from **RC School Uniforms**. **Grades K-8 will wear green sweatshirts.**

Christ the King School reserves the right to deny a sweatshirt to be worn, if it is oversized and sloppy. Students will be required to replace the sweatshirt with one which fits properly.

SHOES: Solid black or brown, leather or suede closed toe **dress shoe**, cut below the ankle with no more than a one-inch heel. Shoes must have **non-marking soles** and be non-athletic. ***Kindergarteners only** may wear shoes with Velcro instead of lace shoes.

SHOE LACES: Please see that shoelaces are appropriate for the shoes the children wear. **Rawhide laces should be replaced by laces that stay tied for kindergartners and primary students.** Black or brown are acceptable colors, **no neon laces.** Long, trailing or untied laces can become a hazard to your own child and others around them.

SOCKS: The regulation socks are **not sports ankle socks.** The proper girl sock is a **crew sock**, 3 inches above the ankle, which can be folded over. Girls' socks must be solid navy, black or white crew socks, knee highs or navy tights in the winter. The proper boys' sock is one that is a **crew sock**, 3 inches above the ankle. Boys' socks must be navy, black or white.

PE UNIFORMS:

Girls and Boys

CTKS gray short sleeve T-shirt with navy blue logo shorts from RC School Uniforms must be worn.

Between November 1st and March 31st, on cold days, **students have the option to wear navy blue sweat pants for PE only.**

NON-UNIFORM DAYS:

Students may wear full length T-shirts (no inappropriate writing or design) with pants, shorts, skirts, or jeans. Tops must cover shoulders and midriff completely. The length of skirts and shorts must be four inches from the floor when the student is kneeling. Standard of measurement: side of knee/thigh while kneeling. No spandex pants allowed. Only sneakers are allowed on non-uniform days.

On game day, athletes may wear the team shirt but must wear a navy blue or white T-shirt under the uniform shirt. Uniform regulations and guidelines are subject to the discretion of the Principal.

WINTER WEAR:

Students may wear a CTKS green logo sweatshirt, navy cardigan sweater, or contrasted sleeve jacket with CTKS logo from RC School Uniforms. A **plain** white short sleeve cotton T-shirt may be worn on very cold days.

UNACCEPTABLE ARTICLES: The following articles of clothing are **unacceptable** to be worn **to, from, or within the school:**

- Flannel shirts, **non-uniform sweatshirts**, oversized sweaters or jackets.
- Air Walks or any shoe which has an athletic shoe look, regardless of the material.
- Athletic shoes for PE with **black soles** due to the black marks left on the floors and walls.
- Wheelies - sneakers with wheel inserts.

Students (grades 6-8) may not wear colored under garments. Colored T-shirts or shirts with writing on them may not be worn under the blouse or shirt (exception: P.E. shirts, grades 1-3).

On game day, athletes may wear the team shirt but must wear a navy blue or white T-shirt under the uniform shirt.

Students are to remain in uniform until 3:10 PM. Students must be properly attired in school uniform while on school grounds during school hours. School uniforms may be changed at the close of the day only by students who are participating in extracurricular sports or students registered in Extended Care.

PARENT-TEACHER CONFERENCES:

Parent-Teacher Conferences are held at the discretion of either party. Parents should **SEND A NOTE TO THE TEACHER**, should a conference be desired, stating date and the desired time of the conference prior to the requested conference day. **Parents should consult first with the teacher regarding a problem before consulting with the Principal.**

Parents having afternoon conferences should not enter the school buildings before 3:10 PM. This allows time for students to be properly dismissed and teachers a chance to reorganize after the day.

NATIONAL JUNIOR HONOR SOCIETY:

The National Junior Honor Society at Christ the King School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a three member Faculty Council, appointed by the Principal, who bestows this honor upon qualified students on behalf of the faculty of our school each October.

Students having finished the seventh grade at Christ the King, with at least the last two semesters being completed at Christ the King and not at another school, are eligible for

membership. The exception will be any former Christ the King School student whose family was transferred out of town, and then returned for enrollment in the 8th grade. For the scholarship criterion, a student must have a cumulative seventh grade average of 3.5 or better. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership, citizenship, and service. A history of participation in school or community service is required. The Junior High faculty may give input regarding their professional reflections on a candidate's character and leadership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same Level of performance in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year and participation in the chapter service projects.

Students or parents who have questions regarding the selection process or membership obligations may contact the chapter advisor.

Membership fee is \$10.00 per school year.

TESTING:

Wednesday will be the designated day for tests to be sent home in grades K-8. Please ask your student for his/her tests on Wednesday. Please sign and return any test with a "D" or "F" and return to the school on Thursday.

Testing is done within each subject area by individual teachers. This helps to establish a student's performance within that subject

Mid Terms and Finals can only be made up with a Doctor's written excuse or with the permission from the Principal.

A standardized test and/or diagnostic test is administered each year in grades 2-8. The testing series utilized is established by the Florida Catholic Conference

STUDENT SERVICE HOURS:

All students in grades 6-8 must fulfill their community service requirement at a NON-Profit Organization. Service hours are due May 1, 2019.

Failure to meet this requirement will result in the student receiving a grade of IN-COMPLETE in Religion until they complete 1 1/2 hours for every hour they owe. Upon completion of the service requirement, the grade of Incomplete will convert to the grade earned for the year.

The Religion teacher will give a list of suggested ideas for service hours. Students should verify that their service hours will be accepted prior to fulfilling requirements. Sixth Grade:

Five service hours must be completed. This is a requirement to help students practice the Catholic belief in an Apostolic church. The five hours must be completed by May 1, 2019 or students will not receive their fourth quarter report card.

Seventh Grade:

Ten service hours must be completed. This is designed to help students practice the Catholic belief in an Apostolic church. The ten hours must be completed by May 1, 2019 or students will not receive their fourth quarter report card.

Eighth Grade:

Service hours are to be completed as part of Confirmation preparation and Graduation requirements. **Ten hours must be completed prior to Confirmation.** A total of **twenty hours must be completed over the course of the academic year and completed by May 1, 2019** for Christ the King School.

INTERNET ACCEPTABLE USE POLICY:

**DIOCESE OF ST. AUGUSTINE
CHRIST THE KING CATHOLIC SCHOOL**

In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of this Internet connection will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

Internet Terms and Conditions of Use:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in an Honor Code violation, a Level III referral and suspension or cancellation of Internet privilege. There is no expectation of privacy in accessing the internet while on school property.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that electronic mail (e-mail) is not private. Others also have access to all mail. Incoming e-mail

will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.

5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Do not download any software without the prior consent of your teacher. Do not bring disks to school or use disks without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. The school does not allow file sharing or loading of any software onto school computers.
7. The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.

For all technology concerns and assistance please see or contact Alex Underhill, School Technology Director. In the event of a violation of the following policy all decision made by the administration are final.

TECHNOLOGY CONCERNS:

Blogs: Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, twitter, snapchat, etc. will result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, the following Cell Phone Policy will be in enforced:

Cellular phones or electronic devices carried by students must be **turned off** and must be left in the student's locker or backpack during school hours (7:30 am – 3:00 pm). Any violation of this will result in the following:

1. On the first and second occurrence, the phone or electronic games will be confiscated and the parent will be required to come to the school office and retrieve the phone.
2. On the third occurrence, the phone or electronic games will be confiscated for the remainder of the school year.

Cell phone usage or electronic devices during extended care, athletic functions or any other school sponsored event will be at the discretion of the supervising adult.

Smart Watches and other devices: Students are not allowed to use smart watches and devices that have an independent data plan or are tethered to another device (such as a phone that where left on in bags or lockers).

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

***Certain communications could constitute, or be evidence of criminal and/or civil wrongs.**

eBook Readers: eBook Readers are permitted at Christ the King. However, if a child uses this tool for any purpose other than reading a book, i.e. surf the internet or play games, the eBook Readers will be considered an unauthorized possession, confiscated, and the student will receive a Level I referral.

iPAD POLICY:

CTKS 2018-2019 iPad Acceptable Use Policy

Christ the King Catholic School (CTKS) has, through fundraising efforts, purchased Apple iPads for middle school students. The students will be issued an iPad with predetermined applications (Apps) and books installed.

Middle school students and parents are required to review this document, as well as sign the accompanying agreement, to protect the hardware, networks and software inherent with this technology.

Technology resources at CTKS are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the iPad is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, mobile learning, and professionalism in a digital environment.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies including, but not limited to, those stated in the Parent-Student School Handbook. It is understood that members of the CTK School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

Christ the King Catholic School retains sole right of possession of the iPad, email, storage, network access and related equipment. The iPad, will be issued to students according to the guidelines set forth in this document. CTK School retains the right to collect and/or inspect the iPad at any time; and to alter, add, or delete installed software or hardware.

1. IPADS

1.1 Receiving Your iPad

- iPads and cases will be distributed at the beginning of the school year during *iPad Orientation*.
- It is recommended that you purchase a neoprene iPad sleeve for extra protection of the iPad, but not required.

- Parents and students must sign and return the iPad Acceptable Use Policy and Pledge documents and pay the \$75 fee before the iPad can be issued to their child.

1.2 iPad Check-in

- iPads will be returned during the final week of school.
- Students who transfer, withdraw, or are expelled from CTK School during the school year must surrender the iPad upon termination of enrollment.

1.3 Check-in Fines

- Failure to return the iPad will result in a theft report being filed with the Jacksonville Police Department.
- If a student fails to return the iPad at the end of the school year or upon termination of enrollment at CTKS, that student will be subject to criminal prosecution or civil liability.
- The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Furthermore, the student will be responsible for any damage to the iPad consistent with the School's iPad Protection plan. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Technology Director for an evaluation of the equipment within 24 hours from the incident.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the acceptable use policy for technology.
- The correct cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of CTKS.
- iPads must never be left in an unlocked locker, unlocked car, school cubby, the playground or any unsupervised area.
- Students may not use "skins" to "personalize" their iPads.
- If a student will be upgrading more protective case, send in the iPad and the case to the technology director.

2.2 Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. If you find your student needing a more secure case, you may purchase one and bring it to the school. The Technology Lab will inspect the case for proper installation and iPad fit. *Please note that the iPad Air 2 does not fit in the iPad 4 cases. The guidelines below should be followed:

- iPads should always be in the school issued protective iPad case.
- Avoid placing too much pressure and/or weight (such as folders and textbooks) on the iPad screen.
- iPads should not be carried into the restroom or lunch areas.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth; no cleaners of any type.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as that will eventually break the screen.
- Do not continue to use your iPad with a broken screen. This can cause more damage as the broken glass begins to damage the touch screen.

3. USING YOUR IPAD, EMAIL, DRIVE AND OTHER ACCOUNTS

iPads are intended for use at school each day. Students must be responsible for bringing their iPad, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher. Students who repeatedly (three or more times in a quarter) fail to bring the iPad to school or maintain a fully charged battery are in jeopardy of losing the privilege of the iPad. If a student fails to have their IPAD for any reason they are responsible for the completion of the course work and no alternative assignment will be given.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

3.2 iPad Undergoing Repair

If an iPad is undergoing repair, please expect approximately 10 days for the repair to be completed and the iPad returned to your student.

3.3 Charging Your iPad’s Battery

iPads must be brought to school each day in a **fully charged** condition. Students need to charge their iPads each evening. This may take up to 5 hours to fully charge the iPad. In the event that your iPad charger no longer works, please turn it in to the Technology Lab or Media Center for a new one. If you do not have the issued charger, you will be charged a replacement fee.

3.4 Passwords

- iPads will be password protected. During orientation, each student will be given a 6-digit password. This password will be kept on record with the technology Director and may not be changed without permission.
- CTKS will provide a school issued email account and will assist with the set up.

3.5 Screensavers/Background photos

A professional looking photo (head shot) of the student or the student’s schedule and their name will be used as the screen saver to facilitate knowing the iPad user. Students will also only be allowed to use a photo of their face on all School provided accounts.

3.6 Photos/Videos

Photos and images of other students and staff without their permission or that is not directly related to an assignment or project is not permitted. Photo/Image/Video storage on the iPad will be for school projects only. Storage of personal photos, videos or downloaded images is not allowed on IPADS or provided accounts and drives.

3.7 Sound, Music, Games, or Programs

- Students may not download music from iTunes or any other music sharing site.
- Music/videos/games are only allowed on the equipment if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are not allowed on the iPads.
- All software/Apps must be School provided and teacher approved for that class period.
- On school networks no streaming of video, music or game site is allowed unless instructed by a teacher.

3.8 Printing

Printing will be available with the iPad. Students will be given information and instructions on printing with the iPad at school.

3.9 Home Internet Access

Students are allowed to set up wireless networks on their iPads to assist them with iPad use while at home. Students are held to the same expectation on a home network as at school. All rules and policies govern the use of school equipment and accounts off network. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app.

3.10 Ear Buds

Students 6-8 are required to bring ear buds or ear phones daily.

Students are allowed to use earbuds or headphones when needed in the classroom under the teacher's supervision. Earbuds are not to be worn when not in use.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Work

- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students will be able to access their documents at home and school by using Plus Portals and student email. Students will be instructed how to use their school issued Google Drive account to store information. This will be important, especially if an iPad is under repair and students need to access their work.
- iPad malfunctions are not an acceptable excuse for not submitting work.
- With group work, students are encouraged to share the work through Airdrop so that the work is located on multiple iPads.

4.2 Network Connectivity

CTKS makes no guarantee that the school wireless network will be up and running 100% of the time.

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

- CTKS will synchronize the iPads to contain the necessary Apps for school work. Students **will not** synchronize iPads or add Apps through a home iTunes account. The software/Apps originally installed by CTKS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.

- Periodic checks of iPads will be made to ensure that students have not removed required Apps and/or installed non-CTKS approved Apps.

5.2 Additional software/iTunes

- Students are not allowed to load extra software/Apps on their iPads.

5.3 Inspection

- All accounts and equipment provided by the school may be inspected at any time. During class time all equipment is monitored.

5.4 Procedure for re-loading software

- If technical difficulties occur or illegal software (non CTKS installed Apps) is discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of iPad use.

5.5 Software upgrades

- Upgraded versions of licensed software/Apps are available from time to time. Students will be expected to install their updates as needed. However, if the student is abusing this privilege he/she will be required to check in their iPads for periodic updates and synching with the Technology Lab.

6. ACCEPTABLE USE

The use of the CTKS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school, and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action shall be applied. Students will be required to complete the iPad Violations Course. The CTKS School Code of Conduct shall be applied for student infractions.

Violations will result in disciplinary action up to and including suspension/expulsion. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are to:

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- CTK School reserves the right to review, monitor, and restrict information stored on or transmitted via CTK School owned equipment/accounts and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, and help assure student compliance of the acceptable use policy.

6.3 Student Responsibilities are to:

- Use computers/iPad/accounts in a responsible, professional and ethical manner.
- Obey general school rules and expectations concerning behavior and communication that apply to iPad/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via CTK School designated Internet System is at your own risk. CTK School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help CTK School protect our computer system/device by contacting an administrator about any security problems that may be encountered.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their work and information.
- Print a copy of any email containing inappropriate or abusive language, or if the subject matter is questionable, and turn in to the school administration.
- Return their iPad to the Technology Lab at the end of each school year. Students who transfer, withdraw, are expelled, or terminate enrollment at CTK School for any other reason must return their individual school iPad on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation, possession or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or morally inappropriate materials.
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- Use of any Messaging or Social Media services-i.e. MSN Messenger, ICQ, AIM, IMO, Facebook, Twitter, etc.
- Internet/Computer Games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings or passwords without permission.
- Downloading Apps - specifically, but not limited to, any App that results in the "Jailbreak" of your iPad.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's device, accounts, files, and/or data or allowing another student to access their device.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Students are not allowed to give out personal information, **for any reason**, over the Internet. This includes, but is not limited to, setting up internet accounts, including those necessary for chat rooms, ebay, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses

or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the CTK School web filter through a web proxy.
- Students are not allowed to use another student's iPad.

6.5 iPad Care

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- iPad batteries must be charged and ready for school each day.
- No labels or stickers may be applied to the computer.
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPads that are damaged or malfunction must be reported to the Technology Director. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, or accidental damaged will be repaired with insurance deductible being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- iPads that are stolen must be reported immediately to the Technology director and the Police Department.

6.6 Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the CTK Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to the stated policies CTK Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

6.7 Student Discipline

- If a student violates any part of the above policy, he/she will be subject to Christ the King's Disciplinary Code. This may involve removal of access.

7. PROTECTING & STORING YOUR IPAD

7.1 iPad Identification

- Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:
 - serial number
 - affixed identification label
 - CTK school label

7.2 Storing Your iPad

- When students are not using their iPads, they should be kept at their desk or in their locked locker. Nothing should be placed on top of the iPad when placed at desk or in the locker. iPads should not be placed on the floor. Even if someone

else steps on it, you are responsible. Students are encouraged to take their iPad home every day after school, regardless of whether or not they are needed.

- iPads should not be stored in a student's vehicle.

7.3 iPads Left in Unsupervised Areas

- Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, Media Center, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the Technology Director.

8. IPAD INSURANCE

8.1 School Protection

CTK School requires the student to purchase Insurance Protection offered by Worth Ave. Group, a Hanover Insurance Company. The protection covers:

- Accidental damage, including drops/liquid spills
- Liquid submersion
- Theft
- Fire/flood damage
- Vandalism (by someone other than the CTK student)
- Natural disasters
- Power surge damage due to lightning

The protection cost is \$75.00 annually for each iPad, which is paid when the iPad is distributed, with a \$ 25.00 deductible for the first 3 repairs, after the 3 repair the complete cost of the device will be billed. Parents will need to purchase this insurance through CTK School before your student is allowed to check out an iPad.

8.2 Personal Home or Homeowner's coverage

- Students may not use their parents' personal insurance to protect the iPad in cases of theft, loss, or accidental damage.

8.3 Claims

- Parents will work directly with Christ the King's Technology Director, Alex Underhill, on all insurance claims, and will notify Christ the King Catholic School that a claim has been filed.
- In the event of theft, parents must report the loss to their local police department. A copy of the Police report must be presented to the Technology Director before an iPad can be repaired or replaced.

9. COST OF REPAIRS

Students will be held responsible for ALL intentional damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement. Lost items such as cases and cables will be charged the actual replacement cost.

Christ the King Catholic School Student Pledge for iPad/accounts Use

1. I will use my iPad/accounts in ways that are appropriate, educational, and that meet CTK School expectations.

2. I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
3. I understand that my iPad/accounts is subject to inspection at any time without notice, and remains the property of CTK School.
4. I will follow the policies outlined in the *iPad Acceptable Use Policy* and the CTK School Handbook while at school, as well as outside the school day.
5. I will take good care of my iPad.
6. I will never leave the iPad unattended and I will know where it is at all times.
7. I will protect my iPad by only carrying it while in the case provided.
8. I will never loan out my iPad/accounts or give my password to other individuals.
9. I will charge my iPad's battery daily.
10. I will keep food and beverages away from my iPad since they may cause damage to the device.
11. I will not disassemble any part of my iPad or attempt any repairs.
12. I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover.
13. I will not deface the serial number iPad sticker on any iPad.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the iPad, case and power cords in good working condition.
17. I agree that I am liable for all usage of assigned iPad/accounts and if I allow access to them by another student/individual, that I am still responsible and liable to all disciplinary actions as a result of.

REPORTS/REFERRALS:

Progress Reports/Conduct Referrals can be issued by individual teachers to indicate either a deficiency or an improvement in an academic area or personal behavior. Parents are to sign and return the slip to the teacher within 48 hours. Discipline and access decision will be made by the Technology Director and Administration and will follow the technology discipline guideline, but based on the inspection of device/account/usage etc. the Administration reserves the right to deviate from the guideline and all decisions are final.

PHYSICAL EDUCATION CLASSES:

Christ the King strives for excellence in the Physical Education Program, as in all other programs. All students are expected to participate in the P.E. program unless a **WRITTEN** excuse is presented prior to the class. An excuse is **ONLY VALID** for the day that it is presented.

The starting grade for all students in Grades 3 - 8 at the beginning of the quarter is 100%. Each time a student does not dress out; 5 points are deducted from their grade. On the 4th no dress day, an Interim Report will be sent home. Additionally, students who choose not to participate without proper written excuse will have 5 points deducted each occurrence. P.E. uniforms must be purchased through RC School Uniforms and are the only acceptable P.E. uniform. P.E. uniforms and tennis shoes are required in grades 1-8. P.E. uniforms may be worn all day in grades K-2. Boys and girls boxer shorts, cut off sweatpants, or biking shorts may not be worn under P.E. shorts on days of P.E. class.

LIBRARY CIRCULATION POLICIES:

All materials must be checked out using the computerized circulation system during Media Center hours. Every student and faculty/staff member has been designated a barcode ID which is stored in the library database. All students are permitted to check out up to 2 books for a three week period. If more books are needed for a particular project, exceptions will be made. Books may be renewed if no one else is waiting for them. Books must be brought back to the library in order to be renewed. Magazines and reference materials are not permitted to be checked out. If the librarian is not present to access the computerized circulation system, students may not check out books.

Overdue and fine notices will be electronically sent to parents on Wednesdays. Fines for overdue books are charged at the rate of 5 cents per day. Students who have overdue books or fines may not check out any library materials until they pay their fines and/or return their books and/or pay for lost books.

1st – 5th grades – Fines greater than \$1.00 will be collected for books returned late. Fines less than \$1.00 will be forgiven.

6th – 8th grades – All fines will be collected.

Students who have overdue books or fines will not receive report cards until their library account is settled. At the end of the school year, students will be billed for unreturned and lost books. If a student pays for a lost book and later finds the book, the payment will be refunded minus a \$5.00 service fee.

Occasionally students will receive a late notice or fine report in error. The student should try to locate the book in the library (matching bar code numbers). If the book has been returned, the student's library account will be corrected. If the book cannot be found, the student will need to pay for the lost book.

Lost book options:

1. Replace the book.
2. Pay \$20 replacement fee. This covers the cost of search time, the book, and shipping and handling.

PERSONAL PROPERTY:

Please do not bring valuables to school. The school will not be responsible for lost items. **All personal property should be properly identified with first and last name and grade.** Lost and found articles will be kept for a period of 30 days and then donated to charity. No watches are permissible that have connectivity to the internet.

LUNCH PROGRAM:

Christ the King School offers a hot lunch program daily. Meals are prepared in the Parish Hall or through the services of outside vendors. The students will buy lunch in the cafeteria or bring a lunch from home, but all students will eat in the cafeteria or designated area with their class at an assigned table.

Students may choose to bring their lunch each day. The students who bring a lunch from home may buy milk and other items. Students should not bring glass bottles, soft drinks or excessive amounts of candy.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times. Children are responsible for leaving tables and chairs in order, ready for the next class. All food must be eaten at the table.

In order to purchase items during lunch, parents must create an account with www.myschoolbucks.com and deposit monies to the student's account. No cash will be accepted at any time by school personnel. **Parents should frequently check their child's lunch money account. Lunch purchases will be suspended once account exceed \$10.00 in the negative.**

Kindergartners may not buy lunch until September 1. Each child needs to bring lunch.

Lunch Containers:

Due to lack of space, lunches are to be brought to school in paper bags or soft lunch boxes. Mini-coolers are not acceptable.

SCHOOL SAFETY PATROL:

Students from the fifth grade may become patrol members. Up to 35 students may be selected as School Safety Patrol. Installation of Safety Patrol will take place at the beginning of the school year. All students and parents are urged to obey the Safety Patrol. Patrol members must be in school uniform and wear Safety Patrol belts when on patrol. Patrol members must maintain a "C" average in conduct and academics.

Safety Patrol duty is not waived because of sports or tryout unless they have prior permission from the Athletic Director.

FIRE AND TORNADO DRILLS:

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly and follow the safety procedures prescribed as quickly as possible. The teacher in each classroom will give the instructions.

TELEPHONE CALLS:

Messages and deliveries from home are not school policy and should be kept to a minimum. **Messages will be delivered only in an emergency. The school telephones are for business and may be used by a student ONLY IN CASES OF EMERGENCY with the permission of the Principal/teacher/or secretary. Forgotten lunches, books, homework, etc. does not constitute an emergency.**

SUMMER READING REQUIREMENTS:

Christ the King School requires summer Reading and Math. For grade specific requirements, check our website at www.ctkschooljax.com. For further information see the CTK website, www.ctkschooljax.com.

SUMMER MATH REQUIREMENT::

All students will be expected to know the minimum requirements set forth in each grade level for the entering grade. Students will be expected to demonstrate this knowledge within the first week of school. New students registering in late summer will be given an appropriate time period to complete the math requirement.

A Summer Math Packet will be provided and/or can be found on our CTKS website, www.ctkschooljax.com.

STUDENT ACCIDENT INSURANCE:

The Diocese mandates Student Accident Insurance for all students in Catholic Schools. The coverage will take effect on the first day of classes of the school year.

PARENTS, VOLUNTEERS AND/OR VISITORS:

For the school office to be aware of visitors in the building, it is required that all parents/visitors sign in at the office and wear a visitor's badge.

Parents should keep in mind that the school is an environment of learning and to keep the hallways, etc. quiet. It is requested that those volunteering do not converse in the hallways or peek in teachers windows.

Everyone, including parents/grandparents/guardians, etc., must have a volunteer application on file, proof of Protecting God's Children Seminar, fingerprints on file with the Diocese, and signed the volunteer contract to chaperone a field trip or volunteer in any way with students.

Parents may not drop into a classroom to see their child during the day without prior notifications and approval of teacher. This is an interruption to the teacher and the educational process.

VOLUNTEERS:

Any adult wishing to volunteer with students must have the following on file:

1. Cleared volunteer background check- Resubmitted every 5 years.
2. Protecting God's Children certificate
3. Complete volunteer application form

VOLUNTEER CODE OF CONDUCT AGREEMENT:

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct Agreement as a condition of providing services to the children and youth of our Diocese.

As a volunteer, I will:

- Immediately upon arrival, sign in at the school office and upon completion of task, sign out.
- Wear a volunteer identification badge whenever at the school.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.

- Use positive reinforcement rather than criticism when working with children. Contact a teacher if a student is in need of disciplining, or if a teacher is not available, state to the student what behavior they should be exhibiting.
- Use only adult bathroom facilities.
- Maintain confidentiality outside of school and share any concerns with teachers and school administrators.
- Dress and act professionally.
- Parents are not allowed to transport students other than their own during school hours. For extracurricular activities after school hours such as basketball games, parents should never transport students without the students' parent's written consent and never transport more students than a vehicle can safely accommodate.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children.
- Use, possess, or be under the influence of alcohol or drugs while volunteering.
- Pose any health risk to children.
- Strike, spank, shake, or slap children.
- Humiliate, ridicule, threaten, or degrade children.
- Touch a child in a sexual or other inappropriate manner.
- Use profanity in the presence of children.
- Be alone with individual students without authorization from teachers or administration.
- Contact students outside of school hours without permission from the students' parents.

I understand that any action inconsistent with this Code of Conduct may result in my removal as a volunteer with Christ the King Catholic School.

ORIENTATION:

Mandatory School Orientation will be the Saturday immediately before the start of school.

HEAD LICE:

The Diocese of St. Augustine has adopted a no nit policy regarding head lice. Students, who have had head lice, may not return to school with nits (eggs) in their hair. They must be nit free. Proof of treatments must be presented to school before student is allowed to return to school.

BOOK BAGS/PE BAGS:

Backpack/satchels and gym bags for students in grades Pre-Kindergarten - Grade 8 are to be a canvas, cloth or mesh material. Book bags with handles or wheels are not permitted.

Grades 6-8 backpacks will not be allowed to be carried from class to class. Students will have a mid-morning locker break to exchange books.

Defaced bags will need to be replaced. Trinkets, key chains, etc. may not be hanging loosely from book bags or PE bags.

LOST AND FOUND:

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity. Please label all items. Items with names that are found are returned to the student.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

BICYCLES:

Students, with parents' permission, are allowed to ride bicycles to and from the school. All bicycle riders are to leave the school grounds at dismissal. The bicycles are to be ridden on the parking lot only to enter and leave. This is for the students' safety.

BIRTHDAY/PARTY INVITATIONS:

In an effort to be Christian in our approach to dispensing birthday and/or party invitations and to avoid hurt feelings, the following policy will be utilized:

1. The office or teacher will not provide telephone numbers, mailing or email addresses of students.
2. Invitations may only be disbursed in school, if the entire class is invited; or, if all boys or all girls only are invited.
3. Flowers, balloon bouquets, etc. will not be delivered to a student during the day. Students will be notified at 2:55 PM and called to the office to pick items up.

SCHOOL ASBESTOS:

Asbestos has been found and addressed in the following areas

Good = not accessible.

- Beam above the ceiling of the Media Center has sprayed on insulation which contains asbestos - Good
- The floor tile in the laminating room has been covered up with a 12”X12” non-asbestos tile - Good.
- The stainless steel sink in the Kingdome concession stand has sprayed on insulation which contains asbestos - Good.
- Floor tile in the book storage room under the stairs in the St. Joseph Building - Good.
- Floor tile in the HVAC room second floor in the St. Joseph Building - Good.



PARENTS ACKNOWLEDGMENT

2018-2019

For the protection of parents, students, and the school, parents are required to acknowledge they have read the policies before the student(s) may begin classes and discussed the content with their Child/ren.

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at Christ the King Catholic School is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Christ the King School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday folder or through email communication.