

PARENT/STUDENT HANDBOOK

(Revised Spring 2019)

READ

RESPONSIBLE

RESPECTFUL

REFLECTIVE

KEYS to SUCCESS
At Christ the King
School

Christ the King Catholic School
16800 Trinity Avenue
Detroit, Michigan 48219

School Office (313) 532-1213
Fax (313) 532-1050

Website

www.christthekingschooldetroit.org

*At Christ the King Catholic School,
we strive to love God,
to serve our community,
and to pursue academic excellence
in the name of Jesus Christ.*

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SCHOOL PHILOSOPHY

Christ the King Catholic School shares with the parish and the family the educational and evangelizing mission of the Church of the Archdiocese of Detroit.

- We offer an experience of a community of faith and worship through opportunities for religious instruction, expressive worship, and shared prayer.
- We promote a respect and understanding of the cultural, religious, and ethnic differences of the community.
- We foster attitudes of justice, peace, ecumenism, and human rights as proclaimed in scripture, tradition, and Church documents.
- We strive to develop students who will have the attitudes, values, understandings and skills of self-learning, critical thinking, and decision making that will prepare them effectively for Christian living.
- We endeavor to provide a program of instruction that is comprehensive and varied to serve the growth needs of the individual.
- We aim to cultivate in our students a sense of self discipline, order, and non-violent conflict resolution based on and bearing witness to the teachings of Christ.
- We strive to create an atmosphere of hope, courage, and trust in the future of the human race and local society.

SCHOOL MISSION

At Christ the King Catholic School, we strive to love God, to serve our community, and to pursue academic excellence in the name of Jesus Christ.

Right to Amend Clause: The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

ADMISSIONS

Christ the King School admits students of any race, national or ethnic origin to all, rights, privileges, programs, and activities generally accorded students at this facility. No student will be refused admission because of religious identity. All students will be informed that they are expected to recognize and respect the Catholic identity of the school, regardless of their own religious affiliation.

- In the case of transfer students, all enrollments are considered pending until school records (final report cards, test scores, unpaid tuition balances) are received or verified.
- Behavior is a consideration for admission.
- No applicant who has been expelled from a previous school will be accepted.
- Little Scholars offers a separate Preschool Program within Christ the King School's Campus.
- Elementary school applicants may be asked to demonstrate competency for the requested grade by successful performance on the admissions test.
- Christ the King Catholic School is a general education school. We strive to meet the individual needs of all children. There may be instances in which placement at Christ the King Catholic School is not in the best interest of the child as we may not be able to meet his or her academic or emotional needs. We reserve the right to ask parents to find the best placement for their children and will assist in any way that we can to help provide this least restrictive environment.
- To be eligible for registration into kindergarten, a child must be five years of age on or before September 1st. To be eligible for registration into grade one, a child must be six years of age on or before September 1st.
- Official Birth Certificates and most recent report cards must be provided at the time of registration for all new students. **(Students may NOT begin classes until the required documentation is received.)** Copies will be made and originals will be returned.
- Students entering kindergarten and new to the school in any grade must present updated immunization records prior to admission.

TUITION & FEES

The registration fee is non-refundable. If a student is enrolled for any part of the school quarter, the tuition for that quarter is due in full. If the student leaves the school, any tuition paid beyond the current quarter will be refunded.

It is your obligation to pay tuition on time. Report cards and records will be withheld if there is an outstanding balance. Tuition is collected through **FACTS** (All payments must be provided through **FACTS**) on a monthly basis, determined by the family. In the event that a tuition account becomes delinquent, the family will have thirty days to determine a new plan of action and present it to the principal for approval. If this plan is not upheld, students may be removed from classes until satisfactory arrangements have been made.

FUNDRAISERS

Participation in fundraisers is essential. Fundraisers are an opportunity to solicit help from family and friends, rather than having to ask parents for additional funding for program needs. All families are expected to assist in fundraising throughout the year.

REGISTRATION

Registration will begin upon the establishment of tuition for the coming year. Families are required to pay a non-refundable registration fee, which holds a child's place on the class roster and purchases the basic school supplies required.

WITHDRAWAL OR TRANSFER OF STUDENTS

Parents may withdraw for reasons of their own choosing or may be asked to withdraw their children if it is determined that Christ the King Catholic School is not able to meet their individual needs. Records, including progress reports or report cards, will not be released unless all financial obligations to Christ the King School have been met.

SCHOOL DAY SCHEDULES

Our school day extends from 7:50AM to 3:25PM for students in Kindergarten through grade eight. Students should be dropped off at school between 7:35 and 7:50 AM. Students dropped off before this time are to report to latchkey for supervision, and a fee will be assessed. Teachers create individual schedules based on their classroom needs. Please see your child's teacher for a copy of their daily schedule. A copy of the school calendar is located at the back of this handbook. Please note that all schedules are subject to change.

FORGOTTEN ITEMS OR MESSAGES

Students will not be permitted to call home for lunches, gym uniform, or homework. A parent (who notices these items at home) may drop them off in the office. The student will be paged to the office to retrieve these items. We will do our best to be sure that your child receives these items. Please remind your children to be sure they have everything they need for the day before leaving for school. If an important message needs to be given to your child, please contact the office by 2:45pm so that the message may be delivered. Please label items delivered.

TELEPHONE (All Electronic Devices)

The school Staff will notify parents in the case of an emergency. Please be sure to verify daily plans for pick up with your child to help eliminate calls. Students may not use their cellular phones during the school day. Phones and other electronic devices, are to be turned in to the teachers for collection in class boxes and will be stored in locked classroom or office closets. The school is not responsible for any lost electronic devices. Students who are seen with phones/electronic devices on their person will have these collected and sent to the office unless they explicit permission from a staff member for a specific educational purpose. Parents may be required to pick up the devices from the office for students who do not follow these guidelines.

TECHNOLOGY POLICY UPDATE REGARDING SMART WATCHES

Students may not wear Apple Watches or other "Smart Watches" to school. These watches have similar functionality to a cell phone, allowing for texting, recording, gaming, researching, etc. They are also expensive and could be easily damaged. Students who bring a Smart Watch device to school must turn it into their teacher in the same way that they turn in their cell phones. It is recommended that these watches are left at home. The school is not liable for any damages to these or other technological devices and consequences for not turning them in will be the same as those for cell phones.

STUDENT COMPUTER, NETWORK and INTERNET ACCEPTABLE USE POLICY

Christ the King Catholic School, through computer workstations, Local Area Networks (LANs), and wireless access points, provides access for students to school computers and network services. Please read over the following responsible/Acceptable Use Policy with your student, then sign the form and return to the school office. ** Please note students who have not returned this form will not have access to Christ the King internet or network for class projects, homework, or activity. (Copy of the form on p.21)

At Christ the King Catholic School, we recognize that teaching and learning continues to evolve as information and telecommunications technologies change the way in which information is accessed, communicated, shared, and transferred. However, access to the school's network is a privilege and not a right. All computer users have the responsibility to use these resources in an educational, ethical, and lawful manner. Consequently, network access and use entail the responsibilities outlined below:

1. Digital Devices

The following devices are permitted during class time only at the teacher's discretion:

- The use of cell phones, iPods, iPads, Apple watches or any other electronic devices
- The use of music devices
- The use of digital cameras
- The use of laptops or netbooks with wireless capabilities

Inappropriate or inconsiderate use of devices may result in temporary confiscation to the Principal. In case of emergency, parents are encouraged to contact their children through the office during the day. All mobile devices are to be turned off or on silent and turned into their teachers. Christ the King Catholic School is not responsible for the loss of electronic equipment brought to school by your child or inappropriate content accessed through your data provider.

2. General Policies

- The use of computer/internet resources for educational purposes always has priority over other recreational uses.
- Please be considerate of other students and:
 - o Log-off and leave computer workstations clean for the next student.
 - o Report any problems with the computer you are using to the teacher right away.
 - o No food or open drinks near any computers at any time.
 - o Only Christ the King approved media may be inserted into the school computers. (flash drives, etc.)

3. Summary of Conditions

As a student, I will:

- a) Be respectful and careful in my use of any computer or electronic equipment at Christ the King School.
- b) Be respectful and courteous in my online communication with my classmates and teachers.
- c) I will not use technologies to bully, harass or tease other people.
- d) I will protect others by reporting abuse and inappropriate materials or communications.
- e) I will cite any and all use of websites, books, media, etc.
- f) Respect copyright and fair use laws; these policies and procedures apply to digital contexts, as well. Plagiarism is prohibited.
- g) Make sure I am cybersafe by setting privacy controls to protect myself on social networking sites. (Although Christ the King School has filtering software in place and teaches cyber safety yearly in the school lab, parents are responsible for educating their students on the dangers of the internet).
- h) Steer clear of attempting to gain control of private school network settings and other staff/students network folders or passwords.
- i) Use paper and printing resources sparingly.
- j) Use the computer and internet resources for educationally appropriate reasons. Gaming, chatting, social networks, YouTube, personal email, etc. are not permitted at Christ the King School on our network.

Consequences for Inappropriate Use

- Verbal or digital message warning
- Removal and/or suspension from labs and classroom computers
- Temporary revocation of network or computer equipment access privileges

MEDIA CONSENT FORM

Christ the King Catholic School engages in various correspondence and publicity with families, parishioners and other members of the community. Parents are given the option of authorizing the use of their children's photos with or without names for those purposes. Forms are distributed at the beginning of each school year requesting parents to provide authorization for these photos. (sample form p. 22)

LUNCH PROGRAM

Children eat lunch at school. Hot lunch is purchased on a monthly basis. Students may bring their own lunch and purchase milk. Full lunch price is \$3.50. Milk is \$.50. Since there is no cost to apply for the Federal Free and Reduced lunch program, parents are encouraged to apply this program. Please visit www.lunchapp.com to apply online for these services. **FAST FOOD/RESTAURANT TAKE OUT LUNCHESES ARE NOT ALLOWED AT CHRIST THE KING.** These items may not be dropped off in the office or Koelzer Hall. If you wish for your child to have a special lunch, please come to the office, sign them out for lunch, and take them off campus to enjoy this special treat. The Federal hot lunch program prohibits Soda Pop at lunch. Due to health department restrictions, lunches sent to school WILL NOT BE HEATED.

Students are expected to adhere to the following lunchroom expectations:

1. Use good manners.
2. Stay in your seat.
3. Use your inside voice
4. Respectfully follow directions
5. Eat your lunch.
6. Keep your area clean.

Failure to meet these expectations will result in a loss of recess time.

BEFORE AND AFTER SCHOOL CARE

Christ the King Catholic School in conjunction with the Little Scholars Program offers a State of Michigan licensed before and after school child care to assist working parents. Before and after school care will be available from 6:30AM to 7:40AM and from 3:30PM until 6:00PM. (Families must register with Little Scholars by completing the application packet and providing the \$50 registration fee.) Families pay weekly for these services. Cash is not accepted and checks or money orders must be made out to Little Scholars. **Children MUST be picked up by 6 PM or a financial penalty will be incurred.**

ATTENDANCE

Regular attendance is necessary for academic progress. Students are expected to develop habits of prompt and regular attendance. Attendance plays a direct role in the educational success of all children.

ABSENCES

Parents are requested to call the school office whenever a child is absent.

REPORT CARD ABSENTEE POLICY

Students who are absent 12 or more days in one quarter, for any or all daily classes, will not receive the quarterly report card grades for the classes from which they were absent. If a student misses 25% of a special/elective class, the student will not receive a grade for that class. The space normally indicating the student's grade will show (0), indicating that the child was not present for an adequate amount of instructional time during the marking period. The following comment will be included in the subject area, "Excessive absences prevent student from receiving grade this quarter." The student will receive a progress report indicating what progress has been made since the last marking period. The student's end of the year final grade will *not include the incomplete* quarter's work.

A letter reminding parents of this policy will be sent home when a student reaches five absences in a marking period. At eight absences a mandatory meeting with the principal and/or the school social worker will be required.

If a student is absent 12 or more days in any class for more than one marking period, consequently receiving *no grade for two quarters*, the student will not receive a passing final grade in that subject, but rather an *incomplete*. If the student has received incompletes in all of the five major subjects, he or she will not be promoted, but, depending on their academic skills, may be placed in the next grade.

TARDINESS

Students who are not in their seats ready to learn at 8:00AM are tardy and must go through the office to sign in and obtain a tardy slip. Tardiness is a serious infringement on learning time for both students and teachers. Chronic tardiness will require a conference with parents, school counselor and/or principal and may result in a detention, suspension, or being asked to leave the school.

EARLY DISMISSAL

Parents must sign out their children in the office, showing proper identification if asked. Individual students will not be allowed to leave school early for any reason, without a parent or guardian's permission. **Please try to limit early dismissals, particularly in the case of those that take place very close to dismissal time whenever possible.** Please note that in all cases of dismissal, students may only be released to those individuals who have been listed on the child's emergency card. Students may not be picked up between 3 and 3:25 PM without advance notice or a valid emergency.

CURRICULUM

The curriculum of the school is enhanced by a Christian atmosphere, promoted through the day to day encounters between members of the Christ the King community.

In daily religion classes, teachers and students strive to form a caring Christian community that will help form our students into adult, Christian citizens.

Classroom prayer, liturgical celebrations, and other experiences provide the expressions for this learning. Parents are invited to share this aspect of their child's education and to attend some of the liturgical services.

Service-learning is incorporated into the curriculum, which is academically oriented, stressing basic knowledge and skills in reading, English, spelling, handwriting, math, science, and social studies. Students follow the Archdiocese of Detroit standards for all core content areas. Student learning is enriched with art, music, physical education, Italian, Spanish, library, and computer classes provided through a shared time agreement with Berkley Schools. Additional elective offerings may be provided. Students have access to the library and are responsible for returning books in a timely fashion. Parents will be charged for damaged or missing books.

School assignments are to be completed by the student, unless there are IEP accommodations on file.

STANDARDIZED TEST PROGRAMS

The Archdiocese of Detroit mandates standardized tests to be given each year to assess the strengths and weaknesses of our students and curriculum. NWEA testing will monitor student growth throughout the school year.

HOMEWORK

Homework is assigned at the discretion of the teacher to fill individual needs and to supplement and re-enforce classroom teaching and learning. Students who do their homework get needed practice, strengthen good work habits, and learn to work independently.

All classwork and homework is to be completed and turned into teacher. In the event of an absence from school, it is the **responsibility of the student** to ask for and complete the required assignments missed.

Parents are encouraged to refer to the daily planner or Power School for classroom homework policies and assignments. Parents of Middle School Students are asked to monitor Class Dojo in addition to Power School. Parental involvement in home study should, generally, be of a supervisory nature, rather than a “teaching” responsibility. If parents have any questions regarding a child’s homework, a conference or phone call to the teacher is encouraged.

STUDENT SUPPORT SERVICES

Students, who live in the city of Detroit and meet academic requirements, may be eligible for Title I support services in the areas of reading and mathematics. Additionally, volunteer tutors are utilized to increase student learning. Students who have speech and language concerns may be serviced by the Detroit Community Public School District within our school building. Christ the King makes every effort to honor Individualized Education Plans (IEPs) by working with DPSCD to develop Non-Public Service Plans. We reserve the right to recommend a student find an alternate placement if we are not able to offer the least restrictive environment necessary for student success.

SCHOOL COUNSELOR

Christ the King School is fortunate to have the services of a very experienced school counselor. Our counselor is available for individual student’s needs as well as group needs. A student may receive one session with the counselor without parent consent. This may be done to resolve a situation that may involve the student. A student may be referred to the counselor by administration or a teacher. A parent may also refer their child. A parent may also request a meeting with the counselor. The counselor also meets with classes or small groups to address needs identified by faculty members; such as Anger or Conflict Management.

VACATIONS OR OTHER EXTENDED LEAVES DURING SCHOOL ATTENDANCE DAYS

School work will NOT be provided to students who will miss an extended number of days during the school year until after their return. Teachers, at their discretion, may assign journals or other related educational topics. Students are responsible to complete missed work upon their return. Parents and students need to be aware that classroom experiences may not be made up.

EXTRA CURRICULAR ACTIVITIES

Students are encouraged to participate in the extra-curricular activities sponsored by the school. These activities promote a well-balanced education. Participation in extracurricular activities is an earned privilege based upon the student’s grades and citizenship.

ATHLETICS

The goal of our athletic program is to provide an opportunity for each participant to develop physically, mentally, emotionally. Students **MUST MAINTAIN A C (or better) AVERAGE** in all areas as well as appropriate conduct in order to participate in sports. Parents are **REQUIRED** to assist in concessions and supervision during these sporting events in order for their children to compete. A student **MAY NOT** participate in a practice or game scheduled on a day that he/she is absent.

FIELD TRIPS

Field trips are arranged by the teacher with the permission of the administration, in conjunction with the aims and goals of the curriculum. Each student must have a permission form signed by his/her parents. Extra fees may be assessed for these trips. Parents are often needed to act as chaperones for field trips. **All volunteers** **MUST** complete a background check and provide proof of attendance of a Protecting God's Children course. Background check forms are available in the school office. Protecting God's Children courses are free courses offered throughout the Archdiocese of Detroit. Visit www.aod.org to register for a course. Field trips are a **PRIVILEGE** and student participation in these trips is based on student behavior at the discretion of the teacher.

STUDENT LOCKERS/BELONGINGS

Student lockers are the property of Christ the King School. The school administration reserves the right to search a student as well as his or her belongings if due cause presents itself. Searches will take place with two adults present.

HEALTH

All communicable diseases, including but not limited to pink eye, chicken pox, ringworm, and head lice, should be reported immediately to the School Office. Parents will be notified in accordance with health regulations.

VISION AND HEARING

Vision and hearing screenings may be provided in the fall for all students in selected grades and for all students referred for screening. Follow ups are conducted for all students experiencing difficulties. This is a service of the Wayne County Health Department

STUDENT ILLNESS OR ACCIDENT

There are no facilities to accommodate sick children in the school, therefore parents should keep children home if they complain of headache, sore throat, nausea, or fever. If a child has a fever, he/she should remain at home for 24 hours, fever-free and medicine-free. Students who become ill at school must be picked up.

EMERGENCY CARDS

Emergency cards must be completed at the commencement of each school year. Please keep this information up to date and notify the office of any change of address or telephone numbers. It is imperative that we have this information for each child on file in the school.

Any type of accident that occurs on school premises will be reported to the office. If the accident is of a minor nature (slight cut, scrape, bruise) it will be treated in school so that the student may go back to class. If the accident is of a serious nature (one that may require more extensive professional care,) we will contact the parent at home or at work. If the parent cannot be reached, the emergency phone contact will be called. If no one can be reached, EMS (911) will be called and the fee will be assessed to the parent. If a child should become ill while at school (headache, upset stomach, etc.,) we will follow the same notification procedure as listed above. Children who are ill or injured will not be permitted to leave the building alone. They will be dismissed only to parents or someone designated by the parents, from the school office. Accident reports will be filed and supplemental accident insurance is available through the school office.

ALLERGIES/ASTHMA

Please notify the school of asthma or any allergies that your child may have and supply the school with the appropriate medical release forms and medication. We will do our best to prevent allergen exposure, particularly with food-borne allergies. We appreciate being provided with any plan of action that your doctor has created for your child's safety.

DISPENSING OF MEDICATION

If it is necessary for your child to take daily medication of any kind, the following criteria must be met:

- A consent form, which is available in the office has been properly filled out and signed by the parent/legal guardian.
- A signed and dated set of instructions from the student's physician must be presented, with the medication, to the school secretary. The doctor must also sign on the medical consent form.
- An adult witness is present during the dispensing of such medication and the Record for Dispensing of Medication is properly filled out.
- All medications (including cough drops and over-the-counter medications) will be locked in the office – EXCEPTION: asthma inhalers.
- Please note that ALL MEDICATIONS, both over-the-counter and prescription formulas, as well as cough drops and inhalers, must have signed release forms on file in order to be dispensed.

SAFETY

Our crisis management plan provides for local and national emergencies. Your child's safety is our priority. Fire, tornado, shelter-in-place, and evacuation drills are conducted according to state and county regulations. Directions for exit routes are posted in each classroom.

TORNADO WATCH: Children will be kept in school until dismissal at the regular time.

TORNADO WARNING (Tornado sighted in area)/ OTHER SAFETY EVENTS: Children will be kept in safe areas in the school building.

SCHOOL CLOSING: An announcement will be made on radio and television. "Christ the King Catholic School in Detroit is closed."

TRAFFIC AT ARRIVAL AND DISMISSAL TIMES

ALL STUDENTS **MUST** be picked up in the **church parking lot**—NO EXCEPTIONS. No One is to be picked up from the school parking lot. The parking lot pattern was designed by AAA and the Detroit Police Department. Your cooperation will ensure the safety of all our children on arrival and dismissal from school. **Always enter the parking lot from Pierson Street and exit on Burt Road. PARENTS WHO CHOOSE TO PARK RATHER THAN JOIN THE TRAFFIC PATTERN LINE MUST WALK FROM THEIR CARS TO GET THEIR CHILDREN.** Failure to comply with traffic pattern regulations may result in law enforcement intervention.

DRESS CODE/UNIFORM POLICY

A student's appearance, self-respect, and performance complement each other; therefore, proper attire is considered an important element in creating a positive learning environment. All uniform components should be cleaned regularly.

School uniforms are worn from the first week of school until the end of the school year. Students are to arrive and leave school in a complete school uniform. Uniforms are to be worn during the school day except for special dress-up days or other announced events.

If, at any time, a student's attire is deemed inappropriate by a teacher, the student will be sent to the office to call home for appropriate clothes or issued a dress code violation. Three (3) dress code violations will result in a detention.

Purchasing uniforms: New uniform jumpers, skirts, pants and shorts **must be purchased** at:

Schoolbelles – Westland Crossing Plaza 34770 Warren Rd., Westland (734) 522-0829

Official CK polo shirts, sweatshirts, fleece jackets (gr.6-8) and gym uniforms **must be purchased** through the school.

Girls: **Grades K-4** CK plaid only-Uniform jumper, pleated, knee-length

Grades 5-8 CK plaid only-Uniform skirt, pleated, knee-length

Grades K-8 CK plaid pants or navy blue uniform pants

Boys: **Grades K-8** Navy blue uniform pants

ALL: Blouses & Shirts -- Solid navy blue or yellow knit polo shirts (**must be purchased from the school with the school name**). No oversized shirts. *Undershirts must be white.* Shirts must be tucked in at all times.

Sweaters: Solid navy blue, button-down cardigan or vest. No trim, logos, prints or hoods.

Sweatshirts: Navy blue CK sweatshirts (all students) or fleece jackets (grades 6, 7, 8 only) **must be purchased from the school.** **NO HOODIES** are to be worn in school.

Shoes: **Black dress shoes (heels no higher than one inch) or athletic shoes that are predominantly white or black.** No bright colored shoelaces, trims, or soles. No lights or wheels.

Socks: **Solid**, plain white, black, or navy blue socks, tights, knee socks or anklets are permitted. No footies, flip flops, sandals or boots are to be worn with the uniform. Boots may be worn outside for recess in the winter.

Belts: **Solid black, brown, or navy** belts must be worn with pants or shorts that have belt loops.

May 1st through September 30th Option --Navy blue uniform pleated, knee-length walking shorts may be worn

Gym Uniform (Grades 3-8) -- Official gym uniform t-shirts must be purchased through the school. Students may wear navy or black knee length athletic shorts or sweatpants. Students in grades 3-8 will wear their gym uniforms to school on gym days.

Hair: **Hair should be clean and neat.**

Make-up & Jewelry: --K-5 No Make-up. NO dew rags, bandanas, sweat bands, or dog tags. Simple stud earrings are permitted –no long or loop earrings. Simple headbands may be worn. No headbands with ears, Hair adornments are not to be distracting to the learning environment.

IMPORTANT: Jackets, sweaters, sweatshirts, etc., should have your child's name on the inside tag to help eliminate lost items.

Rules for Casual Dress Days --There will be days during the school year when uniforms will not be required. Parents and students will be notified of these days. The type of dress allowed for these days will be jeans or casual pants, appropriate shirt or t-shirt, and athletic shoes. **Students may not wear flip flops, sandals, tank tops, etc. A simple rule of thumb is to be sure the shirt has sleeves.**

CODE OF CONDUCT--The Four R's

The Four R's Program was developed as a school-wide initiative to encourage positive social interaction among the student body and faculty. With this program, students are conscious of their behavior and reflect upon it, teaching them practical life skills that will help them grow and be more mindful as they mature into adulthood. Students may receive behavior reflection sheets or detention reflection forms for behavior infractions. These forms must be signed and returned within 48 hours. The 4 R's expectations are posted in every classroom and every hallway, keeping the ideas present. The 4 R's are keys to our student's future success in life.

- Students must adhere to the expectations outlined by the Christ the King Student Handbook (the 4 R's).
- The Teacher or Principal reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices and procedures.
- Detentions will be served in accordance with classroom teachers' behavior plans.
- Behavior records are kept throughout the school year and consequences may be applied by grade level behavior plans.

BEHAVIOR AND DECORUM

Students are required to show respect toward teachers and other students, because respect for self and others is the foundation of freedom. In order that the rights of students are not violated, each student is responsible for being cooperative and courteous at all times. Lack of respect or discourtesy to other students, school personnel, or visitors is considered serious. Coarse, crude, or obscene language will not be tolerated.

Students are to conduct themselves in a quiet, orderly manner, being considerate of others. Actions that disrupt a classroom will not be tolerated. The pastor and/or principal reserve the right at his or her discretion, in the best interest of the school, to waive and/or deviate from any and all disciplinary rules, practices, or procedures.

Students are expected to take pride in their school and its appearance. All should contribute to the cleanliness of the building, furniture, and grounds. In cases of property damage, including school textbooks, the student will be assessed an amount equal to full replacement value. All school textbooks are to be covered and transported in a book bag.

DISCIPLINE CODE

The objective of school discipline is to maintain an environment that facilitates student learning and teacher teaching. The result of school discipline is academic and social growth. It is the responsibility of all students, parents, teachers, and administration to cooperate in effecting a positive behavior plan which provides for the needs of all students.

Students have the duty to respect the rights of all who are party to the Christ the King educational community. They have the responsibility to make wise and diligent use of the educational resources provided them. Teachers and administrators are responsible by law to maintain a suitable environment for learning. The positive behavior plan provides positive reinforcement and consequences for student behavior. Students are encouraged to resolve conflicts peacefully. Rules for this process are posted in the classrooms.

Students sometimes choose behaviors that do not support the Positive Behavior Plans. These choices may include, but are not limited to: name-calling, insulting, rude gestures, body language, eye rolling, uniform infraction, gum chewing, disruptive behavior, or any behavior that belittles any student, teacher, parent, or other person.

Students will receive an initial warning regarding these behaviors when appropriate. Repeated behaviors will be reason for detention. Continued behaviors will result in administrative meetings and may additionally result in the suspension of a student based upon the behavior and its frequency.

PROBATION

A student may be placed on probation because of poor attitude and behavior, neglect of school work, or consistently coming to class unprepared without materials. Contracts are prepared by the administration detailing the reason for probation and required behavior changes. If improvement is not evidenced within the stated period of time, the student could be required to leave the school or denied re-admission the following school year.

DETENTION

A student may be required to serve a one-hour detention outside of regular school hours. Detentions are one of the consequences of a student making poor choices. These choices include any of the following: spreading rumors, cheating, lying, inappropriate language, horseplay, throwing snow, pushing, shoving, throwing objects, or any defiant, disrespectful action. Detentions may be issued by a teacher or the principal and are also listed in the grade level behavior plans. Written notice will be sent home and must be signed by a parent or guardian.

Repeated behaviors will result in administrative conferences, additional detentions and/or suspensions based upon the behavior and its frequency

SUSPENSION

A suspension is a very serious penalty. During the time of suspension, students are responsible for completing all assignments, but receive no credit for their work. The length of suspension is dependent on the act and the circumstances involved. In most instances, suspension will be out-of-school. Some circumstances may require immediate removal of the child from the premises.

The following conduct violations are suspendable offences. Should this occur, parents/guardians will be notified immediately by the school administration.

- Insubordination: Repeated or blatant refusal to respond or carry out directions of authorized personnel of the school
- Assault: An attempt or threat of bodily harm to another; no actual body contact is necessary
- Battery: The unlawful, intentional touching or application of force done to another person, in a rude, insolent, or angry manner
- Burglary, theft, robbery, larceny, - stealing of money or property
- Possession of pornographic/sexually explicit materials
- Inappropriate use of social media
- Destruction of or defacing of property

- Verbal Abuse – name calling, racial slurs or derogatory statements addressed to others to cause disruption of the school program or incite violence
- Forging signature(s) on any document or paper
- Leaving a class or school premises without permission, skipping class, failure to attend school, truancy.
- Trespassing: Being present in an unauthorized place or refusing to leave when ordered to do so by authorized personnel.
- Failure to attend an assigned detention
- Excessive disciplinary/policy violation notices
- Harassment including sexual harassment
- Gambling

The Disciplinary Action Board may meet with the parent/guardian and child to discuss the situation and make recommendations at the discretion of the pastor and/or principal.

EXPULSION

The expulsion of a student from a Catholic School is a serious penalty that is invoked rarely. Nevertheless, there may be situations that demand removal of a student from the school. Expulsion is the permanent dismissal of a student from the school. Authority for expulsion rests with the school administration.

The following conduct violations will result in expulsion from school:

- Arson. The intentional setting of a fire.
- Sale, use, possession, distribution or acceptance of narcotics, drugs, tobacco, tobacco products or alcoholic beverages, in school, on school property, or at school functions. This includes bringing such items into school for another person, having such items on one's person, or placing them in a storage place.
- Initiation of a threat in written, verbal, or any other form.
- Unlawful interference with school authorities and programs; interfering with administrators, teachers, and/or school personnel by force, violence, intimidation, boycott, riot, or extortion.
- Possession or use of a weapon.

Parents have the right to appeal, in writing, the expulsion of a student. Appeals will be heard by the disciplinary action board in a timely manner.

WEAPONS

Students are prohibited from having weapons in school. Any student who carries, possesses, conceals, transfers to another to hold or hide, etc., any weapon on school premises shall be immediately excluded from classes, pending investigation. Any student suspected of or threatening to carry, possess, conceal, or transfer a weapon on school premises or in the vicinity of the school, also shall be immediately excluded from classes pending investigation. In most cases, the school is required to notify law enforcement agencies.

A weapon is any object which can be used to threaten or injure another. It includes, without limitation, guns, knives, chains, karate sticks, sharp instruments, ammunition, etc. School premises include the school buildings and the adjacent grounds, school and church parking lots, church grounds, and student lockers.

Investigation may include an inspection and search of students and their book bags, purses, lunch boxes, lockers, etc. Investigation also may include questioning by the pastor, principal, a teacher, or other person acting in his/her place, and/or the police.

Any student found to be in violation of the weapons rule or who fails or refuses to cooperate in an investigation may be excluded permanently from the school. If an investigation discloses that a student has been wrongly accused, the student will be readmitted to classes after a meeting with the pastor or principal and his/her parent/guardian.

STUDENT RESPONSIBILITIES IN SCHOOL

Students should:

- Be on time for school
- Obey all classroom rules to ensure a proper learning environment
- Obey all gym, lunch hour, and playground rules
- Complete and turn in all classwork and playground rules as assigned
- Wear a complete school uniform on the days required, and follow the guidelines for casual dress days
- Return any letter or notice, etc., that is sent home for a parent/guardian signature
- Refrain from gum chewing or eating in times other than during breakfast, lunch hour, or special class activities
- Follow all safety rules. Safety rules include, but are not limited to behavior during fire or severe weather drills, obeying traffic guards/teachers; running in the halls or on stairs, throwing rocks, snow, or snowballs
- Be honest and refrain from cheating anytime
- Avoid disruptive behavior or other misconduct not listed above that interferes with the school program in any way
- Each teacher sends home a list of classroom rules which the students are expected to follow. Failure to observe these rules or those listed above will result in the consequences specific to the grade level.

PUPIL EVALUATION

STUDENT ASSESSMENT

Teachers use a variety of assessment tools to evaluate student progress. Evaluation is a compilation of participation, classwork, and homework assignments, projects, tests, and quizzes.

GRADING SCALE

The following official grading scale is used:

A	100% - 93%
B	92% - 83%
C	82% - 72%
D	71% - 60%
F	59% -
S	Satisfactory
U	Unsatisfactory

GRADES K-2 use the following grades: P = Proficient D= Developing N = Needs Support

Grades are posted to Power School. Parents are given a password to access Power School. They may access their children's grades at any time the parent portal is open. This is turned off for a few days prior to the end of each quarter, and opened again after report cards are distributed. Parents may check assignments that are due and communicate with their children's teacher through email. It is the responsibility of parents to check Power School on at least a weekly basis to monitor grades.

Paper progress reports will NOT be sent home unless determined necessary by the individual teacher. Parents will be reminded via the school newsletter to check their children's progress on Power School at the midway point of each marking period.

Report cards are given at the end of each quarter of the school year. First quarter report cards are given at a mandatory conference between the parent and teacher.

PARENT/TEACHER CONFERENCES

Parent Teacher Conferences are scheduled after the first quarter. All Parents are required to attend these conferences or send a representative to receive their children's report cards. Additional conferences may be requested by parent or teacher at any time. Conferences are limited in most circumstances to the parents or legal guardians. **Parents may not confer with teachers during class time or when teachers are on duty** .

The school administration respects the professional judgment of the teacher. Parents **MUST** talk with the teacher(s) before referring the matter to the principal. The principal will not talk with the parent unless the teacher has been previously consulted.

Appointment requests may be arranged through email or note to the teacher or a call to the school office. (emailis preferred) Parents must allow 24 hours for a response.

PARENT-TEACHER RELATIONSHIPS AND CONFLICT RESOLUTION

The following procedure will be the guiding norm for parent-teacher relationships.

- Communication by parents concerning curriculum, disciplinary actions, school rules, regulations, goals, classroom routine, and work must first be directed to the teacher concerned.
- If the situation demands further clarification, the administration should be contacted and given the opportunity to evaluate the parent's concern.
- If necessary after following the above procedures, the matter may be taken to the pastor for further discussion.

HONORS AND AWARDS PROGRAMS

Honors and rewards are given to students in grades four through eight for excellence in scholastic achievement, attendance, citizenship, effort, and service at the Annual Awards Assembly.

FIRST HONORS are merited by those students who have achieved an average of 3.5 to 4.0 in the major subjects: Religion, Reading, English, Math, Science, and Social Studies and earn no lower than a B in conduct. Students must receive at least Satisfactory grades in “Specials Classes.”

SECOND HONORS are merited by those students who have achieved the final average of 3.0 to 3.49 in the above major subjects and earn no lower than a B in conduct. Students must receive at least Satisfactory grades in “Specials Classes.”

*Cheating will automatically remove students from the honor roll for that quarter.

Students may participate in various special academic events such as: Spelling Bee, Geography Bee, Learning Fairs, and Declamation Contest.

PROMOTION / RETENTION

Students who successfully complete the work of a grade are promoted to the next grade in June. The grades Kindergarten to three, the homeroom teacher in conjunction with administration, determines retention or promotion based on achievement and readiness. For students in grades four through eight, failure in three or more major subjects may result in retention. Major subjects include Religion, Reading, English, Math, Science, and Social Studies. Parents may also request that a student be retained. If a parent chooses not to follow the recommendation for retention from the teacher/administrator, the parent must sign a waiver.

STUDENT PLACEMENT

Placement of students is the primary and sole responsibility of the principal. The principal exercises this responsibility with the help and expertise of the school faculty whose professional skills and objectivity make possible a placement that will be in the best interest of the child. This may include requesting academic testing for special learning needs.

STUDENT RECORDS

Parents have the right to inspect and review any and all official records, files, and other information about their children. This right must be requested in writing prior to the time they wish to inspect them. Schools are not required to show records upon request. Written consent forms are required before student records are forwarded to another school or agency. Records are never released to parents.

CATHOLIC HIGH SCHOOL ADMISSIONS INFORMATION

Contact information will be shared with Catholic high schools in the Archdiocese of Detroit for the purpose of recruitment. If you do not want your contact information shared, you must notify the school office in writing. Catholic High School Nights are held in various schools each year.

COMMUNITY RELATIONS

COMMUNICATIONS FROM THE PRINCIPAL

Memos and newsletters with a calendar of activities are the main source of home-school communication. The method of distribution is through email. Those without email may request these to be sent home as a hard copy. Parents are expected to read these emails to keep abreast of school events, policy updates, and important information.

VISITORS

We encourage visitors to the classroom by parents and appropriate community groups. We do request, however, that such visits be arranged in advance. All visitors to the school, including parents must report to the school office for a visitor’s pass and escort.

PARENT-TEACHER GUILD

The Vision of Christ the King Parent-Teacher Guild (PTG) is to be team builders, bringing together parents, staff, parish, alumni, and the community at large, for the social, academic, physical, and spiritual growth of the children in our school.

The Mission of the PTG is to develop activities/events related to the vision in four categories: spiritual, social, physical, and academic.

The Goal of the PTG is to sponsor at least two activities/events in each category. Committees will be established for this purpose. The PTG is open to all parents who have children enrolled in Christ the King School, as well as to members of Christ the King faculty, teaching staff, and parishioners. The PTG meets in regular open sessions.

SCHOOL ADVISORY BOARD AND COMMITTEES

The School Advisory Board with the Development, Marketing, and Finance Committees provide parents and guardians with a voice in the education of students and the future of Christ the King School.

The Advisory Board collaborates with the pastor and principal in developing and recommending policy according to the established policies and directives of the Archdiocese of Detroit. According to these directives, the pastor has the ultimate authority to enact policy. The principal has the responsibility to implement approved policy.

PARENT SERVICE OPPORTUNITIES

The parents/guardians of our students play a vital role in providing their children a well-rounded Christian education. Christ the King School relies upon parental assistance in the following programs of direct benefit to the students. **All parents/guardians are required to volunteer at least ten (10) hours in one or more of the following:**

PTG Meetings
School Advisory Board
School/Parish Special Events
(Jazz Festival/ Oktoberfest)
PTG Extracurricular Activities
Lunchroom Aides
Office Aides
Room Mothers/Fathers
Welcoming Committee
Field Trip Chaperones
Book Fair
Athletic Events
Parish Festival Workers
Recess Aides
Maintenance Workers

All parents should complete the form distributed at the beginning of the school year, or contact the school office.

Please remember that in order to volunteer in the classrooms or in the supervision of students, you must complete the Protecting God's Children course and a background check. Please see the school principal for assistance in completing these requirements.

The education of students at our 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

RELEASE FOR DISPENSING OF MEDICATION

We, the undersigned parent and/or guardian of:

_____ Born ____/____/____
(Student's Name) (Grade/Room #) Mo Day Yr

do hereby sign and execute this release on behalf of us and on behalf of our minor son/daughter/ward.

NAME OF MEDICATION: _____

DOSE: _____

TIME TO BE GIVEN: _____

DURATION: _____

ATTACH DOCTOR'S NOTE REGARDING EMERGENCY CARE PLAN AND ADMINISTRATION OF MEDICATION.

Check here, if this release is for a metered dose asthma inhaler, insulin pump or epinephrine auto-injector, which the student will possess and use at his/her own discretion in school or at school activities. The physician and parents/guardian signature below apply to the inhaler, insulin pump or epinephrine auto-injector possession and use by students as permitted in Public Act 10 – Revised School Code.

(Doctor's Signature) (Please Print Name) (Date)

()
(Phone Number)

We hereby waive any liability whatever to the school or the Archdiocese of Detroit or any of its personnel, that might occur as the result of giving said medication in the indicated dosage at the time requested to our minor son/daughter/ward.

PARENT/GUARDIAN _____
(Signature)

(Print Name)

DATE _____

April, 2017

