

Christ the King Catholic School

Parent-Student Handbook



Serving the community since 1938

Accredited by the Michigan Non-Public Schools Accrediting Association

Member of the National Catholic Educational Association

A Skillman Foundation grant recipient

*We are Christ the King Catholic School
in Northwest Detroit
Serving the educational needs
of a multi-cultural parish and community.
We instill Christian values from the gospel of Jesus Christ.
We are dedicated to educating children
to strive for academic excellence.*

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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.



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.
- Elementary school applicants must demonstrate competency for the requested grade by successful performance on the admissions test. Kindergarten students will be assessed on readiness skills. First graders will take a readiness test. Applicants for grades two through eight will be administered a standardized reading and math achievement test.
- To be eligible for registration into kindergarten, a child must be five years of age on or before September 1st. Official Birth Certificates must be shown at the time of registration.
- Students that are entering kindergarten or new to the school in any grade must present updated immunization records prior to admission.
- Any student who is accepted conditionally will sign, along with his/her parent/guardian and the administrator, a probationary contract. The contract will address the student's area(s) of deficiency and will be evaluated. Failure to meet the terms of the contract will result in the child being asked to leave the school.
- New parents/guardians must attend an orientation meeting at the beginning of school year.

TUITION & FEES

The registration fee is non-refundable. If a student is enrolled for any part of the school quarter, the tuition of 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. Unpaid tuition is highly discouraged. Report cards and records will be withheld if there is an outstanding balance.

Participation in fundraisers is essential. Fundraisers are an opportunity to solicit help from family and friends.

DAILY SCHEDULES

SCHOOL DAY

Our school day extends from 8:00 am to 3:20 pm for students in Pre-kindergarten through grade eight.

LUNCH PROGRAM

Children eat lunch at school. Hot lunch is purchased on a monthly basis. Students may bring their own lunch and purchase milk. No fast food may be brought in for lunch.

BEFORE AND AFTER SCHOOL

Christ the King School has extended care to assist working parents. Before School Care is available from 6:30 to 7:45am in the school building. After School Care is available from 3:20 to 6 pm in the Little Scholars building next door to the school. Weekly fees are required for these services. This program is licensed by the State of Michigan.

ATTENDANCE

Regular attendance is necessary for academic progress. Students are expected to develop habits of prompt and regular attendance. If students miss 48 school days, they will be subjected to detention.

ABSENCES

Parents are required to call the school office whenever a child will be absent. If such a call has not been received by 9 am, the office will call the parent at home to ascertain that the child is safe.

Students who are absent twelve or more days in a quarter will not receive report card grades for that marking period and may be referred to the Truant Officer.

TARDINESS

Students who are not in line with their class at 8:00am are tardy and must come to the office to sign in and obtain a tardy slip. Tardiness is a serious infringement on learning time for both students and teachers. A tardy student interrupts the entire class. Parents are expected to cooperate regarding prompt arrival. Chronic tardiness will require a conference with parents and principal, and may result in a suspension. Excessive tardiness may result in the child 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.

CURRICULUM

The curriculum of the school is enhanced by a Christian atmosphere, promoted through the daily 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 transform 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 are welcome to attend some of the liturgical services.

The intellectual growth of students is fostered by the instructional groups in which they are placed. An attempt is made to place the students at the level where they can be expected to succeed.

The curriculum is academically oriented, stressing basic knowledge and skills in reading, English, spelling, handwriting, math, science, and social studies. It is enriched with art, music, physical education, accelerated science, and computer classes. Additional elective offerings may be provided.

Standardized norm-referenced tests (STAR) are administered annually in selected grades to assess the strengths and weaknesses of the curriculum.

HOMEWORK

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

All classwork and homework assignments are to be completed and turned in to the homeroom teacher.

In the event of an absence from school, it is the responsibility of the student to ask for and complete any missed assignments. Parents may request missed assignments for absences of two days or more. The request should be made before 10 am. Assigned work and books may be picked up in the office after 3pm.

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.

EXTRACURRICULAR 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. The classroom instructor and school principal are responsible for judging a student’s eligibility for participation in school-sponsored extracurricular activities.

ATHLETICS

The goal of our athletic program is to provide an opportunity for each participant to develop physically, mentally, emotionally, and morally. Our students compete in the program sponsored by the Catholic Youth Organization of the Archdiocese of Detroit. Basketball is open to both boys and girls in grades four through eight. Cheerleading is open to girls in grades four through eight. Participation is based on academic progress and citizenship grades as determined by the administration.

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.

INTERNET POLICY

Use of computers with Internet access is part of the curriculum at Christ the King. The school code of conduct also applies to online activity. Each student must have an 'Acceptable Use Policy' form on file that has been read and signed by both the student and parent. Students who fail to follow the rules as set forth in the policy shall lose all Internet Privileges for a time period determined by the school administration along with any other consequences deemed appropriate by the administration. Parents are required to pay the cost of broken technology.

MEDIA CONSENT FORM

Christ the King 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.

HEALTH

All communicable diseases 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 Detroit Public Schools.

STUDENT ILLNESS/ACCIDENT

Parents should keep children home if they complain of headaches, sore throat, nausea, or fever. It is often difficult to reach parents of sick children during the day. There are no facilities to accommodate sick children in the school. If a child has a fever, he/she should remain at home for 24 hours fever-free and medicine-free.

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.

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.
- An adult witness is present during the dispensing of such medication and the Record for Dispensing of Medication is properly filled out.
- All medications will be locked in the office.

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) Children will be kept in safe areas.

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: 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.** Failure to comply with traffic pattern regulations may result in law enforcement intervention. Parents are to park in the parking lot adjacent to the church before and after school when picking up and dropping off students.

DRESS CODE/UNIFORM POLICY

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 on special dress-up days or other announced events.

Anytime 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.

Purchasing uniforms: new uniforms jumpers, skirts, pants, and shorts **must be purchased at: Schoolbelles Uniforms – 42073 Ford Road, Canton, Michigan 48187**

Official CK polo shirts, sweatshirts, hoodies 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

Girl blouses & Shirts -- Solid navy blue or yellow knit polo shirts (**must be purchased from the school with the school's 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 or fleece jackets (grades 6, 7, 8 only) must be purchased from the school.

Shoes -- Black dress shoes (heels no higher than one inch) or Low-cut athletic shoes that are solid white with white shoelaces or solid black with black shoelaces. No Crocs or Sandals are allowed.

Socks -- **Solid**, plain white or navy-blue socks, tights, knee socks or anklets are permitted. No leggings, ankle socks, footies, flip flops, sandals or boots are to be worn with the uniform.

Belts – **Solid black** belts must be worn with pants or shorts that have belt loops.

May 1st through September Option: -- Navy blue pleated, knee-length walking shorts may be worn.

Gym Uniform (Grades 3-8) - Official Gym uniform, shorts and t-shirts must be purchased through the school. Optional sweatpants may be purchased. **Gym uniforms are not to be worn under the school uniform.**

Make-up & Jewelry - The use of make-up, do-rags, bandanas, sweat bands, dog tags and jewelry (simple stud earrings only for pierced ears), is considered inappropriate with the school uniform. Plain blue, white, or red headbands only.

IMPORTANT: Both school and gym uniforms should be clearly marked with student's name in permanent marker.

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 via the weekly newsletter. The type of dress allowed for these days will be jeans or casual pants, appropriate shirt or t-shirt, and athletic shoes.

CODE OF CONDUCT--The Four R's

Ready

Respectful

Responsible

Reflective

The Four R's Program was developed as a school-wide initiative to encourage positive social interaction amongst the student body and faculty. With this program, students are conscious of their behavior and reflect upon it, which teaches them practical life skills that will help them grow and be more mindful as they mature into adulthood. This program is used in the discipline rubric, where "Green Slips" are given to students who are not adhering to the 4 R's. Expectations for conduct are posted in each classroom and hallway, keeping the ideas present. This Code of Conduct is not a list of rules that students must follow, but a set of expectations that are encouraged and benefit the student and educational environment. "Caught Being Good" slips are used in cases when students are abiding by the 4 R's.

CHRIST THE KING SCHOOL
AGGRESSIVE BEHAVIOR CONSEQUENCE RUBRIC
 Kindergarten - 2nd grade

	First time	Second time	Third time	Fourth time
Level I Behavior that would hurt the feelings/body of others <ul style="list-style-type: none"> • Unkind gestures or looks • "Horseplay" • Name calling/teasing • Excluding others • Behaviors that hurt feelings of others • Swearing • Destruction of property 	<ul style="list-style-type: none"> • 15 sec intervention • Restate definition of mean behavior • Discuss an alternate action to mean behavior • Opportunity for apology and/or make it right 	<ul style="list-style-type: none"> • 15 sec intervention • Restate definition of mean behavior • Time Out • Discuss an alternate action to mean behavior • Opportunity for apology and/or make it right 	<ul style="list-style-type: none"> • 15 sec intervention • Restate definition of mean behavior • Time Out • Discuss an alternate action to mean behavior • Parent notification • Opportunity for apology and/or make it right 	<ul style="list-style-type: none"> • 15 sec intervention • Restate definition of mean behavior • Loss of one playtime • Discussion with administrator • Parent notification • Opportunity for apology and/or make it right • Behavior report
Level II. Behavior that could injure others <ul style="list-style-type: none"> • Pushing • Shoving • Grabbing • Pinching • Play fighting • Disrespect to others 	<ul style="list-style-type: none"> • 15 sec intervention • Restate definition of mean behavior • Time Out • Discuss/practice an alternate action to mean behavior • Opportunity for apology and/or make it right • Parent notification 	<ul style="list-style-type: none"> • 15 sec intervention • Restate definition of mean behavior • Time Out • Discuss/practice an alternate action to mean behavior • Opportunity for apology and/or make it right • Parent notification by Behavior report 	<ul style="list-style-type: none"> • 15 sec intervention • Discussion with administrator • Restate definition of mean behavior • Loss of one playtime • Opportunity for apology and/or make it right • Parent notification by Behavior report 	<ul style="list-style-type: none"> • 15 sec intervention • Discussion with administrator • Restate definition of mean behavior • Loss of one playtime • Parent conference • Opportunity for apology and/or make it right • Behavior report
Level III Purposeful behavior that could cause injury or damage <ul style="list-style-type: none"> • Biting • Punching • Hitting • Kicking • Spitting • Any behavior that causes physical and/or emotional distress or risk of injury to person or belongings 	<ul style="list-style-type: none"> • 15 sec intervention • Discussion with administrator • Restate definition of mean behavior • Immediate Time Out • Discuss/practice an alternate action to mean behavior • Loss of one playtime • Parent notification • Opportunity for apology and/or make it right • Behavior report 	<ul style="list-style-type: none"> • 15 sec intervention • Discussion with principal • Restate definition of mean behavior • Immediate Time Out • Discuss/practice an alternate action to mean behavior • Loss of two recesses or playtimes • Parent conference • Opportunity for apology and/or make it right • Behavior report 	<ul style="list-style-type: none"> • 15 sec intervention • Discussion with principal • Restate definition of mean behavior • Immediate Time Out • Discuss/practice an alternate action to mean behavior • Loss of three recesses or playtimes • Parent conference • Opportunity for apology and/or make it right • Possible 90 minute in-school suspension at administrator's discretion • Behavior report 	<ul style="list-style-type: none"> • One day in-school or out-of-school suspension at principal's discretion • Behavior report

Notes:

- Cyberbullying (levels, II, III, IV) will follow the rubric consequences.
- See Parents/Students Handbook for matters of disciplinary actions (serious) that may result in expulsion.
- The pastor of the school or principal reserves the right at his/her discretion in the best interests of the school to waive and/or deviate from any and all disciplinary rules, practices, or procedures.

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CHRIST THE KING SCHOOL
AGGRESSIVE BEHAVIOR CONSEQUENCE RUBRIC
Grades 3-5

	First time	Second time	Third time	Fourth time
Level I Behavior that is horseplay <ul style="list-style-type: none"> • goofing around • shoving • grabbing • pushing • tripping 	<ul style="list-style-type: none"> • 15 sec intervention • Apology of Action 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Apology of Action 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Apology of Action • 1 silent, supervised lunch & recess • Time to Think form 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • 2 silent supervised lunches & recesses • Time to Think form • Parent meeting
Level II Behavior that would hurt the feelings/body of others <ul style="list-style-type: none"> • Teasing • Name-calling • Put-downs • Insulting remarks • Mean/rude gestures • Rumors • Mean notes • Swearing • Graffiti • Planned exclusion • Play fighting • Playing a mean trick • Pinching 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Apology of Action • Silent supervised lunch & recess • Time to Think form 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Apology of Action • Two silent, supervised lunches & recesses • Time to Think form 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Three silent, supervised lunches & recesses • Time of Think form • Parent meeting 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Time to Think form • One day in-school suspension • Parent meeting to develop a Positive Behavior Plan
Level III Behavior that could injure others <ul style="list-style-type: none"> • Swearing towards others • Threatening • Hitting/kicking • Pushing/tripping • Choking • Spitting • Throwing objects • Taunting/ridiculing/humiliating 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Student calls parent • Apology of Action • Silent supervised lunch & recess • Time to Think form 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Student calls parent • Apology of Action • 2 silent, supervised lunches & recesses • Time to Think Form • Parent meeting 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Student call; parent • One day in-school suspension • Parent meeting • Positive Behavior Plan 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Administration calls parent to pick up student • 1 day at-home suspension • Parent meeting • Revise Positive Behavior Plan
Level IV <ul style="list-style-type: none"> • Punching/fighting • Biting • Stealing • Damaging property • Racial, ethnic or sexual name-calling • Severe harassment or behavior that may injure 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Administration calls parent • One day in-school suspension • Time to Think form 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Administration calls parent to pick up student • 1 day at-home suspension • Time to Think form • Parent meeting • Positive Behavior Plan 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Administration calls parent to pick up student • 2 day at-home suspension • Referral to Discipline Board 	<ul style="list-style-type: none"> • 15 sec intervention • Behavior report • Administration call parent to pick up student • Expulsion Hearing

15 second intervention: "I saw you do _____. That is mean/hurtful behavior. I would never let someone do that to you. We don't do that at Christ the King School. That needs to stop."

Restate definitions of mean/hurtful behavior: "Mean or hurtful behavior is any mean look, word, or action that hurts a person's body, feelings, friendships, or things."

Please Note: The pastor or principal reserves the right at his/her discretion in the best interests of the school to waive and/or deviate from any and all disciplinary rules, practices, or procedures.

CHRIST THE KING SCHOOL
AGGRESSIVE BEHAVIOR CONSEQUENCE RUBRIC
Grade 6-8

	Warning	1 st Offense	2 nd Offense	3 rd Offense
<p>Level 1- Horseplay/Hurtful Behavior</p> <ul style="list-style-type: none"> •Goofing around •Shoving •Grabbing •Pushing •Tripping •Teasing •Name Calling •Put Downs •Insulting Remarks •Mean/Rude Gestures •Rumors •Mean Notes •Swearing •Graffiti •Planned Exclusion •Play Fighting 	<ul style="list-style-type: none"> • Verbal Warning 	<ul style="list-style-type: none"> • 1 “Tally” Written on Green Slip for Parent to Sign <p>*If green slip is not signed = 2nd “Tally” on Green Slip and returned to be signed.</p>	<ul style="list-style-type: none"> • 2 “Tallies written on Green Slip for parent to sign. <p>*If Green Slip not signed = Detention given</p>	<ul style="list-style-type: none"> • Detention written on Green Slip for parent to sign • Phone Call Home
<p>Level 2 – Behavior that Could Injure Others</p> <ul style="list-style-type: none"> •Swearing towards others •Threatening •Hitting/Kicking •Pushing/Tripping •Choking •Throwing Objects •Taunting/Ridiculing/Humiliating 	<ul style="list-style-type: none"> • Warning may or may not be given (at teacher’s discretion) 	<ul style="list-style-type: none"> • Detention • Phone call home 	<ul style="list-style-type: none"> • Detention • Phone Call Home • Suspension Warning 	<ul style="list-style-type: none"> • Out of school suspension • Parent Meeting • Behavior Contract
<p>Level 3</p> <ul style="list-style-type: none"> •Punching/Fighting •Biting •Stealing •Damaging Property •Racial, Ethnic or Sexual Name Calling •Severe Harassment or Behavior that May Injure 	<ul style="list-style-type: none"> •No Warning Given 	<ul style="list-style-type: none"> • In School Suspension • Parent Meeting • Behavior Contract 	<ul style="list-style-type: none"> • Out of school Suspension • Discipline board Hearing with Parents/Guardian • Expulsion Warning • Behavior Contract Revision 	<ul style="list-style-type: none"> • Expulsion

- ▶ **Students must adhere to the Expectations outlined by the Christ the King Student Handbook (the 4 R's), and if students are caught in violation of any expectations, the consequences outlined above will be implemented.**
- ▶ **The teacher or principal reserves the right at his/her discretion in the best interests of the school to waive and/or deviate from any and all disciplinary rules, practices and procedures.**
- ▶ Jr. High Detentions will be served on Tuesdays directly following school (3:30 – 4:30pm)
- ▶ A **record will be kept** as to how many "Tallies", Detentions and Suspensions a student has throughout the school year.
 - **3 Detentions given in the same quarter = Out-of-School Suspension**
 - **3rd Suspension given in 1 year = Expulsion**

BEHAVIOR AND DECORUM

Students are required to show respect toward teachers and other students because we know that respect for self and others is the foundation of freedom. So 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 a serious offense. Coarse, crude, or obscene language will not be tolerated.

Students are to conduct themselves in a quiet orderly manner, always being considerate of others. Actions that disrupt a classroom will not be tolerated. Cell phones and other electronic devices are not permitted on school property. These items will be confiscated and may not be returned until after the school year is over in June. (If a cell phone is necessary for safety after a student leaves school, the phone may be left in the office for the day and picked up at the end of the day.)

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 damage will be assessed and an amount equal to the full replacement value will be charged. All school textbooks are to be covered and transported in a book bag.

Gum chewing is not permitted in school or on school grounds due to the extensive damage resulting from such action.

To avoid any possibility of danger or accident, snowball throwing is prohibited on school grounds and on the way to or from school.

WEAPONS

Students are prohibited from having weapons in school. 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.

DISCIPLINE CODE

The objective of school discipline is to maintain an effective environment and facilitates the educational process. The result of school discipline is student growth in their abilities, attitudes, and habits essential to acceptable and self-controlled behavior.

It is the responsibility of all students, parents, teachers, and administrators to cooperate in effecting a disciplinary framework which provides for the needs of the growing pupil and for the requirements of the educational process.

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 assertive discipline 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.

PROBATION

A student may be placed on probation because of poor attitude and behavior, neglect of school work, or consistently coming to class unprepared and without materials. Contracts are prepared by 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 the result of a student receiving an excessive number of policy or behavior violation notices. Violation notices are written by the school staff, notify the parent of inappropriate conduct, and require a parent's signature.

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 may result in suspension from classes and all school activities. Should this occur, Parents/guardians will be notified immediately.

- Insubordination. 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.
- Destruction of or defacing of property belonging to the church or school, or to persons employed by the church or school, or in attendance at these places.
- 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.
- Trespassing. Being present in an unauthorized place or refusing to leave when ordered to do so by authorized personnel.
- Unlawful interference with school authorities and programs; interfering with - administrators, teachers, and/or school personnel by force, violence, intimidation, boycott, riot, or extortion.
- Failure to attend an assigned detention
- Excessive tardiness
- Excessive disciplinary/policy violation notices
- Harassment of any kind; including sexual harassment
- Gambling

The discipline Board will meet with the parent/guardian and child to discuss the situation and make recommendations.

EXPULSION

The expulsion of a student from a Catholic School is a serious penalty that is rarely invoked. Nevertheless, situations may arise 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 bomb threat in written, verbal, or any other form.
- Possession or use of a weapon.

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 homework 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 at times other than during 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/safety patrol; no running in halls or stairs, and absolutely no throwing rocks or snowballs.
- Be honest and refrain from cheating at all times.
- 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, tests, and quizzes.

GRADING SCALE

The following official grading scale is used:

A	100%-93%
B	92%-85%
C	84%-75%
D	74%-70%
U	69%-
S	Satisfactory
U	Unsatisfactory

Reports indicating student progress or lack of progress are sent home in the middle of the first, second, and third quarters. Some teachers give out progress reports more often, such as weekly or bi-weekly. These reports indicate that homework is missing, that the child appears to lack a serious approach to school, that the teacher wishes to confer with the parent, or that the child is showing improvement in areas previously discussed. 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.

Conferences may be requested by parents 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 before school or at dismissal.

APPOINTMENTS

Appointment requests may be arranged through a note to the teacher or a call to the school office. Parents or other visitors must report to the school office and request a Visitor's Pass.

HONORS AND AWARDS PROGRAM

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.

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 may participate in the annual Spelling Bee, Geography Bee, Science Fair, and Declamation Contest. The Athletic Association sponsors an Annual Sports Banquet.

PROMOTION / RETENTION

Students who successfully complete the work of a grade are promoted to the next grade in June. For grades kindergarten to third grade, the homeroom teacher and administration will determine retention or promotion based on achievement and readiness. For students in the fourth through eighth grades, failure in three or more major subjects will result in retention. Major subjects include Religion, Reading, English, Math, Science, and Social Studies. Parents may also request that a student be retained.

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.

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 that 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.

COMMUNITY RELATIONS

COMMUNICATIONS FROM THE PRINCIPAL

Memos and weekly newsletters are the main source of home- school communication. The preferred method of distribution is through email. Those without email may request these to be sent home in the Friday folder.

VISITORS

All visitors must report directly to the Main Office. We encourage visits to the classroom by parents and appropriate community groups. We do request, however, that such visits be arranged in advance.

PARENT-TEACHER GUILD

The Vision of Christ the King Parent-Teacher Guild (PTG) is to be team builders by bringing parents, staff, parish, alumni, and the community at large together 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 open session at least five times a year.

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 policies according to the established policies and directives of the Archdiocese of Detroit. According to these directives, the pastor has the ultimate authority to enact policies. The principal has the responsibility to implement approved policies.

PARENT – TEACHER RELATIONSHIPS

In general, 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 relevant teacher.
- 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.

Christ the King Catholic School requires the active participation of students, parents, teachers, and administrators in creating a successful learning space. Open and honest communication is essential to a positive school environment.



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.

PARENT SERVICE OPPORTUNITIES

The parents/guardians of our students play a vital role in providing their children with 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:

Athletic Boosters School
Advisory Board
Lunchroom Aides
Room Mothers/Fathers
Welcoming Committee
Field Trip Chaperones
Parish Festival Workers
Recess Aides

Any parent/guardian interested in any of the above (or other opportunities) should complete the form distributed at the beginning of the school year or contact the school office.

STUDENT SERVICE OPPORTUNITIES

Students are encouraged to participate in one or more of the following activities as a way of making their Christian education well- rounded. Students may be required to do some service projects as part of the education. Students have the opportunity to participate in the following services:

Student Council

Boy Scouts

Girl Scouts

Boys Mentoring

Girls Mentoring

Altar Services

Youth Ministry

Lunchtime Helpers

Classroom Aides

Breakfast/Snack Aides

Lunchroom Clean-Up Helpers

Recess Helpers

CK Colts ARE...

Respectful
of

Self
Others
Environment

Responsible

for

Words
Actions
Work

Ready

to

Learn
Lead
Grow

Reflective

of

Choices
Behaviors
Goals

