

***CHRIST THE KING
CATHOLIC SCHOOL***

***STUDENT HANDBOOK
2010 - 2011***

***Principal - Mrs. Stephanie Chinault
Pastor - Reverend Thanh Nguyen***

Christ the King Catholic Church

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Dear Parents,

Welcome to Christ the King School!

You have chosen a wonderful school for your child. Our priests, principal, teachers, staff and School Advisory Board are committed to providing the best that Catholic school education can offer. Christ the King has a tradition of excellence. None of us can do it alone. We look at ourselves as being in partnership with you, the parents, in strengthening the strong foundations of our educational and spiritual program for your children. To achieve this, we need to work together providing a safe environment in which they can learn and when necessary, discipline with love.

If you are new to Christ the King, please consider joining us in our Stewardship Program which is rooted in our Christian faith in our generous God. Out of our gratitude to God we give back to Him our time, talent and treasure.

Again, I wish you a warm welcome. Please call me if you have any questions. May the Lord bless all of us as we journey together in faith.

In Christ and Mary,



Father Thanh T. Nguyen
Pastor



Dear Students and Parents,

As we begin the new school year, please take this opportunity to review the policies set forth in this edition of the Student Handbook. A great deal of time was spent in crafting these policies in order to ensure an environment that promotes a safe and wholesome atmosphere where education and values are taught and practiced.

In my personal mission statement as Principal, "I am committed to fostering a new found focus on school pride, civic participation and continued academic excellence." Uniformity is paramount to achieve these goals. Strict adherence to these policies allows our teachers and staff to focus on instructional pursuits as well as contributing to the success of our students.

I firmly believe that by working together, we can exceed expectations and move forward in building a model parochial institution at Christ the King. If you have any concerns or any suggestions as to how to improve our school, please do not hesitate to call me for an appointment. The Principal and /or School Board retain the right to amend the handbook for just cause and parents will be given prompt notification of these changes.

I am looking forward to a great 2010-2011 school year!!

*Kind Regards,
Mrs. Stephanie Chinault
Principal*

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MISSION STATEMENT

The mission of Christ the King Catholic School is to teach, learn, and live the Word of Jesus and the precepts of the Catholic Faith; to recognize each person's spiritual and academic uniqueness; and to use our God-given talents in the service of others.

RELIGIOUS CODE STATEMENT

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

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

PHILOSOPHY

At Christ the King School, students will learn positive self-image. Christ the King believes in the education of the whole child. Education is made up of all things spiritual, academic, emotional, social, and physical.

Lessons should provide students the chance to be their best by respecting differences in others. Lessons will focus on each child's God given skills and the story of Jesus Christ. Students, teachers, and parents play a role in the classroom to ensure a quality education.

Christ the King School believes that a child's growth needs the presence of Jesus Christ.

CURRICULUM

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

For a brief overview of Christ the King's curriculum by grade, check our website at www.ctkcatholic.com.

STATEMENT OF OBJECTIVES

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

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



**Strive for Excellence
Obey 10 Commandments
Accept Responsibility
Reach Out to Others**

ADMISSION:

Admission to Christ the King School is under the following policy:

No discrimination on the basis of race, color, national, or ethnic origin in administration of educational and admission policies shall be practiced.

Applicants for Pre-Kindergarten, Kindergarten and First Grade must abide by state law regarding minimum age requirements for school entrance.

Kindergartners will take an assessment test to determine their acceptance.

The school reserves the right to make the final determination regarding a family's future enrollment. Determination of admission may include past due fees, academics, or behavior.

Students entering grades 1-8 must present national test scores and report cards for the current and two prior school years. The school reserves the option to administer additional testing.

Florida law states that a physical examination and a health certificate shall be required for ALL PRE-KINDERGARTEN, KINDERGARTEN and those students entering the school from out-of-state. All students new to Christ the King School must present a current immunization form, signed by a Florida physician, and a birth certificate prior to entering the school.

Florida law also states KINDERGARTEN, SEVENTH and EIGHTH GRADE students will be required to have completed the hepatitis B vaccination series, a second measles vaccination (preferably MMR) and a tetanus-diphtheria booster before August 13, 2003.

A copy of the Baptismal, First Communion, and Confirmation certificate is also required for all Catholic students.

SPECIAL NEEDS CHILDREN:

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

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

While we do not provide a special education program, we will try to make reasonable accommodations for students with special needs.

SCHOOL HOURS:

Kindergarten - 8th Grade - 7:40 AM - 2:30 PM

Pre-Kindergarten Four - 7:30 AM – 11:00 AM and 11:30 AM – 3:00 PM

**Pre-Kindergarten Four Extended Care – 7:30 AM - 2:30 PM or
Wrap Around – 7:30 AM to 6:00 PM**

Kindergarten - 8th Grade Extended Care – 2:30 PM – 6:00 PM

Opening prayers and exercises begin promptly at 7:45 AM. The bell will ring at 7:40 AM and all students are to be in their seats at that time. Students arriving after the 7:40 AM bell are tardy. See page 10. First Friday of the month dismissal is at 12:00 Noon.

Safety Patrol morning duty begins at 7:20 AM and afternoon duty ends at 3:00 PM.

Students are dismissed at 12:00 Noon on the First Friday of each month. Should the First Friday be on a school holiday, the day will not be rescheduled for that month.

School doors, in all buildings, do not open for students until 7:30 AM. Exception is Before School Care located in the cafeteria and Safety Patrol.

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

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

AFTERNOON PICKUP:

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

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

Students not picked up by 2:50 PM, 12:20 PM on First Friday or Extended Care by 6:00 PM, will be assessed a **\$5.00 per quarter hour late pickup fee per student.** Parents, not carpool, are responsible for the **\$5.00 late fee.**

STUDENT IDENTITY CARD:

The Student Identity card used to purchase Lunch and Library Check Out must be with the student at all times.

ATTENDANCE:

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

- 1. Upon return to school, a WRITTEN excuse is to be presented to the HOME ROOM TEACHER. Students who have been sick with a fever or vomiting may not return to school until they have been fever free or have not thrown up for a 24 hour period before returning to school.**
2. If a student is to be excused early, a **WRITTEN** excuse is to be presented to the **HOME ROOM TEACHER**. The student must be picked up and signed out in the **SCHOOL OFFICE**.
3. All class work must be made up, within three days (**this includes weekends**), after returning to school. It is the student's and/or parent's responsibility to acquire the make up work. **Work not completed within this period will be given a zero grade**, unless there are extenuating circumstances. (See Page 30)
4. **Diocesan Attendance Requirement - A minimum attendance requirement of 37 days per each grading period should be maintained to qualify a student for a passing grade for that quarter. This includes excused or unexcused absences which can result in failure for the quarter.**
5. **Students attending gifted programs are to get their assignments prior to the day they attend the gifted program. This work is due the day after gifted class.**

Parents will be notified by phone upon the sixth absence of the student. Parents will be notified in writing upon the ninth absence to request their cooperation in preventing further absences. Under conditions that warrant special consideration, the principal will make the final decision after meeting with the parents and teachers.

TARDINESS:

All students are to be in their seats by the bell, 7:40 AM.

When a student is tardy, his/her late arrival into the classroom disrupts the instructional flow and attention of the class. Tardiness will be addressed in the following manner:

The only excused tardy will be a doctor's appointment and the student must have an admit slip from the doctor for it to be considered an excused tardy.

Students will report to the office for a tardy slip.

After accumulation of the third tardy, the parent will incur a \$5.00 fee.

After the sixth tardy, the parent will incur a \$10 fee.

After the ninth tardy, the parent will meet with the principal and will incur a \$15 fee.

All tardy fines are calculated on a quarterly basis.

PERFECT ATTENDANCE AWARDS:

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

SCHOOL BULLETINS, MEMOS, INFORMATION, ETC.:

Each Wednesday, an envelope is sent home with students in Pre-Kindergarten - Grade 8 containing their work, tests, assignments, school announcements, etc. Parents are to review the contents of the envelope, sign and return the envelope and any papers stamped "sign and return" to the homeroom teacher on Thursday.

A \$3 fine will be charged for Wednesday envelopes lost in addition to a Level I referral.

SCHOOL CANCELLATION:

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

MEDICATION:

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

Asthma Inhalers:

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

DRESS CODE:

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

THE FOLLOWING DRESS CODE MUST BE OBSERVED:

	May wear on Any Day.	Mass Day is an exception. Must Wear
BOYS		
GRADES K-8		
BOYS WHITE OXFORD LOGO SHIRT	X	X
BOYS GREEN POLO SHIRT	X	
NAVY PANTS	X	X
WALKING SHORTS (Grades K-5)	X	
CK UNIFORM TIES	X	X
NAVY OR BLACK PLAIN BELT	X	X
GIRLS		
GRADE K-2 - Polo Dress	X	X
GRADE 1-5 - Plaid Skort	X	X
GRADE 6-8 - Plaid Skirt	X	X
GRADES 1-8		
GIRLS WHITE LOGO BLOUSE	X	X
GREEN POLO SHIRT	X	
GRADE K-8 AFTER NOVEMBER 1 ON COLD DAYS ONLY		
Slacks	X	

School uniform may be purchased from
Sunshine Uniforms
620- 8076
8595 Beach Boulevard #312
Jacksonville, FL 32216.

BOYS:

A navy or black plain leather belt must be worn at all times. Socks should be solid navy, black or white dress sock.

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

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

Hair should be neat and nicely combed away from the face. **Hair is to be natural hair color.** It must be cut so that it is **above the eyebrows, above the ears and above the shirt collar in the back.** Hair cuts and styles are to be standard cuts without the introduction of new fads. Tails, stripes and shaved heads (all or partial) with long hair over the shaved area are not acceptable. Infractions may result in suspension. Boys' faces are to be free of facial hair.

GIRLS:

Grades 6-8 skirts and blouses are to be adjusted properly in order for waistbands on skirts to be visible. The sleeves are **not** to be rolled up.

Hair should be neat and nicely combed away from the face. **Hair is to be natural hair color.** No hair wraps. Because of health reasons, hair brushes, combs and hair spray will not be permitted. **Make-up and colored nail polish cannot be worn during school hours.** Acrylic nails are not permissible.

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

BOYS AND GIRLS

CK logo sweatshirt K-8 is to be purchased from **Sunshine School Uniform. Grades K-8 will wear green sweatshirts.**

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

NON-UNIFORM DAYS

Students may wear full length T-shirts (no inappropriate writing or design) with pants, shorts, skirts, or jeans. Tops must cover shoulders completely. Shorts and skirts must be 3 inches above the knee. Only sneakers are allowed on non-uniform days. Students must still dress out for P.E.

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

SHOES: Solid black or brown, leather or suede closed toe **dress shoe** cut below the ankle or **Sperry DockSiders** with no more than a one-inch heel is allowed. Shoes must have **non-marking soles** and be non-athletic.

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

SOCKS: The regulation socks are **not sports.** The proper girl sock is a sock that can be folded over and is at least 2" above the ankle bone. Girls' socks must be solid navy or white ankle, knee socks or tights. The proper boys' sock is one that is at least 2" above the ankle bone. Boys' socks must be navy, black or white.

PE UNIFORMS:

Girls and Boys

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

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

WINTER WEAR:

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

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

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

Students (grades 6-8) may not wear colored undergarments. Colored T-shirts or shirts with writing on them may not be worn under the blouse or shirt (exception: P.E. shirts, grades 1-3). For modesty sake, all girls, K-8 must wear shorts under their dress or skirt.

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

Students are to remain in uniform until 2:40 PM. Students must be properly attired in school uniform while on school grounds during school hours. School uniforms may be changed at the close of the day only by students who are participating in extracurricular sports or students registered in Extended Care.

PARENT-TEACHER CONFERENCES:

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

Parents having afternoon conferences should not enter the school buildings before 2:40 PM. This allows time for students to be properly dismissed and teachers a chance to reorganize after the day.

REPORT CARDS AND PROGRESS REPORTS:

Report cards are issued four times during the school year for grades 1-8 and the second through fourth quarter for kindergartners. Signed report card envelopes are to be returned to the homeroom teacher **within 48 hours.** There is a \$1.00 fee for a lost report card envelope and duplicate report card.

Parent-Teacher Conferences will be held following the first grading period for grades 1-8. Parents will be assigned a designated conference time.

PROGRESS REPORTS

Parents are notified every two weeks through Edline of their student's current grades. Written Progress Reports are given every 4 weeks. Written Progress Reports must be signed by the parent/guardian and returned to the school within 48 hours. Parents are encouraged to keep in close contact with their child/ren's teachers.

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

MID-QUARTER PROGRESS REPORTS

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

September 15th
November 17th

February 23rd
April 13th

Educational costs, Extended Care and any other charges that are delinquent may result in the holding of a student's report card and cumulative folder.

HONOR ROLL

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

GRADING SYSTEM:

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

Code for Marking

Kindergarten

Formal grades are not submitted for the first quarter. However, parent conferences are held at this time.

Evaluation Key for Kindergarten, First and Second Grades And Enrichment Classes for K-5

S = Successful progress

N = Needs more time to accomplish/master this skill

U = Unsuccessful progress

NC = Not Covered at this time

Grades 3 - 8:

A – 100 - 90

B – 80 - 89

C – 70 - 79

D – 60 - 69

F – 0 - 59

DIOCESE OF ST. AUGUSTINE

PROMOTION AND RETENTION STANDARDS:

PROMOTION STANDARDS:

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

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

- Class Performance According to Grade Level Requirements
- Student Age and Ability
- Student Achievement on Tests and Examinations
- Successful Achievement of Required Passing Average

Minimum admission to diocesan secondary school

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

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

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

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

RETENTION STANDARDS:

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

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

CRITERIA FOR RETENTION:

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

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

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

Grade One: Failure in Reading/Language Arts or Math

Grade Two: Failure in Reading/Language Arts or Math

Grade Three: Failure in Reading/Language Arts or Math

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

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

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

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

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

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

The following types of behavior might indicate unacceptable effort:

Consistent failure to complete school and homework assignments and projects.

Lack of preparedness for school assignments.

(These areas need to be documented by the teacher.)

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

When the probability of retaining a student arises, the parents are to be informed and a decision is to be made no later than early May. All necessary documentation is to be on file in the office of the Principal, including a Possible Retention Form (to be signed by parent) along with any written response of the parents.

Retention of a student is a serious responsibility and warrants a careful and complete examination of a student's performance and achievement. Not every academic problem can be remedied by retention.

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

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

SPECIAL PROMOTION (PRE-K - 7):

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

SUMMER SCHOOL:

Mandatory summer school is required for students who have failed a subject, or received a conditional promotion based on summer school performance.

Students may be recommended for summer school by their teacher.

Mandatory Summer School:

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

Recommended Summer School:

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

CRITERIA FOR ALGEBRA I

DIOCESE OF ST. AUGUSTINE:

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

CRITERIA

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

RATIONALE

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

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

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

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

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

DISCIPLINE:

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

Code of Conduct:

Conduct Code Statement

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

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

Level I - Classroom Behavior/Management

- Inappropriate or Disruptive Behavior
- Unauthorized Locker Break
- Nonconformity to Uniform Code
- Being Unprepared for Class
- Eating/Drinking in the School Building
- Uncovered Textbook
- Disruption during Assembly
- Note Writing or Note Passing
- Tardiness to Class (6th - 8th Grades)
- Eating Gum or Candy (\$10 fine)
- Failure to Return Wednesday Folder/Envelope
- Failure to Obtain Required Parent Signature
- Possession of an Unauthorized Item in Class (laser pens, iPODS, cell phone, toys, etc. Items will be confiscated and the student's parent will be responsible for retrieving the item from the Principal).

Disciplinary Action:

K - 3rd Grades - Consequences

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

4th - 8th Grades - Consequences

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

Detentions will be held on Tuesdays in a classroom from 2:45 PM - 3:45 PM, assigned by the school staff at the beginning of the year. All students will be required to work on a task given by the proctoring teacher. Homework may not be completed during detention. **If a student receives more than four detentions in a month, a behavior contract may be necessary. Failure to attend scheduled detention will result in a Saturday School.**

*All referrals will be the responsibility of the student's homeroom teacher. If a student receives more than the allowed number of Level I referrals, then the homeroom teacher will write the Level II referral and send it to the office. Copies of all referrals will still be sent to the office so that they can be tracked and processed by administration.

Level II

- Multiple Level I Offenses (3 of the same offense, per quarter)
- Disrespect/ Verbal or Written Altercation of/with another student
- Disrespectful Behavior in Church/Chapel
- Use of Obscene Language or Gestures
- Unauthorized Separation from Class
- Bullying (Including gossiping, rumors, etc.)
- Public Display of Affection on School Grounds
- Violation of Internet Policy
- Roughhousing (Mild cases of violence or physical contact, for example: pushing, shoving, tripping, etc.)
- Failure to attend detention

Disciplinary Action:

K - 3rd Grades - Consequences

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

4th - 8th Grades - Consequences

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

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

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

Level III

- 3rd Level II of the any offense (documented per quarter)
- Disrespect of Staff/Faculty Authority
- Theft
- Defiance of Staff/Faculty Authority
- Failure to Attend Saturday School
- Reckless Endangerment
- *Fighting/Battery
- Fire Alarm Activation
- Fire Extinguisher Activation
- Possession/Transfer of Obscene Material (Magazines, Photos, Music)
- Sexual Harassment
- Vandalism
- **Academic Dishonesty**

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

** Academic Dishonesty/Violation of Honor Code

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

Disciplinary Action:

K - 3rd Grades – Consequences

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

4th - 8th Grades - Consequences

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

*For repetitive actions, consequences will be more severe, such as out of school suspension.

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

Commission of a crime
Influence of alcohol/chemical substance
Possession, use, or transfer of: tobacco, alcohol, unauthorized medications/drugs, weapons, munitions, fireworks, explosives, or incendiary devices.

***SATURDAY SCHOOL**

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

***BEAUTIFICATION DAY**

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

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

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

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

DISPUTE RESOLUTION:

Although the Constitutional requirement of due process does not legally apply to the private school system, Catholic schools, as a faith community, should impart fairness and a sense of justice in all actions and judgments made by administrators and teachers in dealing with their students. While it is important to protect and maintain the rights of the students and their parents, it is also important that the students and their parents be made aware of their respective responsibilities which arise from and complement these rights.

Students and parents are presumed to be aware of established school rules and regulations in effect at the time of registration and as subsequently amended.

Students and parents shall have the right to be informed either orally or in writing of the school rules which have been violated and of the specific grounds for disciplinary action.

The faculty and administration have consistently and diligently worked toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

In order to ensure this atmosphere, the following procedures will be enacted where necessary:

1. When there is a major violation or multiple infractions of the student code of conduct which the handbook states result in expulsion, the student's parents/guardian will be called and informed of the violation and will be required to immediately pick the student up from school. The student will thereafter be suspended from school until a decision is reached on the violation and the consequences.
2. A review board will be convened within 72 hours after suspension, excluding weekends and holidays, to consider the violation and the consequences. The review board will consist of the Principal, a teacher chosen by the Administration and a teacher chosen by the student. The student and at least one parent/guardian will be present during the board hearing at which time the student will be allowed to present his/her case. The board will then make a decision which will be enforced by the school.
3. The decision of the review board may be appealed within 24 hours of the board's decision by the student and the parents/guardians to the pastor for further review.
4. The decision of the pastor will be carried out and upheld by the school administration. The Pastor may consult the school board.
5. The disciplinary decision is not subject of appeal to the Diocesan Dispute Resolution Board. Failure of the school to follow its discipline procedure as outlined in the handbook is appealable. However, if the school has followed its procedures as outlined in the handbook, there will be no appeal.

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

HONOR CODE REVIEW BOARD

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

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

DIOCESAN POLICY ON THREATS AND VIOLENCE:

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

SEXUAL HARASSMENT POLICY:

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. This teaching should be modeled by faculty and students alike from pre-kindergarten through twelfth grade.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature.

Sexual harassment, as defined above, may include but is not limited to the following:

- ▶ verbal or written harassment or abuse
- ▶ pressure for sexual activity
- ▶ repeated remarks to a person with sexual involvement accompanied by implied or explicit threats

Any student who alleges sexual harassment by another student should bring this matter to the attention of the Principal, his/her teacher or guidance counselor. The Principal should ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The severity of the incident will determine if the incident will be handled by the Sexual Harassment Committee.

A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include but not be limited to suspension or expulsion.

NATIONAL JUNIOR HONOR SOCIETY:

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

Students having finished the seventh grade at Christ the King, with at least the last two semesters being completed at Christ the King and not at another school, are eligible for membership. For the scholarship criterion, a student must have a cumulative seventh grade average of 85% or better. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership, citizenship, and service. A history of participation in school or community service is required. The Junior High faculty may give input regarding their professional reflections on a candidate's character and leadership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

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

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

Membership fee is \$10.00 per school year.

INTERNET ACCEPTABLE USE POLICY:
DIOCESE OF ST. AUGUSTINE
CHRIST THE KING CATHOLIC SCHOOL

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

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

Internet Terms and Conditions of Use:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in an Honor Code violation, a Level III referral and suspension or cancellation of Internet privilege. There is no expectation of privacy in accessing the internet while on school property.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that electronic mail (e-mail) is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Do not download any software without the prior consent of your teacher. Do not bring disks to school or use disks without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. The school does not allow file sharing or loading of any software onto school computers.
7. The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.

ELECTRONIC MEDIA:

Users may not post on personal Internet (ex. Myspace.com) sites to which they have access away from school grounds, any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities.

Level II Disciplinary Action:

K - 3rd Grades - Consequences

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

4th - 8th Grades - Consequences

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

HOMEWORK GUIDELINES:

PRIMARY GRADES 1-5

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

GRADES 6-8

1. Accelerated Reader Tests, for book reports, are taken in class. Zero is given if the test is not taken by deadline.
2. In case of absence, all class work must be made up, within three days (**this includes weekends**), after returning to school. It is the student's and/or parent's responsibility to acquire the make up work. Work not completed within this period will be given a zero grade, unless there are extenuating circumstances.

Students will be expected to take a test on the day of their return after an absence, if present the day prior to the absence.

STUDENT SERVICE HOURS:

Sixth Grade:

Five service hours must be completed by the end of the third quarter. This is a requirement to help students practice the Catholic belief in an Apostolic church. The five hours, if not completed, will result in the student not receiving their fourth quarter report card.

Seventh Grade:

Students are required to complete ten service hours. This is designed to help students practice the Catholic belief in an Apostolic church. The ten hours must be completed by third quarter or students will not receive their fourth quarter report card.

Eighth Grade:

Service hours are to be completed as part of Confirmation preparation and Graduation requirements. A total of **twenty hours must be completed over the course of the academic year and completed by March 1, 2011** for Christ the King School. **Ten hours must be completed prior to Confirmation.**

STUDENT ACCIDENT INSURANCE:

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

TUITION:

In order to be considered as "active" parishioners at Christ the King and thereby receive the *privilege* of our Catholic In-Parish school tuition rate, the following is required:

- ▶ The family must provide a copy of your child(ren)'s baptismal certificate to the school office;
- ▶ The family must be registered in the parish by completing a census form through the rectory office;
- ▶ The family must regularly attend weekend Mass at Christ the King on a consistent basis and place their tithe envelope, provided by the parish, into the collection basket each week. Families choosing to tithe monthly must, nevertheless, place their tithe envelope in the collection basket at Mass *each week*;
- ▶ To demonstrate sincere commitment to Stewardship, envelopes may not be routinely mailed to the school/rectory office and they may not be sent in by others.

TUITION PAYMENTS ONLY will be managed by FACTS TUITION MANAGEMENT. Payments will be calculated on a two, ten or eleven month basis (July - May or August - May) and will be direct debited monthly on the 5th or 20th of each month or semi-annually. Credit cards or direct debit only will be accepted by FACTS. Semi-annual payments will be due August 5, 2010 and January 5, 2011. Payments made in full will be paid directly to Christ the King School by August 5, 2010. Book rentals, fees, etc. will be paid in full through FACTS by March 30, 2010. If a student withdraws during the school year, tuition will be payable for a full month.

Tuition, Extended Care and any other charges that are delinquent may result in the holding of the student's report card and forwarding of cumulative folders for transferring students.

EXTENDED CARE:

Extended care is offered to students of Christ the King School at a minimum charge. The service is only offered in conjunction with the days that school is in session.

Before School Care - PreK4 - Grade 8	- 7:00 AM - 7:30 AM
Pre-Kindergarten Four Extended Care	- 7:30 AM - 2:30 PM or
Wrap Around	- 7:30 AM - 6:00 PM
Kindergarten - 8th Grade Extended Care	- 2:30 PM - 6:00 PM

Students not picked up from Extended Care by 6:00 PM will be assessed a \$5.00 per quarter hour late pickup fee per student. Parents are responsible for the late fee at time of pickup.

Extended Care is available on the first (1st) Friday of the month when school is in session. Payment is due by the first of each month. A penalty of \$25.00 will be added after the third of the month. **Only past due accounts will be mailed a statement.**

Extended Care is a separate charge. **Extended Care Registration Fee will be paid in August. Extended Care fees will be paid directly to Christ the King School on a 10 month basis beginning August 1, 2010.** A penalty of \$25.00 will be added after the third of the month. If a student withdraws during the school year, ASC will be payable for a full month.

Drop Ins will be charged a fee of \$25 per child per occurrence.

Tuition, Extended Care and any other charges that are delinquent may result in the holding of the student's report card and forwarding of cumulative folders for transferring students.

RETURNED CHECKS:

When any checks are returned for insufficient funds, the issuer will be notified that all future payments, of any kind, must be made in cash, money order, or certified funds for the remainder of the year. A \$25.00 penalty fee will also be assessed for each returned check. The check(s) will not be re-submitted to the bank for collection and issuer will have fourteen (14) days from the day of notification by the school office, to bring in cash payment.

If payment is not made in the fourteen (14) day period, the School Board has the option to exclude your child/ren from classes until payment is made.

CHRIST THE KING FAMILY PARTICIPATION PLAN:
School Board Policy

The Christ the King School Board has instituted a policy to encourage all school families to give of their time, talent and treasure. Each family will choose from the following three choices. All obligations must be completely met by May 1, 2011 or the family will incur a \$250.00 assessment.

Option 1 Service Hours

Families who elect this option must volunteer at CK School or with a CK Parish Ministry. Any ministry that is listed in the church bulletin is an eligible ministry. To receive credit, parents must come to the school office, log in to the "Check In" computer during school hours or have a signed service hour sheet for weekend or evening projects. In order to receive credit for ministry hours, parents must complete a service hour sheet signed by the ministry/project leader. Return all forms to the school office. **It is important that you also sign out or you will only receive 0 hour of service. Field trips are not considered Volunteer Hours.**

Family	20 Hours
Single Parent	10 Hours

Option 2 SCRIP Gift Cards

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

Family	\$1,500.00
Single Parent	\$ 750.00

Option 3 Buy Out Plan \$ 150.00

Families who elect this option must make their payment prior to May 1, 2011. Families who elected Option 1 or 2, but were unable to fulfill their commitment will also be billed under this plan.

If a family does not make arrangements to fulfill one of these options by May 1st, a penalty of \$250.00 will be assessed. This policy was created by your School Advisory Board to increase parent participation within our school.

Library Circulation Policies:

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

Overdue and fine notices will be printed on Tuesday and sent home in the students' Wednesday folders. Fines for overdue books are charged at the rate of 5 cents per day. Students who have overdue books or fines may not check out any library materials until they pay their fines and/or return their books and/or pay for lost books.

K - 5th grades - Fines greater than \$1.00 will be collected for books returned late. Fines less than \$1.00 will be forgiven.

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

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

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

Lost book options:

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

CHRIST THE KING CHORISTERS

Students wishing to participate at 9:00 AM Sunday Mass should report to the Chapel at 8:15 AM for rehearsal. The School Mass Choristers is composed of 4th and 5th grade students with rehearsal during the school day. Choristers are expected to be present at Christmas, Easter, Confirmation, and First Holy Communion Masses.

PERSONAL PROPERTY:

Please do not bring valuables to school. The school will not be responsible for lost items. **All personal property should be properly identified with first and last name and grade.** Lost and found articles will be kept for a period of time then donated to St. Vincent dePaul Society or another comparable agency.

TEXTBOOKS:

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

Science – Red
Read/Lit – Purple (Extra Large)
English – Green
Religion - White

Math – Orange
Spanish – Yellow
Religion - White
Social Studies - Blue

SCHOOL SAFETY PATROL:

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

PHYSICAL EDUCATION CLASSES:

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

The starting grade for all students in Grades 3 - 8 at the beginning of the quarter is 100%. Each time a student does not dress out, 5 points are deducted from their grade. On the 4th no dress day, an Interim Report will be sent home. Additionally, students who choose not to participate without proper written excuse will have 5 points deducted each occurrence.

P.E. uniforms must be purchased through Sunshine School Uniforms and are the only acceptable P.E. uniform. P.E. uniforms and tennis shoes are required for Kindergarten - Grade 8.

P.E. uniforms and tennis shoes are required in grades 1-8. P.E. uniforms may be worn under regular uniforms on P.E. days for grades 1-3. Boys and girls boxer shorts, cut off sweatpants, or biking shorts may not be worn under P.E. shorts on days of P.E. class.

Athletes/cheerleaders who do not dress out for P.E. will not be allowed to participate in practice or games that day. If an athlete/cheerleader is absent on game day for illness, the student will be ineligible to play on game day.

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

TEAMS:

ATHLETES AND CHEERLEADERS RULES OF ELIGIBILITY (ACADEMIC)

DIOCESAN POLICY:

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

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

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

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

TEAM PHYSICAL and PARTICIPATION FORM:

All athletes/cheerleaders are required to have a complete physical on the Diocesan form supplied by the office or online at ctkcatholic.com before they are allowed to try out for any athletic teams (this form must be signed by a Florida physician and dated after June 1, 2010). The PARTICIPATION form must be filled out entirely, signed by parent and student and must be notarized.

FIRE AND TORNADO DRILLS:

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

FIELD TRIPS:

In compliance with Diocesan policy, students who fail to submit a proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. A blank form has been provided in the back of this Student Handbook. This form may be duplicated should your child misplace the original form.

Students can be denied participation if they fail to meet behavioral requirements.

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

Chaperones may not bring siblings on trips.

Parents desiring to take their children home after a field trip, are required to sign the children out in the school office, prior to the departure of the field trip.

CAFETERIA:

The students may buy lunch in the cafeteria or bring a lunch from home, but all students will eat in the cafeteria or designated area with their class at an assigned table. The students who bring a lunch from home may buy milk and other items. Children are responsible for leaving tables and chairs in order, ready for the next class. All food must be eaten at the table.

In order to purchase items during lunch, parents must create an account with www.mylunchmoney.com and deposit monies to the student's account. No cash will be accepted at any time by school personnel.

Kindergartners may not buy lunch until September 1. Each child needs to bring lunch in a lunch box. Milk can be purchased daily.

STUDENT IDENTITY CARD:

The Student Identity card used to purchase Lunch and Library Check Out must be with the student at all times.

LUNCH BOXES:

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

SODA/CHEWING GUM/CANDY:

Chewing gum is not permitted. Students who bring, distribute or consume gum/candy on school premises will be fined \$10.00 and receive a conduct referral. Chewing gum is destructive to furnishings, rugs, clothing, etc. No soda drinks on school grounds until after 3:00 PM.

TELEPHONE CALLS:

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

SUMMER READING REQUIREMENT:

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

SUMMER MATH REQUIREMENT:

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

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

PARENTS, VOLUNTEERS AND/OR VISITORS:

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

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

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

ORIENTATION:

School Orientation will be the first Saturday after the first week of school.

HEAD LICE:

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

BOOK BAGS/PE BAGS:

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

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

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

BICYCLES:

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

BIRTHDAY/PARTY INVITATIONS:

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

1. The office or teacher will not provide telephone numbers or addresses of students.
2. Invitations may only be disbursed in school, if the entire class is invited; or, if all boys or all girls only are invited.
3. Flowers, balloon bouquets, etc. will not be delivered to a student during the day. Students will be notified at 2:25 PM and called to the office to pick items up.

SCHOOL CALENDAR 2010-2011

August	9	PK4 Student Open House 9:00 AM – 11:00 AM Classroom
	9	Kindergarten Open House 11:00 AM – 1:00 PM Classroom
	10	New Middle School Student Orientation – 8:00 AM – 12:00 PM
	11	Classes begin-Kindergarten 12:00 Dismissal
	14	Parent Orientation (Grades 1-8)
September	6	Labor Day Holiday (No Classes)
October	4-15	ITBS Testing
	8	End Of 1 st Quarter/Teacher Planning Day (No Classes)
	11	Discretionary Day (No School)
	15	Report Cards
November	1	Diocesan In-Service Day (No Classes)
	24	Noon Dismissal for Thanksgiving
	25-26	Thanksgiving Holiday
	29	Parent Teacher Conferences (Noon Dismissal)
December	17	End Of 2 nd Quarter – Noon Dismissal
	20	Christmas Holiday Begins
January	3	Teacher Planning (No Classes)
	4	Classes Resume
	7	Report Cards
	17	Martin Luther King Holiday (No Classes)
	31	Catholic Schools Week Begins
February	1-5	Catholic Schools Week
	18	Discretionary Day (No Classes)
	21	Presidents' Day Holiday (No Classes)
March	4	Diocesan Institute/Teacher Recognition Day (No Classes)
	7-18	Second Grade ITBS Testing
	11	End of 3 rd Quarter
	14	Discretionary Day (No Classes)
	18	Report Cards
April	1	Noon Dismissal/Teacher Retreat
	21-29	Easter Holidays
May	2	Classes Resume
	27	Teacher Planning (No Classes)
	30	Memorial Day (No Classes)
June	1	Last Day Of Classes

**Diocese of St. Augustine
Parent Permission and Release of Liability
SCHOOL FIELD TRIP PARTICIPATION**

Name of Child: _____
Name of Parent or Legal Guardian: _____
Name of School: _____
Name of Event: _____
Destination: _____
Date and Time of Departure: _____
Date and Anticipated Time of Return: _____
Method of Transportation: _____
Student Cost: _____

The above student is eligible to participate in above school sponsored event requiring transportation to a location away from the school grounds. This activity will take place under the guidance and supervision of employees from the above school.

If you would like your child to participate in this event, please read, complete, sign and return this form which includes your consent, as well as a full release of liability. As parent or legal guardian, you remain fully responsible for any acts of the named student during this activity.

Please list any known allergies: _____

Physician's Name: _____
Telephone Number: _____

The undersigned parent, guardian or legal representative hereby consents to the participation of the above noted student in the event described and further consents to the conditions stated above on participating in this event, including the method of transportation. It is understood that this event will take place away from the school grounds and that the student will be under the supervision of a designated school employee(s) on the stated dates.

For and in consideration of the student being allowed to participate in this event, and other valuable consideration, the undersigned parent, guardian or legal representative, on behalf of the student and the student's parents, personal representatives, assigns, heirs, and next of kin, does hereby release and hold harmless the Diocese of St. Augustine Victor B. Galeone, as Bishop of the Diocese of St. Augustine, a corporation sole, Bishop Victor B. Galeone, individually, the above noted school, and employees and agents of said parties engaged in this particular event, their personal representatives or assigns, from any loss or damage on account of any injury to the person or the personal property, of the student, or death, caused by negligence or otherwise, while the student is engaged in the above stated event or in transportation to and from said event. The undersigned expressly agrees that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida, and that if any portion of this Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The undersigned parent, guardian, legal representative further acknowledges that he/she is authorized to enter this Agreement on behalf of the student, and the student's parents, personal representatives, assigns, heirs, and next of kin.

(Parent / Guardian / Representative Signature) (Date)

Home Phone: _____ Work Phone: _____ Cell Phone: _____

(Witness Signature) (Date) HR 4/2009



PARENTS ACKNOWLEDGMENT
2010-2011

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

PLEASE SIGN AND RETURN:

I/WE _____

acknowledge that I/WE have read the 2010 - 2011 Parent-Student Handbook and agree to be governed by its contents.

_____ PARENT/LEGAL GUARDIAN SIGNATURE	_____ DATE
NAMES OF CHILDREN Please Print	GRADE
_____	_____
_____	_____
_____	_____
_____	_____