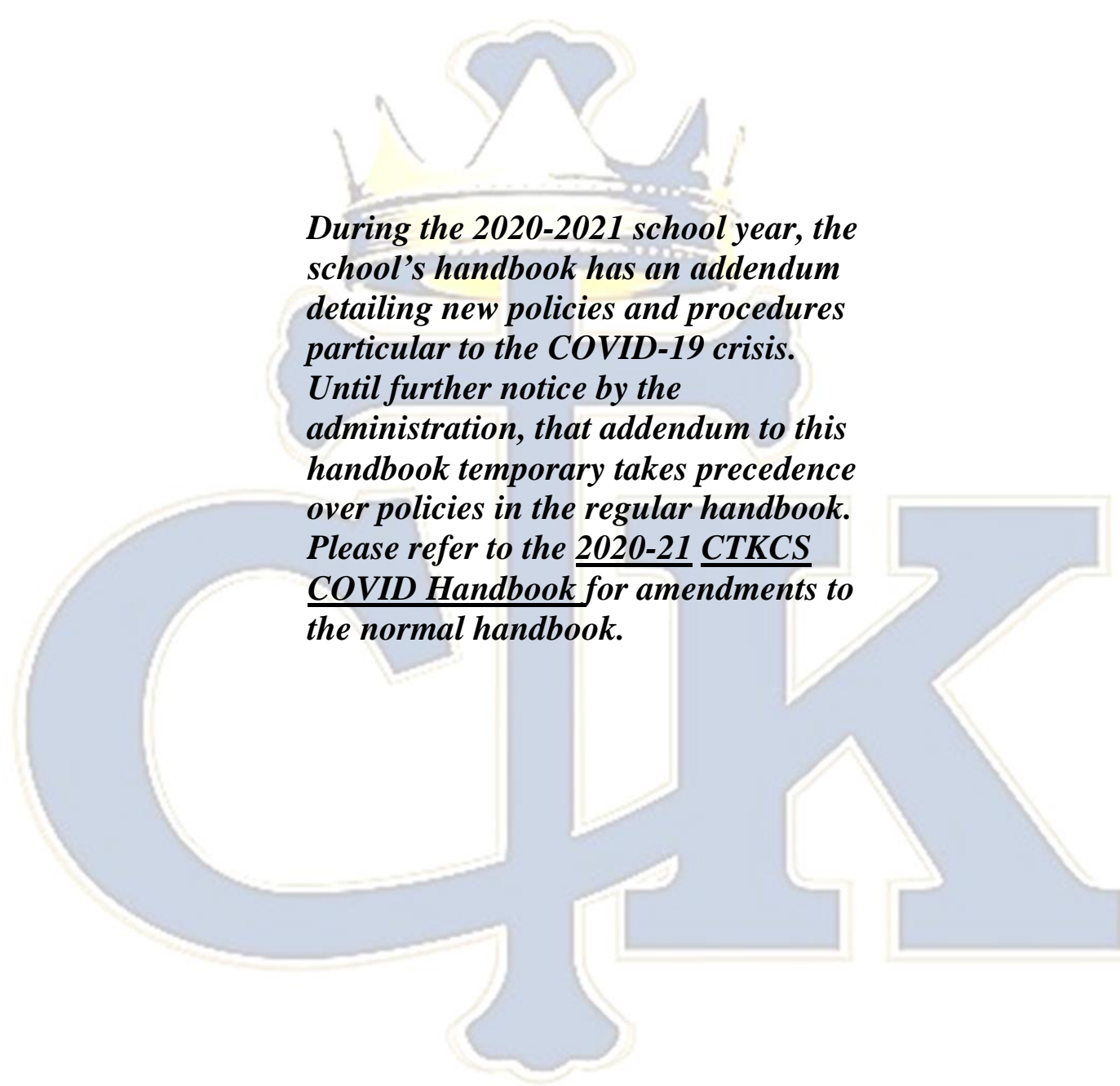


2020-2021 HANDBOOK



CHRIST THE KING
CATHOLIC SCHOOL



During the 2020-2021 school year, the school's handbook has an addendum detailing new policies and procedures particular to the COVID-19 crisis. Until further notice by the administration, that addendum to this handbook temporary takes precedence over policies in the regular handbook. Please refer to the 2020-21 CTKCS COVID Handbook for amendments to the normal handbook.

CHRIST THE KING
CATHOLIC SCHOOL

**The 2020-21 CTKCS COVID Handbook is a temporary amendment to all policies and procedures in this handbook.*

MISSION STATEMENT

Catholic Schools in the Archdiocese of Mobile:

Accept the challenge to participate in Jesus' teaching mission by offering opportunities for active faith life, providing quality educational programs, promoting the growth and development of the whole person, accepting diversity of all people, while sharing the learning experience with parents as active partners.

BELIEF STATEMENTS

We believe:

Our Catholic Schools focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world.

Our Catholic Schools have as a fundamental mission, the education of students in the Catholic faith and the faith development of students through worship, the Sacraments and prayer.

Our Catholic Schools recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of our students

Our Catholic Schools depend on the commitment of all administrators, teachers, staff and parents for success in its mission.

Our Catholic Schools will challenge all students to achieve the highest standards of learning as related to State Standards and other indicators of a researched-based curriculum.

Our Catholic Schools recognize that the provision of a safe, supportive, and nurturing learning environment for our students will assure student achievement.

Our Catholic Schools regard students as valued individuals with unique, spiritual, physical, social emotional and intellectual needs.

Our Catholic Schools will assist students in developing a deep understanding of the world, using their capacity to apply knowledge, and the commitment to producing quality work in their chosen field.

CTKCS MISSION STATEMENT

Christ the King Catholic School, a ministry of Christ the King Parish, serves the Eastern Shore by providing a quality Catholic education for children in preschool through eighth grade. The faculty and staff are committed to fostering the spiritual, intellectual, social, emotional, and physical growth of students. Christ the King Catholic School offers an academic curriculum integrating faith and learning in a nurturing, stimulating and safe environment. Together with parents and the parish community, Christ the King Catholic School prepares students to meet the future with faith, knowledge and integrity.

SCHOOL PHILOSOPHY

The faculty is committed to fostering the spiritual, cognitive, social, emotional, and physical growth of our students. We accomplish this by providing a loving, nurturing, stimulating, and safe environment where students are encouraged to explore and question as they discover their strengths and talents, and appreciate the same qualities in others.

We are committed to providing an educational experience that includes a strong emphasis on spirituality and Christ-like behavior. We provide sound academic preparation and a curriculum intended to help each child grow and develop as a responsible, competent, confident person with self-discipline, and a commitment to the principles of justice and peace.

ARCHDIOCESE OF MOBILE PHILOSOPHY

The Archdiocese of Mobile charges Catholic schools with the mission of providing Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

Catholic Schools will:

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values;
- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;

- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity, while welcoming students of all faiths;
- produce graduates who possess a comprehensive understanding of the world, recognize the need for service to others and commit to excellence in their chosen vocations.

ADMISSIONS

Christ the King Catholic School does not discriminate on the basis of sex, race, national or ethnic origin, in administration of its educational policies, admission policies, athletic and other school-administered programs. Neither does it discriminate in any way with regard to sex, race, national or ethnic origin, in employment.

All faculty and staff are committed to providing the best school experience for your student and are dedicated to helping every child succeed. Teachers and the administration at CTKCS work hard to balance each classroom with different types of learners, personalities and educational needs. As Christ the King Catholic School asks all faculty, staff, parents and students to work together to support a dynamic and collaborative learning environment, the school is not able to accept parent requests for student placement in certain classes or with certain teachers. If a parent or guardian has a serious issue with a student placement, the parent or guardian may request a meeting with the administration to place those specific concerns before the administration for review.

ADMISSION REQUIREMENTS

1. Age

- Children entering Pre-K3 must be three (3) years of age by September 10th.
- Children entering Pre-K4 must be four (4) years of age by Sept. 10th.
- Children entering Kindergarten must be five (5) years of age by Sept. 10th.
- Potty training: Pre-K students must be fully potty trained, including during naptimes, by the first day of school.

2. Pastor Recommendation Form completed by parish priest

3. State of Alabama Immunization certificate

4. Birth Certificate (original)

5. Baptismal Certificate (Catholic applicants only)

As openings become available, the following placement guidelines will be followed:

1. Contributing members of Christ the King parish
2. Contributing members of other parishes
3. Non-Catholic students

THE ROLE OF PARENTS IN CATHOLIC EDUCATION

Parents have the God-given natural right to educate their children. They are acknowledged as the first and foremost educators of their children. Parents have an obligation to raise their children in an atmosphere of love and respect that is reinforced by the school to produce exemplary Christian citizens.

- 1. All parents have the obligation to instill in their children a respect for authority so that instructions will be obeyed promptly and cheerfully. They will teach their children to look upon teachers, school staff, playground supervisors, and volunteers as representatives of their parents.**
2. Parents must be active partners in the spiritual development of their children by reinforcing at home, through word and example, our Catholic Faith. They should pray daily with their children, share in the Religion homework, model appropriate behavior and dress at mass, attend weekly liturgies and sacramental preparation meetings.
3. Parents will bring their children to school well rested and fed, clean, in complete uniform and with all the materials necessary for their classes.
4. Parents will support their child's academic development by cooperating with the school's programs, participating in parent-teacher conferences, reading the weekly take-home folders, reviewing posted school information, assisting with homework, using PlusPortal, and asking for clarification when needed.
5. Parents must understand that technological communication through teacher e-mail, school website, and PlusPortal are made available by the school, and they will use these resources as much as possible to stay updated and informed.

The education of your child is a partnership between you and the school. If, in the opinion of the school administrators, the partnership is irretrievably broken, you may be required to withdraw your child from the school.

ACCREDITATION

Christ the King Catholic School is accredited by AdvancED School Accreditation, and meets all the requirements of the Archdiocesan Department of Catholic Education and the State of Alabama Department of Education for private schools.

SCHOOL ADMINISTRATION

Pastor

The pastor is the spiritual leader of the parish and the Christian educational community within the parish. The pastor shares in the work of the archbishop of the archdiocese. As a delegate of the archbishop, the pastor is the administrative head of the parish and the school.

School Principal

The principal is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to learning. The principal is responsible for the day-to-day operation of the school.

Admin Team

The Admin Team consists of faculty members who assist the principal in maintaining the school program. Discipline, student services, federal programs, curriculum and instruction are distinct areas covered by the Admin Team.

School Advisory Committee

The school advisory committee's primary functions are to aid and support the principal and staff and to represent the parents in helping to determine the kind of education the children will receive.

The committee is responsible for: setting policies to help guide the process of providing quality Catholic education for those members of the parish who desire it, setting the annual budget, fees, and tuition rates, hiring the principal with the approval of the pastor, and in consultation with the Superintendent of Schools, providing the necessary materials to create a climate conducive to maintaining standards of excellence, and ensuring that the facility and campus are maintained in excellent condition.

PTO

The purpose of the Parent-Teacher Organization is to work with the pastor and principal for the welfare of the school and the students.

CHRIST THE KING
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CURRICULUM

Our school follows the curriculum guidelines promulgated by the Archdiocese of Mobile and the State of Alabama Courses of Study. Our curriculum teaches Catholic values and social justice principles, respect for human rights, and academics. Our textbooks are selected with the direction of the archdiocesan curriculum coordinator, archdiocesan committees, teachers, and principals.

Christ the King Catholic School provides students a safe, nurturing, and educational experience by:

- Educating children with Catholic teachings and values
- Maintaining an active and engaging learning environment
- Promoting the social and emotional development of students by teaching positive peer interactions, cooperation, manners and self-control
- Developing individual student skills and abilities building confidence and independence
- Providing opportunities for gross and fine motor skill development

Religion

Our religion program provides all of us with the opportunity to practice Catholic Christian principles in our daily lives. Non-Catholic students are required to participate in all activities, though they are unable to receive the sacraments. Religious activities include: morning rosary, prayer before each class, weekly masses, Adoration of the Blessed Sacrament, Stations of the Cross, the May Procession, and preparation for the sacraments of Reconciliation and Holy Eucharist. Sacramental preparation for Confirmation is done through the parish at the high school level.

Academics

The academic program for grades K-8 embodies Religion, Mathematics, Language Arts, Science, and Social Studies. The course of study for grades K-8 meets all the requirements of the Archdiocese of Mobile, the State of Alabama, and AdvancED School Accreditation.

Preschool Curriculum

All classes will focus on student-centered activities, encouraging play, which is the best way to learn. Learning centers integrating music, art, role-playing, technology, social sciences, and motor development will be incorporated into the classroom schedules.

Pre-K4 will be using the Pearson Owl curriculum and following the Alabama State Standards for Preschool. This is a comprehensive Pre-K curriculum that prepares children for kindergarten. This curriculum uses social interactions and the environment to promote personalized instruction.

Pre-K3 will be using a thematic approach, which means that the curriculum will be centered around a particular theme, idea, or a topic. This approach allows the teachers to integrate a central idea across all areas of the curriculum. Children will learn, explore, and investigate ideas and the environment as it pertains to each theme. It is in these

themes that we incorporate letters and number concepts. It also enables the child to tie together the knowledge they have acquired through kinesthetic learning.

The CTKCS Preschool will be using the Image of God Catechetical Series for Preschool Religion. This curriculum teaches lessons incorporating crafts, Bible verses, saints, and prayers.

Honor Roll

Students in grades 6 – 8 may earn placement on the Honor Roll each quarter. This is to recognize special academic achievement on the part of students. There is an A Honor Roll and an A/B Honor Roll. All classes with letter grades will be used to determine if a student attains the Honor Roll. Students may not have a U in conduct on the report card. Honor Roll students may not be recognized for Honor Roll due to disciplinary actions such as receiving a detention. Cheating automatically disqualifies a student from the Honor Roll. Honor Roll students will be recognized quarterly at a school mass. Their names and photos will be published in the community. Certificates are available by request.

Student Records

Educational records are confidential and are available only to parents or guardians and to those members of the school staff who have a legitimate educational interest in the student. Parents shall, upon written request and with 24 hours' notice, be entitled to review and/or obtain copies of the educational records relating to their child. These records include registration information, census information, yearly averages, and standardized test scores.

Student Evaluation

Report cards are posted electronically at the end of each academic quarter. Parents may print a hard copy from their Parent PlusPortal Account as they wish. Parent-teacher conferences are held at the end of the first quarter. Grade updates are continuously available online at the PlusPortal for grades 1-8. Teachers maintain electronic grade books and parents are able to view postings immediately.

Promotion - Retention

Promotion in the Archdiocese is based on the maturity of the child, achievement of at least the minimum course work, and regular attendance. In grades 1 and 2, a yearly average of "F" in Reading, Writing, or Math could result in retention. After a second retention, a student will be unable to be re-enrolled. In grades 3 – 8, a yearly average of "F" in two major academic areas would result in retention. Major academic areas include: Religion, English, Reading, Math, Social Studies, and Science. If retention should occur in grades 6-8, an alternative setting for the student will be required.

Homework

- reinforces what is learned in school
- allows a child to apply himself/herself to a task
- teaches time management
- develops critical thinking

Homework is an obligation, not a matter of choice. Successful completion of homework enhances a child's quarter grade as a component weighted with tests, assessments, projects, and class participation. **Participation in sports and other activities should not interfere with homework or with the child's performance in school. Your child's first responsibility is to be a student and to participate fully in all aspects of his/her school experience.**

The following outlines the time required for completion of average homework assigned on a nightly basis. Actual needed time may vary.

Grade	Average Time
K-2	30 minutes
3-5	30-60 minutes
6-8	60-90 minutes

Physical Education

The physical education program requires active participation of students unless prohibited by a doctor. Parent's written request may excuse a student from participating temporarily, but may not exceed two consecutive classes. If a student will miss five or more days with a physician's note, academic accommodations may be made. The student may be required to complete an alternate assignment to fulfill the missed physical days. The program is based on Alabama State Department Guidelines, National Association for Sport and Physical Education (NASPE) Standards, and the Archdiocesan Curriculum. The program meets the safety, health, and recreational needs of children while fostering a Christian attitude toward good sportsmanship.

Grading Scale for PE:

Grades 1-5
S or N

Grades 6-8
A – F

Library

The full-time librarian coordinates the school's instructional resource center and its various types of media. Through the librarian, materials are available to teachers, students, and parents. Library skills are taught according to the level of need and understanding of students. An appreciation of literature is fostered through story time and literary projects. The Accelerated Reader Program, open to all students in grades 1-8, offers students the opportunity to improve their reading comprehension level. Students visit the library on a regular basis with individuals being allowed to use it at other times, including lunch recess, and at the discretion of the librarian/teachers. Students are responsible for returning books on time. A fee is charged for past-due books. Restitution for damaged or lost books and book fines must be taken care of by the parent before grades are issued.

Academic Resource Program (“FLEX”)

An academic student assistance program exists for those students who need individual or small-group tutoring. Students in grades 3 through 8 are required to have a complete psychological evaluation that documents academic and/or attention deficits. Students are mainstreamed and receive services based on individual need. The primary purpose of the program is to provide specialized support to the student. There is an additional fee for this program. Please contact Jackie Garlock (grades 6-8) garlock@ctkcsdaphne.org, Hannen Manning (grades 3-5) manning@ctkcsdaphne.org, or Anna Williams (grades preK-2) awilliams@ctkcsdaphne.org or visit the FLEX program website for more information.

Enrichment Education

CTKCS provides students with Art, Music, Spanish and Technology enrichment through a weekly academic class for each subject for Kindergarten through 5th grades. These enrichment classes use the S and N grading scale. Library is a non-graded weekly enrichment class provided for students.

Junior High students have enrichment classes on a daily basis, rotating each quarter through the subjects to maximize the academic opportunities. Junior High students will take a quarter of daily Art classes, a quarter of daily Music classes and a semester of daily Spanish classes over the course of an academic year. Technology classes meet once a week for Junior High students. These enrichment classes use the S-N-U grading scale, where S = 78-100, N = 60-77, and U = 59 and below.

CHRIST THE KING
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POLICIES AND PRACTICES CONCERNING PARENTS AND STUDENTS

Parent-Student Handbook Disclaimer

Failure to read the Parent-Student Handbook does not excuse students or parents from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. **The principal has the right to amend any policies contained in the Parent-Student Handbook at any time**

No student, parent, or employee of the Archdiocesan Catholic School System shall be subjected to any type of harassment. Our school system is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. Respect for others is shown through language, behavior and personal interaction. Therefore, any type of demeaning behavior involving verbal, physical, visual or sexual affronts will not be tolerated.

The Rights of Non-Custodial Parents

At the time of registration, the parents shall provide complete and accurate information regarding the custodial care of the student and visitation rights. Upon request, parents shall furnish to the principal a copy of each relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to inform the school of any change in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third party access to the child.

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to educational records relating to his or her child and, upon written request, may receive copies of school notices relating to the school and school activities. Non-custodial parents shall receive a separate parent account to access the CTKCS PlusPortal system for online grade and student information. **\$45 postage and handling fee is required annually for duplicate mailings of school notices (report cards, newsletters and monthly calendars.)**

Immunizations

All students enrolled in the Archdiocese of Mobile's PreK-12 Catholic Schools are required to be immunized. Students must supply the school with evidence of immunization from the Alabama Department of Health. Immunizations must be current with age requirement.

Child Protection Training

The Archdiocese requires that all faculty, staff and persons who volunteer in any capacity at the school be trained in the Child Protection Program. Once obtained, this training must be renewed each school year online. Information concerning this annual training can be found on the Archdiocese website at <http://protection.mobarch.org> or by contacting the school office.

Visitors

A visitor is a person that comes to the school on a non-regular basis and has a specific purpose for coming to the school. All parents, visitors, and guest speakers must sign in and out at the office and wear visitor badges while they are on campus. Visitors shall be deemed bound by this handbook and by all school policies and directives. Visiting students are not allowed to spend the day in class with their friends.

Technology Use Policy

Christ the King Catholic School is committed to preparing its students to live out their faith in a global technological society. All uses of technology are viewed in the context of the moral and ethical teachings and policies of the Catholic Church and the school's Mission Statement. We support technology as a tool and a resource to better prepare our students for their role in the 21st century. While this policy attempts to be as comprehensive as possible, new situations may develop that are not outlined in this policy. Those situations will be dealt with in a manner consistent with the policies in the handbook and the school's Mission Statement.

To further its Mission, Christ the King Catholic School has established an internal network in which computers and other technological devices on campus are able to exchange information, communicate within the network, access the server, employ the Internet and utilize available technological resources. In order to keep this network and its devices operating as effectively and productively as possible, users must follow Christ the King Catholic School's Use Policy when using any and all technological resources on campus. All technology use must be for educational purposes and be consistent with the mission statement, handbook and policies and procedures of Christ the King. File space on the school network is the legal equivalent of a student's locker. All applicable rights and policies in regard to a student's locker apply. Users must respect the legal protections to data and software provided by copyright and license law.

All network users are held responsible for their actions and activity within all technological devices, both school owned and personal -while that personal device is using school resources or is on school grounds. Students and parents should know that violations of the law and school policy, such as destruction or damage to equipment, software, or data belonging to the school or other users will be dealt with in a serious and appropriate manner. Unacceptable uses of the network and or the Internet can result in the suspension or revoking of access and privileges.

Any attempt to harm or destroy data of another user or to harm, destroy or interfere with the school network, or any other network connected to the school's network, will result in the immediate termination of user privileges and administrative discipline. Uploading or creation of computer viruses is considered malicious vandalism and will be treated accordingly. All illegal activities such as transmission of any material in violation of any U.S. or state law or regulation are prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by license agreements.

Students are responsible for any damage occurring to the school's devices and software due to inappropriate actions or inaction while using the technological resources of the school. Fees may be assessed and charged to the student for required repairs or replacement.

Internet Use Policy

Christ the King Catholic School is pleased to be able to offer high-speed Internet access to its students to support its religious and educational goals and objectives. The Internet is a valuable tool for students to access educational resources and conduct research, but is also uncensored and contains information and allows use that is inappropriate for students. It is the School's policy that all use of the Internet by students shall, at all times, be consistent with the religious and educational goals and objectives of Christ the King Catholic School and Parish. **Students (through their parents or guardian) shall assume primary responsibility for understanding appropriate standards and conduct in using the Internet.**

All access to the Internet must be in support of education and research. Students are not permitted to access links or areas of cyberspace whose content is deemed pornographic, illegal, or racially, ethically or morally offensive by the standards of the School and Parish. Students also agree to act in an ethical manner when using the Internet. Any infringement of copyright or acts of plagiarism are violations of the CTKCS Acceptable Use Policy. Chat rooms, websites such as Facebook, Twitter and personal email accounts are not to be accessed at school.

Internet Access at Christ the King Catholic School is a privilege, not a right. This privilege may be revoked at the sole discretion of Christ the King Catholic School at any time. A student violating the School's Internet policy may be subject to further discipline. Christ the King Catholic School disclaims all liability for the content of material that a student may access on the Internet, for damages suffered in the course of or as a result of a student's use, and for any other consequences of a student's Internet use.

School Email Accounts Issued to Students

CTKCS provides student email accounts to students in junior high for academic and educational purposes. These student accounts issued by CTKCS are expected to be used strictly in an academic manner and in a responsible, ethical and legal way. Student CTKCS email accounts are considered an official means of communication between students and teachers and are the only acceptable email communication for any academic purpose at CTKCS. These student accounts grant access to a variety of school-sponsored resources such as those provided through the school's subscription to Google Education. As a school provided resource, student email accounts are treated legally as lockers and remain under the control and monitoring of the school and are governed by the school's and the Archdiocese's AUPs. The school may, at its discretion, filter, access and monitor technology resources and student usages of such resources. Further school expectations and policies will be covered by the Student Email AUP signed by the students and parents on issuance of a school student email account.

Bring Your Own Device Policy (BYOD)

Christ the King Catholic School is committed to preparing its students to live out their faith in a global technological society. To aid in this goal, CTKCS has implemented a BYOD policy. Allowing students to bring their own devices expands opportunities for students to enhance their school experience. With classroom teacher approval, students may use their own devices to access content and enrich their academic success.

By participating in the BYOD Program at CTKCS, you are agreeing to, and are bound by, the Technology and Internet Acceptable Use Policies of CTKCS and the Archdiocese of Mobile. All BYOD users are held responsible for their actions and activity within their devices. All technology use at CTKCS is viewed in the context of the moral and ethical teachings and policies of the Catholic Church, the Archdiocese of Mobile and Christ the King Catholic School and all users must follow Christ the King Catholic School's Technology Use Policy when using any and all technology resources on campus. All authorized use must be for educational purposes and be consistent with the mission statement, handbook, policies and procedures of CTKCS and the laws of the U.S. Unacceptable uses of any technology device can result in the suspension or revoking of access and privileges and the confiscation of the device. Students are responsible for any device brought on campus.

We would also like to make clear that parents are not expected to purchase a device for their child. If a student owns a device, has parent permission, and agrees to the guidelines, the student will be allowed to bring the device to school.

Key Points of This Policy

- Cell phones of any kind are not permitted as part of the BYOD policy.
- When a student brings his/her own device to school, it is required that any Internet use is channeled through the CTKCS filtered network. Students are not permitted to use private data plans or any other networks at school to access the Internet.
- The teacher in the classroom has the final say on procedures in that classroom (including specific directions left for any substitute teacher). If the teacher (or substitute teacher) asks a student not to use the device, then the student must follow those directions.
- Electronic posting of personal information about one's self or others (i.e. addresses, phone numbers, and pictures) is expressly forbidden at school. Inappropriate posting of materials relating to other students and cyber bullying will be referred to the Daphne Police Department.
- In addition to following the CTKCS Acceptable Use Policy, students are also expected to exhibit appropriate and safe digital citizenship skills.

Responsibility for Devices

- Students who bring their own device to school do so at their own risk. Neither the school nor the teacher may be held liable for loss, theft, or damage to personal property.
- Students are to keep their devices secure at all times and not loan them to others.

- Students may not use their own devices during instructional time unless approved by the classroom teacher.
- All devices and accessories must be clearly labeled with the student's name.
- It is the responsibility of the student to bring any device to school charged. CTKCS is not able to provide access for all students to charge devices and so students should have no expectation that they will be able to charge a device at school.
- Currently printing from a personally owned device is available for academic purposes at the Tech Lab during lunch and after school.

Student Cell Phones

Cell phones are allowed on campus provided the following:

- Cell phones must be kept in their backpack.
- They may not be carried on their person.
- They must be off.
- They may not be used at any time during the school day for any reason.
- They may not be used during Before or After School Care.

Smart Watches/Devices

Smart watches/devices are wearable technology that can be used to access the Internet, send and receive messages, interface with other technology and record data. These devices are not allowed during the school day.

- Due to the cost of these devices, they should be left at home.
- These devices are not to be used before or after school.

Any violation of the above policy will result in the phone/watch/device being taken. Parents or students can pick up the item from the assistant principal after school. A fine of \$10 (cash or check) must be paid immediately to reclaim the confiscated phone. A second offence will be fined \$20 and a third offence will be fined \$30.

Child Abuse Reporting

The faculty and staff of Christ the King Catholic School comply with the child abuse reporting laws of the State of Alabama. Reporting procedures established by the Mobile Archdiocese are followed when making reports to the Department of Human Resources. It is our duty to report suspected child abuse.

Counseling Services

School counseling services are available at CTKCS. Students and faculty may see the counselor on an as needed basis. School counselors also provide classroom services and follow the Mobile Archdiocese School Counseling Curriculum.

Communication

Each Sunday, parents will receive an E-Blast email message from CTKCS with weekly information about the school. All teachers will also have a digital classroom where information about that class can be found, along with forms and newsletters that have, in the past, been sent home on paper.

This year, in a drive to offer up to date and easily accessible information to all, the school is phasing out the brown envelope gradually in the first semester. In the past, a brown envelope was sent home monthly with enclosures that parents were expected to read and this will still happen until the end of December. However, starting in January, the school will be discontinuing the brown envelope as we complete our transitioning to posting all school information online. This will include letters from the Principal, the president of the School Advisory Committee, the P.T.O., and other relevant information. These communications are also available on line at our website (www.ctkcsdaphne.org).

CTKCS utilizes the PlusPortal online communication and grade posting system. In the event of an emergency, you will receive an email and/or phone call from this system. It will provide details regarding important announcements, weather related issues, or possible school closures.

Teachers will post grades and classroom news and assignments using PlusPortal. It will be apparent through those postings if a student is not accepting the responsibility for items expected. Parents and students are able to log in and review that information. Each parent receives a PlusPortal access to the accounts of all their students enrolled at CTKCS. If parents or guardians have any questions about a PlusPortal account, the request must be submitted to the office, in writing with a parent signature. Each student in grades 5-8 is also issued access to a personal Student PlusPortal account. Students in other grades may be issued a Student PlusPortal account at the request of a parent/guardian.

Parents are encouraged to contact teachers using their Christ the King email or to leave a telephone message with the office. Parents should not contact teachers on their personal phones or email accounts. The teachers will make every effort to respond within 24 hours. Please be respectful of our faculty's family time and do not expect a reply after 8 PM.

Parent/Teacher Conferences

If you wish to speak to a teacher, please email the teacher directly to set up a conference time. The teacher will return your email as soon as possible. Unscheduled conferences interrupt instructional time and therefore are not permitted.

Publicity

The school publishes a web page (www.ctkcsdaphne.org), a Facebook presence (www.facebook.com/cthekingdaphne), an alumni Facebook page, a monthly newsletter, the Annual Report, a yearbook, and announcements in the church bulletin. We also submit information and photos to the Catholic Week, the local newspapers and other publications.

CTKCS SCHOOL DAY

Arrival

Teacher supervision begins at 7:30 a.m. Students are not allowed into the classrooms before 7:30 a.m. and should arrive on campus between 7:30 and 7:45 a.m. **Children whose parents must leave them at school before 7:30 are to report to the gym where there is supervision beginning at 7:00 a.m. These students will be dismissed to their classrooms at 7:30.** A fee will be charged for the use of this service. Students are expected to be seated and ready for class in their homeroom by 7:45 a.m. Classes begin at 7:45 a.m. and students who **arrive at or after 7:45 a.m. are tardy** and must sign in at the school office.

Preschool Hours

School will be in session for

- Pre-K 3 from 7:45-11:45 **or** 7:45-2:45 Monday-Friday.
- Pre-K4 will be in session from 7:45-2:45 Monday-Friday.

Students may arrive at 7:00 AM. After School Care will be available from 3:00 pm until 6:00 PM. There is a fee for monthly after school care and drop-ins. The school office is open on all school days from 7:30-3:30.

Report of Absences

Parents of students who are absent from school must send a written note to the school office on the day the child returns to school, stating the reasons for the absence. **Parents should email the office and homeroom teacher or call the office (626-1692) by 9:30 a.m. to let us know why your child is absent.** They may request homework assignments at that time. All homework assignments will be placed on the bookshelf in the hall – just outside the office – at **3:00 p.m.** Please tell siblings to check the bookshelf if they are to pick up homework assignments. Work will not be sent to a classroom of another student to be carried home. **All requests for homework assignments should be made before 9:30 a.m.**

Archdiocesan Attendance Policy

Tardiness/Early Dismissals

Parents should make every effort to have their students arrive on time for school and remain for the full day. Daily attendance is required except for illness or emergency. A student must be present in class for 3 academic hours in order to be marked present. Tardiness and absences can be detrimental to a child's work and progress. If a student is tardy, they must present a parent, doctor/dentist note to have the tardy excused. When the student's record has 15 tardy/early dismissals (both excused and unexcused), the Office of Catholic Schools may be notified. After 20 times tardy/early dismissals (both excused and unexcused), then the truancy authorities may be notified.

Should a student's tardies/early dismissals (excused and unexcused) exceed 10 days, the parent/guardian will receive notification from the school administration. Should it be determined by the school administration that these excessive tardies/early dismissals are due to chronic illness, family difficulties or due to other extenuating circumstances, the

school may make exceptions to the ten allowed for the year. Should a student's tardies/early dismissals exceed 15 days and are not determined extenuating, the Office of Catholic Schools will be notified. Should a student exceed 20 days, the local truancy authorities may be notified. The school will follow the recommendations of the truancy authorities.

Early dismissal is not permitted after 2:30 each day. If a child will be picked up for an early dismissal, they will need to be signed out at the front desk. Once a child has been checked out for dismissal, they should not return to the campus. Only check-outs for appointments or family business will be excused.

Absences

For an absence to be excused, the parent/guardian of the student must send a written note to the office with the student when he/she returns to school. **Absences will be excused for illness, death in immediate family, and emergency conditions as determined by the principal. Out-of-town trips, vacations, going out of town for non-academic events (sport events etc.), even with prior consent of the principal, are considered unexcused absences.** The school is not required to provide schoolwork/homework before an unexcused trip; however, students will be allowed the opportunity to make up missed work. A written note from the parent/guardian must accompany an excused absence. Any absence over 5 excused absences must be accompanied by a doctor's note.

Should a student's absences (excused and unexcused) exceed 10 days, the parent/guardian will receive notification from the school administration. Should it be determined by the school administration that these additional absences are due to chronic illness, family difficulties or due to other extenuating circumstances, the school may make exceptions to the ten absences allowed for the year. Should a student's absences exceed 10 days and the additional absences are not determined extenuating, the Office of Catholic Schools will be notified. Should absences exceed 20 days, the local truancy authorities may be notified. The school will follow the recommendations of the truancy authorities.

Automobile: Following the 3:00 p.m. dismissal bell, all students who travel by car will line up in front of the designated classrooms and remain there until their parents, or others authorized to do so, arrive to take them home. **This is the only area where students may be picked up. Teachers supervise the students as they leave from this area. Parents who pick students up at other areas do so at their own risk.**

Bus: Students will be dismissed at 2:55 to board the bus waiting on Sixth Street. All students riding the school bus from Fairhope are subject to the same policies while on the bus as we have at CTKCS. For their safety, they should remain seated and be respectful of each other. Bus riders not riding the bus must be picked up in the carpool area for their safety.

Bicycle riders/Walkers: Students leave the classrooms at 3:00 and leave immediately so that they are out of the area before the automobiles begin moving. Please contact the homeroom teacher if your child is to walk home or ride a bicycle.

Preschool Arrival and Departure Procedures

All students must be brought into and exit the preschool through the front door. Entering and/or exiting through the side doors is prohibited. Please assume that there are two lanes. The lane closest to the Center building is the lane to park and bring in or pick up your child. The lane next to the median is the lane to exit by. If you choose to park, please park in the front parking lot. The back parking lot is reserved for teachers and deliveries.

Students may not enter the school buildings once they have been dismissed for the day. Maintenance personnel are not allowed to open classrooms for forgotten items. Teachers do not have accessibility to classrooms other than their own. Students are expected to take home whatever is needed to complete their assignments/study.

Late Pick-Up: Students will be taken to the library or office hallway at 3:15 to wait for pick-up. Those students who have not been picked up by 3:30 p.m. will be placed in the Extended Day Care Program. Parents will be charged for this service. **This policy will be strictly enforced for the safety of your children.**

CTKCS assumes no liability or responsibility for parents and students who do not follow the above rules and procedures.

Extended Day Care

Students who are registered for this program are to remain with their classmates at the designated dismissal area on the porch with their supervising teacher. At 3:15, the supervising teachers will walk all Extended Care students to the Art room for check in. Extended daycare is subject to the supervision of the school, and all policies and procedures in this handbook will be enforced.

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Field Trips

A field trip is a privilege not a right. Field trips are scheduled to enhance student academic, spiritual and cultural development. CTKCS field trips supplement and reinforce classroom learning for students. Students not participating in a field trip will be treated as absent and should not be on campus. Students who have discipline issues at school or who have misbehaved on previous trips automatically exclude themselves from future trips. **Due to insurance regulations, siblings are not allowed.**

No student will be allowed to go on a field trip unless he/she has turned in and properly completed the official Archdiocesan forms. No adults may accompany the students on a field trip unless they have completed the Child Protection Training.

Classroom Interruptions

In order to provide a distraction-free environment for all children, parents should do the following:

- Make sure your child has everything he/she needs before they leave home in the morning.
- Bringing forgotten items to school is strongly discouraged. Students will not be able to use the office or classroom phone to call home to ask for forgotten items.
- Lunches may be placed on the bookshelf in the office hallway. School personnel will contact the classroom to inform a student that a lunch has been left for them, but not any other items. It is the student's responsibility to check the shelf for lost and forgotten items.
- Have children at school early enough so that they can have book bags unpacked and be seated in their desks and ready to pray when the bell rings at 7:45 a.m.
- Plan appointments after 3:00 p.m.

Snack and Lunch Information

Parents provide all snacks and lunches for their children. If your child has food allergies, or if his/her diet changes so that he/she can only eat certain foods, it will be the responsibility of the parent to notify the school and complete a Child Allergy Information Form.

Preschool Snack and Lunch Information

Snacks are to be packed in a separate snack bag. Please send a water bottle for your student as well. Breakfast is not provided. Candy, juice and soft drinks are not permitted.

Lunch Break

Students in grades 1-8 eat lunch at the Pavilion and may purchase ice cream as dessert. Kindergarten students eat lunch in their classrooms and are not able to purchase ice cream. Glass containers, candy and carbonated drinks are not allowed. Replacing a forgotten lunch with a fast food lunch is discouraged.

Parties

Class parties are allowed at Christmas and at the end of the year only. The school administration will set the time and date for these functions. Your child's teacher or room mother will contact you concerning these events. They will let you know what is needed to make these parties successful for you and your child. There will no special celebrations or parties during Lent.

Birthdays

Party invitations may be distributed in school **only if every student in that classroom is invited or just all the boys or all the girls.** This is done to prevent hurt to students and to create a feeling of belonging in the homeroom family. Deliveries of flowers or balloon bouquets are forbidden. At the discretion and approval of the classroom teacher, cupcakes or cookie cakes may be brought to celebrate a birthday. There must be enough for all the children in the classroom, be pre-cut, and ready to serve.

Emergency Drills

Emergency drills are held regularly so staff and students know what to do in an emergency. Fire and tornado procedures and routes are posted in all classrooms and in the school hall. Fire drills are conducted monthly, and a tornado drill is conducted each semester. Lock down and other drills are conducted at the discretion of the administration. Everyone on campus, including parents and visitors, are expected to participate in drills and follow all administrative directions during such drills.

Back Packs

Students in all grades may **not** have rolling backpacks. Space in student cubbies or lockers does not permit storage of rolling backpacks.

Items from Home

Please refrain from bringing any unnecessary items from home (i.e. toys, books, hand sanitizer, lip gloss, etc.). This includes backpack accessories.

Animals

For the safety of our children, all animals and pets are strictly forbidden on campus at any time. Please do not bring pets to pick-up at dismissal.

Off Limits Areas for Students

The Church, Rectory, Assumption Hall, Parish offices, Immaculata Center, Adoration Chapel, kitchen at rear of gym, and the pre-school are off limits to students during the school day, except under the direct supervision of faculty or staff. **For the safety of all students, the gates on the perimeter of the property are locked throughout the school day.**

HEALTH POLICIES CONCERNING STUDENTS

Keep home from school: Students should be kept home from school if

- The child has a temperature over 100 degrees.
- The child has vomited two or more times in the previous 24 hours.
- The child has diarrhea or other intestinal distress.
- The child has excessive coughing, sneezing, or nasal drainage.
- The child has any communicable disease such as strep, pink eye, lice, chicken pox etc. The student must stay at home and receive medical treatment.

Illness during school: Students who become ill during school hours will be sent to the health room. Parents must come to the office, sign the dismissal book, and meet the child in the health room. Parents must take their children home when:

- The child has a temperature above 100 degrees.
- The child is or has been vomiting.
- The child has certain communicable diseases such as chicken pox, lice, impetigo, ringworm, or conjunctivitis/ pink eye. If a child is found to have lice, then all siblings will be checked as well and sent home if necessary.

Before the student returns to school the following criteria should be met:

- Students must be free of fever above 100 degrees for 24 hours and without medication for 24 hours prior to returning to school.
- Students must be free of vomiting and/or diarrhea for 24 hours and without medication for 24 hours prior to returning to school.
- Students with communicable diseases may return to school after receiving required treatment. A letter from the physician must be submitted to the nurse before the child is readmitted to school.

Medication: All medication will be kept in the Health Room.

- Students are not allowed to have any medication in their possession. Medicine to be taken at school must be delivered to the Health Room by a parent or guardian. Please do not send medication with students.
- Parents or guardians who request the nurse to dispense medication to their children must fill out an authorization form. This must be renewed each year.
- If the medication order is changed during the school year, for example a change in dosage is ordered, the parent/guardian must complete an additional authorization form.
- Medication must be sent in the original prescription bottle. Some over-the-counter medications may be kept in the Health Room, i.e. Advil, Tylenol, only if accompanied by a doctor's prescription with directions for administration, and only in the original sealed bottle. The reason for administration, for example, headache, ankle pain, must be on the prescription.
- Students are allowed to have cough drops or Chapstick in their possession, provided it does not disturb the classroom routine.

- The parent or guardian must pick up any student medication at the end of the school year. **Medications not picked up at that time will be destroyed during the first week of June.**
- CTKCS is not responsible for any problems arising from dispensing medication at a parent's/doctor's request.

Other Medical Issues:

- In extreme cases, and with the approval of the school administration and nurse, students may be given permission to self-medicate. Students must have a signed order/authorization from a licensed prescriber and signed parent/guardian permission to self-medicate and carry medications (i.e., Epi Pen, asthma inhalers, insulin). This permission requires students and parents to develop a self-medicating procedure with the school nurse.
- If a student requires crutches, a doctor's note specifying necessary accommodations and the duration of these accommodations is required.



DISCIPLINE

CTKCS administration, faculty, and staff have high standards and expectations for each other and for our students. All are called to respect each other, as we strive to build a community where peace and harmony are evident and where each person has the freedom to grow and flourish, as God wants.

When the atmosphere in the school and home environment is conducive to the ideals of Catholic/Christian education, the goals sought will be achieved and through our efforts, the children will be the beneficiaries and the quality of all our lives will improve.

Statement of Policy

Our code of conduct and the administration of discipline are based on Catholic values, the dignity of the human person, and the Virtues Education program. Our goal is to help students become self-disciplined. To achieve this we need the cooperation of students, parents, and the school staff. Our guidelines are stated clearly so parents and children alike may understand both the behavioral requirements and the consequences of not meeting these requirements. The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion.

Anti-Bullying Policy:

Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith. Christ the King Catholic School is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of Christ the King Catholic School to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

Christ the King Catholic School will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

Definition:

Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication that is **repeated**.

Bullying may include but not be limited to physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

Scope

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

Reporting Breach of Policy

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences, or parent or other student witnesses, any incident of bullying, the incident must be promptly reported to the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation.

Report forms will be retained at school until the students involved leave the school.

Disciplinary Action

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

Education

In order to ensure that a safe, healthy, caring, respectful learning environment exists for all students in Christ the King Catholic School, educating students, teachers, and parents about the policy must take place annually. Therefore, Christ the King Catholic School will file an annual Bully Education Plan with the Department of Catholic Education by September 15 of each school year. The plan will include educational components for students, teachers and parents.

Procedures for Handling Bullying Behavior:

Step 1: A faculty/staff member may redirect or re-teach the rules that a student is having difficulty with. Consequences may be given at the teacher's discretion. Parents may be notified.

Step 2: Sent to Counselor-School expectations and rules are reviewed and emphasized. Problem-solving conference is held with student involved. Counselor notifies parent of

meeting with student. A conference sheet is placed in the students file with details about the parent/counselor communication.

Step 3: Sent to Assistant Principal (recurring incident) - Assistant Principal and student meet. Student calls parent with Asst. Principal. Consequence issued. A conference sheet is placed in the students file with details of the parent/assistant principal communication.

Step 4: Sent to Assistant Principal (recurring incident) - Student/parent/administration conference. Consequence issued. A conference sheet is placed in the students file with details of the parent/administration communication. Continued enrolment at Christ the King will be discussed.

***Any of these steps may be bypassed if deemed necessary by the administration.**

Virtue Education

Virtues in Practice is a supplemental program for K-8 and it is published by the Dominican Sisters of St. Cecilia Congregation in Nashville, TN. The program is used to supplement the existing religious education program. The program provides a structured way to teach virtues and the communion of saints.

Each month the whole school will teach and learn about one virtue in all grades. Over the course of the program, students will have the opportunity to learn 27 virtues and to learn about over 80 saints who are models of the virtues. A different virtue will be presented each month to the school. Students who exemplify the highlighted virtue for a given quarter will be recognized at a school mass. Their photographs and names will appear in community publications. The program is designed to be used on a three year cycle:

- Year 1 Faith
- Year 2 Hope
- Year 3 Charity

Parents can access the parent guide at <http://nashvilledominican.org>. This guide provides information and activities that families can do at home to reinforce lessons being taught here. The guide can be found under the virtues program tab. There are some parent guides available in the office if you do not have access to a computer. The parent guide is the same for all three years of the cycle.

All-School Rules

Respect yourself, others, and things around you
Contribute to the Learning Environment
Follow All Classroom Procedures

Students are expected to:

- Model excellence at all times.
- Treat everyone with respect and courtesy.
- Obey all school rules and procedures
- Be honest, truthful, and trustworthy.
- Display good citizenship and use good sportsmanship.
- Be self-disciplined in the halls, classrooms, restrooms, and playground, before, during, and after school.
- Never leave a class or activity without permission from the teacher.
- Be prepared for class and do their best to learn all they can.
- Remain seated in their desk should the teacher leave for an emergency.

Steps to Respect

A bullying prevention program, the Steps to Respect curriculum is designed to promote friendship and prevent bullying behaviors. Students are taught a variety of self-discipline skills including strategies for making and keeping friends and steps used to join a group activity and positive assertive behavior. Students learn to recognize, report and respond to bullying behavior, and become aware of the responsibility of bystanders. Steps to Respect is taught by the counselor and reinforced by classroom teachers to students in K – 8.

Second Step

A violence prevention curriculum, Second Step is designed to promote social competence and reduce social-emotional problems by reinforcing skills in the areas of empathy, emotional management (impulse control, emotion regulation, anger management), and social problem solving. Second Step is taught by the counselors and reinforced by the classroom teachers to all students in K-3.

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DISCIPLINE STATEMENT

Any student choosing to display inappropriate behavior that may potentially impact the reputation of Christ the King Catholic School or the Catholic school system, whether during school hours or outside of school hours, whether on the school campus or off, may receive disciplinary consequences for said behavior as determined by school officials.

DISCIPLINE TERMS

Definition of Terms

Administration – May consist of principal, assistant principal, Pastor or department chairpersons.

Behavioral Contract – A document detailing a student's specific plan for behavioral improvement. The school reserves the right to create a behavioral contract for any student. This document will detail specific plans for behavioral improvement. It must be signed by student, parent(s), and administration for the student to continue at CTKCS.

Demerit – Category I infractions on the disciplinary report form used to notify parents of inappropriate student behavior. Three demerits in a semester will result in a detention. Demerits are accumulated on a per semester basis.

Detention – Detentions are Category II infractions on the disciplinary report form used to notify parents of inappropriate student behavior. The accumulation of three detentions during the course of an academic semester will result in a suspension. Detentions are regularly held on Thursdays after school from 3:00 – 4:00 p.m. **Students are required to report to detention on the day assigned.** Parents will be notified of a detention which will be indicated on the Disciplinary Referral Form. This must be signed by the parent and returned to the teacher the next day. **Detention has priority over any school activity.** Detentions may **ONLY** be postponed with a doctor's notification or administration's permission. Failure to report for detention will subject a student to further disciplinary action, in addition to the reassignment of previously scheduled detention.

Discipline Conference – A meeting among student, parent(s), administration, during which a plan for improvement will be outlined.

Exclusion – Attendance at field trips, special events, and/or classroom parties during school hours, as well as participation in out-of-uniform days may be denied to students on exclusion. Additional exclusions may apply as determined by administration.

Expulsion – The removal of the student from Christ the King Catholic School. A final appeal may be made in writing to the Pastor only by the student's parent or guardian and must be within ten (10) days of the notification of the disciplinary action by the school. Appeals may be made if there is a question of procedure or if substantial new information is available. The written request must include a statement giving the specific reason(s) for the appeal.

Out-of-school Suspension – A student who is suspended out-of-school will not be allowed on campus or to take part in any school activities during the suspension period. A Discipline Conference with the student, parent(s), and the administration is required before the student may return to campus. A behavioral contract will be signed and implemented at that time. An out of school suspension is considered to be an unexcused absence. Therefore, any work missed during the days of the suspension may not be made up for credit, and the student will receive a zero for the classes missed.

DISCIPLINE PROCEDURES

Philosophy: Discipline is an integral part of the teaching process. In fact, learning can best be achieved in an orderly classroom.

Objective: To ensure a positive, safe, and productive learning environment. Students are to:

- Obey school rules
- Use their time wisely
- Be considerate of others
- Be prepared; return homework, reading books, assignments, etc.
- Be honest and truthful

Expectations of All Students:

- Follow directions the first time they are given
- Raise hand before speaking
- Walk quietly in line
- Observe personal space of yourself and others
- Keep classroom and school clean
- Respect teachers and classmates
- Contribute to the learning environment

Preschool (PreK3-PreK4)

Age-appropriate behavior is expected from each student. Positive reinforcement, redirection, problem solving and conflict resolution methods are used to address inappropriate behavior. No employee is allowed to use corporal punishment. Firm limits will be set and enforced by diverting the child from what is not allowed and directing the student toward acceptable activities and behavior.

Physically aggressive behavior like biting, kicking, and hitting by students will not be tolerated. If a child becomes upset or out of control, removal from the group may be necessary. Parents will be called to pick up their child if an aggressive behavior incident occurs. Any additional incidents may result in removal from the preschool for a period of time as determined by the administration. The preschool reserves the right to exclude a child from the program if the child or parent is unable to adjust to the program and rules as determined by the administration.

Kindergarten – Second Grade

Each teacher implements a conduct and discipline system that is developmentally appropriate for the students' age level. The approaches in each class include incentives for good behavior as well as consequences for inappropriate behavior. The approaches may include conduct cards, pulling sticks, Oops pad, or other suitable approaches that are effective. All discipline plans will be fully discussed at individual grade level parent

meetings and a written plan will be provided by each teacher. Conduct systems may be changed or modified to meet the needs of the students throughout the school year.

Incentives may include, but are not limited to

- Daily rewards, treats, stickers, etc.
- Friday Fun
- Participation in activities

Consequences may include, but are not limited to

- Verbal warnings
- Loss of privileges
- Exclusion from activities
- Daily communication with parents
- Conference with parents as deemed necessary
- Referral to the office which may result in detentions, suspension, etc.

NOTE: A student may progress further than one step at a time depending on the student action or behavior. This will be determined by the teacher and administration.

General Classroom Issues

A student's failure to return notes, letters, homework, forms or Take-Home-Wednesday folders, etc. and /or who is unprepared for class, without books, materials, supplies, etc. has a negative impact on the ability of that student to be successful at school. Teachers will directly communicate to parents using emails and/or the PlusPortal about these issues. Persistent student issues may result in disciplinary actions.

Students in grades 6 – 8

By the time a student is in middle school, the student's grades are directly affected by any failure to return assignments or other unpreparedness for class. Students are required to come to class prepared. It will be apparent through PlusPortal postings if a student is not accepting the responsibility for items expected. Teachers will notify parents individually if there is a need to discuss chronic failure to come prepared to class. Parents may also contact the teacher at any time if there is a question or concern about student progress.

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Behavioral Infractions

Category I

Category I infractions are handled by the issuing teacher, who will record the demerit. A printed copy of the demerit form will be sent home via the student and an electronic copy of the demerit will appear in the PlusPortal. **Three demerits in a semester will result in a detention.** Faculty and administration will communicate discipline issues to parents regarding student behavior. This communication may be in the form of a meeting, telephone call, email, or PlusPortal notification. Once three detentions resulting from Category I offenses have occurred in the same semester, the student may receive an in-school or out of school suspension. This will be determined by the administration.

Category I

- Failure to follow individual teacher's classroom rules.
- Classroom disruptions.
- Eating or drinking without permission; chewing gum.
- Uniform violations, including hair and make-up violations.
- Loud talking/noise while walking to PE, Church or any Specialist class.
- Not following arrival and/or dismissal rules (tardy for classes during day).

Students who receive a category I demerit will have the opportunity to complete an approved service project in place of one demerit. Students must submit a request within one calendar week of the infraction. Upon completion of the approved service, the demerit will be removed from the student's record. The option to participate in this service contract will be determined by the administration. Service may be performed only for the **first demerit per year**. Service may not be performed in place of a detention. Forms may be obtained from the assistant principal.

Category II

The individual teacher handles Category II infractions. A copy of the form will be sent home via the student for parent to sign. **One Category II infraction will result in detention and/or Saturday School and/or exclusion. A student may be excluded from a trip, activity, etc. if he/she has received a detention. Three Category II infractions in the same semester will result in suspension.**

Category II

- Cheating or plagiarism will result in a zero and detention.
- Deliberate disobedience of playground rules or refusal to follow the directions of a school official or adult on duty.
- Violation of the Acceptable Use Policy for computers and other technology.
- Destroying or damaging property. Restitution will be required.
- Intentional physical aggression.
- Throwing or kicking any object that could result in student injury or damage to property.
- Use of obscene manifestations: profane language, profane gestures, harassment.
- Any other conduct unbecoming of a Catholic student.
- Repeated violations of the student cell phone policy.

Category III

These offenses will subject the student to suspension, or expulsion as determined by the Administration. Three suspensions of any type, as well as any one of the offenses listed below, may result in expulsion.

Category III Infractions

- Possession or consumption of tobacco, alcohol, e-cigarettes/vaping products or any other drug*

**May result in automatic expulsion unless professional services are obtained.*

- Possession and/or use of a weapon or instrument used as a weapon.
- Fighting.
- Verbal abuse of or profane gestures towards any faculty or staff member.

Upon any suspension or expulsion, parents will be called to come and pick up their child immediately. The administration will meet with the student's parents to present a final decision regarding continuation at CTKCS. Where appropriate, law enforcement will be notified.

Important Disciplinary Notes

- The school may search cubbies, desks, lockers and any electronic devices at any time without prior notice.
- We also reserve the right to search student book bags and/or pockets without prior notice. Book bag searches may be conducted monthly.
- The School Administration may invoke any step or penalty in the Discipline Process for any discipline infraction and/or accumulation of infractions.
- Because some violations are also violations of state and/or federal laws, law-enforcement officials, along with the applicable legal consequences, may become involved at the discretion of the school and/or local law enforcement authorities.

Archdiocesan Weapons Policy

Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic Schools provide a safe academic and social environment for their students, teachers, staff and parents. The possession of dangerous weapons is a threat to the health, safety and well-being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

DANGEROUS WEAPON – A dangerous weapon is a firearm (defined in section 921 of Title 18 of the United States code) or Anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or switch blade knife, gravity knife, stiletto, sword or dagger; or any bill, black-jack, bludgeon or metal knuckles. (Alabama Code)

Facsimiles of a dangerous weapon are subject to this policy. Any student to be found in possession of a dangerous weapon shall be expelled or suspended for a period of not less than one calendar year. The principal shall determine whether the student shall be expelled or suspended. The expulsion or suspension may be subject to any appeal rights which may exist. In cases where there are substantial mitigating circumstances, the principal may impose a term of suspension of less than one year but only with the permission of the Superintendent.

Archdiocesan Drone Policy

Drones are not permitted on church or school property.

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EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are a privilege, not a right. If a student incurs disciplinary infractions, the student may be subject to the loss of the privilege.

Athletics

The athletic programs at CTKCS are parish sponsored under the auspice of the Archdiocesan Catholic Youth Organization (CYO). CTKCS is a member of the Alabama High School Athletic Association. More information may be obtained through the Christ the King Athletic Director.

Altar Servers

Students in grades 4 – 8 are eligible to serve at Mass. Servers need to attend a parish altar server training in order to serve at Mass.

Academic Competitions and Clubs

Many other extracurricular activities are offered to eligible students during the school year, especially students in grades 5 – 8. These may include but are not limited to: Math Counts, Scholar's Bowl, Band, Drama, Robotics, Peer Helpers, National Junior Honor Society, Coastal Kids, and Science Olympiad, etc. Student may be removed from participation or competitions as a result of disciplinary actions and/or administrative decisions.

CHRIST THE KING
CATHOLIC SCHOOL

FINANCES

Tuition is charged on a **yearly basis**, but can be paid semi-annually or monthly, as per the “Tuition Payment Option” selected on the Registration Paperwork. If a parent wishes to make adjustments to their “Tuition Payment Option” after the registration paperwork is submitted, they need to complete an updated “Tuition Payment Option” Form.

Paper copies of Annual Tuition Notices are sent out every July prior to the beginning of the school year. Parents are responsible for knowing when their tuition payments are due as per their “Tuition Payment Option” and their July Tuition Notice. All subsequent billings will be paperless.

Parents are **always** responsible for making sure their mailing address, email addresses, and contact telephone numbers are current and updated in Plus Portals, as this is how billing information is communicated. Likewise, parents have a responsibility to keep the Bookkeeping Office promptly updated of any changes in bank account draft or credit card payment information for monthly tuition or fee payments.

If a family has selected Tuition Payment Option 3, and their attempted tuition draft on the 10th is returned and/or does not clear their bank, it will be drafted again on the 25th of the month. If a second attempt to draft the tuition/fees does not clear the bank, a fee will be assessed and the financially responsible individual will be required to pay that tuition/fee bill with a cashier’s check, money order, or cash. Returned checks will be re-deposited one week after return. The School Advisory Committee may require pre-payment of tuition based on past payment history.

- Before a child can be registered for the following school year, all tuition and service fees (Resource, Extended Care, Bus, etc.) must be paid and the family account must be in a “current” status.
- There will be a charge for special services and research into records. This charge will be an hourly fee plus a copy fee plus postage.

Tuition Assistance

Christ the King Catholic School may be able to offer some tuition assistance to families in need. The ***school and church*** provide the funds being allocated.

- Application and receipt of financial assistance is a confidential process.
- Financial assistance covers ***tuition only***. Families are responsible for all registration fees, supplies, textbooks, uniforms, resource, extended care and incidental school-related fees.
- Active participation in your Catholic parish is part of the criteria determining financial aid eligibility. The Parish Office uses your Pastor Recommendation form to determine eligibility for consideration of financial aid.
- All families wishing to be considered for tuition assistance must complete an independent, online assessment through the FACTS institution
 - (<https://www.factsinstitutionaid.com/facts/gaindex>)

- This is a confidential independent verification of an applicant's finances, and FACTS recommends if a family may be eligible to receive assistance.
- FACTS charges an application fee for the financial assessment. Refer to FACTS website for current fee.

STUDENT WITHDRAWAL DURING THE SCHOOL YEAR

The school office should be notified in writing one week in advance of the pending withdrawal. This will enable records to be brought up to date. If a child withdraws any time during a month, the full month's tuition is due. Before a child is withdrawn from school, all payments for the current year (tuition, resource fees, extended care fees, etc.) must be paid and the family account must be in a "current" status. A copy of the permanent record will be sent to the new school upon written request from that school. Transcripts will not be sent until all fees are paid and library books returned.



UNIFORM REGULATIONS

Students are required to be in uniform and properly groomed when they arrive. The school reserves the right to determine suitability of dress/grooming for all school functions and to require corrective action when deemed necessary. Students are not allowed to change into out-of-school clothing before they leave school at 3:00 p.m.

Uniforms may only be purchased from Zoghby's Uniform Company. Boys in grades 6-8 are required to wear long pants at all times. Boys in grades K-5 are required to wear long pants from November 2nd to March 1st. Boys grades K-5 are required to wear long pants to weekly mass ALL YEAR.

Girls Pre-K 3 and Pre-K 4

- Skort-navy/gray plaid. All skorts must be no shorter than 3" above the knee, front and back, when the child is kneeling.
- Shirt-navy polo with logo.
- Shoes-all white or solid grey tennis shoes
- Socks-logo ankle socks or all white crew socks.
- Navy logoed outerwear: full zip fleece, hooded jacket, sweatshirt, soft-shell jacket, or grey Sherpa pullover.
- No jewelry of any kind is permitted, including watches.
- An extra set of uniform clothes (shirt and skort) need to be left at preschool. Please include 2 pairs of underwear, 2 pairs of socks and an extra pair of shoes.

Girls K-5

- Skort-navy/gray plaid. All skorts must be no shorter than 3" above the knee, front and back, when the child is kneeling.
- Shirt-navy polo with logo. Shirt must be tucked in at all times.
- Shoes- all white or all grey tennis shoes.
- Socks-logo ankle socks or all white crew socks.
- Navy logoed outerwear: full zip fleece, hooded jacket, sweatshirt, soft-shell jacket, or grey Sherpa pullover.
- *Dress Uniform-navy/gray plaid skort, navy polo with logo- required to be worn at all weekly masses.

Girls 6-8

- Skort-navy/gray plaid. All skorts must be no shorter than 3" above the knee, front and back, when the child is kneeling.
- Shirt-White short- sleeve oxford with logo or white short- sleeve polo with logo. Shirt must be tucked in at all times.
- Undergarments - no colored undergarments are to be worn under girls' blouses.
- Shoes-navy leather saddle oxford.
- Socks-logo ankle socks or all white crew socks.

- Navy logoed outerwear: full zip fleece, hooded jacket, sweatshirt, soft-shell jacket, or grey Sherpa pullover.
- *Dress uniform-navy/ gray plaid skort and white short-sleeve **oxford** with logo - required to be worn at all weekly masses.

Boys Pre-K 3 and Pre-K 4

- Long pants or shorts-gray twill.
- Shirt-navy polo with logo.
- Shoes-all white or solid grey tennis shoes
- Socks-logo ankle socks or all white crew socks.
- Navy logoed outerwear: full zip fleece, hooded jacket, sweatshirt, soft-shell jacket, or grey Sherpa pullover.
- No jewelry of any kind is permitted, including watches.
- An extra set of uniform clothes (shirt and pants) need to be left at preschool. Please include 2 pairs of underwear, 2 pairs of socks and an extra pair of shoes.

Boys K-5

- Long pants or shorts-gray twill. Boys will be required to wear long pants from Nov. 2nd through March 1st. Boys grades K-5 are required to wear long pants to weekly mass ALL YEAR.
- Shirt-navy polo with logo. Shirt must be tucked in at all times.
- Shoes-all white or all grey tennis shoes.
- Socks-logo ankle socks or all white crew socks.
- Belt-Black (optional for K-2 but **REQUIRED** for grades 3-5).
- Navy logoed outerwear: full zip fleece, hooded jacket, sweatshirt, soft-shell jacket, or grey Sherpa pullover.
- *Dress uniform- Long pants with the navy polo with logo - required to be worn at all weekly masses.

Boys 6-8

- Long pants-gray dress pants.
- Shirt-White short- sleeve oxford with logo or white short- sleeve polo with logo. Shirt must be tucked in at all times.
- Shoes- black leather penny loafers (plain-no decorations like tassels or fringe).
- Socks-all-black crew dress socks.
- Belt-black.
- Navy logoed outerwear: full zip fleece, hooded jacket, sweatshirt, soft-shell jacket, or grey Sherpa pullover.
- Solid navy tie-When required, the tie must be worn all day and appropriately.
- *Dress Uniform-gray dress pants, white short-sleeve **oxford** with logo, solid navy tie.

Dress uniforms will be required of all students on Mass days, picture days, field trips, May Crowning and any other event that as deemed necessary by the administration.

Tennis shoes – must be white or grey. No other colors are acceptable on any part of the shoe. Logos other than white or grey are acceptable only on the heel and/or tongue. Shoes with wheels, glitter, and/or lights are not permitted at any time.

P.E. Uniform

- **Students K-5** Students in grades K-5 do not change out for PE and so have no PE uniform.
- **Students 6-8** Students in grades 6-8 have a PE uniform of tennis shoes and any CTKCS T-shirt. Shorts are to be athletic shorts of modest length appropriate to a Catholic school and should be only black or navy blue in color.

Miscellaneous

- All uniforms must be appropriate size. Oversized clothing is not allowed.
- Writing on uniforms and/or student bodies is not permissible at any time.
- Boy and Girl Scouts may wear their **official** scout uniforms on meeting days.
- CTKCS may also grant an exception to the regular uniform for field trips.
- T-shirts worn under shirts or blouses must be solid white without any writing or logos. Sleeves cannot be longer than the uniform sleeve. Students who do not comply with this regulation will be asked to remove the T-shirt.

Spirit Shirt Day

Students have a choice:

1. Any **CTKCS*** shirt with blue jeans (jeans must be blue, must not be torn or ragged and must be denim), uniform socks and tennis shoes. If jeans are worn, then any tennis shoe may be worn. No shorts or capri pants, unless they are uniform shorts AND only during the months that shorts are allowed
2. Any **CTKCS*** shirt with regular uniform bottoms, uniform socks and uniform shoes.
3. Eighth grade students may wear the official 8th grade t-shirt in place of the spirit shirt.
4. No sports jerseys may be worn. It must be a CTK t-shirt.
5. No boots or any other shoe beside uniform shoes and tennis shoes may be worn.

** The shirt must say “Christ the King” or “CTKCS” or “CTK” on it and be from a Christ the King (Daphne) Parish/School event or organization.*

This day is not an out-of-uniform day. All the guidelines regarding jewelry, make-up, nail polish, hats, and outerwear still apply.

Complete Out of Uniform Day

On the occasion of a complete out of uniform day, students are reminded that this is still a day of school and modest dress appropriate to a Catholic school is expected.

- Sleeves on all clothing should cover the shoulder.

- Shorts may be worn but should be fingertip length or longer and be worn at the natural waist.
- Closed toe and closed heel shoes with socks must be worn.
- In order to participate in PE, students need to wear tennis shoes or bring tennis shoes to wear.

If students come to school in attire that does not follow the guidelines, then parents will be called to bring their uniforms to school for them to change into.

Cold Weather (November 1st through March 1st)

- During extremely cold weather, solid WHITE turtleneck or solid WHITE long sleeved T-shirt may be worn under the uniform shirt/blouse.
- Girls in K – 8 may wear **solid white, navy, or black tights under their skorts. Since tights may be hard to find, ankle length leggings in white, navy or black may also be worn.** Uniform socks must also be worn.
- Thermal wear or ‘underarmor’ (shirts and pants) and sweatpants are not allowed at any time with the regular uniform.
- Only the school uniform outerwear items may be worn in the classrooms, to assemblies, to church, or on field trips. CTKCS outerwear must be worn underneath any non-CTKCS outerwear anytime a student is outside on the playground, during break and at recess.

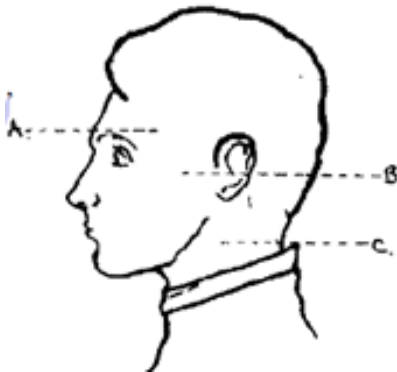
Jewelry

- Students may wear a religious symbol or cross on a modest necklace, one ring per hand, one religious bracelet, and a simple wristwatch. No other jewelry is allowed and nothing else may be worn on the wrist.
- Multiple piercings are not allowed. Girls may wear stud earrings only; one per ear.
- Boys are not permitted to wear earrings.
- Jewelry should not be a distraction and students may be asked to remove and/or discontinue wearing an item at the discretion of the classroom teacher.

Make-up

Students may not wear make-up. Colored nail polish is allowed only in grades 6-8.

Hair



- A student's hair should be clean, conservatively styled, neatly trimmed and well groomed. Extreme hairstyles are not permitted.
- Girl's hair must be neat, well groomed, and off the face. If a girl's bangs are longer than her eyebrows, she must wear a headband or barrette to keep the bangs off her face.
- Boy's hair must neat, well-groomed and be cut
 - above the eyebrows (A) if hair is combed straight down
 - above the middle of the ears (B)
 - above the top of the collar (C)
 - short and evenly across the back of the head
- Hair that is curly or wavy must be neat, and follow the same guidelines

STUDENT DROP-OFF AND PICK-UP POLICY

Morning Drop-Off: There are two (and only two) approved methods of dropping off your child / children for school.

1. Enter the parking lot from Main Street. Please ask your children to gather their belongings prior to entering the parking lot. Drive your car into the parking lot, around the circle, as far as you can go before stopping. When you have reached the point where you can drive no farther due to the vehicles stopped ahead of you, let your children exit your vehicle from the **PASSENGER SIDE ONLY, BUT STOP ONLY ONCE!** At no time should a parent get out of the car to unload children. All children should exit your vehicle at that single stop, whether by the 8th grade classrooms or the administration building. We have volunteer parents and school staff standing out in the parking lot for assistance, no matter the weather. They will ensure that your child gets safely to the proper place. When exiting the parking lot, there is **NO LEFT TURN ON TO COLLEGE AVENUE. ALL TRAFFIC MUST TURN RIGHT.**
2. If you prefer to walk your child/children in to school, park your car in the parking lot on Dryer Avenue. Escort your child/children across Dryer Avenue at the crosswalk with the Crossing Guard near the gym and accompany them to the classroom. Children **may not** enter the school property by themselves from this location.

Afternoon Pick-Up: There are two (and only two) approved methods for picking up your children after school.

1. Enter the parking lot area from College Avenue. **DO NOT** block the westbound lane of College or the intersecting streets while waiting to enter the parking lot. Pull all the way forward into the empty space of your choice in the parking lot until each lane is filled. **DO NOT** block other spaces or lanes to the west (your left) if they are available. This maximizes the number of children being picked up in the first wave, and it prevents a traffic jam on Main Street, College Avenue and Sixth Street. As exiting traffic turns beside Assumption Hall, it splits into two lanes to turn onto Main Street. Parents should not leave their cars unattended when not parked within the lined designated parking lot. This includes cars parked between Assumption Hall and the rectory and those waiting on College Avenue. These cars will be in the 2nd wave of afternoon pick-up.
2. Park your car in the parking lot on Dryer Avenue and meet your child by crossing with the supervision of the crossing guard at the crosswalk. Return to your car with your child / children, crossing at the crosswalk. As you exit the parking lot, you may

turn left or right onto Dryer Avenue. Children may not exit the school property by themselves at this location.

Other notes for Afternoon Pick-Up:

- Do not park anywhere alongside Assumption Hall; this blocks one of the two lanes by which cars exit onto Main Street.
- No one will be permitted to exit the parking lot between 2:30 and 3:00 P.M. for any reason.
- No one should enter the parking lot or the front parking lot from Main Street after 2:45 p.m. for any reason. “EXIT ONLY” signs are posted facing Main Street in the afternoon for carpool traffic only.
- At no time should a running vehicle be left unattended while in the parking lot during afternoon pick-up.

Preschool Arrival and Departure Procedures

All preschool students must be brought into and exit the preschool through the front door. Entering and/or exiting through the side doors is prohibited. Please assume that there are two lanes. The lane closest to the Center building is the lane to park and bring in or pick up your child. The lane next to the median is the lane to exit by. If you choose to park, please park in the front parking lot. The back parking lot is reserved for teachers and deliveries.

CHRIST THE KING
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MORNING CARPOOL PRODECURES



Carpool Directions

- Enter the parking lot from Main St. Please ask you child to be ready. **Do not put back-packs in trunk.**
- Drive your car into the parking lot and around the circle as far as you can go before stopping. Volunteers will direct you around. **Do not try to drop your child off in front of their classroom or stop multiple times for multiple children.**
- For their safety, have your child exit on the passenger side of the vehicle only.
- Once the cars in front of you start moving or you are directed, pull around and out of the parking lot. Turn right onto College Ave. Do not turn left onto College as this may back up the carpool traffic in the parking lot as you wait to turn.

Other Notes for Morning Drop Off

- At no time should a parent get out of the car to unload children. If your child has extra items to carry in such as projects, food, etc. park in the Immaculata Center parking lot on Dryer Ave. and help your child in. Make sure you cross at the crosswalk on your way in and out. Children may not enter the school property from this location by themselves.
- Please do not park you car in the lined lanes of the parking lot and try to cross the traffic flow during morning carpool. If you must go into the school, park in an adjacent parking lot on Main Street or on Dryer Ave.
- Please be alert and courteous and do not use your cell phone during drop off.
- Smile and wave at the volunteers and staff who are directing carpool! Remember Mother Teresa said "Peace begins with a smile."

AFTERNOON CARPOOL PROCEDURES



Carpool Directions

- ◆Enter the parking Lot only from the east bound lane of College Ave. Do not block the west bound lane as this causes a back up of traffic on Main St.
- ◆Pull all the way forward into an empty space in any of the available lanes. Do not block the other spaces or lanes at the back of the lot.
- ◆Get out of your car and pick up your child from where his class is waiting.
- ◆Once your child/ children are in the car, wait until the carpool attendant signals for you to leave.
- ◆Pull around to the exit on Main St and get in the appropriate lane to turn left or right.
- ◆Only pick up your child if you are in the lined spaces of the parking lot. If you are on College Ave or parked in the alley between Assumption Hall and the Rectory, you are in the second wave of carpool. Please wait to be directed into the lot.

Other Notes for Afternoon Pickup

- ◆You may also pick up your child by walking in and meeting them in the courtyard outside of the gym or outside of their classroom. Park your car in the parking lot of the Immaculata Center on Dryer Avenue and cross the crosswalk by the gym. Return to your car with your child/ children by crossing at the crosswalk. Children may not exit the school property by themselves at this location. If you choose this method make sure your child's teacher is aware that you have picked them up and do not enter the classroom or call them out of the classroom before dismissal.
- ◆Children not picked up by 3:15 will be sent to after school care.
- ◆Do not park anywhere alongside Assumption Hall on the side facing Main St.; this blocks one of the two lanes by which cars exit onto Main Street.
- ◆Do not bring pets with you to carpool or on the campus of Christ the King.



ACKNOWLEDGMENT OF PARENT/STUDENT HANDBOOK

2020-2021

To ensure a successful learning environment, we all must have a team approach to Catholic Education. An understanding and an adherence to the policies and regulations of the school will help accomplish this goal. The student handbook will serve as a guide in policy matters concerning the operation of our school. It is an extension of the agreements signed at registration. The handbook is online at: www.ctkcsdaphne.org. Please read and discuss the handbook with your children. All members of the school community (faculty and staff, parents and students) are required to become familiar with the handbook contents and sign the following pledge in good faith.

Please return this signed form to the office by September 11, 2020. If you do not have access to the internet, please contact the School Office and a copy of the handbook will be printed for your family.

"We, as a family, have read and agree to be governed by the student handbook. We are aware that we must adhere to all items contained in it. We understand that the 2020-21 CTKCS COVID Handbook is a temporary amendment to all policies and procedures in this handbook and we agree to be governed by both handbooks."

_____	_____
Print Family Last Name	Youngest Child's Name
Parent Signature_____	
Student Signature_____	
Student Signature_____	
Student Signature_____	
Student Signature_____	
Student Signature_____	

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