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## 2010-11 STUDENT AGENDA BOOK

This book belongs to:

Name \_\_\_\_\_

Grade \_\_\_\_\_

**GO COUGARS!**



**RIGHT TO AMEND**

The principal has the right to amend the handbook or waive a disciplinary regulation at his/her discretion.

# PARENT AND STUDENT HANDBOOK CONTRACT

Please sign and return this page to the school office by August 27<sup>th</sup>.

We have read the Student Handbook portion of the Agenda Book.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
(Printed last name)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
(Printed last name)



## **Mission Statement for Catholic Schools Diocese of Phoenix**

The Diocese of Phoenix engages in the faith formation of the young through Catholic schools by integrating faith throughout an educational process that promotes academic excellence, moral values and lifelong service.

## **Philosophy of Catholic Schools Diocese of Phoenix**

Because our children are our hope and our joy, the future of the Church and society, the Church joins with parents, the primary educators, in placing the child at the center of the educational process, which promotes academic excellence and moral values, and fosters lifelong service.

Because each child needs the values and traditions of the community, the school will impart an understanding of the Catholic faith, doctrine and moral perspectives, afford participation in a worshipping faith community, and foster the responsibility for service.

Because each child is part of the Church and society beyond the school and home, the school will support and foster participation in the parish, the Diocese and the larger world community.

Because each child needs examples, in the school and in the home, teachers and parents must model their faith.

Because each child must be able to make informed decisions and to live according to Christian principles, the school must encourage self-discipline, self-respect and respect for others, and growth in learning to deal with issues in a real world.

Because each child needs a strong and caring environment for learning, the school, like the home, must be supportive yet not smothering, loving yet disciplined, encouraging yet challenging.

Because each child needs knowledge and skills for today's and tomorrow's world, the school will provide opportunity and high expectations for learning and will develop the potential of each child spiritually, academically, socially, emotionally and physically.

## **Catholic Schools Administration**

### **Mrs. MaryBeth Mueller, Superintendent of Schools**

Ms. Margaret Hardy, Administrative Assistant

### **Sr. Melita M. Penchalk, OSBM, Assistant Superintendent**

Ms. JoAnn Faix, Administrative Assistant

### **Mrs. Cecilia A. Frakes, Assistant Superintendent**

Ms. Cynthia McCombs, Administrative Assistant

## **CHRIST THE KING 2010-11 SCHOOL CALENDAR**

*For the 2010-11 school year, all Fridays are 1:30 p.m. dismissals unless otherwise advised.*

FIRST DAY OF SCHOOL	August 10
BACK TO SCHOOL BASH	August 27
LABOR DAY – NO SCHOOL	September 6
ITBS TESTING	September 7-21
SCHOOL PICTURES	September 29
OCTOBER BREAK – NO SCHOOL	October 8-12
PARENT-TEACHER CONFERENCES	October 19-22
VETERANS' DAY – NO SCHOOL	November 11
THANKSGIVING BREAK – NO SCHOOL	November 25-26
CHRISTMAS BREAK – NO SCHOOL	December 17-January 2
MARTIN LUTHER KING JR. DAY – NO SCHOOL	January 17
CATHOLIC SCHOOLS WEEK	January 30-February 6
PRESIDENTS' DAY – NO SCHOOL	February 21
SPRING INSERVICE	March 11
MARCH BREAK	March 14-15
GOOD FRIDAY – NO SCHOOL	April 22
EASTER BREAK - NO SCHOOL	April 25-29
EIGHTH GRADE GRADUATION	May 17
KINDERGARTEN CELEBRATION	May 24
LAST DAY OF SCHOOL	May 27

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## **Daily School Prayer**

God, our loving Father, I offer You everything I do this day – my works, my studies, my efforts, my play, my difficulties. Join these gifts to the offering which Jesus, Your Son and our Brother, renews today in the Eucharist. Grant, I pray, that through Your Holy Spirit, my life may be of loving service to You and to my neighbor. Amen

Christ the King, have mercy on us. Christ the King, be with us and bring us to Your Father.

## **Gospel Values**

**Christ the King Catholic School promotes gospel values in our school community. The following four gospel values are stressed daily:**

**Faith:** Jesus said: “Go throughout the whole world and preach the gospel to all humankind.” (Mk 16:15)

**Respect:** “Have love for one another, then everyone will know that you are my disciples.” (Jn 13:35)

**Excellence:** “Strive for righteousness, devotion, faith, love, endurance, and gentleness. Run your best in the race of faith, and win eternal life for yourself.” (1 Tim 6:11-12a)

**Discipline:** “Do everything possible on your part to live in peace with everyone.” (Rom 12:18)

## **Student Honor Code**

I have a choice in everything I do,  
and  
I have a responsibility for the choices that I make.

## **SCHOOL MISSION STATEMENT**

“Christ the King is dedicated to providing a God-centered, nurturing, and safe environment that empowers students, faculty, staff, and parents to cooperatively embrace the Catholic values of hospitality, spirituality, and stewardship. Together we inspire academic excellence in our students, preparing them for the challenges of the future.

## **PHILOSOPHY OF CHRIST THE KING CATHOLIC SCHOOL**

- We are a Catholic Christian Community that teaches and models our faith.
- We support and facilitate the development of the whole child spiritually, intellectually, emotionally, physically, and socially.
- We prepare students to succeed in a culturally diverse society respecting the dignity of others.
- We equip students with the life skills necessary to seek out opportunities and embrace the future.
- We recognize the role of parents as the primary educators.

## **LEARNING EXPECTATIONS**

The Christ the King Catholic School graduate will be a well rounded individual that is

:

*A Faithful Catholic who:*

- demonstrates a clear understanding of Catholic traditions and beliefs
- engages in reflective decision-making and exhibits good moral choices
- displays Christ-like behavior through hospitality, spirituality, and stewardship

*An Effective Communicator who:*

- demonstrates strong reading, writing, listening and verbal skills
- utilizes visual aids in presentations
- exhibits basic intercommunicative competencies in listening, speaking, reading, and writing Spanish
- proficiently utilizes technology as a communication tool

*A Critical Thinker who:*

- recognizes problems as learning opportunities
- solves problems using the scientific method
- works both independently and collaboratively to achieve solutions

*A Responsible Citizen who:*

- demonstrates the rights and duties of a citizen of the United States
- identifies key historical, political, and world events as a means to honor and appreciate life, humanity, and cultural differences

*A Lifelong Learner who:*

- applies acquired knowledge and skills in practical situations
- generates strategies to attain goals
- demonstrates basic knowledge of art, music, health, and physical education
- practices self-discipline skills

(Revised 2006)

Christ the King Catholic School is an institutional member in good standing of the National Catholic Education Association (NCEA), WCEA, and NCA.

## **ACADEMIC POLICIES**

### **GENERAL CURRICULUM**

The following subjects are essential units of the basic curriculum program for kindergarten through eighth grade: Religion, reading/literature, phonics, mathematics, English, spelling, social studies, science, Arizona history, Handwriting, Computers, Spanish, Liturgical Music, Art Masterpiece, and physical education. *Discipline With Purpose*, health, *Family Life* education, and Safe Environment are incorporated into the basic program.

### **OTHER OPPORTUNITIES**

- Athletic teams for grades 5 through 8
- Band 4-8
- Technology/Audio-Visual Club 5-8
- Student Council 6-8
- Talent Show K-8
- Drama

### **GRADING SCALE**

The grading scale for Christ the King Catholic School is as follows:

K-2:

M 100-90

P 89-75

I 74-below

3-8:

A 94-100

D 67-74

B 85-93

F 0-66

C 75-84

### **STUDENT HONOR ROLL**

Students will be awarded Honor Roll status in the sixth, seventh, and eighth grades if they meet the following conditions. GPA is based on grades earned in the following subjects:

- Religion
- Language Arts (English, literature, vocabulary, spelling)
- Social Studies (history, geography)
- Mathematics
- Science
- Computers/Spanish
- P.E./Health

### 1st Honors

"A" in Conduct

GPA: 3.60 to 4.00

### 2nd Honors

"A" or "B" in Conduct

GPA: 3.10 to 4.00

"B" in Conduct

GPA: 3.60-4.00

## **TITLE I PROGRAM**

Title I, a federal program, allows our school to participate in a reading and math support program for students eligible for such assistance. A special teacher, funded through the Mesa Public Schools, serves Christ the King on a part-time basis. Resource/special classes are available and provided by the Mesa Public Schools system.

## **LIBRARY**

Every class has one library period per week during which time the students may check out books from the school library. If a book is lost or damaged, the student will be charged the cost for replacing the book. Seventh and eighth grade students will be assessed a \$.25/day fine for overdue books.

## **HOMEWORK**

Home study is an extension of the structured class period. This area of student preparation demands completeness, promptness, and accuracy. Students are expected to do all homework assigned. They are responsible for bringing all necessary materials to class. Students may not call home for books, assignments, or other forgotten items. Faxing of notes, homework, etc. is prohibited. The amount of time given to home study should fall within the following daily guidelines:

Grades K-1 approximately 20 minutes

Grades 2-3 approximately 30 minutes

Grades 4-6 approximately 60 minutes

Grades 7-8 approximately 90 minutes

The above is the average time assigned. A child may take less time or more time to do the assignments. If a child consistently takes more time than is indicated, it may be a case of time management. A parent or guardian might help the child achieve better management of his/her time both in and out of school. Parents are responsible for ensuring the completeness of homework. A conference with the teacher might be helpful.

**Parents should give the teacher at least one day's notice when requesting class work or homework for a child who has been absent.**

Parents may not leave forgotten homework at the front office for your children.

Teachers are not required to provide special lessons for students during school breaks or over the summer.

Teachers are also not required to give schoolwork to students who vacation during the school year. Should a teacher decide to give makeup work, the work must be completed within a reasonable length of time. The teacher will determine the time. Any assignments not completed within this time will receive a zero.

Teachers will not give schoolwork, homework, or makeup work to students who have been suspended.

## **TECHNOLOGY AND INTERNET**

The use of technology at Christ the King Catholic School is to support the school mission in the furtherance of academic excellence and the promotion of Catholic values. Use of school technology is a privilege, not a right, and all users are expected to exercise proper behavior while using technology. Because the Internet knows no boundaries, use of the Internet, at any time or place, to convey, depict, communicate, promote or encourage illegal activities, violence or threats of violence, intimidation, offensive or inappropriate behavior is considered to be in violation of the student code of conduct and will lead to disciplinary action being taken. (See the Acceptable Use Policy for more details.)

## **FIELD TRIPS**

Throughout the school year, teachers may schedule field trips. This privilege can be taken away at the teacher's discretion. The purpose of the field trips is to provide experiences for children that directly relate to academic learning or experiences that enrich their knowledge. Siblings are not allowed to accompany classes on field trips. Written permission is required before a child can participate. School uniforms will be worn on all field trips except for those involving outdoor activities. Verbal permission, via the phone, **cannot** be accepted at any time.

## **PHYSICAL EDUCATION**

P.E. classes are part of the regular curriculum at Christ the King Catholic School. Students are expected to participate as in any other class offered.

Students need to wear tied athletic shoes on all PE days. Not wearing the appropriate shoes to school will affect P.E. participation grade on P.E. days.

1. Students need a note from their parents, doctor or the school Health Office to be excused from P.E.
2. All notes should be sent to the school Health Office.
  - The nurse will attach a P.E. excuse and forward copies to the classroom teacher and P.E. instructor.
  - Anyone missing three consecutive days of P.E. must have a doctor's excuse.
3. Excused students will accompany their class to P.E. unless otherwise specified. The student will bring work from another class or read quietly.
4. A note from a doctor must be on file in the school Health Office before a student will be excused

from physical education classes on a long-term basis because of illness or physical disability. The note should give the reason for being excused or limiting participation and the duration of this excused period.

## **ATTENDANCE POLICY**

### **DIOCESAN POLICY**

“Excessive absences may be cause for withholding credit.”

### **ABSENCES**

Please call the “**Absentee Line**” (480-844-4481) before 8:15 a.m. if your child will not be in school.

- A note stating the reason for absence should accompany your child and be forwarded to the school office when he/she returns to school.
- If you know in advance that your child will be absent, please send a note or email to the front office and teacher with dates absent and an expected return date to school.

There are two types of absences – an excused absence and an unexcused absence. An excused absence is an absence that is called into the absentee line with a reason given for the absence. An unexcused absence is when no notification has been given to the office as to why the student is absent. If a student is absent for more than two (2) hours, it will be considered a half-day absence.

When a student accumulates seven (7) unexcused absences in a semester, the student will be placed on a written attendance probation contract. If the student accumulates ten (10) or more unexcused absences in a semester, they **may** not be asked to return to Christ the King Catholic School.

Teachers are not required to give schoolwork to students who vacation during the school year. Should a teacher decide to give makeup work, the work must be completed within a reasonable length of time. The teacher will determine the time. Any assignments not completed within this time will receive a zero.

Christ the King’s school calendar is approved by the Catholic Schools Office. Regular daily attendance is essential if students are to succeed in their class work. Absence from school should not be treated lightly. Leaving early for weekends is a definite disruption to the academic program for the child. **Please do not schedule vacations that will take your child out of school.**

### **TARDY STUDENTS**

It is important that all students be on time for the beginning of school. **A student who arrives after the 7:50 a.m. bell must be signed in by a parent at the school office. A student is considered tardy if they are not in the classroom at 7:50 am ready to**

**start work.** When a student is late, it is the student’s responsibility to notify the office if they are buying lunch. The student will receive a tardy slip that is to be presented to the teacher. Tardy students will wait in the school lobby until the daily school prayer and the Pledge of Allegiance are completed.

Students who are tardy to school ten (10) times in a semester will be placed on a written tardy probation contract for the rest of the school year. If the student is tardy five (5) times while on probation, the student **may** not be invited to return to Christ the King Catholic School the following year.

### **SCHOOL DAY**

The school day begins at 7:45 a.m. and ends at 3:00 p.m. Monday -Thursday. On Friday, the school day starts at 7:45 a.m. and ends at 1:30 p.m. **No liability for supervision and control of students will be assumed by the school prior to 7:30 a.m. or after 3:15 p.m. Monday - Thursday or after 1:45 p.m. on Friday.** The only exception will be for students participating in school-sponsored extracurricular programs.

Please inform the teacher when an early dismissal is needed. A short written note or email is needed, indicating whether or not the student will return after the appointment. Students who do not return after an appointment will be assessed a half-day absence.

All dismissals during the school day take place from the school office, where the parent/ guardian signs an Early Dismissal Form. Students will be called to the office when the parent/guardian arrives. Children can be released from school only to their parent(s) or to persons authorized by their parent(s). Parents or persons authorized by the parent(s) will need to show a picture ID. If for some reason a child may not be released to a parent because of legal custody, a legal statement must be on file in the school office. Students will not be released to anyone that is not listed on the Emergency & Illness Information Card.

Students are not to leave the school grounds during the regular school day without the permission of the principal.

## **ADMISSION POLICY**

### **AGE OF ADMISSION**

Children entering kindergarten must be five years old prior to September 1 of the year of admission. Children entering grade one must be six years old prior to September 1 of the year of admission.

All Catholic preschools, elementary schools and diocesan high schools are open to students who sincerely seek a Catholic education. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference is given to Catholic students. Students will not be refused

admission to Catholic schools on the basis of race, color, national origin, or based on gender in schools that are co-educational.

(Diocesan Handbook 4.01)

### **DOCUMENTS REQUIRED FOR ADMISSION**

The following documents must be given to Christ the King Catholic School before any student is accepted:

- **Original** Birth Certificate
- Baptismal Certificate
- Completed Health Immunization Record
- Current report card or report card from last semester
- Most recent achievement test scores
- A letter of recommendation from former school
- New student screening results

### **TRANSFERS**

When a student transfers to another school during the school year, the following procedure should be followed:

1. Inform the current teacher
2. Inform the school office

All records will be forwarded to the new school upon request from the new school if all financial obligations at Christ the King have been fulfilled.

### **NEW STUDENT PROBATION**

All transfer students will be placed on academic and disciplinary probation for a period of one semester. At the end of the semester, the student's teacher and the principal will review the academic and disciplinary records of each transfer student to determine if the student will remain at Christ the King.

Incoming kindergarten students are given the Gesell Developmental Observation test prior to their acceptance at Christ the King Catholic School.

The Iowa Test of Basic Skills is administered to all students in grades two through eight. The Cognitive Abilities Test is administered each year to students in grades four and seven.

### **IMMUNIZATIONS**

State law mandates that every student be immunized before entering school, or an Exemption of Immunization form completed and filed with the school.

***Arizona Law (Arizona Administrative Code, Department of Health Services-Communicable Diseases, Chapter 6, Article 7, R9-6-701-707, Tables 1 & 2) requires that an immunization record for each child be on file prior to school attendance.***

### **DIOCESAN POLICY FOR ENROLLMENT OF STUDENTS WITH AIDS (1993)**

A child with AIDS will be allowed to attend K through 12 in a regular unrestricted classroom setting if:

1. the child's physician documents that the health of the child would allow participation in regular program activities and such documentation is periodically updated upon request; and,
2. the child/youth behaves acceptably; in a manner that would not cause spread of the disease or in any way put others at risk.

### **MEDICATION/HEALTH**

**HEALTH GUIDELINES AND REGULATIONS** **Please do not send your child to school if he/she shows any signs of illness including fever, vomiting, or diarrhea.** This is for the child's safety as well as the safety of the other children in the class.

**Fever:** Any child who has a temperature of 100° or above will be sent home. The student is to remain home until the temperature is normal for 24 hours.

**Vomiting:** Any student who has vomited at school will be sent home and must stay home until vomiting has stopped for 24 hours. **Do not send any student to school who has vomited during the night or in the morning.**

**Diarrhea:** Any student who has diarrhea should stay home until diarrhea-free for 24 hours.

Please call the "Absentee Line" (480-844-4481) before 8:15 a.m. if your child will not be in school.

- A note stating the reason for absence should accompany your child and be forwarded to the school office when he/she returns to school.
- If you know in advance that your child will be absent, please send a note to the front office and teacher with dates absent and an expected return date to school.
- In the event of an emergency, please call the parish office at 480-964-1719.

### **ADMINISTERING MEDICINES TO STUDENTS (Medication Procedures)**

Under state law, the nurse or acting administrator must have the prescription medication bottle with a label showing the child's full name, as the order from the doctor, to legally dispense needed medication, and a signed medication permission slip must be on file. The parent or guardian should always send the prescription bottle or over-the-counter package to the school and keep extra medication at home in a baggie or other container. You may request the pharmacist to issue two bottles with one-half the amount of medication in each, so one bottle may be kept at school and the other can be kept at home. At no time will any prescription medication or over-the-counter medication be administered to a child unless the parent or guardian supplies it to the school first and a signed medication permission slip is on file. **The school does not supply any type of medication.**

When it is necessary for a student to receive medications during the school day, the following

procedures have been established to ensure the protection of the school and the child and to comply with existing rules and regulations:

- The parent or guardian must complete a Medication Permit form for the administration of all medication. No notes from home please.
- Prescription medications must be in the original container with the prescription label and can only be dispensed to the student for whom the medication is labeled.
- Inhalers must come to the school in the box with the prescription label intact. Inhalers not properly labeled will not be dispensed. **NO EXCEPTIONS!**
- Over-the-counter medications must be in the original container with the child's name and the dosage indicated on the label.
- Under no circumstances will medications be dispensed from a baggie.
- All medications (prescription and over-the-counter) will be kept in the school Health Office in a locked cabinet.
- **Children may not, under any circumstances, keep any medications (inhalers and cough drops included) in their possession during school hours unless a physician has ordered otherwise.**
- All medication, whether administered by the nurse or parent, must be done in the school Health Office.

#### **PROCEDURES FOR STUDENTS WITH ALLERGIES**

- All staff members are trained to use an epi pen at the beginning of the school year and reviewed mid year (January)
- We have a specified table both in Presentation Hall and in the courtyard (yellow table) for students with food allergies.
- There are signs outside the classroom doors indicating there are students with allergies in the classroom and what specific allergies they have.
- Each student uses antibacterial hand cleaner after lunch to help promote cleanliness.
- Teachers will send home communication to all families in the classroom at the beginning of the year alerting families of the allergies.
- When we have touch sensitive students, those students will have a placemat to put their lunch on that only they use. They will also have a centerpiece at their allergy table indicating to adults they are touch sensitive.

#### **STUDENT ACCIDENT INSURANCE**

Since 1998 - 1999, any student enrolled in a Diocese of Phoenix nursery, preschool, kindergarten, elementary, or secondary school has been provided accident insurance while on school grounds when school is in session, while taking part in a school-sponsored and supervised activity, or while attending school-sponsored and supervised religious services or instruction. If a student suffers a covered "accidental injury," the student will be eligible for benefits by completing the proper claim documentation that will be

available in the school office. The insurance program pays the excess over any other collectible medical insurance.

#### **EMERGENCY/HEALTH INFORMATION**

An Emergency/Health Information Card must be completed every year for all students. **This card must be kept updated at all times.**

#### **CHILD ABUSE/NEGLECT**

If suspected, Child Protective Services and the police department will be notified in accordance with diocesan policy.

#### **WELLNESS POLICY**

Christ the King School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body. **ONLY HEALTHY SNACKS CAN BE BROUGHT AS TREATS TO SHARE WITH THE CLASS.**

Gum chewing is NOT permitted on school or church grounds at any time.

#### **TUITION AND FEES**

##### **TUITION STRUCTURE**

Christ the King Catholic School allows families to lower their tuition by purchasing gift certificates. All families will be assessed the base tuition; however, families will be invited, if they wish, to slide their tuition scale monthly, based on the following credits:

"Grocery Certificate" Credit: 2.5% of the total amount purchased.

"Gift Card" Credit: 50% of varied percentage of what is purchased in certificates.

Credits are given the month after they are accumulated. For example, gift and grocery certificate credits accumulated in July will be applied to August tuition.

Escrip, Fry's/Bashas credits (50% of varied percentage) are applied to tuition as the funds are released to the school. This may take several months and credits will appear quarterly.

For families pre-paying annual tuition, paid gift and grocery certificate credit will be rebated at the end of the year or applied to the next year's tuition.

## STEWARDSHIP

Active stewardship is directly reflected in the tuition tier structure as described in the annual tuition contract.

**Explanation of tuition tiers based on stewardship:**

**Level One: Stewardship Level:** Be a Catholic family with a current registration form on file attend Mass weekly and on holy days of obligation, be involved in a parish ministry, contribute financial support regularly to their parish. Have a current verification form or letter on file from another Catholic parish stating they are registered, active and financially supportive parishioners.

**Level Two: Non-Stewardship Level:** A Catholic family registered as a parishioner but fails to meet the qualifications for a stewardship family.

**Level Three: Families not of the Catholic faith or not registered at any parish in the Diocese of Phoenix.**

**We invite you to take a step in faith and become a stewardship family by:**

- Registering as a Christ the King parishioner
- Completing an annual Stewardship Covenant Form & Pledge Card
- Maintaining current Safe Environment training within the Diocesan standard
- Attending Mass regularly at Christ the King or other parish in the Diocese of Phoenix
- Returning a tithe of your TIME to grow spiritually and strengthen your relationship with God and others
- Returning a tithe of your TALENT to serve the community in at least one area of ministry
- Returning a tithe of your TREASURE through regular support of the parish by contributing a percentage of your income
- Participation in CTODP

## Expectations:

Parishioners of CTK and other Catholic communities will begin at Level One or Two depending upon their activity level within the parish, as defined above. The parish accounting staff will review tuition rates for all school families quarterly. Once an issue regarding stewardship status has been identified as a result of the audits, the accounting staff will send out letters to the families and families will be placed into the appropriate level.

## TUITION PAYMENT SCHEDULES

- 10-month
- 12-month
- Quarterly
- Semi-annually
- Annually

Christ the King Catholic School offers a discounted tuition rate for families with more than one child. Blended or stepfamilies are not entitled to the discounted tuition rate except in situations where a blended family has full custodial rights of the additional student(s).

(Education Commission - January 2001)

## TEXTBOOK FEES

There is an annual \$100 textbook fee per child and \$50 technology fee per child. These fees have already been rolled into the annual tuition amount.

## REGISTRATION FEES

There is a non-refundable registration fee of \$200 for each new family. The first month's tuition payment is also nonrefundable.

## RE-REGISTRATION AND FEES

There is an annual non-refundable re-registration fee of \$100 per family. Re-registration, graduation, and forwarding of transcripts will not be permitted if your account is not current. All of the following financial obligations must be met:

- Tuition is current as of April 30.
- Borrowed lunch money, lost book money, and all other fines must be paid by the last day of school.

## TUITION PAYMENTS

Tuition is due the 15<sup>th</sup> day of the month. Payments received after the 20<sup>th</sup> of the month are considered late. Payments can be made by:

- Cash
- Check
- Money Order
- Visa/MasterCard

## LATE PAYMENTS

- **10 Days:** A tuition payment that is not received by the 20<sup>th</sup> of the month is late. A \$15 late fee will automatically be assessed. There will be no waiver of this late fee.
- **30 Days:** If tuition payment is not received within 30 days, you will receive a **NOTICE OF DELINQUENCY** asking you to contact the principal with your plans to bring tuition current.
- **45 Days:** If payment is 45 days late, you will receive an **URGENT NOTICE** asking you to bring tuition current immediately and to contact the principal to arrange a review meeting.\*
- **60 Days:** If payment is 60 days late, you will receive a **NOTICE OF SUSPENSION** and a phone call advising that your child/children will be suspended from school until full payment of the delinquent tuition is paid. If tuition is not paid within ten (10) days of the Notice of Suspension, your student will be considered withdrawn. At this time, your account will be sent to collections. Report cards and transcripts may not be forwarded until all financial obligations to the school have been met. Diocesan policy prevents other Catholic schools from admitting families with delinquent tuition accounts.

\* The Christ the King School Community understands that extenuating circumstances of hardship sometimes occur. If you are having difficulty meeting tuition obligations, we encourage you to set up a **review meeting** with the principal to discuss your situation privately. The goal of this meeting is to explore and

evaluate all options for meeting the needs of families, students and the school community. This meeting may take place at any stage of the late payment cycle, but it is required at 45 days late.

### **NSF/RETURNED CHECKS**

Returned checks will incur a \$25 fee (tuition, grocery and gift certificates, book fair, etc.). If three (3) NSF checks occur within one school year, all remaining payments must be by certified check or money order.

### **TUITION ASSISTANCE/SCHOLARSHIPS**

Each spring the Catholic Tuition Organization of the Diocese of Phoenix (CTODP) will distribute applications for financial aid and fund availability through the Tax Credit Program. All awards are decided by a neutral organization. Fund availability awards will be distributed after all financial aid awards have been made.

## **DISCIPLINE WITH PURPOSE**

### **PHILOSOPHY**

Christ the King Catholic School's goal is to lead children to **SELF-DISCIPLINE**. We believe that a student can be taught self-discipline skills as a part of the total school curriculum. Discipline is not viewed as punishment. The aim of discipline is to institute and maintain satisfactory educational conditions free from distracting behavior. Based on the respect of authority and welfare of the group, discipline will develop the student's ideals, attitudes, and habits for good Christian living. To this end, the school will use the program, *Discipline With Purpose*. This is a positive approach to discipline based on the developmental level of the student. The following are the fifteen self-discipline skills taught:

#### **BASIC SELF-DISCIPLINE SKILLS:**

1. Listening
2. Following directions
3. Asking questions when something is not understood
4. Sharing time, space, people, and things
5. Social skills

#### **CONSTRUCTIVE SELF-DISCIPLINE SKILLS:**

6. Cooperation
7. Understanding rules and the reason for the rules
8. Completing a task
9. Leadership
10. Communicating effectively

#### **GENERATIVE SELF-DISCIPLINE SKILLS:**

11. Organizing time, space, people, and things
12. Resolving problems of mutual concern
13. Initiating solutions
14. Distinguishing fact from feelings
15. Sacrificing from a motive of love

### **DISCIPLINE CYCLE**

In order to protect the rights of all children, it is important that parents and students understand the consequences of misbehavior. The long-range goal of achieving self-discipline gives direction and purpose to short-term consequences. We want parents to know that school rules are designed to protect all children and that students who choose to break the rules are treated firmly, but kindly and appropriately.

All disruptive behavior is routinely handled on the spot by school staff members. Each classroom teacher works with the children to make sure the rules are understood and the reasons for the rules are taught. Broad rules that affect the daily routine of the school include:

- Follow classroom procedures
- Show respect to yourself, others, and your school
- Contribute to the learning environment
- Practice self-discipline skills

Each classroom teacher has adopted some version of these four rules. The teachers work with the children to make sure the rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures in helping them follow the rules. Children review orally and in writing to ensure that they know and understand how rules "safeguard each person's rights."

In addition, each classroom teacher has an established discipline cycle that lists consequences for not following rules. Most teachers work with the students to determine acceptable consequences. Be sure to ask your child's teacher about the discipline cycle being used this year. The system used should help your children mature by following self-discipline skills.

### **THE BIG THREE**

Occasionally, removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

- is in physical or psychological danger or puts another in danger;
- is irrational or unreasonable; or
- pushes beyond the limits of respect in speech or actions.

If possible, the adult who removed the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal's office and a four-step discipline cycle will be set in motion. This cycle is outlined here so that it is clear and consistent for all students, parents, and staff members.

#### **Step One:**

**The student will be sent to the office with a referral form. The top half will be completed by the adult who is sending the child to the office.**

1. The student will meet with the principal.
2. Together they will complete a behavioral plan.
3. The student will inform a parent of the incident by phone or note.
4. The student will be held accountable for the plan developed.
5. The principal will speak with the referring staff member.

**Step Two:**

**If a student is sent to the principal a second time within a two-month period:**

1. The student will again meet with the principal.
2. The student will again notify a parent by phone or note.
3. A conference with the teacher, parent, student, and principal will be scheduled.
4. A contract will be drawn up listing the actions that will be taken by each participant in the conference.
5. A date to review the contract will be determined.
6. The discipline cycle will be reviewed with the parent.

**Step Three:**

**If a student is sent to the principal a third time within a two-month period or in extreme cases when the principal determines the seriousness of the action warrants starting at Step Three:**

1. The student meets with the principal.
2. The student notifies a parent that a suspension of up to three days has been earned. The length and type, in-school or out-of-school, will be determined by the principal.
3. A conference will be held with a parent, teacher(s), student, and principal to write a plan with a measurement for progress to assist the student in developing self-control.
4. A recommendation may be made to have the family visit with a counselor or other specialist.
5. All schoolwork missed during the period of suspension will be given a zero.
6. A probationary time period to monitor and review progress will be set once the student is ready to return to class.

**Step Four:**

**The principal will recommend required withdrawal.**

1. The decision for required withdrawal of a student rests with the principal and pastor.
2. If the required withdrawal is the decision, the student's parent(s) will be notified in writing and the reasons for the required withdrawal will be given. The right to request a hearing will be explained.
3. The required withdrawal may be reconsidered by the principal and pastor when a written request for a special hearing is made by the parent(s) within 72 hours of receipt of the required withdrawal notice.

**A very few serious infractions including, but not limited to, the possession of drugs, weapons, or**

**severe physical or moral misconduct, could result in an immediate move to Step Four.**

**HARASSMENT**

The Diocese of Phoenix affirms the dignity of every man, woman and child, and is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work or learn in an atmosphere that is free from discriminatory practices.

**HARASSMENT POLICY (Diocesan Policy 3.14 and 4.21): THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF UNLAWFUL HARASSMENT (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), INCLUDING SEXUAL HARASSMENT, WHETHER VERBAL, PHYSICAL, OR ENVIRONMENTAL. ANY PERSON WHO VIOLATES THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION FOR EMPLOYEES AND/OR REQUIRED WITHDRAWAL FOR STUDENTS.**

**Detention**

Detentions will be given for violations of school policies including, but not limited to:

- dress code (including hair and shoes)
- missing homework
- gum chewing
- behavior

Detention notices must be signed by the parents when received; failure to get the detention form signed will result in an additional detention. A student will receive another detention if LATE or absent from detention.

If a student receives three (3) detentions in one quarter, the parents will be notified and the student will face a one day in-school suspension on receiving a fourth detention. If a fifth detention is received in the same quarter, the student will face a three-day home suspension.

Teachers will not give schoolwork, homework, or makeup work to students who have been suspended.

**Team Participation and Detention**

When a student receives a detention, both they and their coaches will be notified and they will be excluded from their sport for a one week period.

If they violate the BIG THREE they may be removed or suspended from the team for the following two weeks.

If they receive three (3) detentions in that quarter that excludes them from sports; they will be removed from the team.

Detentions may affect conduct grades.

**Academic Honesty and Integrity**

Christ the King Catholic School students are challenged to achieve superior standards of educational excellence. In that, students are called to

be responsible for their own successful academic progress and also for the consequences of dishonesty in their work.

Our academic honesty and integrity standards include the expectations that no student will engage in dishonest academic behaviors which include but are not limited to cheating, plagiarism, obtaining an unfair advantage, aiding and abetting dishonesty, falsification of signatures or records, and unauthorized access to academic or administrative systems.

Students who violate the policy have deliberately misrepresented themselves to their teachers and to their peers. In addition, students who are academically dishonest devalue the accomplishments of those students who have done their work honestly.

### **Cheating**

Cheating may be defined as obtaining or providing of any questions, answers, essays, or grades by dishonest means.

Cheating on homework may be defined as:

- giving one's own work to another student
- copying homework
- submitting assignments of substantially the same nature under different student names
- submitting material which is not the student's personal work

Cheating on tests may include, but not limited to, the following:

- communication, for whatever reason, with another student while a test is in progress
- copying from another student
- lending or receiving materials
- copying from or having on the desk (or anywhere within view) any answers, vocabulary, notes or other written materials which are not permitted by the teacher

Cheating also includes agreeing to misrepresent a student's own or a classmate's score during student/peer grading.

First offenses will be handled by the class teacher. Repeated offenses will follow the discipline cycle and could result in suspension.

Offenses against academic dishonesty and integrity can result in detention, lowered grades, and/or lowered conduct grades which could also result in a loss of privileges.

### **EXTRACURRICULAR ACTIVITIES**

To be eligible for all extracurricular activities, students must maintain a 2.00 GPA.

### **ATHLETIC PROGRAM PHILOSOPHY**

Christ the King Catholic School is a member of the Catholic Youth Athletic Association. Participation in athletics is a privilege, not a right. It is extremely important for everyone involved in the athletic program to understand the purpose of the program. Without a good understanding of the purpose of athletics in elementary school, it is possible to lose perspective and teach the wrong lessons to the children. To ensure that every participant understands our philosophy, every student athlete, coach, and parent will be required to sign an acknowledgement statement before the season begins.

### **Volunteer Coaching**

Christ the King Catholic School encourages parents to volunteer their time and talent to coach during the school year. Each head coach will be limited to one sport per year. In the event that there is a sport/team without a coach, a parent who has coached previously that school year may be considered for a second head coaching position.

All coaches and assistants must be fingerprinted and have taken the required Safe Environment training class or renewal.

### **Team Sports**

An after-school sports program is provided for our students who are interested and qualify academically.

- Team sports for boys in grades 5-8 are flag football, basketball, and baseball.
- Team sports for girls in grades 5-8 are volleyball, softball, and basketball

### **Cancellation of Athletic Games**

In the event an athletic contest is cancelled, parents will be notified by either the coach or the team parent of that sport. Athletes will be given an announcement at school regarding the cancellation.

### **Team Participation**

Christ the King student athletes are expected to be at practice every day and on time. Being committed to your team is an important value to learn. When a student athlete accumulates three (3) unexcused absences, the student athlete will be removed from the team. The head coach of each team will determine if an absence is excused or unexcused. In order to participate in an athletic event, the student may not be absent from school for more than two hours on the day of the game.

### **Student Extracurricular Behavior/Attendance Requirements**

The principal may withhold student participation in Christ the King Catholic School extracurricular activities if it has been reported that the student has displayed poor behavior during the regular school day. In order to participate in any extracurricular activity, the student may not be absent from school for more than two hours on the day of the activity.

### **Student Extracurricular Academic Requirements**

In order to participate in extracurricular activities, students must maintain a minimum of a 2.00 GPA with no failing grades ("F's"). If the GPA is not maintained and/or a student has a failing grade ("F"), a student may not participate until the next review time. At that time, if grades indicate the 2.00 or better GPA and there are no "F's", the student is reinstated. Grades will be reviewed every two (2) weeks for eligibility status.

### **Student Council Requirements**

Those students in student council must maintain a 3.00 GPA with an "A" in conduct. All upcoming Fifth through Eighth grade students are eligible to run for student council with teacher approval, but they must maintain the above to remain on student council. If a student receives a "B" in conduct for a quarter, they will have one quarter probation to bring it back to an "A".

Students who have received a three-day suspension for detentions will be removed from student council.

### **DRESS CODE – SCHOOL UNIFORMS\***

\*All items specifying "uniform" are available from the Dennis Uniform Company and Educational Outfitters. All school shirts and girls' skirts, skorts, and jumpers must be purchased from the uniform companies and must conform to school requirements.

- Dress code inspections will be conducted each morning in the classrooms. There should be no holes or stains on the uniform.
- Students are expected to come to school clean, with fingernails trimmed.
- Students must wear clothing in proportion to their body size.
- Students are expected to come to school appropriately dressed at all times, with clothing that is **clean and in order**.
- Hair must be neat and clean. Boys' hair must be above the collar and bangs cannot be any longer than the top of the brow. Girls' hair may not cover their eyes and face. Any extreme hairstyle or mode of dress ornamentation that is deemed inappropriate in the judgment of the faculty/administration will be prohibited.
- Makeup and any nail adornment (any addition to natural nails) are not acceptable.
- Tattoos are not acceptable.
- Girls may wear one small stud earring in each earlobe – no other jewelry may be worn. Boys may not wear earrings.
- Religious medals may be worn **inside** the school shirt.
- Jackets, sweatshirts, and sweaters that do not conform to the school dress policy are not to be worn on the school campus or to school Mass.

### **SPECIFIC DRESS CODE REGULATIONS FOR GIRLS**

**Skirt/Jumper:** (required for all grade levels) The uniform skirt (grades 5-8) or jumper (grades K-4) is to be worn with the light blue or white uniform shirt. Skirts and jumpers may not be shorter than two inches above the knee. Skirts may not be rolled. It is suggested that girls wear navy blue shorts under their skirt or jumper though the shorts must not be visible below the skirt or jumper.

**Pants/Shorts/Skorts:** Girls of all grade levels may wear navy blue uniform pants, uniform shorts, or uniform skorts only. Pants, shorts, and skorts should fit properly. Excessively loose or tight-fitting clothing will not be allowed. The length of the shorts/skorts must be between the fingertips and the top of the kneecap. Pants and shorts may not be rolled. Skorts may not be worn on mass day.

**Shirts:** Girls of all grade levels are required to wear the uniform light blue or white shirt with the CTK insignia. The gold uniform shirt is no longer acceptable. Shirts must be in proportion to body size. ***Shirts must be tucked in at all times. Folding shirts under is not acceptable.***

**Tights:** Navy blue, white, or flesh-colored tights may be worn with the uniform skirt or jumper during the winter months.

**Socks:** Girls of all grade levels are required to wear solid-colored navy blue or white socks.

**Shoes:** Girls of all grade levels are required to wear tied **athletic shoes only!** No "Vans or Converse" or the like may be worn. They must wear shoes that fit. The shoe's base and heel may not be more than 1-1/2" in height. Sandals are not permitted. **Shoelaces must be tied at all times.**

**Sweatshirts/Sweaters:** Uniform sweatshirts or plain navy blue or white sweatshirts may be worn. Cardigan, crew, or V-neck sweaters in plain navy blue or white may also be worn. Sweaters and sweatshirts may not display any type of logo except the CTK school insignia. No hooded jackets or sweaters may be worn.

Only the styles of sweaters and sweatshirts described above may be worn on campus. On extra cold days, a jacket may be worn OVER the school uniform sweatshirt when outside, but it may NOT replace the school sweatshirt.

**PUT YOUR CHILD'S NAME IN ALL CLOTHES!**

### **SPECIFIC DRESS CODE REGULATIONS FOR BOYS**

**Pants/Shorts:** Boys of all grade levels are required to wear navy blue uniform pants or uniform shorts only. Pants and shorts should fit properly – excessively loose or "sagging" clothing will not be allowed. The length of the shorts must be between the fingertips and the top of the kneecap. Pants and shorts may not be rolled.

**Shirts:** Boys of all grade levels are required to wear the uniform light blue or white shirt. The gold uniform shirt is no longer acceptable. Shirts must be in proportion to body size. *Shirts must be tucked in at all times. Folding shirts under is not acceptable.*

**Socks:** Boys of all grade levels are required to wear solid-colored blue or white socks.

**Shoes:** Boys of all grade levels are required to wear tied **athletic shoes only!** No "Vans or Converse" or the like may be worn. The shoe's base and heel may not be more than 1-1/2" in height. Sandals are not permitted. **Shoelaces must be tied at all times.**

**Sweatshirts/Sweaters:** Uniform sweatshirts or plain navy blue or white sweatshirts may be worn. Cardigan, crew, or V-neck sweaters in plain navy blue or white may also be worn. Sweaters and sweatshirts may not display any type of logo except the CTK school insignia. No hooded jackets or sweaters may be worn.

Only the styles sweaters and sweatshirts described above may be worn on campus. On extra cold days, a jacket may be worn OVER the school uniform sweatshirt when outside, but it may NOT replace the school sweatshirt.

#### **FACIAL HAIR**

Boys must come to school clean-shaven. The length of the sideburns may be no longer than the bottom of the ear.

#### **ADDITIONAL DRESS CODE REGULATIONS**

**Mass Day Dress Code:** Girls are required to wear the uniform shirt and skirt or jumper for Mass. Boys are required to wear the uniform shirt and uniform pants for Mass. Students are not allowed to wear game jerseys to Mass. Shorts may not be worn. Students who do not come to school in the proper Mass day uniform will have to call a parent and have them bring the proper uniform. The school does not have extra uniforms for students to borrow.

#### **P.E. Dress Code:**

**Girls:** Uniform shirt and uniform shorts/skorts or uniform pants.

**Boys:** Uniform shirt and uniform shorts or uniform pants.

***The first time a student is found in violation of the dress code will result in a warning and a written note to the parents to sign and return to the school. All dress code violations after the first warning will result in detention and the parent may be asked to bring the proper clothing to school or the student may be sent home to dress properly. In addition, the student will conform to consequences determined by the principal.***

## **GENERAL INFORMATION**

### **OFFICE HOURS**

The school office is open from 7:30 a.m. until 3:30 p.m. each day of full session. The school office is not open on weekends or during vacation times. The school phone is 480-844-4480. Please restrict phone calls to the above hours. When arriving on campus, all visitors must sign in at the school office – **NO EXCEPTIONS.** Communication with the full-time and part-time faculty should be made through the school office. If the school office is closed and it is necessary to make an emergency call, a student should ask to use the phone in the parish office. Parents are asked to respect the teachers personal time by not calling their homes to discuss school business.

**Parents are asked not to use the hallway as a waiting area. Students may be met outside the patio exit door or the outside courtyard gates. Parents who gather in the school hallways while school is in session may be asked to move to the church courtyard. Please understand that the halls are small and noise carries.**

### **SCHOOL/PARENT COMMUNICATION CHAIN OF COMMAND**

Keep in mind; if you have a problem, we are here for you. Your complaints or your words of encouragement should progress in the following order:

1. Teacher
2. Principal
3. Pastor

If the teacher does not help you resolve the situation, contact the principal.

### **PROGRESS REPORTS**

Parents will be notified about their child's progress four times a year through the report card. Parent-teacher conferences will be held at the end of the first quarter. Reports cards are given to the students at the end of every quarter. Parents have the ability to check on their child's progress through our school wide management program on the internet and should contact the teacher if they have any questions. Progress notices will go home only for team ineligibility status.

### **CONFERENCES**

**An appointment should be made when there is a need to confer with a teacher.** Arrangements for a conference may be requested by sending a note to the teacher. **PLEASE** do not interrupt a class to speak to a teacher. The children claim the first rights to a teacher's attention once classes begin. **Please do not approach school personnel to address a problem before the school day begins or after school.**

### **PARKING / DROP-OFF AND PICK-UP PROTOCOL**

All student drop-off and pick-up will be accommodated by way of the **SOUTH** parking lot. Parents who wish to stop, park, and enter the school should do so by

way of the **NORTH** parking lot and **NORTH** entrance. Parents using the north parking lot are expected to cross at the crosswalk that is monitored by the school safety patrol. We ask you to follow this protocol to help ensure the safety of your children. **Please do not leave any child unattended in a vehicle.**

### **SCHOOL SAFETY PATROL**

The school operates a safety patrol program at the established school crossings. This system is designed to provide safety for the children. Obedience to patrols is necessary for the successful operation of the system and for the safety of the children. Patrols are on duty before school at the south parking lot and at dismissal time at both the north and south parking lots. **Parents, please follow the school's parking lot safety rules. Parents following rules are good role models for all children.**

### **PARENT VOLUNTEERS**

**The Diocese of Phoenix requires that anyone who wishes to volunteer in any capacity in a Catholic school or church must FIRST attend a Safe Environment Training class presented by diocesan personnel.**

Christ the King welcomes and appreciates involvement of parents in the volunteer program. Volunteers who can give a half day a week to come and work with teachers are invaluable. Parents who make available their time and vehicles to transport students on field trips are a very important part of the school program. Every parent should make a special effort to be involved in their child's educational experience.

**Volunteers are always needed for playground supervision during the lunch recess.** The following are the established playground guidelines.

#### **General:**

- Playground duty is from 11:30 a.m. until 12:45 p.m. each day.
- All volunteers must sign in; pick up a volunteer badge, vest, whistle, and radio. Volunteers will discuss positions at this time. Positions are: courtyard, field (by playground equipment), and north play area (at end of breezeway from courtyard.) The P.E. coach is on the field by the south parking lot.
- If there is an extra volunteer, that person will help escort students from the cafeteria and then "float" to the area where the largest groups of students are playing.
- Check bathrooms and playing areas before children get outside.
- Parent volunteers **do** have the right to do such things as settle "disputes" between children, remove an unruly child from a game, take a ball away, etc. Let's remember, though, to encourage those who are playing well and respectfully. Positive reinforcement goes a long way.

- Students are to go to the Health Office only if they are bleeding and/or need medicine. All other students:
- Students who are seriously injured may not be moved – call the office on the two-way radio immediately.
- Volunteers should not touch blood, and should give tissues or paper towels to the student for self care.

#### **Courtyard:**

- Gates are to be closed when children are inside.
- No running at all on courtyard.
- No playing/hiding in the bathrooms/bushes.
- No climbing on walls/trees.
- No going inside unless to see the nurse.

#### **Swings/North Basketball Court:**

- No standing up on swings.
- No jumping off of swings. Students must swing straight. No climbing up poles of the swing set.
- Students may play in sand areas, but are not allowed to throw sand or make mud.
- No kickball/football in front of swing set.
- No playing in bushes or climbing trees/fences.
- Gates by storage area are to be closed.

#### **Playground Equipment Area:**

- Students are to keep hands and feet to themselves while playing on any pieces of the playground and fitness stations.
- "One-at-a-time" philosophy for use.
- No playing tag in the playground or fitness area.
- Students must slide "down" the slide.
- No "jamming" on the slides (students not getting off when they reach the bottom and fellow students piling up the slide behind each one).
- No jumping off the sides of each slide or the tower.
- No "sitting inside" the yellow horizontal tube. (Students are wanting to cross through to the "monkey bar" side (south) or tower side (north) and cannot pass if student(s) are congregating inside the tube. Students should move through it to a side.)
- No "chicken" fighting on the monkey bars, climbing wall, balance beams, etc.
- No balls or jump ropes, etc. in the area.
- No sitting on top of support pieces (especially on horizontal ladder/fitness station, horizontal yellow tube, etc.).
- Each student must wait until the student in front of them "gets down, gets off, moves away," etc. before they begin on that apparatus or station.

Remember – These are guidelines and they do need to be followed, but keep in mind that recess should be a fun and happy time of day for the students and volunteers. The volunteer's job is to make it safe as well.

## **TEXTBOOKS**

All books, soft-covered and hard-covered, are provided by the school. Books are extremely expensive and must be properly cared for at all times. A student is responsible for the damage or loss of a textbook or library book, and he/she will be required to pay for the replacement of the book. Fines may be imposed for damaged books.

## **PROPERTY**

Skateboards, roller blades, toys, personal electronics, and the like are not to be brought to school. No cell phones are to be used on campus between 7:30 a.m. and 3:15 p.m. If a student is caught using a cell phone, it will be taken away. Only a parent may pick up the phone from the teacher/staff member. The school assumes no responsibility for bicycles or other personal property brought to school.

## **BIRTHDAY CELEBRATIONS**

Students sometimes wish to bring a treat for the class on their birthday. **Only healthy snacks can be shared as treats.** If a student should wish to do this, the treats will be shared at an appropriate time. Parents, please let the teacher know the day before. All classroom snacks and treats must be approved by the classroom teacher or school nurse. Do not send flower or balloon arrangements to school. Another type of treat for a birthday is the donation of a book for the school library. This can be labeled as a gift from the child and it is a longer-lasting remembrance of a birthday.

## **CULMINATION ACTIVITIES**

The eighth grade graduation and kindergarten celebration are scheduled on the school calendar.

The seventh grade students and parents host the graduation dance and graduation reception for the eighth grade.

First grade parents host the Kindergarten celebration and reception that follows.

## **FAMILY ENVELOPES**

In order to keep parents informed, a **“Family Envelope”** is sent home on Friday. All parents are asked to read the information contained in the envelope, sign the envelope, and return it to school the following Monday. Family envelopes are sent home with the oldest child in each family. If a family envelope is lost, there will be a \$1 replacement fee charged. Christ the King Catholic School does not support private sales and advertising to school families. There will be no direct or indirect advertising in the neither Friday envelopes nor signage allowed on

school grounds that promote businesses within or outside of the Christ the King community.

## **CAFETERIA SERVICE**

A hot lunch program is available to Christ the King students. A monthly menu is distributed to each student. Lunch prices will be included in the information that goes home at the beginning of the school year.

When a parent brings a lunch or lunch money (money should be in an envelope) for a student, it must be labeled with the student's name and grade and brought to the school office. Students need to be made aware by their parents before school that their lunch or lunch money will be at the school office at lunch time.

## **MESSAGES FOR STUDENTS**

School personnel will not interrupt classes to notify students of changes in pickup or childcare arrangements after school. Interruptions of classroom instruction can only be made for emergencies.

## **ASBESTOS REPORT**

Christ the King Catholic School has no friable asbestos on campus, and there are no health hazards present. Christ the King Catholic School, in cooperation with the Catholic Diocese of Phoenix, has established an “Asbestos Management Plan.” The Asbestos Management Plan is available for viewing in the school office.

## **SAFETY PROCEDURES/DRILLS**

Once a month we will conduct a fire drill, lock down drill or evacuation. A detailed plan can be found on the school Web site.

## **CHRIST THE KING PARENT/Teacher Organization**

All parents who have children attending CTK are members of the parent association. The Parent Teacher Organization consists of: president, treasurer, secretary, classroom representatives, hospitality committee, spirituality committee, social committee and school support.

## CTK Writing Rubric

	<b>MARGINAL 1</b>	<b>AVERAGE 3</b>	<b>EXEMPLARY 5</b>	<b>Your Score</b>
IDEAS - Clarity	Ideas are unclear; difficult to follow	Ideas are somewhat clear; difficult to follow	Ideas are clear; easy to follow	
IDEAS - Focus	Topic has no direction	Topic has some direction; wanders	Topic stays on track	
IDEAS - Quality	Details are too basic, not developed	Details show more development	Details appear to be written by an expert	
ORGANIZATION - Introduction	Lacks interesting lead; does not grab reader's attention	Introduction generates some interest to read on	Introduction raises strong interest in continuing to read on	
ORGANIZATION - Sequence	No order; ideas are not linked	Some order to the details; some ideas are linked	Effective order; ideas are linked	
ORGANIZATION - Effective Conclusion	Paper just ends; reader left with questions	Conclusion evident; some questions still unanswered	Conclusion brings ideas together and answers reader's questions	
VOICE - Enthusiasm	Writer shows no interest in topic	Writer shows mild interest in topic	Writer shows obvious interest in topic	
VOICE - Involvement	Writer does not engage the audience	Some engagement between the writer and audience	Writer fully engaged; feel writer is speaking directly to you	
VOICE - Tone	Inappropriate tone; language is incorrect for intended audience	Language and tone are more appropriate for intended audience	Language and tone are directed to the intended audience	
WORD CHOICE - Images	Does not create a picture in the reader's mind	Picture is developing in the reader's mind; more descriptive words needed	Clear picture is created in the reader's mind	
WORD CHOICE - Effective Use of Everyday Words	Ineffective use of words	Some words used effectively	Selection of words are appropriate and enhance writing	
FLUENCY - Smoothness	Sentences have no connection to one another	Some sentences flow into one another; others are awkward	Sentences flow into one another	
FLUENCY - Variety and Logic	Sentence beginnings are repetitious	Some sentences have variety in the beginning	Sentence beginnings are varied	
FLUENCY - Differences in Length and Patterning	No variety in length or structure of sentences	Some variety in length and structure of sentences	Sentences are unique with variety in length and structure	
CONVENTIONS - Editing	No evidence of proofreading or editing	Some evidence of proofreading and editing	Evidence that the author has edited and proofread with care	
CONVENTIONS - Mechanics	Many errors in spelling, punctuation, grammar and usage, paragraphing and capitalization	Few errors in spelling, punctuation, grammar and usage, paragraphing and capitalization	Proper spelling, punctuation, grammar and usage, paragraphing and capitalization	
CONVENTIONS - Presentation	No attention given to neatness and correct format	Some attention given to neatness and correct format	Pride is evident in final draft; work is neat and correctly formatted	