



# Christ the King School Parent and Student Handbook 2024-2025

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

Revised September 2024



## Table of Contents

<b>Philosophy</b>	7
<b>Policy of Non – Discrimination</b>	8
<b>Parent Involvement</b>	8
Visitors	9
Tuition Payment Plan	9
Collections and Delinquent Accounts	10
Refund Policy	10
Kindergarten Entry Expectations	11
Entry for Grades 1 -8	11
Communicable Diseases	12
Food Allergies and Emergency Care	12
Medication	13
Health Records and Immunization Requirements	13
Emergency Drills	13
<b>Drop Off/Pickup</b>	14
Before & After Care	14
Early Dismissal	15
<b>Food</b>	16
<b>Crisis Plan</b>	16
<b>School Closing</b>	16
<b>Academic Programs</b>	17
<b>Weekly Mass Service</b>	18
<b>Field Trips</b>	19
<b>Academics</b>	20
Homework Policy	20
Promotion/Retention	20
Report Cards	20
Assessments	20
<b>CTK Student Life</b>	21
Hours of Operation	21
Attendance	21
Bringing Money to School	23

Gym Uniforms	24
Uniform / Dress Code	24
Permissible Out of Uniform Days	24
Uniform Violations	24
Electronic Devices	24
<b>Lockers</b>	25
<b>Lost and Found</b>	25
<b>Recess</b>	25
<b>Search and Seizure</b>	25
<b>Telephones</b>	25
<b>Technology</b>	26
Acceptable Use Policy for Technology	26
Uses of Technology That Are Unacceptable and Strictly Forbidden	26
Student Responsibilities of Technology	27
Parent Responsibilities of Technology	27
Consequences for Inappropriate Use of Technology	27
<b>Communications in General</b>	28
<b>Calendars</b>	28
<b>Change of Address/Phone/Work/Emergency Information</b>	29
<b>Grievances</b>	29
<b>Parent Rights Concerning Education Records</b>	29
<b>Tax Break</b>	29
<b>Transfers from CTK</b>	29
<b>Transfers to CTK</b>	30
<b>Discipline</b>	30
Discipline Philosophy	30
Christ the King Expectations	31
See Matrix in Appendix A	
Non-Violent Conflict Resolution	31
Problem Solving Strategy	31
Drugs, Alcohol and Weapon Policy	31
<b>Anti - Bullying Policy</b>	32
Procedures and Consequences	32

Cyberbullying, Cyber Ethics and Online Safety	33
<b>Severe Misbehavior</b>	34
<b>Expulsion</b>	35
<b>Tardiness</b>	35
<b>Amending Handbooks</b>	36
<b>Appendix A: Matrix</b>	37
<b>PARENT/STUDENT HANDBOOK AGREEMENT</b>	42



## Philosophy

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

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

### **Policy of Non – Discrimination**

Christ the King School serves the entire community. We do not discriminate on the basis of age, race, color, sex, disability, immigration status, or national ethnic origin in admission of students; in the right to privileges, programs, and activities generally made available to students in the school; in administration of educational and employment policies; and in administration of athletic or other school administered programs.

### **Parent Involvement**

We value our partnership with the parents of our students. Active parent support for the classroom, and working cooperatively with the teacher greatly increases the quality of the classroom and learning experience. We hope that every family is involved in supporting the school through their virtual volunteer efforts.

Parental involvement, interest, and cooperation with school personnel contribute significantly to the education and instructional program of the school.

### **Parental cooperation is expected and shown in these ways:**

- Carefully read all communications from school including signing up for DOJO, emails, FACTS and the school website.
- Utilize the school website for information.
- Respond promptly when information is requested
- See that your child(ren) are on time for school, in uniform, and present each day.
- Pay all bills and fees on time
- Volunteer some of your time to the various projects and activities of the school
- Show an interest and concern for your child(ren), share in their school activities
- Be an example of good citizenship, support and follow regulations of the school
- Set an example of respect, do not use vulgar and profane language in your home or at school. Do not criticize the teacher or administration in front of your child.
- Provide a study place and regular study time for your child(ren) at home.
- Monitor schedules and assignments
- Review all school work and clean out backpacks weekly
- Set limits on television viewing, Internet, video game and phone use
- Provide nourishing meals and snacks for good mind and body development. Insist on breakfast.
- Model Catholic values for your child to follow. (For example, we attend mass services together.)

Each child's home life is also considered to be interrelated with his/her work at CTK. As a parent, you are expected to participate actively in your child's total education. It is essential that you invest your time and energy in your child's educational experience. You must monitor homework, encourage your children daily, and participate in all the parent/teacher meetings and conferences. Parents are expected to meet regularly with teachers. Parental support is essential in the success of your child.



It is a primary goal of CTK to provide an adult world for its students that allows them to partake in the exciting journey of becoming what God intends them to be. This home and school “team” approach builds a learning environment that will last a lifetime. Teachers, parents, administrators, and students all must work together so that the child’s potential might fully be reached. All issues can be resolved amicably, professionally, and with the child’s best interest in mind.

Parents are expected to uphold our Catholic values which include: respect for all staff members, resolving conflicts calmly and privately, using appropriate language and problem solving in a professional manner with the appropriate staff members. *Christ the King reserves the right to remove students from the school or refuse re-enrollment of a student based on negative parent conduct.*

### **Visitors**

All visitors, parents, and volunteers must report to the office before going to their destination. All visitors must sign in when arriving and sign out at the school office before leaving. Visitors will be given a visitor's pass. Parents must check in with the office before reporting to a classroom. Please remember to visit only with purpose. This is not an opportunity to distract from learning. Parents are asked to not roam the building or pop into classrooms without prior teacher notification.

\*\*\*Inform the teachers ahead of time if you are planning to visit the classroom for any reason.

### **Tuition Payment Plan**

For your convenience, there are different payment plans with our new FACTS Management system. You can choose from an Annual, Monthly, Bi-Monthly, & Plan. Payments will automatically draw from the Checking, Savings or Credit Card account of your choice on the date of your choice per plan for 10 months.

If tuition is still not paid in full by the end of each quarter or up to date, students will be excluded the first day of the next quarter. Exclusion notices will be sent home with the student or e-mailed to parents two weeks before exclusion. Excluded students will not be able to attend classes until tuition is paid in full including any outstanding fees (excessive absences will affect promotion at the end of the school year).

If you send your child to school on exclusion day with an unpaid balance, your child will be pulled from class. Do not send your child to school until the unpaid balance has been rectified.

Payments are to be made online. No tuition payments are accepted in the main office unless an arrangement is made with school administration.

### **Collections and Delinquent Accounts**

We strongly encourage families to discuss any financial concerns with the school tuition administrator. Tuition accounts must be current for families to register for the following year unless prior arrangements have been made with the administrator.

Delinquent accounts (including aftercare) are subject to one or more of the following:

- Assessing late fee/fee for insufficient funds (\$30 through FACTS).
- FACTS Family Portal block.
- Withholding of student Report Cards or Progress Reports.
- Withholding of students from school or class participation, sports, or school activities.
- Withholding of transcripts of year-end student records.
- Use of a collection agency if necessary.

### **Refund Policy**

The Registration Fee is non-refundable unless unusual circumstances are approved by the administrator at the time of registration.

Student withdrawal before the academic year ends does not cancel the obligation to pay the tuition commitment made at the time of registration and agreed upon by signing the tuition contract at enrollment in FACTS. Any such withdrawal would result in a refund only if payments began in July and have exceeded the suggested schedule:

- Withdrawal prior to August 15, 2024 = refund of tuition paid.
- Withdrawal in the first quarter = refund of amount paid exceeding one-third of the tuition rate.
- Withdrawal in the second quarter = refund of amount paid exceeding two-thirds of the tuition rate.
- Withdrawal in the third quarter = no refund.

### **Kindergarten Entry Expectations**

- Perspective students must be able to pass a readiness assessment at a level of proficiency.
- All students entering kindergarten must be five years old by September 1<sup>st</sup> of the enrolling year.

To enroll in kindergarten the child will be tested on the following:

1. Must be able to say their first and last name
2. Should know the numbers 1-10
3. Should know the alphabet A-Z and sounds of selected letters
4. Must be able to write first name
5. Demonstrate ability to listen and follow directions
6. Demonstrate basic number concepts

Any child not able to accomplish these tasks will be asked to attend our summer school program. Students required to attend summer school must receive a teacher's recommendation to be admitted into Christ the King School.

### **Entry for Grades 1 -8**

In order for a student to be enrolled at CTK any time after the school year has begun, the following protocol must be followed:

1. An interview must be scheduled in order to review the prospective student and parent. The interview will last approximately 30 minutes. The student's previous school records, test scores, and any available teacher comments will be reviewed. During this time the student will also be required to take the appropriate grade level entrance exam.
2. The principal will inform the parent/guardian of the decision made within 24 hours.

### **Student Illness**

When a student becomes ill or is injured at school, office staff shall immediately contact the parent or guardian.

If the parent or guardian cannot be reached, the school will call the emergency contact person named in the child's records. It is imperative that parents/guardians keep the child's contact numbers up to date. At no time will a child be sent home alone when sick. Parents are responsible to see that an adult accompanies their child. ***Students should not return to school until they are fever free, unmedicated for 24 hours or with a doctor's note.***

If the emergency contact person cannot be reached and if the situation warrants, administration shall call the police or paramedics. Written documentation of these incidents shall be kept.

### **Communicable Diseases**

In accordance with the rules and regulations for the Control of Communicable Diseases as issued by the Department of Public Health, the following procedures have been established.

1. Notify the school office immediately when your child has a communicable disease. This information must be reported to the principal. A note from your physician is mandatory in order for the student to return to school.
2. The following communicable diseases require exclusion from school for the time specified.
  - a. Chicken Pox – not less than six (6) days after eruption.

- b. German measles – First five (5) days after the appearance of rash. In the case of girls having a rash, it is urged that a physician be consulted in order that a positive diagnosis be made.
  - c. Mumps – Nine (9) days and until all swelling has disappeared.
  - d. Strep Throat – For at least 24 hours after antibiotics have been started.
  - e. Pediculosis (Head Lice) – Until proper treatment has been ordered by the physician and treatment completed.
  - f. Conjunctivitis (Pink Eye) – Until seen by a physician and cleared to return to school.
  - g. Ringworm and Pinworm – Until seen by a physician and cleared to return to school.
  - h. COVID 19-Until seen by a physician with a notice to return to school or negative COVID test.
3. All communicable diseases and any diagnosed skin rash require a written release from the physician before returning to school.
  4. If your child has a sore throat, earache, discharge from the nose, skin rash eruptions, eye infections, or elevated temperature, SHE/HE MUST STAY AT HOME.

### **Food Allergies and Emergency Care**

Parents must provide medical documentation form for all seasonal and/or food allergies.

Parents should make sure that the teacher is aware of the allergy also. The Emergency Information form should be updated annually by all families and on file in the office by August 31st. The Authorization of Emergency Care for Students with Severe Allergies should also be on file by August 31st.

### **Medication**

Parents, if your child is taking a prescribed medicine, the school office needs to be informed at the time of registration. School personnel shall *not* dispense medication to students, including aspirin. Medications can be dispersed providing the following criteria has been met:

- The student has a chronic illness that would preclude his/her attendance at school if the medication is not given and the student has a doctor's statement and the medication is on site.
- The option of taking medication before and/or after school has been ruled out.
- The student's doctor agrees and puts in writing the need for the student to receive medication during school time and all school required forms are completed by the physician, this includes the use of an inhaler for asthma purposes.
- In the instance that your child requires an inhaler, write their name directly on the inhaler. The inhaler will remain in the office.
- Per physician order, parents must provide an epipen to be kept in the school office.
- Label the medication items with your child's name by the pharmacy. A medical form must be on file in the office.

- See Appendix B

Self-Administration and Self-Carry of Asthma Medication - Students are allowed to self-administer and self-carry asthma medication upon receipt of a signed parent permission notification and a copy of the prescription. The signed permission notification and the prescription must be kept on file in the school office.

Self-Administration and Self-Carry of Epinephrine Auto-Injectors - Students are allowed to self-administer and self-carry epinephrine auto-injectors upon receipt of a signed parent permission notification and a signed physician authorization. The signed permission notification and the signed physician authorization must be kept on file in the school office. The school allows administration of undesignated epinephrine auto-injectors

Self-Administration and Self-Carry of Diabetes Medication - Students are allowed to self-administer and self-carry diabetes medication upon receipt of a signed parent permission notification and a signed physician diabetes care plan. The signed permission notification and the signed physician diabetes care plan must be kept on file in the school office.

### **Health Records and Immunization Requirements**

Every child in CTK must have an annual physical on file. Incoming families must bring health records from the previous school.

The state requires that all student records are current. “Every child prior to entering any public, private, or parochial primary, secondary, or nursery school must present or have presented proof of having immunizations”. **If a child does not comply by September 15<sup>th</sup> of the school year, then the school authority must exclude that child from school until such time as the child presents proof of having received the required immunizations and eye examination.** A physical form is required for every student every 390 days.

### **Emergency Drills and Inspection**

Emergency drills are practiced regularly for every child’s safety. Every class has an assigned evacuation path, which is reviewed at the beginning of the school year. The local fire department will visit CTK to supervise the practice of a drill. If you are in the school when the alarm sounds, follow a classroom on their path out of the building to aid in the orderly evacuation.

Minimum Drills:

- 3 Fire Evacuation Drills
- 1 Severe Weather Drill/Shelter in Place
- 3 Lockdown Drills

An emergency plan is maintained in the office for catastrophic events.

## **Drop Off/Pickup**

### **Before Care**

There is NO before care for the 24/25 School year. The school building will not open for students until 8:10am.

### **Arrival**

Students will be admitted into the school building no earlier than 8:10 am. Students can grab a breakfast and proceed to their classrooms with their teachers. All students will enter through door #1.

### **Dismissal**

CTK dismisses at 3:30 pm. All Students will be dismissed at door #1. Dismissal will be announced over the PA system. Staff will assist with dismissal and walk students to vehicles. Dismissal procedures will be reevaluated throughout the school year. Any parent picking up students after 3:30 must come in and sign students out of aftercare.

During arrival and dismissal, please follow the flow of traffic. **Your patience is required in order for us to ensure safety for everyone's children.** Should you choose to park your vehicle and please park in the lot next to the Church rectory. **Do not park in the lot directly next to the school building.** Students not picked up by 3:30 will be in aftercare.

### **Authorized Child Pickup**

Children will be released only to those individuals authorized by the parent. Anyone not on the authorized list must show I.D. Any changes in who will be picking up a child should be promptly reported to the school office and the child's teacher. Concerns regarding a specific person who is not authorized to pick up a child should also be clearly stated in writing to the teacher and the principal. Please inform the office with a written note if pick-up will change on any given day. Telling your child to tell the teacher doesn't ensure that the proper message is delivered.

### **Early Dismissal**

Students who are being dismissed at a time other than the regular school dismissal time of 3:30 p.m. must have a written request from the parent/guardian. No student will be permitted to leave school alone without a written note from a parent. All early dismissals are strongly discouraged, and there will be **no early dismissals after 2:30 pm**. Should a child need to be picked up early for a doctor's appointment or emergency, call the school first and the parent must wait outside.

## **Breakfast**

Breakfast is provided from 8:10-8:30 am daily.

## **Lunch and Snacks**

A productive day at school depends on many factors, including nutrition. Please make sure your child has breakfast before coming to school. Students who do not eat breakfast struggle in the morning simply because they are hungry. Snacks and lunch procedures will be addressed by each teacher, depending on the age of the students and any unique allergy situations. However, certain general rules apply:

- Candy, cookies, soda pops, and hot chips should be minimized in lunches and are inappropriate for morning snacks.
- Birthday treats are at the discretion of the classroom teacher. Contact the teacher directly.
- **Parents may not drop-off or have lunches delivered.** Besides the health factors (of fast food), this is very disruptive to the classroom. Students should bring their lunch to school in the morning.
- Parents may be required to adjust their child's lunch/snack for safety reasons regarding students with extreme allergies. For this reason, students are also discouraged from sharing lunch items.
- Foods containing nuts are discouraged.

## **Birthday Celebrations**

If you wish to celebrate your student's birthday by bringing in snacks, cupcakes or even food, you are more than welcome to do so. Please note that you must communicate with the homeroom teacher at least 24 hours in advance. Due to security reasons, parents are not allowed to enter the classroom but are welcome to drop off any items to the front office. All items must be store bought and pre-packaged. No at-home baked goods.

## **Gum and Snack Items**

Students are not allowed to chew gum at any time during the school day. Sunflower or pumpkin seeds are prohibited as well. This includes recess and before or after school. Students having these items will receive one warning and food items will be taken from them. Students are not permitted to sell candy or other snack items in the school building without the consent of the principal.

Many of our students are allergic to peanuts and nut products. Please do not send your child to school with these items for snacks or meals.

Students are not permitted to sell candy or other snack items in the school building without the consent of Administration.

### **Crisis Plan**

In the event of an emergency closing or crisis, we have a crisis plan. Each teacher is familiar with the plan and knows how to follow it. In the event of a crisis parents will be notified. For this reason, we must have current phone numbers for both parents and other individuals to contact in case of emergencies. Please help keep us up-to-date on this matter by contacting the school office with your most current home and work numbers.

### **School Closing**

When conditions require the entire school to be closed, each family will be notified by a school-wide email, DOJO post, and through the FACTS system. Broadcast notification will also be posted if appropriate.

## **CHRIST THE KING ACADEMICS AND PROGRAMMING**

### **Assemblies and Programs at CTK**

CTK holds student assemblies to encourage development of performance skills, as well as to share examples of classroom learning.

### **Academic Programs**

Curriculum and Instruction:

- Literacy
  - Reading/ decoding and comprehension
  - Writing
  - Spelling and vocabulary development
  - Speaking
  - Thinking skills
  
- Mathematics
  - Daily mathematics instruction in concepts, applications and computation skills.
  - Pre-algebra for seventh grade students
  - Algebra is offered to eighth grade students who demonstrate readiness
  
- Science
  - Instruction using the scientific method of inquiry
  - Focus on higher-order thinking skills
  - School wide science fair
  
- Social Studies
  - Detroit History



- Influential Cultures
- Government: Emphasis on the U.S. Constitution
- U.S. History
- World History
- Ancient History
- The Black Experience
- School-wide History Fair
  
- Religious Studies
  - Students in KG through eighth grade will receive theology instruction weekly. The goal is to create students who are well versed in Old and New Testament, world religions, and how the Bible relates to their lives.
  
- Technology Education
  - Classroom and lab experience
  - Keyboarding skills
  - Applicable internet instruction
  - Google Programs
  - Chromebook usage
  
- Library, Art, Music, and Physical Education Program
  - Art and music program incorporated for all class levels
  - Students develop strong bodies through a structured physical education program
  - Weekly school library visits for book checkout and story time
  
- Social Emotional Learning & Restorative Practices
  - Students learn social skills training and character development through teacher directed lessons

Our school curriculum is aligned with the Common Core standards.

### **Extracurricular**

Behavioral referrals may affect participation in extracurricular activities. Parents are expected to cooperate with the staff by assisting with transportation as needed, completing all necessary forms for participation and paying all participatory fees on time. Parents are also expected to maintain a collegial and Christian attitude when attending all events.

### **Weekly Mass Service**

Once a week, an all school mass centers the spiritual life of CTK. Fr. McKenzie leads this weekly worship service. Theology insight, faith building, self-esteem and our call to ethical living is

addressed. Mass brings the whole school together – students, teachers and staff in the experience of oneness that God calls us to live. Children feel the energy of this experience and find it to be one of the most enjoyable aspects of CTK. They learn to perceive and appreciate how their experiences have meaning in the wider context of life.

### **Counseling**

Our school counselor works with students referred by staff or parents to help students improve in a variety of areas. Here are some examples where help might be given: improving social skills, academic goal setting, anger management and managing reactions. The counselor might work with students in small groups or independently. Our counselor can also help students experiencing stress due to a sudden and unexpected situation at home such as the loss of a loved one. Parents must give a written consent for their child to see the counselor. In extreme cases, students will be referred for outside counseling. In these cases, written proof of counseling will be required from the parent.

### **Field Trips**

Teachers may take students on educational field trips during the school year. These field trips are educational privileges and students can be denied participation if they fail to meet behavioral expectations. All accounts including tuition and fees must be current for students to participate in any overnight trip. Written permission on the school-issued permission slip is required for a child to participate. Verbal permission will not be accepted. There may also be whole school field trips sponsored by various groups. Teachers decide on the number of parent chaperones needed for each trip.

All selected chaperones are expected to abide by the following guidelines:

- Parents/Guardians accompanying a class field trip are needed to perform a supervisory role. They must be at least 21 years of age. This supervision includes the bus and all possible moments while students are on the field trip. Our chaperones must be role models for our children. No profanity will be tolerated at any time. Keep in mind we are a Catholic school.
- Lead teacher(s) will provide an agenda with a schedule of events. Chaperones are required to follow the teacher's scheduled agenda.
- Chaperones should be aware of all children in their group. Cell phones should be used only in the case of an emergency. An adult who is talking on the phone cannot adequately supervise children.
- All children and parent/guardian volunteers must remain with the group at all times.
- Purchasing items while on the field trip should be done only after consulting with the lead teacher(s). This is to minimize confusion and conflict with other chaperones and student groups.

- Please leave personal belongings (e.g. headphones, tablets, etc.) at home so you will have no distractions as you supervise the students.
- Supervision is a full-time job. Chaperones should not fall asleep while on the bus or during any activity with the students.

Chaperones will be asked to sign a copy of these guidelines.

## **ACADEMICS**

### **Homework Policy**

Teachers give homework to help reinforce concepts presented during the school day. This work provides the parents/guardians an opportunity to follow the child's progress in school. Written work is not the only type of homework. Study assignments, unfinished classroom projects and book reports may also be given. Emphasis should be placed on completeness, accuracy, and neatness of all assigned work.

In general, whenever homework is given, it will supplement, complement and reinforce classroom teaching and learning. All homework must be turned in the next day unless otherwise stated by the classroom teacher. At least 15-30 minutes of independent reading should occur each weeknight, beyond the other required homework.

Our online grading portal, FACTS, allows parents to access their child's grades in all subject areas. Teachers typically post grades every two weeks however, the portal grade may not reflect the child's actual current grade.

Viewing grades on the portal should not be seen as a replacement for attending parent-teacher conferences.

### **Promotion/Retention**

While the decision to promote or retain a student generally shall be a cooperative effort made by parents/guardians, teachers, and administrators, the principal has the ultimate authority to recommend promotion or retention. Ordinarily, parents/guardians shall be notified of the possibility of retention at the third and fourth quarter progress report meeting.

### **Report Cards**

Report cards are issued following the completion of the grading period. Report cards will be sent home with your child on scheduled dates. Please review your child's progress and contact the student's teacher if you have questions regarding grades. All progress notices and report cards will be available through our online grading system. Should you need a paper copy of the report card, please contact the teacher for a print out.

## **Assessments**

Students of Christ the King School take the STAR test annually. These test scores, in conjunction with a variety of assessment techniques, are used to evaluate the progress of the students. Individual student results are distributed to the parent/guardian at the close of the school year. If desired, parents may arrange a conference with the teacher to review the results.

## **CTK STUDENT LIFE**

### **Hours of Operation**

**Monday-Friday the office is open 7:30 am-4:00 pm.** Please call the office at [\(313\) 532-1213](tel:3135321213) to ask questions or set appointments. DOJO or email are the best way to contact Christ the King staff and teachers. In order to maintain a safe environment, students are not allowed to enter or remain in the building without supervision. The building opens for students at 8:10am. Breakfast will be provided once students enter the building.

### **Attendance**

#### **Sick & Absenteeism Policy**

Our school provides a vital opportunity for learning and growth each day. In order for you and your child to benefit from the services and programs at Christ the King, consistent daily attendance is important. Please notify us as soon as possible in the event of an absence. At 9:30 am each morning, staff will begin calling families of absent children if notification of absence has not been provided. If your child is absent due to illness for 3 or more consecutive days, a doctor's note is required upon return. 3 tardies are equal to 1 absence.

#### **Vacation/ Extended Absences**

Family vacations should be scheduled at school vacation times. If you schedule a vacation during the school year, your child may receive work to complete while away. However, the work will not count towards the grade, and he/she will not be allowed to take make-up tests or quizzes missed while on vacation. The absence(s) will affect their grade.

If it is necessary for any reason for a child to miss school for a length of time due to illness or death in the family, then arrangements should be made with the teacher for the completion of assignments during the absence. An email must be sent to the office and the teacher in advance of the absence.

#### **Excused Absences**

When your student must stay home from school, follow the procedure to notify the school and provide a valid explanation so your student is not considered truant.

Christ the King recognizes four reasons for an absence to be considered excused:

- Illness, including the mental or behavioral health of the student
- Observance of a religious holiday
- Death in the immediate family
- Other situations beyond the control of the student, family emergency, or other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

If your child must stay home, call the school to inform them your child will be absent. Home to school communication that qualifies for excused absence status must:

- Meet one of the valid causes for absence indicated above AND
- Be memorialized through a paper, signed and dated note when your child returns to school from an absence OR
- Be logged by the school in response to a direct phone call, voicemail, or electronic message to the school

Your written note and call should include the following information:

- Student's name
- Room
- Date(s) of absence
- Reason for absence (must be one of the four valid reasons), with explanation: a family emergency, concern for child's safety, or situation beyond the student's control.
- Parent/guardian signature, date, and phone number

### **Unexcused Absences/Tardies**

When a student misses school and the student's family/guardian has not communicated a valid reason for the absence to the school, the student is considered truant.

At Christ the King, we view truancy as a symptom of social and emotional issues that we can help families address. Absenteeism can occur for many reasons, and some reasons are outside of the student's control. Our Fr., Principal, and other administrators or staff will work with families and possibly external partners to provide support and resources that can remove obstacles to school attendance.

Truancy can have serious immediate and long-term negative consequences for students. Statistics show that students who are chronically truant are at risk for not completing high school, drug use, and criminal behavior. Students who are extremely truant are at risk of retention and will be asked to attend Summer School to make up those days.

School will diagnose the causes of the unexcused absences by:

- At minimum, conducting interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem.
- Conducting interviews that provide methods and strategies that are deemed as appropriate.

### Interventions and Supportive Services for Truant Students

- Parent/Administration Conferences
- Student and/or Family Counseling
- Providing Community Outreach Connections
- Weekly, Bi-weekly or Monthly Check-Ins

### Chronic Absenteeism Policy in Support of School Code

- Collect and review data from FACTS
- Determine what systems of support and resources are needed to engage chronically absent families
- Encourage the habit of daily attendance and promote success
- Keep proper records of absence data that helps identify students who most need support

### **Bringing Money to School**

Students should not carry large sums of money to school. Money for such things as tuition, books, uniforms, fees, etc., should be turned into the front office immediately upon arrival. If money must be brought to school, the student is responsible for keeping it secured. The school is not responsible for lost or stolen money.

Money should be placed in an envelope with the date, student name, grade, and purpose for the money written on the outside of the envelope. The envelope should be sealed.

### **Uniform/Dress Code**

There is a uniform dress code for all students at CTK. Our school uniform symbolizes discipline and an emphasis on academics. The clothing is sturdy and in the long run will prove to be more economical than other alternatives. All uniforms must be purchased at Schoolbelles Uniforms – 42073 Ford Road, Canton, Michigan 48187. Please mark each clothing item and book bag with the child's name.

Uniform requirements are outlined below:

All students:

- No sandals, crocs, boots or clogs.
- CK navy or gold polo shirt, long or short sleeve
- Navy sweater or cardigan, or CK sweatshirt
- Socks in white or navy (knee high length for girls)
- White or navy tights for girls when desired
- Students are required to wear a black or brown belt, if pants have belt loops
- Navy blue pants must be worn at the waist – no saggy pants.
- If undershirts are worn they must be white and plain (no writing or insignias).
- Shorts are not allowed.
- Clothes should not have holes and shoulders must be covered.

Girls:

- Grades K-4 CK plaid only-Uniform jumper, pleated, knee-length
- Grades 5-8 CK plaid only-Uniform skirt, pleated, knee-length
- Grades K-8 CK plaid pants or navy-blue uniform pants

Boys:

- Grades K-8 Navy blue uniform pants

Parents:

- It is the parent's responsibility to make sure that the student is in complete uniform each day.
- Boots should be worn to school when needed, BUT may not be worn inside school throughout the day.

### **Gym Uniforms**

Official Gym uniform, shorts and t-shirts must be purchased through the school. Optional sweatpants may be purchased. Gym uniforms are not to be worn under the school uniform.

### **Uniform Store**

Schoolbelles is the official uniform store for the 2024-2025 school year. We encourage that all pants, polo shirts, blouses, socks, ties, blazers, and gym uniforms be purchased from them. The school will have a limited quantity on hand to purchase in the office. Online or in person remains the best option.

### **Permissible Out of Uniform Days**

On occasion, we may allow students to be out of uniform. Being out of uniform is a privilege that can be taken away based on poor conduct or numerous uniform violations. A notice will be sent from the office regarding out of uniform days. Students will wear appropriate, clean clothing. Hats, scarves, bandanas, and ripped clothing may not be worn. T-shirts must not be offensive in any way.

### **Uniform Violations**

Children attend school in full uniform. It is expected that the parent takes responsibility for compliance with the uniform code.

The uniform is an important part of our sense of order, appearing dignified, and showing pride about oneself and the group. Being in uniform is a part of the decision to attend CTK. The uniform must be ordered in time so that the child is in uniform by the required date. If there is a legitimate reason for a child not being in uniform on a particular day, a note should be sent to the principal. When a student comes to school without a complete uniform the following will occur.

If your child arrives at school out of uniform, they will be asked to call home and a parent/guardian must bring them the correct clothing.

### **Labeled Clothing**

We encourage each family to use a permanent marker to identify clothing used at school. We stress labeling all personal items. *CTK is not responsible for lost clothing items, book bags, shoes, etc.*

### **Electronic Devices**

#### **Phones/Toys/Personal Belongings**

Students should not bring electronic devices such as cell phones, Smartwatches, iPads, iPods, non-CTK chromebooks or games to school. Electronic games are not allowed at school. Cell phones cannot be used on the premises. Cell phones and Smartwatches must be turned in to the teacher upon student's arrival to school. The cell phone will be labeled and secured for each student. The student can retrieve their phone upon dismissal. If a student is caught with a phone or smartwatch in their possession the following consequences will apply:

- 1st offense - Warning. Communication to parent
- 2nd offense - retrieve phone, must be picked up by parent - *(after-school detention)*
- 3rd offense - retrieve phone, \$25 fine to receive phone by parent - *(after-school detention)*
- 4th offense - 2-week hold on phone \$25 fine to receive phone by parent
- 5th offense - In School Suspension \$40 fine to receive phone by parent - Administrative meeting requested.

#### **Only school-issued laptops, Chromebooks, tablets, etc. are allowed.**

The school is not responsible for the loss, theft, or damage to personal items. After 45 days, unclaimed items (including electronic items) will be disposed of.

Students who have damaged or failed to return school materials, electronic devices, books, or sports uniforms/items will be charged for their replacement. All outstanding fines for replacement or damage to school materials and overdue library books must be paid before the final report card is issued.

### **Lockers**

Lockers are school property. School officials may search the lockers and contents at any time. Students are not allowed to use tape, glue, or stickers to hang items inside or outside of the



lockers. They may display pictures with magnets only. Students may not decorate lockers for birthdays or other celebrations. Any locks can and will be removed at any time if needed.

### **Lost and Found**

Students should check the “Lost & Found” as soon as an item is missing. All unclaimed items are taken to the Salvation Army at the end of each quarter.

### **Photographs**

Because we are a private school boasting a very reasonable tuition, we are dependent on fundraising activities to meet expenses. Photographs of our school and students are important to the success of our public relations/fundraising program. If you would like to opt out of school photographs, please ask the main office for an opt out form.

### **Recess**

All students go outside for recess except in extreme weather conditions (35 degrees or below). Children should dress appropriately for the weather for this activity. During recess, no tackling or contact sports are permitted, in the interest of safety for all. Certain areas are designated for particular games. If your child has a health condition that prevents him/her from participating in outdoor recess, then a note from the physician will be required for the medical file. Recess times will be assigned and a limited number of students will be allowed on the playground at one time.

### **Search and Seizure**

CTK reserves the right to inspect all property.

### **Telephones**

Students may use the classroom phone for emergencies only and with the teacher’s permission. They will not be permitted to call home for forgotten items. Likewise, parent calls for students should be reserved for emergency purposes also. Students cannot use cell phones while in the building to call or text parents for any reason. Teachers do not take calls while instructing and will return calls or emails within 24 hours.

## Technology

### ACCEPTABLE USE POLICY FOR TECHNOLOGY

#### Christ the King School

Christ the King School provides access to Chromebooks and the Internet to students to enrich the learning environment. The ability to communicate electronically with others and to access information is of great value in instruction.

Technology resources are provided to students with the sole purpose of improving the instructional climate and to provide new and innovative educational opportunities. As required in many states, CTK has content filtering and device management controls that monitor web traffic, log flagged activity, and block multiple categories of objectionable web content, including violence, nudity, mature sexual content, criminal and illegal activities, gambling, hate and racism.

The purpose of this Acceptable Use Policy is to establish guidelines that provide safe and responsible access to resources by all students. These devices are a great benefit to our school's modern practices, but they are still school property solely for the use of educational activities. They are a privilege, not a right. Like any privilege, they must be earned and maintained.

#### **Acceptable Uses of Technology**

- Creating reports, presentations, videos, and other visual displays.
- Using educational software and apps to improve academic skills.
- Using the internet to research topics and school assignments.
- Viewing educational videos and simulations that are approved by the teacher.
- Communicating with others to share information or to acquire expert information.
- Other technology activities that help the student learn, gain and share information that is educational in nature.

#### **Uses of Technology That Are Unacceptable and Strictly Forbidden**

- Deliberate damage to computer equipment, iPads, printers, network, etc.
- Using technology for activities that are not educational, or without the consent of the teacher.
- Accessing, attempting to access, uploading, downloading or sharing inappropriate material (violence, mature sexual content, criminal and illegal activities, gambling, hate, racism, etc.)
- Using objectionable, impolite, abusive or profane language.
- Accessing or attempting to access another person's files without the permission of that person.
- Violation of copyright laws (illegal use/sharing of software or other files).
- Plagiarism, which is defined as the using of ideas or writings of others and presenting them as if they were original.

- Engaging in fraud through falsifying one's identity
- Disabling or attempting to disable protective programs on the school network such as virus protection, content blocking, device monitoring, etc.
- Cyberbullying, which is defined as the use of technology to tease, taunt, hurt, threaten, or be cruel to another individual.
- Sharing one's password with others or using another person's password.
- Intentional sharing or posting of files which are dangerous to the integrity of the network, i.e. viruses, malware, etc.
- Accessing or attempting to access administrative areas of the school network, individual computers or iPads, or areas not specifically for student use. This includes the computer control panel, iPad settings, displays, desktop and iPad backgrounds.
- Use of non-school related social networking sites (Facebook, Twitter, Instagram, TikTok, etc.), instant messaging (Google Meet, Discord, Twitch, etc.) and other similar apps.
- Using the network for non-school activities.
- Food and drinks are prohibited in areas near computers.
- Use of digital cameras or iPad cameras for non-educational purposes or without the permission of the teacher.
- Downloading apps or streaming video on iPads without direction by teacher.

#### **Student Responsibilities of Technology**

1. I will learn and remember my school logins for our vital websites (Google, Portal, Seesaw, etc.)
2. I will be responsible for the care and protection of my Chromebook.
3. I will report any damage, malfunction, or misuse immediately to school staff.
4. I will not attempt to repair my Chromebook or gain access to the internal electronics.
5. I am obligated to immediately report any unacceptable use by my peers to school staff.

#### **Parent Responsibilities of Technology**

1. I will continuously monitor my child's use of the internet outside of school hours.
2. I will support my child in maintaining the care and protection of the Chromebook.

In addition to our efforts at school to monitor all student activity while on technology devices, it is imperative that the same effort be put forth at home. This is a student and parent contract.

#### **Consequences for Inappropriate Use of Technology**

Unacceptable uses of Christ the King's technology resources will result in the suspension or cancellation of computer privileges, disciplinary measures in line with the Middle School Consequence Continuum. They include:

- First technology policy violation: Call home and detention

- Second technology policy violation: Device taken away for 30 days. Paper assignments will be substituted by their teachers. No devices from home will be accepted as replacements.
- Third technology policy violation: Device taken away for the remainder of the year. Paper assignments will be substituted by their teachers. No devices from home will be accepted as replacements.

Also, any **charges** for repair or replacement of damaged devices will be assigned by the main office. Those amounts are as follows:

- Replacement Chromebook \$300
- Replacement charger/power cord \$25

Incentives for positive behavior, appropriate use, and good digital citizenship with technology are rewarded and included in our classrooms' daily Class Dojo points and monthly school-wide celebrations.

## **PARENT AND SCHOOL COMMUNICATIONS**

### **Communications in General**

- School cancellations will be announced on local radio stations, the school website, DOJO, and through FACTS.
- Communicating with any member of our staff is encouraged and welcomed.
- Check-in at the office when you enter the school building to receive a Visitor's Pass. Schedule appointments.
- Leave messages by calling the main office for teachers and include times you will be available so that they may return your call. Another option is to write a note, DOJO message, or send an email to the teacher with your phone number and a time you wish the teacher to call. Best communication is through email or DOJO.
- Teachers who wish to conference with you will follow the same procedures.
- Bring problems that your child is having with other students directly to the teacher. Do not address the problem with the other student or their parents. This often leads to further problems.
- **While teachers are in the classroom teaching, please understand that they cannot receive your call, return your call, or conference with you in person.**

### **Calendars**

A complete school calendar with school events is distributed at the beginning of the school year. Some changes may occur due to snow or other unforeseen events. Parents will receive updates to calendar changes by note, DOJO, Parent Portal, or by use of FACTS. Parents are required to register for access to all forms of contact.

Closing due to bad weather is rare. In the event that a weather condition occurs that will make attendance difficult or impossible, parents/guardians should expect to hear an announcement on Class DOJO and email.

### **Change of Address/Phone/Work/Emergency Information**

Please inform the school of names, address or phone changes as soon as possible, including day care providers and emergency contacts.

Each family must have a current emergency information form on file in the school's office. This form lists the parents' address and phone numbers at work and at home. Two other persons who have agreed to assume responsibility when parents or guardians are not available will also be listed on the form. Please call the office if the names or phone numbers change during the year.

### **Grievances**

The normal channel of communication between a parent and the school should first be through the child's teacher. If mutual satisfaction cannot be attained, the next recourse shall be through the school principal. Finally, if the matter is still unresolved, the parent has the right to request a meeting with the Superintendent.

We hold both faculty/staff and parents to the same level of professionalism. We ask parents to handle all issues with staff in a professional and Christian manner.

### **Parent Rights Concerning Education Records**

Parents or guardians may inspect and review their child (ren)'s education records. Parents or guardians may seek to have corrected parts of their child (ren)'s education records that they believe to be inaccurate, misleading, or in violation of the student's rights.

CTK may not disclose anything from a student's educational record to anyone other than the enrolling parent except by prior written consent of the parent or by court order.

### **Tax Break**

Consult your tax advisor about whether or not you may qualify for a tax break because your child(ren) attends a private school.

### **Transfers from CTK**

Parents/Guardians transferring children out of CTK must complete the transfer form, which is available in the school office. This form gives us permission to transfer school records to the receiving school.

The following information is needed when requesting a transfer:

- Name of receiving school
- Complete address of the receiving school
- Contact person at the receiving school
- New address of the student
- Reason for transfer

It is the obligation of the parent/guardian to secure this information. Records will not be forwarded unless all of the above information is supplied. At the time of transfer, any outstanding fees must be paid and school materials/books returned before any records are released. Records are kept for a five year period.

### **Transfers to CTK**

Records are kept in the school office for each student. Transfer records for new students must be in our office within two weeks of enrollment. Records must include behavioral incidents from the child's previous school. Students will be excluded by September 15<sup>th</sup> if records have not been received.

## **DISCIPLINE**

### **Discipline Philosophy**

Christ the King's guiding philosophy is to educate the *whole child*. The school's educational program includes features that address each child's spiritual and social needs in addition to educational and character needs. We also want students to learn to be problem solvers. Our school disciplinary system is designed to consequence inappropriate behavior but also to reward positive behavior.

Children are best served when there are consequences for inappropriate behavior. Children learn through experiences, so when a child behaves inappropriately, facing a consequence is important to the child's character development as a member of the school community and society at large.

Possible consequences for unacceptable behavior include warnings, discussions of the problem with the child and/or the parent or guardian, and other actions, some of which are listed. Whatever actions are taken, the ultimate purpose is to impress upon the child the need to be responsible for his or her choices and actions, as well as to contribute to the educational and social needs of the school community.

While some behaviors and possible courses of action are listed below, the teachers and staff at their discretion will use other reasonable consequences for behaviors deemed unacceptable or inappropriate.

In order for the child to view the school and parents/guardians as united, it is essential for parents/guardians to support the measures taken by the school and to not discuss objections with the child. If there are objections or questions, please bring them to the attention of the teacher or staff member involved in the action, for discussion. If there is an additional need for further discussion, the principal should then be contacted.

### **Christ the King School Expectations**

See Matrix in Appendix A

### **Non-Violent Conflict Resolution**

Violence in word or action is not tolerated at Christ the King School. CTK staff members are committed to modeling and encouraging the use of non-violent strategies to settle controversies. They in turn teach the children to work out difficulties using non-violent strategies. It is critical that families also eliminate violence from the immediate world of their children as much as possible. The common parental directive "If they hit you, hit back," must be replaced by non-violent messages. Parents should constantly strive to model self-control and respect for others. Children learn what they see.

### **Problem Solving Strategy**

Circles and problem solving strategies will be implemented by our school staff to help students resolve conflicts.

### **Drugs, Alcohol and Weapon Policy**

Reporting to Law Enforcement Agencies

When any of the incidents listed below occur in the school, the principal, or his/her designee, immediately notifies the Detroit Police Department; and the principal, or his/her designee, within three days of each incident notifies the Michigan Department of Police.

- drug violations
- firearms incidents
- written complaints from school personnel concerning battery committed against school personnel

Bomb Threats or Similar Threat if a student in grade six (6) or above makes a bomb threat, firearm, or similar threat, directed at an individual, the school building, other school property, or a school-related event, then the school administration shall suspend or expel the pupil from the school.

In the event that a student is suspected of being under the influence of alcohol or drugs during school or school related activities or concealing a weapon, the supervising adult will immediately report their findings to the principal. Parents will be notified and the student will be suspended from school. Return to school will be based on a written statement from a

physician that the student is under treatment and is drug/alcohol free. If a student has drugs, alcohol or a weapon in their possession, law enforcement will be called immediately.

Ongoing weekly reports must be given to the principal by the outside agency regarding the student's progress in treatment. Students who are found to be under the influence of drugs or alcohol during school or school-related activities a second time will be expelled from CTK.

If a member of CTK staff becomes aware of or suspects the use of alcohol or other drugs by one of its students outside of school, the staff member will notify the principal. Parents will be contacted and the family will be referred to a drug treatment center for intervention and treatment.

### **Anti - Bullying Policy**

Bullying is an unwanted, aggressive behavior that involves a real or perceived threat. The behavior is repeated, or has the potential to be repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can be direct or indirect. It also includes comments, or photos posted on social media sites or communicated via email or texts which is considered cyberbullying and carries the same consequences. Remember that the actions must be repeated to be considered bullying.

Christ the King is a Catholic educational environment. Our purpose is to help children grow academically, spiritually, socially, emotionally and physically. Children must feel safe before they can learn. If a student feels he/she is being bullied then they must follow these steps:

1. Report the incidents immediately to the nearest adult. The adult will investigate and discuss the matter with an administrator.
2. The student must then continue to report all following incidents to the nearest adult who must inform school administrators.
3. The bullied student will meet with the principal within three days of the initial report for the plan of action to be implemented.
4. The principal will proceed with the steps below.

### **Procedures and Consequences**

Once a complaint of bullying has been made, the principal shall meet with the student(s) who is bullied and student(s) who bullies separately, starting with the student(s) who is bullied, and investigate the reported allegations. If the allegations are confirmed, the principal shall do the following:

1. Inform the student who bullies of the results of the investigation
2. Review the definition of bullying and the school policy on bullying



3. Give the consequences for the behavior relative to the number of offenses and the severity of the behavior
4. Notify the parents of the student(s) who bullies, including the actions of the student and the consequences. Notify the parent of the student who was bullied of the outcome of the investigation.

A student who bullies shall be subject to the following disciplinary procedures:

**First Offense:** Documented warning, parent notification and three after school detentions assigned. The student must complete research on the effects of bullying.

**Second Offense:** Parent conference, loss of school privileges, exclusion from school-sponsored activities, Saturday detention, and counseling within the school

**Third Offense:** Three-day suspension and mandatory counseling from an outside agency. Student will also be excluded from participating in extracurricular activities for a probationary period of two months.

**Fourth Offense:** Expulsion

Depending on the severity of the incident, cases of bullying may immediately warrant the disciplinary actions of a third or fourth offense and may result in referral to law enforcement officials.

### **Cyberbullying, Cyber Ethics and Online Safety**

Cyberbullying occurs when minors target each other using the Internet, interactive and digital technologies or communication devices to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner.

Students will refrain from using personal communication devices or school property to cyberbully one another. Cyberbullying may include, but is not limited to:

- Spreading information or pictures to embarrass someone.
- Heated, unequal argument online or electronically that includes making rude, insulting, hurtful, vulgar or profane remarks.
- Isolating someone from their peer group by blocking their texts, email or other messages.
- Electronic communication without warning, provocation or explanation.
- Using someone else's screen name or user I.D. and pretending to be that person.
- Forwarding information or pictures meant to be private
  - File a report with principal and parents notified
  - Meeting with the principal and parent
  - Bullying policy will be applied
  - Loss of technology

### Positive Behavior Intervention and Supports (PBIS)

Christ the King students must demonstrate positive attitude and behavior to participate in the PBIS rewards Program. Some examples of rewards include: out of uniform days, movie afternoons, ice cream social, dances, free gym periods, etc.

#### Positives

1. Verbal recognition
2. DOJO Points
3. Shout Out
4. Parent Contact

#### Formal Discipline Procedures

First, a teacher has completed all of the steps listed below, and then writes a referral:

1. Verbal reminder
2. 5-minute conference with teacher
3. Change of Student's seat
4. Loss of privilege
5. 20 minute reset

#### LEVELS of Behavior Infractions

<b>Level 1 Reflection</b>	<b>Level 2 Afterschool Detention</b>	<b>Level 3 Suspension (ISS) (OSS)</b>
<ul style="list-style-type: none"><li>● Classroom Disruption</li><li>● Hallway Disruption</li><li>● Inappropriate Items at School</li><li>● Inappropriate Language</li><li>● Inappropriate Playful Behavior</li><li>● Eating or Drinking without Permission</li><li>● Uncooperative Behavior</li><li>● Gum</li></ul>	<ul style="list-style-type: none"><li>● Consistent classroom disruption</li><li>● Teasing</li><li>● Rude/Disrespectful Language</li><li>● Cheating/Plagiarizing</li><li>● Aggressive Play fighting</li><li>● phone</li></ul>	<ul style="list-style-type: none"><li>● Level 2 Chronic infractions</li><li>● Stealing</li><li>● Bullying/Sexual Harassment</li><li>● Possession of weapons or illegal substances</li><li>● Fighting</li><li>● Pulling a false fire alarm</li><li>● Assault on School Personnel</li><li>● Vandalism of School Property</li></ul>

#### Severe Misbehavior

Severe Misbehavior results in a level 3 infraction and should warrant an immediate referral to administration. Suspension in or out of school will be decided by the level of severity.

\*Following all suspensions, parents must meet with the principal and the child's support team for an intake meeting to prepare for reintegration into the classroom. Designated form will be

filled out. Following any fights, mediation between students must occur and a plan will need to be created to create a peaceful resolution.

### **Expulsion**

The student will risk suspension and/or expulsion from CTK, as determined by administration for the following incidents:

- Possession, use or distribution of cigarettes, any alcoholic beverage, any drug or controlled substance
- Fighting and/or possession or use of any instrument that may be considered a weapon
- Vandalism, theft or damage to school property or property of others
- Involvement in gang activity and / or the display or use of gang symbols or paraphernalia
- Continual behavior that undermines classroom discipline and impedes the academic program of the class
- Threatening a staff member verbally or physically
- Truancy (absence from school without acceptable excuse)
- Any action that endangers the safety of other people
- Any behavior or activity that is not in keeping with the values, morals and teachings of our Christian environment; including actions that interfere with the learning of others.

### **Excessive Absences**

It is imperative for students to learn the value and importance of being present in school each day. Daily attendance is required, a student is expected to be present each day. Excessive absences will affect your child's promotion and continued enrollment at Christ the King. If you arrive after 10am or leave before 1:00pm, this is considered a half day and will be marked against your child's attendance. All absences due to sickness or illness, or family crises are excused contingent upon a doctor's note when the child returns.

When absent from school, all students must return to school with a note explaining the absence.

Absences for extended periods of time will require a note from a physician to return to school. Students missing 20 days of the school year will be mandated to attend summer school for promotion. Students missing 30 days of the school year will be retained.

### **Tardiness**

It is important that students see other family members model the value of being on time. CTK families are responsible to see that children arrive on time for school. It is important to develop a routine that gives sufficient time so that children will be at school by 8:10am. Tardies are not excused without a doctor's note that should be provided upon their return. Students are

officially late at 8:30am. Excessive tardiness disrupts the class and impedes your child's progress.

### **Amending Handbooks**

*\*\*\* Statements in this handbook are subject to amendment with or without prior notice. The school principal will attempt to keep the school families informed of all changes as soon as practical.*

*\*\*\*Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of the evangelization and exists to provide an excellent academic education and formation founded upon the morals, teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or conduct of a family) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community.*

## Appendix A: Matrix

### Behavioral Expectations

	Arrival/Dismissal	Mass/Assemblies	Hallway/Stairs	Lunchroom
Safety	Exit building w/teacher.	Sit appropriately 1 person per seat.  Enter and exit in an orderly fashion.	Maintain personal space.  Hold railings appropriately while walking on stairs.  Walk up/down the stairs one step at a time.  Line Basics.	Line Basics.  Use indoor voices.  Remain seated.
Take Responsibility	Always line up in order.  Come prepared for class.  Pick up any trash you see.  Arrive in complete uniform.	Eyes on the speaker and listening attentively.  Participate in worship/Religious studies.  Be a positive leader.	Pick up any trash you see.  Line Basics.  Middle School lines up to enter the room.  Walk directly to where you are supposed to go.	Work collectively to clean your area quickly and quietly.  Obey clean-up schedule.

Attitude of a Catholic	<p>Participate in prayer &amp; Pledge</p> <p>Polite greetings to all you meet.</p>	<p>Show reverence in words and actions.</p> <p>Participate appropriately.</p> <p>Include everyone in all Mass activities.</p> <p>Be cordial and polite.</p>	<p>Move silently to avoid disturbing others.</p>	<p>Appropriate language and tone.</p> <p>Offer to help others.</p>
	Arrival/Dismissal	Chapel/Assemblies	Hallway/Stairs	Lunchroom
Respect	<p>Keep hands/feet to yourself.</p> <p>Use respectful language &amp; inside voices.</p>	<p>Remain in the Church during Mass.</p> <p>Demonstrate audience behavior.</p>	<p>Maintain personal space.</p> <p>Act politely to those you pass.</p>	<p>Line up quietly.</p> <p>Follow directions and listen to adults.</p> <p>Use polite table manners.</p>

	Recess	Washrooms	Classroom	Field Trips
Safety	<p>Use of equipment properly and in proper locations.</p> <p>Use game rules and positive play.</p>	<p>Keep water in sink.</p> <p>Wash hands with soap and water.</p> <p>Dry hands with one paper towel.</p>	<p>Sit with feet on the floor and aisles clear.</p> <p>Stay clear of the door.</p> <p>Only leave with permission and a pass.</p>	<p>Stay with your group and your group leader.</p> <p>Follow directions.</p> <p>Follow ALL bus rules.</p> <p>Know the steps to follow if you're separated from the group.</p>
Take Responsibility	<p>Remain in proper areas.</p> <p>Ask teachers/staff to retrieve lost equipment.</p>	<p>Flush and clean.</p> <p>Be quick.</p> <p>Report problems immediately to teachers.</p>	<p>Always say "Excuse me" and wait patiently to be acknowledged.</p> <p>Use manners.</p> <p>Clean up after yourself.</p> <p>Politely state your purpose for being there.</p> <p>At dismissal time, students enter only at 3:30 and sit quietly.</p>	<p>Turn in signed permission slips on time.</p> <p>Leave the facility/location cleaner than when you arrived.</p> <p>Keep track of your things.</p>
	Recess	Washrooms	Office	Field Trips

Attitude of a Christian	<p>Include everyone.</p> <p>Share and be fair, take turns.</p>	<p>Respect privacy of self and others.</p> <p>Keep comments to yourself.</p>	<p>Offer a seat to visitors or other adults.</p> <p>Speak to others cordially.</p> <p>Greet visitors politely.</p>	<p>Be polite.</p> <p>Use quiet voices.</p>
Respect	<p>Keep hands/feet to yourself.</p> <p>Use respectful language.</p> <p>Take care of toys and equipment.</p>	<p>Be quiet and respectful.</p> <p>Keep your body private and give others privacy.</p> <p>Keep bathrooms clean.</p> <p>Use bathroom equipment as it was meant to be used.</p>	<p>Enter calmly and quietly unless addressed by an adult.</p> <p>Help keep the office clean.</p> <p>Ask and wait for permission to use phones, computers or any office equipment.</p>	<p>Use kind language.</p> <p>Use appropriate voice level and tone.</p> <p>Listen carefully and politely to adults.</p>

Line Basics: 1) Face forward in single file. 2) Voices off. 3) Hands by your side. 4) Quiet walking feet. 5) Stay to the right.

Body Basic: 1) Sit up tall in your space. 2) Look at the speaker. 3) Listening ears. 4) Hands and feet quiet.



**Christ the King School 2024-2025 School Year  
ACCEPTABLE USE POLICY FOR TECHNOLOGY &  
CHROMEBOOK PROGRAM AGREEMENT**

We have read and agree to Christ the King School's *Acceptable Use Policy for Technology Agreement*.

I have read the above agreement and will abide by all policies and guidelines listed above. Any violation of this agreement may result in disciplinary action and/or total loss of technology use.

**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

I give my permission for my son/daughter to participate in the use of technology at school. I acknowledge that my son/daughter and I have read this agreement and we take responsibility for any unacceptable use or damage.

I understand that the loss or damage of a school Chromebook will result in a fine of up to \$300 based on the repair or replacement needed. This fine will need to be paid before the replacement Chromebook can be issued to my child.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Christ the King School 2024-2025 School Year PARENT/STUDENT HANDBOOK AGREEMENT

## **Parents/Guardians**

Our signatures below indicate that we have read and talked about the contents of the Christ the King School Parent Handbook. We understand our responsibilities, agree to the requirements, and want to work with the CTK staff to give our children the best possible education. We sign this handbook as an agreement to our partnership with the school. Whether in person or remote learning we will adhere to the guidelines and expectations of the Handbook, as well as safety guidelines.

## **Students**

I have talked with my family about the contents of this handbook. I understand that guidelines and rules are part of every organization, and I know that my cooperation is necessary if I want a good school experience. I promise to cooperate with the guidelines and will do my best to become an excellent student, a caring and considerate person, and a student who helps make CTK an outstanding school. I will work hard to be a model for other students and will make efforts to become a positive school leader. We will adhere to the guidelines and expectations of the Handbook, as well as safety guidelines.

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Room:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_