

CHRIST THE KING SCHOOL PHILOSOPHY STATEMENT

Christ the King School is a Catholic School, and plays a major role in the larger work of Christ the King Parish. Our Primary goals are:

- To create an atmosphere conducive to the total development of each child. This includes spiritual, physical, emotional, and social growth such that each student develops self-discipline and respect for themselves and others.
- To build and live in a Christian Community, so that each person can experience learning and living in the light of Christian faith and values.
- To develop within our children a Christian respect for all of God's creation, especially for themselves, for their peers and for the adults with whom they interact.
- To work with parents and other adult guardians in all aspects of school life. To encourage support of the curriculum and Christian values taught in school.
- To always be a source of pride in our school community and larger community through the actions, words, and appearances of our children, teachers, staff, parents, and school property.

ARCHDIOCESAN REGULATIONS ON BEHAVIOR CODE

The following is a listing of the types of misconduct that would warrant **DRASTIC DISCIPLINARY MEASURES - THAT IS TO SAY: SUSPENSION, EXPULSION, OR CONSEQUENCES DEEMED APPROPRIATE BY THE PRINCIPAL**

- Delinquency and immorality that constitute a definite menace to other students of the school community.
- Chronic and incorrigible misbehavior that undermines the classroom disobedience and impedes the academic progress of the other students.
- Repeated acts of disobedience and defiance of school and Archdiocesan regulations.
- Persistent defiance of the authority of the teacher and principal.
- Assault or battery, or any threat of force or violence directed toward other students or school personnel.

CHRIST THE KING SCHOOL RELIGIOUS EDUCATION DEPARTMENT

Christ The King School is a Catholic School dedicated to Catholic teaching and the Catholic faith. We are primarily a faith community school, therefore, every student registered at Christ The King receives instruction in the Catholic faith and is required to participate in Catholic services.

RELIGIOUS RESPONSIBILITIES

As a catholic school, we recognize the importance of parent - directed religious education. There is no better opportunity for this than to attend mass every Sunday as a family; whether it be a catholic church or another place or worship of your faith. All parents, regardless of their faith are expected to follow through on this obligation.

Students attend mass on different days during the school year. School mass days will always appear on our monthly calendar and we invite all to come and worship with us. Students are encourage to receive the sacrament of reconciliation during Tent and Advent.

Prayers the students must know:

Sign of the Cross:

In the name of the Father, and the Son, and the Holy Spirit. Amen.
(Said at the beginning and end or prayers.)

Our Father (The Lord's Prayer):

Our Father who art in Heaven, hallowed be Thy name; Thy kingdom come; Thy will be done, on earth as it is in Heaven. Give us this day, our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary:

Hail Mary, full of Grace, the Lord is with thee. Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

Grace Before Meals:

Bless us, O Lord and these Thy gifts which we are about to receive from Thy bounty, through Christ, our Lord. Amen.

Art of Contrition:

O my God I am heartily sorry for having offended You and I detest all my sins because of Your just punishments, but most of all because they offend You, my God, who are all good and deserving of all my love. I firmly resolve, with the help of Your Grace, to sin no more and to avoid the near occasion of sin. Amen.

Prayer to Your Guardian Angel:

Angel of God, my guardian dear, to whom His love commits me here, ever this day (night) be at my side, to light and to guard, to rule and to guide. Amen.

CHRIST THE KING PARISH SACRAMENT POLICY

Christ the King Sacrament Policy applies to any and all students preparing to receive a sacrament at Christ The King. The policy is given to parents who enroll their child in the sacramental program. It states the following:

- The child should attend religion classes regularly.
- Parents must come to meetings that are offered to help them to be better Christians and better parents. It should also help them to be "the first teachers of their children in the way to our faith", as the rite of Baptism says.
- **BOTH PARENTS AND CHILDREN SHOULD COME TO MASS REGULARLY.** It should be obvious to everyone that it makes little sense for someone to receive a sacrament if she/he never comes to church.

NONDISCRIMINATORY POLICY OF SCHOOLS IN THE ARCHDIOCESE OF NEW YORK

Roman Catholic Schools in the Archdiocese of New York base their educational purposes and activities of Christian teaching rooted in God, in Christ's love, and our supernatural destiny.

Thus, with discrimination as repugnant to the nature and mission, Catholic Schools in the Archdiocese have not and shall not discriminate on the bases of race, color, national or ethnic origin in administration of educational policies, admission policies, scholarship and loan programs and ethnic and other school administered programs.

This policy is subscribed by all Catholic Elementary and Secondary Schools in the Archdiocese of New York, whether owned or operated by the Archdiocese, parishes of the Archdiocese, or religious communities within the Archdiocese.

Christ the King does not discriminate on the basis of sex in educational programs or activities and employment under the applicable regulations of Title IX of the Educational Amendment of 1972.

MANDATED REPORTERS OF CHILD ABUSE

Under NYS law, school officials are legally obligated to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

ACADEMIC EXPECTATIONS

The school expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. A parent's signature indicates that the parent is aware of the student's progress.

ACCIDENTS

A student accident insurance fee is added to every child's book bill. In the event of an accident at school you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

ADMISSIONS

Roman Catholic schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese, Catholic school regions, or religious communities within the Archdiocese.

The process for admission to Christ the King School is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified about the status of the child.

Christ the King School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

ADMIT CARDS

Our school issues Admit Cards three times a year. Each one indicates what has to be done in order for your child to be admitted to school.

SEPTEMBER

- Handbook - Signing contracts
- Fund Raiser Contract - Candy Option Plan
- Emergency Card - Picture and phone numbers
- Physical Examination - Completed for the new year
- Books, Computer, and General Fees paid in full.
- Tuition #1, #2 paid

JANUARY

- Tuition paid up to #7 and/or #8, and LATE FEES
- After School Program paid up to December
- Candy Money balances paid in full

MAY

- Tuition paid up in full, and LATE FEES. Every account must be at 0 balances. All tuition is paid in full.
- Re-registration and Maintenance/Heating paid up.
- After School Program paid up to April.
- All candy money paid up.

May 15th is the date when you pay books, computer, and general fees for the next school year.

June is when you pay tuition #1 for the next school year.

AFTER-SCHOOL PROGRAM

An after school program is available to parents. As long as a student is engaged in school-sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent or a person specified IN WRITING by the parent.

Students at Christ the King can enroll in the After-School Program. It runs Monday - Friday from 3:00 - 6:00 PM whenever the school is open. Children do their homework in addition to other extra-curricular activities. There is an additional fee for this program that must be paid in advance on a monthly basis. The program runs September through June. The cost of your child to attend the program MUST be paid in monthly installments. The balance must be paid in FULL by December 1st. Each child attending can stay the five days. There will be no credit given for days not attended, as the cost will be a flat fee for everyone. There is a penalty for lateness: \$5 per 15 minutes added to the next month's bill.

Assessments

In addition to class and school exams, every student will take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments.

Archdiocesan Test (Will be used as the student's Mid-Year and End-Year Examination)

Religion Test	Grade 3 to 8	January and June
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Standardized Tests

Standardized Assessments - Administered One Time per Year in Spring	
Grades K-2	ITBS

Interim Assessments

Interim Assessments - Administered Two Times per Year	
Grades K-8	Interim Assessments

NEW York State Exams

Grade	Test
3	English Language Arts and Mathematics
4	English Language Arts and Mathematics
5	English Language Arts and Mathematics
6	English Language Arts and Mathematics
7	English Language Arts and Mathematics
8	English Language Arts and Mathematics

The faculty of the Christ the King School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

ATTENDANCE

The following is the attendance policy for Christ the King School, as mandated by the New York State Education Department.

Objectives

The purpose of this attendance policy is to ensure that, to the maximum extent possible; every student attends school every day for the entire day.

Explanations of Excused and Unexcused Absence, Tardiness, and Early Departure

The following reasons for absence or tardiness will be considered as excused:

Sickness	Attendance at health clinics
Sickness or death in the family	Approved work programs
Impassable roads or weather	Approved school/college visits
Religious observance	Military obligations
Court appearances	Suspension
Quarantine	

All other reasons for absence or tardiness will be considered Unexcused. All doctor and dentist appointments should be made outside of school hours. The school administration makes the final determination as to whether an absence or tardiness is excused or unexcused.

Where applicable, the parent/guardian must provide a written note explaining the reason for the absence or tardiness. **IF NO NOTE IS BROUGHT IN, THEN THE ABSENCE WILL BE MARKED AS AN ILLEGAL ABSENCE. IN ADDITION, THE TEACHER MAY REQUIRE THE STUDENT TO SERVE AN AFTERNOON IN DETENTION.**

Students are also responsible for obtaining all class and homework assignments in order to continue their academic progress. Any work not made up within 4

days will result in a "0". Students who are late must attend after-school detention on the same day. Excessive student absence and lateness in any given year may lead to the denial of registration for the following school year. **If a child is absent more than forty days within a school year, it will be mandatory that the child attend summer school. It will be the decision of the Principal, Pastor and/or District Superintendent to determine if the child will be retained due to the numerous absences.**

A record of student absences will be reported via progress reports and report cards. In certain situations regarding absences or tardiness, school officials may notify the parent/guardian via telephone.

If students will be absent or tardy, parents are also expected to call the school (attendance) office at (718) 538-5959 by 8:30 AM. Any student absent from school cannot participate in any after-school/extra-curricular activities occurring that day. Absence of 3 consecutive days will require a doctor's note. Parents who fail to send in notes will cause their child to receive an "I" on their report card, impeding them from receiving an award (The award is explained in detail on the next page).

Student lateness interrupts the learning process for your child and all other children in that classroom. Lateness will not be tolerated on an ongoing basis. If a student is late, he/she will receive a late pass at the lobby desk. If a student is late more than three times within a marking period, he/she will serve an afternoon of detention and receive a checkmark on report card (under "follows class/school rules"). This policy will be implemented on October 1st. **9 times late will equal a pink slip. 3 pink slips will equal a suspension.** Repeated lateness affects your child's ability to be on the honor roll and could impede your child's re-registration for the coming year.

If a child is late due to some prearranged appointment, a note must be sent to the office at least 24 hours in advance explaining the situation. It is acceptable to bring the student late to school with a doctor's note - NO PARENT'S NOTES.

The following reasons for early departure will be considered as excused:

- Sickness/Sickness or death in the family
- Court appearance
- Approved work programs
- Attendance at health clinics
- Impassible roads or extreme weather

All other reasons for early departure will be considered Unexcused. The school administration makes the final determination as to whether an early departure is excused or unexcused.

If it is necessary for a student to leave school before the usual dismissal time, a parent must send a note 24 HOURS IN ADVANCE. If NO note is sent, the child will be dismissed only at the student's lunch time. A parent or person delegated by the parent, must come in person to pick up the child. **NO CHILD WILL BE PERMITTED TO LEAVE THE SCHOOL UNATTENDED DURING THE SCHOOL DAY. NO EXCEPTIONS WILL BE MADE.** The parent or guardian will be asked to sign the student out before the student may leave.

Attendance Requirements for Course Credit or Promotion

In order to receive appropriate course credit or to be promoted, students are expected to attend school and all classes daily. In special circumstances, the school administration makes the final determination as to whether a student receives course credit or is promoted.

Description of Incentives to Good Attendance and Sanctions for Poor Attendance

Students with perfect attendance will receive perfect attendance awards at the end of the school year. In addition, perfect or nearly perfect attendance will be noted on any written recommendations completed for students.

Description of the Development Process for Intervention Strategies

If there is a problem adhering to the school policy regarding attendance and punctuality, the school administration and parent/guardian will meet to define the problem and to develop specific strategies to eliminate the problem. If necessary, ongoing meetings will be held to review the matter.

Community Awareness

Each parent/guardian will receive a copy of the Parent-Student Handbook that will contain those provisions of the attendance policy directly affecting students. These policies will explain to parents and teachers their respective roles in encouraging maximum student attendance and necessary procedures to be followed. A copy of this entire policy is kept on file in the school office and will be available upon request.

AWARDS ASSEMBLY

Academic awards are given during the school year to recognize excellence and effort by students. The awards are given formally at the end of each trimester. The assembly takes place during the school day and in June at Awards Night. The following criteria will be followed in giving out awards:

Grades 1 - 3	First Honors	<i>A in every subject or 90% average with no grade less than 85%</i>
	Second Honors	<i>B in every subject or 85% average with no grade less than 80%</i>
Grades 4 - 6	First Honors	90% average; no mark less than 85%
	Second Honors	85% average; no mark less than 80%
Grades 7 - 8	First Honors	90% average; no mark less than 85%
	Second Honors	85% average; no mark less than 80%

*Effort Awards are to be given at the discretion of the teacher.

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in conduct will not receive First or Second Honors even though marks might warrant it.

*ANY CHILD WHO HAS BEEN GIVEN A PINK SLIP WILL BE INELIGIBLE FOR AWARDS DURING THAT QUARTER.

ANY CHILD WHO HAS BEEN SUSPENDED WILL NOT BE ELIGIBLE FOR ANY TYPE OF AN AWARD.

SPECIAL CLASSES (COMPUTER, LIBRARY, GYM, ART) - IF THE CHILD RECEIVES A GRADE LESS THAN "B", THIS WILL RESULT IN CHILD BEING INELIGIBLE FOR AN AWARD, EVEN THOUGH MARKS MIGHT WARRANT IT.

JUNE AWARDS NIGHT

*Based on first three (3) quarters of school

GENERAL EXCELLENCE AWARD - General Excellence Awards will be given to the students in each class with outstanding achievement, merit and Christian character.

ACHIEVEMENT AWARDS - Four Achievement Awards will be given in each class to students with outstanding grade point averages.

EFFORT AWARDS - Two Effort Awards will be given to the students who have demonstrated constant effort and hard work. This is at the teacher's discretion.

The other awards given out at Awards Night will include any athletic and various school clubs that may have existed during that school year. Parents are welcome to attend both assemblies, the dates of which are on the yearly calendar. Also, names of first, second and effort winners will be posted in the lobby throughout the month.

BIRTHDAY PARTIES

Birthday parties are allowed for grades Pre-K through 4th grade at the discretion of the teacher. If the teacher allows the children to have a party, the party is the parent's responsibility. Only juice in the box is allowed, with a cupcake for each child. It is the job of the parent to speak to the teacher in advance to find out the exact number of students in the class. No radios are allowed, as they disturb the other classes. All parties will be held from 1PM to 2PM only!

Any food or beverages for the birthday party **MUST** be brought in with the child by 7:45.

IF A TEACHER IS ABSENT WHEN THE PARTY IS SCHEDULED, THE PARTY WILL BE CANCELLED UNTIL A FUTURE DATE IS REACHED BY THE PARENT AND TEACHER. PARENTS MUST STAY FOR THE PARTY. IF THEY CANNOT STAY, THE PARTY WILL BE CANCELLED.

BREAKFAST PROGRAM

Studies have shown that students who eat a nutritious breakfast do better in school than children who don't. Therefore we offer a breakfast program five days a week at our school. If you wish your child to participate in the program, you must obtain and fill out a form, which is available in the school office.

Breakfast is served from 7:20 - 7:45 AM.

Any child who is in the program and misbehaves and/or is caught throwing food while in the lunchroom eating breakfast or lunch will lose their right to eat with their classmates for a period of one week.

BUS SCHEDULE/REGULATIONS

Yellow bus service is provided by the Board of Education under the following provisions:

Students in Grades 1 & 2 must live 1/2 mile or more from the school.

Students in Grades 3 through 6 must live one mile or more from the school.

The yellow bus leaves the school each day at 2:45PM. Dismissal for all bus children will be at 2:35 PM. These children have the responsibility of getting to the lobby and lining up on the bus line so that they may leave the school building as soon as the yellow bus arrives to pick them up. Any child who misses the bus because they are not on the line at the proper time, must notify the school secretary so that she may call the parent or guardian. Any student

riding the yellow bus who does not behave in an appropriate manner while on the bus, may lose the privilege of using that bus service.

Students returned will be put in the After School Program and you will be charged for the day.

AN ADULT MUST BE AT THE STOP TO PICK UP THE CHILD. SERVICES WILL BE SUSPENDED IF THE CHILD IS NOT MET BY AN ADULT ON A CONSISTENT BASIS. CHILDREN IN GRADES 7 AND 8 ARE NOT ALLOWED TO RIDE THE YELLOW BUS!

BUSES

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides this service. If a student is to take a different bus from school a note must be submitted to the principal at the beginning of the school day.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- Students should obey the driver and monitors at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, Christ the King School will work in consultation with the public school district about possible consequences.

Students will be issued a metro-card, valid for one semester. It is the child's responsibility to keep this pass, as they take weeks to replace. If you are interested in this service, please fill out an application given to you at the beginning of the school year. This must be returned as soon as possible so that your child may receive one of these passes. **NOTE: THE DEPARTMENT OF PUPIL TRANSPORTATION IS THE ONE THAT DETERMINES ELIGIBILITY. THEY SEND THE PASSES FOR THOSE STUDENTS ONLY. THESE PASSES ARE FROM THE HOME TO THE SCHOOL USE ONLY. IF ANY PROBLEMS OCCUR, PLEASE CALL OR WRITE TO THEM**

CALENDAR - MONTHLY/YEARLY

At the beginning of each school year, a calendar for that academic year is sent home with each student. All parents are required to check the dates on the calendar so that they may plan for vacations and other functions around the days that school is not in session. At the beginning of each month, a **monthly calendar will go home with each student so that updated events can be noted by parents. Please refer to this monthly calendar to keep informed**

of all holidays, meetings, and other school events. IT IS THE PARENT'S RESPONSIBILITY TO ACQUIRE A CALENDAR IN THE OFFICE IF YOUR CHILD DOES NOT GET ONE.

CELLULAR PHONES

- Students who bring to school a cellular phone will be asked to place it in the security bag provided for each class upon entering their classroom in the morning. The phones must be turned off.
- Each cellular phone must have the student's name or identification tag on it.
- Each student will initial the phone in and out on a sheet provided to them by their teacher. This way the teacher will have accountability of who brought a phone in for the day and made sure they received it when going home.
- The phones will be kept in a safe place in the school for the duration of the school day.
- The phones will be returned to the students prior to dismissal of the school day.
- If a student does not relinquish the cellular phone and it is later discovered, the following will occur:

FIRST OFFENSE:

The phone will be given to the administration.
The student's parent must come in to pick it up.
The parent will pay a **\$15.00 fine.**

SECOND OFFENSE:

When the student is caught with the phone for a second time, the cellular phone will be donated to the nearest police precinct to be used by battered women. It will not be returned to the student. The student will face suspension as well. **The administration will not pay for the cellular phone given to the police.**

CHANGE OF ADDRESS, E-MAIL, PHONE

The office must be informed immediately if there is a change of home address, e-mail address cell phone number, or telephone number for purposes of mailing and/or emergency.

CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.

- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled “Right, Safe, Good Relationship”, which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of students as possible.
- If parents choose not to have their child participate in the safe environment classes. The parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

CHILD ABUSE LAWS

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

CHILD CUSTODY

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal a copy of the legal document from the parent of any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

COMMUNICATION

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

CONFIDENTIALITY

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always the sense of the sacred should prevail.

COMPUTER CLASSES

Every student in our school is required to take computer class as part of the normal academic course of study. Students will be taught basic computer language, use of the keyboard, programming and use of disk drives and printers. They will also use the computers to supplement their instructions in reading and math. There is a special fee for this program per child per year. This fee is payable by June 15th along with the book fee for the next academic year.

TELECOMMUNICATIONS POLICY

A Suggested Rules and Code of Ethics for Christ the King School

adapted from NCEA's From the Chalkboard to the Chat room 1997

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Christ the King School.

- 1. I recognize that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.**
- 2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD-ROMS from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.**
- 3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of theirs by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.**
- 4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computer resources must comply with the appropriate rules for that network or resources.**

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address or personal phone number or those of students, teachers or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school

computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

SOCIAL MEDIA GUIDELINES

The principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence now or in the future that contain the school name. Principals must be mindful that their school's social media may be linked to the Superintendent of Schools Office and the Archdiocese of New York media accounts.

All domain names and access must be owned, secured and maintained by the school principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions or oversight to be delegated to any parent, volunteer or external vendor separate and exclusive from the principal.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.) the principal is also responsible for reviewing and approving the content on such sites.

All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.

CRISIS PLAN

Should a crisis require evacuation from the Christ the King School building, students will be brought to a safe place located at 7th Day Adventist Church (East 169th St. and Grand Concourse) or CES 64 (Walton and 170th St.), and parents can meet them there.

For further information concerning the crisis, parents can refer to the following:

Radio	On the Dial	On the Internet
WOR	710 AM	www.wor710.com
WCBS	880 AM	www.wcbs880.com
WINS	1010 AM	www.1010wins.com
WADO	1280 AM (Spanish)	
WPAT	93.1 FM (Spanish)	www.lamusica.com
WSKQ	97.9 FM (Spanish)	www.lamusica.com

DAILY SCHEDULES

Before 7:30 AM and after 3:00 PM, Christ the King School does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students should not arrive on the school grounds prior to 7:30 AM, and parents must arrange pick up at dismissal times. IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 7:30 AM, PARENTS MUST PROVIDE FOR THEIR PROTECTION AND SUPERVISION.

School begins and ends according to the following schedules:

Beginning of school day:

Grade Universal PK Classes begin at 8:00 am/parents have escort their child to the classroom door and sign them in as they enter through the Concourse door.

Gr. K through 8th Classes begin at 7:45AM (Students coming in by the Concourse door.

Children in the breakfast program are the only ones allowed in the school before the above times unless a teacher has given permission for that child to come early to class. Only students with a pass will be allowed in.

REGULAR DISMISSAL FROM THE SCHOOL:

<u>All bus children</u>	will be dismissed at 2:35 PM in order to get on the bus
<u>Grades 5, 6, 7, 8</u>	will be dismissed at 3:00PM by the Concourse door
<u>Grades 1, 2, 3, 4</u>	will be dismissed at 3:00PM by the back church plaza doors (courtyard)
<u>Gr. Pre-K and K</u>	will be dismissed at 3:00pm from the school Gym.

DURING INCLEMENT WEATHER

Grades 1, 2, 3, 4 will be dismissed at 3:00pm from the school Gym.

ALL OTHER GRADES WILL BE DISMISSING AS REGULAR DAY.

Teachers will accompany their class to the side door and see them out the door. No child will be allowed back in once they leave the building. Any child found wandering in the corridors will be asked to leave immediately. Older children waiting to pick up younger children must wait outside the school by the front steps. **NO CHILDREN WILL BE ALLOWED TO WAIT IN THE LOBBY.** The child will be sent to the After-school Program (when it is in session). You will be charged the daily fee regardless of the amount of time spent there. Any child wandering the school premises will be issued a disciplinary referral.

DISMISSAL HALF DAYS: 12:00PM DISMISSAL

Grades 5, 6, 7, 8	Dismissed via Grand Concourse door
Grades 1, 2, 3, 4	Dismissed via courtyard door by the church
Grade Pre-K and K	Dismissed from Gym

Faculty meetings are scheduled on the first Friday of each month, unless parents are otherwise notified. All children will be dismissed at 12:00PM on these days or after the First Friday Mass has ended.

DETENTION

Any student will be detained if they have a behavioral problem, if they have 3 incomplete or missed homework assignments, or for any other reason that goes against school/class rules. Other reasons include, but are not restricted to:

GUM CHEWING (1ST OFFENSE - DETENTION; 2ND OFFENSE - PINK SLIP)

TARDINESS (3 LATENESSES)

CAUSING A DISTURBANCE IN CLASS (TALKING)

DISRESPECT

**IGNORING REPEATED WARNINGS BY TEACHER
OUT OF UNIFORM (A STAFF MEMBER WILL BE AT THE DOOR INSPECTING
STUDENTS' UNIFORMS EVERY DAY)
INCOMPLETE CLASSWORK (TEACHER'S DISCRETION)**

Each teacher is responsible for his/her detention.

Grades 1, 2, 3 - 1/2 hour with 24 hour notice to parents

Grades 4, 5 - one hour detention with 24 hour notice to parents

Grades 6, 7, 8 - one hour **same day** detention, or the option of the next day.
Students will be allowed to call home to inform parents that they are staying.

It is the parent's responsibility to find the means of picking up their child.
Exceptions will not be made for any reason other than an extreme emergency.

DISCIPLINE POLICY

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times as examples of Christian behavior and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child. While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in this school the parent agrees to and is supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions, for not coming prepared to class, not being in the complete school uniform, for not completing assigned homework, for minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his or her classmates. Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students or parents. It happens that some classroom discipline issues are referred to the administration of this school. This would

include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; vandalism; or the possession of a drugs, alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as (principal inserts here) students are often given (principal inserts here conduct referral, detention, demerits, etc.) Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases in which a child engages in a fight which causes injury to another child or adult, the police will likely be called and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child are reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are notified, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the internet) and prohibited use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, pda's and the like. Such misconduct could result in any number of punishments including the possibility of suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or

expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

Students attend Christ the King School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- Try to do their best work at all times
- Treat all members of the school community (ie. teachers, staff, priests, parents, and students) with respect. This includes respecting the work of others by not cheating.
- Regularly attend school on time
- Care for and respect school property, including furniture and textbooks
- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior
- Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from the use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress)
- Complete all assigned tasks and homework assignments
- Speak in a well-modulated tone of voice
- Observe the school dress code, including standards on no-uniform days
- Help care for school property and keep the school free from damage and defacement

The following is prohibited at Christ the King School:

1. Gum chewing in or on school property
2. Wearing lipstick, make-up, false nails, or colored nail polish
3. Jewelry (except studded earrings on girls only)
4. Electronic devices such as beepers, cellular phones, walkman players, and electronic games
5. Magazines, toys, or any items that glorify or promote sex or violent behavior
6. Any illegal substance or items which have the potential to cause harm or destruction
7. Any form of harassment

Classroom teachers deal with discipline problems on their particular grade level. When rules are repeatedly disobeyed, teachers will inform parents either in writing, or by phone, or will request a parent conference. If further action is required, a conference will be held with the teacher, parent and principal, and appropriate measures for improvement will be discussed.

A) Disciplinary Referrals will be issued for reasons which include, but are not restricted to, the following:

- **3 Detentions will equal 1 pink slip**
- Fighting
- Disruptive or uncooperative behavior
- Fire Drill infraction
- Foul language (1st offense)
- Destruction or defacing of school property
- Repeated acts of disobedience
- Defiance of School and Archdiocesan regulations
- Found on premises after school
- Any other action deemed inappropriate by the school

B) Suspension - A child may be suspended for reasons which include, but are not restricted to, the following:

- Accumulation of three disciplinary referrals
- Use of foul language in school (2nd offense)
- Cutting Class
- Leaving school grounds without permission
- **GANG CLUB AFFILIATION OR ANY PARAPHERNALIA DEPICTING VIOLENCE WILL RESULT IN IMMEDIATE SUSPENSION.**
- **An accumulation of three disciplinary referrals will result in **SUSPENSION FROM SCHOOL. IF A CHILD FAILS TO CHANGE THE INAPPROPRIATE BEHAVIOR, THE CHILD WILL NOT BE PERMITTED TO RE-REGISTER FOR THE NEXT SCHOOL YEAR.****
- Serious theft
- Immorality
- Smoking and/or carrying smoking items in school
- Carrying of weapons
- Drug/Alcohol possession or use
- Grade 5-8 sit down with police concerning pornography (wrong internet use). Start of school year - bullying, file charges parents responsible for their felonious acts.

After 3 pink slips and a suspension, the next pink slip will be an automatic suspension.

The first suspension will be in school. After that, all other suspensions will be at home.

More than one suspension means that your child will not be allowed to return to CTK the following year. This will void the re-registration, if given previously.

C) Expulsion - A child may be expelled for reasons which include, but are not restricted to, the following:

- Verbally threatening school personnel by a student or a parent
- At least three suspensions
- Assault or battery of school personnel by student or parent

- Selling of alcohol or drugs
- Repeated instances of excessive use of foul language

D) Fighting - Fighting is not permitted in our school! If a child is involved in a fight, he/she will be issued a disciplinary referral slip and the child will be permitted back to class after a parent conference is held. **If a child is involved in a second fight, it will result in suspension from school.**

E) Any student found hanging around the school grounds with any person not found to be of good moral Christian standards, shall be given on the first offense, a disciplinary referral slip. If the same student repeats the infraction, then the student will not be permitted into class until a parent conference is held.

Upon receiving a third pink slip, the student shall be suspended. If the student repeats the infraction again, they will be asked not to re-register for the next school year. **ANY EIGHTH GRADER WHO RECEIVES THREE PINK SLIPS WILL NOT BE ALLOWED TO PARTICIPATE IN ANY/ALL PARTS OF GRADUATION ACTIVITIES.**

**Please consult individual teacher for specific classroom policy.

DRUG AND ALCOHOL POLICY

In recognition of the seriousness of drug and alcohol abuse to which the children are exposed, Christ the King School will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately
- The principal will verify teacher observation and will notify parents, who must pick up the child immediately
- Should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition, will be barred from attending or participating in that ceremony, party, dance, or school outing. Parents will be notified and appropriate action will be taken, which may include suspension or mandatory withdrawal from the school.

A) If a student is caught using/bringing alcohol or any other illegal substance in the school, he or she will be subjected to the following actions:

- A call to the parents explaining this situation.

- A letter to the parents explaining that their child will not be allowed to attend classes at Christ The King until he/she enrolls in a drug/alcohol program such as ADAPP. The parents must send a letter from this program to the school, proving that the child is receiving counseling.

B) If a child is caught selling alcohol or any illegal substances in or on the school grounds, then he/she will face the following actions:

- Legal or Police involvement
- A call and letter home explaining the details of said actions.
- The start of actions leading to the expulsion of the child from school.

C) Medication - Students are not permitted to take medication without a medical note. The parent must come to the school to administer the medication. **NO SCHOOL PERSONNEL SHALL ADMINISTER ANY MEDICATION TO ANY STUDENT.**

EMERGENCY CARDS

Every child must have a completed and up to date emergency card in the office. Whenever there is a change, it must be reported immediately to the office. **REMEMBER YOUR CHILD'S LIFE MAY DEPEND ON WHETHER WE HAVE THE CORRECT INFORMATION! TELEPHONE NUMBERS MUST BE CORRECT AND UP TO DATE!**

EXPECTATIONS AND RESPONSIBILITIES FOR STUDENTS

Students attend Christ the King School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

1. Try to do their best work at all times.
2. Treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
3. Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
4. Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).

5. Speak in a well-modulated tone of voice.
6. Observe the school dress code, including standards on no-uniform days.
7. Help care for school property and keep the school free from damage and defacement.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

Christ the King's many varied activities include, but are not limited to:

- | | |
|---------------------|-------------------|
| ✓ ALTAR SERVERS | ✓ STUDENT COUNCIL |
| ✓ SAFETY PATROL | ✓ CHEERLEADING |
| ✓ STEP TEAM | ✓ YEARBOOK |
| ✓ INTRAMURAL SPORTS | |

FINANCIAL POLICIES

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so serve to rupture the contract that we make with parents and this could result in the suspension of a child for delinquent tuition or fees.

Each spring the financial policy for the coming school year is distributed to parents. This sheet includes exact fees for re-registration, book, computer, and tuition fees, and any information that may pertain to fund raising participation in the school. These are all vital parts of Christ the King School financial policy. All fees must be paid according to the following schedule:

All school fees, tuition, etc. must be paid by **MONEY ORDER ONLY!!!**.
PERSONAL CHECKS OR CASH WILL NO BE ACCEPTED.

Tuition is paid each month for the next month. Therefore, payment #1 is due in June 17, payment #2 is due July 17 and so on until payment #10 is paid in March. TUITION MUST BE PAID ACCORDING TO THE SCHEDULE OF PAYMENTS THAT ALL PARENTS RECEIVE AT THE BEGINNING OF THE SCHOOL YEAR. A \$30 late fee is added on when your payment is late! Books and Computer fees for the next year are due by May 15th. Re-registration fees are due at the end of February.

Any parent who is one month behind in payments will receive a notice. The notice will include a late fee of \$30, which must be paid along with all money owed. **CHILDREN WILL NOT BE PERMITTED TO CLASS OR FIELD TRIPS IF FEES REMAIN UNPAID. At the end of the school year, report cards will not be distributed unless all fees are paid in full.**

ALL MONIES PAID ARE NON REFUNDABLE!!!!

FINANCIAL PAYMENTS AND REQUIREMENTS TO ENTER SCHOOL:

In order for your child to enter school in September the following fees must be paid:

Book Fee:	\$130.00 per child	} One money order
Technology:	\$130.00 per child	
General Fee:	\$100.00 per family	
Recreation Fee:	\$60.00 per child	→ Different money order
Tuition payment	#1, #2	→ Different money order

TUITION PAYMENT PLAN

<u>Due Date</u>	LATE FEE MUST BE ADDED THE DAY AFTER THE DUE DATE (the 17 th)	<u>Due Date</u>	LATE FEE MUST BE ADDED THE DAY AFTER THE DUE DATE (the 17 th)
#1 June 17 th		#6 December 17 th	
#2 July 17 th		#7 January 17 th	
#3 September 17 th		#8 February 17 th	
#4 October 17 th		#9 March 17 th	
#5 November 17 th		#10 April 17 th	

These fees must be paid with money order only. No personal checks or cash will be accepted.

A new physical form must be submitted before the student enter school on the first day. It is recommended that you make your appointments in April for July. You will have plenty of time to get the physical form prior to the first day of school.

You will need to **sign the contracts** and fill out a **new emergency card** for the new school year. **A new 2x2 recent photo of your child** is needed for the emergency card.

Please do not embarrass your child. If you are having a difficult time, please call for an appointment to discuss the matter with the principal. Do not wait until it is too late.

FIRE DRILLS - RAPID DISMISSALS

A fire drill is a serious event that is required by law and requires proper conduct. Students are not permitted to run or talk during the fire drill. Any child exhibiting inappropriate behavior will be given a disciplinary referral (pink slip). The school will conduct 12 fire drills or rapid dismissals each year. Unfortunately, some will have to be conducted during colder weather. This cannot be avoided! Children should be made to understand that they might be asked to go out in the cold in the event of an emergency. **EMERGENCIES DO NOT WAIT FOR GOOD WEATHER!**

A rapid dismissal can be used in place of a fire drill. In such a case the children will be prepared for dismissal, the bell would be rung and the building would be evacuated at once. Same rules as for fire drills apply and no child will be permitted back in the building after such a drill.

FUND RISING

The parents of our school are committed to fulfill their responsibilities towards the school in order to keep it open and serving the community. The tuition paid by parents DOES NOT cover the entire cost of educating your child.

Therefore we have **three MANDATORY** fund raisers that ALL PARENTS MUST COMPLY WITH!

- 1) 1st Candy Sale, begins September 18th - \$120.00 per family
Failure to participate in the above fundraising activities will result in your statement being billed the full amount of \$120.00
 - 2) Raffle Tickets will be handed out in October 23rd. \$50.00 per family. **Failure to participate in the above fundraising activities will result in your statement being billed the full amount of \$120.00**
 - 3) 2nd Candy Sale, candy and items in a catalog begins February 4th. \$120.00 per family. **Failure to participate in the above fundraising activities will result in your statement being billed the full amount of \$120.00**
- **IF I DECIDED NOT TO SELL I UNDERSTAND THAT I WILL HAVE TO PAY THE #200.00 FUNDRAISER FEE BY SEPTEMBER 1, 2015.**

You can choose from the three plans available for the candy sell. You must sign a contract and sign the Fundraising Option Plan letting us know which plan you prefer. If you do not choose a plan, we will choose one for you.

Fundraising Option Plan

- I will pay **\$200.00 by September 1.** I will not be asked to sell anything for the rest of the current school year.
- I will sell **\$360.00 worth of chocolates** in the first sale which starts in September and ends in the first week in October and not sell anything in the second candy sale.

□ I will sell only **\$120.00 worth of chocolates** in the first sale that occurs in September, **\$120.00 of items in the second sale** from the brochure that will occur in January and **\$50.00 raffle tickets**/book of 10 tickets worth \$5 per ticket. Books will be handed out in October.

Less than \$120.00 sold means that YOU MUST PAY the difference.

GRADE SYSTEM

The achievement mark is based upon the demonstration of mastery of material covered in class such as:

- class work
- homework
- quizzes
- unit tests
- comprehensive examinations
- special projects

The June grade on the report card is an average of the four previous report card grades. This grade will be recorded on the student's permanent report card.

- Numerical marks are recorded on report cards for Grades K-8.
- Passing is any mark 70% or above for Grades K-8.

The conduct/effort mark is placed under "Character Development" as a "conduct grade". This mark indicates that the student 1) follows class and school rules; 2) shows care in the use of personal property; 3) treats teachers with respect; 4) treats other students with respect; 5) exercises self-control; and 6) listens attentively. 7) uses technology appropriately.

The grade system of Christ The King School uses the following format, in addition to the above Archdiocesan criteria:

Category	Grades K-8
Summative Assessments	45%
Quizzes	25%
Class work/Participation	20%
Homework	10%
TOTAL	100%

GRADUATION

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a

diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

Upon successfully completing the academic requirements for an Archdiocesan Diploma, students in the eighth grade will take part in the graduation ceremony, which usually takes place the week before school formally closes. Each graduating student will be required to pay a special graduation fee. All fees for the academic school year must be paid before the child will be allowed to participate in the graduation exercises. This includes all fees for all other siblings in the school. Each child must adhere to school rules and regulations.

STUDENTS MUST EARN THE INVITATION TO ALL EIGHTH GRADE EVENTS, INCLUDING THE GRADUATION. THEY EARN THIS INVITATION WITH GOOD GRADES AND GOOD BEHAVIOR. ANY GRADUATE WHO EXHIBITS IMMORAL BEHAVIOR ANYTIME DURING THE YEAR, OR ACQUIRES THREE PINK SLIPS OR HAS BEEN SUSPENDED DURING THE YEAR, WILL BE EXCLUDED FROM THE GRADUATION CEREMONY AND ALL OTHER ACTIVITIES. ALL PARENTS OF THE GRADUATES MUST SIGN A FORMAL CONTRACT THAT WILL BE DISCUSSED WITH THE PRINCIPAL.

GUIDANCE

A guidance program is a resource available to Christ the King School students. Services may include counseling, psychological intervention, and support for families experiencing change.

GUIDELINES FOR THE EDUCATION OF NON-CATHOLICS

Parents must be made aware of the intentional Catholic witness in our schools. Christ the King School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

HARASSMENT POLICIES

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Christ the King School provides a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the principal immediately.

HEALTH PROGRAM POLICY

ALL STUDENTS ARE REQUIRED TO HAVE A COMPLETE PHYSICAL EXAMINATION ON FILE BY SEPTEMBER 1ST. NO STUDENT CAN HAVE GYM CLASS WITHOUT A PHYSICAL ON FILE. NO GYM CLASS WILL RESULT IN A FAILURE ON THE REPORT CARD.

In addition to complete immunization, each student is required to visit the dentist during the school year. All completion notes are due by April 1st. EACH CHILD SHOULD PRACTICE GOOD DAILY HYGIENE HABITS (BATHE, BRUSH TEETH, COMB HAIR). UNIFORMS SHOULD ALWAYS BE NEAT AND CLEAN.

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Our children are screened for hearing and vision problems whenever the Board of Education can afford to send them. The screening is merely a process to detect any possible audio or visual difficulties a child may be having.

HIV/AIDS CURRICULUM

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on HIV and AIDS to all students in Grades K-12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (legal guardians), together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

HOMEWORK/ACADEMIC EXPECTATIONS

ACADEMIC EXPECTATIONS

Christ the King School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis.

Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

HOMEWORK

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

Grade K	approximately 15 minutes
Grades 1-2	approximately 30 minutes
Grades 3-4	approximately 45 minutes
Grades 5-6	approximately 90 minutes
Grades 7-8	approximately 120 minutes

Students are required to complete all homework, and it is expected that parents or guardians sign the completed homework.

No phone calls will be granted to students who forget their homework or special projects. No parent will be allowed to bring in homework assignments or projects if forgotten or left at home by the student.

When a child is ill, parents should not call the school for the homework assignment. Each child should have a "buddy system" and contact that child at home to obtain assignments. If your child is home due to illness and in bed, he/she should not feel that homework must be completed. However, please make arrangements to make up any missed work; any work not made up in four days will result in a "0".

ILLNESS

If a child has a chronic illness such as asthma, or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

IMMUNIZATIONS

Students are required to have all inoculations as suggested by the Department of Health before admission to the school. See appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents and their personal physician to ensure that as immunization requirements change, students are kept current in their schedule.

Below is a summary of the changes to School Immunization Requirements for the 2015-2016 School Year based on NYSDOH amended regulations:

MMR (grades K-8)

- 2 doses of measles and mumps vaccines and 1 dose of rubella vaccine (MMR)
- Required for school entry. Range of 4 through 6 years of age for second dose no longer permitted

DTaP (grades K-8, except 8 as noted below*)

- 5 doses of diphtheria and tetanus toxoid-containing vaccine (DTaP) required for entrance
- If 4th dose received at 4 years of age or older, only 4 doses required
- Required for school entry. Range of 4 through 6 years of age for 5th dose no longer permitted

Polio (grades K, 1, 6 and 7 only)

- 4 doses of poliomyelitis vaccine (IPV)
- If 3rd dose received at 4 years of age or older, only 3 doses required
- Required for school entry. Range of 4 through 6 years of age for 4th dose no longer permitted

Polio (grades 2-5, and 8)

- 3 doses

*Changes to Grade 8 School Entrance Immunization Requirements

Children enrolling in grades 8 in the 2015-2016 school year are in this cohort

- Must meet immunization requirements of regulations in effect prior to July 1, 2014
- Do not need to have intervals assessed for immunizations
- Are compliant for 2015-2016 through graduation if they meet requirements in effect June 30, 2014 which were:

- DTaP/DTP 3 doses

- Tdap 1 dose
- Polio 3 doses
- MMR 2 doses, or 2 doses of measles, 1 dose of mumps, and 1 dose of rubella
- Hep B 3 doses

INCLEMENT WEATHER

On days when the temperature is below 30 degrees, or when it is raining or snowing, children will be allowed to come directly into the school from 7:45 AM on to wait inside the cafeteria until the school day begins. Children who are not eating breakfast will be seated at the other end of the cafeteria. When the weather conditions are such that the health and safety of our students will require the closing of school, the decision will be made by the principal and pastor. AN I.R.I.S. RED ALERT WILL BE MADE TO ALL! IT IS IMPORTANT THAT WE HAVE YOUR CORRECT PHONE NUMBERS AND/OR E-MAIL ADDRESS OR YOU WILL NOT RECEIVE THE MESSAGE.

WE DO NOT MAKE THE DECISION HERE. THE SUPERINTENDENT WILL LET THE PASTOR/PRINCIPAL KNOW IF THE DECISION SHOULD BE A LOCAL ONE. DO NOT CALL THE SCHOOL OR RECTORY!! THE INFORMATION WILL BE ANNOUNCED BY THE FOLLOWING RADIO STATIONS:

WNEW, WHN, WNBC, WMCA, WINS, WADO (ALL ON THE AM DIAL)

LIBRARY

The school library will be opened to students from Monday through Friday. A schedule for each class will be devised in the beginning of the school year, and students will be allowed to borrow books from the library for a period of one week. All books borrowed from the library must be returned on time in order to allow others time to enjoy reading them. The fine for overdue books will be 10 cents per school day. Reference books may be signed out and returned in good condition on the same day.

A NOTICE WILL BE SENT HOME TO THE PARENT OF ANY CHILD WHO HAS AN OVERDUE BOOK. NO CHILD WILL RECEIVE A REPORT CARD IN ANY TRIMESTER OR QUARTER IF THERE IS A BOOK OUT OR FINE UNPAID.

All students enrolled in the school must have a public library card by October 1st. of that school year.

LUNCH PROGRAM

Christ the King School provides a lunch program by the Archdiocese of New York Food Services. All children enrolled in our school are invited to participate in the lunch program. Every parent will receive a form in the beginning of the school year, which must be filled out completely. This form

will designate whether or not a child will eat lunch for free, or on a reduced basis, or pay full price. We do not advise sending juice drinks in with your child, since there is no way to refrigerate them. **SODA IS STRICTLY FORBIDDEN.**

If there is a special dietary problem concerning your child, that problem must be put in writing in a letter from the doctor explaining exactly what special provisions must be made.

During lunch, the student is responsible for the care and order of the lunch area. This includes clearing the tables, discarding the garbage, checking the floor around the area that the child sat for any garbage or spilled liquids, and returning the trays to their proper place.

ANY CHILD CAUGHT THROWING FOOD OR BEHAVING IN A DISORDERLY MANNER WILL BE ASKED TO EAT LUNCH SEPARATED FROM THEIR CLASSMATES FOR A PERIOD OF ONE WEEK. PARENTS WILL HAVE TO SUPPLY LUNCH. (A Sandwich and a juice box only).

MATERNITY/PATERNITY POLICIES

As members of the church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider very carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with her parents or guardians, and in consideration of the best interest of the student, the unborn child, and the school's educational expectations.

MEDICATION

If a student needs any kind of medication during the school day, the medication is to be brought to the school office and will be kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name

- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers - one for home and one for school. School nurse will supervise medications.

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child.

- Severity of health care problem, particularly asthmatic or allergic conditions.
- Prescriber order directing the student be allowed to carry his/her medication.
- Written statement from parent requesting compliance with prescriber order.
- Student has been instructed in the procedure for self administration and can assume this responsibility.
- Parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered.

MONEY

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.) must be put into an envelope with the child's name and grade and amount. Since snacks are sold on a daily basis students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

NON-CUSTODIAL PARENTS

RELEASE OF COPIES OF REPORT CARDS, SCHOOL NOTICES, ETC.

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

RELEASE OF CHILDREN

Non-custodial parents may pick up a child only if previous arrangements have been made.

PARENT/HOME COOPERATION WITH THE SCHOOL

Because Christ the King School strives to be a faith community, parental cooperation and support for the school program are essential. While the school is excellent in many areas, no persons within the school are perfect; therefore, problems will occur. Parents or family members who experience any problem with their children's education or with the school policy are asked to respectfully approach school authorities who will take time to further investigate problems or clarify school policies. In this way positive solutions will be reached.

Parents are asked to use the following procedures to express their concern over a school matter:

- 1) If the problem involves routine procedures such as homework, class work, classroom behavior, or student to student problems, the parent should first contact the teacher.

- 2) If the problem is of a more serious nature, the parent should inform the principal of the situation in writing and request a formal meeting. The schedule meeting will be convenient for all parties.

All staff members at Christ the King School promise:

- prompt attention to problems
- privacy in discussing matters
- professional courtesy and respect when problems are presented
- sincere effort to resolve problems so that Christian community is maintained at all times

Using these procedures, parents are expected to demonstrate appropriate conduct at all times in dealing with school administrators, staff, and other members of the school community. Thus, the following misconduct by parents or family members is unacceptable:

- assaulting or harassing any staff member, parent, or student**
- threatening or physically intimidating any staff member, parent, or student**

- verbally abusing any staff member, parent, or student
- engaging in any behavior such as but not limited to the above

Such misconduct by parents or family members may lead to a warning and/or the following actions by the school:

- not permitting the child(ren) to re-register for the following school year
- asking that persons exhibiting poor behavior have another person represent them on school matters for the remainder of the school term
- in extreme cases, and with the approval of the district superintendent, asking families to withdraw their children from the school

PARENT NEWSLETTER

Once a month, every student will be bringing home a newsletter that will include all the news of the upcoming weeks which parents should be aware of. It is absolutely vital that each parent receive this letter home and read it so that they may be kept up to date as to what is going on in the school. This newsletter is also sent in Spanish.

PARENT/TEACHER COMMUNICATION - CONFERENCES

Since, as parents, you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement, as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question, and the teacher will arrange for this meeting

outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

A special parent grade level meeting will be arranged at the first general meeting in September. Individual parent-teacher conferences will be held at the end of the first and third quarters. However, parents may request individual conferences with any teacher simply by writing for an appointment in advance. Also, after suspension, there will be a conference with parent, teacher and principal.

FOR SAFETY REASONS, NO PARENT MAY SPEAK TO TEACHERS WHILE THEY ARE SUPERVISING CHILDREN IN CLASS, IN THE LUNCHROOM, OR OUTSIDE.

Parents should not bring a class problem to the principal until they have first met with the class teacher. Once an appointment has been made, the office will be notified. The teacher will send home an appointment slip. The parent must sign in at the lobby desk and present the slip. He/she will be given a VISITOR'S PASS. The parent must have the pass and the slip in order to see the teacher. Parents must arrive on time or they may be denied access to the teacher. No teacher can make an appointment to see a parent DURING school hours. Appointments must be made BEFORE THE SCHOOL DAY BEGINS OR AFTER IT ENDS.

ANY PARENT OR GUARDIAN WHO IS FOUND IN THE SCHOOL WITHOUT AUTHORIZATION OR PERMISSION FROM THE OFFICE WILL BE ASKED TO LEAVE THE SCHOOL IMMEDIATELY. NO PARENT IS TO STOP A TEACHER OR THE PRINCIPAL (UNLESS AN APPOINTMENT HAS BEEN MADE IN ADVANCE) AND SPEAK TO THEM ANYTIME AFTER THE SCHOOL DAY HAS BEGUN. NO EXCEPTIONS WILL BE MADE! ADULTS IN BUILDING SHOULD BE HERE ONLY ON OFFICIAL BUSINESS. ALL VISITORS MUST WEAR A VISITOR'S PASS!

CLASS PARENTS:

We are asking for you to sign up with your child's teacher to be a class parent. Volunteering will include: substitute for teacher, chaperone on trips, help with bake sales, etc.

PARENTS AS PARTNERS

Just as the parents look to the school to provide the facilities and the trained personnel which are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies

- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so that they may be developed in cooperation with the classroom teachers
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress modestly according to Christian virtue
- insisting on their child's regular school attendance and punctuality and by complying with attendance rules and procedures
- making all tuition and fee payments on time, and participating in fundraising activities
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling
- attending all Parent-Teacher Conferences and Home-School Association meetings
- by always interacting in a respectful manner when speaking with or about the administration, teachers, and staff of the school. **Verbal or physical harassment may result in your child being asked to leave the school immediately or not being allowed to re-register for the following year.**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

RECESS/COURTYARD

After lunch, the children will be allowed to use the courtyard. This area will be patrolled by a teacher. Children are to follow the directions of whoever is on duty outside. **NO RUNNING OR BALL PLAYING WILL BE ALLOWED.** (Jump ropes are acceptable.)

REGISTRATION - NEW AND RE-REGISTRATION

RE-REGISTRATION - All students presently enrolled in Christ the King will have the opportunity to earn a re-registration form for the following year in February. This procedure will be as follows:

- All students who meet the requirements below will be given a re-registration form to be completed and returned to school no later than the designated date with the fee marked on that form.
- Re-acceptance requirements into Christ the King will be based on:
 1. Academic achievement and cooperation throughout the year by *both* the student and the parents/guardians.
 2. Proper behavior that is conducive to a school environment was exhibited by student throughout the year.
 3. All fees and payments are up to date.
 4. Regular Sunday Church attendance.
 5. The school reserves the right to revoke a re-registration once given.

NEW REGISTRATION - All students attending C.T.K. will be given, as part of the newsletter, advance notice of when new registration will be accepted, so that parents who have young children coming to the school for the first time can have an advance opportunity to enroll their children in the school.

RELEASE OF STUDENTS (during school day)

The school has a sign-out book located in the main office.

Occasions for the use of a sign-out book are:

- For liturgies and services when altar servers leave school, the students will sign out and in.
- In the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- When student is released to parent or guardian, that adult must sign the book.
- For a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. **(please note:**

only the principal may approve the release of a student for a prearranged appointment).

REPORT CARDS

Grades K-8 will be on Quarters. This means that they will receive their report cards four times a year. They are distributed in November, January, April and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Actual number grades are given in the major subjects that appear above the **Average** line on the report card (ie. Reading, Language Arts, Math, etc.). Letter grades are given in those subjects that appear below the **Average** line (ie. Art, Computer, Music, etc.). For these grades, the letters that appear in the **Marking System Code** box will be used. A sample of this box is shown below:

Marking System Code		
A+ = 97-100	B+ = 87-89	C+ = 77-79
A = 94-96	B = 84-86	C = 74-76
A = 90-93	B- = 80-83	D = 70-73
		F = Below 70
✓ or X indicates Improvement Needed		

Individual grades will be given for subcategories. These subcategories will be averaged out to give you a general numerical grade for the main category. For example, Comprehension and Vocabulary/Phonics are subcategories of Reading. Your child's Comprehension and Vocabulary/Phonics grades will be averaged to give you a general grade for Reading.

Academic Achievement will include all components of academic assessment: tests (weekly, chapter, unit); mid-terms and end-terms; class work/participation; homework; projects and/or portfolios. A compilation of a minimum of 8 grades will be included in each subject for a student grade.

General Effort is given a letter grade of A, B, C, D, or F. The scale for **Conduct and General Effort** will be used by the teacher as his/her guide. A sample of the **Conduct and General Effort** box is shown below:

Conduct and General Effort Scale	
A = Excellent	D = Poor
B = Good	F = Consistently Unacceptable
C = Fair	
✓ or X indicates Improvement Needed	

A single letter grade will also be given for ***Character Development***. ***Character Development*** is based on the following subcategories: respecting school authority, treating students with respect, following class/school rules, exhibiting self-control, listening attentively, exhibiting care of personal and school property, and using technology appropriately. A child will be given a checkmark for any subcategories in which improvement is needed. The ***Character Development*** grade will then be determined based on the number of checkmarks the child has received:

Number of Checkmarks	Conduct Grade
0	A
1 or 2	B
3	C
4	D
5 or more	F

Regarding ***Promotion, Retention, and Summer School***, the principal in consultation with the teacher makes decisions in accordance with Archdiocesan policy regarding these matters. Notice of possible retention will be

communicated to the parents and district Superintendent on school letterhead no later than the end of the third marking period.

The effort a child puts into his work is far more important than the mark attained. For this reason, it is important for the parents to speak to the teachers to see if the child is reaching his/her potential. A special progress evaluation report is given out at the parents conference in October. Conferences will only last 5-6 minutes due to the number of parents that need to be seen. If more time is needed, please make an appointment to see the teacher at another time.

Report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope, and the report card can be mailed on the last day of school.

ARCHDIOCESAN AND CHRIST THE KING SCHOOL POLICY FOR RETENTION

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able

to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students would benefit from the repetition of the school year. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. **The decision of the principal is final regarding promotion and retention.**

The decision to retain a student is made only after all aspects of that student's growth has been carefully considered. The three specific criteria are as follows:

1. Grade
Kindergarten: Evidence that the child is not meeting program expectations.

2. Grade(s)
1 Failure in
Reading and insufficient developmental progress
2 Reading
3 Reading and Math
4, 5, 6 a) Reading and Math or
b) Reading and Composition or
c) Reading, or Math, or Composition in addition to failures in TWO of the following:
Science, Social Studies, Religion, Language Arts.
7, 8 a) Reading and Math or
b) Reading and Language Arts
c) Reading, or Math, or Language Arts in addition to failure in ONE of the following:
Science, Social Studies, Religion.

3. The student has not demonstrated acceptable effort in achieving academic success. The following types of behavior might indicate unacceptable effort:
 - a) Failure to complete school and homework assignments and projects.
 - b) Consistent inattention to classroom instruction.
 - c) Lack of preparedness for school assignments.
 - d) Repeated scores of 1 ("below standards") in several standard domains on report card.

1. A significant deficiency in two of the criteria may warrant consideration for retention. Generally, a student should be retained only once in the elementary grades (1-5) and only once in the upper grades (6-8).

SAFETY REGULATIONS

For safety purposes, no student is permitted in the corridors of the classrooms before or after his/her scheduled time unless under adult supervision.

Students must notify their parents beforehand, if they plan to remain later than the usual dismissal time. The only exception is the 6th, 7th and 8th grade detention, as previously stated.

Please impress upon your children the importance of obeying instructions given by the Crossing Guard and/or Bus Driver. If there is no Crossing Guard, their safety depends upon crossing at corners and obeying traffic signs and signals. **Double parking** by parents is most hazardous to all children. We request that this is NOT done, for the safety of all.

PICK UP YOUR CHILDREN ON TIME. WE ARE NOT RESPONSIBLE FOR CHILDREN WHO ARE WAITING TO BE PICKED UP. ANY CHILD LEFT 15 MINUTES AFTER DISMISSAL WILL BE SENT TO THE AFTER-SCHOOL PROGRAM AND PARENT WILL BE CHARGED THE DAILY FEE.

THE STAFF OF THE SCHOOL CANNOT STAY AFTER SCHOOL TO WATCH YOUR CHILDREN. THEY HAVE THEIR OWN RESPONSIBILITIES AND OTHER COMMITMENTS. WE ASK YOUR COOPERATION IN THIS MATTER.

SCHOOL PICTURES

All children in Grades PreK-8 will be photographed by the photographer both individually and as a class in the Fall of each school year. Order forms with the prices will be provided. Purchase of pictures is voluntary. Eighth graders will be photographed in November for their Graduation pictures. Order forms with prices will be provided as well.

SCHOOL'S RIGHT TO AMEND

Christ the King School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

SECURITY

To assure the security of the building and the safety of each child, Christ the King School strongly enforces its policy of requiring all visitor, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

SEX OFFENDER POLICY

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at

<http://www.criminaljustice.state.ny.us> - or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

SMOKING

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the CHRIST THE KING School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

SPECIAL LEARNING NEEDS

Students with learning differences are children of God and members of the Church. Christ the King School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available the teacher and principal will meet the parents to discuss the results of the evaluation and the recommendations.

SPECIAL SUBJECTS - PHYSICAL ED., ART & COMPUTER

Physical Education, Art and Computer Classes are offered for the students' enrichment. Students are responsible for bringing the necessary materials to these classes.

Physical Education - C.T.K. in keeping with the standards set by the New York State Education Department has gym classes once a week for each child. If there is any health problem that necessitates your child not taking gym, a note from the doctor is required for each instance. This note is to be given to the gym teacher. Please note that your daughter WILL NOT be excused from gym activities due to "monthly discomforts".

- a) From September - October 20: Summer uniform **must** be worn. Students are to wear their shorts and T-shirts under their regular school uniform and wear their sneakers to school, **OR** they can wear the summer school uniform all day everyday from September to October 20 and then again from April 1 to the end of June.
From October 20 - March 31: Complete winter uniform **must** be worn to school. Do not wear regular school uniform to school.
From April 1 - End of Year: Summer uniform is worn, all summer uniform rules apply.
- b) If the student is to be excused from gym class, a note from the parent **MUST** be brought in and given to the gym teacher. Notes from parents will be accepted once a trimester. If more excuses have to be granted, then as stated previously, a note from the doctor is required.
- c) **NO PHONE CALLS WILL BE GRANTED TO STUDENTS WHO FORGET ANY ARTICLE OF CLOTHING FOR GYM CLASS. PARENTS**

ARE NOT ALLOWED TO BRING IN ANY ARTICLE OF CLOTHING NECESSARY FOR GYM CLASS. IT WILL NOT BE ACCEPTED SINCE IT WILL ONLY SERVE TO INTERRUPT THE CLASS.

- d) Four unprepared gym classes = “F”. IT IS THE CHILD’S AND THE PARENTS’ RESPONSIBILITY TO MAKE SURE HE/SHE IS PREPARED FOR GYM CLASS.
- e) The same rule applies for Computer class.

STANDARDIZED TESTS

In addition to class and school exams, your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

Standardized Tests Administer each Academic Year

Interim Assessments - Administered Two Times a Year (minimum)	
Grades K-8 th	Interim Assessments

Archdiocesan Test

Religion Test	Grades 3-8	January and June
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Standardized Assessments - Administered One Time a Year in Spring	
Grades K-2	ITBS

NY State Tests

New York State Exams	
Grade	Tests
3	English Language Arts and Mathematics
4	English Language Arts and Mathematics
5	English Language Arts and Mathematics
6	English Language Arts and Mathematics

7	English Language Arts and Mathematics
8	English Language Arts and Mathematics

The faculty of Christ the King School reviews these test results regularly for the purpose of promotion or retention (in conjunction with classroom performance), academic intervention services (AIS) for those who need extra assistance, and grouping for reading and math.

STUDENT PAPER WORK - FORMAT

The general requirement of “Student Paper Work” will be as follows:

A school heading is to be used on all papers that are formally submitted, i.e., homework, exams, projects, etc. Heading is only needed in the first page of each class notebooks.

However, each day’s work in the class notebook should be dated and should include lesson’s aim, page number and problem numbers.

Formal Heading is as follows:

Student’s Name _____ Date _____
 Christ the King _____ Class _____

 Subject _____

STUDENT COUNCIL _____

Members of the Student Council exhibit leadership skills and responsibilities that they will remember for the rest of their lives. Qualifications are as follows:

- 1) History of good academic standards and conduct
- 2) Member of the 6th, 7th, or 8th grade
- 3) No previous disciplinary slips in grades 5-8.

Removal from the Student Council - Three or more Disciplinary or Academic Referrals anytime during the current school year. Poor behavior is also cause for removal.

SUMMER SCHOOL

Children who do not meet grade level requirements in Reading and Math are mandated to attend Summer School.

The purpose of summer school is to provide a positive professional continuation of skills that a student is lacking, and could not afford to be without over the two months of summer vacation. Summer School classes in Reading and Math Maybe available at C.T.K. and will be taught by teachers from the school. Registration for these classes will be held in June. There is a separate fee for this service.

New York State mandates that anyone failing the English/Language Arts Exam and the Math Exam **MUST** attend Summer School as part of the remediation process. It does not have to be here at our school. It can be any recognized school institution. You must bring in September the official report card as proof of passing the course.

TELEPHONE

Emergencies arise which make it necessary for the students to call home. On such occasions, students with permission of their teacher and the secretary, may use the phone in the office on the first floor.

NO PUBLIC TELEPHONE CALLS ARE PERMITTED AT ALL! NO CHILD MAY CALL HOME FOR FORGOTTEN ARTICLES SUCH AS HOMEWORK, GYM SUPPLIES, LUNCH, PROJECTS, ABSENCE NOTES, ETC.

A CHARGE OF \$.25 WILL BE ASKED OF EVERY STUDENT WHO USES THE PHONE FOR NON-EMERGENCY CALLS. PHONE CALLS CANNOT BE MADE UNTIL AFTER MORNING PRAYER.

TEXTBOOKS

Lost or damaged textbooks must be paid for. Textbooks and workbooks, once handed out, are the sole responsibility of the student. Students in grade 1-8 are also responsible for covering textbooks and workbooks at all times.

TEXTBOOKS AND WORKBOOKS WILL BE TAKEN AWAY IF THEY ARE NOT COVERED. IT WILL BE THE STUDENT'S RESPONSIBILITY TO MAKE UP ALL THE WORK THAT WAS MISSED DUE TO THE FACT THAT THE BOOKS WERE TAKEN AWAY BECAUSE OF NO COVERS.

Books will be returned when a cover is brought in. Put clear contact paper over the brown cover only. **DO NOT PUT CONTACT PAPER OF ANY KIND DIRECTLY ON ANY HARD COVER BOOK. DO NOT TAPE DIRECTLY ONTO THE TEXTBOOK. IF YOU DO, YOU MUST PAY TO HAVE THE BOOK REPLACED.**

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the

student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. ASSIGNED TEXTBOOKS:

When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:

- a) The pupil's name be placed in the space provided in each book
- b) The teacher make record of the number of the book
- c) The teacher make a record of the condition of the book
- d) In September, each child put a clean cover on each textbook received
- e) In June, all textbooks are collected, extra materials and covers are removed
- f) All workbooks are collected in June

2. SUPPLEMENTARY BOOKS:

When books are handed out the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.

3. LIBRARY BOOKS:

Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cents fine per day per book, payable by the child. All lost library books must be paid for so that the school can purchase an additional copy. If the book is located after a new order is places, the child will be allowed to keep the old book since he/she has paid for it.

TRIPS

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has an absolute right to a field trip.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.

- Individual teachers in consultation with the administration reserve the **right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.**
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. **Verbal or faxed permission cannot be accepted.** Permission slips are due in the office 48 hours before the day of the trip.

When a child is ill or suffers from any type of illness, he/she will not be allowed to come on the trip unless the parent comes along. That way if the child gets sick, the parent is there. CHAPERONES WILL BE ACCEPTED AT THE DISCRETION OF THE TEACHER. THEY MUST BE 21 YEARS OF AGE. BROTHERS AND SISTERS ARE NOT ALLOWED TO COME ON A CLASS TRIP. ALL REGULAR SCHOOL RULES REGARDING CLOTHING, BEHAVIOR, AND UNAUTHORIZED ITEMS APPLY.

UNIFORM POLICY

Your school uniform confirms your attendance at Christ the King School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform, always remembering that by wearing it inside and outside the classroom and the school, you are representing the school and your behavior should be a credit to both yourself and the school community. School policy requires students to wear the following uniform:

1. SUMMER UNIFORM TO BE WORN IN SEPTEMBER AND FROM APRIL TO JUNE

- **Girls PreK to 3rd Grade**
Khaki short, dark navy short sleeve polo shirt, navy crew socks, white Velcro sneakers.
- **Girls 4th-8th Grade**
Khaki two panel skort, dark navy short sleeve polo shirt, navy crew socks, white laces sneakers.
- **Boys Prek-8th Grade**
Khaki twill walking shorts, dark navy short sleeve polo shirt, navy crew socks, white Velcro sneakers for Grades K-3 they are free when buy shoes, white with laces sneakers for Grades 4-8 they are free when buy shoes.

2. WINTER UNIFORM TO BE WORN FROM OCTOBER TO MARCH

- **Pre- K and Kindergarten (Boys and Girls)**
Navy heavy weight sweatshirt, heavy weight sweatpants, navy gym tea shirt, navy crew socks and white Velcro sneakers.
- **Girls Grades 1-3**
Navy and Khaki plaid drop waist jumper, white Peterpan collar blouse, navy tights or knee-hi, navy v-neck cardigan sweater, and black shoes (style 2085 the Mary Jane with the heart).
- **Girls Grades 4-7**
Khaki wrap around kilt, white convertible collar blouse, navy with white trim v-neck pullover sweater, navy tights or knee-hi and, black shoes (style 9535 - the one strap Mary Jane)
- **Boys Grades 1-7**
Khaki pleated twill pants, white dress shirt, blue-yellow and white pattern tie, navy with white trim v-neck pullover sweater, navy crew socks, and black shoes (style 3305 - the black lace-up)

2. WINTER UNIFORM TO BE WORN ON GYM DAYS ONLY

- **Girls and Boys Grades 1-8**
Navy heavy weight sweatpants, Navy heavy weight sweatshirt, navy gym tee shirt, navy crew socks, white sneakers (white Velcro for Grades PreK and K)

ONLY SCHOOL SWEATERS ARE ALLOWED. NO OTHER SWEATER CAN BE WORN IN SCHOOL. ONLY WHITE UNDERSHRITS WITH NO PRINTING ARE TO BE WORN UNDER THE SHIRT.

For information about uniforms or to place an order, contact:

FLYNN & O'HARA UNIFORMS INC.
136 Westchester Square, Bronx, NY 10461
Tel. (718) 683-7561

Shoes must be obtained at White Cross Shoes, located at:

WHITE CROSS SHOES
15 Catherine Ave,
Franklyn Square, NY
Tel. (516) 616-1488

OR

BOULEVARD SHOES
1007 Southern Boulevard
Bronx, NY
Tel. (718) 589-2958

A CHILD WILL RECEIVE A UNIFORM INFRACTION SLIP IF THEY ARE OUT OF UNIFORM **UNLESS** THE PARENT HAS SENT A LETTER EXPLAINING WHY. RECTIFICATION OF THE PROBLEM MUST OCCUR IMMEDIATELY THEREAFTER!

NO PART OF THE SUMMER UNIFORM CAN BE WORN WITH THE WINTER UNIFORM. IF YOUR CHILD CANNOT ATTEND GYM CLASS DUE TO LACK OF RIGHT UNIFORM, HE/SHE WILL BE MARKED AS UNPREPARED.

Please note that if your child has to come to school out of uniform on any given day, you must send a note with the child explaining the reason why and when he/she will return to full uniform. School ties may be purchased at school. The students will be given the month of September to get the uniform together without being penalized. By October 1st, they should be in complete uniform.

The presence of anything that proclaims a current fad is not permitted for any girl or boy.

PERSONAL APPEARANCE

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Uniforms should be neat and clean.

Hair should be clean and well groomed. The boy's hair should not be below the shirt collar. Bangs should not be so long that they impede vision.

Pants will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and with the guidance office will be made by school officials.

MISCELLANEOUS

JEWELRY:

****NO EARRINGS ARE TO BE WORN BY THE BOYS AT ANY TIME DURING SCHOOL!**

****Girls can wear only small "dot" earrings. Earrings MUST be worn on the earlobe.**

****No body piercing anywhere! No nose rings! No finger rings! No fad buttons on any part of the uniform! No multiple earrings or ear clips!**

****No chains, nameplates, necklaces or bracelets allowed!**

ANY JEWELRY WORN TO SCHOOL WILL BE TAKEN AWAY. ONLY THE PARENTS CAN COME TO CLAIM IT

****DISPLAYS OF AFFECTION DEEMED INAPPROPRIATE BY C.T.K. TEACHERS (EXAMPLE: KISSING ON SCHOOL GROUNDS) IS NOT PERMITTED.**

MAKE-UP:

NO make-up is to be used. This includes but is not restricted to the following items:

Lipstick lip gloss eye shadow eye liner blush

NAIL POLISH AND FAKE NAILS ARE NOT ALLOWED. You can ONLY use clear polish.

HAIR - MUST BE NEAT, CLEAN, AND WELL-KEPT!

Hair should be clean and well-groomed. The boys' hair should not be below the shirt collar. Bangs should not be so long that they impede vision. Hair is to be worn in a fashion appropriate for school. "FAD" haircuts are **NOT ALLOWED. NO CULTURAL PREFERENCES WILL BE ALLOWED, SUCH AS BOYS WITH BRAIDED HAIR. FACIAL HAIR AND SIDEBURNS OF ANY KIND ARE NOT ALLOWED.** Girls' hair should be away from the eyes. No dyeing or highlighting!!! **THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE WHAT IS APPROPRIATE ACCORDING TO THE LATEST FAD!**

ANYONE COMING IN WITH A FAD HAIRCUT WILL BE SUSPENDED FROM SCHOOL FROM ONE TO FIVE DAYS (ADMINISTRATION RESERVES THE RIGHT TO DETERMINE DAYS) AND THE SUSPENSION WILL BECOME PART OF THE STUDENT'S RECORD!

OTHER ITEMS:

Any electronic device such as cell phones, beepers, hand held and other personal electronic devices that may distract the student, other students, or the class as a whole during the course of the school day is PROHIBITED.

****Rolling bookbags may be brought to school, but they cannot be rolled inside any part of the school building.**

****NO beepers or battery operated radios, walkman, games, or other electronic devices are allowed in the school at any time during the school year.**

****NO watches with any types of alarms.**

****NO flowers can be sent to any student except by the PARENT.**

****NO pants are to be worn below the waist. They are to be purchased the correct size and length, and a belt (which, again, MUST be seen) is to be used to keep them up.**

****NO hats are to be worn inside the building.**

****NO phones of any kind are allowed.**

****NO trading card albums are to be brought to school.**

****NO books, magazines, catalogs, etc. that glorify or promote inappropriate behavior are allowed.**

****NO color contacts are to be worn at any time during the school year.**

****NO phone calls are to be made to the office until AFTER morning announcements are over, which is usually around 8:20 AM.**

ANY ILLEGAL SUBSTANCES OR ITEMS WHICH HAVE THE POTENTIAL TO CAUSE HARM OR DESTRUCTION WILL RESULT IN AN AUTOMATIC SUSPENSION!!

TEACHERS AND STAFF WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS TAKEN AWAY THAT DO NOT CONCUR WITH SCHOOL RULES.

THE ADMINISTRATION AND FACULTY RESERVES THE RIGHT TO AMEND THIS HANDBOOK AS THE NEED ARISES.

SUMMARY STATEMENT

Once students have met the necessary admission requirements and have been accepted in Christ the King School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Christ the King School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Christ the King School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By their signatures on the Parent Signature Page contained in this handbook and the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Christ the King School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Christ the King School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed.

Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the

student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all.

Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Christ the King School agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

CHRIST THE KING COMPUTER SERVICES ACCEPTABLE USE POLICY

General Information:

To provide an intellectual atmosphere that includes access to knowledge and information, Christ the King believes that all students should have the opportunity to develop skills in using computer technology. The technology of

the computer network is defined as all computers, both hardware and software, the LAN (Local Area Network), furniture, and all transmitted information. Transmitted information includes, but is not limited to: electronic mail, web browsing, file transfer protocol, the mentor/mentee projects, and any information via the internet.

The internet is a network of thousands of computers around the world which allows users to send, receive, and publish information in various ways, including e-mail, news groups, and the World Wide Web. With access to computers and people all over the world comes the availability of material that may not be considered of educational value in the context of the school setting. Access to such material is actively discouraged at Christ the King School, but on a global network it is impossible to control all materials, and a determined user may discover controversial information. We firmly believe that the valuable information and interaction available on the internet far outweigh the risks inherent in the procurement of questionable material that is not consistent with CTK's educational goals and philosophy.

The network is a resource that is shared entirely by the Christ the King School community. Network and school administrators reserve the right to access, inspect, and delete the contents of student e-mail and files which they deem counterproductive to the goals of the school and the efficient functioning of the network.

Acceptable Use:

Use of technology at Christ the King School is a privilege extended to individuals who wish to enhance their learning experiences. Users will broaden their global horizons and discover a vast scope of information and experience. Learning through interaction with the technology will furnish a graduate with many of the skills required by high schools and evolving business communities. Each user has the privilege to make use of authorized hardware and software found on school grounds in order to facilitate his/her academic growth.

Transmission and viewing of any material in violation of any US or state regulation is obviously prohibited. This includes, but is not limited to: plagiarizing copyrighted material, threatening or obscene materials, or materials protected by trade secret or that are classified government information. All school regulations apply to the use of the network to support the educational goals of this institution. When the school incurs a cost due to student negligence or misuse, the student will be responsible for the cost.

Guidelines:

Students at Christ the King School are expected to comply with the following procedures:

- Students will follow the above acceptable use statement

- Each student is assigned an e-mail account that uses a total of eight letters starting with the first name initial and the following seven characters of his/her last name. All e-mail will be checked by school authorized personnel. All e-mail will be printed so as to keep accurate student records.
- Plagiarism of materials found on the network constitutes a violation of the school's disciplinary codes as outlined in the student handbook as well as unacceptable use of the network. All copyright laws, including those governing the copying of computer software must be observed.
- No student is allowed to access any other user's file.
- No student is allowed to use any material that has not been assigned by Christ the King School faculty or staff. Students may not install or delete software on individual workstations or on the network file server.
- Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.
- The use of the computer to transmit or view sexually-oriented material, or any other information generally considered inappropriate in a school setting, is forbidden.
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

Consequences:

Immediate notification will be made to the parent or guardian of any infraction of this Acceptable Use Policy. The final determination of what constitutes a violation of this policy is the responsibility of Christ the King Principal and computer coordinator. Depending on the severity of the infraction, any of the following consequences may be imposed:

- **Loss of network use for a determined period of time**
- **Permanent revocation of access privileges**
- **Conference with parent/guardian**
- **School disciplinary action according to the Student Handbook and posted rules**

This document is subject to change. It is the student's responsibility to remain aware of the regulations contained herein.

Addendum

Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.

Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.

After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.

Students must abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, slanderous or disparaging of any students or adults.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the s system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" on-line.
- Only public domain software ("shareware") can be downloaded.
- Copyright laws must be respected. Do not make-Unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords or try to learn others' passwords. Do not copy, change, read or use files from another user without prior permission from that

user. Do not attempt to gain unauthorized access to system programs for computer equipment.

- Do not post personal messages on bulletin boards or “list servers”. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any students who use a camera phone or other personal electronic devices in school or in the classroom for any reason will be **suspended**. Further disciplinary measures including expulsion will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology Use (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (pda’s), chat lines, bulletin boards, etc., outside normal academic hours and/or off school grounds are subject to the same guidelines as previously cited in the “**Discipline Code for Student Conduct**”, “**Harassment Policies**” and the **Summary Statement**”.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- **Transmission of any material in violation of any U.S. or state regulation is prohibited.** This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Student Name: _____ Grade _____

Student Signature _____ Date _____

Christ the King School
School Year 2016-2017

Parent Signature Page

We have received a copy of the school handbook and have read it.

Parent's Name

Parent's signature

Grade 2 and above Student's Signature

Student's Grade

Date

PARENT FUNDRAISER CONTRACT

Christ the King School
School Year 2016-2017

I am a parent/legal guardian of _____,
Grade_____ As the parent understand my obligations to the school's three
mandatory fundraisers.

Fully participate in the following fundraisers:

- 1) 1st Candy Sale, begins September 9th - \$120.00 per family

**Failure to participate in the above fundraising activities will result in your
statement being billed the full amount of \$120.00**

- 2) Raffle tickets go home October 28th - \$50.00 per family

**Failure to participate in the above fundraising activities will result in your
statement being billed the full amount of \$50.00**

- 3) 2nd Candy Sale, begins February 3rd - \$120.00 per family

**Failure to participate in the above fundraising activities will result in your
statement being billed the full amount of \$120.00**

**★ IF I DECIDED NOT TO SELL I UNDERSTAND THAT I WILL HAVE TO PAY
THE \$200.00 FUNDRAISER FEE BY SEPTEMBER 1, 2016.**

I AGREE TO FOLLOW THESE RULES AS STATED. I AM ALSO AWARE OF ALL THE
CONSEQUENCES FOR NOT FOLLOWING THE RULES AND REGULATIONS!

Parent Printed Name _____

Parent Signature _____

Parent Mobile # _____

Date _____

CHRIST THE KING SCHOOL
SCHOOL YEAR 2016-2017

NEW YORK STATE TEXTBOOK LOAN PROGRAM

NEW YORK STATE LIBRARY MATERIALS PROGRAM

NEW YORK STATE COMPUTER SOFTWARE PROGRAM

As parent/guardian, I am hereby authorizing that the principal of Christ the King School submit requests to the appropriate Board(s) of Education for the loan of textbooks, library materials, and computer software on behalf of my child under the NYSTL, NYSLIB, NYSSL programs of New York State.

Parent's Signature _____

Child's Name _____

Address _____ Apt# _____

City _____ State _____ Zip Code _____

Date _____

**Technology Use/Telecommunications Policy
Agreement for 2016-2017 School Year for
Christ the King School**

User

I understand and agree to abide by the Telecommunications Policy/Student Expectations in the Use of the Internet agreement. I further understand that any violation of these regulations is unethical and may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's name (please print): _____

User Signature: _____ Date: _____

Parent/Guardian

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school/s technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (please print): _____

Parent/Guardian Signature: _____ Date: _____

CHRIST THE KING SCHOOL

Photo/Video Release Form for 2016-2017 School Year

TO WHOM IT MAY CONCERN:

I hereby give permission for my son/daughter _____

to be photographed or videotaped at _____ School.

I realize that the photo may be published in the newspaper, a magazine, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at _____ School.

Signed _____

Date _____



Christ the King School
1345 Grand Concourse – Bronx, NY 10452

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children or children of whom I am the designated guardian.

Names of Children, Parent or Guardian

by the Department of Education, Archdiocese of New York and its parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors(the “Company”).

I hereby grant to company the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, Internet, and Pod-Casts.

I forever grant, assign and transfer to Company any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by Company. I hereby agree to release, indemnify and hold harmless Company from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

Print Name

Name of Child/Children(if applicable)

Signature

Signature of Parent or Guardian

Date

CHRIST THE KING SCHOOL
SCHOOL YEAR 2016-2017

AIDS CURRICULUM

As with compliance with the laws of New York State, Christ the King School teaches the AIDS CURRICULUM to the students of our school. This is a mandatory curriculum and it is age appropriate.

.....

I, _____, the parent
of _____ in grade _____,

UNDERSTAND THAT THE CURRICULUM WILL BE TAUGHT TO MY
CHILD DURING THE SCHOOL YEAR. I ALSO UNDERSTAND THAT
THE LESSONS TAUGHT ARE AGE APPROPRIATE. I HEREBY GIVE
MY CONSENT TO SUCH LESSONS.

Parent's Signature _____

Date _____

CHRIST THE KING SCHOOL
SCHOOL YEAR 2016-2017

FINANCIAL PAYMENTS AND REQUIREMENTS TO ENTER SCHOOL

I, _____ AS THE PARENT
OF _____ IN CLASS _____

UNDERSTAND THAT TUITION MUST BE PAID ACCORDING TO THE SCHEDULE
OF PAYMENTS THAT ALL PARENTS RECEIVE WITH THE TUITION ENVELOPE,
\$30 LATE FEE IS ADDED ON WHEN THE PAYMENT IS LATE.

CHILDREN WILL NOT BE PERMITTED TO CLASS OR FIELD TRIPS IF FEES
REMAIN UNPAID. At the end of the school year, report cards will not be
distributed unless all fees are paid in full.

I UNDERSTAND THAT All school fees, tuition, etc. must be paid by MONEY
ORDER ONLY!!!. PERSONAL CHECKS OR CASH WILL NO BE ACCEPTED.

IN ORDER FOR MY CHILD TO ENTER SCHOOL IN SEPTEMBER THE FOLLOWING
FEES MUST BE PAID:

Book Fee:	\$130.00 per child	} One money order
Technology:	\$130.00 per child	
General Fee:	\$100.00 per family	
Recreation Fee:	\$60.00 per child	→ Different money order
Tuition payment #1, and #2		→ Different money order

ALL MONIES PAID ARE NON REFUNDABLE!!!!!!

Parent's Signature _____

Date _____

Christ the King School

Absent Note

STUDENT'S NAME _____

STUDENT'S CLASS _____

DATE(S) OF ABSENCE _____

REASON FOR ABSENCE _____

Doctor's note is attached. Yes _____ No _____

Memo to All Parents
From Mr. Steven Iuso
Re: Pesticide Application
Date: September 2016

***The School Pesticide Neighbor Notification Law requires all nonpublic schools to notify parents and interested parties prior to pesticide in instructional and administrative building and grounds.

Therefore, please be advised that the school building and the staff parking lot will have monthly pesticide applications. The school reserves the right to amend the time of the application as it deems necessary.