

## **SCOPE OF CHRIST THE KING HANDBOOK**

This handbook constitutes a daily guide for students, parents and teachers on most aspects of our school activities. The administration will normally adhere to it in every detail. Some special cases may require decisions that will deviate from the handbook. Teachers are at liberty to request from the school administration special consideration for unique cases. This consideration cannot, of course, be granted in every case.

It is understood that that the administration may correct, delete, change, or add to the regulations stated in this handbook, for the general well being of Christ the King Cathedral School. Such changes will not be arbitrary, and they will be promptly communicated to all members of our school community.

Parents and students are obligated to study this handbook in order to become fully familiar with its content.

# MISSION AND BELIEFS OF CHRIST THE KING CATHEDRAL SCHOOL

## PHILOSOPHY

Learning the meaning of The Word

## MISSION

Christ the King Cathedral School is a Catholic school where students, in their educational journey, grow as unique individuals in the spirit of Jesus Christ toward spiritual maturity. The school regards itself as an integral part of the parish and Diocese and a vital force for preparing future leaders to share their faith through service to family and community.

Christ the King Cathedral School is child-centered and is committed to providing strong academic and development programs which enable children to achieve their full potential. We empower children to meet the challenges of an ever-changing world. The faculty and staff are faith-filled, dedicated, knowledgeable in their professions, and strive to meet the individual needs of the children. The school is sensitive to family issues and encourages parents/guardians to fulfill their role as the first educator of their child.

## BELIEFS

**We, as people of God journeying together in faith, believe that:**

- We are a unique creation of God who unconditionally loves each of us.
- Our Catholic education flows from the mission and ministry of Jesus Christ. The life, death and resurrection of Jesus are the foundation of the Church and of our educational ministry.
- Catholic educators will deepen their own faith life and that of their students through the spirit of prayer, shared worship and service to the community.

**Our school, as a Christ filled learning community, believes that:**

- We, together with the church and home, proclaim, teach and witness the Gospel through our Catholic educational ministry.
- We are welcoming, inclusive, compassionate and celebratory.
- We join parents of our students to raise children with a social conscience to strive for peace and justice.

**We, as Catholic educators believe that:**

- We perform teaching responsibilities with diligence and integrity
- We enhance self-competence by continuing education to increase knowledge and skills.
- We foster a philosophy of education which encourages lifelong learning.
- We promote professionalism by respecting and preserving the privacy and dignity of colleagues, students and parents.
- We uphold the authority of the school when communicating with parents, students, and the school community.

**We, as child focused educators, believe that:**

- Students learn best when they are respected, valued and affirmed for who they are as unique expressions of the Creator.
- Students who think and question with integrity grow in learning, personal development, and authentic spirituality;
- All students are capable of learning and are called to the joy and the responsibility of developing their capabilities;
- Students learn best with high and clear expectations and relevant assessments which are authentic and aligned to these expectations.

## **ACCREDITATION**

Christ the King Cathedral School is accredited by the Texas Catholic Conference Accreditation Commission, which is recognized by the Texas Education Association.

## **PARENT'S ROLE IN CATHOLIC EDUCATION**

In Catholic tradition, parents, assisted by the Church, have primary responsibility for their children's education. When a student is enrolled at Christ the King Cathedral School, his/her parents enter into a partnership with the school. This partnership creates a special environment that fosters the child's academic success and emotional well being. Parents have many opportunities to assist and support their child's education at Christ the King and are always encouraged to do so. The home/school relationship is a vital link in the education of the child. We expect parents to support the instruction and teachings of the school. If this does not happen the home/school relationship can be a detriment rather than a blessing. Parent-teacher conferences are scheduled in the fall at the end of the first grading period. Parents should feel free to contact the child's teachers or the principal anytime there are questions or concerns.

## **PARENT'S RESPONSIBILITY**

Good discipline should originate in the home. The parent is the first teacher and should develop good habits of behavior and proper attitudes in their child. A parent will:

1. Teach the child to show respect to all school personnel entrusted with his / her guidance and education. Students should be courteous and friendly to schoolmates and show concern about other's feelings in actions and words.
2. Attend school functions and take part in meetings and other school-related activities.
3. Stress the importance of being prepared for schoolwork by keeping up with materials, books, and assignment notebooks and other things necessary for good schoolwork.
4. Help the child appreciate the diversity of teachers and classmates. Encourage and guide wholesome friendships, interests, and activities.
5. Above all, the parent or guardian needs to understand school rules and urge his/her child to comply and to cooperate with the school. Schedule a conference with your child's teacher should a problem arise.

## **TEACHER'S ROLE IN CATHOLIC EDUCATION**

From the secular perspective, our teachers are employees subject to civil taxes and the like; but from a religious perspective they are Ministers of Catholic Schooling. They are semi-volunteers, since they do not -- nor are they likely to -- receive compensation comparable to teachers in the public school system. Their willingness to serve as semi-volunteer constitutes part of the endowment of the school. Our teachers are here because (1) they believe in our philosophy of education; and (2) they desire to serve Jesus as Ministers of Schooling in accordance with that philosophy. (*Catholic From the Inside Out*, 170)

## **ADMISSION AND REGISTRATION REQUIREMENTS**

Grade Placement for Pre-K 3, Pre-K 4 and Kindergarten is based upon the following criteria:

- Pre-K3 – Age 3 by September 1<sup>st</sup> of the enrollment year. Completely toilet trained. Absolutely NO PULLUPS.
- Pre-K4 – Age 4 by September 1<sup>st</sup> of the enrollment year.
- Kindergarten – Age 5 by September 1<sup>st</sup> of the enrollment year.

Complete set of documentation requirements grades 1-12

- Previous years' report cards
- Transcripts from all previously attended elementary or middle schools
- Baptismal certificate
- Immunization records
- Proof for parish registration from parish priest.

**Upon a child's acceptance into Christ the King Cathedral School, the parent is required to sign a contract acknowledging an understanding and acceptance of the rules and regulations, conditions and requirements of the school as stated within the enrollment contract, school handbook, diocesan policies, and school newsletters.**

### **The following is the order of priority for admission:**

1. All currently enrolled students who have re-registered by the due date, unless the school has determined that the child may not return for the following year. The school reserves the right to reconsider and retract renewal of admission after the due date if, between the date of re-registration and the beginning of the following school year, situations are discovered which are in serious violation of school policies and which, had they occurred or been discovered earlier, would have led to the student not receiving re-registration forms.
2. Students whose siblings are currently enrolled in the school.
3. Students on the current year's waiting list in good standing.
4. Students registered at Christ the King Cathedral or other parishes in the diocese of Lubbock.
5. Students transferring from another Catholic school.
6. Student of another religious affiliation. (All students of other religions will be required to participate in all classes and school activities including religion classes and liturgical events during the school day.)

## **PLACEMENT / ADMISSION EXAMS**

A placement test may be administered to all Kindergarten – 12<sup>th</sup> grade applicants who have not previously been enrolled at Christ the King Cathedral School as part of the admission process. The placement / admission exam does not guarantee acceptance. Placement or screening tests are one means of determining that a child will meet with academic success at Christ the King Cathedral School, and will assist us in determining whether our program will meet the individual needs of a prospect student.

## **RE-ENROLLMENT POLICY**

The continued enrollment of the student is subject to the student observing all school rules as set out in the school handbook including but not limited to general behavior, academic performance and attendance.

Continued enrollment in any given school year, and re-enrollment in any subsequent years, is subject to the parents / guardians continued support of the mission of the school as documented in the school handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents / guardians. Re-enrollment in any subsequent year is a subject to mutual agreement. The deadline date stated on the re-registration form will be enforced or the space will be assigned to another student.

## **VISITORS**

We love having visitors, but there are state laws regulating visits to schools for the safety of the children. All visitors including parents, guardians, and relatives must report to the main office when entering the building during the school day. For the safety of our students and staff, all outside doors except the main entrance are kept locked throughout the day. Student visitors are allowed to visit only with the prior approval of the principal, and only during the lunch period.

## **HOURS OF OPERATION**

- Morning supervision begins at 7:30 a.m. Students arriving at school between 7:30 and 7:45 a.m. must report directly to the cafeteria. The school is not responsible for students dropped off prior to 7:30 a.m.
- The school day begins at 7:45 a.m. with the tardy bell ringing at 7:55 a.m. Students arriving after 7:55 are tardy.
- The school day for:
  - Pre-K and Kindergarten students are dismissed at 3:05 p.m. All pre-k students must be picked up by 3:20 p.m. unless enrolled in the After School Care program.
  - Students in 1st – 5<sup>th</sup> grade are dismissed at 3:15 p.m. Kindergarten– 5<sup>th</sup> grade students must be picked up by 3:30 p.m. unless enrolled in After School Care or involved in a school sponsored extra-curricular activity.
  - Jr. High (6<sup>th</sup> – 8<sup>th</sup>) students are dismissed at 3:50 p.m. Jr. High students must be picked up by 4:05 p.m. unless enrolled in After School Care or involved in a school sponsored extra-curricular activity.
  - High school students are dismissed at 3:50 p.m. and must be off campus by 4:05 p.m. unless involved in a school sponsored extra-curricular activity.

School office hours are 7:30 a.m. – 4:00 p.m.

## COMMUNICATIONS

Our aim is to help each student develop a positive attitude toward learning. To succeed in this, close cooperation and openness between home and school are essential. We are always ready and happy to hear from parents regarding questions and concerns. If a parent would like to contact a teacher, please call the school secretary at 795-8283. She will connect you to the teacher's voice mail system where you can leave a detailed message and expect a returned call as soon as possible. Teachers may also be reached via school e-mail. See a complete list of faculty e-mail addresses on the school's website.

Please read all school communications. **From the Principal's Desk** newsletters are published every Thursday and sent home via Honeywell Instant Alert e-mail. **From the Principal's Desk** is also posted to the school website at [www.ctkcathedralschool.org](http://www.ctkcathedralschool.org) and to the school's Ed-Line account. In addition to these notices, teachers often communicate via classroom newsletters posted on Ed-Line. Please take the time to review these notices.

A monthly calendar will be sent in the mail around the first of each month. This will give all the dates and events happening in the school for the month. Hot lunch and Mass schedules will also be included on the calendar.

## RELIGIOUS EDUCATION

The basic responsibility for religious education and sacramental preparation rests with the parents. Classes are provided through the parish to assist parents in their tasks.

The goal of our school is to provide a setting for Christian growth. Some ways it does this is by teaching children about morality and its foundations; by expecting moral behavior of the child at school; by so organizing the school that the child experiences, for several hours a day, an educational culture that is Catholic; by giving witness of Christian discipleship through the way teachers, staff and students relate to one another; by offering retreats, and by providing opportunities for Sacraments, prayer and religious devotion in the school context. (*Catholic from the Inside Out, 172*) All school and class Masses are scheduled periodically throughout the year and religion classes are taught daily.

## FINANCIAL INFORMATION

Christ the King Cathedral Parish is the main supporter of the school. Parents, however, are expected to contribute to the financing of the school through their educational support. Please contact the school office for a list of tuition and registration fees.

***Registration and Book Fees are non-refundable. (Unless family moves out of town before school starts).***

## **PAYMENTS**

1. Tuition may be paid in full by registration day, or monthly payments can be paid through FACTS tuition management program.
2. Monthly educational support for a month already in progress is not refundable, nor can it be prorated. Monthly educational support paid in advance is fully refundable for that month or those months not yet in progress.
3. Pre-registration fees are not refundable unless moving from the city. General registration fees are not refundable at all.
4. **THE SCHOOL WILL NOT RELEASE GRADES, OR RECORDS UNTIL THESE ACCOUNTS ARE PAID – THESE INCLUDE EDUCATIONAL SUPPORT, REGISTRATION FEES, FINES, ETC.**

## **TEXTBOOKS**

Because of the constant rise in prices of educational materials, particularly textbooks and consumable workbooks, the following procedures have to be followed:

1. All students (Kindergarten through High School) will rent textbooks and purchase consumable workbooks. The rental fees are part of the total registration fee
2. **All** rental textbooks must be returned in excellent condition at the end of the year. Students who return textbooks with marks, stains, writings, and other signs of lack of care, will be assessed a fine. Parents are required to pay the replacement cost of a text that is not repairable.
3. Parents/ Students will be required to pay for any lost textbooks.

## **CLASS ACCOUNTS AND OTHER STUDENT ACTIVITIES**

Fund raising purposes must be stated in writing and be approved by the Principal. Disbursements will be made according to the original purpose and only after approval by the Principal. Funds raised by the students must be kept in the general school account. A statement of these funds will be given to the sponsoring teacher. Any use of these funds will have to be specifically approved by the sponsoring teacher in writing. No funds can be withdrawn without the sponsoring teacher's signature.

## **LIVING AND LEARNING EXTENDED SCHOOL DAY PROGRAM (LLP)**

The Living and Learning Program (Extended School Day Program) is provided by Christ the King's Early Childhood Development Program. Complete supervision is available until 6 p.m. Snacks are provided. Space is limited. Families should enroll in LLP at the beginning of the school year.

## **INSURANCE**

Christ the King Cathedral School does not carry any type of accident insurance on students.

## **SEVERE WEATHER**

In the event of an emergency, or school closing or delay, parents will be contacted through Honeywell's Instant Alert system. In most instances, Christ the King Cathedral School will follow Lubbock Independent School District schedule of closings or delays.

## **ACADEMIC LIFE**

The specific goals of Christ the King Cathedral School cannot be achieved without a serious commitment to its academic life. All students are expected to participate in all classes and activities during school hours. Acquiring knowledge requires effort, inner motivation, parental encouragement, and discipline.

As a parish school, we serve children with a wide range of educational capacities. They will be within the range that can be taught successfully by one teacher in a heterogeneous classroom grouping, with the help of limited specialized services. We are neither an academy nor a remedial school; we strive for excellence for all of our students, whatever their educational capacity may be. We do not have resources to work with children who have deep psychological problems, or whose behavior is disruptive or gives scandal (*Catholic from the Inside Out, 172*).

Students are responsible for having the required materials for each subject. All assignments are expected to be neatly completed and turned in when due. Each grade level will have its own missing assignment policy.

## **REPORT CARDS / PROGRESS REPORTS**

A report card will be issued four times (three times for pre-k students) during the year via Ed-Line to inform parents of their child's progress. Progress reports are sent to parents at mid-quarter during each marking period. Parent-Teacher conferences are scheduled on the school calendar at least once a year. Additional conferences are available as needed and must be pre-scheduled between the teacher and parent. Parents or guardians receiving a progress report or a report card indicating that the student has a grade lower than 75% during that time **MUST** make an appointment with the teacher.

### **Academic Grades**

92 – 100	A	Excellent
84 – 91	B	Above Average
76 – 83	C	Average
70 – 75	D	Below Average
Below 70	F	Failing

## **PROMOTION / RETENTION**

Promotion to the next grade is based upon a child's effort, cooperation, ability and social readiness. Students whose cumulative average is failing in one major subject (Language Arts, Reading, Math, Science, Social Studies, Religion) will be required to attend summer school or complete course by correspondence. Any student who fails two major subjects due to lack of effort will be required to attend summer school and may be retained in the same grade for the coming year. The school reserves the right to determine whether a student is promoted or retained. Parents will be informed of a child's progress or lack thereof and the school will keep documentation.

## **PERMANENT RECORDS**

A permanent academic file is kept for each student. All academic grades will be posted on this performance record. All other academic agreements, equivalency of transfer credits, exemptions, changes, etc. will be recorded and properly signed by the Principal. Unsigned documents and verbal agreements will not be binding.

## **TRANSCRIPTS**

Properly notarized transcripts will be released to parents or to schools requesting them upon written approval by the parents. No transcripts will be released if parents have outstanding debts with the school unless special arrangements are made.

## **TESTING**

The Iowa Test of Basic Skills is administered to grades K – High School during the 1<sup>st</sup> 9 weeks of school.

## **CTK SCIENCE FAIR AND REGIONAL SCIENCE FAIR**

Completing a Science Fair project and competing in the CTK Science Fair is an academic requirement for students in 4<sup>th</sup> grade through high school. All winners are expected to go with their entries to the Regional competition. It is an honor for the winners to participate in the South Plains Regional Science Fair.

## **HONOR ROLL**

The school gives specific recognition to students in 2<sup>nd</sup> grade and above at the end of each nine week grading period by placing their names either on the A Honor Roll or the A/B Honor Roll. The purpose of the Honor Roll is to reward outstanding scholastic achievement for students who are highly motivated, responsible, hard-working and whose work reflects these qualities.

- A Honor Roll includes the names of all students who have obtained grades 92% or above in all academic subjects and have no grades lower than an A for a 9-week period.
- A/B Honor Roll includes the names of all the students who have obtained at least 84% in all academic subjects and have no grades lower than a B for a 9-week period.
- Students must maintain satisfactory conduct for any honor roll. Students who are habitually tardy or have excessive absences do not qualify for honor roll.

## **ASSIGNMENT NOTEBOOKS**

The school provides assignment books for all students beginning in 2<sup>nd</sup> grade. If a student loses their assignment book, they must purchase another. Parents need to keep tabs on their children's work by asking them daily about their school and homework assignments. Often teachers will ask parents to sign tests and other work. The school expects full cooperation with this request.

## **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework provides practice that reinforces classroom learning and can produce opportunities for individual study, research, and creative thinking.

## ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation.

**Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a very serious problem.**

Parents are required to inform the school of an absence by calling the school before 8:30 a.m. on each day of the absence: 795-8283. On the day the child returns to school, a written note, signed by the parent/legal guardian must be presented to the homeroom teacher. Students who are absent from school may not be present on campus to participate in or observe extracurricular or after school activities without permission of the principal.

- **Fifteen (15)** total days per year are allowed for absences, including excused absences. Any absence above fifteen (15) days total (excused or unexcused) requires that the student and parents appear before a committee of teachers, administrators, and / or school board members, which will decide whether the student will be promoted or retained.
- If a student leaves before 11:00 a.m., he/she will be counted absent for the entire day. Students leaving between 11:00 a.m. and 2:00 p.m. will be counted absent for ½ of a day. Departures after 2:00 p.m. will be recorded as an "Early Dismissal".
- If a student misses more than three (3) consecutive days due to illness, a doctor's excuse is required. If not received, the absence will be considered unexcused. Two such occurrences will constitute reason for a committee review.
- A maximum of five (5) Parent Request days are allowed as excused absences per year. **The parent must notify the school and the teachers five (5) days prior to the absence.** Students are expected to make up work within the same number of days as the excused absence after returning to school. Students will receive a grade of zero for work missed during an unexcused absence.
- If a student and/or parent requests homework in anticipation of an absence unrelated to an illness, that work is due **when** the student returns to the class. If work is not returned, a grade of zero will be assessed.

## LATE ARRIVAL

The school day officially begins at 7:55 a.m. While everyone occasionally experiences difficulty getting to school on time, habitual tardiness is a serious problem. Promptness shows respect for the learning process and should be encouraged and modeled by parents and teachers. Children who consistently arrive late are unable to take full advantage of the education offered by Christ the King Cathedral School. Also, children who are tardy distract other students from their work. For these reasons, **habitual tardiness will not be tolerated.** (See discipline management plan for further details on habitual tardiness.)

## RELEASE FROM SCHOOL

At no time during the day will pupils be allowed to leave the school grounds, even during recess or lunch unless a parent or guardian checks the student out in the office. If arrangements have been made and the student is being picked up, the parent or guardian must present themselves to the office (not the classroom) before the student will be released. If someone other than the parent or guardian is picking up a student, they must present a signed note from the parent or guardian to the office before the student will be released.

## LIBRARY

1. Books may be checked out for one week and can be renewed. Books are renewable only on presentation of the book.
2. Magazines may be kept out for three days.
3. A student with overdue books will not be allowed to checkout more books until those books are turned in or the book is paid for.
  - a. Students will be charged the full amount of any book they have lost or damaged beyond repair.
4. We ask all parents to help our children to develop a sense of responsibility by encouraging them to take care of the library books, and return them on time.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials are available through the library for teacher use in the classroom. In addition, color televisions and VCR's are available to the teachers through the library. Library classes are held for the purpose of library instruction as well as for the enjoyment of the materials and books.

## MEDICATIONS

**There are no circumstances under which any medication, prescription or non-prescription, may be in the possession of a student or with a student's belongings.**

Students requiring medication during the school day should adhere to the following guidelines:

Medications:

1. Must be clearly identified as to name and type of medication.
2. Must be in original container.
3. Must carry prescription label with child's name, drug identity, dosage instructions, doctor's name, dosage amounts, specific dosage times, and other instructions as necessary.
4. The prescription date must be current.
5. A note, dated and signed by the parent, must accompany the medication giving the child's name, dosage instructions, dosage amounts, specific dosage times, and other instructions as necessary.
6. Inhalers are to be kept in the office.
7. All medication, prescription and non-prescription, must be kept in the school office. Teachers can not and will not dispense medication to students.
8. Only authorized school personnel will be permitted to dispense medication to any student.
9. Non-prescription medications such as Tylenol or aspirin will only be accepted in the original container, with an unbroken seal.
10. The non-prescription medicine must arrive labeled with the student's name and homeroom.
11. A permission slip describing the conditions under which the parent wishes the non-prescription medication to be dispensed by the school to the child must accompany all non-prescription medication.

## IMMUNIZATIONS

All children must meet the state standards for immunizations. There is no provisional admission. The law further requires that an undated immunization record must be on file for every child enrolled in the school.

## UNIFORM POLICY

There is a direct correlation between a young person's appearance and his/her overall attitude toward learning. A clean and complete uniform is required for every student. Students in uniform are representatives of Christ the King Cathedral School. They should be proud of their school and dress accordingly. Soiled, torn, faded or worn-out clothing will not be permitted.

Leaders of various groups, such as Boy Scouts, Girl Scouts, etc., may have an agreement with the Principal and students will be excused from the school uniform in order to wear the uniform of their organization.

Emblems of any nature, except those of Christ the King Cathedral School, are not permitted on CTK uniforms.

## MASS UNIFORM

Mass uniform, is required for all Masses and prayer services. Uniforms are to be worn all day. Scout uniforms are not to be worn on these days. Red or Blue (High School only) shirts are not to be worn with uniform plaid.

## BOYS

### REQUIRED FOR MASS AND PRAYER SERVICE:

– PreK 3yrs – 12<sup>th</sup> Grade

Navy Uniform Slacks

White Oxford Shirt (Long sleeved or short sleeved)

Navy V-Neck Sweater or sweater vest

Navy, Brown or Black Belt

9<sup>th</sup> – 12<sup>th</sup> Boys – Tie (Men's Standard – Stripe)

6<sup>th</sup> – 8<sup>th</sup> Boys – Tie (Men's Standard – Navy)

3<sup>rd</sup> – 5<sup>th</sup> Boys – Tie (Pre-tied Clip on – Navy)

### OPTIONAL DAILY UNIFORM:

Navy uniform shorts (Can be worn until October 15<sup>th</sup> and after April 15<sup>th</sup>)

6<sup>th</sup> – 12<sup>th</sup> ONLY – Khaki uniform shorts (until October 15<sup>th</sup> and after April 15<sup>th</sup>) or Khaki uniform pants.

Red (6<sup>th</sup> – 8<sup>th</sup>) or Blue (9<sup>th</sup> – 12<sup>th</sup>) Monogrammed CTK knit uniform shirt (Available at CTK)

## Girls

### REQUIRED FOR MASS AND PRAYER SERVICE:– PreK 3yrs – 2<sup>nd</sup> grade

Red Plaid Jumper (Only Parker uniforms are exepctable)

White Blouse (Long or Short Sleeved with Peter Pan collar)

Navy Cardigan sweater

### REQUIRED FOR MASS: - 3<sup>rd</sup> – 5<sup>th</sup> grade

Red Plaid Skort (also called Culotte / Split Skirt)

White Blouse (Long or Short Sleeved with Peter Pan collar)

**All Uniform Items can be purchased through Parker School Uniform Company with the exception of the monogrammed knit shirts.**

**PARKER SCHOOL  
UNIFORMS**

[www.parkersu.com](http://www.parkersu.com)

**WEB ID CODE: HO003164**

**Girls Jumpers, Skorts, Skirts and Shorts must be no shorter than 2" above the knee.**

Navy Cardigan sweater

- Note – 3<sup>rd</sup> grade students have the option of wear EITHER the Red Plaid Jumper or the Red Plaid Skort\*

### **REQUIRED FOR MASS - 6<sup>th</sup> – 8<sup>th</sup> grade**

Navy Skort (also called Culotte / Split Skirt) or Skirt

White Blouse (Long or Short Sleeved)

Navy Cardigan sweater

Navy tie

### **REQUIRED FOR MASS – 9<sup>th</sup> – 12<sup>th</sup> grade**

Plaid Skirt

White Blouse

Navy Cardigan sweater

Plaid Tie

### **OPTIONAL DAILY UNIFORM:**

Navy uniform shorts (Can be worn until October 15<sup>th</sup> and after April 15<sup>th</sup>)

6<sup>th</sup> – 12<sup>th</sup> ONLY – Khaki uniform shorts (until October 15<sup>th</sup> and after April 15<sup>th</sup>) or Khaki uniform pants, skirt or skort.

Red (Pre-K – 8<sup>th</sup>) or Blue (9<sup>th</sup> – 12<sup>th</sup>) Monogrammed CTK knit uniform shirt (Available at CTK)

### **FIELD TRIPS**

Students will generally wear red CTK shirt to go on any field trip.

### **GENERAL DRESS GUIDELINES**

1. All clothing must be in good state of repair.
2. Shirts must be tucked at all times.
3. Skirts, skorts and short must be **NO SHORTER** than 2” above the knee. Uniforms should be purchased with an adequate hem that can be let out as your student grows.
4. Absolutely no tight uniform tops or bottoms.
5. White, brown, black or navy crew socks are required at all times for boys. **NO SOCKS SHORTER THAN 1” ABOVE THE ANKLE.** Girls may wear knee socks, crew socks or tights. **NO SOCKS SHORTER THAN 1” ABOVE THE ANKLE.**
6. Only prescription glasses are permitted.
7. Students may wear small simple chains around neck.
8. Student in 1<sup>st</sup> – 12<sup>th</sup> grade must wear black, brown or navy belts with uniform slacks and / or shorts that have belt loops.
9. Earrings must dangle not more than 1 inch below earlobe.
10. No large noisy bracelets.
11. Headgear is not permitted in classroom or gym classes.
12. No earrings for males.
13. Tattoos or any other markings (permanent or temporary) are **strictly** prohibited.
14. Soiled, torn, faded or worn-out clothing will not be permitted.

All shoes must have non-marking soles and heels. 6<sup>th</sup> – 12<sup>th</sup> grade students may only wear tennis shoes with uniform **shorts**. If a student wears athletic shoes they should be black, white,

red or navy. Emblems or brand names of contrasting colors must be of minimal appearance. Boots, sandals, shoes with lights and backless shoes are NOT permitted. Girls in Pre-K – 5<sup>th</sup> grade are not permitted to wear platform or high-heeled shoes. Christ the King sweatshirts will be permitted on cool days. Uniform sweatshirts may be worn in the building, but are not permitted with Mass uniform. Sweaters must be worn with mass uniform. All uniform shirts must be buttoned up except for the top button. All shirts and blouses (Including T-shirts worn under them) **MUST** be completely tucked inside all slacks, shorts, skirts and skorts.

Jackets are to be worn to and from school **ONLY**. Students **WILL NOT** be allowed to wear jackets or windbreakers inside the building during the school day.

Short can only be worn from August until October 15<sup>th</sup> and from April 15<sup>th</sup> until the end of the school year.

If students come to school in improper attire, parents will be called to bring proper clothing to school. The administration regrets having to call parents, but students must respect the dress code. Students will remain in isolation with unexcused absence until they are dressed in proper uniform.

## **HAIR AND GROOMING**

1. Hair length is to conform to acceptable current styles, so long as cleanliness and good grooming is maintained.
2. Boy's hair may not extend over the collar or down the forehead past the eyebrows. Boys are not permitted to wear ponytails
3. Hair should be clean, combed and neat in appearance.
4. No cut-ins or designs in hair.
5. No unnatural dyes or highlights.
5. Girls in elementary school are not permitted to wear make-up. Jr. High girls may wear conservative amounts only.

Final decisions concerning hairstyle, makeup and grooming will rest with the Principal.

## **FREE DRESS**

When students are allowed to come to school in free dress, it is important that they be dressed and groomed in a manner that is clean, neat and modest.

Christ the King Cathedral School prohibits pictures, symbols, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance.
3. Refer to satanic, cult, or gang activities.
4. **Absolutely no short or tight shorts, skirts or shirts allowed.** Shorts and skirts must be no shorter than 2" above the knee. Girls are not allowed to wear tank or spaghetti strapped tops.
  1. Boys are NOT allowed to wear sleeveless shirts.
  2. Pre-K – 3<sup>rd</sup> grade students should not wear sandals.

## **RECESS DUTIES**

Weather permitting; students are given recess each day. The decision to have outside recess during cold weather depends on the temperature and wind chill factor. Shorter outside recess times are scheduled on very cold days. Always dress your child for outside recess.

Students will not be excused from recess without a note from the student's parents or a doctor. Because there are no teachers inside of the building to supervise students during recess, students excused from recess will sit outside and not allowed to run around the playground.

## **School Organizations**

### **Christ the King Home and School Organization**

The Home and School Association of the Christ the King Cathedral School is a membership organization made up of parents, faculty members, and the Church pastor. Parents become members of the Home and School Association concurrently with school registration. Each family pays a \$20 Home and School registration fee at the beginning of the school year.

The Home and School Association primary function is to assist the school in its various fund raising programs, special projects, and celebrations. It further provides a medium in which faculty and parents come together for the realization of the aids and ideals of Catholic education.

The meetings of the Home and School Association provide the opportunity for faculty and parent discussion. All the members are invited and encouraged to come whenever possible.

### **Christ the King School Foundation**

CTK Foundation supports in writing grants and in obtaining other funds to benefit the school. The Foundation has an annual membership drive during the Fall semester.

**CHRIST THE KING CATHEDRAL SCHOOL**  
**DISCIPLINE MANAGEMENT PLAN AND STUDENT CODE OF CONDUCT**

**GOALS AND EXPECTATIONS**

Christ the King School is committed to maintaining a learning environment in which students, teachers, and staff can study and work together in an atmosphere conducive to learning. Students learn best in a community that is safe and free from disrespectful and destructive behaviors and attitudes. Christ the King Cathedral School is also committed to helping students become respectful, responsible Christians who exercise appropriate self-control.

The Discipline Management Plan places responsibility for discipline at Christ the King Cathedral School on four groups: the principal, teachers, students, and parents. The principal is responsible for enforcing and monitoring the Discipline Management Plan. The principal is expected to provide teachers with adequate training and support with respect to the Discipline Management Plan.

As role models, teachers are expected to treat students with respect. We believe that caring teachers who treat students with courtesy, respect, fairness, and dignity will motivate students to behave appropriately. We also believe that positive suggestions and constructive criticism given in a warm, friendly manner are usually far more effective than punishment. We realize, however, that this approach is not always effective. A firm discipline policy that is consistently enforced is an important factor in maintaining an environment that is conducive to learning.

Students are expected to know and follow the minimum standards of behavior established in the Discipline Management Plan. The Plan encourages students to exercise self-control and make informed decisions by setting forth consequences for students who violate the standards. Through the enforcement of the Plan, students will learn that if they choose to violate these standards of behavior, they must accept the consequences. They will also learn that the consequences are directly related to the seriousness and frequency of the violation.

Although the Discipline Management Plan is an important part of encouraging students to become responsible Christians who make wise decisions and accept the consequences of their actions, we cannot instill the sense of responsibility in the students without the help of parents. As the primary teachers and caregivers, parents are expected to assist the school in teaching responsibility and discipline to their children and supporting the decisions of the teachers and the principal.

## **SCHOOL JURISDICTION**

The school has jurisdiction over all students and activities that occur during the regular school day or during school-sponsored activities. Specifically, the school can impose disciplinary consequences on any student who violates the Discipline Management Plan:

- During the school day on Christ the King Cathedral property
- While attending or participating in any school-sponsored activity, regardless of time, place, or mode of transportation
- At any time or place, if the conduct relates to the school

The Principal has full authority to maintain appropriate discipline whenever the student is under the jurisdiction of the school.

Every student in the school is expected to abide by the laws of the State of Texas, or any state to which they may travel on a school sponsored activity.

## **RESPONSIBILITIES OF THE PRINCIPAL, TEACHERS, STUDENTS, AND PARENTS**

Christ the King Cathedral School recognizes that the Principal, teachers, students, and parents have certain responsibilities in maintaining discipline in the school and enforcing the Discipline Management Plan. As used in this policy, “Principal” includes the Principal’s designee.

### **A. The Principal has the responsibility to:**

1. Reasonably provide a safe school environment for teaching and learning.
2. Maintain discipline and consistently enforce the Discipline Management Plan.
3. Maintain a learning atmosphere that is free of disruptions and disrespectful conduct.
4. Provide a copy of the Discipline Management Plan to parents.
5. Secure signed statements from parents which indicate that the parents received the Discipline Management Plan and Student Code of Conduct and agree to support the Plan.
6. Promptly communicate with parents when a child has a discipline problem.
7. Provide appropriate support for teachers when the teacher sends a student to the office.
8. Provide campus in-service training for teachers related to the Discipline Management Plan.

9. Receive and review input from teachers, students, and parents as it relates to the discipline in the school and to the Discipline Management Plan.

**B. Teachers have the responsibility to:**

1. Review the Discipline Management Plan and sign a statement that they will abide by the plan.
2. Develop and demonstrate adequate classroom management skills.
3. Serve as a good role model to students by being in regular attendance at school, and by being firm but fair with students.
4. Maintain an orderly classroom atmosphere conducive to learning by not allowing an individual student or a group of students to disrupt the class.
5. Establish rapport and an effective working relationship with parents. Contact parents when their child is not performing up to academic standards or behaving properly.
6. Encourage students to become more self-disciplined.

**C. Parents have the responsibility to:**

1. Support the efforts of the Principal and teachers with respect to the enforcement of discipline.
2. Confer with teachers and the Principal if a problem occurs with their child.
3. Exercise reasonable control over the child.
4. Assist their child in complying with school discipline policies and attendance policies.
5. Provide the Principal with current home, work, and emergency telephone numbers and other pertinent information.
6. Sign a statement indicating that they have received and read the Discipline Management Plan and that they understand their responsibilities under the Plan.

**D. Students have the responsibility to:**

1. Abide by the established school policies and classroom rules.
2. Act with kindness, courtesy, and respect for others.
3. Behave in a responsible and appropriate manner.
4. Attend all classes regularly and on time.
5. Prepare for each class; take appropriate materials and assignments to class.
6. Be well groomed and dressed appropriately.
7. Respect the rights and privileges of other students, teachers, and staff.

8. Respect the property of others, including school property and facilities.

## **II. Factors to be Considered in Imposing Disciplinary Consequences**

- A. Discipline will be administered only when necessary to:
  - protect the students, teachers, staff, and visitors
  - protect the school and personal property
  - discourage disrespectful behavior
  - maintain an environment conducive to learning
  - prevent distractions and disruptions in the classroom
- B. Teachers, staff, and the principal will treat students fairly and equitably. They will impose disciplinary consequences based on the unique facts and circumstances of each violation. Factors that may consider include, but are not limited to, the following:
  - The seriousness of the offense
  - The student's age and grade
  - The effect of the conduct on others
  - The frequency of misconduct
  - The student's attitude
  - The potential effectiveness of the disciplinary consequences
  - The potential effect of the misconduct on the school environment
- C. Only one disciplinary consequence will be imposed for each violation of the Discipline Management Plan. For example, a student is late returning to class. When the student returns to class, the bell has rung and her class has moved on to a different classroom. The student may be disciplined for being late for class and may have sanctions imposed by one of the teachers, but not both.

## **III. CONDUCT OF SPECIAL CONCERN**

### **A. DRUGS, ALCOHOL, TOBACCO, WEAPONS, PORNOGRAPHY, SEXUALLY-ORIENTED PRODUCTS, TERRORISTIC THREATS**

**The School has zero tolerance for any possession or use of drugs, alcohol, tobacco, weapons, pornography, sexually oriented products and the making of terroristic threats.**

1. **Prohibited Items** include weapons and objects used as a weapon or in a weapon, pornography, and sexually oriented products.

No student shall possess, use, exchange, or attempt to possess, use, or exchange any Prohibited Items on school premises during any school term, or off school premises at a school-sponsored activities, functions, or events.

2. **Prohibited Substances** include:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Any alcoholic beverage
- Any tobacco or nicotine product
- Over-the-counter drugs, that when taken in excess, impairs the student's ability to function in a responsible manner.
- Any chemical substance such as glue or aerosol products, intended to be inhaled or ingested to produce a state of intoxication

No student shall possess, use, exchange, or attempt to possess, use, or exchange, or be under the influence of any Prohibited Substances on school premises during any school term, or off school premises at a school-sponsored activity, function, or event.

3. For purpose of this provision

- a. "Use" means to voluntarily introduce a Prohibited Substance into the body
- b. "Under the influence" means to have impaired mental or physical faculties as a result of the use of a Prohibited Substance; however, the student need not be legally intoxicated to be "Under the Influence" for purposes of this plan.
- c. "Possession" means to hold or have control over a Prohibited Substance or Prohibited Item. For example, a student possesses a Prohibited Substance if he or she brings it onto the school premises.

4. **Exception:** A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this policy if he or she uses the drug in the manner and amount for which it was prescribed.

5. A **Terroristic Threat** is defined as any threat (verbal, written or otherwise) involving violence to a person or property.

**CONSEQUENCES OF VIOLATION OF POLICY ON  
DRUGS, ALCOHOL, TOBACCO PRODUCTS, WEAPONS,  
PORNOGRAPHY, SEXUALLY-ORIENTED PRODUCTS AND  
THE MAKING OF TERRORISTIC THREATS**

A student who makes a terroristic threat or who uses, possesses, exchanges, or attempts to use, possess, or exchange, or is under the influence of, a Prohibited Item or Prohibited Substance on school premises or at a school-sponsored function will be placed in In-School Suspension until a conference can be held with a Disciplinary Committee consisting of parents, teachers, the Principal, School Board members and / or the pastor or associate pastor to discuss consequences. As required by Section IV.B, the Disciplinary Committee will impose on the student a disciplinary consequence from among the following:

- Counseling
- Outside counseling for substance abuse
- Psychological evaluation or counseling
- Admission to a substance abuse treatment center
- Demerit
- Suspension
- Expulsion

A second offense may be grounds for expulsion, depending on the factors listed in Section IV.B above.

**B. TARDINESS**

While everyone occasionally experiences difficulty getting to school on time, habitual tardiness is a serious problem. Promptness shows respect for the learning process and should be encouraged and modeled by parents and teachers. Children who consistently arrive late are unable to take full advantage of the education offered by Christ the King Cathedral School. Also, children who are tardy distract other students from their work. For these reasons, **habitual tardiness will not be tolerated.**

**1. CONSEQUENCES OF TARDINESS**

**a. Elementary School**

- 1.) When a student has been tardy five times in a nine-week academic period, the parents will be notified.
- 2.) If a student accumulates nine tardies in a nine-week period the student will receive one day unexcused absence and the student and/or his or her parents may be required to appear before a committee of teachers, the principal, and school board members to discuss the consequences of the student's chronic tardiness. The Committee will impose a disciplinary consequence from among the following:
  - Detention (as defined in Section VII B)
  - make-up tardy time by completing additional assignments
  - participation in an educational activity that emphasizes the importance of promptness

## **2. Exceptions**

The following will not be considered tardiness:

- a doctor's appointment scheduled during the first hour of school. A doctor's excuse slip is required.
- hazardous road conditions (ice, floods) which cause a delay greater than fifteen minutes. The Principal, at his/her sole discretion, will determine when road conditions are hazardous enough to warrant an exception for all students.
- the absence of the student from the room at the start of class because the student was out of the classroom performing a task at the request of a teacher, staff, or the principal.
- when approved in writing by the Principal, an unforeseen and unavoidable emergency that causes the student to be late. Examples include:
  - a household emergency such as a fire or broken water pipe
  - car problems such as a dead battery or flat tire
  - a road obstacle such as flooded areas or an accident; however, these will not be considered excused tardies if the failed to leave home in time to arrive at school by 7:50 a.m.

### 3. TARDY PROCEDURE

All students who arrive late to school must report to the office before going to class. A student or parent who wishes to claim an exception must submit a written request or doctor's excuse slip to the Principal **before** the student enters the classroom. Only the Principal has the authority to determine whether a tardy is excused under Sections V.B.2 and 3.

### C. TRUANCY

A student who is absent for one or more periods of class or for other scheduled school activities without prior permission by parents and the Principal will be considered to be truant. Truant students will not be allowed to make up work missed due to truancy. In the event of truancy, the school will promptly contact the student's parents or guardians.

### CONSEQUENCES OF TRUANCY

Truancy is a Level III violation. Consequences for truancy are listed in Section VI below

### IV. OTHER MISCONDUCT

Teachers and staff will treat students impartially and equitably. Discipline will be based on careful assessment of the circumstances of each case. The discipline policy will be enforced in a fair and consistent manner.

#### Level I: Examples of Level I Violations

- Gum chewing
- Throwing objects (spitballs, paper airplanes)
- Refusal to participate in classroom activities
- Failure to bring appropriate materials to classroom
- Failure to be prepared for class
- Failure to bring required school documents
- Talking out of turn
- Sleeping in class
- Minor damage to textbooks
- Misbehavior when student is not in classroom
- Eating or drinking in classroom
- Selling any product in the classroom

**Consequences for Level I Violations:** The classroom teacher will select an appropriate consequence using the factors described in Section IV above. Consequences may include, at the teacher's discretion, but are not limited to:

- verbal warning

- written warning
- reprimand
- seating change
- temporary confiscation of disruptive items
- private meeting with the student
- extra assignment
- time out
- brief suspension of privileges
- mark (for elementary students)
- lunch detention

**Level II:** When a student's behavior does not change as a result of actions taken at Level I, and the student has Repeated Level I Violations, the student is moved to Level II for discipline. Repeated Level I Violations means that a student's behavior has not improved as a result of actions taken at Level I. Note that reasonably expected behavior and reasonably expected behavioral improvement is not the same for all classes. It is understood that what is expected of 1<sup>st</sup> grade students, for example, is not the same behavior expected of a middle school student. Teachers of each elementary school grade will develop with the Principal the range of violations that will result in Level II violations taking into consideration the factors described in Section IV.A and B above.

Level II Violations include, but are not limited to:

- repeated Level I violations
- disruptive behavior
- disrespectful behavior

**Consequences for Level II Violations:** Consequences will be determined from the following list at the discretion of the Principal using the factors described in Section IV.A and B above:

- Teacher/student conference
- Detention during lunch or
- Additional work appropriate to the violation
- Parental conference

**Level III: Examples of Level III Violations**

- Cheating or copying the work of another
- Throwing objects that can cause bodily injury or property damage
- Leaving the school grounds or a school sponsored event without permission

- Directing profanity, vulgar language, or obscene gesture toward another
- Scuffling or fighting
- Stealing
- Damaging or vandalizing property owned by another
- Disobeying school rules or the person in charge at school sponsored events
- Hazing
- Failure to comply with lawful directives issued by the school personnel, including failure to serve a detention
- Possession or use of matches or lighters
- Unauthorized distribution of petitions or other printed documents
- Two or more unexcused absences from school
- Leaving class without permission
- Gambling
- Possession of a telecommunications device not authorized by the Principal or that is not part of a class project
- Possession of a laser pen or other disruptive device
- Any student that has been repeatedly seen for Level II violations

**Consequences for Level III Violations:**

**For Elementary School students:** Consequences are to be determined from the following list at the discretion of the Principal using the factors described in Section IV above.

- The Principal will immediately call the student’s parents
- The student will spend one day in ISS (In-School Suspension)
- The student will lose recess and break for as much as the number of days per grade level (i.e., Grade 2 = 2 days)
- The student will not be allowed to participate in any special activities for five (5) days

**V. SPECIFIC CONSEQUENCES**

**A. MARKS: (Elementary School only)**

Each teacher will keep a weekly discipline chart for each student.

- a. Discipline charts will be sent home every Thursday and must be returned on Friday with a parent’s signature.

- b. The charts will evaluate the child in the following areas:
- Excellent behavior
  - Missing/incomplete work or materials
  - Being out of uniform
  - Talking without permission
  - Disrespectful behavior
  - Disruptive behavior
  - Not on task/not following directions
  - Failure to return signed folder, test, etc.
- c. Any student who receives an excessive amount of marks in a quarter will be required to write a letter to their parents explaining the situation and, if necessary, a conference will be scheduled between the principal, teacher, parents and two school board members to consider serious disciplinary action.
- d. Only one mark will be given per violation. For example, a student who is improperly out of his seat can be disciplined for disrespectful behavior, disruptive behavior, or not being on task. However, only one mark will be given for the incident.

**B. DETENTION:** A detention is defined as a state of being detained during lunch, after school, or early in the morning.

**C. IN-SCHOOL SUSPENSION**

A student placed in ISS will spend the day in a designated room in the Middle School Office. During the time spent in ISS, the student may be assigned work as determined by the principal. The student will be responsible to check with teachers for work assigned while in ISS. That work will be due the next class day.

**D. DEMERIT**

A demerit is a mark against the student for a serious offense. Before a demerit is assessed, the Principal will immediately notify the parents and a meeting will be scheduled with the parents, student, teacher, and – if desired – the pastor. After investigation and discussion, the Principal will decide whether a demerit will be given.

A student who continues to show disrespect for the values of the school and receives a second demerit will be subject to serious disciplinary evaluation by the Disciplinary Committee, consisting of two School Board members, the teacher(s) involved, the Principal, the parents of the student, and the pastor. Suspension or Expulsion may be the consequences of a second demerit.

## E. SUSPENSION

Suspension is defined as a temporary dismissal of a student from school. Decisions to suspend should follow only after other means of motivation have failed or circumstances of crime, scandal, or continuous disruption necessitates this extreme disciplinary action. Consideration must always be given to the welfare and Christian development of the student and the practical common good of the entire student body. **The Principal is the only school official** that may place a student on suspension. Parents must be notified before the student is sent home on suspension. If a parent cannot be reached, the student may be kept out of class but not be sent home.

## E. EXPULSION

Expulsion is defined as the permanent dismissal of a student from school. The expulsion of a student from a Catholic school is such a serious penalty that it should be invoked rarely, and then only as a last resort and only with the approval of the pastor of Christ the King. It is essential that the Principal consult with the pastor of Christ the King and at least two School Board members prior to the initiation of the expulsion process.

## VI. APPEAL PROCESS

Decisions affecting individual students – academic and disciplinary (except expulsion) – may be appealed to the school authorities under the following procedures:

- A. A student must first request that the teacher reconsider the decision that the student believes unfair.
- B. If this appeal offers no satisfactory solution, the student may then appeal to the Principal.
- C. Whenever these series of appeals are unsatisfactory, the student may then appeal to the School Board, requesting a hearing in writing, from the chairperson of the School Board. The School Board may, in its discretion, hear the student's appeal.
- D. Students can make these appeals directly or through their parents.
- E. Whenever formal hearings are scheduled, the appealing student will promptly attend such hearings at the same time and place scheduled. Failure to attend an already scheduled hearing will terminate the appeal unless the student has an acceptable reason for failing to attend.

