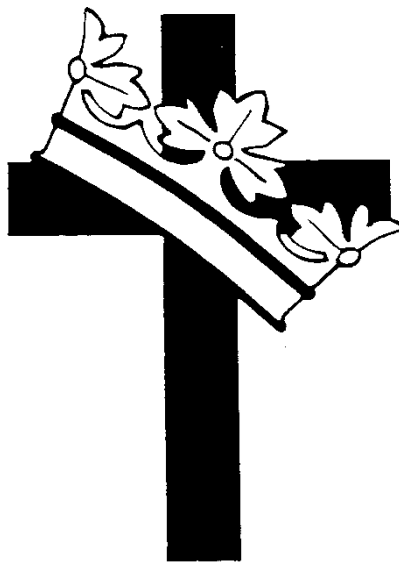


Christ the King School

**1920 Barberry Drive
Springfield, IL 62704
546-2159**

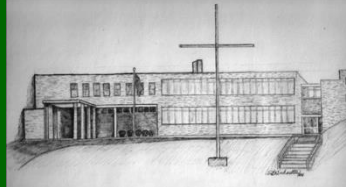


2023-2024

Parent/Student Handbook



Strive, Serve, Thrive



Christ the King School

Catholic Schools – Faith. Academics. Service.

1920 Barberry Drive Springfield, Illinois 62704

Dear Parent and Students,

Welcome to Christ the King School. This **2023-2024** Parent/Student Handbook will establish high expectations and supports for all students to be successful this school year. Our students will strive, thrive and serve in our caring, compassionate, Catholic culture where learning never ends. Catholic identity is the platform in which learning standards and benchmarks in education will rest at Christ the King School. The Handbook includes information about student academic and behavior expectations, and other various requirements and policies pertaining to enrollment at Christ the King School.

Please take time to read and review the handbook carefully, with your child, then print out the Parent Approval Form on page 2, initial each item, sign it, and return the form to school. The Handbook reflects the school's policies and any changes or additions are printed in italics and highlighted. With your signature on the Parent Approval Form, you are affirming that you will abide by these policies.

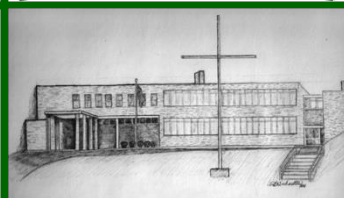
We remember you each day in our prayers and at our weekly Mass. May God continue to bless all of us as we work together to build his kingdom on earth.

With God's blessings,

Jill Seaton
Principal



Strive, Serve, Thrive



Christ the King School
1920 Barberry Drive Springfield, Illinois 62704
Parent Approval Form
(2023-2024 School Year)

Family Name: _____

Student Name: _____ Student Name: _____

Student Name: _____ Student Name: _____

1. We have read the **Telecommunication Use Agreement** (Attachment C in the Parent/Student Handbook) and agree to follow the rules and code of ethics in all work with computers while attending Christ the King School. **(STUDENTS K – 8)** _____ Initial

2. We have read the Christ the King Device **Protection Plan** and have responded by returning the form. **(STUDENTS K – 8)** _____ Initial

3. I hereby give permission for my child(ren) to **be photographed, videotaped, or have work published** at Christ the King School. I realize that these images may be published in The Catholic Times, on the school website, school Facebook page, or in other publications. These images will be used for informational or educational purposes regarding the programs or curriculum at Christ the King School. _____ Initial

4. The Office of Child and Youth Protection, created by the Bishop's Charter for the Protection of Children and Young People, has mandated that all school age children receive personal safety training using age-appropriate materials. The students of Christ the King School will receive that training later in the school year. You will be notified of the exact date and a summary of the materials used will be posted on the school website. I give my child (ren) permission to receive the **Personal Safety Training** that will be presented at Christ the King School. _____ YES _____ Initial
_____ NO _____ Initial

5. We have read the **Christ the King School K - 8 Parent/Student Handbook**, including changes for school year **2023 – 2024**, and support the policies that govern Christ the King School for the year **2023-2024**. _____ Initial

6. We have read the **Christ the King Preschool Handbook**, including changes for school year **2023 - 2024**, and support the policies that govern Christ the King Preschool for the year **2023 – 2024**. _____ Initial

7. We will fill out the **Christ the King Student Self Certification Form** for my child/children for the school year **2023 – 2024**. We will fill in and answer all questions on the Self Certification Form honestly and to the best of our ability and submit the form to our child/children's homeroom teacher each morning of the school year **2023 – 2024** before 8:10 AM. _____ Initial

8. We agree to pay tuition and general service fees, sell or buy our required raffle tickets and for **K – 8 Families** - do our 20 hours of service (or pay \$25.00 per hour for any hour not served) for **the 2023– 2024** school year beginning **August 21st 2023 through May 24th, 2024**. All are nonrefundable and are set by the finance council for an entire academic year of learning. _____ Initial

Signature of Parent/Guardian	Relationship	Date
_____	Principal	_____
_____	Pastor	_____

Christ the King School

2023-2024 Parent/Student Handbook

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I. MISSION

Christ the King School, in partnership with families, empowers children in a Catholic faith journey, promotes academic excellence, and inspires life-long service within a safe and loving parish community.

Philosophy: We believe that parents are the primary educators of their children. They provide the foundation upon which a Christian education is built. When parents entrust their children to our school, they assist the school by their support and cooperation.

We believe that the Catholic school is the most effective means available to the Church in its educational ministry to children and young people.

We believe that each child is a unique individual created in the image and likeness of God. In the school's environment, the whole child's potential – spiritual, moral, academic, emotional, and physical – is developed and strengthened.

We believe that it is the school's responsibility to form Christians prepared to live in a society that is becoming increasingly more materialistic. By providing opportunities for spiritual, moral, and emotional growth, students will develop a true sense of compassion, service, and self-worth. Academic and physical challenges will help students develop a true sense of accomplishment and self-knowledge, recognizing their civic responsibilities and the importance of helping others through service.

Goals: The faculty and staff of Christ the King School strives to create, by word and example, a caring, compassionate, Catholic environment. Academic instruction and opportunities will help each child reach his/her full potential.

Objectives: In order to achieve the mission of Christ the King School, the students will

- Model their lives on the teachings of Jesus through prayer, respect for life, self-discipline, and responsible decision making.
- Actively participate in the life of the Church by attending mass, receiving the sacraments, and practicing service to others.
- Demonstrate their knowledge of Catholic Church teachings, traditions, and history.
- Demonstrate the ability to read fluently and with comprehension.
- Demonstrate the ability to speak and write correctly.
- Demonstrate essential math skills.
- Utilize technology to enhance learning across the curriculum.
- Demonstrate their knowledge of science and the importance of environmental stewardship.
- Exhibit their knowledge of history and cultural diversity, understanding the democratic process.
- Enrich their self-expression through the fine arts.
- Work independently and cooperatively with others.
- Demonstrate physical skills appropriate for healthy living.

This Mission Statement was approved by the Christ the King School Board on April 28, 2015.

II. ADMISSIONS

General Christ the King School admits students of any race, color, sex, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of this school. It does not discriminate on the basis of

race, color, sex, national or ethnic origin in administration of its educational policies, admission policies, scholarships, athletic and/or other school-administered programs. Christ the King School does not discriminate against immigrant students lacking legal documentation/status, via Plyler v. Doe.

**Acknowledgement
Statement**

As a condition for enrolling or re-enrolling any child at Christ the King School, parents and guardians must sign and submit the Tuition/General Service Fee Payment Preference Plan.

Admissions

Since Christ the King School is a parish school, preferential admission is given to baptized Catholic children living within the boundaries of Christ the King Parish whose parents are ACTIVE PARISH MEMBERS. (An ACTIVE PARISH MEMBER is one who is registered in the parish and shares time, talent, and treasure with the parish community.) However, consideration for admission may be given to children of parishioners living outside the boundaries, children of non-parishioners, or non-Catholics at the discretion of the pastor and/or the principal. In determining admission, there will be a review of academic records, attendance, discipline and special services such as IEPs. This is to understand if the student is academically on track in order to ascertain if Christ the King School has the resources to meet academic needs.

Entrance Age

Children entering kindergarten are to be five years of age on or before September 1. Those entering the first grade are to be six years of age on or before the same date. NO EXCEPTIONS WILL BE MADE. Catholic students, unless baptized at Christ the King, must present a baptismal certificate. Additionally, a certified birth certificate must be presented to the school office.

Grade Size

Grade size is limited to 50 students in grades K-8. Exceptions can be made.

Practice of the Faith

Catholic parents who enroll their children in Christ the King School are expected to practice their faith. This responsibility includes attending Mass every Sunday and Holy Day of Obligation and training their children in the Catholic faith by word and example. In addition, it means financial support for the parish.

Family Agreement

Catholic Diocese of Springfield in Illinois

Basic Plan for 2023-2024

What does discipleship and stewardship ask of active parish stewards? It expects:

- an active witness to the Catholic faith by our daily teaching and living, making discipleship a way of life;
- the entire family's participation at Mass in the parish every Sunday and Holy Day of Obligation;
- active involvement in the various parish ministries, each according to his or her time and talents;
- a respect for and cooperation with those who actually provide Catholic education – the priests, parishioners, and all school personnel – and their policies;
- each family to live as disciples of Our Lord Jesus Christ by giving of their time and talent and striving to fulfill the Biblical command to tithe by donating the suggested amount of at least 8% of their income to their parish, as adopted by our Fourth Diocesan Synod; and
- the full participation of the child, according to age and ability, to practice stewardship as well.

As parents we ask Christ the King parish to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way

of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the pastor of our Catholic parish ways in which we could. We further accept a commitment to the stewardship way of life as practiced in our diocese and in our parish. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

Christ the King Parish accepts your request for a Catholic education and your commitment to the discipleship and stewardship way of life. In order that cost not be a barrier for your child(ren) to receive a Catholic education, the Parish is committed to help pay tuition through the use of public and/or private scholarships, as adopted by our Fourth Diocesan Synod. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the Catholic faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

Alternate Plan for Churchgoing Families of Other Faiths

As parents we ask Christ the King School to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the administration of the school ways in which we could. We agree to pay for our child(ren)'s Catholic education as determined locally. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

Christ the King School accepts your request for a Catholic education and your commitment live in accord with biblical teaching. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

Parent Approval Form	It is understood that failure to return this form on page 2 of this handbook will not relieve responsibility for knowing or complying with School rules, policies and procedures.
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Right to Continued Enrollment	Once admitted a student who is otherwise qualified to continue enrollment has the right to continued enrollment at Christ the King School.
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Transfer Students	The principal will review the suitability of all transfer students and submit a recommendation to the pastor as to whether the student should be admitted to the school. Transfer of students from one Springfield Catholic School to another must be approved by the principals and pastors at both schools. Transfer students will have a period of probation of two grading periods. Certified copies of transfer students' records must be requested within 14 days of enrollment; the school sends unofficial records of students transferring to other schools within 10 days of request.
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Waiting List	When a grade's enrollment reaches 50, a waiting list will be established. Students on a waiting list will be admitted as openings occur.
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III. FINANCIAL POLICY

Family Registration Fee: The Family Registration Fee comes directly to Christ the King School. This fee is non refundable.

Payment

Tuition can be paid in two ways:

1. In full
2. Over eleven months using the FACTS payment.

In order for eighth graders to receive a graduation diploma, all financial obligations to the school must be current.

Tuition and fees are nonrefundable and are set by the finance council for an entire academic year of learning. If a student withdraws from school voluntarily, tuition will not be refunded. Only in extenuating circumstances at the discretion of the pastor and principal will consideration be made for a tuition refund, or if a family transfers to an out of state school prior to the end of the academic year.

Service

Requirement

Parents are required to give twenty hours of service to the school or parish during each school year. These hours must be completed between **May 1, 2023 and April 30, 2024**. The sheets listing the hours of service must be turned into the school office by May 1. Once the required twenty hours have been reached, you do not need to keep track of the additional hours nor turn them in.

If parents choose not to do all or part of their service requirement, they must reimburse the school \$25.00 for each hour of service not completed. Checks can be sent to school at any time and should be made out to the school. **Otherwise, the remaining balance for service hours will be added to the next school year's FACTS payments.**

If you are an eighth grade parent and this is your last child in our school, service hours and/or the required payment must be completed **by April 1, 2024**. If this obligation has not been resolved after meeting with the principal, the eighth grade diploma may not be issued.

You will find the service hour form and list of suggested activities as Attachment D on pages 41 and 42.

Tuition

Number of Children	Tuition K-8	Family Registration Fee	Total	Service Hour Requirement (Per Family)	Raffle Ticket Sale Requirement (Per preschool thru 8 th grade Family)
1 Child K-8	\$4,500	\$150	\$4,650	20 hours or \$500	16 tickets sold or \$400
2 Children K-8	\$7,200	\$150	\$7,350	20 hours or \$500	16 tickets sold or \$400
3 Children K-8	\$9,450	\$150	\$9,600	20 hours or \$500	16 tickets sold or \$400
4 Children K-8	\$10,700	\$150	\$10,850	20 hours or \$500	16 tickets sold or \$400
5 Children K-8	\$11,950	\$150	\$12,100	20 hours or \$ 500	16 tickets sold or \$400

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K-8 Non-Catholic Tuition: Students who are not Catholic pay the same tuition, fees, service hour requirement and raffle tickets as Catholic students, with an additional \$1250 surcharge per family.

IV. ACADEMIC POLICY

Curriculum The curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The basic curriculum includes the following subjects: Religion, Reading/Literature, English, Spelling, Vocabulary, Mathematics, Technology Education, Science, Social Studies, Handwriting, Spanish (Grades 7 and 8), Fine Arts (Music and Art), Physical Education and Library.

Daily Schedule 7:45.....Students may enter building and report to cafeteria
 8:00.....Classroom doors are open
 8:10..... Last bell and announcements begin
 8:15.....Classes begin
 8:30.....Mass on Wednesdays
 11:00-11:35..... Preschool
 11:15-12:15.....Grades 3 & 4
 11:55-12:45.....Grades 5 & 6 Lunch Shift
 12:00-12:45.....Grades 7 & 8 Lunch Shift
 12:25-1:25..... Grades K,1 &2 Lunch Shift
 2:55.....All-School Prayer
 3:00.....Dismissal

Expectations Teachers will provide information on their classroom web page regarding specific academic areas, classroom rules, as well as general information about the school year.

Grading Scales

Regular Grading Scale	
A+	100-99
A	98-95
A-	94-93
B+	92-91
B	90-87
B-	86-85
C+	84-83
C	82-79
C-	78-77
D+	76-75
D	74-72
D-	71-70
F	69 and below

Graduation Criteria Christ the King School requires all students to be passing all major subject areas and have passed both the United States Constitution test and the Illinois Constitution test in order to graduate. Failure to comply will require summer school.

High School Placement

If requested, Christ the King School shares information with high school personnel regarding the placement of students who have applied to that high school. Information may include a student's grades, effort, conduct, and previous standardized testing results. However, Christ the King School makes no recommendations regarding student placement in any high school class or program nor can it gauge the consequences inherent in any particular placement. High school placement is the responsibility of the high school and the child's parents.

Homework

Homework consists of reinforcement of material already taught, completion of incomplete assignments, and/or make-up work. Teachers may assign long range assignments as appropriate. Parents are asked to make certain that students come to school prepared for class. Students are responsible for ALL missed assignments. Assignments can be found on Plus Portals.

In grades 3-8, all assignments must be recorded in an assignment notebook. The following rules regarding assignments will be enforced at the various levels.

Grades K-2: Students will be expected to complete daily seatwork assignments. If work is not completed in school, it needs to be taken home to complete, and returned to school the following day. If the student consistently fails to meet these expectations, parents will be contacted by the teacher. Failure to improve will be reflected on the report card.

Grade 3: Students will be expected to complete daily assignments. If work is not completed in school, it needs to be taken home to complete, and returned to school the following day. If the student consistently fails to meet these expectations, classroom consequences will occur. Failure to improve will be reflected on the report card.

Grade 4: Students must turn in all assignments. If the assignment is not turned in when due, a note will be sent home with the student. The note must be signed by the parent and returned the following day, attached to the late assignment. The assignment will receive 10 points off the original grade. If the signed note and completed assignment are not returned the following day, it receives zero credit.

Grade 5: Students must turn in all assignments. Any incomplete assignment not turned in on the due date will receive 20% off the grade as long as it is turned in completed the following day. If the assignment is not completed the following day, it receives zero credit.

Grade 6: If an assignment is not turned in the day it is due, it can be turned in the next day for reduced credit. If it is not turned in on the second day, it is a zero.

Grades 7 & 8: Students must turn in all assignments. If an assignment is not turned in when due, the student will receive a zero for that assignment. The exception will be for illness, when students will have one class day per day missed to make up all missed assignments.

K-4: If your child is sick and you wish to have his or her work sent home at the end of the day, please contact the office. If you contact the teacher, you **MUST** contact the office additionally.

5th-8th Grade: If a student misses class due to illness or appointment, he/she will have the same number of days absent to make up any missed work. (i.e. if a student is absent for 2 days, he/she will have 2 days upon return to school to make up all missed work). All assignments will be posted on Plus Portals daily. No work will be left in the office or prepared ahead of time due to absence. The student is responsible for retrieving all missed handouts from all of his/her teachers upon return to school

Approximate amount of homework per night:

Grade K	homework optional
Grades 1-2	20-30 minutes per night as needed
Grades 3-4	45 minutes
Grade 5-6	45 minutes or slightly more
Grade 7-8	60 minutes or slightly more

Mass and Reception of the Sacraments

Students attend an all-school Mass every Wednesday at 8:30 a.m. Children help plan these liturgies and actively participate by singing, reading, praying, and receiving communion. The Sacrament of Reconciliation is offered twice a year. First Reconciliation is received in second grade. First Communion and Confirmation are received together in third grade. As part of the preparation process, parents are required to attend mandatory meetings prior to their child receiving these sacraments.

Preschool

Christ the King School operates six preschool rooms, three for three-year olds and three for four and some five-year olds. All classrooms meet all day or mornings each day and parents may choose a three day or a five day program, either mornings or all day. For more information, please contact the school office.

Promotion and Retention

Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance based on the assessments required under Section 2-3.64a-5 of the Illinois compiled statutes, or other testing or any other criteria established by the school. Students who do not qualify for promotion to the next higher grade can seek assistance, which may include, but shall not be limited to, a summer bridge program, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade. The principal will be consulted for the final decision of retention in grade.

Records

Parents may view their children's permanent records upon 24 hours written notice. When a student graduates, the permanent cumulative record is placed in the inactive file. It contains attendance records, academic records, teachers' names, promotion/retentions, standardized test results, health and immunization records, and any other pertinent information. When a student transfers to another school, a

duplicate copy of the student's permanent cumulative record will be sent within 10 days. The original will be placed in the inactive file.

Rediker

Rediker is the school portal that we use to communicate with our parents. Rediker allows you to view your child's grades, daily assignments, weekly school newsletter, calendar, cafeteria menu, and various school forms. Almost everything that you need to know about school can be found here.

Each family has a Rediker plus portal student account that allows them access to student academic information. All families will receive their temporary password with instructions for accessing Rediker via email from the school.

Teachers use Rediker to update grades weekly and new grades are posted live. Quarterly report cards will be sent via email. A hard copy of the report card will be given to students on the last day of school.

If a child is not present on the last day of school, parents may pick up their child's report card, along with any other items, in the school office. **No** hard copy of the report card will be mailed. Please call to be certain that the office is open.

Rediker provides an easy way of checking your child's academic progress so that you will know how he/she is doing in all of the classes. The school encourages you to check Rediker weekly so that you can discuss your child's academic progress with him/her. Teachers post assignments on their classroom pages so be sure to check there if you need information about an assignment.

If you have a question or concern about a grade, please contact the teacher of that class via email.

Report Cards

Parent teacher conferences or school report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

Special Education

Christ the King School shall do all in its power to provide a Catholic education to students with disabilities. We have our own special education program staffed by both a full-time and a part-time learning disabilities teacher and a part-time resource aid. Testing may be necessary to diagnose specific learning disabilities. Teachers may request a student be tested. Parent permission will be obtained before any tests are administered. After testing is completed, parents will be notified so that results can be discussed. Students who qualify will receive special instruction with parental permission.

Present state statutes allow our students to use the services of the public school that we are not able to provide. Parents may request a full case study from District 186, which includes psychological and other comprehensive testing. Speech articulation services are also available through District 186. Parents must request this service directly from the public school district by calling the special education office at 525-3060.

Testing	<p>Christ the King School cooperates with District 186 in the identification and testing of students who qualify for special educational services.</p> <p>All students in grades K-8 take the MAP testing three times per year. Results for individual students are shared with their parents. Results by grade are publicized to the school community.</p> <p>All students in grades 5 and 8 take the NCEA ACRE Religion Assessment in February. Scores received are class scores that guide planning of our religion curriculum.</p>
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V. COMMUNICATION

Line of Authority	The line of authority in the school is parent/teacher/principal/pastor. Whenever a problem concerning your child arises, the first person to contact is the classroom teacher. If the problem cannot be resolved, the parent may bring it to the principal's attention. If the parent cannot find a satisfactory solution with the principal, he or she may bring it to the pastor.
Communication	Open communication between home and school is essential for a child's school success. Administration and faculty will contact you with questions and concerns. Please feel free to call or email your child's teachers if you have a question or concern. However, please respect the teacher's private life and do not call a teacher at home. The administration will keep parents informed of school news through the weekly News You Can Use which will be emailed to parents weekly then made available online on the school's website at www.ctkcougars.com .
Change of Address	It is imperative that school records have the correct name, mailing and street address, telephone numbers, and email addresses. Please notify the school immediately of any such changes.
Grievance	To help parents/students satisfy a grievance with a teacher, the administration, or with the school in general and to do so in an effective and efficient manner, the following order of people to whom the grievance should be brought are as follows: teacher, principal, pastor. The pastor's decision is final.
Parent/Teacher Conferences	Formal Parent/Teacher conferences are scheduled for November of each year. Detailed information regarding conferences will be sent home prior to the actual meetings. Parents are encouraged to contact teachers at school if questions arise at any time during the course of the year. Teachers are encouraged to contact parents whenever there is a need. However, please respect the teacher's private life and do not call a teacher at home.
Open House	Meet the Teachers will be held on Friday, August 18 th from 9:00am-12:00pm for K-8 th grades. 8:00am-9:00am for K-8 new families. At this time, supplies may be dropped off. Preschool Come and Play is Friday August 18 th from 9:00-12:00 pm.

Friday, February 23rd is the Science/History Fair Possible Open House for school families, parishioners and alumni after 10:00 AM Mass.

Visits to Classrooms All visitors must report to the school office upon entering the school building. They must sign in and sign out when they leave.

Only school personnel are authorized to go to the classrooms when school is in session. Parents who wish to observe in a classroom are welcome, but need to first schedule their visit with the office and the classroom teacher.

Board of Education The Christ the King School Board is a nine-member body of school parents called forth through a discernment process. They assist the pastor in the formation of school policy and the principal in the implementation of that policy. The School Board has the following standing committees: Academic Affairs, Budget & Finance Liaison, Building & Grounds, Development & Marketing, Sports Advisory, and Technology.

All meetings of the Board shall be open to the members of the parish and the parents of the children in attendance at the parish programs. The right of such non-members and visitors to address the Board shall be limited to those whose petition has been approved by the chair, the pastor and/or the principal for the agenda at least five (5) days in advance of the meeting including all written materials for Board review. The time limitation for either oral or written presentations shall be determined by the chair or the pastor. The time limitation shall be made with regard to the scope and complexity of the issue(s) involved and the other business before the Board.

Generally, the petitioner will be allowed no more than ten (10) minutes to address the Board and respond to any questions. The Board will consider the petitioner's request at the following Board meeting (or the next Board meeting as consideration would be practical) unless facts and circumstances require immediate Board action. The determination as to when the Board will address the petitioner's request shall rest with the chair and/or the pastor.

PTO All Christ the King parents are members of the Parent Teacher Organization (PTO). Its purpose is to foster a sense of community and fellowship between students and faculty, to enhance the school and its programs, to serve as a forum for communication between home and school, and to serve as an advisor to the school principal on issues related to its purpose.

VI. DISCIPLINE AND GOOD ORDER

Conflict Resolution The entire school staff teaches and support non-violent conflict resolution. Students are not to use violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty, the school counselor, and the administration will handle the situation as appropriate, using conflict resolution skills. Parents/guardians will be contacted if necessary.

Corporal Punishment Corporal punishment is prohibited by the diocese and by state law. Any intentional infliction of bodily harm, slapping, paddling or prolonged maintenance of students in physically painful positions should be reported to the principal immediately.

Discipline

Each student is expected to maintain good conduct in school. Since almost every instance of misbehavior in school detracts from someone else's education, an infringement of school rules is an abuse of the rights of others. Our goals are to maintain order so that learning can take place and to help each child grow in self-discipline and develop a sense of personal responsibility.

In order to do this, the children must learn that their actions, good or bad, will bring about some specific effect. Basic moral and social values are taught in the home through parental attitude and example. Therefore, when it is necessary that disciplinary measures be resorted to by the principal or the teacher, they will be effective only to the extent that we have the cooperation of both parents. Your attitude of respect for the authority, good judgment, and effort of the school is directly reflected in the attitude of your child.

Certain types of general good behavior are expected of all students at all times. In addition, teachers make more specific rules in their classrooms depending on the age and circumstances of the children for whom they are responsible. The principal supports the teacher in creating a caring and compassionate classroom in which teaching and learning can take place.

Discipline Policy

In order to maintain an orderly and productive school environment, the following procedures will be used:

1. In kindergarten, a note will be sent home and/or parents will be contacted by email or by phone.
2. In grades 1-4, a Parent Notification Form will be sent home requiring a parent signature.
3. For chronic misbehavior, a Behavior Improvement Plan will be sent home requiring a parent signature. If chronic misbehavior continues, parents will be called and the child will be sent home. A parent/teacher conference will be held before the child returns to school.
4. A detention may be given to a student in any grade if the offense warrants it.

These forms must be returned to the teacher the following day. If these slips are not returned the following day, students will call home for them.

Detention Policy

A detention policy is in effect. A detention may be issued by any faculty or staff member for chronic minor misbehavior, single instances of serious misbehavior, or conduct unbecoming a student in a Catholic school. This would include, but not be limited to, lying, cheating, stealing, bad language, disrespect, and fighting. A student who receives a detention must have the detention slip signed by a parent and return the slip the next day. In addition, the student may bring home a Behavior Improvement Plan (Attachment B) that must also be signed and returned the following day. If these slips are not returned, students will call home for them. All forms will be kept on file for the school year.

Detentions are served the following school day morning from 7:00-7:45 a.m. in the cafeteria under the supervision of a teacher. Any student who fails to serve his detention without good cause will serve the original detention the following morning as well as a second detention the next morning.

If a student receives a third detention in any school year, the parents will be notified to attend a conference with the student and the principal. At that meeting a plan will be put into place so that another detention does not occur and a behavior contract will be signed. The consequences of receiving a fourth detention will be discussed. That consequence could be serving a full-day, in-school suspension under the supervision of the parent, or other consequence appropriate to the offense. If a fourth detention should occur, the parents will be notified so that the appropriate consequence can be served.

The principal is the final recourse in all disciplinary situations for grades preschool – 8th grade and may waive any disciplinary rule for just cause at his or her discretion.

Suspension

In the event that the principal determines it necessary, a student may be suspended for up to five days. A suspension will be preceded by a parent conference, either by phone or in person. The date of the suspension and a summation of the parent conference will be kept on file. Christ the King School shall provide a safe learning environment for all members of the school community. Violence of any kind, including the use of weapons, threatening behavior, threatening words, or actions or words that threaten the health or safety of the students, staff, volunteers, and visitors, will not be tolerated. All threats of violence will be taken seriously ***and appropriate authorities will be notified.*** If the school believes that a legitimate threat exists, the principal and the school counselor will contact the parents. The child will be removed from school and not permitted to return to school until he/she has received a mandatory outside clinical evaluation certifying that the child is not a threat to self or others. Once the school has received the evaluation, a determination will be made as to whether the child will be allowed to return to school.

Expulsion

Christ the King School will follow diocesan guidelines in the event expulsion is being considered. The general situations which demand expulsion of a student from the school can be reduced to two:

- *Delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other pupils.
- *Chronic and incorrigible misbehavior which undermines classroom discipline and impedes the academic progress of the entire class.

Examples of behavior which could result in expulsion include:

- *harassment of a student or adult
- *possession of a weapon of any kind
- *possession or use of tobacco, alcohol or illegal drugs
- *severe or chronic misbehavior
- *vandalism

When expulsion is being considered:

- *The student will be suspended for a period not to exceed one week.
 - *The parents of the student will be allowed a conference with the pastor and principal to discuss or appeal a disciplinary action, in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
 - *The pastor will make the final decision and communicate this decision to the parents.
- *If expulsion is necessary, the date of withdrawal and the word “withdrew” will be placed on the child’s permanent record.

Uniform/
Dress Code

- *Uniforms are required for all students in grades K-8.
- *Uniforms are to be worn from the first day of school and every day unless otherwise noted .
- *A note of explanation is required if a child comes to school out of uniform.
- *Please label your child's clothes with his or her name.

GIRLS' UNIFORM – GRADES K-6

1. Skirts are not to be rolled.
2. Blackwatch plaid jumpers/skirts, skorts, or knee length shorts may be worn in grades K-6, all year long. Additionally, navy blue knee length shorts, slacks (twill or corduroy) and capris may be worn. These must be purchased from Luer's Kidz Kloz (Springfield) .
3. Plain, white turtlenecks; plain, white uniform blouses, oxfords or polo shirts, in long or short sleeved styles with rounded or pointed collars without logos, lace, or other distinguishing features, may be worn and can be purchased from any retailer. **No three-quarter length sleeves, capped sleeves, or tight-fitting blouses may be worn.**
4. Students may wear dry-fit shirts with the CTK logo. They are to be purchased at Luer's Kidz Kloz (Springfield).
5. Sweatshirts allowed in grades K-6 are the blue and green CTK sweatshirts, the green quarter-zip sweatshirts that are available from Luer's Kidz Kloz (Springfield) and any PTO CTK sweatshirt. All other sweatshirts are not allowed with the exception of state sweatshirts when allowed by the principal.
6. Socks and knee socks may be gray, white, black or navy blue, solid color only. Tights and leggings may be navy blue, black or white. No logos of any kind.
7. **Tennis shoes must be worn to school on P.E. days.** Other days students may wear rubber-soled shoes that fasten.
8. Sweats or slacks may be worn under skirts out on the playground, but they may **not** be worn in school.
9. Sweaters are optional wear. Plain, navy blue sweaters in all styles are acceptable but must be purchased from Luer's Kidz Kloz.

BOYS' UNIFORM – GRADES K-6

1. Plain, navy blue uniform pants (twill or narrow wale corduroy) or walk shorts may be worn in grades K-6 all year long. All pants and shorts must be purchased from Luer's Kidz Kloz. Pants must fit on the waist.
2. Plain, white turtlenecks; plain, white or light blue, knit or woven oxford or polo shirts, in long or short sleeved styles with a collar but without logos or other distinguishing features, may be worn and can be purchased from any retailer.
3. Sweatshirts allowed in grades K-6 are the blue and green CTK sweatshirts, the green quarter-zip sweatshirts that are available from Luer's Kidz Kloz (Springfield) and any CTK PTO sweatshirt. All other sweatshirts are not allowed with the exception of state sweatshirts when allowed by the principal.
4. White, black or navy blue socks must be worn. Socks may NOT have logos of any kind.
5. **Tennis shoes must be worn to school on P.E. days.** Other days students may wear rubber-soled shoes that fasten.
6. Sweaters are optional wear. Plain, navy blue sweaters in all styles are acceptable but must be purchased from Luer's Kidz Kloz.

7. Students may wear dry-fit shirts with the CTK logo. These must be purchased from Luer's Kidz Kloz in Springfield.

GIRLS' UNIFORM – GRADES 7-8

1. Skirts are not to be rolled.
2. Khaki skirts, and slacks, may be worn in grades 7-8, all year long. These must be purchased from Luer's Kidz Kloz (Springfield). Skorts are no longer a part of the school uniform.
3. Plain white or green polo shirts, in long or short-sleeved styles with a collar and with no logos or other distinguishing features may be worn and purchased from any retailer. Dry-fit shirts with the CTK logo may be worn but must be purchased from Luer's Kidz Kloz in Springfield,
4. Sweatshirts allowed in grades 7-8 are the green Christ the King sweatshirts, the green quarter-zip sweatshirts that are available from Luer's Kidz Kloz (Springfield) and any CTK PTO sweatshirt. All other sweatshirts are not allowed with the exception of state sweatshirts when allowed by the principal.
5. Socks and knee socks may be gray, white, black or navy blue, solid color only. Tights and leggings may be navy blue, black or white. No logos of any kind.
6. Sweats or slacks may be worn under skirts out on the playground, but they may **not** be worn in school.

BOYS' UNIFORM – GRADES 7-8

1. Khaki walking shorts or pants may be worn in grades 7-8, all year long. These must be purchased from Luer's Kidz Kloz (Springfield) Pants must fit on the waist.
2. Plain white or green polo shirts, in long or short-sleeved styles with a collar may be worn. No printed or colored t-shirts may be worn under uniform shirts. Dry-fit shirts with the CTK logo may be worn and must be purchased from Luer's Kidz Kloz.
3. The only sweatshirt allowed in grades 7-8 are the green Christ the King sweatshirts, the green quarter-zip sweatshirts that are available from Luer's Kidz Kloz (Springfield) and any PTO CTK sweatshirts. No other sweatshirts are allowed with the exception of state sweatshirts when allowed by the principal.
4. White or black socks must be worn. Socks may **NOT** have logos of any kind.

UNIFORM REGULATIONS PERTAINING TO ALL STUDENTS

1. White polo shirts in long or short sleeved styles with the Christ the King logo and dry-fit shirts with the CTK logo are available at Luer's Kidz Kloz.
2. Shirts are to be tucked in at all times.
3. No printed or colored t-shirts may be worn under uniform shirts or blouses.
4. Belts are optional wear.
5. Shoes with laces must be laced properly and tied.
6. Scout uniforms may be worn on the day of a scout meeting.
7. Sport uniform shirts may be worn to school on the days of games. If the shirt is sleeveless, a plain white or green t-shirt must be worn underneath it.
8. No flip-flops.

The following may **not** be worn during the regular school day:

*make-up in any form, including lip gloss

- *clogs, sandals, plastic shoes, platform shoes, platform tennis shoes, flip-flops, high-heeled shoes or boots
- *jerseys, jackets, and sweatshirts (other than PTO sweatshirts) except at lunchtime
- *skirts shorter than two inches above the knee
- *inappropriate hairstyles, hair colors and hair decorations
- *skinny jeans, jeans with holes, rips, or tears.

Watches for all students and stud earrings for girls are the only jewelry allowed.
 *No dangling earrings are allowed.

If a student is out of uniform when they are supposed to be in uniform, they are in uniform during the next out-of-uniform day.

Non-uniform days may be allowed at the discretion of the principal. Non-uniform clothes should always be in good condition and appropriate. Unacceptable are short shorts, skin-tight shorts, un-hemmed shorts, tank tops, sleeveless shirts, midriffs, halters, t-shirts with inappropriate messages, and anything that offends against modesty or good taste. No sandals or shoes without socks may be worn. No hats may be worn inside the building.

Students are to come to school and leave in uniform. They are not to change into their uniform upon arriving or change into street clothes before leaving.

- General School Rules
1. Respect must be shown at all times for the dignity of fellow students, teachers, other adults connected with the school, school volunteers, and school visitors.
 2. All school and parish property is to be treated with care and respect. Any damage done to this property will be the responsibility of the student and parent. If replacement is necessary, the parents will have to bear the expense.
 3. Proper manners and conduct are expected in the lunchroom at all times. Students are expected to follow the direction of the lunchroom supervisor. Students who behave inappropriately will be removed from the cafeteria and will eat lunch in another classroom and given a detention if warranted.
 Students who consistently behave inappropriately will be removed from the cafeteria for an extended period of time to be determined by the lunchroom supervisor.
 4. The safety of our students is an important concern to all. Students must consider the welfare of themselves and others in all actions.
 5. Students must remain on the school grounds during the school day unless a parent has notified the school in writing and the principal has given permission.
 6. No gum allowed.

AIDS

Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend school and/or the parish religious education program. Students who are known to have AIDS will be individually evaluated by the pastor, the principal, physician(s), and other professional personnel in order to determine if their behavior or physical condition poses a high risk for spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and

care of the student. Knowledge that a student has AIDS will be confined to those persons with a direct right to know.

Asbestos Management Plan	Christ the King School has an Asbestos Management Plan that is on file in the office and is available during normal business hours in accordance with federal regulations.
Bloodborne Pathogens	In accord with O.S.H.A. regulations, Christ the King School has in place a plan for minimizing the risk of the spread of pathogens through blood or other potentially infectious materials. The plan is available for viewing in the principal's office during regular school hours.
Child Custody	Children may not be taken from school during the school day to fulfill a court order or custody order. This transfer must be handled outside school hours.
Communicable Diseases	The principal will notify the Department of Public Health when a student is sent home because of suspected communicable disease and will observe IL Department of Public Health and Centers for Disease Control & Prevention recommendations. In the case of absence due to communicable disease, a release card from the IL Department of Public Health or a letter from the family physician indicating that IL Department of Public Health regulations have been fulfilled must be presented when the student returns to school.
COVID-19	If local health officials report that there are multiple cases of COVID-19 in the community, CTK may need to implement additional strategies in response to prevent spread in the school, while continuing to use strategies implemented when there was no community spread.
Counseling Services	Professional psychological and social counseling services are available at Christ the King School for students. The school counselor will be in the building 3 days a week. Parents may request service by contacting the school office and filling out a permission slip. If a teacher requests that a student see the counselor, the teacher will contact the parent to receive parental permission. In special circumstances, a child may see the counselor once without parental permission. Please contact the principal or your child's teacher for more information. Additional student support services may be met through referrals to community agencies, through agreements with Springfield public school district 186 and through the pastoral staff of Christ the King Parish.
Diabetes	When a student's diabetes care plan requires a delegated care aide, the school Requires every staff member who is taking care of a student with diabetes to be trained as a Delegated Care Aide by a licensed healthcare provider with expertise in diabetes or a certified diabetic educator.
Emergency Procedures	Emergency Drills: Christ the King School has a Crisis Management Plan for emergencies. Fire drills and tornado drills are held periodically during the school year. Drill procedures are posted in every classroom.

Emergency Closings: In the case of extreme weather or other emergencies, parents will be contacted electronically through our Edline system regarding any school closings. Parents may also listen to WTAX at 1240 AM or to Channel 20 television station for an announcement of school closings. Do not call the school or rectory concerning the closing of school as the determination is not made on the level of the individual Catholic school. A joint decision will be made by the Springfield Catholic elementary school principals regarding the closing of our school when an emergency occurs that would affect the health and safety of our students. Once school is in session, students will not ordinarily be dismissed early due to bad weather. In severe weather conditions, parents are free to pick up their children at their discretion. The Catholic elementary schools in Springfield will not necessarily close if District 186 closes. We will make our decision independently of the Springfield Public Schools.

Emergency File: A special file is kept in the office which includes the names of persons to be notified if parents or guardians cannot be reached during the school day. Please notify the office if there is a change in the emergency numbers.

Lice/Nits	Head lice will spread through a school environment quickly, therefore, if lice or nits are found, the child must be treated and the school office must be notified. A parent or guardian will be called for any student who appears to have head lice. Christ the King has a no-nit policy. No student may be in school until all nits have been removed from the hair. School personnel will recheck heads of students and their siblings before they return to the classroom. They may occasionally check heads of students in classrooms where there have been infestations.
Mandated Reporters	All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.
Missing Children	When new students enter our school, we check to be certain that they provide us with all of the required documents. If a child is reported missing, we will check our files and red flag that child's record. We check this website when records requests are received: https://www.missingkids.org/
Non-Custodial Parents	In the absence of a court order, what is said in this handbook applies to any parent and legal guardian, whether or not the student lives with the parent. Christ the King School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
Police Questioning	When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he or she is not under the jurisdiction of

the school, if this can be arranged. The following steps will be taken to cooperate with the authorities:

*The officer shall properly identify him/herself.

*The parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities.

*The student's parent(s) or guardian have/has a right to be present if the conference is held in the school.

*If the student's parent(s) or guardian cannot be located, the authorities are not to confer with the student unless they produce a warrant.

*If there is a warrant or if it is impossible for the parent(s) or guardian to be present and they request it, the principal will be a witness to the conference held in the school.

Sunscreen

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the US FDA.

VII. GENERAL POLICIES

Abuse and Neglect

Anyone wishing to work or volunteer in either the school or the parish must attend a training session of "Protecting God's Children", sign the "Pastoral Policy on Sexual Abuse of Minors by Church Personnel" and fill out a Criminal History Background Check Form along with the Illinois DCFS Child Abuse and Neglect Tracking System Form (CANTS).

Since twenty hours of volunteer service to the school or the church is required of all families, all parents are urged to comply with the requirement stated above. No volunteer may be in our school unless they are in compliance. This includes, but is not limited to, helping in a classroom, the library or cafeteria, driving or chaperoning a field trip, or working the gate or concession stand at athletic events.

Anti-Bullying/ Harassment

In order to create a safe and secure environment in which all persons are able to reach their full potential, all bullying and harassment incidents will be taken seriously. Bullying and harassment is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten or humiliate someone. It may include physical and/or verbal intimidation, extortion or taking belongings, oral or written threats, outrageous actions, cruel rumors, suggestive comments, false accusations, and/or social isolation. This includes Cyber-bullying, unchristian and/o and/or inappropriate activity on the Internet.

Instances of bullying/harassment will be addressed using appropriate consequences, counseling methods, parent/guardian contact, contact with appropriate authorities, and involvement appropriate to the nature and frequency of the offense.

Animals on Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by

the principal in the case of an educational opportunity for students provided that (a) the animal is appropriately housed, humanely cared for, and properly handled and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Arrival and Dismissal Students may begin to arrive at school at 7:45 a.m. at which time the doors will be unlocked. Upon arrival students are to report to the cafeteria until classroom doors open at 8:00am.. No AWP fees will be assessed from 7:45am – 8:00am. . **Students who arrive before 7:45 a.m. will be placed in the A.W.P. program, and parents will be charged for this service.** Students must be in their classrooms by 8:00 a.m. in the morning and immediately after noon recess or they will be considered tardy.

Extreme care must be taken in both dropping off and picking up children. We ask that drivers study the following directives and follow them carefully. No cars are to park on the blacktop nearest the school or near the curb closest to the school on school mornings; cars may be parked on the far end of the blacktop near the church at that time. No cars are to enter the parking lot while students are playing during their lunch recesses from 11:00 a.m. to 1:00 p.m. or their P.E. periods. At dismissal, students crossing Barberry, Brentwood, and Chatham Road are assisted at the crosswalks by faculty members and student safety patrols.

Morning Arrival – Drivers may drop off students at the following locations:

Circle Drive off Barberry: Cars stay in a single line on the drive. No parking is allowed.

Back Parking Lot: The back parking lot is one way in the morning. **Cars must enter from Brentwood and exit onto Barberry Drive.** When you enter the parking lot, please pull up as far as you can. Patrols on the sidewalk will open car doors and assist the students. You will not be able to drop off your children precisely at the door where they will enter the building, but patrols will direct students to the correct door. If you need to assist your child into the building, you must park in the center of the blacktop between the light poles. **An adult must escort children coming from a parked car and walk them through the car line with the assistance of the crossing guard. If a parent is not going in to school, they should use the drop-off line. For the safety of our students, no children are to be picked up on the street. They must be picked up on the parking lot.**

School Dismissal from Parking Lot - • No student will be dismissed from the front doors of school at the end of the school day. • All students, except walkers, must be picked up in the back lot. • No student is allowed to be picked up from the street. • If arriving before 2:55, please park on the main lot facing Brentwood or Barberry (like normal). Please park as closely to each other as possible in straight lines to allow room for extra cars. Main lot will be blocked off at 2:55 since students will begin to enter the lot at this time. • If arriving after 2:55, please enter from Barberry and park between the main lot and the church, forming a straight line facing Brentwood. This is now considered overflow parking of the main lot. If you are parked here, your children will be allowed to go to your car when dismissed from school. This line will close at 3:05 to ensure the safety of all the students in the parking lot. • Students will have from 3:00-3:05 to get to their car. • A bell will ring at 3:05, and the patrols will dismiss the cars from the main lot first, immediately followed by overflow parking. • If, due to unforeseen

circumstances, you arrive after 3:05, please enter the lot from Brentwood and park in the lower lot by the playground. Park accordingly in the parking spaces. Once parked, you MUST escort your child from the carport to your parked car via the sidewalk next to the gymnasium. Please wait in your car until the main lot is clear. • Any children remaining in the carport area after the main lot has been cleared will be taken to AWP in the gymnasium

Walkers: All students who are walking home without an adult meeting them will meet in the multipurpose room at dismissal time. They will be dismissed through the front doors of the school after the parking lot has been cleared. During inclement weather and at the teachers' discretion, teachers may dismiss using other doors.

Athletics Please consult Section VIII (General Athletic Policies) and the Athletic Handbook that is available on Rediker.

ATTENDANCE/ABSENTEEISM/TRUANCY

Daily attendance is required. Consistent attendance plays an integral part in the scholastic success of any child. If your child is going to be absent, please validate the absence by calling the school office as soon as possible. If a call is not received by 9:00 a.m., we will attempt to contact you so that no child is absent and unaccounted for. Upon return, the child is to bring to the teacher a dated note written and signed by the parent or a doctor's note explaining the absence.

Each student will be allowed 10 excused absences per school year on a parental excuse. These would include:

- Student illness, including mental or behavioral health
- Death in the immediate family or family emergency
- Situations beyond the control of the student
- Observation of a religious holiday
- Other circumstances that cause reasonable concern to parents for the health and safety of the student
- Family emergency and shall include such other situations beyond the control of the student, as determined by the school administration, or such other circumstances which cause reasonable concern to the parent

Any absence after the 10 allotted excused absences will be considered unexcused unless a medical statement attesting to the student's illness by a physician is submitted upon the student's return.

Any student who has used the allotted 10 absences will be considered unexcused without a doctor's note and, therefore, truant for each day.

- When a student reaches this point, a meeting/interview will first be convened with parent(s) or guardian(s) and administration to determine/understand the reason for excessive absences. Student may or may not be included in the meeting as deemed appropriate.
- The administrative team and/or parents may choose to include others to participate in the meeting/interview to best ensure a successful plan to remediate the current course as it relates to attendance (CTK school counselor, and teachers). This includes any school officials who may have information about the reasons for the student's attendance problem.

At this time, students and their families will be made aware of the resources available to them to ensure timely and consistent school attendance as part of the process to remediate the issue:

- Conferences with administration and teachers (weekly, as needed)
- Counseling for student and/or daily check-in/check-out services
- Awareness of options for family counseling as kept on file with the school counselor
- Awareness of options for family and/or student support within the community: Catholic Charities, and community services list kept on file with the school counselor
- May include contact with a truancy case manager through the Regional Office of Education #51 for Sangamon and Menard County

The administrative team will meet monthly to review attendance reports generated from the Rediker, our student management system, specifically noting the reports for those students who are chronically absent, checking for progress and/or regression from the remediation process. (Added on 11/10/2022).

If a child missed more than 20 days per year due to illness, a meeting with the principal will be arranged. In persistent cases of absence or tardiness, the services of the truant officer, assigned to the local public school, shall be enlisted. Excessive absence (30) days can be cause for a student to be retained in the current grade for another year or for a required summer program before being promoted to the next grade.

Students should be fever-free without fever-reducing medication for twenty-four hours before returning to school.

If a child is to be dismissed for an appointment during the school day, the child is to bring a note or you may email the teacher, being sure to copy the office.

Children returning to school after an appointment must report to the office. When a child is gone for less than 30 minutes, no absence is recorded; an absence of more than 30 minutes is recorded as a half-day absence.

Since tardiness interferes with a student's progress and is a disturbance to the other pupils and the teacher, the parents should make every effort to ensure that the student is at school on time. If a child is late for school for any reason, the child reports to the office before going to the classroom. Being late less than 30 minutes is recorded as a tardy. Being late more than 30 minutes is recorded as a half-day absence. A tardy will be considered an excused tardy when accompanied by a doctor's excuse. After 5 tardies in a quarter, parents will be asked to come in and meet with the principal face-to-face.

For rules regarding attendance and participation in athletic events and practice, see section VIII, General Athletic Policies and the Athletic Handbook on the [school website](#).

Vacations during the school year are discouraged. If a child is absent from school because of a vacation, he/she will be able to access homework through [Plus Portals](#) or he/she will receive the work he/she has missed upon his/her return to school. Teachers do not give homework ahead of time.

When children are away from school, they are required to make up the work which they have missed.

Family vacations which take students out of school are discouraged. Teachers are not required to make assignments in advance for those students going on extended vacations.

Before and After
School Care

Assistance to Working Parents (AWP) is a self-supporting, before and after school child-care program for Christ the King students. It is provided as a service to parents and is staffed by Christ the King faculty. The principal is the director of AWP. For rates and more information, see Attachment on page 47.

Bicycles/Skateboards

Bikes are to be walked at all times on school grounds. They must be parked in the bicycle racks and locked. The school accepts no responsibility for lost, stolen or damaged bicycles. Bike riders will be dismissed with the walkers after the parking lot has been cleared.

Skateboards are not permitted at school.

Birthday Treats

Please check with the teacher before bringing in any treats. Students may bring only one simple treat for their birthday. In junior high that single treat may be a soda **that will be chilled in a cooler and not stored in the kitchen refrigerator.** In all of the grades the treat should be an individually wrapped item. No big cookies or ice cream cakes that will need to be cut are allowed. The treats are for the child's current classroom and teacher only. **No drinks in the primary grades.**

Children, in grades K-4, may not distribute party invitations, gifts, or thank you notes to other students in the school.

Buses

Springfield Mass Transit District has discontinued bus service from Christ the King School.

Cell Phones and
Other Electronic
Devices

Electronic devices, including but not limited to cell phones, pagers, PDAs, laser pointers, MP3 players and/or headsets, iPods, portable DVD players and/or smart phone wrist watches, disrupt the learning environment. Unless specifically authorized by an administrator, electronic devices are not allowed during school hours. Violation of this policy will result in confiscation of the item and may result in additional discipline to the student. If a device is confiscated, it can only be retrieved by the parent or legal guardian. If, at the end of the school year, a confiscated device has not been picked up by a parent or legal guardian, it will become the property of the school.

Students may wear the smart-phone wrist watches, however, they are to be used **ONLY** for telling time. No texting is allowed during the school day. The use of this device, or any device, to take pictures is prohibited.

The following rules apply specifically to cell phones:

1. Cell phones may be brought to school but must be kept in the OFF position and in the child's locker or backpack. It may not be used when a student is anywhere on the CTK campus before and/or during school OR AFTER SCHOOL UNTIL THEY ARE INSIDE THEIR VEHICLE AT DISMISSAL. STUDENTS MAY NOT USE THEIR CELL PHONES WHILE WALKING TO THEIR CAR AT DISMISSAL. A cell phone may not be in a student's pocket or desk.
2. If a student has a phone that is visible, either using it or not, in class, in the hallway, in the restroom or on school grounds, whether the student's phone or someone else's, the student will be sent to the office, give the phone to the principal, and call a parent, informing them of what has happened and letting them know that the parent must come to the school to reclaim the phone.
3. If a second violation occurs, the parent must reclaim the phone in the office, a detention will be written, and, if the student needs to have a phone, the student must deposit the phone in the office each morning and reclaim it at the end of the day.
4. The use of phones to take pictures is prohibited.
5. Phones may not be used to harass, threaten, humiliate or intimidate students, employees or visitors, or be used in a manner that otherwise violates local, state, or federal laws.
6. Game playing, Internet or email access, or sending any electronic messages using a phone is not permitted. Student texting or tweeting during class will, in addition to having the phone confiscated, will receive a zero for that day's class.
7. The school is not responsible for the security of any phone and is not responsible for lost or damaged phones.

Classroom Parties

Simple parties are held for Halloween, St. Patrick's Day, and Valentine's Day at the teacher's discretion. Room parents will work with the teacher in planning and executing these events. Parties will begin at 1:45 p.m. and end at 2:20 p.m. in order to allow for clean-up and prayers. Room parents will be given money to shop and prepare treats for these parties. Teachers will handle the Christmas classroom party.

Eighth Grade Shadow Day

In order for eighth graders to take a shadow day to follow a high school student, the following is required:

1. Bring a parent note informing the school of the date at least two days in advance.
2. Make arrangements to make-up work **PRIOR** to the shadow day.
3. All assignments are due the day the student returns. All make-up tests must be taken that day, too.

Extra- Curricular Activities

In addition to athletics, CTK offers other extra-curricular activities as determined by the principal. Such activities may include, but are not limited to: Mission Club (grades 7-8), Speech (grades 7 and 8), Cougar Chorus (grades 4-8), Art Club (grades 4-8), Golf Club (grades 2-8), and Girls on the Run (grades 3-8). Students

participating in Cougar Chorus (grades 4-8), Scholastic Bowl (grades 6-8), and Student Council (grades 5-8) must meet all eligibility requirements.

Fees are charged for the following activities: Cougar Chorus, Art Club, Athletics, Scholastic Bowl, Girls on the Run and Golf Club.

A student must not drop below a “C-“ in 2 classes or have one failing grade when eligibility is checked each Friday at noon. A student must not have any major incidents of inappropriate conduct as determined by the School Principal. If a student does not maintain such grade and conduct level, he or she shall be ineligible to practice or participate in a particular extracurricular activity, except if in the discretion of the School Principal, circumstances dictate otherwise.

Notification of ineligibility will be sent to the student’s parents and coaches on Friday or the first day of the school week. The student will be ineligible from Monday through Sunday. The student shall be prohibited from practicing or participating in the particular extracurricular activity during the week of ineligibility.

If a student is absent from school due to illness, the student may not participate in any activity. A student must be in attendance from 11:15 AM on in order to participate in a school activity or practice. There may be some instances, a doctor’s appointment, a funeral etc. where an afternoon absence does not prohibit a student from participating in a school activity or practice.

Facilities Use

On all days when school is in attendance, the Christ the King School building shall be available for authorized access by parents and authorized visitors from 7:15 a.m. until fifteen (15) minutes past the scheduled dismissal time. All parents and visitors to the school building must ring the doorbell and be buzzed into the school. They must report to the school office. Entry to the school is only obtained through the front doors on Barberry Drive.

After 3:00 p.m. on all days when school is in attendance, no child shall be left in the building except for children enrolled in the AWP program or children engaged in other authorized school activities.

Faculty and staff members are authorized to ask any person who is not a parent and/or an authorized visitor to the school facilities to leave the premises. If the person fails to comply with the request, the faculty or staff member shall inform the principal or the school office to determine what additional action is necessary to obtain compliance with the request. Any person who fails to comply with a request from the principal or school office to leave the school premises shall be considered a trespasser and may be subject to arrest.

Fan Bus

A fan bus for a sporting event may be scheduled separate and distinct from the school by school parents, with ALL arrangements being made by parents and with NO responsibility or liability to the school.

Field Trips

Field trips are an excellent learning experience. However, participation in field trips is a privilege and not a right. A student may be withheld from participation in a field trip for academic or behavioral reasons. Before any child can attend a field trip, school-issued permission slips, the entire original (both sides), must be signed by parents or guardians and returned to the teacher. A sample of the Diocesan portion of the permission slip can be found as Attachment C. Information on the

other side will include the date, destination, purpose, expected student behavior, and time of return.

If a parent wishes to attend or drive for a field trip, diocesan policy requires that you **complete** a “Protecting God’s Children for Adults” training session, complete the Certification and Authorization Document authorizing a criminal history background check, receive the Policy on Sexual Abuse of Minors by Church Personnel and Policy on Working with Minors, and sign certifying to the understanding of both policies and agreeing to adhere to the contents of same. One adult chaperone will be present for every eight students.

Please be mindful that this is a school sponsored field trip. The students you are transporting in your car are your responsibility. Our school permission form does not give parent permission to go anywhere other than from Christ the King School to the specific destination and back to school. Stopping for gas, treats or snacks while you are transporting CTK students is not permitted. Also, if you are not providing treats or treat bags to everyone in the class, please do not provide treat bags for only those you are transporting.

Gender Identity It is the policy of the Diocese of Springfield in Illinois that all Catholic agencies, including parishes, schools, institutions, departments or other entities, shall respect the biological sex with which a person is born and shall apply all policies and procedures in relation to that person according to that person’s biological sex at birth.

Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement. Students shall conduct themselves in accord with their biological sex at all times.

Image Release Student photographs will be used in various publications, on the Internet, or where appropriate. All families must sign the Image Release Agreement section(#2) found on the new Parent Approval Form (page 2) and return to school.

Insurance School insurance will be offered at the beginning of each school year. Parents are encouraged to take advantage of this service if they do not have adequate coverage from another source. We are required to keep on file your information regarding family health insurance. All athletes must have insurance.

Internet Christ the King School follows all diocesan policies with regard to using technology and the internet. All students of Christ the King School are responsible and accountable for their own actions while using technology and the internet available at Christ the King School. Using technology and the internet inappropriately may result in loss of user privileges. (See the Telecommunications Use Agreement on page 44).

Library Library books at our school number over 8,000 volumes. The general library is well equipped with up-to-date reference materials and a mini-computer laboratory. There are reference materials in the classroom as well. Children are encouraged to make use of the library and are free to check books out during study periods, as well as during regularly scheduled library periods. Children must be responsible for returning books on time. Lost or damaged books must be paid for before final grades will be released.

Lost and Found	Lost and found articles are kept on a table in the gym lobby right by the gym doors. Children are asked to look there for articles they may have lost. Properly marked clothing will keep this to a minimum. Unclaimed items will be disposed of at the discretion of the principal.
Lunch Program	Hot lunch is available every day in the cafeteria. Every student has his/her own lunch account and is assigned his/her own pin #. There is no money taken during lunch. Every student needs to deposit money into his/her lunch account to make purchases from the cafeteria. Minimum deposit is \$20. The cost of a hot lunch with milk is \$ 4.00. Additional milk is \$.50. Every first Wednesday of the month, a Cinnamon Roll is offered to K-8 grade students for \$.65. Every Wednesday, besides the first Wednesday of the month, a cookie is offered to K-8 grade students for \$.50. Every Friday during the months of August, September, April and May, a frozen fruit slush is offered to K-8 grade students for \$.65. Students are to give lunch deposits to his/her homeroom teacher. Checks should be put in an envelope and be made payable to Christ the King Cafeteria. If you have more than one child in this school, you may write one check. Please write your child's (children's) name on the memo line of your check. If you are sending in cash, please attach a note stating your child's name and the amount of cash you would like deposited. Notices will be given to each student whose balance reaches \$6.50 or below. Please add money as soon as possible to your child's account when you receive one of these notices. The only purchase a child can make with an outstanding balance is a hot lunch. A student with an outstanding balance will not be able to purchase additional milk, cookie, a cinnamon roll or a frozen fruit slush. Any unused lunch account money at the end of the school year will be rolled over to the next school year. If your child has money in an account and he/she will not be returning to our school, you will be reimbursed that amount. However, if your child is graduating and has a sibling in the school, the leftover money will be transferred into the sibling's account. If your child has an allergic reaction to any food or drink, the cafeteria needs to have a Physician Statement for Food or Drink Substitution form filled out by your doctor so that it may be kept in their files. This form is mandated by the State and is available on the school's website under Cafeteria. Children are expected to show respect, courtesy and obedience to cafeteria staff, volunteers and supervisors at all times.
Movie Policy	Videos can greatly enhance the classroom curriculum. The criteria for selecting a video for use in the classroom are (1) the film's intrinsic educational value, (2) its actual fit into the curriculum, and (3) its harmony with Catholic faith and morals. Only "G" rated movies may be shown in the classrooms. If a movie has another rating and a teacher wishes to show it in the classroom, the teacher will discuss it with the principal and, if approved, parents will be notified. At times, videos may be shown for entertainment or as a reward for good behavior, but this should not happen frequently.
Off/On School Grounds Behavior	We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, whether it happens on or off school grounds, when it is brought to the attention of the administration through its direct or indirect impact on the school. Students can be disciplined for conduct inside/outside of the school if it is detrimental to the reputation of the school.
Pep Rally	A pep rally may be held for a particular school team according to the following guidelines:

Basketball and Volleyball – A pep rally will be held when the team qualifies for a medal/trophy round..

Baseball, Cross Country, Scholastic Bowl, Softball & Track – A pep rally will be held when the team advances to the state tournament.

Personal Safety

The Office of Child and Youth Protection, created by the Bishop's charter for the Protection of Children and Young People, has included as part of the Safe Environment Guidelines issued by the office, a requirement of educating school children on age appropriate materials pertaining to personal safety. This includes information about improper touching and relationships and when to seek the assistance from a trusted adult.

Parents give their approval to have their child attend personal safety training. All families must sign the Personal Safety Training section(#3) found on the new Parent Approval Form (page 2) and return to school. Please fill in your children's names, sign the form, and return it to school by the due date. Parents that prefer not to have their children participate in the safe environment training are offered the Parent Handbook and are asked to sign the Permission Slip, notifying the school that they do not wish to have their child participate in the training and that they have been offered the Parent Handbook. If parents refuse to sign such a form or do not respond at all, a notation is made and a record will be maintained by the school. Specific information about the content of the program and the dates of the presentation will be sent home in the school newsletter.

Our 8th grade students will be informed of the parameters of the Abandoned Newborn Infant Protection Act during their Personal Safety education and their Current Event discussions in History class.

Physicals, Dental, and Eye Exams

School Physicals and immunizations for new preschoolers, kindergarten, new students, and sixth graders are due on Meet the Teachers Night or before. Students will NOT be allowed to continue school if these forms are not turned in by October 15.

Dental exams are required for students entering kindergarten, second grade, and sixth grade. Dental exams must be submitted by May 15 of the current school year and must be completed no more than 18 months prior to the May 15 deadline.

Eye exams are required for students entering kindergarten and all new students from outside Illinois. The child must be examined by a licensed optometrist or physician licensed to practice medicine in all its branches and does eye examinations. It must be turned in by October 15 and dated within the previous year before October 15.

Playground Policy

All families must read the Playground Information in Appendix II. Every child, unless excused by specific circumstances, is expected to participate in the playground activities. Please do not ask that a child stay indoors because the child prefers to, as we do not have supervisors available inside and out. When it is raining or severely cold, the children are kept in during the lunch period. The play period is an excellent opportunity for learning good sportsmanship, thoughtfulness, and

consideration for others. Organized play helps to curtail the number of serious accidents, prevents children from isolating themselves from the group, and makes for a more manageable program for supervision. Food, candy, and toys from home are not allowed on the playground. Children are expected to show respect, courtesy, and obedience to the playground supervisors at all times.

Prayer

Parents are the first teachers of prayers. Teaching your child to pray will help your child develop a prayer life. At school, teachers and students pray at the beginning and end of the day, before and after lunch, and each classroom says a daily decade of the rosary. These and other opportunities for prayer help to instill a sense of the presence of God throughout the day.

Pregnancy/
Parenting Policy

CTK affirms the moral teaching of the Catholic Church including the teaching of holiness and giftedness of life. The school equally asserts the values of forgiveness and compassion. Believing that the truly Christian response to an adolescent boy or girl facing adult situations and decisions is focused on the person, the administration will deal with each boy or girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent, the principal, and the pastor, to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being.

Privacy

Students may not reveal any personal data about themselves, their family members, or any other members of the Christ the King School Community in an online log or journal ("blogging") or via email or any other type of transmission. Furthermore, students are not to threaten or defame others in the school/parish community or use the name or logo of Christ the King School/Parish in a "blog" or in other online communication. Due to overriding safety issues, students violating this rule are subject to disciplinary action and consequences by the school, whether such conduct takes place inside or outside of school.

Respect

As part of the living out of our faith, we extend respect to each person we encounter. Every effort is made to develop this attitude in all of our students.

Right to Amend

The school reserves the right to amend this handbook. Parents will be given prompt notification if changes are made.

Right to Waive/
Deviate

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Safety Patrol

Eighth grade students serve as school safety patrol members for the children before and after school. The patrol is under the direction of the seventh and eighth grade teachers. Students and parents are required to obey the directions of patrol members.

School Books

All books and work books must be covered at all times. Absolutely no contact paper is allowed. Students must pay for lost books or books damaged beyond normal wear. Books carried to and from school must be in some type of protective carrier such as a gym bag or back pack. Key chains and other backpack attachments are not allowed. **Backpacks with wheels are not allowed.**

School Directory	Only information provided by the parent will be included in the directory. If information is not updated in the directory section of the online form, you will not be included in the directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.
Search and Seizure	For the safety and welfare of everyone in the school, CTK retains the right to conduct searches of school property and/or student property on school grounds. The principal may request the assistance of law enforcement officials, including the use of specially trained dogs to conduct such searches. Contraband found may be seized and appropriate authorities notified.
Social Media	No social media site that carries the school name may be opened without the permission of the school administrator. Students engaging in social media, whether inside or outside the school, are subject to disciplinary action if its content includes defamatory comments regarding the school the faculty, other students or the parish. This policy can be modified at any time in order to meet arising needs and changes in the field of technology. Notification of any modifications or changes will be given to both parents and students.
Spirit Shirt Days	Spirit shirts are sold every year. There is a spirit shirt day each month. On that day, students are in uniform but they may wear their spirit shirt instead of their uniform shirt.
Student Retreats	In preparation for the reception of the sacrament of Confirmation, the eighth graders will attend a Day in the Spirit. The day may include time for reflection, group discussion, guest speakers, and the celebration of Mass. Seventh graders attend a yearly retreat with seventh graders from all of the Springfield Catholic Grade Schools. Third graders participate in a mini-retreat before their First Communion and Confirmation.
Student Service Hours	Students in grades seven and eight have a service hour requirement. Students will receive information about the number and kinds of service from their teachers.
Substance Abuse	Substance abuse of any type is forbidden. Substance abuse involves the wrongful use, possession, sale or dissemination of any substance, including, but not limited to, narcotics, prescription drugs or alcohol. A student who engages in substance abuse will face possible expulsion whether the behavior occurs on Christ the King property or at a Christ the King sponsored event off property.
Substitute Teachers	When it is necessary to have a substitute teacher in the classroom, students are expected to be courteous and give that teacher the same respect and cooperation they give their regular teachers. Disrespect will not be tolerated.
Telephone Calls	Telephone calls to the teachers should be made through the school. <u>Please do not call the teachers at home.</u> In emergencies, telephone messages will be given to the students, but this should be a rare occasion. Children use the phone only with the permission of their teacher and the office.

Use of School

Grounds	Students are not to arrive on school grounds before 7:45 a.m. unless they are enrolled in before school AWP. At the end of the school day, students should not be on school grounds after 3:00 p.m. unless they are enrolled in after school AWP, are being tutored, are at a scheduled after-school practice, or are in the supervision of their parents. The school is not liable for unauthorized students on school property before 7:45 a.m. or after 3:00 p.m. on regular school days.
Use of Student Information and pictures	Christ the King School will publish (without names) group photos, work of students and staff. Your permission is required to include other information. Please initial #2 on the Parent Approval Form.
Use of Firearms/Threatening Behavior/Attacks	<p>Christ the King School will report any qualifying incident through the School Incident Reporting System (SIRS) within a timely manner. Incidents of drugs, weapons, or attacks on school personnel that occur on school property must be reported to the school office. The principle will report any written complaints from school personnel concerning instances of battery committed against school personnel to the local law enforcement. The principle will report the incident to the Illinois State Police by using the School Incident Reporting System. Any attacks on school personnel will be reported to the local law enforcement immediately and the SIRS/ uniform Crime Reporting Program within 3 days of the occurrence of the incident.</p> <p>Firearms are prohibited on school premises. Any Firearm related incidents will be reported to the local police as well as through SIRS within 24 hours of occurrence. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.</p>
Vandalism	Our school and all equipment are parish property. Willfully damaging or destroying this property is cause for immediate suspension, possible expulsion, or notification of the appropriate authorities. The school requires that vandal damages be paid for before a student is allowed to return to class. If a student accidentally causes damages, the student should report it to the teacher immediately to prevent it from being considered willful vandalism.
Violence/Threats	Christ the King School shall provide a safe learning environment for all members of the school community. Violence of any kind, including the use of weapons, threatening behavior, threatening words, or actions or words that threaten the health or safety of the students, staff, volunteers, and visitors, will not be tolerated. If the school believes that a legitimate threat exists, the principal and the school counselor will contact the parents. The child will be removed from school and not permitted to return to school until he/she has received a mandatory outside clinical evaluation certifying that the child is not a threat to self or others. Once the school has received the evaluation, a determination will be made as to whether the child will be allowed to return to school.
Vision Screening	Vision screening will be done, as mandated, for the following children (all preschool, kindergarten, second grade, eighth grade, special education, teacher referrals, and new students to the school who have not been previously screened) within the first six months of school. Vision screening is not a substitute for a

complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that an evaluation is on file at the school. This notice is not a permission to test since vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened. The monthly school calendar will notify you of the day this screening will be scheduled.

Volunteers

There are countless opportunities for volunteering in our school. Additionally, there will be a list going home at the beginning of the school year asking for several more volunteers.

Volunteers operate in a position of trust and personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school.

All volunteers are to report to the school office before going anywhere in the building. In the office, they will be asked to sign in, indicating where they are going and the time they arrived. Before they leave, they need to come to the office and sign out. Volunteers may only go to the place that they have indicated when they signed in.

Although we do not have a dress code for volunteers, it is expected that volunteers will wear modest clothing while working at school or during school activities. This includes a moderate length for skirts and shorts and modest tops and blouses.

Diocesan policy requires that all volunteers in our school complete the "Safe Environment Training" and a background check online. Background checks must be completed every five years.

Volunteers are expected to live virtuous lives guided by Gospel values and the teaching of the Church. Volunteers shall conduct themselves in accord with their biological sex at all times. Likewise, all volunteers shall perform their duties, and tailor their interactions with other persons, in accord with the Diocese's general policy concerning gender identity.

Wellness Policy

The Christ the King School Wellness Policy can be viewed in the school office. The Belief Statement is as follows: Christ the King School is committed to providing a learning environment that supports and promotes wellness, nutrition, and an active lifestyle. The school recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits, health and wellness, good nutrition and regular physical activity. The school staff will encourage and model healthy eating and physical activity as a valuable part of life.

Workroom

The teachers' workroom is for faculty and staff use only. Parents, volunteers, and students are not allowed in this area.

VIII. GENERAL ATHLETIC POLICIES

Introduction	<p>In addition to the requirements contained in this section, the athletic policies of Christ the King School include the requirements of the following:</p> <ul style="list-style-type: none">• Diocesan Policy Handbook• Illinois Elementary School Association (IESA – Grades 7 & 8)• Springfield Catholic Athletic Association (SCAA)• Christ the King Athletic Handbook <p>If a concern arises over athletics, the proper channels to be followed are coach, athletic director, principal, pastor.</p>
Purpose	<p>Christ the King's athletic program is intended to teach the skills of the game, to foster healthy exercise, to teach fair play and good sportsmanship, and to create opportunities of enjoyment for all interested students. School-sponsored athletic programs are a part of the total school program and are subject to the policies of the school as well as to the general administrative responsibilities of the principal. Athletic programs should enhance, and in no way distract from, the academic and religious norms of the school.</p>
Activities	<p>Christ the King sponsors boys' baseball for grades 7 and 8 (IESA), girls' softball for grades 6, 7 and 8 (IESA), girls' volleyball for grades 5, 6, 7, and 8 (SCAA and IESA), boys' and girls' basketball for grades 5 and 6 (SCAA), boys' and girls' basketball for grades 7 and 8 (SCAA and IESA), boys' and girls' track, cross country for grades 5, 6, 7, and 8 (IESA), golf for grades 2-8 and wrestling for grades 5-8 (IESA).</p>
Concussion	<p>Any athlete who exhibits signs, symptoms, or behaviors consistent with concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional. The change in rule simply calls for officials, parents and athletes to be cognizant of athletes who display signs, symptoms or behaviors of a concussion and remove them from play. In Appendix IV you will find a "return to play" and "return to learn" protocol for students believed to have suffered a concussion. We are working to provide information that explains concussion prevention, symptoms, treatment, and oversight which includes guidelines for safely resuming participation in an athletic activity or resuming participation in learning, following a concussion. The student must be evaluated by a treating physician, or an athletic trainer under the supervision of a physician; successfully complete each requirement of our CTK school's protocols established; supply a written statement by a treating physician stating it is safe to return to learn and play; the student and parent or guardian provide signed consent to the student participating in protocols and understands the risks associated with the student returning to play and learn and will comply with any ongoing requirements of the protocol. A coach alone may not authorize a student's return to play or learn.</p>
Requirements	<p>No student may take part in a tryout, practice or game until he or she has filed with the principal:</p> <p>*A certificate of physical fitness issued by a licensed physician not more</p>

than one year preceding such tryout, practice or contest in any athletic activity,

- *General Permission to Participate/Proof of Insurance Form,
- *Transportation Permission Form,
- *Athletic Participation Contract,
- *Specific Sport Request to Participate Form.

All families with children participating in sports will be required to attend a mandatory parent meeting detailing concussion protocol. Date TBA. See Appendix III for Return-to Learn and Return-to –Play protocols.

If school is canceled, there are no practices that day.

Attendance and Participation

If a student is absent from school due to illness, the student may not participate in a game, contest, or practice that day. A student must be in attendance from 11:15 AM on in order to participate in a school activity or practice. There may be some instances, a doctor’s appointment, a funeral, etc., where an afternoon absence does not prohibit a student from participating in a school activity or practice.

Eligibility

See page 25 (Extra-Curricular Activities)

APPENDIX I: School Health Policies

Medical Cannabis:

Christ the King School will allow a parent or guardian or other designated caregiver to administer a medical cannabis infused product to a student who is a registered qualifying patient, subject to the restrictions outlined in 105 ILCS 5/22-33. The policy/procedures allow for a school administrator or school nurse to administer the product and may also allow a student who is a registered qualifying patient to self-administer the product under the supervision of a school administrator or school nurse, subject to the restrictions outlined in 105 ILCS 5/22-33. While on school premises, while at school-sponsored activity, or before or after school care on school property.

Anaphylaxis Prevention, Response, and management:

School attendance may increase a student’s risk of exposure to allergens that could trigger anaphylaxis. While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, response and Management Program using a cooperative effort among students ‘families, staff members, students, health care providers, emergency medical services, and the community helps the school reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student’s health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student’s Individualized Education Program or section 504 plan. Students who have a know allergy may carry an auto-injector prescribed to them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, Christ the King School will follow individual emergency plans, ensure staff

members receive appropriate training, and provide annual notice to parents/guardians of all students to make them aware of this policy.

Epipens & Inhalers

IL School Code allows for self-administration of medication by a student with asthma or the use of an epinephrine auto-injector by a student, provided that the parent/guardian of the student provide to the school written authorization for the self-administration of medication or use of an epinephrine auto-injector; and a written statement from the student's medical provider. If there is a suspected case of Anaphylaxis, the adult in charge will call 911 Immediately.

Medication Administration:

As a general principle, medications will not be given at school. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists.

Students are not allowed to have any drugs in their possession on school grounds.

Special circumstances exist for a health problem that can be expected to be of a long duration. When such a condition exists, the following policy will be adhered to:

A. Prescription Medication

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness, any student who is required to take oral medication during the regular school day must comply with the following regulations:

1. Written orders from a physician detailing the name of the drug, dosage, and time interval medication is to be taken. (Use attached form.)
2. Written request and permission from the parent or guardian of the student requesting that the school comply with the physician's order. (Use attached form.)
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Every medication will be recorded on a medication log which includes date, time, dosage, and signature of person giving medication.
5. Only the persons designated by the principal or registered nurse shall be allowed to dispense the oral medications pursuant to the physician's orders and then that person shall make notations required in #4 above. The school secretary or other office worker is designated to dispense all medications.

B. Non-Prescription Medication

1. Non-prescription medication will not be dispensed in our school. Christ the King School does not allow the administration of undesignated epinephrine injectors, opioid antagonist, asthma inhaler or Glucagon.
2. The non-prescription medication includes aspirin, Tylenol, antacids, antihistamines, and any other medication.
3. Topical application of alcohol, peroxide, calamine lotion, or any other medication may be used.
4. If injury occurs, we will use soap and water and inform the parent if the child needs further treatment or needs to be sent home.

5. If a child needs medication, their parent(s) will be called and they assume the responsibility to bring the child medication or take the child home.

C. Communication

Opportunities must be provided for communication with the student, parent, and physician regarding the Efficiency of the medication administered during school hours.

1. Observe, evaluate, and report to student's parent the student's health status and reaction at school to the medication(s) that has been prescribed by the physician. It is the parent's responsibility to inform the physician of any complications.
2. Report to the parents those factors in the school that might seriously impede the child's recovery.

D. Immunizations

1. All students must be in compliance with Illinois State Law and Regulations concerning immunizations.
2. Immunizations for preschool, kindergarten, new students, and sixth graders are due on Meet the Teachers Night or before. Students will NOT be allowed to begin school if these forms are not turned in.
3. Immunizations are provided by the County Health Department, if the parent desires.

E. Health Report

1. **All children entering kindergarten or sixth grade and new students to the school from outside Illinois must have on file a completed written health exam with up to date immunizations, dated within one year of when school begins. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring the student was "risk-assessed" or screened for lead poisoning. Deadline for these documents is October 15th or before. Students will not be allowed to continue school if these forms are not turned in.**
2. Dental exams are required for students entering kindergarten, second and sixth grades. This exam must be dated any time in 2021. It is due by October 15th.
3. Eye exams are required for students entering kindergarten and new students to the school from outside Illinois. **They are due by October 15th.**
4. Vision screening will be done, as mandated, for the following children (all preschool, kindergarten, second grade, eighth grade, special education, teacher referrals, and new students to the school who have not been previously screened).
5. Hearing screenings will be done, as mandated, for the following children: all preschool, kindergarten, first grade, second grade, third grade, new students, special education, teacher referrals, parent requests, and children with a known hearing problem, including those with hearing aids.
6. HIPPA forms are requested from students in preschool, kindergarten, sixth grade and new students.
7. It is the parents' responsibility to inform the school of any physical abnormalities, for example: birth defects, allergies, epilepsy, diabetes, etc.
8. Tdap is required for all sixth, seventh, and eighth grade students. Beginning in the 2015-16 school year, the meningitis immunization is required for 6th grade.

F. Health Report Exemptions

A student will be exempted from the above health, eye and dental requirements for:

1. Religious grounds if the student's parent/guardian presents to the principal a completed Certificate of Religious Exemption.
2. Health examination or immunization requirements on medical grounds if a physician provides written verifications.
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental exam if the student's parent/guardian shown an undue burden or lack of access to a dentist.

Request for Administering Medication at School and Release from

Liability Form

I/We, the undersigned parents/guardian of the minor child, _____,
a student at Christ the King School, hereby request Christ the King School to allow said child to attend
school in spite of his/her special health problem and to be given medication prescribed by

Dr. _____ from _____
to _____ under the supervision of school personnel.

The medicine is to be furnished by me and labeled by the physician or pharmacist with the said child's
name, doctor, drug store, name of drug and the specific time it is to be given at school. I/We assume all
responsibility for any mistake in furnishing an incorrect dosage.

For and in consideration of allowing said child to attend school in spite of the special problem, we hereby
release, relieve, and discharge Christ the King School and/or any of its agents or employees, from any and
all liability for any injury or damage to the health of said child arising out of, or resulting from, the necessity
of said child having to take medication during school hours. I/We have read, understand and agree to the
school's regulations concerning giving medication at school.

Signature _____ Date _____

Christ the King School
1920 Barberry Drive
Springfield, IL 62704

Statement of Physician Form

This form must be returned to Christ the King School when child returns with medication.

Name of student

Date

Diagnosis

Name of Medication

Dosage

Time of Administration

Method of Administration

Date to Discontinue

Predictable Side Effects

Contraindications

Physician's Signature

Physicians Address

APPENDIX II: Playground Information

Safety on the playground during recess is of the utmost importance. Our goal is to assure that all students experience a safe, secure, and caring environment. We strive to create a recess time where students can have fun as they play, be listened to, and receive fair discipline.

These guidelines are in place to promote a positive and safe recess experience. COVID-19 may change guidelines.

- When exiting the cafeteria, students are to walk without talking to the outside doors. There are classes in session that should not be disrupted. There is no running or skipping.
- The recess area is limited to the blacktops and playground equipment on designated days. Grassy areas around the playground are off limits, nor should the students play behind the trees that surround the playground.
- When using the playground equipment, students may only slide down the slides while seated, feet first. No climbing or jumping off the sides of the slide is allowed.
- Tag games are limited to “one-handed tag.” No pulling or grabbing of other students.
- No games that involve fake kicks, punches, swords or karate are allowed.
- Bad language is not acceptable.
- No disrespectful language or inappropriate gestures are allowed.
- No fighting is allowed.
- When the whistle blows to indicate that recess is over, all games must end immediately and students must return any equipment to its proper place. Students will line up quietly in their designated area. Excessive talking during lining up is not allowed.

If a problem arises on the playground that requires attention, the following is a guide to how, depending on the incident, it will be handled:

1. Verbal warning.
2. Five minute timeout
3. Child sent to the office.
4. Detention for students in grades 5-8.

Attachment A – Diocesan Field Trip Permission Form

Christ the King School

Release/Request Form – Standard Activity

We request that our child _____ be allowed to go on the field trip to _____ with Christ the King School presently scheduled to depart on _____ and return on the same date because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by Christ the King School will apply to this trip and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child while traveling to, from, and during this trip. With this knowledge, we freely assume this responsibility and liability.

We also understand that it may not be financially feasible for Christ the King School to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles which may or may not be covered by insurance. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that Christ the King School is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release Christ the King School and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree to indemnify them for any such damages.

Emergency Contact/Medical Information: (Please Print)

Father/Guardian: _____ Daytime Phone: _____

Mother/Guardian: _____ Daytime Phone: _____

Address: _____ Home Phone: _____

Other Contact Person: _____ Phone: _____

Medical Insurance Company: _____

Company Address: _____

Policy Number: _____

Blood Type: _____ Medical Conditions/Allergies: _____

We hereby also give our consent for our child to receive emergency medical care during this trip. We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____

Attachment B - Service Hours Form

Family Name:_____

Circle Area of Service:

Parish

School

Hour Fee

20 total hours of service are required or you may opt to pay \$25 per service hour. This sheet is for one family only. Service dates are May 1 - April 30.

(If you are opting to pay the service fee, you may mail this form along with your check directly to Christ the King School at 1920 Barberry Drive, Springfield, IL 62704.)

Date:_____ **Place:**_____ **Time:**_____

Description of Service:

Signature of Witness:_____

Date:_____ **Place:**_____ **Time:**_____

Description of Service:

Signature of Witness:_____

Date:_____ **Place:**_____ **Time:**_____

Description of Service:

Signature of Witness:_____

Date:_____ **Place:**_____ **Time:**_____

Description of Service:

Suggestions for Family Services Hours

School:

Art Outreach
Alumni Breakfast
Thanksgiving & Easter Baskets
Event Baker (1 hour per dozen)
Confirmation, First Communion Reception
8th Grade Reception
Classroom helper
Box Tops for Education
Shepherding Families
Speech Team Moderator
Student Council Moderator
Scrip Volunteer
Musical
Yearbook
Cafeteria Volunteer
Chili Supper
Auction and Children's Auction
Room Mother
Vacation Bible School
Scouting Volunteer
Field Trip Volunteer
Concession Stand Volunteer
Athletic Coach (IESA or SCAA teams only)
Library volunteer
Science Fair/History Fair Judge
Grandparents Tea Volunteers
Playground Volunteer (in addition to paid supervisors we could have additional volunteers)
Teacher Luncheon Volunteers
PTO Board Members
PTO Events
School Board
Mission Club Moderator

Parish:

Donut Sundays
Lector
Eucharistic Minister
Usher
Choir
RCIA
Funeral Luncheon
Why Catholic
Share the Word
Welcome Committee
Greeter

This is not an all-inclusive list.

The following activities will NOT count for Family Service Hours.

Coaching a non-school athletic team even if all of the members are CTK students

Decorating school lockers

Planning a pep rally

Attachment C

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Classroom

As a computer user, I agree to follow the rules and code of ethic 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 discs 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 that 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 others 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.
I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
4. Each student who received 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 computing resources must comply with the appropriate rules for that network or resource
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, personal phone number or those of other 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 activity 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 may 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 restitutions 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 that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

AWP – ASSISTANCE TO WORKING PARENTS

BEFORE/AFTER SCHOOL CHILD CARE PROGRAM 2023-24

AWP operates Monday - Friday from 7:00 AM to 7:45 AM and from 3:00 PM to 5:30 PM on regular school days and 1:45 PM until 5:30 PM on monthly faculty meeting days. **AM/PM AWP will not be available on holidays, and teacher remote learning planning days. PM AWP will not be available on 11:15 dismissal days and 1:45 dismissal days before a holiday (See School Calendar for these dates).** The AWP program is staffed by Christ the King faculty. The principal is the director of AWP.

An AWP statement will be sent home with the youngest child in the family around the 5th of each month. Payment is due in full when the statement is sent home. Balances are due no later than the 15th of each month. Any balance paid after the 15th of each month is subject to a late fee charge of \$10.00. An outstanding balance of over two months is cause for dismissal from the AWP program. The first statement will be sent home with the youngest child in the family around the 5th of September.

Payments may be made online or a check made out to CTK AWP and sent in with your child. Please visit www.ctkcougars.com to make an online payment.

The registration form must be filled out and returned the first day of attendance in the AWP program. An annual AWP enrollment fee of \$35.00 per family will be added to your August statement.

Annual Enrollment Fee	\$35.00 Per Family
7:00 AM – 7:45 AM or arrival at school before 7:45 AM	\$ 5.00 per child per day
3:00 PM - 5:30 PM	\$ 10.00 per child per day
Pick up after 5:30 PM	\$1.00 per minute after 5:30 PM per child
Account Balances not paid by the 15th of the month	\$10.00 per month
Dismissal of AWP program	Outstanding balances over two months

Morning Session (7:00 AM-7:45 AM):

All students will arrive via Brentwood Drive and enter the school through the gym lobby doors. Students will be able to use the time to study, play board games, etc. No snack or drink is served, though students are welcome to bring their own snack.

Afternoon Session (3:00-5:30)/Monthly Faculty Meeting Days (1:45 PM-5:30 PM)

At dismissal, students report to the gym lobby, check in with the AWP supervisor, change into play clothes and have a snack. The rest of the time is organized according to grade levels. All students will have some time to do

homework under the guidance of a teacher. Board games, physical play, and “G” rated movies are offered. Toys from home are not allowed.

Students may attend Scouts, tutoring, etc. while in AWP, **although students must check-in at AWP first**. Children may be picked up at any time from the afternoon program. Parents picking up in the afternoon should park in the back parking lot by the gym lobby. Please call the AWP phone number (217- 725-5413) to let the AWP staff know that you have arrived to pick up your child/children. You will be asked to sign out your child/children. If someone other than the parent is picking up the child, the school office must be informed in advance in order for the child to be released.

Appendix III: CTK Device Use Agreement.

Christ the King School

1920 Barberry Dr.

Springfield, IL 62704

217-546-2159

CTK Device USE Agreement

This document provides information about Chromebooks, Tablets or electronic devices, and procedures relative to use, and other expectations. Use of a Chromebook, or Tablet like any other use of Christ the King Technology, is governed by our Christ the King's Use of Telecommunications Agreement which students and their parents/guardians are responsible for reviewing and understanding in the handbook. This agreement must be signed and approved.

Students in all grades at Christ the King School will begin the year with new technology that will enhance and amplify their learning. Each student will be issued a Chromebook or Tablet and teachers will have a greater ability to integrate classroom instruction and technology for all students. We're excited about the new potential for learning this will bring our students!

We would like for students to be able to use their assigned school owned Chromebook or Tablet each day in an appropriate manner for learning purposes. If you would like for your student to use a Chromebook or Tablet, **you and your child must first read and agree to the following terms with your signatures.** If you do not agree with the terms of this agreement, the student will not be permitted to use the device in school, which may impede their learning.

As a **student** of Christ the King School, I promise to:

Charge my Chromebook or Tablet after using it each day:

- So that you have access to the tools needed in the classroom, Chromebooks and Tablets should be fully charged in the charging cart at school each day.
- Only the provided charging cable should be used to charge devices in the charging cart at school; do not purchase or attempt to use a third-party charger as this can cause damage.
- May not use any home device while in our school building, including Zero Hour devices.

Preserve reference tags on my Chromebook or Tablet:

- Leave all school placed stickers and tags (CTK Chrome sticker, inventory barcodes, etc.) intact on the device. Be a good digital citizen.

Follow the CTK Telecommunications Use Agreement, and the following:

- I will not use any other device while in our school building. (No zero hour devices)
- I will use only my own Google account and no other person's Google account.
- I will not use the device to look at, send, copy, or create material that is rude, inappropriate, or meant to hurt someone's feelings.
- I will not use the device to text anyone or Instant Message (IM) anyone.
- I will not use any school device to create lewd or derogatory content to be shared with others by livestreaming or through any other communication or social media.
- I will always receive permission before exploring topics not related to education
- I will ask permission to use the device to watch or play a game, or Google game. Always.
- I will be respectful, responsible, and safe while on the computer.
- I will not use inappropriate log-in or password names, or screen saver images.
- I will not use the school device to take pictures/photographs.
- I will make the device available at any time to any school administrator or teacher for inspection of any messages or files sent or received on their device.
- I will only print from the device with permission from my teacher.
- I will report to the building administration or a teacher any incidents of inappropriate communications sent in any form using their CTK owned technology.
- I will not use a school device to take photos/pictures without teacher permission.

As a parent / guardian of Christ the King School, I will:

Support my student in keeping the promises above. Accept the same financial responsibility for the Chromebook or Tablet as I do for the textbooks my student brings home.

This includes the cost of replacing a lost, stolen or intentionally damaged device.

- The maximum charge for a lost or stolen Chromebook or Tablet is \$250.00.

- Accidental Damage – If a device is accidentally damaged, please have your student bring the device back to school the next day and report any damage to the student’s teacher.
- Intentional Damage – Full price of repair or replacement will be the responsibility of the parent/guardian and a meeting with an administrator will be required before a device will be reissued. Consequences may be issued per the Student Code of Conduct. Lost/Stolen Device – A fee of \$250.00 will be collected for a lost or stolen device and a parent/guardian meeting with an administrator will be required.
- If the power recharging cord is lost, the family will be charged \$15 to replace it.

Christ the King students and their parent/guardians must sign the Chromebook & Tablet USE Agreement and return the completed form in order to receive a Chromebook or Tablet electronic device, and power cord. You must supply your own cover for the protection of the device. These items will not be issued without a student and parent/guardian approval and signature.

Inappropriate use of CTK technology may result in consequences such as limited or banned CTK device use and/or disciplinary action such as detention or suspension from school.

_____		_____	_____
Parent Name		Parent Signature	Date
_____		_____	_____
Student Name	Grade	Student Signature	Date
_____		_____	_____
Student Name	Grade	Student Signature	Date
_____		_____	_____
Student Name	Grade	Student Signature	Date