

CHRIST THE KING SCHOOL

3401 TIDEWATER DRIVE
NORFOLK, VIRGINIA 23509
(757-625-4951)
www.ckparish.org

PARENT - STUDENT HANDBOOK & DISCIPLINE CODE

Pledge For Peace

*I pledge to do my duty to respect myself,
my fellow students and teachers.
I promise to take pride in my work and
promote school spirit throughout
Christ the King School
I will strive to make good choices and
encourage others to do so.
I pledge that I will act as a Peacemaker
in all that I say and do.*



2011

2012

CHRIST THE KING SCHOOL

3401 TIDEWATER DRIVE
NORFOLK, VIRGINIA 23509
(757) 625-4951
FAX: (757) 623-5212
www.ctkparish.org

(REVISED AUGUST, 2011)

Office Hours: 7:30 A.M. 3:30 P.M.

PASTOR: Father Matthias Lusembo	757 - 622 -1120
PRINCIPAL: Dr. Francine Gagne	757 - 625 - 4951, ext. 105
ASSISTANT PRINCIPAL: Amy Rubino	757 - 625 - 4951, ext. 102
CRE: Christine Williford	757 - 625 - 0208
DEVELOPMENT: Amy Kallenbach	757 627 - 0119
COUGAR CARE COORDINATORS: Isabel Mosteirín and Iris Redding	757 - 625 - 4951
SPECIAL EDUCATION COORDINATORS: Amy Rubino	757 - 625 - 4951, ext. 102
Rita Bell	757 - 625 - 4951, ext. 211

CHRIST THE KING SCHOOL IS ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS, THE COUNCIL ON ACCREDITATION AND SCHOOL IMPROVEMENT AND THE COMMISSION ON INTERNATIONAL AND TRANS-REGIONAL ACCREDITATION.

CHRIST THE KING SCHOOL IS ALSO ACCREDITED BY THE VIRGINIA CATHOLIC EDUCATION ASSOCIATION (VCEA) WHOSE ACCREDITATION PROCESS HAS BEEN APPROVED BY THE VIRGINIA COUNCIL FOR PRIVATE EDUCATION COMMITTEE ON ACCREDITATION AS AUTHORIZED BY THE VIRGINIA STATE BOARD OF EDUCATION.

**CHRIST THE KING SCHOOL
TEACHES OUR CHILDREN WELL
SPIRIT ↙ HEART ↙ MIND ↙ BODY**

VISION STATEMENT

Christ the King is a Catholic School rooted in the tradition of Christ-centered values serving as a dynamic center of excellence for life-long learning and community-based leadership to cultivate the potential of children and young adults to succeed in a competitive global society.

MISSION STATEMENT

Since 1954, Christ the King's mission has been to welcome children into their parish school, offering them an excellent,

competitive, safe learning environment
filled with dedication, challenge and hope.
Our purpose is to provide the educational
opportunities needed for our children to
Meet the challenges of the 21st century and beyond.

TABLE OF CONTENTS

I. Attendance Policy	Page 6
A. Basic Policy	
B. Snow and Inclement Weather	
C. Tardiness	
D. Absence	
E. Early Pick-up	
F. School Visitation	
II. Parental Responsibilities	Page 7
III. Tuition	Page 7 - 8
IV. Student Responsibilities	Page 8
V. Homework Policy	Page 9
VI. Homework Planner	Page 9
VII. Standards for Written Work	Pages 9 - 10
A. Guidelines	
B. Standard Heading	
C. Plagiarism	
VIII. Report Cards/Honors/Junior Honor Society	Pages 10 - 11
A. Requirements	
B. First Honors	
C. Second Honors	
D. Grading System	

E. Promotion	
IX. High School Credit Courses/ Middle School Math/Spanish	Pages 11 - 12
X. Medical/Emergency Information	Pages 13 - 14
A. Basic Immunization	
B. Physical Exams	
C. Emergencies	
D. Medicine	
E. Contagious Illness	
XI. HIV/Aids Clause	Pages 15 - 16
XII. School Dress Code	Pages 17 - 18
A. Winter	
B. Summer	
XIII. Student Life	Pages 19 - 20
A. After-School Activities	
B. Community Service Hours - Service in God's Name	
C. Counseling	
D. Field Trips	
E. Library	
F. Lunch	
G. Recess	
H. Scouting	
I. Special Projects	
J. Sports	
XIV. Spiritual Life of the School	Pages 20 - 21
A. Liturgy	
B. Peacemakers	
C. Prayer	
D. Prayerful Experiences	
E. Religious Instruction	
F. Servers	
XV. PTO	Page 21
XVI. Additional Information	Pages 22 - 24
A. Books	
B. Cars	
C. Calendars	
D. CTK News Updates	
E. Enrollment	

- G. Fees
- H. Insurance
- I. Telephone
- J. Title 1
- K. Virtus
- L. Volunteer Screening & Background Check
- M. Volunteering
- N. VSP - Sex Offender Registry

XVII	FACTS	Page 25
XVIII.	Discipline Policy	Pages 26 - 31
XIX.	Electronics Policy	Page 32
XX.	Social Networking Guidelines	Page 33
XXI.	Addendum - National Junior Honor Society	Pages 34 - 37

ATTENDANCE POLICY

GRADES K - 8:

- School is in session from 7:55 a.m. until 3:00 p.m. except on Wednesdays with a dismissal of 2:15 p.m.
- Students may not enter the school building before 7:40 a.m. unless they are enrolled in the Morning Care Program.
- Only students in before/after school care may be on the school grounds before 7:45 a.m. and after 3:15 p.m.; Wednesdays 2:30 p.m.
- Any student dropped off before 7:30 a.m. may be charged for day care.

SNOW AND INCLEMENT WEATHER:

- Please listen to WTKR/TV (Ch. 3), WAVY/TV (Ch. 10), or WVEC/TV (Ch. 13) for the closing of Christ the King School specifically.

TARDINESS:

- It is the responsibility of the parent or guardian to have students at school promptly at or before 7:55 a.m. If a student is tardy, the parent/guardian must sign in at the Main Office. EXCESSIVE TARDINESS IMPACTS ON A STUDENT'S PERFORMANCE IN CLASS. IN ORDER TO EMPHASIZE THE IMPORTANCE OF BEING ON TIME AND PREPARED FOR

SCHOOL, A STUDENT WHO IS TARDY MAY RECEIVE A DEMERIT.
(Please see Discipline Code.)

ABSENCE:

- Parents should notify the school no later than 9:00 a.m. on the day of a student's absence. *(NOTE: Upon returning to school, students are to present a note, signed by the parent or guardian, to the home room teacher. It is the student's responsibility to complete all missed assignments and make arrangements to schedule missed tests/exams).*

EARLY PICK-UP:

- Should it be necessary for a student to leave school before the 3:00 p.m. dismissal, the request must be written and signed by a parent or guardian. The parent/guardian must sign student out in the log located in the Main Office.

SCHOOL VISITATION

No parent or guardian is permitted to go directly to the classroom. A Visitor's Pass must be procured from the Office and returned before leaving the building. Parents are welcome to visit the classroom, but you must contact the Principal, Dr. Gagne, to arrange a time a day or two in advance.

PARENTAL RESPONSIBILITIES

- Know and understand the rules your child is expected to observe at school.
- Make certain your child's attendance at school is *regular and punctual*, and that all absences are properly reported and excused.
- Insist that your child is dressed in compliance with the school uniform dress code.
- Do not send your child to school if he/she has a fever, or is not completely free of a communicable disease.
- Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, to be accountable for his/her actions and to be of service to others.
- Teach your child, by word and example, respect for the law, for the authority of the school and for the rights and property of others.

- Instill in your child the desire to learn; encourage respect for honest work and an interest in exploring broader fields of knowledge.
- Become acquainted with your child's school, the staff, curriculum and activities. Attend parent-teacher conferences, meetings and school functions.
- Ensure that you and your child understand that supplying, handling, using, transmitting or possessing any type of weapon on school property, on the way to school, or at any school sponsored event is prohibited and will lead to expulsion.
- Monitor and assist with homework because it is a valuable aid in helping students make the most of their school experience.

Homework is given because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits.

- **IN ENROLLING YOUR CHILD AS A STUDENT OF CTK, YOU ENTERED INTO A CONTRACT OF PAYMENT FOR YOUR CHILD'S EDUCATION. PARENTS ARE OBLIGATED TO PAY THE REQUIRED TUITION/FEES ON TIME DURING THE SCHOOL YEAR. YOU RISK YOUR CHILD'S ENROLLMENT IF YOU ARE DELINQUENT IN YOUR PAYMENT FOR TWO MONTHS.**

TUITION & FEES

- May be paid in full, a 50/50 split or on an eleven month payment plan through FACTS. See Carolyn McKenna for details. (Enrollment instructions are located at the end of this handbook)
- A Technology Fee and Book Fee will be due on July 5th, prior to the beginning of school
- 8TH GRADE ONLY - \$150.00 Activity Fee payable by September 30th.
- The FIRST tuition payment is DUE August 5th or 20th.
- The eleventh and FINAL payment is DUE June 5th or 20th.
- It is absolutely necessary for payment to be made for the school to operate within its budget.

- Transcripts **WILL NOT** be forwarded to a new school until all bills are paid.
- There is a 30 hour volunteer requirement (20 hours for a single parent) that is part of the school contract. For each hour NOT worked, a \$15.00 fee must be paid. 20 of these hours must be Bingo.
- ANY TUITION IN ARREARS FOR TWO MONTHS MAY NECESSITATE A PARENT BEING ASKED TO WITHDRAW THE CHILD FROM SCHOOL.

STUDENT RESPONSIBILITIES

STUDENTS ARE EXPECTED TO DISPLAY MANNERLY CONDUCT AND A RESPECTFUL ATTITUDE IN SPEAKING WITH ALL THOSE IN AUTHORITY AT CHRIST THE KING SCHOOL.

- Take advantage of the program of studies offered by the school.
- Support and participate in school activities.
- Be in school on time and be prepared for instruction to begin.
- Be self-controlled and non-disruptive in classrooms, hallways, cafeteria, playground and at school functions. FIGHTING WILL NOT BE TOLERATED.
- Be clean and dressed according to the school uniform policy.
- Be reasonable, modest, self-controlled and considerate in your relationships with other students and school personnel.
- Keep your language and gestures respectful and free of profanity or obscenities.
- Respect private, public and school property.
- Be prepared for class each day by making sure all homework is done and that you have all necessary supplies. If for some reason an assignment cannot be completed, a note should be written by the parent/guardian to the teacher explaining the reason.
- A homework notebook will be used in grades K - 8. Weekly homework assignments will be posted on the teacher's Edline page.

HOMEWORK POLICY

Christ the King School expects that academics will be made a top priority at home.

GRADES 1 - 8:

- Each teacher will have a written homework policy specific for that classroom. This policy will be sent home and must be signed by BOTH parent and student.
 - Homework counts toward report card grades.
 - If a student is absent, a parent may pick up the child's missed homework for that day by contacting the school office *before* noon to request it. The assignments may be picked up in the main office at dismissal time to give teachers sufficient time to put the work together.
 - It is the student's responsibility to make up missed assignments and schedule times to make up missed tests/exams.
-

HOMWORK PLANNER

GRADES K - 8:

- Required for every student in grades K - 8 and is provided by Christ the King School.
 - Homework will be copied in the planner each day, along with any special projects, field trips and other important dates.
 - Planner **MUST** be maintained daily and signed by the parent in the lower grades.
-

STANDARDS FOR WRITTEN WORK

*The following guidelines will help you to reinforce the school's effort:

- Students will follow a CTK standard heading for all copybook assignments and papers.
- One-inch margins all around paper.
- **BLACK** or **BLUE** ink must be used unless in Math class.
- **RED** pen only for corrections.
- Use a ruler to underline all assignments and to draw straight lines.

- All assignments must reflect **QUALITY** work, following the CTK N.C.A.A. Rule: Neat - Complete - Accurate - Authentic.
- Writing must be in complete sentences, using correct grammar, punctuation and spelling.
- All written work will receive a grade involving both content and presentation.
- ***PLAGIARISM IS NOT ACCEPTABLE.**

(NOTE: Plagiarism is the act of copying from any resource (books, magazines, Internet, etc.) and submitting work as one's own ideas without crediting the source. This act is labeled as literary theft and students will receive a **FAILING GRADE** for the assignment.)

REPORT CARDS, HONORS & JUNIOR HONOR SOCIETY

- Progress Reports are sent home halfway through the marking period.
- Report Cards are received three times a year.
- A Parent Conference Day is scheduled for the first Progress Report.
- Conferences may be scheduled as needed.
- Children will be recognized after each grading period for Honors.
- Honors are awarded in grades 3 - 8.
- Students in 7th and 8th grades are eligible for membership in the National Junior Honor Society. (See addendum)
- Any student who has served an OSS or ISS is not eligible for honors in that trimester.

FIRST HONORS:

- ✓ A grade of 93 or higher in EVERY subject.
- ✓ No "Improvement Needed" ratings in Self-Discipline/Conduct

SECOND HONORS:

- ✓ A grade of 85 or higher in EVERY subject.
- ✓ No "Improvement Needed" ratings in Self-Discipline/Conduct

GRADING SYSTEM

A+ 98 - 100 A 95 - 97 A- 93 - 94

B+	90 - 92	B	87 - 89	B-	85 - 86
C+	82 - 84	C	79 - 81	C-	77 - 78
D+	75 - 76	D	72 - 74	D-	70 - 71
F	69 & Below	Failing			

PROMOTION

- ❖ Christ the King endeavors to maintain high academic standards. We hold that certain skills must be mastered before a student can proceed further in his/her education. In order to do this, Reading, Language Arts and Math must be successfully completed at each grade level before a student is promoted to the next grade. Therefore, Christ the King holds the right to retain any student that has not met the requirements for his/her grade in Reading, Language Arts and Math, according to the Diocesan Curriculum.
 - ❖ Middle School students must successfully complete Language Arts, Math, Science and Social Studies at each grade level to be promoted to the next grade. Any student failing a major subject must successfully complete a summer school class or a school approved tutoring program.
-

High School Credit Courses and Honors Course Requirements

Middle School Math
Diocese of Richmond

www.richmonddiocese.org/ocs/index.htm

Twenty teachers and or principals from nearly as many schools met to discuss how and to whom Algebra I should be offered at the middle school level. The following areas of agreement were reached:

- ◆ When Algebra I is offered to eighth graders or exceptional seventh graders for high school credit, this course constitutes an honors course, and should have the rigor associated with a high school course. It must be taught by a certified high school Algebra teacher.
- ◆ Students wishing to take Algebra I for high school credit in the middle school must meet the following prerequisites: a minimum score of 85% or higher on Math Terra Nova Test, 85 % or higher on the end of the year math exam, an acceptable minimum score on an Algebra readiness predictor: 80

percentile on the Orleans Hanna Algebra Prognosis, third edition by Harcourt, or 85 percentile on the Iowa Algebra Aptitude test by Riverside Publishing, fourth edition.

- ◆ Perspective Algebra I students should be asked to sign a form indicating their willingness to engage in a class that is rigorous. Parents and teachers must give their written approval as well.
- ◆ Once enrolled in Algebra I, middle school students must maintain an overall average of a B to stay in the course, and parents and students should sign a letter of agreement to that effect. If a student cannot maintain a low B average, he or she will not be allowed to continue in the class. Teachers and principals must be willing to work closely with the parents to keep them updated on students' progress so that there are no surprises.
- ◆ Students, who maintain the 85 percent average in Algebra I and pass the Diocesan exam, will receive credit for the course and will be placed in the next level math course that the high school offers.

Algebra in the middle school isn't for everyone. The committee agreed that schools should not push students who are not ready, but provide an opportunity for those who are. A thorough knowledge of algebraic concepts together with mastery of math facts and operations are needed for success in all other math and science courses that students will encounter. High school credit for Algebra should be granted when the student can demonstrate that he or she has the requisite mastery to move forward.

CHRIST THE KING MIDDLE SCHOOL PRE-ALGEBRA POLICY

- ◆ When Pre-algebra is offered to 7th and/or 6th grade students to prepare them for Algebra I, it is an honors course, which will make rigorous demands on the student if she or he is to be successful.
- ◆ Students wishing to take Pre-Algebra in our 7th or 6th grade must meet two out of the following three prerequisites:
 - a. A minimum score of 80% on the mathematics portion of their most recent Terra Nova test
 - b. A minimum score of 85% for the previous year's final math average
 - c. Teacher recommendation
- ◆ Prospective Pre-Algebra students and their parents are asked to sign a commitment form indicating the students willingness to engage in a course this rigorous and the parents' acknowledgement and support of their student in the course. The commitment carries with it a requirement to maintain an

overall B average in the course. Any lower grade will be indicative of the need for more work in the fundamentals of general math.

CHRIST THE KING 8TH GRADE SPANISH GUIDELINES

When Spanish I is offered to eighth graders for high school credit it is considered an honors course and should have the rigor associated with a high school course. Prospective Spanish I students should sign a form indicating their willingness to engage in a class that is rigorous. At the end of 8th grade Spanish I, students who pass the Diocesan exam will receive credit for one year of high school Spanish.

Students wishing to take Spanish I for high school credit in 8th grade must meet two out of the following three prerequisites:

- a. A minimum score of 80% on the 8th grade Spanish placement exam
- b. A minimum score of 85% for the previous year's final Spanish average (Buen Viaje 1A textbook)
- c. Teacher recommendation

MEDICAL/EMERGENCY INFORMATION

IMMUNIZATION RECORDS AND A PHYSICAL EXAM MUST ACCOMPANY A CHILD BY THE FIRST DAY OF SCHOOL.

BASIC IMMUNIZATION

A certificate from a licensed physician must be presented to the school prior to admission stating that the child has completed his/her immunization against communicable disease:

- DPT (diphtheria, pertussis, tetanus)
- Poliomyelitis - 3 doses
- MMR - 2 doses (2nd prior to Kindergarten)
- Hepatitis B series - 3 shots total
- PPD test WITH documented results
- Varicella Chickenpox - required for children born on/after 01/01/97, unless documented that they have had the disease. Parents of children who have not been exposed to the disease are encouraged to discuss the vaccine with their pediatricians. Chickenpox can cause serious problems, hospitalizations and even death.
- Effective July 1, 2006, a booster dose of Tdap (DPT) vaccine is required for children entering 6th grade if at least 5 years have passed since the last dose of tetanus-containing vaccine.

PHYSICAL EXAMS

All children entering school for the first time must present evidence of having had a physical examination no earlier than twelve months prior to the date of entry. *The Commonwealth of Virginia form must be used.*

EMERGENCY

It is absolutely essential that each student has an emergency authorization card on file, in the main office, with the work telephone numbers of parents or guardians kept up to date. Please notify the office immediately of any changes during the school year.

MEDICINE

If a child must take medicine during school:

- A doctor's authorization slip must be on file.
- A written order must specifically include the name of the drug, dosage, and time interval.
- The signature of a parent or guardian requesting the school to comply with the doctor's order must also be on file.
- Verbal permission is NOT acceptable.
- Authorizations include medicines such as *Tylenol/Motrin*; no aspirin will be used.

- Medicines must be delivered to the school by the parent/guardian and labeled by the physician or pharmacy.
- Students may not take medication at school without the knowledge or permission of a school official. (i.e., cough drops, inhalers)
- All medicine must be in the original container.
- Pre-K and Extended Care students will only be administered emergency medications.

PLEASE DO NOT ASK US TO DISPENSE MEDICINE UNLESS IT IS ABSOLUTELY NECESSARY.

The clinic volunteers handle medical situations which occur during the school day and not for lingering illnesses which have been noticed at home. CHILDREN ARE NOT TO BE SENT TO SCHOOL IF THEY ARE ILL OR HAVE A FEVER!

STREP THROAT & OTHER CONTAGIOUS ILLNESSES

Any student who tests positive for strep throat CANNOT return to school for 24 hours following the start of medication, due to the highly contagious nature of the illness. A note must be brought to the school office stating that the 24 hour period has been observed. In addition to strep throat, please do not send your child to school if they are

suffering from any form of contagious infection or illness (i.e. pink eye, lice, ring worm, etc.).

PGN
314a
ADD '89
REV. '92

DIOCESAN SCHOOL BOARD OF THE DIOCESE OF RICHMOND

HIV INFECTION/AIDS

April 11, 1989
1992 (Revised)

DEFINITION

HIV is a virus that launches a slow, relentless attack on the immune system and other cells throughout the body. In some cases, as long as ten (10) years elapse

from the time of infection to when the symptoms develop. HIV is a blood borne and not an air borne virus. It is most often spread to others through sexual intercourse with an infected person and/or the sharing of contaminated needles; infected mothers can pass the virus to their infants before or during birth; and HIV may be spread through blood or blood products. HIV cannot be transmitted through casual contact.

A person infected with HIV is diagnosed as having AIDS if they develop certain serious diseases or conditions. These include pneumonia, encephalitis and skin cancer - Kaposi's sarcoma. AIDS (Acquired Immune Deficiency Syndrome) is the end state of HIV infection and the condition called AIDS cannot spread from person to person.

According to the current recommended guidelines from the Center for Disease Control (U.S. Department of Health), some HIV/AIDS infected students may pose an increased risk to others if they have one or more of the following conditions or as being in one or more of the following categories:

1. Pre-Kindergarten children;
2. Those who lack control of body secretions;
3. Those who exhibit behavioral problems such as biting; and
4. Those with open and un-coverable oozing lesions.

POLICY CONCERNING HIV/AIDS

Christ the King School, following the policy of the Diocese of Richmond, Virginia, does not discriminate with regard to students infected with HIV/AIDS. These students would be placed in classroom situations according to procedures operative for all students and are entitled to the same rights, privileges and services.

The individuals right of confidentiality will be maintained by those privileged to this information due to the role each play in ensuring a quality school environment for the student. All school personnel and volunteers are required to use universal precautions.

Decisions concerning admissions and changes, if any, in the educational program of the student infected with HIV/AIDS will be made on a case-by-case review by the student's Principal in consultation with the Superintendent of Schools, and if necessary, other persons designated by the Principal (i.e. school nurse, student's physician).

Parents, please instruct your child to wash his/her hands frequently, especially after using the bathroom and before eating.

All cuts should be covered with a Band-Aid.

Any student whose clothing has been exposed to bodily secretions must change their clothes immediately; (i.e., blood, urine, vomit). This will necessitate a call to the parent unless a change of clothing is available at school.

This is a Federally Mandated Guideline as a precaution against Hepatitis B and HIV.

We have the legal responsibility to notify the parent and have the student removed from school if a change of clothing is not available.

The above policy is also applicable to Hepatitis B.

WE MUST HAVE CURRENT EMERGENCY NUMBERS ON FILE IN THE MAIN OFFICE.

SCHOOL DRESS CODE
ALL SCHOOL UNIFORMS ARE PURCHASED
THROUGH ROSE UNIFORM (757) 479 - 2100
www.roseuniforms.com

- School starts with the summer dress code and parents will be notified when the winter dress code begins.
- The winter uniform can be worn all year but can not be mixed with the summer uniform, i.e., tennis shoes may not be worn with slacks, jumpers or skirts
- Crew socks are required for PE, winter uniform if wearing slacks and the summer uniform

WINTER DRESS CODE	BOYS: K - 5	BOYS: 6 - 8	GIRLS: K - 5	GIRLS: 6 - 8
SHIRTS	Yellow polo shirt w/CTK logo - LS/SS. Yellow turtleneck with CTK on collar (All undershirts for boys must be white; bottom two buttons must always be buttoned and ALL shirts tucked in.)	Navy blue polo shirt w/CTK logo - LS/SS (All undershirts for boys must be white; bottom two buttons must always be buttoned and ALL shirts tucked in.)	Yellow Peter Pan collar blouse - LS/SS Yellow Polo shirt Yellow turtleneck with CTK on collar	Navy blue polo shirt w/CTK logo - LS/SS (All shirts are to be tucked in; bottom two buttons must always be buttoned)
SWEATERS/FLEECES/ JACKETS	Navy blue school sweater with logo or navy blue school fleece	Navy blue school fleece (Winter only - required)	Navy blue school sweater with logo or navy blue school fleece	Navy blue school fleece (Winter only - required)
PANTS/SKIRTS/SLACKS / JUMPERS	Navy blue uniform pants (All pants must be worn at the waist.)	Khaki uniform pants (All pants must be worn at the waist.)	Navy blue uniform slacks OR green plaid uniform jumper	Khaki slacks or skirt (All skirts must be no more than two inches above the knee.)
BELTS (Must be worn at all times with pants or slacks)	Fitted navy, black, brown or khaki	Fitted navy, black, brown or khaki	Fitted navy, black, brown or khaki if slacks are worn	Fitted navy, black, brown or khaki if slacks are worn
SOCKS	Navy blue or black crew socks No-show & anklet socks are not allowed.	Navy blue or black crew socks No-show & anklet socks are not allowed.	Navy blue knee socks or blue opaque tights with jumper; navy blue or black crew socks with slacks No-show & anklet socks are not allowed	Navy blue knee socks or blue opaque tights with skirt; navy blue or black crew socks with slacks No-show & anklet socks are not allowed

SHOES	Black or brown leather dress shoes	Black or brown leather dress shoes, Docksiders/Sperry (enclosed)	Black, blue or brown closed toe leather dress shoes - FLAT HEELED SHOES ONLY	Black, blue or brown closed toe leather dress shoes - FLAT HEELED SHOES ONLY Docksiders/Sperry (Enclosed)
GYM UNIFORM	Purple CTK sweatpants and sweatshirt/white crew socks	Black CTK sweatpants and grey sweatshirt/white crew socks	Purple CTK sweat pants and sweatshirt/white crew socks	Black CTK sweat pants and grey sweatshirt/white crew socks

SCHOOL DRESS CODE (CONT.)

<u>SUMMER DRESS CODE</u>	<u>BOYS: K - 5</u>	<u>BOYS: 6 - 8</u>	<u>GIRLS: K - 5</u>	<u>GIRLS: 6 - 8</u>
SHIRTS	Yellow polo shirt/CTK logo	Navy polo shirt/CTK logo	Yellow polo shirt/CTK logo Yellow Peter Pan collar blouse	Navy polo shirt/CTK logo
SHORTS WITH BELT	Navy blue uniform shorts	Khaki uniform shorts	Navy blue uniform shorts or skorts	Khaki uniform shorts or skorts
SHOES All tennis shoes must have laces and be tied tightly.	Low-cut, below the ankle tennis shoe. Solid white, black, brown or navy. No fad type, pictures or designs. Can only be worn with shorts.	Low-cut, below the ankle tennis shoe. Solid white, black, brown or navy. No fad type, pictures or designs. Docksiders/Sperry (enclosed) Tennis shoes can only be worn with shorts.	Low-cut, below the ankle tennis shoe. Solid white, black, brown or navy. No fad type, pictures or designs. Can only be worn with shorts or skorts.	Low-cut, below the ankle tennis shoe. Solid white, black, brown or navy. No fad type, pictures or designs. Tennis shoes can only be worn with shorts or skorts. Docksiders/Sperry (enclosed)
SOCKS	White crew socks only. No logos.	White crew socks only. No logos.	White crew socks only. No logos.	White crew socks only. No logos.
GYM UNIFORM	Yellow CTK T-shirt/purple CTK shorts/white socks	Gray CTK T-shirt/black CTK mesh shorts/white socks	Yellow CTK T-shirt/purple CTK shorts/white socks	Gray CTK T-shirt/black CTK mesh shorts/white socks
SHOES FOR GYM (winter & summer uniform)	Non-marking athletic shoes, low cut and below the ankle NO HEELYS	Non-marking athletic shoes, low cut and below the ankle NO HEELYS	Non-marking athletic shoes, low cut and below the ankle NO HEELYS	Non-marking athletic shoes, low cut and below the ankle NO HEELYS
JEWELRY	ONLY: Necklaces with Christian symbols on a metallic chain. No earrings. No Bracelets.	ONLY: Necklaces with Christian symbols on a metallic chain. No earrings. No bracelets.	ONLY: Necklaces with Christian symbols on a metallic chain EARRINGS: Small studs only, no hoops. No bracelets.	ONLY: Necklaces with Christian symbols on a metallic chain EARRINGS: Small studs only, no hoops. No bracelets.
HAIR	Must be off the neck and above the brow line in front; sides neatly trimmed. No fad hairstyles or colors. No hats or head coverings allowed.	Must be off the neck and above the brow line in front, sides neatly trimmed. No fad hairstyles or colors. No hats or head coverings allowed.	Hair should be neatly groomed. No fad hairstyles or unnatural coloring No hats or head coverings allowed	Hair should be neatly groomed. No fad hairstyles or unnatural coloring No hats or head coverings allowed

MAKE-UP	N/A	N/A	NOT PERMITTED	NOT PERMITTED
NAILS	Groomed neatly	Groomed neatly	NO polish. Artificial or long nails are not permitted.	NO polish. Artificial or long nails are not permitted.

NOTE: Appropriate attire is required for dress down days. No flip flops, low cut shirts or spaghetti straps . No inappropriate advertising or logos on clothing. Shorts should be no more than 5 inches above the knee. No frayed or holey jeans

STUDENT LIFE

AFTER SCHOOL ACTIVITIES

- Math Tutoring
- Art
- Forensics
- Science Club
- Information on all activities above will be sent home with times and dates of meetings.
- Other school clubs will take place as interests arise.
- Community Service Hours - Grades 6, 7 & 8

COMMUNITY SERVICE HOURS - SERVICE IN GOD'S NAME

- Students in grades 6 - 8 are required to complete 20 to 30 hours of community service each year.
- Community service hours can be completed in school (after school hours), at Church and throughout the community.
- Students receive forms to describe the nature of the service, number of hours and the signature of an adult supervisor.

COUNSELING

- A school counselor is available part time.
- An art therapist from EVMS is also available two (2) days per week most semesters

FIELD TRIPS

- Trips are educational experiences which broaden the concepts of the classroom.
- Trips are encouraged and scheduled by the individual teacher throughout the year and authorized by the Principal.

LIBRARY

- Books may be checked out for a one week period.
- Fines do accrue for overdue books AND it is the student's responsibility to take care of them.
- Use of the Library is a privilege that may be revoked at the discretion of the librarian, in consultation with the teacher.

LUNCH

- Christ the King School serves hot lunches daily to grades Pre-K through 8th under the National School Lunch Program (NSLP).
- We prepare all lunches on-site in our school cafeteria and guarantee that the meals prepared will be nutritional and well balanced according to the meal patterns required by the NSLP.
- The cost of the meal is \$2.75.
- Detailed information is sent home with the students at the beginning of the school year.

RECESS

- All classes, K-5th, are permitted outside during their scheduled recess time.
- All students are supervised during recess. Please contact the school if you are interested in volunteering as a playground monitor.

SCOUTING

- Christ the King Parish sponsors scouting.
- Students are encouraged to join scouting which fosters good citizenship.
- For more information, please call the church office at 622 -1120.

SPECIAL PROJECTS

- Students should take an active part in various service projects.
- There are several community sponsored projects to be a part of, and more information will become available throughout the year.

SPORTS

- All students and members of the CTK Parish are able to participate in all sports offered.
- All students must maintain academic standards and a “C” average overall and adhere to the behavior expectations as stated by the school.
- The Athletic Association meets monthly and would appreciate parental involvement.

SPIRITUAL LIFE OF THE SCHOOL

LITURGY

- Celebrated every Wednesday at 8:30 a.m. throughout the school year
- All parents are welcome to attend school Mass.

PEACEMAKERS

- Students are encouraged to display the qualities of a peacemaker, of cooperation, self-discipline and responsibility. See Pledge for Peace on front cover.
- Each month teachers will select a student who acts respectfully and responsibly to be Peacemaker of the Month.
- Students are recognized after Mass on the first Wednesday of every month.

PRAYER

- Classes begin each morning with prayer, along with the Pledge of Allegiance and the Student Pledge for Peace.
- At times, Scripture will be reflected upon.

PRAYERFUL EXPERIENCES

- Students participate in prayerful experiences to enhance their spiritual life, such as the Living Rosary and Stations of the Cross.

RELIGIOUS INSTRUCTION

- Religion is a core class in grades Pre-K through eighth grade.
- CTK strives to provide experiences that encourage our students to grow as Christians.
- Parents are encouraged to take an active part in shaping their children's spiritual life, including attending Mass/church together.

SERVERS

- Boys and girls in grades 3 - 8 are encouraged to be altar servers at weekly Masses.
- These students are representatives of the Parish community at worship and should be sincere and dependable.

PARENT TEACHER ORGANIZATION

All families are members of the P.T.O. Parents/guardians are encouraged to attend these important meetings. The general meetings begin at 7:00 p.m. This IS NOT the time to have a conference with a teacher; however, you may make an appointment to meet the teacher at a later time.

ADDITIONAL INFORMATION

BOOKS

- All textbooks are rented to students who are responsible for keeping them covered and in good condition.
- Restitution must be made for destroyed, lost or mutilated books.
- Students are responsible for carrying all books to and from school and in- between classes in book bags.

CARS

- All drivers must take precautions to ensure the safety of our students.
- Please comply with the requests of the teacher supervising the parking lot before and after school.

CTK NEWS UPDATES

- Newsletters are sent via e-mail every Monday or, upon request, a hard copy can be sent home Please update any change in e-mail addresses.
- Newsletters include important school events, dates, calendar changes and additional information pertaining to the school.

ENROLLMENT

- Information and registration forms are available in the main office.
- The Principal reserves the right to accept or deny admission.
- There is a non-refundable registration fee.
- In order to enter Kindergarten, a child must be five years old by 09/30.
- Parents must present a birth certificate for each child to be registered.

FEES

- Technology fee and book fee due July 5th.
- **RETURNED CHECK FEE: \$30.00 FOR ANY RETURNED CHECKS**

STUDENT INSURANCE

- Student Accident Insurance - Excess Coverage: If the student is injured at school, the policy will pay expenses that are *not* payable by any other insurance policy the parent/guardian may have.
- Insurance is mandatory and is included in the book fee.

TELEPHONE POLICY

- NO student or teacher will be called to the telephone except in case of an emergency.
- Students will not be able to call home for forgotten items except lunches or glasses.
- If lunches or glasses are brought to school, they must be brought to the main office and have the child's name on them.
- **NOTE: NO CELL PHONES ARE PERMITTED ON SCHOOL GROUNDS AND MAY NOT BE TAKEN ON FIELD TRIPS.** (See Cell Phone Policy p. 32)

TITLE I

- Christ the King School participates in Title I, a federally funded program.
- Title I is designed to help students improve and maintain their skills in reading and/or math by individualizing instruction based on children's needs. Individualization of instruction is achieved by providing services through a remedial teacher who provides small group instruction.

VIRTUS - PROTECTING GOD'S CHILDREN

- Any person doing volunteer work involving children must attend an awareness session of "Protecting God's Children". Please visit www.virtus.org to find and register for a session. Upon completion, please provide the school office with a copy of the certificate.

☐ VOLUNTEER SCREENING AND BACKGROUND CHECK

- All volunteers must complete a Screening One Application for screening purposes (cost \$3.75) every four years. A form for the Virginia Department of Social Services Central Registry Search must also be completed for the screening process (cost \$7.00). These fees are subject to change.

☐ VOLUNTEERING

- Your expertise is an asset to our school. Please be inventive in offering your services.
- CTK needs the assistance of parents in various areas of the school.
- All parents are required to complete 30 service hours within one year (20 hours for single parents). Twenty of these hours must be Bingo.
- Opportunities range from playground duty, working in the clinic and yearly projects such as Frosty's Wonderland and the Christmas Pageant.
Bingo volunteers are always needed.
- **PLEASE LOG VOLUNTEER HOURS IN THE VOLUNTEER BOOK IN THE OFFICE.**
- **BEFORE VOLUNTEERING WITH THE STUDENTS, YOU MUST COMPLETE THE VIRTUS TRAINING AS WELL AS COMPLETE THE BACKGROUND SCREENING PROCESS.**

☐ VSP - Policy Regarding Virginia State Police Sex Offender Registry

- Christ the King School is registered with the Virginia State Police to receive electronic notification of the registration or re-registration of any sex offender located within the same or contiguous zip code area as the school.
- Parents may check the Virginia State Police web site at:
<http://sex-offender.vsp.virginia.gov/sor/index.html>
to learn of any sex offenders located within the same or contiguous zip code area as the school.
- Written notification from the Virginia State Police on the registration or re-registration of any sex offender located within the same or contiguous zip code of the school may be obtained by requesting this information from the State Police at;
<http://sex-offender.vsp.virginia.gov/sor/java/register.jsp>

**INFORMATION PROVIDED BY THE VIRGINIA STATE
POLICE
FROM THE SEX OFFENDER REGISTRY SHALL NOT BE
USED
FOR INTIMIDATION OR HARASSMENT PURPOSES.**

FACTS INFORMATION

- **Log onto our website: www.ctkparish.org**
- **Click on the Welcome Link**
- **Click on the Admissions link**
- **Click on the E Cashier Link at bottom of page**
- **This link will give you detailed information as to how to complete the application for the FACTS Management Company Online Payment site.**
- **Follow instructions until you receive a confirmation that you have successfully completed the application**

Your first payment is due either on the 5th or the 20th of August, depending on which payment date you choose. Your last payment will be June 5th or 20th.

If tuition will be paid in full you do not have to register with FACTS. Payment is due in full by August 5TH.

CHRIST THE KING CATHOLIC SCHOOL

DISCIPLINE CODE

2011 - 2012

(REVISED AUGUST 2011)

CODE OF CONDUCT/DISCIPLINE

We believe it is essential that parents/guardians be responsible for the formation and training of their child/children. The essence of Christian Discipline is self-discipline; therefore, Christ the King students are expected to exercise self-control and conduct themselves properly at all times. It is important that parents promote a Christian based home environment that will extend to the school environs. For the safety and well being of our entire school body, it is essential that rules and regulations be established and implemented. To this end, the following discipline system will be enforced throughout the school.

Demerit System

To inform parents/guardians about behavioral concerns or problems, teachers will send home a demerit notice (see sample copy). Demerit notices will be retained in the main office and a copy will be issued to the student. *These are to be signed and returned to the school.*

- < Parental notification letters are sent home after the *third* and *fifth* demerit.
- < After the *third* demerit, the student will meet with the Assistant Principal or Principal and the teacher will conference with the parent.
- < After the *fifth* demerit, the Assistant Principal or Principal will conference with the parent.
- < After the *seventh* demerit, the student will receive an Out of School Suspension (OSS) to be served the next school day. If a student receives more than seven demerits in one semester, consequences will be determined by the Principal or Assistant Principal.
- < Accumulated demerits are erased at the beginning of each trimester.
- < Repeated OSS may result in Expulsion.

Demerits are issued for a variety of rule violations included, but not limited to:

- < gum chewing
- < tardiness to school 3 unexcused tardies constitutes a demerit
- < dress code violations
- < unauthorized food/beverages
- < misbehavior or disruptions on school grounds
- < disrespectful language/profanity
- < fighting (non physical)
- < cheating (which includes giving as well as receiving information)
- < possession and/or use of cell phones or electronic devices (see p. 32)
- < rough housing

Immediate Assistant Principal/Principal Referrals will be issued for the following violations included, but not limited to:

- < fighting (physical)
- < bullying
- < stealing

- ◁ verbal threats
- ◁ physical or psychological harassment of others
- ◁ behavior that brings discredit to Christ the King on or off the premises
- ◁ possession and/or use of a weapon
- ◁ over the counter medications

CONSEQUENCES for Principal Referrals will be determined by the Assistant Principal/ Principal as per the specific circumstances and may include any or all of the following:

- ◁ LOSS OF SCHOOL PRIVILEGES
- ◁ IN SCHOOL SUSPENSION (ISS)
- ◁ OUT OF SCHOOL SUSPENSION (OSS)
- ◁ EXPULSION

****THE PRINCIPAL RESERVES THE RIGHT TO AUTOMATICALLY SUSPEND/EXPEL STUDENTS AS DEEMED APPROPRIATE AT ANY TIME DURING THE SCHOOL YEAR.**

****CELL PHONES WILL BE CONFISCATED AND WILL ONLY BE RELEASED TO A PARENT/GUARDIAN.**

****INTERNET SECURITY: STUDENTS WHO ENGAGE IN INAPPROPRIATE COMMUNICATION WILL BE IMMEDIATELY REMOVED FROM THE SCHOOL.**

In-School Suspension:

- ◁ In-school suspension, ISS, removes a student from his/her regular class schedule for an entire day.
- ◁ The student is restricted from participating in any school activities, including athletic practices and games for seven days.
- ◁ Students will spend their ISS in a supervised area of the school.
- ◁ Students will complete class work assigned by teachers and any additional tasks deemed appropriate. (Example: If involved in a food fight may be required to clean the cafeteria. If involved in defacing the school (graffiti) may be required to wash walls and paint.
- ◁ After 3 ISS's , an OSS will be issued

Out Of School Suspension:

- ◁ Out of school suspension, OSS, removes a student from school for a pre-determined amount of time.

- < The student is restricted from participating in any school activities, including athletic practices and games for fourteen days.
- < Students are not permitted in school or on the school grounds.
- < All work must be made up.
- < Before normal student activities may resume, parents/guardians must meet with the Principal and teacher(s) on the day following the end of the suspension period.
- < Court actions may be taken when local, state or federal laws have been broken.

Prohibited conduct is any behavior incompatible with the school environment, the Christian way of life and good citizenship and includes, but is not limited to the following:

1. Unauthorized Use of Computer Technology: Unauthorized or illegal use of computers, software, computer networks, telecommunications and related technologies, or involvement in willful acts that cause physical, financial, or other harm or which disrupts information technology is prohibited.
2. Attendance: Tardiness, truancy, excessive absences, skipping school or class and leaving the classroom, building or assigned area without permission.
3. Food/Beverages: A student will not eat in or carry food to unauthorized areas of the school.
4. Cheating/Plagiarism/Misrepresentation: Students are expected to do their own work, including the requisite research and calculations necessary to produce the required results. To this end, they are to respect the private, personal ownership of the work of someone else.
5. Personal property: The unauthorized possession or use of any type of electronic or mechanical device which distracts or impedes the educational process is prohibited. This includes pagers, CB radios, cellular phones, boom boxes, walkman, Game Boys, etc.
6. Student Dress Code: A student will maintain grooming standards that promote safety, health and acceptable standards of social conduct. Students are expected to follow the uniform policy outlined in the Parent-Student Handbook.
7. Disruption: Any physical or verbal disturbance which interrupts or interferes with teaching and the orderly conduct of school activities is prohibited. The following are examples of disruption: inappropriate talking, throwing any object, horse play, teasing, refusing to remain seated, making rude noises and chronic lack of supplies necessary for class.
8. Disrespectful Behavior: A student will behave in a respectful manner toward teachers/staff and other students. Examples of disrespectful behavior are: walking away, talking back, refusing to identify oneself properly, rude behavior and challenging authority.
9. Insubordination: A student will obey the directions of any staff member. Examples of insubordination are: failure to comply with directions or

- instruction of a staff member, refusal to work in class, refusal of detention, refusal to participate in in-school alternatives, not showing up for class and refusal to report to in-school suspension.
10. **Profanity/Obscenity**: Cursing or using abusive language including swearing, obscene or offensive gestures, derogatory written materials and misuse of technology to convey an offensive message.
 11. **Medication**: Students are not allowed to be in possession of medication (prescribed or over-the-counter) at any time. All medications must be taken to the office by the parent and will be administered by specified office personnel as per the guidelines in the Parent-Student Handbook. Medications needed during field trips are likewise handled through the office and administered by the classroom teacher at the required times. Changes in dosages or the discontinued use of medication must be made in writing.
 12. **Fighting/Assault**: Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. The following acts are prohibited: two or more parties striking each other for the purpose of causing bodily harm, threatening, incitement/instigation and physical abuse. A student exhibiting physical aggression may be expelled depending on the severity of the incident.
 13. **Bullying/Harassment - Examples Are**: Making others feel inferior by belittling, intimidating, threatening, harassing; telling and spreading rumors about students or teachers.
 14. **Tobacco**: The law requires all school buildings to be smoke free. All students are prohibited from the use and possession of tobacco products, matches and lighters on school property. This prohibition includes all related extracurricular activities associated with school.
 15. **Mace/Mace-like Devices**: A student shall not supply, handle, use, transmit or possess pepper gas, mace or similar substances on school property, on the way to or from school or at school sponsored activities.
 16. **Firearms/Look-alike Weapons**: Possession of an instrument or device that resembles or looks like a pistol, revolver or any type of weapon capable of propelling a missile is prohibited. These may include, but are not limited to, a cap pistol, water pistol or any look-alike gun. The Principal may determine if a look-alike is considered a weapon.
 17. **Weapons/Explosives/Fireworks**: A student will not supply, handle, use, transfer or possess any weapon on school grounds or during school sponsored activities. This prohibition also applies to any other object designed or used to inflict bodily harm or to cause a person to fear for their safety or well being. Additionally, possession or use of any substance that could cause harm or irritation to another is prohibited. Nor will they make any threats to obtain the above to inflict mental or physical distress to others. Examples are as follows: bomb, knife/razor, blade/box cutter, ammunition, fireworks, small explosives such as firecrackers, caps, snapper pops and stink bombs, and others may include, but are not limited to slingshots, ice picks, multi-fingered rings, heavy chains, metal knuckles, clubs, stun guns, cigarette lighters, martial arts objects, chemical bombs, glass capsule stink

bombs, laser pointers, the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other person.

18. Serious Violations: A student will not participate in any criminal acts in violation of local, state or federal laws.
19. False Fire Alarms/Bomb Threats: Activating a fire alarm without cause, reporting a threat to damage or bomb school property or encouraging, inciting, enticing or soliciting any person to commit such a threat is unlawful and forbidden.

CHRIST THE KING SCHOOL DEMERIT

Student Name: _____ Date: _____

Issued by: _____ Grade: _____

_____ gum chewing

_____ tardiness to school

_____ dress code violation

_____ misbehavior or disruption

_____ unauthorized food/beverage
language/profanity

_____ disrespectful

_____ fighting (non physical)

_____ cheating

_____ unauthorized use of cell phone or electronic device

_____ other

Student Signature

Parent/Guardian Signature

CHRIST THE KING CATHOLIC SCHOOL ELECTRONICS POLICY

Due to the wide use of electronics in today's society, it is Christ the King Catholic School's obligation to set policies and procedures that safeguard the rights and responsibilities of our students, families, staff and teachers.

**NO CELL PHONES
NO CAMERAS OR VIDEO CAMERAS**

Any unauthorized picture/video taking involving Christ the King students, staff or faculty on school or church property is prohibited.

Having a cell phone, camera and/or video camera will result in the following:

1st Offense demerit and electronic device will be confiscated and returned only to parent.

2nd Offense ISS (In School Suspension) and immediate parent/principal conference.

3rd Offense OSS (Out of School Suspension) and phone will be returned only to the parent.

Any unauthorized posting of pictures/videos to the internet with the school logo that depict students, staff and/or faculty during school hours will result in immediate ISS. If offense is repeated, a student will receive an immediate OSS and/or possible expulsion.

All lockers and backpacks are subject to search by school officials. A school official can search a locker or backpack if there is reasonable suspicion.

The above is intended to protect the students, staff and teachers' privacy and rights.

Social Networking Guidelines for Parents of Elementary Students in Catholics Schools

Social networking has revolutionized the way we communicate and share information with one another. The term Social Networking includes, but is not confined to the use of blogs/wikis, message boards/forums, FaceBook, MySpace, Twitter, LinkedIn and other posting technologies such as YouTube, Picasa, Flickr, etc.

Included below are guidelines that can be used by schools in the Diocese along with their *Code of Conduct* and *Technology Acceptable Use Policy*. These guidelines should not be considered all inclusive, but serve as guidance in the use of social networking by students.

1. Students should be familiar with and adhere to the Schools *Code of Conduct*. It extends to the use of social networking sites and covers issues such as bullying, harassing and defaming that might occur online.
2. Please be aware, words and images you post may be available for years, even if deleted.
3. Personal profiles should not indicate personal information that can be used to locate you, such as your full name, address, phone number and planned personal activities.
4. Don't post information about yourself that you don't want the whole world to know. Your profile may be viewed by future employers and school admissions officials, as well as identity thieves, spammers and stalkers.
5. Don't post information about others, including all the cautions noted above. Pictures or images of other students should not be posted or tagged without their permission.
6. Be cautious as to who you accept as a friend on your site.
7. Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
8. Be wary if a new online contact wants to meet you in person. Discuss with your parents/guardian before you decide to meet.
9. If you feel threatened by someone or uncomfortable because of something online, tell an adult you trust. Bullying, harassment and defaming are unacceptable and reporting this type of conduct could end up preventing someone else from becoming a victim.

Bottom line: Unless you're prepared to attach your social networking site, such as MySpace, Facebook, Twitter, etc, to your college, job, internship, scholarship or sports team application, don't post it publicly!

ADDENDUM

NATIONAL JUNIOR HONOR SOCIETY

National Junior Honor Society

Selection for the National Junior Honor Society is an honor that is earned by students who have demonstrated outstanding performance in all five criteria of scholarship, leadership, service, citizenship and character. The Faculty Council, made up of five teachers, is responsible for determining scholastic eligibility and for control of the selection procedures.

Selection Procedures

1. Students must have attended Christ the King School for a minimum of one trimester before being eligible for selection.
2. Membership is open to all second trimester students in grades 7-8 who are academically eligible.
3. The selection process will be conducted at the conclusion of the second trimester grading period.
4. The Faculty Council will receive input from other members of the faculty through the use of a faculty evaluation form.
5. Selection will be determined by a majority vote of the Faculty Council.
6. Students will be notified in writing of their selection to the Christ the King Chapter of the National Junior Honor Society.

Scholarship

The scholarship requirement is based on a student's middle school cumulative grade point average in the core subjects of Language Arts, History, Mathematics and Science. Students must maintain a minimum average of 90 to be scholastically eligible for the National Junior Honor Society.

Leadership

The leadership criterion is considered highly important for membership selection. Some Faculty Councils may wish to interpret leadership in terms of number of offices a student has held in school or community organizations, although it is important to recognize that leadership also exists outside elected positions, including effective participation in other co curricular activities offered on campus. Other Faculty Councils may define leadership in less objective terms. Leadership roles in both the school and community may be considered, provided they can be verified.

The student who exercises leadership:

- ❖ Is resourceful in proposing new problems, applying principles, and making suggestions
- ❖ Demonstrates initiative in promoting school activities
- ❖ Exercises positive influence on peers in upholding school ideals

- ❖ Contributes ideas that improve the civic life of the school
- ❖ Is able to delegate responsibilities
- ❖ Exemplifies positive attitudes
- ❖ Inspires positive behavior in others
- ❖ Demonstrates academic initiative
- ❖ Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- ❖ Is a leader in the classroom, at work, and in other school or community activities
- ❖ Is thoroughly dependable in any responsibility accepted
- ❖ Is willing to uphold scholarship and maintain a loyal school attitude

Service

Service is generally considered to be those actions undertaken by the student that are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed.

The student who serves:

- ❖ Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- ❖ Works well with others and is willing to take on difficult or inconspicuous responsibilities
- ❖ Cheerfully and enthusiastically renders any requested service to the school
- ❖ Is willing to represent the class or school in inter-class and inter-scholastic competition
- ❖ Does committee and staff work without complaint
- ❖ Participates in some activity outside of school, for example, Girl Scouts; Boy Scouts; religious groups; volunteer services for the elderly, poor, or disadvantaged
- ❖ Mentors persons in the community or students at other schools
- ❖ Shows courtesy by assisting visitors, teachers, and students.

Citizenship

The student who demonstrates citizenship:

- ❖ Understands the importance of civic involvement
- ❖ Has a high regard for freedom, justice, and respect of the American form of government (representative democracy)
- ❖ Demonstrates mature participation and responsibility through involvement with such activities as Scouting, community organizations, and school clubs.

Character

Character is probably the most difficult criterion to define. The Faculty Council should consider the positive as well as the negative aspects of character. All judgments in this and other selection criteria should be free of speculation and rumor.

National Junior Honor Society is a member of the Character Counts!smCoalition. Through this activity, the society supports and recommends the use of a multi-faceted definition of character known as the “Six Pillars of Character.” A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. Schools are encouraged to take this model, modify it to meet their local needs, and utilize it frequently in the work of their chapter.

In addition, it can also be said that the student of character:

- ❖ Takes criticism willingly and accepts recommendations graciously
- ❖ Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- ❖ Upholds principles of morality and ethics
- ❖ Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- ❖ Demonstrates the highest standards of honesty and reliability
- ❖ Regularly shows courtesy, concern, and respect for others
- ❖ Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- ❖ Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- ❖ Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- ❖ Actively helps rid the school of bad influences or environment.