CHRIST THE KING DIOCESAN SCHOOLS

Discovering, Encountering, and Proclaiming *THE* Word

Student Handbook
2026-2027

This Handbook is a Living Document, which may be updated at any time.

PRAYER TO CHRIST THE KING

Lord our God, You alone are the Most Holy King and Ruler of all nations. We pray to You, Lord, in the great expectation of receiving from You, O Divine King, mercy, peace, justice and all good things. Protect, O Lord our King, our families, and the land of our birth. Guard us, we pray, Most Faithful One. Protect us from our enemies and from Your Just Judgment. Forgive us, O Sovereign King, our sins against you. **Jesus, You are a King of Mercy.** We have deserved Your Just Judgment Have mercy on us, Lord, and forgive us. We trust in Your Great Mercy. O most awe-inspiring King, we bow before You and pray, May Your Reign, Your Kingdom, be recognized on earth.
Amen

ACCREDITATION

Christ the King Diocesan Schools are accredited by the Texas Catholic Conference Accreditation Commission (TCCAC) which is recognized by the Texas Education Association (TEA) and can be found in the directory of Texas accredited schools under Lubbock County.

MISSION STATEMENT

Christ the King Diocesan Schools, as an extension of the teaching office of the Bishop of the Roman Catholic Diocese of Lubbock, exists to provide a Christ-centered academic environment designed to promote the total development and faith formation of the child. This is accomplished by joining in community with the Roman Catholic parishes in the Diocese of Lubbock. Christ the King Diocesan Schools commit to accompany students to discover key skills through a strong academic foundation: empower students to meet the challenges of an ever-changing world; guide students to discern their individual calling from God; and to prepare students to be sent out into the world to minister as Jesus did.

TABLE OF CONTENTS

History of Christ the King Diocesan Schools
Beliefs of Christ the King Diocesan Schools
Parents, Students, and Teachers Role in Catholic Education
Hours of Operation
Christ the King Diocesan Schools Profile
Admissions & Polices
Tuition, Fees and Financial Information
Attendance Policies
Communications
Academic Integrity and Christian Scholarship Policy
Academics
Library Facilities
Religious Education
Medical
Visitors/Fan Code
Technology Policy
Philosophy on Discipline
Discipline Management Plan
Bullying Policy
Appeal Process
Drug, Alcohol, Tobacco, Vape Policy
School Organization
Volunteer Opportunities and Policies
Safety and Security Policies
Emergency Policies
Inclement Weather and Emergency
Right to Amend
Elementary School Information
Junior High School Information
High School Information

HISTORY OF CHRIST THE KING DIOCESAN SCHOOLS

In 1957, Christ the King School was built on a cotton patch with the pledges of the parishioners from St. Elizabeth's Church. The Sisters of St. Joseph of Orange, California, who were staffing a new hospital in Lubbock, brought additional sisters to teach at the school. Christ the King School is the only school outside of California in which the Sisters helped establish.

As a part of the Diocese of Amarillo in 1983, Christ the King parish became the cathedral parish through the Diocese of Lubbock. At the same time, the name of the school was changed to Christ the King Cathedral School. In July 2019, Bishop Robert Coerver announced that the high school grades would begin operating under a diocesan model supported by parishes from the Diocese of Lubbock who had students enrolled in the high school. Christ the King Cathedral School continued to operate under a parochial model for Pre-Kindergarten through 8th grade with the financial support of CTK Cathedral parish. In the Spring of 2022, Bishop Coerver announced that CTK Cathedral School would join the Diocesan High School to become Christ the King Diocesan Schools supported by the Diocese of Lubbock beginning with the 2022-2023 school year. CTK offers a nurturing environment and distinctive education that gives the elementary students through high school students the means to lead an active Christian life. The community filled by the Spirit of Love shows a common core of beliefs.

At CTK Diocesan Schools, we integrate the teachings of the Catholic Church and create a Christian setting to help merge Gospel values with daily life. Furthermore, expression of our faith is given in the form of worship, prayer, and service. We express concern for others with a focus on social justice and reach out to those in our community.

BELIEFS OF CHRIST THE KING DIOCESAN SCHOOLS

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

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

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

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

We, as Catholic educators, believe that:

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

We, as child focused educators, believe that:

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

PARENT'S ROLE IN CATHOLIC EDUCATION

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

Parent's Responsibility

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

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

STUDENT'S ROLE IN CATHOLIC EDUCATION

It is fundamental to the Catholic principles of education and to CTKDS that students actively engage in the educational process. Consequently, the faculty and administration expect each student to realize that the primary responsibility for learning rests squarely on their shoulders. Parents, teachers, and friends may guide and direct the learning process, but real achievement in an academic endeavor is not possible when students take passive roles in the process.

- A student is expected to be on time for each course and to miss a course only in the case of illness or other serious reasons. The student is expected to engage actively in the dialogue and lesson exercises. Further, they are expected to assist in maintaining the due order and decorum of the classroom by refraining from disruptive conduct and actively promoting the learning process.
- A student is expected to bring all necessary materials to a course including textbooks, homework, notebooks, pens and pencils, binder paper and any other materials required by the teacher in a particular course.
- A student is expected to understand and complete every homework assignment. If a student fails to understand an assignment, it is their responsibility to communicate with a particular teacher to

seek aid. Although copying homework assignments is never allowed, students are encouraged to study together, particularly in subject matter where homework problems are difficult or challenging

TEACHER'S ROLE IN CATHOLIC EDUCATION

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

Christ the King Diocesan School's teacher and staff recognize that she/he is called to contribute to the building up of the total school community. This community exists to communicate Christ's message to students and their families, to sustain a Christ-centered spirit within and among all its components, and to be of service to the society around us**.**

Teacher's Responsibility

Christ the King Diocesan School's teacher and staff employee have the responsibility of the following:

- Be models of Christian living, both in the school context and in his/her private affairs.
- Be a person of Christian commitment looking for opportunities to spread the Good News in daily school life.
- Participate in the daily prayer life of the school.
- Exhibit loyalty – each person involved in the instruction of students in Christ the King Diocesan Schools must maintain loyalty to the Church and school administration.
- Develop and demonstrate excellent classroom management by maintaining an orderly classroom atmosphere conducive to dignity, respect and learning of each individual student.
- Establish rapport and an effective working relationship with parents. Contact parents when their child is not performing up to academic standards or behaving properly.
- Organize and prepare resources for students using 21st century technology and pedagogy.
- Evaluates and grades students' performance

HOURS OF OPERATION

School office hours are 7:30 a.m. – 4:30 p.m Monday-Thursday and 7:30a.m. - 4:00p.m. on Friday. Morning supervision begins at 7:30 a.m. The school is not responsible for students dropped off prior to 7:30 a.m. The school day begins at 7:40 a.m. with the tardy bell ringing at 7:45 a.m. Students arriving after 7:45 are tardy.

The school day ends:

- Pre-K students are dismissed at 3:15 p.m. All Pre-K students must be picked up by 3:30 p.m. unless enrolled in the Living and Learning Program (LLP) for after school care.
- The Living and Learning Program (Extended School Day Program) is provided by Christ the King's Early Childhood Development Program. Complete supervision is available until 6 p.m. Snacks are provided. Space is limited. Families should enroll in LLP at the beginning of the school year. Call (806) 771-2077 for more information.
- Students in K – 5th grade are dismissed at 3:30 p.m. K– 5th grade students must be picked up by 3:45p.m. unless enrolled in LLP or involved in a school sponsored extracurricular activity.
- Jr. High (6th – 8th) students are dismissed at 3:30 p.m. Jr. High students must be picked up by 3:45 p.m. unless involved in a school sponsored extracurricular activity.
- High school (9th – 12th) students are dismissed at 3:30 p.m. and must be off campus by 3:45 p.m. unless involved in a school sponsored extracurricular activity.

CHRIST THE KING DIOCESAN SCHOOLS PROFILE

Philosophy: Called, Formed, Sent

Motto: Discovering, Encountering, and Proclaiming *THE* Word

Elementary Slogan: Know God, Love God, Serve God

Junior High Slogan: Formed to Serve and Witness

High School Slogan: Go with God's Purpose

CTKDS Elem & JH Mascot: Trojan

CTKDS Elem & JH Colors: Red & White

CTKDS High School Mascot: Golden Lions

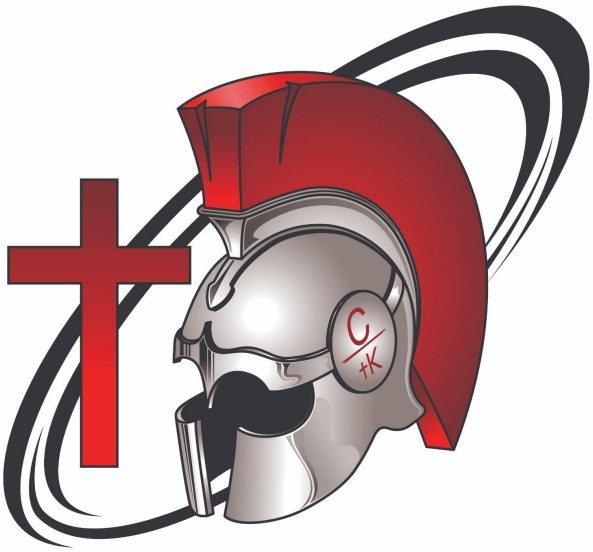
CTKDS High School Colors: Red & Gold

CTKDS School Song:

V1. This song we sing to Christ the King
And loudly may your praises ring
Dear Red and White for you we'll fight
And honor to your name we'll bring
The CTK name brings you fame

V2. With cherished mem'ries from which you came
Our Spirit true we'll honor you
Throughout our years your worth proclaim
Though we are small we still stand tall,
As CTK, may we heed the call
To love our God, our nation's sod
And to Christ the King we'll give our all!

CTK Fight Song:
Fight on for CTK
Again Fight on for Victory
With Honor for Christ the King
We look up to you
Fight and Win for CTK
Fight on to Victory
Fight on!



ADMISSION AND POLICIES

This handbook constitutes the philosophy and guidelines for students, parents, and teachers on most aspects of school activities. The handbook is not designed to be inclusive of all acceptable and unacceptable behaviors. **CTKDS reserves the right to make all judgments on matters not explicitly outlined in this handbook.** It is understood that the administration may correct, delete, change, or add to the regulations stated in this handbook, for the general well-being of CTKDS. Such changes will not be arbitrary, and they will be promptly communicated to all members of our school community. The final decision on matters regarding this handbook ultimately lies with the administrators of CTKDS and the Diocese of Lubbock.

If the school's mission and program conflict with the values of an individual parent or student, or if the student or parent does not contribute positively to the academic and religious environment of the school, it is evident that CTKDS is not the appropriate school for that student. Under such circumstances, the administration will ask the family to seek an educational environment more suitably fit for the family.

It is the responsibility of all students and parents, and guardians to read and abide by the policies and procedures of the Student/Parent/Guardian Handbook. All students, parents, and guardians acknowledge receipt and understanding of this handbook during the annual registration and enrollment process.

Registration Requirements and Procedures

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

- Pre-K 3 – Age 3 by September 1st of the enrollment year. Completely toilet trained. Absolutely NO PULL-UPS.
- Pre-K 4 – Age 4 by September 1st of the enrollment year.
- Kindergarten – Age 5 by September 1st of the enrollment year.

Complete set of documentation requirements grades 1-12

- Previous years' report cards
- Transcripts from all previously attended elementary or middle schools
- Baptismal certificate
- Immunization records
- Behavior reports
- Any accommodations or modifications
- For those requesting registered parishioner rates, proof of active parishioner status is required.
- If entering mid-year, withdrawal information from the current school is needed. If looking at entering 11 or 12 grade years, a meeting with administration is needed.

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

The following is the order of priority for admission:

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

Re-Enrollment Policy

The continued enrollment of the student is subject to the student observing all school rules as set out in the school handbook including but not limited to general behavior, academic performance, and attendance. Continued enrollment in any given school year, and re-enrollment in any subsequent years, is subject to the parents / guardians continued support of the mission of the school as documented in the school handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents / guardians as well as payment for tuition as outlined in the annual tuition agreement. Re-enrollment in any subsequent year is subject to mutual agreement. The deadline date stated on the re-registration form will be enforced or the space will be assigned to another student.

Non-Discriminatory Policy

As a Catholic school, every attempt is made to serve students whose parents desire a Catholic education. Christ the King Diocesan Schools admits students of all color, disability, sex, or national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. CTKDS does not discriminate based on race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, clubs, programs, athletics, and other school administered programs.

Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's need.

TUITION, FEES, AND FINANCIAL INFORMATION

Tuition and Fees

	Pre-K - 5 Elementary Tuition	6-8 Jr. High Tuition	9-12 High School Tuition
Actual Cost of Education	***$11,000***		
Annual Tuition	**$8750**	**$9250**	**$11,000**
Discount for Registered & Contributing Diocese of Lubbock Parishioners	**-$500**	**-$500**	**-$1000**
Discounted Annual Tuition	**$8250**	**$8750**	**$10,000**

All families are expected to make tuition payments with one of the following options:

- Payment for tuition & fees in full with cash or check at the school office by deadlines set by school administration each school year.
- Two equal payments at the school due by dates determined by school administration but generally prior to the first day of the school year and in mid-December.
- Monthly ACH payment drafts across 10 months or 12 months by setting up an account in the FACTS Tuition Management Company. 12-month payment plans are drafted in 12 equal payments from June to May and must be set up by May 15 each year. 10-month payment plans are drafted in 10 equal payments from August to May and must be set up by July 15 each year. Returning families with FACTS payment plans will continue with the same plans from year to year unless they notify the school of a change.
- Please note payments made with credit or debit cards will incur a service fee.

Enrollment at Christ the King Diocesan Schools is an annual contract. To effectively plan for each school year, we hire faculty and staff as well as order classroom resources based on families' commitment to attend. ***Due to the financial decisions that are made to operate the school for the entire school year, should you decide to withdraw your student before the school year ends, you will be responsible for any tuition owed for the remainder of the school year.***

Additionally, since the actual cost to educate each student is greater than paid tuition, we rely on parents' help to bridge that financial gap each year with your support in completing required service hours, selling raffle tickets, participating in Fall Festival needs, attending the Friends of the Foundation Gala and other fundraisers. ***See section on Volunteer Opportunities and Policies.***

Your student's enrollment or annual re-enrollment process must be completed in its entirety online via our FACTS Family Portal system.

Registration and/or Re-enrollment Fees are non-refundable, unless the family moves out of town before school starts.

The school will not release grades or records until all tuition, athletic and equipment fees, or incidental charges such as cafeteria or library fines are paid.

Financial Aid

We offer several discounts to help lower the overall cost of tuition. Please read the following list carefully. Discounts include the stipulations that you and your student(s) will follow the guidelines outlined in the Parent/Student Handbook at all times, will fulfill at least the minimum number of required volunteer hours, and you sell or buy all of your required number of tickets for the Home & School Association's annual raffle.

- "Active Parishioner" Discount: An active parishioner is one who is registered with a parish within the Catholic Diocese of Lubbock, attends Mass faithfully, and supports the life of your parish through involvement and identifiable financial contributions. To receive a parish discount, please submit a parish verification form signed by your parish priest no later than June 15 of each year, or prior to your student's first day of school, whichever is sooner. This form can be found on the school website: www.ctkschoolslbk.org.
- Limited financial aid is available for students entering Kindergarten through 12th grades. Directions to apply for financial aid are on the school website. We currently offer two financial aid opportunities – our traditional school financial aid program and a program through a third-party foundation, ACE Scholarships. Both applications can be completed at the same time by submitting all required information in the FACTS system.
- Financial Aid & Grant system must be completed and submitted by the due date each Spring, for consideration. Students must be pre-enrolled for the next school year before being considered for financial aid. ACE Scholarships applications are not accepted past the application deadline. Awards for late applications for traditional school financial aid will be dependent on the availability of funds after the spring deadline. All financial aid recipients are typically notified of awards by email before the end of June.

If you have any questions regarding financial aid or scholarships, please feel free to contact the school office.

Textbooks

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

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

ATTENDANCE POLICY

The school year consists of a minimum of 75,600 minutes (including lunch, passing time, recess, field trips, retreats, days of service, etc…). A student's attendance impacts his/her academic progress. Christ the King Diocesan Schools keeps accurate records of student attendance, tardies, and absences per TCCB- ED guidelines. ***Parents are required to inform the front office of the school of an absence by calling the school (806-795-8283) by 8:30 a.m. on each day of the absence.*** Teachers may also be notified via email or phone when students are absent. Students who are absent from school may not be present on campus to participate in or observe extracurricular or after school activities without permission of the Head of Schools.

Students are expected to notify teachers of their planned absence and collect work **before the absence**. All make-up work is due on the day of return. When a student and/or parent requests homework in anticipation of an absence unrelated to an illness, **work is due when the student returns to the class**.

Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a very serious problem. State law requires students must be in attendance 90% of the school year to receive credit. **The 90% rule applies to all absences, including excused absences.**

Pre-K – 8th grade:

Full-Day Attendance: To be counted as present for a full day of school, a student must be in attendance at school for a minimum of four instructional hours (240 minutes) of the instructional day.

Half-Day Attendance: To be counted present for a half-day of school, a student must be in attendance for a minimum of two instructional hours (120 minutes) in the instructional day.

A student may not receive credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. This is equivalent to being absent a total of 18 days (excused or unexcused) during the school year.

If a student misses more than three (3) consecutive days due to illness, a doctor's excuse is required. If not received, the absences will be considered unexcused.

A student who is in attendance for at least 75 percent, but less than 90 percent, of the days a class is offered, may be given credit or a final grade if the student completes a plan approved by the Head of Schools that provides for the student to meet the instructional requirements of the class.

In the event that a student is not projected to fulfill the 90% attendance requirement, the superintendent must be notified.

Late Arrival (Tardy)

The school day officially begins at 7:45 a.m. Promptness shows respect for the learning process and should be encouraged and modeled by parents and teachers. Children who consistently arrive late are unable to take full advantage of the education offered by Christ the King Diocesan Schools. Also, children who are tardy distract other students from their work. For these reasons, **habitual tardiness will not be tolerated.** (See discipline management plan for your student's school for further details.)

Nine (9) total days (elementary) or class periods (Jr. High and High School) per semester are allowed for absences, including excused absences. ***If a student accumulates six (6) tardies in a nine-week grading period, the student will receive one day absence due to tardy.*** Students may serve a consequence after accumulation of three tardies. Examples of consequences include (but are not limited to):

- Detention (morning before school) – Junior High and High School
- Summer School - parents will be required to pay for summer school at a rate of $100 fee per week

Release from School

At no time during the day will students be allowed to leave the school grounds, even during recess or lunch unless a parent or guardian checks the student out in the office. If arrangements have been made and the student is being picked up, the parent or guardian must present themselves to the office (not the classroom) before the student will be released. If someone other than the parent or guardian is picking up a student, they must present a signed note from the parent or guardian to the office, or the parent or guardian must have communicated with the front office before the student will be released. This includes student drivers who may not leave school to obtain items from their vehicles.

If a student gets sick during the day, the student will see the school nurse. The nurse will evaluate the students and will notify the parents/guardians. The Parent/Guardian must sign the student out at the office before leaving campus. Once a student has arrived at school, he or she may not leave campus, without visiting with the Head of Schools or School Nurse.

COMMUNICATIONS

Our aim is to help each student develop a positive attitude toward learning. To succeed in this, close cooperation and openness between home and school are essential. We are always ready and happy to hear from parents who have questions or concerns. If a parent would like to contact a teacher, please call the school at 795-8283. You will be connected to the teacher's voice mail system where you can leave a detailed message and expect a returned call within 48-72 hours. Teachers may also be reached via school email. See a complete list of faculty e-mail addresses on the school's website.

Please read all school communications. CTK newsletters and Notes are published weekly and monthly and sent home via email through FACTS. The First Friday News Flash is also posted to the school website at www.ctkschoolslbk.org and to the school's FACTS Family Portal page. In addition to these notices, teachers often communicate via email and/or school approved communication applications. Elementary students will bring home a Thursday folder each week with communications. Please take the time to review these notices regularly.

ACADEMIC INTEGRITY AND CHRISTIAN SCHOLARSHIP

A hallmark of Catholic education is academic excellence, but not for the sake of acclaim or profit. A Christian scholar seeks to know God by knowing God's creation, believes that greater knowledge gives greater glory to God, and that God's greater glory is ample reward for scholarship. Catholic scholarship is Christian scholarship, an act of love.

Christian scholarship recognizes both the gift and fallibility of individual scholarship. Scholars are careful to identify sources of information, opinion, and help. It is open and thankful about sources and helps others to know and verify sources.

Christian scholarship is responsible scholarship: it requires the development of each scholar's personal ability to a level that makes him or her an effective, constructive contributor to learning. At CTKDS, students experience a range of academic exercises: some aim to develop individual skill and therefore prohibit or restrict collaboration; others aim directly at collaborative skills and therefore expand permissible resources. In every case, the student must fully acknowledge both the information and the help that comes from others.

Christian scholarship is fair and disciplined. It means following rules that the teacher has specified for an assignment. It means cooperating with the teacher in each assignment in order to develop each student's ability, the better to know and serve God.

Cheating and Plagiarism

Cheating means obstructing or subverting the rules of an assignment. It is not your authentic work. It usually occurs when a student places grades before learning, forgetting, or neglecting the priority of Christian scholarship over grades. It occurs in several ways:

- Copying any other work that is not your own (this includes but is not limited to copying another student's work from current or previous years, online information, use of generative AI tools, etc…)
- Completing assignments for other students
- Using unauthorized materials or devices during an exam or quiz

When cheating is observed, in any form, the teacher will notify the student and the Head of Schools. The teacher and Head of Schools will communicate with the student's parents.

Plagiarizing, another form of ***cheating***, means summarizing, paraphrasing, or quoting an outside source without attribution. ***False attribution*** makes it seem that information has an outside source when it does not, fails to attribute all of the sources, or attributes a false source.

ACADEMICS

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

We strive for excellence for all of our students. Students are responsible for having the required materials for each subject. All assignments are expected to be neatly completed and turned in when due. Each School has its own missing assignment policy. We have limited resources to work with children with extenuating academic, social, and emotional needs.

The use of assignment notebooks begins in Grade 2 and is used through Grade 12. Students are taught to write daily assignments and reminders in their assignment notebook and required to take them home daily.

Grading Scale

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

Honor Roll

The purpose of the Honor Roll is to reward outstanding scholastic achievement for students who are highly motivated, responsible, hard-working and whose work reflects these qualities. The school gives specific recognition to students beginning the second semester of the 1st grade and above at the end of each nine weeks grading period.

- Experiencing the Spirit/Staying Gold: "A" Honor Roll includes the names of all students who have obtained grades 92% or above in all academic subjects and have no grades lower than an A for both quarters in the semester.
- Learning the Spirit/Beyond the Red: "AB" Honor Roll includes the names of all the students who have obtained at least 84% in all academic subjects and have no grades lower than a B for both quarters in the semester.
- Discovering the Spirit/Reaching for a Purpose: Honor Roll in one quarter during the semester.
- Any student in a class with a grading scale of "S-" will not be eligible for Honor Roll.
- ***Students must maintain satisfactory behavior to receive any honor roll.***
- Any student's conduct grade below a C is not eligible for Honor Roll.
- ***If a student has earned in school suspension during the grading period, they will not be eligible for any honor roll.***

Final decisions concerning behavior will rest with school administration.

Report Cards

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

- **Advancement** - Promotion to the next grade is based upon a student's earned grade of 70 or above in core subjects.
- **Retention** - Students whose average is below 69 in one core subject (Language Arts, Reading, Math, Science, Social Studies, Religion) will be required to attend summer school or complete a course by correspondence. Any student who fails two core subjects will be required to attend summer school. Summer course work will be determined by Administration. Students who do not fulfill the Summer coursework may be retained in the same grade for the coming year. The school reserves the right to determine whether a student is promoted or retained.
- **HS Credit Earned** - Credits are earned through the student's fulfillment of a grade of 70 or above. Courses are worth 0.5 credit per semester.

Transcripts

Unofficial transcripts may be released to parents upon request. Official transcripts will be released based on the procedures/policies from the schools requesting them. Transcripts will not be released if parents have outstanding debts. ***Requests for transcripts should be made at least 48 hours prior to need.***

Permanent Records
A permanent academic file is kept for each student. This file contains all academic grades and standardized testing, as well as other school documentation.

Standardized Testing
NWEA Map Growth benchmarking is administered to grades K– 12th grade and will be taken three (3) times a year.

The Assessment of Religious Knowledge (ARK) is administered to students in grades 2nd -12th in the Spring Semester.

PSAT 8/9 and PSAT/NMSQT is a College Board assessment administered to 8th-11th grade students in October of the school year.

SAT School Day is a College Board Entrance Exam administered for 11th grade students in the Spring and 12th grade students in the Fall of the school year.

LIBRARY FACILITIES

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

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

RELIGIOUS EDUCATION AND FAITH LIFE

In Catholic tradition, parents, assisted by the Church, have primary responsibility for their children's education. When a student is enrolled in Christ the King Diocesan Schools, his/her parents enter into a partnership with the school. This partnership includes our Parish Verification process in which families are asked to be active participants in the life of their parish which is then verified by your parish priest.

The goal of our school is to provide a setting for Christian growth. Some ways it does this is by the way teachers, staff and students relate to one another; by offering retreats, and by providing prayer and religious devotion in the school context. All School and Class Campus Ministry activities strive to form students to be the following:

- People of Faith
- Leaders in Mission
- People of Community
- People of Inclusivity

Daily Faith Life
All students, faculty, and staff ***actively participate in the prayer life of the school*** by attending weekly School Masses, All School Masses, Morning Prayer, etc. It is expected that students will actively serve at Mass and activities and be dressed in Mass uniform during these events. Religion and Theology classes are part of the curriculum and are required for all grade levels Pre-K through 12th grades. A reverent attitude, participation, and dress are expected of all present at activities. An opportunity to celebrate the Sacrament of Reconciliation is provided throughout the year. Student misconduct at any liturgical event will be addressed by the Dean and Head of Schools.

Prayer
Each day, Christ the King Diocesan Schools begin with Morning Prayer. Prayer is said at the beginning of lunch and is often said at the beginning and end of some course periods. Prayer is also said at the end of each day, and as a whole school community at the end of each week. Activities, meetings, sports events, and special gatherings also include prayer.

Retreats
Retreat days are essential in the Christian formation of students. The retreats are designed to meet the level of maturity and spiritual growth of all students. Attendance at retreats is mandatory for all students. Retreats occur on and off campus.

Sacramental Preparation
Proverbs 22:6 encourages each of us to "train the young in the way they should go." That is why in Christ the King Diocesan Schools our mission is to join with the teaching office of the Bishop of the Roman Catholic Diocese of Lubbock, along with parents, to provide a Christ-centered academic environment to develop the whole child and encourage their faith formation. Christ the King Diocesan Schools will support and supplement the sacramental faith formation taking place within the parishes, but primary sacramental preparation will take place within the parish. Please visit with your student's teacher for further information and questions you may have.

MEDICAL

Medications

No medication, prescription or non-prescription, should be in the possession of a student or with a student's belongings. Medication should be kept in the designated locked cabinet in the front office, with proper paperwork and documentation completed and signed. ***Teachers cannot and will not dispense medication to students.*** Only ***authorized school personnel*** will be permitted to dispense medication to any student.

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

1. Medication must be clearly identified as to the name and type of medication.
2. Medication must be in the original container.
3. Prescription medication must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, dosage amounts, specific dosage times, and other instructions as necessary.
4. The prescription date must be current.
5. A permission slip, stating the child's name, dosage instructions, dosage amount, specific dosage times, and other necessary information and instructions, must be dated and signed by the parent. Forms are available in the front office and must be renewed yearly, or as necessary by expiring prescriptions and/or medications.
6. Inhalers are to be kept in a designated locked cabinet in the front office.
7. Non-prescription medications such as Tylenol or Advil will only be accepted in the original container, with an unbroken seal.
8. The non-prescription medicine must arrive labeled with the student's name and homeroom.
9. A permission slip describing the conditions under which the parent wishes the non-prescription medication to be dispensed by the school to the child must accompany all non-prescription medication. Forms are available in the front office and must be renewed yearly, or as necessary by expiring prescriptions and/or medications.

Immunizations

Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. **A student who fails to present the required evidence shall not be accepted for enrollment.** Pharmacy vaccination records may be accepted from any US pharmacy so long as the records are sent directly to the school from the pharmacy.

Catholic schools do not accept students who have received a parental choice or religious exemption from the immunizations required by Texas state law. **Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (Atty. Gen. Op. GA-0420)**

The only exemption to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the state of Texas.

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specific age -

appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

Sick Policy

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students who become ill during the school day will be evaluated by school personnel. Following this evaluation, parents/guardians will be notified by the school of any concerns and/or if the student needs to be picked up and taken home. Students should remain at home when they exhibit the first signs and symptoms of illness.

Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body. Students who have been sent home with fever (100 and over), vomiting, or diarrhea cannot return to school the next day.

- A student should be fever-free without medication for 24 prior to returning to school
- A student with a qualifying diagnosed communicable disease (i.e., Strep) should be on medication for 24 hours prior to returning to school and provide a doctor's note upon their return to school.
- A student experiencing vomiting or diarrhea should not return to school until they have not vomited or had loose & watery stools (bowel movements) for 24 hours without the use of medication.

Head Lice

Head lice can spread rapidly. Students found to have head lice must be excluded from school immediately. The child is required to be checked by school personnel before returning to class and to be lice and nit-free for re-admittance to the classroom.

VISITORS

We love having visitors, but there are state laws regulating visits to schools for the **safety** of the children. ***All visitors including parents, guardians, and relatives must report to the main office when entering the building during the school day.*** Visitors will check in at the front office and receive a visitor pass that should be worn at all times while in the building. For the safety of our students and staff, all outside doors except the main entrance are kept locked throughout the day. Student visitors are allowed to visit only with the prior approval of the Head of School and only during the lunch period.

Fan Behavior

- CTKDS has a zero-tolerance policy for any type of behavior deemed or perceived as unchristian or unsportsmanlike. Observed or reported misbehavior will be addressed by the Dean of their school and the Athletic Director. Severe cases will be addressed by the Head of Schools.
- Parents or Guardians will also abide by the Fan Behavior while attending any CTKDS events, games, or competitions. Spectators shall refrain from any and all unsportsmanlike and

unchristian conduct. Observed or reported misbehavior will be addressed by Administration, the Athletic Director, and the Superintendent in severe cases.

TECHNOLOGY POLICY

Christ the King Diocesan Schools are pleased to offer all students access to school technology. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access through the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. CTKD Schools expect that faculty will blend thoughtful use of technology throughout the curriculum and will provide guidance and instruction to students in its use.

Access to resources around the world makes materials available to support research and education, however, some materials available may not be considered of educational value. CTKD Schools realize it is impossible to control all materials a student user may discover. Students utilizing school technology resources are responsible for good behavior on-line just as they are in a classroom or other areas of the school.

Users should not expect that files stored on school computers will always be private. Electronic messages and files stored on school computers may be treated like school lockers. School staff/faculty/administrators may review files and messages to maintain system integrity and ensure that users are acting responsibly. Outside of school, families bear responsibility for the same guidance of Internet and technology use as they exercise care with information sources such as television, telephones, radio, movies, and other possibly offensive media. Students utilizing Internet access from Christ the King Diocesan Schools must first have the permission of and must be supervised by the school's professional staff.

This policy is to ensure that the use of school technology is consistent with the school's stated mission, purpose, and objectives. These terms are provided so that the students are aware of their responsibilities. Access is a privilege, not a right. Access necessitates responsibility. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of school.

Terms of School Technology

Student users are:

- expected to conduct themselves in a responsible, ethical, and legal manner while using school technology. This includes being in good standing with copyright rules and other contracts, not plagiarizing, and not using the network or resources for financial or commercial gain.
- reminded that school policies against cyber bullying and other forms of discriminatory harassment apply equally to communication on school computers and technology systems.
- not to use an account owned by another user or invade the privacy of other individuals.
- not to post anonymous messages or personal communication without the author's consent.

- expected to use the technology and equipment with care. Degrading or disrupting equipment or system performance is not allowed. Care should be used with using finite resources (including printer ink and paper) in a responsible and not a wasteful manner.
- not permitted to install or download any software programs on school technology systems. Students will not vandalize the data of another user or the school. Students will not gain unauthorized access to resources or entities.
- expected to use any computer application, information, the Internet, and e-mail with appropriate behavior in accordance with the school's purpose and mission for educational purposes only.
- provided an email account on the school Web server in grades 4th-12th. This is to be used for educational purposes. Student accounts will be deleted upon leaving the school or graduation.
- given access to Google Chromebook as a student in the CTKD schools. Students should only sign-in using their CTK account. ***This applies to school and personal devices.***
- given access to check-out Chromebooks for class and educational purposes. These are to be handled with care and follow the policies set forth for check-out, use, and turn-in.

Any violation of this policy will follow in line with the DWP cycle. Any violation may result in loss of school access to all technology. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Cell Phones, Personal Devices, and other Electronic Devices

Cell phones or similar personal devices (including "smart" watches) should not be used during the school day and during class.

- **Elementary Students** -Students should turn them off or place them on silent and keep them in their backpack throughout the school day if in Elementary School.
- **Junior High Students** - Students will place their phones (or similar personal devices, including watches) in a designated secure location at the start of the school day. Students may collect them when they leave school or at the end of the school day.
- **High School Students** - Students will place their phones (or similar personal devices, including watches) in a designated secure location at the start of the school day. Students may collect them when they leave school or at the end of the school day.

Secure locations for Junior High and High School students may include boxes with key locks. In the event a key is lost students will have 5 days to locate the key. If they cannot locate the key, a $10 fee is charged to obtain a replacement.

Consequences

- **First Violation:** *In regard to a computer device, head phones, earbuds, or similar devices* - classroom teacher will address in the classroom through DWP cycle and enter into FACTS. ***If a cell phone or watch is visible and/or present with a student in a classroom or at any time during the school day, or it is being misused in any manner it will be collected and turned into the Head of Schools. Violation 1 will be skipped and will proceed straight to violation 2.***

- **Second Violation:** device is collected, turned into the Head of Schools, student's parent/guardian will be notified, parent/guardian must collect the phone from the Head of Schools at the end of the day, and it is entered into FACTS.
- **Third Violation:** device is collected, turned in to Head of Schools, a $20 fee will be paid to collect the phone at the end of the day, parent/guardian will be notified, parent/guardian must collect the phone from the Head of Schools at the end of the day, and it is entered into FACTS. A meeting will occur with the Head of Schools, school administration, parent/guardian, and student. *The student will also turn in the phone to the Head of Schools at the beginning of each day and collect it at the end of the day for the remainder of the 9-weeks grading period.*
- **Fourth Violation:** half-day In School Suspension will be earned.
- **Repeated Violations:** ***If phone misuse becomes a consistent problem a conference will be requested with the student, parent/guardian, Counselor and Head of School. Persistent misuse of a cell phone or personal device will impact a student's honor roll status.***

Generative AI Tools

Generative AI tools are powerful tools that can support learning, creativity, and problem-solving. This policy helps ensure that AI is used in educational ways to support a learning environment that is honest, respectful, and aligned with our school's values. It covers any generative AI tools such as, but not limited to, SchoolAI, ChatGPT, Photo Math, Grammarly, etc…. It includes text, artwork, graphics, video, audio, etc…. All work submitted in courses in the CTK Diocesan Schools should reflect the student's original work and ideas.

If a faculty/staff member suspects work is not the students, they will visit with the student. Potential violations of the academic integrity policy will be investigated and addressed according to the Academic Integrity Policy.

PHILOSOPHY ON DISCIPLINE

In our school, as in our community, we work together. The code of conduct for our students is based on our philosophy of providing a quality education in the framework of our Catholic tradition. Each component of our school community, in conjunction with our families, is committed to the welfare of the children, their growth in our faith and their academic achievement.

The term "discipline" comes from the word "disciple," which means "one who learns." The purpose of discipline is to strengthen the school community through reconciliation and the creation of disciples who demonstrate strong virtues, especially self-discipline, love and mercy. Discipline in the school is to be considered as an aspect of moral guidance and not a form of punishment. It is a means of training the child to assume responsibility and be in more control of his/her conduct, helping the child to grow progressively in self-competency and maturity. Discipline promotes genuine character building.

Christ the King Diocesan School students are expected to be responsible for their behavior at all times. They are to be a credit to themselves and their school. Each student must be familiar with all school

rules and conform to them. Continued non-conformity to these rules may result in disciplinary action according to school guidelines.

- It is the responsibility of students to demonstrate self-discipline, to be actively involved in the enforcement of the disciplinary steps, and to learn from his or her mistakes.

- It is the responsibility of parents to support and encourage students in their development of virtues. It is also the responsibility of parents to support school staff in the enforcement of the discipline policy.

- It is the responsibility of teachers, staff, and administration to enforce the disciplinary policy in a developmentally appropriate manner, in order for all students to practice self-discipline, to protect the rights of all, and to encourage the development of virtues.

Discipline Policy and Cycle:
Christ the King Diocesan Schools utilize the program known as Discipline with a Purpose (DWP), to empower students to become more self-disciplined. DWP focuses on helping students develop skills in fifteen specific areas to make better decisions rather than focusing on disciplining them. The approach of DWP is to make every discipline situation a "teaching moment." In the Christ the King Schools we want students to learn from their mistakes not just give them a standard consequence. "What could have been different," is a question that is asked to the student so that they can discover what they need to do when/if the situation arises again. As students grow, they need to learn how to adjust to different social and academic situations.

We want to provide a consistent discipline plan throughout the school. The entire school system embraces three main school rules to use as the guiding principles in the DWP system. Our goal is to partner with parents and guardians to develop self-disciplined children.

Christ the King Diocesan School Rules:

1. Respect yourself, others, and things
2. Contribute to a positive learning environment.
3. Follow school and classroom procedures.

Discipline Cycle for all Classrooms:
Teachers have age-appropriate discipline cycles for each of their classrooms. It is important that as Catholics we maintain the dignity of the student and families.

1. Redirect the behavior
2. Remove the student from the situation
3. Formal notification may differ by school

DISCIPLINE MANAGEMENT PLAN

Christ the King Diocesan Schools partner with parents to help form student behavior. Student's behavior and skill development is monitored throughout the school day and during all school-sponsored activities. Christ the King Diocesan School students are expected to be responsible for their behavior at all times on and off campus representing their families, the school, and the Diocese.

Responsibilities of the Head of Schools, Teachers, Parents, and Students

Christ the King Diocesan Schools recognizes that the Head of Schools, teachers, students, and parents have certain responsibilities in maintaining discipline in the school and enforcing the Discipline Management Plan.

The Head of Schools has the responsibility to:

- Reasonably provide a safe school environment for teaching and learning.
- Maintain discipline and consistently enforce the Discipline Management Plan.
- Maintain a learning atmosphere that is free of disruptions and disrespectful conduct.
- Provide a copy of the Discipline Management Plan to parents.
- Communicate with parents when needed regarding behavior.
- Provide appropriate support for teachers when the teacher sends a student to the office.

Teachers have the responsibility to:

- Review the Discipline Management Plan.
- Develop and demonstrate adequate classroom management skills.
- Serve as a good role model to students.
- Establish rapport and an effective working relationship with students and parents. Contact parents when there is a concern.
- Encourage, teach, and model students to become more self-disciplined.

Parents have the responsibility to:

- Support the efforts of the Head of Schools and teachers with respect to the development of self-discipline.
- Confer with teachers and the Head of Schools when a concern arises with their child.
- Assist their child in developing self-discipline in accordance with school policies.

Students have the responsibility to:

- Abide by the established school rules and classroom policies or expectations.
- Behave in a responsible and appropriate manner.
- Attend all classes regularly and on time.
- Be prepared for each class.

- Respect the rights and privileges of other students, teachers, and staff.
- Respect the property of others, including school property and facilities.

Discipline will be based on careful assessment of the circumstances of each case. The discipline policy will be enforced in a fair and consistent manner in accordance with the Discipline with a Purpose (DWP) program. Each teacher's discipline cycle will be communicated to the students and parents/guardians at the beginning of the school year.

Consequences could include, but are not limited to:

- Lunch Detention
- Morning Detention
- Impacts on Conduct Grade
- In-School Suspension
- Suspension
- Expulsion

Consequences can impact the students Honor Roll status.

Detention

A detention is defined as a state of being detained during lunch or early in the morning.

In-School Suspension (ISS)

A student placed in ISS will spend time in a designated room. The student will receive their work from instructors or the Head of Schools to complete while they are in their designated room. If a student has served ISS this is a serious behavior situation, and the student is not eligible for the honor roll that 9 weeks grading period.

Suspension

Consideration must always be given to the welfare and Christian development of the student and the practical common good of the entire student body. This decision does not come lightly, and all factors will be considered. A decision will be made by the Head of Schools and guidance from the Superintendent of Schools. If a student has been suspended this is a serious behavior situation and the student is not eligible for the honor roll that 9 weeks grading period.

Expulsion

Consideration must always be given to the welfare and Christian development of the student and the practical common good of the entire student body. This decision does not come lightly, and all factors will be considered. A decision will be made by the Head of Schools and guidance from the Superintendent of Schools and Chaplain. If a student has been expelled this is a serious behavior situation and the student is not eligible for the honor roll that 9 weeks grading period.

BULLYING POLICY

This policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in developing the self-direction and skills necessary for positive social interaction.

In any school community, there will be times when students do not get along. In most cases bullying occurs because an individual lacks the self-discipline skills needed to get along in society. Our policy and procedures are designed to guide our community in responding to bullying and other negative social behaviors so that students move past these negative behaviors and develop skills to learn and get along together as part of the community. This policy applies to all students, parents, faculty, and adults on our campus, whether attending school, employed by the school, working as contractors, volunteering, or visiting.

Bullying is thus defined as: **"The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal, or psychological. It can happen face-to-face or online."** -Anti-Bullying Alliance

Policy Statement
We believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Catholic Christian community we are called to reflect the values of Jesus in His regard and respect for all people. In this way, we build up the Body of Christ within our school community and provide a physically and emotionally safe environment for all members. Any form of bullying directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.

The school will provide ongoing and age-appropriate anti-bullying and social skills education for all students, as well as education for staff and parents on these same topics, to promote the prevention of bullying behaviors within our school community. The school will provide ways for individuals to report incidents of bullying and other negative social behaviors that are of concern. The school will treat any reports of bullying behaviors or concerns seriously. Such reports will be reviewed and investigated in a prompt, confidential, and thorough manner. Consequences will be applied according to our classroom and school discipline cycles, and in some cases may result in greater consequences depending on the nature of the infraction.

Prevention and Education
Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us. To that end, we provide the following definitions for our common understanding:

- ***Bullying*** – when a student (or group of students) attempts to take power over another student. Bullying can be repeated over time or consist of a single interaction, with students adopting the roles of target, bully, bully-follower, or bystander.

- ***Physical Bullying*** – using physical force to hurt another student by behaviors that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student's belongings, to take or break possessions, and to demand or steal money.
- ***Verbal Bullying*** – directing words at another student with the intention of putting down or humiliating. This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs, and ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.
- ***Relational Bullying*** – when a student influences other students' friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumor, whispering about them, giving the silent treatment, ostracizing or scape-goating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.
- ***Cyber Bullying*** – the use of cell phones, text messages, e-mails, instant messaging, social media platforms including but not limited to Instagram, Twitter, TikTok to bully another student in any of the ways described above. **Examples of cyber bullying include but are not limited to** sending threatening or insulting messages by phone and e- mail, posting embarrassing pictures and personal information about others on social media platforms such as Facebook or Instagram, forwarding to others a private email or text message that was meant for a single individual, and spreading hurtful rumors online.

The educational and social skills components of our bullying prevention program will be based on the Discipline with Purpose Anti-Bullying Curriculum and will draw on other resources as necessary and appropriate for our students and school community.

Reporting Procedures

All members of the Christ the King Diocesan School community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying so that together we can maintain a safe environment for all and practice the skills necessary for positive relationships within the community. School administration and teachers are not always present to witness incidents or areas of concern and therefore can only intervene when they are informed about them. ***Students*** are encouraged to report negative interactions concerns to their classroom teacher or another school staff member by way of a verbal report or written note. ***Parents*** are also encouraged to report directly to faculty or administration their concerns about any negative behaviors. Parent reports can be made by way of a verbal or written report.

Teachers and Staff will report to the school administration all negative concerns and incidents that come to their attention through either direct observation or reports from others. School Administration can also initiate a process to address an observed concern or incident. Depending on the concern, their report may be shared with the classroom teacher of the student(s) involved. School Administration will maintain records of all reports filed during the school year using RenWeb/FACTS system.

Intervention Procedures

All reports of bullying concerns will be handled seriously and promptly by the faculty and administration. Upon review and investigation of a report, some concerns will be addressed within the classroom by the teacher, while more serious and repeated concerns will be referred to the administration for further intervention. ***Intervention in bullying concerns will be addressed with two goals in mind: to maintain safety and order within the community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again. Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.***

APPEAL PROCESS

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

1. A student must first request that the teacher reconsider the decision.
2. If this appeal offers no satisfactory solution, the student may then appeal to the Head of Schools
3. Whenever these series of appeals are unsatisfactory, the student may then appeal to the Superintendent, requesting a meeting in writing. The Superintendent may, in their discretion, hear the student's appeal.
4. Appeals may be made directly by the student or through the guidance of their parents.
5. Whenever formal meetings are scheduled, the appealing student will promptly attend such meetings at the same time and place scheduled. Failure to attend an already scheduled meeting will terminate the appeal unless the student has an acceptable reason for failing to attend.

SOCIAL-EMOTIONAL PROGRAM

Friendzy is a comprehensive social and emotional learning program that supports teachers and students within our school system. Teachers and students use explicit interactional activities of different topics that develop skills that students can use in everyday situations. Students learn through daily practice how to manage their emotions. Students learn skills of emotional competency through their interactions with their peers throughout the day. The program incorporates at home activities that students can practice with their family. This reinforces that families are the first educators.

There are 5 core competencies for social emotional learning.

1. Self-Awareness: understanding emotions and thoughts and how they influence behavior
2. Self-Management: the ability to regulate emotions, behavior and work towards goals.
3. Responsible Decision Making: the ability to make responsible decisions and take responsibility for positive and negative outcomes
4. Social Awareness: practicing perspective-taking, empathy and compassion.
5. Relationship skills: establish and maintain meaningful relationships with each other.

DRUG. ALCOHOL, TOBACCO, AND VAPE USE POLICY

Christ the King Diocesan Schools are committed to educating the whole person in the Catholic tradition. This empowers students to become Disciples of Christ, lifelong learners and responsible citizens with strong moral foundations, respect for diversity, and dedication to service. We strive to ensure all of our students have a safe and healthy Christin environment in which to live and grow. Therefore, Christ the King Diocesan Schools have zero tolerance for any possession or use of drugs, alcohol, tobacco, weapons, pornography, sexually oriented products and the making of terroristic threats.

1. **Prohibited Items** include weapons and objects used as a weapon or in a weapon, pornography, and sexually oriented products. No student shall possess, use, exchange, or attempt to possess, any prohibited items on school premises or at school activities at any time.

2. **Prohibited Substances** include:

- ➢ Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- ➢ Any alcoholic beverage.
- ➢ Any tobacco or nicotine product or vaping device.
- ➢ Over-the-counter drugs, when taken in excess, impairs the students ability to function in a responsible manner.
- ➢ Any chemical substance such as glue or aerosol products, intended to be inhaled or ingested to produce a state of intoxication.
- ➢ No student shall possess, use, exchange, or attempt to possess, use, or exchange, or be under the influence of any prohibited substances on school premises during any school term, or off school premises at a school-sponsored activity, function, or event.

3. For purpose of this provision

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

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

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

Searches
Random searches may be conducted periodically by designated staff, or with the use of law enforcement canines, to search for prohibited items or substances. Areas of these searches include lockers, backpacks, work spaces, vehicles, classrooms, common areas, individuals, etc. Targeted searches of individuals may be conducted when there is reasonable suspicion to conduct the search.

School administrators will coordinate with a law enforcement agency when using law enforcement canines to conduct random or targeted searches. The law enforcement agency's canine search protocols will be followed and must be conducted within the confines of the Fourth Amendment and current case law when searching for illegal items or substances to criminally prosecute offenders.

Student(s) may be arrested if involved in criminal activity on or off campus per the policies of the assisting law enforcement agency and state law.

Course of Action
After an incident involving either drugs or alcohol occurs, a terrorist threat or use of prohibited item or substance on or off campus, a conference between the student, parent(s), school administrative team, and the school counselor will occur as soon as possible to determine the most beneficial course of action. Students may be placed in In-School Suspension (ISS) until a conference can be arranged.

- Drug testing may be a potential course of action. This testing would be at the financial responsibility of the parent/guardian and results communicated to the Head of Schools.
- Counseling
- Outside counseling for substance abuse
- Psychological evaluation or counseling
- Admission to a substance abuse treatment center
- Suspension
- Expulsion

The parent/guardian is required to provide documentation to Christ the King Diocesan Schools if an off-campus course of action is deemed necessary. If this documentation is not provided, the student will receive up to three days of out-of-school suspension pending his/her enrollment in an appropriate treatment program.

If the parent refuses treatment for the student, the student will be withdrawn from Christ the King Diocesan Schools.
A second offense may be grounds for expulsion, depending on the factors listed above.

SCHOOL ORGANIZATIONS

Christ the King Diocesan Schools Home & School Association

The Home and School Association of the Christ the King Diocesan Schools is a membership organization made up of parents, faculty members, and the Chaplin. Parents become members of the Home and School Association concurrently with school registration. Each family pays a Home and School registration fee at the beginning of the school year.

The Home and School Association's primary function is to assist the school in its various fundraising programs, special projects, and celebrations. It further provides a medium in which faculty and parents come together for the realization of the aids and ideals of Catholic education. The meetings of the Home and School Association provide the opportunity for faculty and parent discussion. All the members are invited and encouraged to come whenever possible.

Christ the King Diocesan Schools Booster Club

It is important to our community that our Booster Club supports our student athletes! Therefore, all Booster Club members are asked to work junior high and high school athletic events. We are also proud that CTK athletic programs receive all proceeds from these events. All school families are members of the CTK Booster Club. All families, even those without student athletes, are invited to schedule time throughout the year to volunteer! We thank you in advance for volunteering at our school's junior high and high school events!

Christ the King Diocesan Schools Foundation

Christ the King Diocesan Schools Foundation was established in 1986 and has advanced Catholic education and provided financial support to the schools. As our community continues to grow, this mission remains as important to our community today. In an effort to further their mission, the Foundation Board of Directors launched the Friends of the Foundation Annual Appeal more than fifteen years ago. The Foundation's general endowment fund's major source of growth is due to donations as well as investments. Foundation donations have assisted the school with many projects including cafeteria and kitchen renovations, improved technology, advertising campaigns, updating the front entryway to our school, and financial aid funding via student scholarships. We are happy to say it is still thriving today. For more information, please contact our Development Office.

VOLUNTEER OPPORTUNITIES AND POLICIES

As a boost for our community, our school requires parents to volunteer their time and talent. This is a chance for everyone to not only help others, but also an opportunity to connect with others in our school community. Volunteer hours are logged through each family's FACTS Family Portal to keep track of their donation of time. Not only is this practice a chance to connect with others in our school community, it also sets an example for our young students to volunteer. ***20 hours of service per family (10 hours for single parent households) is required for each school year.*** Volunteer opportunities are made available on the school website, the First Friday Flash newsletter, and other communications throughout the school year. At least half of a family's required hours should be volunteering at activities

(versus donated goods or monetary donations). Fees could be charged at the end of the school year for incomplete hours of volunteer work.

SAFETY AND SECURITY POLICIES

The safety and security of our students is a priority here at Christ the King Diocesan Schools.

Crisis Management Plan

Christ the King Diocesan School has adopted a Crisis Management Plan adhering to the most up to date information provided by TEA, Homeland Security, and Lubbock Police Department.

Insurance

Christ the King Diocesan Schools does not carry any type of accident insurance on students.

Safe Environment Training

All parents and family members must complete Safe Environment Training through the Diocese of Lubbock to be compliant with diocesan guidelines to volunteer. Once this training is completed your certification will be noted in FACTS. This certification does have an expiration date of five (5) years; thus, families must retake to remain in good standing.

Circle of Grace

Out of concern for all God's people and in response to the United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People*, we have a program for the safe environment education of children and young people supported and mandated by the Catholic Diocese of Lubbock. This program is called *Circle of Grace*. It is meant to supplement and be integrated into the excellent programs and curricula for the formation of children and young people in our schools and religious education programs. This program is a cooperative program involving parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. *Circle of Grace* aims to equip our children and young people by arming them with essential knowledge and skills grounded in the richness of our faith. This program helps children and young people to understand their own (and other's) dignity in mind, body, and spirit.

EMERGENCY POLICIES

1. The school complies with federal AHERA (Asbestos Hazard Emergency Response Act) regulations pertaining to asbestos. The school maintains on file and complies with the School Asbestos Management Plan, which verifies that the school has been inspected for evidence of asbestos, as well as all documentation pertaining to removal and/or modification of asbestos containing materials found in the school.
2. Annual gas line checks are conducted, and a record is kept in the administrative office.
3. Personnel are trained on the policy of Blood Borne Pathogens according to the TCCB-ED Health Manual.
4. The school provides instruction in all aspects of health care and safety as required by the State of Texas and the TCCB-ED.

INCLEMENT WEATHER AND EMERGENCY CLOSING POLICY

Christ the King Diocesan Schools inclement weather plan allows for our calendar to remain intact as much as possible, and balance time for learning and enjoyment. Christ the King Diocesan Schools will follow ***Lubbock Independent School District's (LISD)*** schedule of closings or delays. Please watch TV channel KCBD, go to KCBD.com and look under "School Closures and Delays". Notifications will be shared via the school social media platforms as well.

Christ the King Diocesan Schools will call you, the families, using our FACTS Emergency Alert system. Please make sure that your phone number is up to date in our system. You may have signed up to receive this alert via phone call, text, or email. If you chose email, make sure you look at your email by 6:30am in the morning to check our status. Regarding other school activities we ask families and students to stay tuned to communication from their coaches via email OR a parent alert. Regarding other school activities we ask families and students to stay tuned to communication from their coaches via email OR a parent alert.

Elementary School:

- Students in Pre-K through grade 5 will follow asynchronous learning in ELAR and Math.
- Asynchronous learning allows you to learn on your own schedule. You can complete readings, homework, and other learning materials any time during the day.
- Assignments may or may not include technology.
- Teachers will post the assignment on their Group or Classroom Remind, or through FACTS as a parent alert between 7:30am and 9:00am the morning of an Inclement
- Weather Day (if we cancel in person school only).
- Assignments will be turned in upon our return to school (the following day). If not turned in at this time an absence will be recorded for the day.

Junior High School/High School:

- The inclement weather policy applies to Core Classes Only (English, History, Math, Religion, Science). Any other classes (electives) would not have activities these days.
- Assignments labeled, "Weather Day", will be "opened" or posted in either Google Classroom or on FACTS.
- Assignments would be posted or "turned on" between 7:30am-9am the morning of an Inclement Weather Day (if we cancel in person school only).

- Assignments would be due upon our return to school (the next day). If not turned in at this time an absence will be recorded for the day.

Right to Amend

Christ the King Diocesan Schools reserves the right to amend, at any time the contents of The Student Handbook. Students and parents will be notified of the amendment via Facts communications. The amendment will be added to the online student handbook for immediate use and reference.

CHRIST THE KING DIOCESAN ELEMENTARY SCHOOL INFORMATION

GRADES PRE-K 3 - 5th

DRESS CODE, UNIFORMS, FREE DRESS GUIDELINES

Uniform Policy

There is a direct correlation between a young person's appearance and his/her overall attitude toward learning. A clean and complete uniform is required for every student. Students in uniform are representatives of Christ the King Diocesan Schools. They should be proud of their school and dress accordingly. Soiled, torn, faded, constricting size, or worn-out clothing will not be permitted. Our Used Uniform closet is always available if replacements are needed due to growth spurts or worn materials. Please inquire at the front office. ***Emblems of any nature, except those of Christ the King Diocesan Schools, are not permitted on CTK uniforms.***

General Dress Guidelines

1. Uniforms must fit properly and be in a good state of repair. Soiled, torn, faded or worn-out clothing will not be permitted.
   Uniforms should be purchased with an adequate hem that can be let out as your student grows.
2. White, brown, black navy, or red socks are required at all times. Girls may also wear knee socks or solid color tights (during cold weather).
3. Only prescription glasses are permitted.
4. Students may wear simple jewelry that does not distract from the learning environment.
5. Students in 1st – 5th grade must wear black, brown, or navy belts with uniform slacks and / or shorts that have belt loops.
6. Elementary students should not have fake or altered fingernails.
7. Hair should be natural for the student.
8. No earrings for males.
9. No tattoos or any other markings (permanent or temporary).

Mass Uniform

Mass uniform is required for all Masses. Uniforms are to be worn all day.
Shorts are not allowed on Mass days.

Boys Required For Mass:

PreK-2nd: Navy Uniform Slacks, White Oxford Shirt (long or short sleeves), Navy V-neck sweater vest; White Polo is NOT uniform compliant; socks, tennis shoes

3rd-5th: Navy Uniform Slacks, White Oxford Shirt (long or short sleeves), Navy V-neck sweater vest, Mandatory Belt and Mandatory clip on or regular Navy Tie, socks, solid colored tennis shoes or dress shoes.

Girls Required For Mass:

PreK-2nd: Plaid Jumper, White Blouse (Long/Short Sleeved) Navy V-Neck Sweater, Knee socks, and solid colored dress or tennis shoes.

3rd-5th: Plaid Skort (Culotte/Split Skirt or Plaid Jumper in 3rd grade), White Blouse (Long/Short Sleeved), Navy Cardigan Sweater, knee socks and solid colored tennis shoes or dress shoes.

Sweater Vests and Cardigans are required to be worn between Thanksgiving Break and Spring Break. They may be worn the entire school year as well.

Daily Uniform

Boys Daily Uniform: Red Monogrammed CTK knit uniform shirt, Navy uniform shorts, pants with a belt (belt mandatory in grades 1-5), socks, tennis shoes (refer to shoes for compliance)

Girls Daily Uniform: Red Monogrammed CTK knit uniform shirt, Navy uniform shorts/pants with a belt, Navy uniform skirt or skort, socks, and tennis shoes (refer to shoes for compliance) Boys in PK3, PK4, and Kindergarten are exempt from wearing a belt.

Uniform shorts can be worn from the beginning of school until Thanksgiving Break and after Spring Break until the end of school. Uniform shorts are not permitted on Mass days.

Shoes PK-5th

All tennis shoes must have non-marking soles and heels. Tennis shoes should not have characters, light-ups, or wheels. Girls can wear a saddle shoe, a Mary Jane style shoe or dress shoe (heels under 1 inch).

NOT permitted: Sandals, flip flips, Crocs, backless shoes, Native shoes, ankle boots, Ugg boots (and similar types) or high-heeled shoes; no high tops, platforms, boots, or shoes with wheels.

Sweatshirts and Shirts

Christ the King sweatshirts will be permitted on cool days. Uniform sweatshirts or CTKDS Spirit Wear may be worn in the building but are not permitted with Mass uniform. **CTK sweaters/vests must be worn with Mass uniform from Thanksgiving until Spring Break.** All uniform shirts must be buttoned up except for the top button. All daily uniform and Mass uniform shirts and blouses (including T-shirts worn under them) **MUST** be completely tucked inside all slacks, shorts, skirts and skorts. Non-CTK Jackets can be worn to and from school and during recess. **Students WILL NOT be allowed to wear non CTK jackets or windbreakers inside the building during the school day.**

Hair and Grooming

1. Hair length is to conform to acceptable current styles, so long as cleanliness and good grooming is maintained.
2. Hair should be clean, combed, and neat in appearance. In general, it should not be distracting to the student's learning.
3. No cut-ins, designs, or embellishments in hair.

4. No unnatural dyes or highlights. Hair must be natural for the student.
5. Make-up, artificial nails, and nail art are not permitted.

Final decisions concerning hairstyle, makeup and grooming will rest with school administration.

Free Dress

When students are allowed to come to school in free dress, it is important that they be dressed and groomed in a manner that is clean, neat, and modest. Christ the King Diocesan Schools prohibits pictures, symbols, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance.
3. Refer to satanic, cult, or gang activities.
4. Absolutely no short or tight shorts, skirts or shirts allowed. Shorts and skirts must have an inseam of at least 7". Athletic shorts and pants are acceptable when they adhere to these guidelines.
5. All tops should be modest in nature. They should cover shoulders and midriffs (includes tank tops, crop tops, spaghetti strapped tops, etc…)
6. Jeans with minimal frays/cutouts are acceptable; frays cannot show skin on any body part.
7. When wearing leggings or jeggings they should be loose fitting.
8. Pre-K – 5th grade students should not wear sandals, flip flops, and Crocs for playground safety reasons.

Home and School Seasonal Dress Day

Home and School Association offers a seasonal dress day once a month for $5.00. ***Please do not confuse this with the school's Free Dress day later in the month.*** Home and School seasonal dress day allows students, teachers, and staff to wear a seasonal-themed shirt with jeans or uniform bottoms.

Field Trips

Students will wear a Red CTK shirt (tucked in with a belt) and jeans to go on any field trip.

Dress Code Violation

If there is a Dress Code Violation, parents/guardians will be notified by the teacher, and corrections are expected to be immediately addressed and followed.

ATTENDANCE POLICY

Please refer to page 13 of the Diocesan Handbook

ACADEMICS

Please refer to page 16 in the Diocesan Handbook

TECHNOLOGY

Please refer to page 23 in the Diocesan Handbook

HOMEWORK, LATE, AND MISSING ASSIGNMENT POLICY

Homework is an important part of the student's educational experience. It is given for reinforcement and enrichment purposes. It is also given to foster habits of independent study and to meet growth needs of individual students. Assignments are expected to be neatly written and completed when due.

Absence from school naturally deprives a student of required information in his/her academic work. In case of an absence, a parent/guardian must call our office by 8:30 am to inform the school of this fact. Students with excused absences will be allowed to make up missed work, both in class and any homework assigned. All tests must be taken in class when they return, not at home.

Missed assignments/books may be picked up for a student after the dismissal bell has rung at the end of the day. Please do not stop by during our school day as we will not be able to give you the work yet. If a student is absent five days or more homework is due the following Monday of each five-day absence. In many cases, homework is posted on RenWeb. If you are not sure of the homework, please check with your child's teacher.

Individual study/homework times will vary from student to student; the following time allotments are generally suggested:

PK-Kinder: 10 minutes
Grades 1 and 2: 20-30 minutes
Grades 3: 30-40 minutes
Grades 4 and 5: 40- 60 minutes

Students are allowed the same number of days to make up work after being absent. For example, if a student was absent for 3 days, they have 3 days to complete and turn in missed work.

Students with missing assignments in 4th and 5th grade, will adhere to the following policy:

- Day one late: 10 points off
- Day two late: 20 points off, the teacher will notify the parents
- Day three late: 30 points off, the teacher will notify the parents via email that the assignment was not completed in FACTS.

After day 3 and if the assignment is not submitted, students will attend tutorials and complete the assignment. The highest possible earned grade is a 60.

See your child's teacher if you have any questions.

ACADEMY RECOVERY

Students failing any course must attend tutorials weekly until they have a passing grade. This is also a time for student's to complete work or tests due to absences. Weekly tutorials will be during the school day to allow students and instructors/tutors dedicated time to work together to ensure the students' academic success. Students and parents/guardians will be notified prior to tutorials each week via email.

CHEATING AND PLAGIARISM POLICY

In Elementary School, when cheating or plagiarism is identified the teacher will inform the Head of Schools. The teacher and Head of Schools will visit with the student together and notify the parents. The goal of this is to help the student understand what authentic work entails.

- ***First offense*** - Student Action Plan will be implemented
- ***Second offense*** - Student Action Plan will be implemented and up to a grade of 70 may be earned
- ***Third offense*** - Student Action Plan will be implemented, a grade of 50 may be earned, and more formal meetings will occur
- ***Any further offenses*** will place the student in jeopardy of being expelled from Christ the King Diocesan Schools.

DISCIPLINE WITH A PURPOSE (DWP)

Teachers have age-appropriate discipline cycles for each of their classrooms. It is important that as Catholics we maintain the dignity of the student and families.

1. Redirect the behavior
2. Remove the student from the situation
3. Formal notification for Elementary School:
    - An age-appropriate action plan will be used to help focus on and address the situation at hand.
    - Parents will be contacted and visited with.
    - Each classroom has an age-appropriate Discipline Cycle. Teachers will follow their cycle when a situation arises in the classroom, cafeteria, playground.
    - When the student has reached a time when the classroom teacher has exhausted their measures, the teacher meets with the Head of Schools face to face. Together they will assure that the behavior is documented in FACTS. An email notification will automatically and immediately be sent to the parents.
    - Office referral to the Guidance Counselor or Head of Schools where additional measures will be taken if and when necessary.
    - Office referral to the Head of Schools

There might be times when a behavior warrants immediate removal from a classroom, and a student goes directly to the Head of Schools for immediate attention and action.

DRUG. ALCOHOL, TOBACCO, VAPE, AND USE POLICY

Please refer to page 31 of the Diocesan Handbook

ELEMENTARY ACTIVITIES AND ORGANIZATIONS

Recess/Physical Activity

Weather permitting; students in PK 3 through grade 5 are given a 30-minute recess each day. The decision to have outside recess during cold weather depends on the temperature and wind chill factor. Shorter outside recess times are scheduled on very cold days. **Always dress your child for outside recess**.

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

CTK Science Fair and Regional Science Fair

Completing a Science Fair project and competing in the CTK Science Fair is an academic requirement for students in 4th and 5th grade. 5th grade winners are expected to go with their entries to the Regional competition at Texas Tech University. It is an honor for the winners to participate in the South Plains Regional Science Fair.

PSIA

Students in grades 1-5 can participate in ***PSIA***, Private Schools Interscholastic Association. With 18 contest categories covering a wide range of disciplines, PSIA is an exciting opportunity for private school students in grades 1 through 8 to engage in academic competition with their peers throughout the state of Texas.

PSIA offers students the motivation and opportunity to:

- find new excitement in learning
- know the satisfaction of their best performance
- achieve mastery
- receive recognition for academic excellence
- test their skills and knowledge

Leadership Opportunities

Leadership Roles:

- 4th and 5th Grade Students have the opportunity to gain leadership skills when they lead the elementary school by participating in the following activities:
    - Be a part of the Elementary Choir
    - Model leadership when assisting Kindergarten and Pre-K when they lead Morning Prayer
    - Become an altar server for Mass each Friday.
    - Altar Serve, Cantor, or Lector at your home parish to gain confidence and experience

- Model expected behavior at all times when visitors and younger students are observing

ELEMENTARY DAILY LIFE

Arrival

Students are welcomed into the school building at 7:30 am and can be escorted to their homerooms by their parents, grandparents, and/or guardians. If parents, grandparents, and/or guardians would like to join us for Morning Prayer, please pick up your **VISITOR PASS** from the front office and you may continue to the gym.

Elementary students lead Morning Prayer by grade level; prayer concludes with the Pledge of Allegiance and a blessing for the day. Please stand for the "Our Father" and the Pledge of Allegiance. Please remove all caps when the Pledges are recited. After Morning Prayer, we must say goodbye for the day! Thank you for joining us and starting your day with us and Our Lord, Jesus.

Classroom

Our day begins immediately at 7:45AM. Please refrain from visiting and conferencing with teachers at morning drop off. If you need to talk to a teacher, please set up a conference time or ask the teacher to call you during a conference period. We must adhere to the number of instructional minutes given to us by TCCB-ED.

Students study Religion, Language Arts (Reading and Writing), Mathematics, Science, Social Studies, Handwriting, and Writing. Elementary students also receive instruction in Music, Art, PE, Spanish, Library, and STREAM specials at least twice per week. The tenets of our Catholic faith are infused throughout every curricular discipline, throughout every classroom, and throughout every interaction with students. Our Catholic Identity is critically important to our mission and our philosophy of education.

At Christ the King Diocesan Elementary School, students will experience hands-on activities, direct instruction, exploration and experimentation, projects, and research papers, and much more. We strive to craft each lesson to engage, inspire, and excite each student about his/her educational experience. We believe that homework and handwriting are critical components to a well-rounded education. Homework is expected at an approximate 10-20 minutes per night/per grade level. In other words, a fifth grader would be expected to complete 50-60 minutes of homework each night.

Food and Beverages

Students are given the opportunity for a snack time designated by their homeroom teacher. Teachers will communicate whether you have a snack day or if each student brings an individual snack.
These can be pre-packed items including, but not limited to, goldfish, teddy grahams, apples, fresh fruit, fresh veggies. ***Be mindful of students in your child's class with food allergies.***

Water filling stations are available for use throughout the CTK Diocesan Schools campus. Students may use their own *reusable water containers* during the school day. Water containers have closeable

lids or fold-down type straw lids and not have lids with openings for straws. In Junior High and High School *water containers are subject to check.*

Lunch
During lunch, elementary students in grades Pre-K-5tth grade are not allowed to order soda. If lunch is being packed at home, please make sure it is something your child will eat and on the healthy side. Parents can join their child at lunch but are not allowed to stay during recess. Students need time for socialization.

Religion and Service
Older classes buddy up with younger classes for All Schools Mass as well as at various times for service projects, experiments, reading, and camaraderie. For example, Seniors buddy up with the Pre-K classes for Mass, various High Schools students assist 4th and 5th graders with science fair projects and research. High School teachers pair up older classes with younger classes for service projects. Our early childhood and primary students look up to the intermediate students, emulate them, and await the day that they, too, can be the leaders of the school.

Fourth and Fifth graders are invited and encouraged to serve weekly in Mass as Altar Servers. This is a leadership position as well as a privilege once the Sacrament of First Holy Communion has been received. Our school students are trained to serve weekly at the Cathedral but highly encouraged to serve the altar at their home parishes as well.

Students in grade 2 through grade 5 also serve in the Liturgical Choir at weekly Friday Mass.

Elementary School students develop a sense of service by participating in traditional service projects such as:

- "Baby Shower for Mary" which helps Lubbock's Nurturing Center Project
- Socks for the homeless during Catholic School's Week Sock Hop
- Vocation projects to support our Seminarians and Priests

CTKDS develops students who are confident and capable public speakers. As early as Pre-Kindergarten, students are prepared to read at Morning Prayer, while older students read at Mass and speak publicly using a microphone. We pray together all day, but our end-of-the-day prayer can be led by a fifth-grade student who reads the prayer and any announcements over the PA system daily. CTKDS' curriculum, activities, and expectations nurture students who excel in public speaking and who participate in various performances throughout the year.

Atrium-Catechesis of the Good Shepherd
Students in grades Pre-K-Grade 1 spend time weekly in the Atrium. The Atrium is an integral part of their faith formation.

The Atrium is a vital element of the Catechesis of the Good Shepherd program. The Atrium is based on the religious work of Maria Montessori and Sofia Cavaletti. Within the Atrium, students experience the

announcement of God's presence and love; especially through Jesus, the Good Shepherd.

Materials in the Atrium are based on the life, teachings, birth, death, and resurrection of Jesus Christ. These materials help make the mystery of God concrete for children. They learn and connect with Jesus while he was alive on Earth. The heart of Catechesis of the Good Shepherd for children 3-6 years old (Level I) revolves around the Parable of the Good Shepherd.

These students enter the mystery of the Eucharist by learning the names of the articles of mass used on the altar, and through the most important gestures including the preparation of the chalice, the epiclesis, and offering the sign of peace.

Through the experience of seeing these gestures the child sees how the Mass emerges as the Sacrament of the Gift.

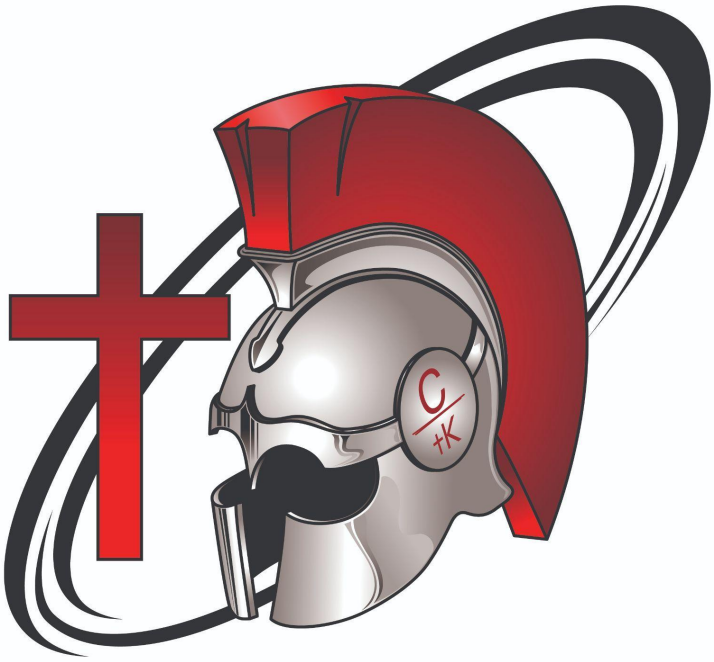
If you would like a tour of our atrium or would like to observe when our students are working in the Atrium, please call the school to set up an appointment.

ELEMENTARY DAILY PRAYER

Morning prayer will be held at 7:50a.m. daily. Elementary School prays at 3:10p.m. and 3:25p.m. daily, prior to dismissal. We pray for a parish priest/or our Holy Father every day, along with a daily prayer and we end with the Guardian Angel Prayer (said in both English and Spanish).

Prayer to your Guardian Angel
Angel of God, my guardian dear to whom God's Love commits me here, ever this day be at my side to light and guard, to rule and guide. **Amen**.

CHRIST THE KING DIOCESAN JUNIOR HIGH SCHOOL INFORMATION



GRADES 6TH - 8TH

DRESS CODE, UNIFORMS, FREE DRESS GUIDELINES

Uniform Policy

There is a direct correlation between a young person's appearance and his/her overall attitude toward learning. A clean and complete uniform is required for every student. Students in uniform are representatives of Christ the King Diocesan Schools. They should be proud of their school and dress accordingly. Soiled, torn, faded, constricting size, or worn-out clothing will not be permitted. **Emblems of any nature, except those of Christ the King Diocesan Schools, are not permitted on CTK uniforms.**

General Dress Guidelines

1. Uniforms must fit properly and be in a good state of repair. Soiled, torn, faded or worn-out clothing will not be permitted.
   Uniforms should be purchased with an adequate hem that can be let out as your student grows.
2. White, brown, black navy, or red socks are required at all times. Girls may also wear knee socks or solid color tights.
3. Only prescription glasses are permitted.
4. Students may wear simple jewelry that does not distract from the learning environment.
5. Students in 6th-8th grade must wear black, brown, or navy belts with uniform slacks and / or shorts that have belt loops.
6. No earrings for males.
7. Tattoos or any other markings (permanent or temporary).
8. One appropriate pin on Mass Sweaters/Vests is acceptable. This could include a Confirmation pin or Knights of Columbus Right to Life Rose or pin.
9. Regular and Mass uniform shirts must be tucked in throughout the school day.

Mass Uniform

Mass uniform is required for all Masses. Uniforms are to be worn all day. Mass uniform sweaters/vest are to be worn after Thanksgiving thru Spring Break.

Boys Required For Mass:
Navy Uniform Slacks
White Oxford Shirt (Long/short sleeved)
Navy V-Neck Sweater or sweater vest
Navy, Brown, or Black Belt
Men's Standard Tie – Navy

Girls Required For Mass:
Navy Skort (Culotte/Split Skirt) or Skirt
White Blouse (Long/Short Sleeved)
Navy Cardigan sweater
Navy tie or ribbon

Sweater Vests and Cardigans are required to be worn between Thanksgiving Break and Spring Break. They may be worn the entire school year as well.

Daily Uniform

Boys Uniform Options
Red Monogrammed CTK knit uniform shirt
Khaki uniform shorts
Khaki uniform pants

Girls Uniform Options
Red Monogrammed CTK knit uniform shirt
Khaki uniform skirt/skort
Khaki uniform shorts
Khaki uniform pants

Uniform shorts can be worn from the beginning of school until Thanksgiving Break and after Spring Break until the end of school. Uniform shorts are not permitted on Mass days.

Shoes

Students may only wear tennis shoes with uniform shorts. Students may wear solid colored black, brown or navy leather dress shoes. Canvas shoes (Vans and Tom type) are **not** permitted. **NO** athletic shoes of any kind may be worn with Mass uniform. Questions about acceptable shoes should be directed to the Head of Schools.

All shoes must have non-marking soles and heels. Shoes should not have distracting features such as lights, sounds, wheels, including bright colors, etc.

Sandals, flip flops, Crocs, and backless shoes are **NOT** permitted. Ankle boots, Ugg boots (and similar types), and high-heeled shoes are **NOT** permitted.

Sweatshirts and Shirts

Christ the King sweatshirts will be permitted on cool days. Uniform sweatshirts or CTKDS Spirit Wear (current year) may be worn in the building but are not permitted with Mass uniform. **CTK sweaters/vests must be worn with Mass uniform from after Thanksgiving until Spring Break.** All uniform shirts must be buttoned up except for the top button. All daily uniform and Mass uniform shirts and blouses (including T-shirts worn under them) MUST be completely tucked inside all slacks, shorts, skirts and skorts. Non-CTK Jackets can be worn to and from school and during recess. Students WILL NOT be allowed to wear non CTK jackets or windbreakers inside the building during the school day.

Hair and Grooming

1. Hair length is to conform to acceptable current styles, so long as cleanliness and good grooming is maintained.
2. Hair should be clean, combed, and neat in appearance. In general, it should not be distracting to the student's learning, including not blocking their line of sight.
3. No cut-ins, designs, or embellishments in hair.
4. No unnatural dyes or two-toned colored hair. Hair color should be natural for the student.
5. Make-up, artificial nails, and nail art should be conservative for young ladies.

Final decisions concerning hairstyle, makeup and grooming will rest with school administration

Free Dress

When students are allowed to come to school in free dress, it is important that they be dressed and groomed in a manner that is clean, neat, and modest. Christ the King Diocesan Schools prohibits pictures, symbols, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance.
3. Refer to satanic, cult, or gang activities.
4. Absolutely no short or tight shorts, skirts or shirts allowed. Shorts and skirts must have an inseam of at least 7". Athletic shorts and pants are acceptable when they adhere to these guidelines.
5. All tops should be modest in nature. They should cover shoulders and midriffs (includes tank tops, crop tops, spaghetti strapped tops, etc…)
6. Jeans with minimal frays/cutouts are acceptable; frays cannot show skin on any body part.
7. When wearing leggings or jeggings, they must be loose fitting.
8. Students in 6th - 8th grade should not wear sandals, flip flops, and Crocs for safety reasons.

Home and School Seasonal Dress Day

Home and School Association offers a seasonal dress day once a month for $5.00. ***Please do not confuse this with the school's Free Dress day later in the month.*** Home and School seasonal dress day allow students, teachers, and staff to wear a seasonal-themed shirt with jeans or uniform bottoms.

Field Trips / Athletic Events

Students will wear a CTKDS shirt and jeans (tucked in with a belt) to go on any school sponsored field trip. When travel for athletic events is necessary, student athletes will follow the guidelines set by the athletic department.

Dress Code Violation

If a Dress Code violation occurs such as no belt, missing pieces of Mass uniform etc. students will follow a tiered set of consequences. These consequences will reset every 9 weeks thus allowing students to start fresh and hone their skills of **Organizing and Resolving Problems**.

1. First dress code violation: loss of Spirit Shirt Day or Free dress Day. Students will wear regular daily uniform the following Spirit Shirt Day. If a student does not participate in Spirit Day, Mass uniform will be worn on Tuesday instead.
2. Second dress code violation: loss of Spirit Shirt Day and Lunch Detention.
3. Third dress code violation: Morning Detention.

ATTENDANCE POLICY

Please refer to page 13 in the Diocesan Handbook.

ACADEMICS

Please refer to page 16 in the Diocesan Handbook

TECHNOLOGY

Please refer to page 23 in the Diocesan Handbook

BEHAVIOR/CONDUCT POLICY

At CTK we believe in nurturing and educating the whole child. This includes the development of strong character and responsible behavior. Our Conduct grading system is designed to help students recognize the importance of positive attitudes, respectful interactions, and responsible choices. These grades reflect qualities such as punctuality, participation, respect to others, adherence to school rules and policies, and student expectations. A conduct grade is earned in every class each 9 weeks. Students must maintain satisfactory behavior to be eligible for Honor Roll in the CTK Diocesan Schools (page 17 in the Diocesan Handbook).

When a student has received an office referral for behavior/conduct in class, and a consequence is earned, a demerit will be entered into FACTS by administration. This allows us to monitor students' behavior by class/subject. A grade for conduct will be an overall grade earned. It will only appear on the family side on the report card each quarter. The overall number of demerits earned will determine the Conduct grade for report card purposes. As a family, you can monitor Conduct progress through the Behavior Section in the FACTS family portal. If the conduct grade is below an 83, the student will not earn Honor Roll that quarter.

Each teacher will implement and follow their classroom DWP plan. They will continue to follow these policies and enter behavior in FACTS. Conduct grades will be impacted as follows:

> **2-5 pts for every office referral with a consequence determined by the Administration.**
> *This does not include if a student goes to the Guidance Counselor for re-direction, developing skills*
> **Automatic "Off the Honor Roll" –** ISS served (1/2 or full day)

Parents/Guardians will be contacted and visited with in an age-appropriate manner. Student Action Plan needs to go home and a visit with the family and signature occur before the consequence is served.

HOMEWORK, LATE, AND MISSING ASSIGNMENT POLICY

Students accept the responsibility of attending class and performing work and assignments as prescribed by the teacher. When absence from class is essential, it is the ***responsibility of the student*** **to notify the teacher ahead of time and obtain work.** When returning to class, it is the ***student's responsibility to follow up and obtain and complete assignments.*** All assignments are expected to be neatly completed and turned in when due. The Junior High School has its own missing assignment policy.

- 1st day missing = grade of a 70. Students will be responsible for completing the assignment at this time. Assignments will be returned the next day. (Teachers' choice if they would like to email as well).
- 2nd day missing = grade of a 50. If the assignment is not returned today the teacher will send an email to the parents via FACTS.
- 3rd day missing = 0, but the student still needs to complete the assignment. The teacher will communicate with the parent that the assignment was not completed and turn in on this day.

ACADEMY RECOVERY

Students failing any course must attend tutorials weekly until they have a passing grade. This is also a time for student's to complete work or tests due to absences. Weekly tutorials will be during the school day to allow students and instructors/tutors dedicated time to work together to ensure the students' academic success. Students and parents/guardians will be notified prior to tutorials each week via email.

CHEATING AND PLAGIARISM POLICY

In Junior High School, when cheating or plagiarism is identified each teacher will inform the Dean. Each teacher and the Dean will visit with the student together and notify the parents. The goal of this is to help the student understand what authentic work entails.

- ***First offense*** – Student Action Plan will be implemented and a grade up to a 70 maybe earned.
- ***Second offense*** - Student Action Plan will be implemented, a grade of 50 will be earned, and more formal meetings will occur.
- ***Third offense*** - Student Action Plan will be implemented, a grade of 0 will be earned, and half-day In-School Suspension (ISS) will be served.
- ***Any further offenses*** will place the student in jeopardy of being expelled from Christ the King Diocesan Schools.

DISCIPLINE WITH A PURPOSE (DWP)

Teachers have age-appropriate discipline cycles for each of their classrooms, athletics, extra-curriculars, and common areas. It is important that as Catholics we maintain the dignity of the student and families.

1. Redirect the behavior
2. Remove the student from the situation
3. Formal notification for Junior High School:
    - The Teacher will contact Parents/Guardians and enter into FACTS.
    - Office referral where additional measures will be taken by Administration if and when necessary.
    - An action plan will be used to help focus on and address the situation at hand.

There might be times when a behavior warrants immediate removal from a classroom and a student goes directly to the Head of Schools for immediate attention and action.

DRUG. ALCOHOL, TOBACCO, VAPE, AND USE POLICY

Please refer to page 31 in the Diocesan Handbook

MATERNITY/PATERNITY POLICIES

Christ the King Diocesan Schools affirms the moral teaching of the Catholic Church and seeks to provide an atmosphere where Christian values and principles are fostered. Pre-marital sex is not in keeping with Christian morals and principles and is not considered acceptable for Catholic school students. However, because of our concern for the welfare of the person, each student enrolled at Christ the King Diocesan Schools involved in a pregnancy will be dealt with in a sensitive manner on an individual basis.

In order to ensure the best interests of the mother-to-be, parents, and school community, the following guidelines will be implemented:

- When the pregnancy is known to school personnel by whatever means, the Head of Schools will meet with the mother-to-be and parents or guardians.
- The mother-to-be will be required to have appropriate professional counseling. Evidence of compliance will be presented to the administration.
- The mother-to-be may be prohibited from participating in any functions that the Head of Schools determines appropriate.
- If the mother-to-be is allowed to remain at Christ the King Diocesan Schools for a period of time during her pregnancy, a note from the student's doctor must be submitted to the school. The note must clearly state that the student's continued attendance at CTKDS will not be injurious to the student or unborn child.
- After the birth of the child, the student must present a doctor's note confirming that she is able to return to CTKDS.

If a father-to-be is identified as a student of Christ the King Diocesan Schools, the following guidelines will be implemented:

- The Head of Schools will meet with him and his parents or guardians.
- He will be required to be involved in a counseling program similar to that required of a mother-to-be. Evidence of compliance is to be presented to the administration.
- The father-to-be may be prohibited from participating in any functions that the Head of Schools determines appropriate.

Final decisions will rest with the Head of Schools, the school Chaplain, and Superintendent of Schools.

JUNIOR HIGH ACTIVITIES AND ORGANIZATIONS

CTK Science Fair & Regional Science Fair

Completing a Science Fair project and competing in the CTK Science Fair is an academic requirement for students in junior high school. All winners are expected to go with their entries to the Regional competition, at Texas Tech University. It is an honor for the winners to participate in the South Plains Regional Science Fair.

National Junior Honor Society

As you begin the early stages of greater independence and responsibility as a junior high school student, you may discover that you excel in your studies, have an interest in leadership and service, and have a thirst for challenge and accomplishment. Membership in the National Junior Honor Society (NJHS) may be an ideal fit for you! You can become a member through a local selection process that concludes with induction into Christ the King Diocesan School's National Junior Honor Society Chapter. Through exclusive resources, programs, and services, members have a unique opportunity to prepare for their next steps in life. Membership truly lays the groundwork for lifelong success.

<u>Eligibility Requirements</u>

Students in grades 7-9 who meet the requirements for membership set out by Christ the King Diocesan School's chapter of the National Junior Honor Society are eligible to be invited for membership. Students must be in at least the 7th grade and must have attended Christ the King Diocesan Schools in the previous year to be eligible. Students who transfer into Christ the King Diocesan Schools and were inducted into the NJHS in their previous school are eligible to transfer their membership if they meet Christ the King Diocesan School's minimum requirements for eligibility.

Students who meet the scholarship requirement will have an opportunity to complete an application detailing their accomplishments and commitment to service, leadership, character, and citizenship.

Membership is based on the five pillars of NHS:

- **Scholarship**: Per school guidelines, at a minimum, students must have a cumulative GPA of 94. Students are to maintain this GPA for continued membership. Students dropping below this requirement, will be placed on probation and will have no more than 2 semesters to raise GPA to minimum requirement of 94.
- **Service**: This involves voluntary contributions made by a student to the school or community, done without compensation. The school counselor and NJHS advisor keep record of service activities. All members must meet the requirements of service hours set forth at the beginning of the year.
- **Leadership**: Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**: The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a clean disciplinary record.
- **Citizenship**: The student who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; respects the U.S. form of government; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs.

Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. Students must maintain high academic standards and great characteristics of all 5 pillars of the NJHS. Students maybe placed on probation for one semester if all requirements of an NJHS member are not fulfilled.

Spanish Club

Christ the King Junior High School has a Spanish Club which is currently seeking official status for national recognition. The Spanish club is open to students in 6th-8th grades who have a love and interest in the culture and traditions of the various Latin Countries around the world. Students hold leadership positions in this organization and are voted in at the end of the academic year for the next school year. Students who wish to seek these offices must be in good academic standing, with no disciplinary actions. These positions are:

- President
- Vice President
- Treasurer
- Secretary

The Spanish Club is also a leader in various activities in Junior High and all school events, such as mass, stations of the cross, and contests that foster fellowship and community. The Spanish Club has also instituted an all-Spanish Language Mass several times throughout the academic year, which they lead. For more information, please contact the Spanish Club Sponsor or the current president.

EXTRA-CURRICULAR ELIGIBILITY

School Philosophy

Extra-curricular activities are school-sponsored activities not directly related to instruction but have an indirect relation to the curriculum. They offer worthwhile and significant contributions to the student's personal, physical, social, and spiritual development. **Participating in extra-curricular activities is a privilege.** Students must meet specific requirements in order to participate. The following are examples of extra-curricular activities at Christ the King Diocesan Schools:

- All Athletic Teams, Cheerleaders
- Drumline and Choir
- Theater Productions
- Student Councils and Spanish Club
- School Dances and Festivals
- Student Enrichment Clubs (examples include Culinary Club, Student Ambassadors, etc…..)

Limitations On Extra-Curricular Activities

A student with a full day absence may not participate in co-curricular activities on that day. Please take note of all attendance policies concerning excused and unexcused absences. Extra-curricular practice, training, or meetings may not normally be conducted during tutorials.

JUNIOR HIGH DAILY LIFE DETAILS

Food and Beverages

Students are given the opportunity for a snack time during the morning at a designated time period. For students with snack time, they should bring their own individual snacks. These can be pre-packed items including, but not limited to, goldfish, teddy grahams, apples, fresh fruit, fresh veggies. *No food or drink in hallways or classrooms, except during the designated morning snack time.*

Water filling stations are available for use throughout the CTK Diocesan Schools campus. Students may use their own *reusable water containers* during the school day. Water containers will have closeable lids or fold-down type straw lids and not have lids with openings for straws. In Junior High and High School *water containers are subject to check.*

Locker And Backpack Usage

Students are issued lockers to store their supplies, textbooks, and personal belongings to and from school. Students may use any approved locker storage/organizational kits to keep supplies etc. neat and orderly. Lockers may be decorated on the outside **only** by Spirit Squad decorations. Students may decorate the inside of their locker using easily removable decorations such as vinyl stickers, magnets, magnetic picture frames etc.

The student will be responsible for removing the decorations at the end of term. If the student fails to remove the decorations or they have become permanent, the student will be charged a fee for the cleaning and removal of decorations.

Students may use backpacks or drawstring bags to carry their needed supplies during the day.

Supply Policy
Students will carry all necessary supplies to their core classes, these supplies can include but are not limited to textbooks, books, binders, journals, and writing utensils.

JUNIOR HIGH DAILY PRAYER

CONSECRATION FOR STUDENTS PRAYER
God our Father, we praise and thank you for sending your Son Jesus to us. He reconciles us with You and makes us your sons and daughters. We need Jesus' love and grace. We thank you for the gift of our baptism and knowing your love for us.

Jesus, we are the Church, and you have called us to be a light to the nations. The apostles followed you and then baptized and preached. We need people now to follow you. We ask for more young men to be open to the call to the priesthood to bring your truth and grace to the world through preaching and the sacraments. We pray for young women to be open to the call of religious life, devoting themselves to you and strengthening and inspiring the Church. We pray that people will see marriage as a calling where holy families are formed.

We entrust our class to the Blessed Virgin Mary so that she may pray for us and help us all to be open to God's call to serve your Son in our daily lives as disciples. Teach us to pray and listen to the Holy Spirit. Help us to completely trust in God's will for our lives since He made us and loves us.

AMEN

CHRIST THE KING DIOCESAN HIGH SCHOOL INFORMATION

GRADES 9TH - 12TH

DRESS CODE, UNIFORMS, FREE DRESS GUIDELINES

Uniform Policy

There is a direct correlation between a young person's appearance and his/her overall attitude toward learning. A clean and complete uniform is required for every student. Students in uniform are representatives of Christ the King Diocesan Schools. They should be proud of their school and dress accordingly. Soiled, torn, faded, constricting size, or worn-out clothing will not be permitted. **Emblems of any nature, except those of Christ the King Diocesan Schools, are not permitted on CTK uniforms.**

General Dress Guidelines

1. Uniforms must fit properly and be in a good state of repair. Soiled, torn, faded or worn-out clothing will not be permitted.
   Uniforms should be purchased with an adequate hem that can be let out as your student grows.
2. White, brown, black, navy, or red socks are required at all times. Girls may also wear knee socks or solid color tights.
3. Only prescription glasses are permitted.
4. Students may wear simple jewelry that does not distract from the learning environment.
5. Students in 9th-12th grades must wear black, brown, or navy belts with uniform slacks and / or shorts that have belt loops.
6. No earrings for males.
7. No tattoos or any other markings (permanent or temporary).
8. One appropriate pin on Mass Blazers is acceptable. This could include a Confirmation pin or Knights of Columbus Right to Life Rose or pin.
9. Regular and Mass uniform shirts must be tucked in throughout the school day.

Mass Uniform

Mass uniform is required for all Masses. Uniforms are to be worn all day. Scout uniforms are not to be worn on these days. Red or Black shirts are <u>not</u> to be worn with uniform plaid.

Boys Required For Mass:

Khaki Uniform Slacks
White Oxford Shirt (Long/short sleeved)
Navy Blazer
Navy, Brown, or Black Belt
Men's Standard Tie – Red

Girls Required For Mass:

Plaid Skirt
White Shirt ¾ Sleeve Blouse (from Designs In Threads)
Navy Blazer
Standard Tie - Red

Daily Uniform

Boys Uniform Options

Red/BLK Monogrammed CTK uniform shirt
Khaki uniform shorts
Khaki uniform pants

Girls Uniform Options

Red/BLK Monogrammed CTK uniform shirt
Khaki uniform skirt
Khaki uniform shorts
Khaki uniform pants

Uniform shorts can be worn from the beginning of school until Thanksgiving Break and after Spring Break until the end of school. Uniform shorts are not permitted on Mass days.

Shoes

Students may only wear tennis shoes with uniform shorts. Students may wear solid colored black, brown or navy leather dress shoes. Canvas shoes (Vans and Tom type) are **not** permitted. **NO** athletic shoes of any kind may be with Mass uniform. Questions about acceptable shoes should be directed to the school administration. All shoes must have non-marking soles and heels. Shoes should not have distracting features such as lights, sounds, wheels, including bright colors, etc.

Sandals, flip flops, Crocs, and backless shoes are **NOT** permitted. Ankle boots and Ugg boots (and similar types) are **NOT** permitted.

Sweatshirts And Shirts

Christ the King sweatshirts will be permitted on cool days. Uniform sweatshirts or CTKDS Spirit Wear (current year) may be worn in the building but are not permitted with Mass uniform. All uniform shirts must be buttoned up except for the top button. A CTKDHS uniform shirt must be worn under sweatshirts and hoodies. All daily uniform and Mass uniform shirts and blouses (including T-shirts worn under them) MUST be completely tucked inside all slacks, shorts, skirts and skorts. Non-CTK Jackets can be worn to and from school and during recess. Students WILL NOT be allowed to wear non CTK jackets or windbreakers inside the building during the school day.

Hair And Grooming

1. Hair length is to conform to acceptable current styles, so long as cleanliness and good grooming is maintained.
2. Hair should be clean, combed, and neat in appearance. . In general, it should not be distracting to the student's learning, including not blocking their line of sight.
3. No cut-ins, designs, or embellishments in hair.
4. No unnatural dyes, highlights, or two-toned colored hair. Hair color should be natural for the student
5. Make-up, artificial nails, and nail art should be conservative for young ladies.
6. Young men should be clean shaven and neat in appearance at all times.

Final decisions concerning hairstyle, makeup and grooming will rest with school administration

Free Dress

When students are allowed to come to school in free dress, it is important that they be dressed and groomed in a manner that is clean, neat, and modest. Christ the King Diocesan Schools prohibits pictures, symbols, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance. 3. Refer to satanic, cult, or gang activities.
3. Absolutely no short or tight shorts, skirts or shirts allowed. Shorts and skirts must have an inseam of at least 7".
4. All tops should be modest in nature. They should cover shoulders and midriffs (includes tank tops, crop tops, spaghetti strapped tops, etc…)
5. Jeans with minimal frays/cutouts are acceptable; frays cannot show skin on any body part.

6. When wearing leggings or jeggings, they must be loose fitting.
7. Students in 9th - 12th grade should not wear sandals, flip flops, Crocs or other types of shoe with no secured heel material for safety reasons.

Home and School Seasonal Dress Day

Home and School Association offers a seasonal dress day once a month for $5.00. ***Please do not confuse this with the school's Free Dress day later in the month.*** Home and School seasonal dress day allow students, teachers, and staff to wear a seasonal-themed shirt with jeans or uniform bottoms.

Field Trips / Athletic Events

Students will wear a CTKDHS shirt and jeans to go on any school sponsored field trip. Students will follow proper uniform policies including tucking shirts in, wearing belts, and appropriate jackets. When travel for athletic events is necessary, student athletes will follow the guidelines set by the athletic department.

Dress Code Violation

If a Dress Code violation occurs such as no belt, missing pieces of Mass uniform, repetitive hair and grooming violations, etc. students will follow a tiered set of consequences. ***These consequences will reset every 9 weeks*** thus allowing students to start fresh and hone their skills of **Organizing and Resolving Problems**.

1. First dress code violation: loss of Spirit Shirt Day or Free dress Day. Students will wear regular daily uniform the following Spirit Shirt Day. If a student does not participate in Spirit Day, Mass uniform will be worn on Wednesday instead.
2. Second dress code violation: loss of Spirit Shirt Day and Lunch Detention.
3. Third dress code violation: Morning Detention.

ATTENDANCE POLICY

Please refer to page 13 in the Diocesan Handbook.

ACADEMICS

Please refer to page 16 in the Diocesan Handbook

TECHNOLOGY

Please refer to page 23 in the Diocesan Handbook

HOMEWORK, LATE, AND MISSING ASSIGNMENT POLICY

Students accept the responsibility of attending class and performing work and assignments as prescribed by the teacher. When absence from class is essential, it is the ***responsibility of the student*** **to notify the teacher ahead of time and obtain work.** If the absence is not planned (sick) and this is not possible, when returning to class, it is the ***student's responsibility to follow up and obtain and complete assignments.*** All assignments are expected to be neatly completed and turned in when due.

- The High School has its own missing assignment policy.
- All homework is expected to be turned in by the due date.
- All assignments should be neat, and legible and **MUST** be turned in, even if late.
- "Late One Day Pass". A late pass will be given to each student each 9 weeks in each class. This will allow one "grace" day for students and full points earned on the assignment.
- If a student has other assignments not turned in on time and does not have a Late One Day Pass, *they will need to complete the assignment*.
    - If the assignment is completed and turned in with 24 hours (the next class day), up to a 70 can be earned on the assignment.
    - If the assignment is completed and turned in after that time period, a 0 will be earned.

ACADEMY RECOVERY

Students failing any course must attend tutorials weekly until they have a passing grade. This is also a time for student's to complete work or tests due to absences. Weekly tutorials will be during the school day to allow students and instructors/tutors dedicated time to work together to ensure the students' academic success. Students and parents/guardians will be notified prior to tutorials each week via email. *11th and 12th graders who are eligible to leave early and are failing will not be able to leave the entire week until grades are updated the next week.*

FINALS EXEMPTION

Students in 11th and 12th grade are eligible to be exempt from end of the year Finals. Exemption guidelines are for each class.

Guidelines to be exempt from Finals:

- A 92 or above in the class for Quarter 3 & Quarter 4 and have not failed a quarter during the school year.
- No excessive or unexcused absences (not including School related or college visits) for the spring semester.
- Not more than 6 tardies during Quarter 3 & Quarter 4. This includes tardies to school in the morning and individual classes.
- No disciplinary actions during Spring Semester from the point of notice. This includes tardies to school in the morning and individual classes. **This includes any type of dress code violation and any technology usage**.
- Project based exams are not exempt.
- Teachers will have the ultimate choice of whether a student needs to take the final exam

CHEATING AND PLAGIARISM POLICY

In High School, when cheating or plagiarism is identified each teacher will inform the Head of Schools. Each teacher and the Head of Schools will visit with the student together and notify the parents. The goal of this is to help the student understand what authentic work entails.

- ***First offense*** – Student Action Plan will be implemented and a maximum grade of 50 maybe earned. ***(If cheating or plagiarism occurs on a quiz/exam this offense will be skipped and move straight to the second offense and consequences.)***
- ***Second offense*** - Student Action Plan will be implemented, a grade of 0 will be earned, and more formal meetings will occur.
- ***Third offense*** - Student Action Plan will be implemented, a grade of 0 will be earned, and half day In-School Suspension (ISS) will be served.
- ***Any further offenses*** will place the student in jeopardy of being expelled from Christ the King Diocesan Schools.

This policy is cumulative across all student's courses.

DUAL CREDIT

Dual Credit is available for high school students through South Plains College. Eligibility to enroll in Dual Credit class are: 84 or above cumulative average, no failed classes, no previous attendance issues, TSI2 compliance and permission from parents and CTKDHS administration. ***Students enrolled*** *in dual credit classes are expected to communicate with the Guidance Counselor to enroll, seek guidance, and communicate course progress.*

DISCIPLINE WITH A PURPOSE (DWP)

Teachers have age-appropriate discipline cycles for each of their classrooms, athletics, extra-curriculars, and common areas. It is important that as Catholics we maintain the dignity of the student and families.

1. Redirect the behavior
2. Remove the student from the situation
3. Formal notification for High School:
    - The Teacher will contact Parents/Guardians and enter into FACTS.
    - Office referral where additional measures will be taken by Administration if and when necessary.
    - An action plan will be used to help focus on and address the situation at hand.

****There might be times when a behavior warrants immediate removal from a classroom, and a student goes directly to the Head of Schools for immediate attention and action.***

DRUG. ALCOHOL, TOBACCO, VAPE, USE POLICY

Please refer to page 31 of the Diocesan Handbook.

MATERNITY/PATERNITY POLICIES

Christ the King Diocesan Schools affirms the moral teaching of the Catholic Church and seeks to provide an atmosphere where Christian values and principles are fostered. Pre-marital sex is not in keeping with Christian morals and principles and is not considered acceptable for Catholic school students. However, because of our concern for the welfare of the person, each student enrolled at Christ the King Diocesan Schools involved in a pregnancy will be dealt with in a sensitive manner on an individual basis.

In order to ensure the best interests of the mother-to-be, parents, and school community, the following guidelines will be implemented:

- When the pregnancy is known to school personnel by whatever means, the Head of Schools will meet with the mother-to-be and parents or guardians.
- The mother-to-be will be required to have appropriate professional counseling. Evidence of compliance will be presented to the administration.
- The mother-to-be may be prohibited from participating in any functions that the Head of Schools determines appropriate.
- If the mother-to-be is allowed to remain at Christ the King Diocesan Schools for a period of time during her pregnancy, a note from the student's doctor must be submitted to the school. The note must clearly state that the student's continued attendance at CTKDS will not be injurious to the student or unborn child.
- After the birth of the child, the student must present a doctor's note confirming that she is able to return to CTKDS.

If a father-to-be is identified as a student of Christ the King Diocesan Schools, the following guidelines will be implemented:

- The Head of Schools will meet with him and his parents or guardians.
- He will be required to be involved in a counseling program similar to that required of a mother-to-be. Evidence of compliance is to be presented to the administration.
- The father-to-be may be prohibited from participating in any functions that the Head of Schools determines appropriate.

Final decisions will rest with the Head of Schools, the school Chaplain, and Superintendent of Schools.

CTK Science Fair and Regional Science Fair

Completing a Science Fair project and competing in the CTK Science Fair is an academic requirement for students in high school. All winners are expected to go with their entries to the Regional competition, at Texas Tech University. It is an honor for the winners to participate in the South Plains Regional Science Fair.

FFA

FFA is an extracurricular student organization for those interested in agriculture and leadership. FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education.

FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. They are able to participate in Career Development Events (CDE) and Leadership Development Events (LDE).

Eligibility Requirements:

Students in grades 9-12 are eligible to be active members of the FFA chapter. To be eligible for active membership in this chapter, a student must meet the membership eligibility requirements of the National FFA Organization and the Texas FFA Association. Active member shall be considered in good standing when he or she:

1. While in school, be enrolled in at least one agriculture, food, and natural resources course, as defined in Texas FFA Association membership policies, during the school year and/or follow a planned course of study. Either course must include a supervised agricultural experience program, the objective of which is preparation for an agriculture, food, and natural resources career.
2. Shows an interest in the affairs of the organization by attending meetings, striving for degrees of membership, and participating in other organized activities of the chapter.
3. Pays all current local, district, area, state, and national dues by the date determined by the chapter.
2. Displays conduct consistent with the ideals and purposes of the National FFA Organization, Texas FFA Association and with the school district's code of student conduct.
3. Meets all other local standards and requirements described in this chapter's bylaws and policies.

FFA Code of Ethics:

FFA members conduct themselves at all times to be a credit to their organization, chapter, school, community and family. FFA members pledge to:

1. Develop my potential for premier leadership, personal growth and career success.
2. Make a positive difference in the lives of others.
3. Dress neatly and appropriately for the occasion.
4. Respect the rights of others and their property.
5. Be courteous, honest and fair with others.
6. Communicate in an appropriate, purposeful and positive manner.
7. Demonstrate good sportsmanship by being modest in winning and generous in defeat.

8. Make myself aware of FFA programs and activities and be an active participant.
9. Conduct and value a supervised agricultural experience program.
10. Strive to establish and enhance my skills through agricultural education in order to enter a successful career.
11. Appreciate and promote diversity in our organization.

National Honor Society/National Junior Honor Society

As you begin the early stages of greater independence and responsibility as a high school student, you may discover that you excel in your studies, have an interest in leadership and service, and have a thirst for challenge and accomplishment. Membership in the National Honor Society (NHS) and National Junior Honor Society (NJHS) may be an ideal fit for you! You can become a member through a local selection process that concludes with induction into Christ the King Diocesan School's National Honor Society chapter. Through exclusive resources, programs, and services, members have a unique opportunity to prepare for their next steps in life. Membership truly lays the groundwork for lifelong success.

Eligibility Requirements

NHS:

Students in grades 10-12 who meet the requirements for membership set out by Christ the King Diocesan School's chapter of the National Honor Society are eligible to be invited for membership. Students must be in at least the 10th grade and must have attended Christ the King Diocesan Schools in the previous year to be eligible. Students who transfer into Christ the King Diocesan Schools and were inducted into the NHS in their previous school are eligible to transfer their membership if they meet Christ the King Diocesan School's minimum requirements for eligibility.

Students who meet the scholarship requirement will have an opportunity to complete an application detailing their accomplishments and commitment to service, leadership, character, and citizenship.

NJHS:

Students in grades 7-9 who meet the requirements for membership set out by Christ the King Diocesan School's chapter of the National Junior Honor Society are eligible to be invited for membership. Students must be in at least the 7th grade and must have attended Christ the King Diocesan Schools in the previous year to be eligible. Students who transfer into Christ the King Diocesan Schools and were inducted into the NJHS in their previous school are eligible to transfer their membership if they meet Christ the King Diocesan School's minimum requirements for eligibility.

Students who meet the scholarship requirement will have an opportunity to complete an application detailing their accomplishments and commitment to service, leadership, character, and citizenship.

Membership is based on the five pillars of NHS/NJHS:

- **Scholarship**: Per school guidelines, at a minimum, students must have a cumulative GPA of 3.6. Students are to maintain this GPA for continued membership. Students dropping below this requirement, will be placed on probation and will have no more than 2 semesters to raise GPA to minimum requirement of 3.6.
- **Service**: This involves voluntary contributions made by a student to the school or community, done without compensation. The school counselor and NHS advisor keep record of service activities.
- **Leadership**: Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**: The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a clean disciplinary record.
- **Citizenship**: The student who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; respects the U.S. form of government; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs.

Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. Students must maintain high academic standards and great characteristics of all 5 pillars of the NHS/NJHS. Students maybe placed on probation for one semester if all requirements of an NJHS member are not fulfilled.

Student Council

CTKDHS Student Council is a group of elected students working together with an adult advisor to provide a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student/faculty/community relations. The membership collaborates with others to positively impact the school community, which impacts the diocese, which in turn impacts the state and eventually the world as they “Go with God’s Purpose”.

The Student Council shall achieve this objective through projects and activities which promote:

- Leadership
- Faith Life
- Human Relations
- Cultural Values

The projects in which the Student Council participates should be those which promote harmony among all groups with which the Student Council works. All projects should be submitted for approval to the Head of Schools who has final veto power on any activity.

Membership

The membership of the Student Council shall consist of two specific groups: The Class Officers and (Freshmen, Sophomore, Junior, and Senior) Class Representatives. The Class Representative shall consist of one representative per class elected by their perspective class body:

- Freshman
- Sophomore
- Junior
- Senior

Class Officers shall consist of one of each of the following.

- President
- Vice President
- Secretary
- Treasurer
- International Representative

For more information on the nomination and voting process please see the current Student Council Advisor.

EXTRA-CURRICULAR ELIGIBILITY

School Philosophy

Co-curricular activities are school-sponsored activities not directly related to instruction but have an indirect relation to the curriculum. They offer worthwhile and significant contributions to the student's personal, physical, social, and spiritual development. **Participating in extra-curricular activities is a privilege.** Students must meet specific requirements in order to participate. The following are examples of Co-Curricular activities at Christ the King Diocesan Schools:

- All Athletic Teams, Cheerleaders
- Drumline and Choir
- Theater Productions
- Student Councils and Spanish Club
- School Dances and Festivals

Limitations On Co-Curricular Activities

A student with a full day absence may not participate in co-curricular activities on that day. Please take note of all attendance policies concerning excused and unexcused absences. Co-curricular practice, training, or meetings may not normally be conducted during tutorials.

Food and Beverages

Students are given the opportunity for a snack time during the morning at a designated time period. For students with snack time, they should bring their own individual snacks. These can be pre-packed items including, but not limited to, goldfish, teddy grahams, apples, fresh fruit, fresh veggies. *No food or drink in hallways or classrooms, except during the designated morning snack time.*

Water filling stations are available for use throughout the CTK Diocesan Schools campus. Students may use their own *reusable water containers* during the school day. Water containers will have closeable lids or fold-down type straw lids and not have lids with openings for straws. In Junior High and High School *water containers are subject to check.*

Locker And Backpack Usage

Students are issued lockers to store their supplies, textbooks, and personal belongings to and from school. Students may use any approved locker storage/organizational kits to keep supplies etc. neat and orderly***. Lockers may be decorated on the outside only by Spirit Squad decorations***. Students may decorate the inside of their locker using easily removable decorations such as vinyl stickers, magnets, magnetic picture frames etc. No open food and beverage containers placed during the day or left in the lockers.

The student will be responsible for removing the decorations at the end of the school year. If the student fails to remove the decorations or they have become permanent, the student will be charged a fee for the cleaning and removal of decorations.

Students may use backpacks or drawstring bags to carry necessary supplies to each class. ***Students should not carry their entire "locker" or supplies for the entire day in their backpacks at once.***

Transportation

High School students typically gain the privilege of driving at the age of 16. It is a family decision when your child drives. Once a HS student is **legally eligible to drive**, they will park in the designated student parking lot which is the small North parking lot in front of the Family Activity Center (FAC). Students may obtain a driving form from the High School Dean. A driving form needs to be completed by student and parent and returned to the High School Dean to be kept on file. A school decal will be given to the student and needs to be placed on the back of their vehicle (either on the windshield or the bumper area). *The driving form will be resubmitted on a yearly basis.*

Students are expected to obey all traffic laws and drive respectfully. ***If an incident or accident occurs on school grounds with student vehicles, students are asked to report the incident to the Head of Schools or Guidance Counselor***

Prayer To Saint Michael The Archangel

St. Michael the Archangel, defend us in battle. Be our defense against the wickedness and snares of the Devil. May God rebuke him, we humbly pray, and do thou, O Prince of the heavenly hosts, by the power of God, thrust into hell Satan, and all the evil spirits, who prowl about the world seeking the ruin of souls. **Amen.**