

CHRIST THE KING JESUIT COLLEGE PREP
2014-2015 PARENT & STUDENT HANDBOOK

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**Christ the King Jesuit College Preparatory School
2014-2015 Parent & Student Handbook**

Christ the King Jesuit College Preparatory School Information

5088 W. Jackson Boulevard Chicago, IL 60644

Phone: (773)261-7505

Fax: (773)261-7507

Website: www.ckjesuit.org

***Email: Employee's first initial followed by last name@ckjesuit.org (e.g.,
phatch@ckjesuit.org)***

Accreditation by AdvancEd/North Central Association of Colleges and Secondary Schools

Recognized by the Illinois State Board of Education (ISBE, www.isbe.net)

A Member of the Jesuit Secondary Education Association (JSEA, www.jsea.org)

A Member of the Cristo Rey Network (www.cristoreynetwork.org)

A Catholic, Jesuit, co-educational, college preparatory high school serving Chicago's West Side. Established 2007, Opened 2008

Christ the King Jesuit College Preparatory School does not discriminate on the basis of race, color, ethnicity, ancestry, gender, sexual orientation, pregnancy, religion, national or ethnic origin, age, marital status, order of protection status, arrest or criminal history record information ordered expunged, sealed, or impounded, physical or mental disability, military status, unfavorable discharge from military service, citizenship status, or genetic information in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics, or other school administered programs.

Policies Disclaimer

The policies outlined in this handbook represent a framework. This list is not exhaustive and should not be considered comprehensive of all Christ the King policies. Statements in this Handbook are subject to amendment as deemed necessary by the school. Christ the King will attempt to keep parents/guardians informed of all changes as soon as is practical, although unforeseen circumstances may necessitate communication after a change has been made.

Notification of Designation of Directory Information

Notice is hereby given of Christ the King Jesuit College Prep's FERPA (Family Educational Rights and Privacy Act) policy and parents' and eligible students' (students over 18 years of age) rights under the Act.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to State law.

Designation of Directory Information

Parents and eligible students are advised that Christ the King Jesuit College Preparatory School has designated the following information contained in the education records of its students as "Directory Information" for purposes of FERPA: the student's name, addresses (including e-mail addresses), telephone number, date of birth, year of school, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at Christ the King Jesuit College Prep, degrees and awards received, and previous educational institutions attended. Directory information may be disclosed without consent.

Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the Principal of Christ the King Jesuit College Preparatory School. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

Christ the King Jesuit College Preparatory School Mission Statement

Christ the King Jesuit College Prep is a Catholic, Jesuit, independent, co-educational, college preparatory school for students from families on Chicago's West Side who would otherwise not have access to a private secondary school education.

Sponsored by the Chicago-Detroit Province Jesuits, Christ the King offers students a strong academic and spiritual foundation integrated with a Corporate Work Study Program in a safe, disciplined, faith-based and caring environment.

The school's program is designed to foster each student's intellectual and spiritual growth built on a deepening relationship with Jesus Christ. Christ the King seeks to inspire and prepare its students to become creative leaders, "men and women for others" who are committed to work for justice in the Church, in the civic community, and in their chosen profession.

St. Ignatius' Prayer for Generosity

Lord, teach me to be generous.
Teach me to serve you as you deserve,
To give and not to count the cost,
To fight and not to heed the wounds,
To toil and not to seek for rest,
To labor and not to ask for any reward,
Save that of knowing that I am doing your will.
Amen.

The Profile of the Christ the King Jesuit College Prep Graduate at Graduation

The profile is based on the *Profile of a Graduate at Graduation of a Jesuit High School*, first published by the Jesuit Secondary Association in 1981. The *Grad at Grad*, as the article has come to be known, has been a critical articulation of the high ideals of Jesuit high schools in the United States. The characteristics described in the *Grad at Grad* are the fruition of the school's work with its students. Everything the school does should be aimed toward helping students to come closer to embodying these ideals.

Open to Growth

The graduate of Christ the King Jesuit College Prep views learning as a life-long pursuit, inside and outside the classroom. The graduate always strives for success, but is also aware that failure is an important part of learning and maturity. The graduate fosters a deep appreciation for one's self and one's background. Moreover, the graduate sees this self-awareness as the basis for any further growth, to have constant respect and openness to other people's cultures, religions, experiences and socio-economic backgrounds. The Christ the King graduate has matured as a person -- emotionally, intellectually, physically, socially, religiously -- to a level that reflects some intentional responsibility for one's own growth (as opposed to a passive, drifting, laissez-faire attitude about growth).

Religious

The Christ the King graduate understands that he or she was created for a unique purpose. Such a realization compels the graduate of Christ the King to be an active participant in his or her own faith journey. The graduate of Christ the King appreciates the rich religious gifts of his or her family, community and culture and is also eager to build on those gifts in an ever deepening and personal

way. The student will have a basic knowledge of the major doctrines and practices of the Catholic Church. He or she will use knowledge as a tool to examine his or her own religious feelings, accept his or her personal spirituality, and clarify his or her religious beliefs with a view to choosing a fundamental orientation toward God and establishing a relationship with Him through a religious tradition and/or worshipping community. The graduate moves toward a harmonious blend of religious faith and spiritual values with an understanding that spiritual values are ultimately more fulfilling than material possessions.

Intellectually Competent

The Christ the King graduate has a firm foundation in the liberal arts, as well as a mastery of thinking, reasoning, and cognitive skills and habits while always maintaining a deep respect for wisdom and truth. The graduate is able to express himself or herself effectively and will have developed many intellectual skills and understandings that cut across and go beyond academic requirements for college entrance. The graduate is beginning to see the need for intellectual integrity in his or her personal quest for religious truth and in his or her response to issues of social justice. The graduate values intelligence and knows its ultimate use is in the search for truth in the service of others. The graduate has developed the confidence to think independently and the courage to speak confidently.

Loving

The graduate of Christ the King believes that he or she is truly loved by God. He or she has a healthy love of self, rooted in deep self-respect and confidence in his or her own gifts and talents. The graduate is generous with his or her time and talents, and strives to share his or her gifts with others. The graduate knows that respect, trust, and fidelity are the basis of any loving relationship, and that love, for God or for another person, requires us to give without asking anything in return. The graduate is on the threshold of being able to move beyond self-interest or self-centeredness in relationships with significant others. The graduate shares with others a God-given, common humanity, which leads him or her to celebrate similarities, to cherish differences, to respect others, to act with compassion and mercy, to direct time and energy to helping others grow, and to care for God's world and its creatures.

Committed to Justice

The Christ the King graduate is keenly aware of injustice and prejudice and gives of himself or herself in service to others. The graduate works for and with the impoverished, the unfairly treated, and those who are without representation, both locally and globally. As a leader and role model, he or she speaks out, and when necessary he or she is ready to lead, especially by example. The graduate understands that some of life's most worthwhile endeavors are neither easy nor comfortable, upholding the belief that justice is necessary for equality, respect, and love. The student's Christian faith, communal responsibility and Ignatian values call him or her to lead in service to others, to act ethically at all times, and to pursue justice for each individual, knowing that being a man or woman for others is Christ-like and answers St. Ignatius' call for a Leadership of Service *Ad Majorem Dei Gloriam* (For The Greater Glory of God).

Positively Work Experienced

Through the Corporate Work Study Program, the Christ the King graduate has learned to be a dependable, responsible worker with high ethical standards. The Christ the King graduate has participated in the professional culture of the workplace and has begun to explore his or her own potential. The Christ the King graduate is a personable and effective team player who is a confident

self-starter as well as respectful and respectable. The graduate has learned the value of work both in the rewards it produces and in the self-satisfaction it allows one to attain. Work in the Corporate Work Study Program offers the opportunity to discover and demonstrate personal talent -- both as stewards and as leaders -- and encourages growth. This stewardship implies the responsibility to use all resources wisely for the good of others and the greater glory of God. As a future leader in the workplace, the Christ the King graduate recognizes the dignity of work, its integral connection to justice and the choices he or she has to create a better society.

Staff

Ms. Angela Abrams: Admissions Officer

Mr. Anthony Azu-Popow: Database Manager

Mr. George Boling: Dean of Students

Ms. Danyell Boyd: Communications & Special Events

Ms. Kimya Buckner: Director, Corporate Work Study Program

Mr. Sammie Cashaw: CWSP Driver

Ms. Cheryl Cattledge: Religious Studies, Director, Campus Ministry

Ms. Chanita Chayaluk: College Counselor, Alumni Support

Ms. Darlene Davidson: CWSP Driver

Mr. Tony Douglas: CWSP Driver

Mr. Steven Flowers: Building Engineer

Mr. Juan Fuentes: Director, Technology

Mr. Ken Green: CWSP Driver

Ms. Priscilla Hatch: Director of Student Accounts

Ms. Williett Hewlett: Director, Business Office

Mr. Darryl Hobson: Associate Principal

Mr. Stephen Holte: Director, Development*

Mr. Matt Lieser, SJ: Counseling Intern

Mr. Clement Martin: President*

Ms. LaDonna Martin: Executive Assistant for School Administration

Rev. David Mastrangelo, SJ: Director, Mission & Identity*

Ms. Temple Payne: Principal *

Mr. Jose Rodriguez: Vice President, Corporate Work Study Program*

Ms. Sowmya Sastri: CWSP Program Coordinator

Mr. Lulling Savage: CWSP Driver

Mr. Stewart Schoder: Chief Financial Officer*

Ms. Lillie Sellers: CWSP Business Development

Ms. J. J. Walker: CWSP Driver

Ms. Nicole Watson: Counselor

Mr. Harry Williams: CWSP Driver

Mr. Julius Williams: Security

***- Leadership Team Member**

Faculty**Mr. James Bajner: Mathematics, Social Studies, Athletic Director****Mr. Charles Barlow: Latin****Ms. Molly Bealin: Jesuit Alumni Volunteer****Ms. Christine Buhrmaster: English****Mr. Sean Carmody: Religious Studies, JAV Coordinator****Ms. Camille Collins: Science****Ms. Miriam Dolin: Social Studies, Study Hall****Mr. Timothy Elliott: Mathematics****Mr. Gregory Finger: Mathematics, Science****Ms. Vickie Fultz: Science****Mr. Kevin Gallmeier: Social Studies****Mr. John Griffin: Jesuit Alumni Volunteer****Ms. Rebecca Janke: Latin****Mr. Michael Laughlin: Mathematics****Ms. Julia Muglia: Science****Mr. Victor Nieto: Jesuit Alumni Volunteer****Ms. Ellen Pendry: Art, Study Hall****Mr. Joshua Peters, SJ: Religious Studies, Christian Service****Ms. Annie Ratliff: English****Ms. Kathleen Rosario: English****Mr. Michael Schufreider: Jesuit Alumni Volunteer****Mr. Keith Segler: Religious Studies****Ms. Gina Vittoria: Science****Mr. Eugene Westmoreland: Music, Band****Mr. Daniel Zundel: Social Studies, Director, Christian Service**

For Questions Regarding:	Contact	Phone Extension	Email
Admissions	Ms. Angela Abrams	243	aabrams@ctkjesuit.org
Athletics	Mr. Jimmy Bajner	212	jbajner@ctkjesuit.org
Attendance, Records	Ms. LaDonna Martin	257	lmartin@ctkjesuit.org
Billing, Financial Aid	Ms. Williett Hewlett	244	whewlett@ctkjesuit.org
Campus Ministry (Retreats, Liturgy, Prayer & Worship)	Ms. Cheryl Cattledge	286	ccattledge@ctkjesuit.org
Christian Service	Mr. Daniel Zundel	313	dzundel@ctkjesuit.org
Counseling, Academic Support	Ms. Nicole Watson	237	nwatson@ctkjesuit.org
CWSP	Ms. Kimya Buckner	226	kbuckner@ctkjesuit.org
Discipline	Mr. George Boling	239	gboling@ctkjesuit.org
Student Accounts, Ventra Cards	Ms. Priscilla Hatch	220	phatch@ctkjesuit.org

A. CHRIST THE KING COMMUNITY

As members of a Christian community, students are expected to honor and respect themselves, fellow students, staff and faculty, families, and guests. This code of conduct applies to all activities on school property, at CWSP placements, and at school-related events held elsewhere. In school and out, students are expected to conduct themselves in a way that upholds the good reputation of Christ the King community.

All members of the Christ the King Jesuit College Prep Community have rights and responsibilities. Among these are:

- the right to be free from physical harm and the threat of physical harm and the responsibility of ensuring this for each other;
- the right to a learning environment free from all forms of discrimination and harassment and the responsibility of safeguarding this environment for each other;
- the right to have emotions and feelings and the responsibility to express these in an appropriate and constructive manner;
- the right to opinions, ideas, spirituality and religious beliefs and the responsibility to be tolerant and respectful of these in others;
- the right to a clean and aesthetic school environment and the personal responsibility to contribute to the cleanliness and beauty of the school building and campus.

B. ATTENDANCE

Attendance Policy

Regular attendance is a fundamental element to success in school. A student should be absent only for a compelling reason. Parents are expected to reinforce this priority with their students.

Scheduling Outside Appointments: Parents are asked to schedule medical and dental appointments during non-school and non-CWSP hours. Vacations, college visits and other such activities should be scheduled after reviewing the school calendar so as not to conflict with school and work attendance. Students may not miss CWSP work days to attend extracurricular activities or events including conferences and trips.

Early Release: Parents are asked to avoid early dismissal if at all possible. If a student must be released early from school, he/she must present a parent or guardian's note to the Dean's Office upon arrival at school and a parent or guardian must come to Christ the King and sign out the student in person. There is no early release from work.

Attendance Notification Policy

Christ the King uses School Reach© to notify parents of truancy concerns, including absence, tardy arrival to school, and tardy arrival to class. It is critical that an accurate phone number is on file at all times.

Absence Policy

Unanticipated Absences: Unanticipated absence may occur when a student is ill. A parent or guardian must call Ms. Martin (x 257) before 9:00 a.m. **on each day a student is absent** and briefly state the nature of the absence. Parents are asked not to leave a voicemail or email rather than speaking to a person.

Anticipated Absences: On rare occasions a student's family will know ahead of time that he or she will be absent from school. An anticipated absence requires that the parent or guardian send a note to the Attendance Office at least one week in advance and notify the student's teachers. The student is responsible for making arrangements with teachers to secure work in advance. If the student will miss a work day, he/she will also be required to report to the Corporate Work Study office to receive a Make-Up Form and schedule the make-up day at that time. Excessive absences will be reviewed by the Dean of Students to determine if an Attendance Contract is necessary.

Medical or Bereavement Absences : A parent or guardian will be asked to contact the Dean of Students in the event that a student will be absent due to a medical condition or family bereavement. The Dean and Counselor will work with teachers to help students continue with their academic work. Extended absence due to serious illness or injury will be treated with sensitivity and care on an individual basis.

Excessive Absences: After a student is absent 6 days in a semester, a letter will be issued to his/her parents emphasizing the importance of daily attendance. If a student is absent 8 days in a semester, the student will be placed on Attendance Probation and the student and his/her parents/guardians will be scheduled to meet with the Dean of Students to seek ways to improve attendance. Students who are absent more than 10 days in a semester are liable to lose all credit for that semester or to have their grades lowered. The same applies to individual classes as well. The Dean of Students reserves the right to extend this limit, for example, in the case of prolonged illness or other extenuating circumstances deemed legitimate.

6th Absence	A letter will be issued to student and parents emphasizing the importance of daily attendance.
8th Absence	Student will be placed on Attendance Probation. The student and his/her parents/guardians will be scheduled to meet with the Dean of Students to seek ways to improve attendance.
10th Absence	A student who is absent more than 10 days in a semester is liable to lose all credit for that semester or to have their grades lowered. The same applies to individual classes as well. The Dean of Students reserves the right to extend this limit, for example, in the case of prolonged illness or other extenuating circumstances deemed legitimate.

NOTE: All absences are counted on a student's attendance record. All absences require a note from the parent or guardian, which must be submitted to the Attendance Office (Room 208) upon the student's return—even though the parent or guardian called to report the absence. If a note is not provided, the absence will be automatically deemed unexcused.

Returning to School After an Absence: Upon returning to Christ the King after each absence, the student must submit a note from a parent/guardian to the Attendance Office. Students are responsible for obtaining makeup work and have the same number of days as they are absent to make up the work. Work that is not made up within the allotted time frame will earn a zero.

If the absence was on a work day the student will also be required to report to the Corporate Work Study office to schedule a make-up day. Students absent from school may not participate in any school activity held the day of the absence.

Tardy Policy: Students should arrive to school by 7:30 AM in order to be seated in their 1st period class before prayer begins. Students who are not seated in class before prayer begins are late, regardless of the time they entered the building.

3rd Tardy	Automatic detention for the next day and any subsequent tardy afterwards.
5th Tardy	1 unexcused absence
8th Tardy	A warning letter is issued to the family
10th Tardy	1 unexcused absence & student is placed on an attendance contract

(For more on CWSP Attendance Policies, see “Work Day Attendance & Timeliness”). Regardless of a student's total number of absences, missing an excess of 2 work days per semester or 5 per year may result in loss of academic credit for CWSP and dismissal from Christ the King. Four tardies in one semester may result in a loss of academic credit for the Corporate Work Study Program for that semester.

Daily Bell Schedule

Period	Regular	Community Formation	Mass	Half-Day
Warning Bell	7:35 am	7:35am	7:35 am	7:35 am
Prayer	7:40- 7:45	7:40-7:45	7:40-7:45	7:40-7:45
1 st Pd.	7:45-8:35	7:45-8:30	7:45-8:25	7:45-8:15
2 nd Pd.	8:40-9:30	8:35-9:20	8:30-9:10	8:20-8:50
3 rd Pd.	9:35-10:25	9:25-10:10 3rd Pd.	9:20-10:30 Mass	8:55-9:25
		10:15-11:00 Community Formation	10:35-11:15 3 rd Pd.	
4 th Pd.	10:30-11:25 4A Lunch: 10:30-10:55 4B Lunch: 11:00-11:25	11:05-11:50 4A Lunch: 11:05-11:25 4B Lunch: 11:30-11:50	11:20-12:05 4A Lunch: 11:20-11:40 4B Lunch: 11:45-12:05	9:30-10:00 4 th and 5 th Pd.
5 th Pd.	11:30-12:25 5A Lunch: 11:30-11:55 5B Lunch: 12:00-12:25	11:55-12:40 5A Lunch: 11:55-12:15 5B Lunch: 12:20-12:40	12:10-12:55 5A Lunch: 12:10-12:30 5B Lunch: 12:35-12:55	
6 th Pd.	12:30-1:20	12:45-1:30	1:00-1:40	10:05-10:35
7 th Pd.	1:25-2:15	1:35-2:20	1:45-2:25	10:40-11:10
8 th Pd.	2:20-3:10	2:25-3:10	2:30-3:10	11:15-11:45
9 th Pd. Academic Support Detention	3:30-4:30	3:30-4:30	3:30-4:30	N/A

C. DRESS CODE

Overview: The Christ the King Dress Code applies to all CtK students, whether attending class or work. Students are required to be in full school uniform daily, before entering the classroom or CWSP Check-In. The safety of our students is a priority. Most jobs require some interaction with office machinery such as copiers and fax machines. A neat appearance and properly fitting clothes will help avoid potential mishaps. In addition, proper footwear and the absence of sensory distractions such as music headphones help ensure student safety as they walk to and from their workplace.

It is essential that the student uniform is clean and pressed, contributing to a professional appearance. In order for students to be permitted to enter the classroom or CWSP Check-In (and sent to work), students must adhere to the following dress code:

- 1) Top - Christ the King White Oxford Shirt
 - a) Fully buttoned
 - b) Tucked in
 - c) Any garments worn under shirts must NOT be visible
 - d) Students have option of wearing CtK sweater or sweater-vest
 - i) Burgundy or Grey
 - ii) White Oxford shirt must be worn under the sweater or sweater-vest
- 2) Bottom - Christ the King/SchoolBelles © Grey Uniform Slacks or Skirt
 - a) Pants/skirts must be relatively loose-fitting
 - b) Must be worn at natural waistline, and may NOT sag
 - c) Pants should NOT drag on the floor or have a frayed hem
 - d) Skirts should be knee-length
- 3) Tie – Gold or Burgundy colored (solid)
 - a) Males: Standard four-in-hand or bow tie
 - b) Females: Standard four-in-hand, bow tie, crosscut, or scarf
- 4) Shoes – Black-or-Brown-Colored Dress Shoes
 - a) Closed-toe
 - b) No boots
 - c) Heels should NOT exceed one inch
- 5) Accessories

- a) Students MUST wear their school ID
 - b) All Students may bring a hand-held lunch box or lunch bag to work
 - i) Ladies may also bring a small purse/cosmetics bag, no larger than dimensions of 9 inches wide by 8 ½ inches tall
 - ii) No book-bags/back-packs may be taken to work
 - c) Students may wear a coat/jacket to work
 - d) Students may not wear any outerwear in class
 - e) Hats, bandanas, bonnets, head wraps/scarves may not be worn to class or work.
 - i) If student does NOT have a coat/jacket, the CWSP office will provide them with one if they choose and if one is available
 - ii) Sweatshirt Hoodies are not permitted in class or at work
 - f) Jewelry:
 - i) No body piercings, straws, band-aid coverings
 - ii) Females: No more than two (2) piercings per ear
 - iii) Males: No piercings, straws, band-aid coverings
 - g) Tattoos:
 - i) Must be hidden beneath clothing (NOT visible)
- 6) Hair
- a) Color/Style
 - i) Conservative hairstyles and a neat appearance are expected
 - ii) Hair may be dyed with natural colors only
 - b) Length
 - i) Hair shall not be excessive in length
 - ii) Hair should be worn off the face and with safety in mind, especially while working with office machinery.
 - iii) Males whose hair covers the shirt collar, eyes, or ears will be asked to cut their hair (length should not be higher than #2 clipper attachment). ‘Barber-at-School’ Program can be utilized weekly during lunch hours. Students are responsible for meeting grooming guidelines even if they are not able to utilize the school program.
 - iv) Male facial hair must be low cut and neatly trimmed. Students will be asked to shave on site if necessary. CtK faculty/staff reserve the right to determine standards for neatness.

7) Hygiene

- a) Students are expected to maintain a neat and clean appearance
- b) Cologne or perfume, if used at all, should be worn in conservative quantities
- c) Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair and washing and ironing clothes

D. ACADEMICS

Academic Expectations, Policies and Regulations

Culture of Peace and Excellence: Every student at Christ the King Jesuit College Preparatory School has the right to an excellent education. All behavior in the school should help to establish and maintain an environment of peace and excellence that fosters maximum learning and mutual respect. Students are expected to be respectful of the educational process and to take responsibility for their own learning.

In class, students are expected to be active, cooperative learners, listening to others and asking and answering questions. Students are expected to help establish and maintain an orderly, active learning environment.

Homework: All homework assignments should be neat, clean, and legible. Homework should be handed in on time and done to the best of the student's ability. **Copying homework, cheating on tests or quizzes, plagiarism or any other form of academic dishonesty is a serious offense and could result in disciplinary sanctions in addition to an F for the assignment and/or for the entire class.** All paperwork must be presented to the classroom teacher according to the standards set forth by the faculty.

Academic Honesty: In its attempt to promote Christian values and academic integrity, Christ the King Jesuit College Prep expects students to act responsibly in regard to their own learning. Christ the King stands firmly against academic dishonesty in any form, which compromises the integrity of those involved, damages the learning community, and distorts the system of academic evaluation for students and faculty alike. Such behavior fosters general dishonesty, the pursuit of grades for their own sake, and attitudes of entitlement which are fundamentally at odds with the school's desire to foster a genuine love of learning and cultivate an honorable work ethic. Enforcing this code of academic honesty falls on all members of the Christ the King community, including teachers, staff, students, and parents.

Behaviors that fall under the description of academic dishonesty include but are not limited to: copying another student's work, cheating in any form on a quiz, test, or exam, plagiarism (presenting in a written or oral manner another person's words or ideas as one's own), and offering one's work to another. Christ the King Jesuit College Prep uses *Turnitin* © to verify the originality of student's work. Any work deemed by *Turnitin* © to be plagiarized will be subject to sanctions under the Academic Honesty Policy.

Teachers who determine that a student has presented dishonest work will require the student to resubmit the assignment for reduced or no credit. This will result in a negative effect on the student's

grade. The teacher will inform parents and the Dean of Students of this infraction and any consequences. Further consequences, such as disciplinary probation, may be imposed at the discretion of school administration.

A second offense of academic dishonesty will also result in a required meeting of the student, parents, counselor, and Dean of Students, who may impose additional consequences up to and including expulsion from Christ the King.

Study: Students are expected to study every school night for at least two hours reviewing the material from the day and preparing their assignments for the next school day. Students are expected to use all available resources to enhance their education (teachers, tutors, academic support staff, libraries, etc.).

Academic Probation: Students with a semester GPA of 1.66 or below are put on Academic Probation for the following semester, and may be required to participate in academic support programs.

Failure Policy: Courses from each semester must be passed in order for a student to progress to the next grade level. Failures must be made up at Christ the King. A maximum of 2 full credits (4 semester credits) may be recovered in any academic year. Students who are eligible for Credit Recovery must successfully recover credit by the conclusion of the summer term in order to remain at Christ the King. Students earning more than 4 semester failures during any academic year must withdraw from Christ the King and are not eligible for Credit Recovery.

Notification of Academic Progress: Christ the King Jesuit College Prep uses the following methods to inform parents and guardians of student academic progress:

Frequent progress and grade reporting (every 5 weeks): Grade reports will be posted to the online gradebook. Parents may request to pick up a printed copy of a student's grade if a significant hardship exists which prevents access to the online gradebook. Parents may also request to use a school computer to access the online gradebook. It is the responsibility of the parent to ensure that contact information is accurate and updated as needed, and to notify the Principal if a grade report is not posted within the stated timeframes.

Parent-Teacher Conferences: Once per semester, parents are required to attend Parent-Teacher Conferences. Conferences for 2014-15 will occur on October 24, 2014, and April 17, 2015.

Online grade access: Every student and parent/guardian receives a login to access grades online. It is the responsibility of the student and parent to actively monitor academic progress. Parents are encouraged to communicate regularly with their child's teachers via email (teacher's first initial, last name @ ctkjesuit.org) or phone. Concerns regarding academic progress should first be addressed with teachers. If a satisfactory resolution is not achieved, it is the responsibility of the parent to bring the concern to the attention of the Principal in a timely manner.

Report Card Dates: There are four grading periods (3 progress reports, 1 report card) each semester, issued at five week intervals. Daily progress should be monitored by students and parents using the Online Grade Portal (links are posted on the Parent page of the school website, www.ctkjesuit.org). While ongoing, two-way communication is encouraged regarding student progress, grade reports are the official means by which the school communicates student progress to parents.

	Fall Semester	Spring Semester
Progress Report 1	September 26th	February 27th
Progress Report 2-Mandatory Parent-Student-Teacher Conferences	October 24th	April 17th
Progress Report 3	December 5th	May 15th
Final Report Card	December 29th	June 15th

Please make note of the dates for grade posting and contact the Principal immediately if grades are not posted for your student according to this schedule.

Graduation Requirements: 29 Total Academic Credits Required

English: 4 Credits
 Foreign Language: 3 Credits*
 Math: 4 Credits
 Science: 4 Credits
 Social Studies: 4 Credits
 Religion: 4 Credits*
 Fine Arts: 1 Credit
 Wellness/Elective: 1 Credit
 Corporate Work Study Program: 4 Credits*
Plus Completion of 90 Christian Service Hours*

**Amended pro-rata for transfer students*

Christian Service Hour Requirements: Christian Service Hours are part of the Religious Studies grade, and must be completed by the due dates set by the Christian Service Department each semester in order to receive academic credit. Late hours are not eligible for retroactive academic credit, but will count toward a student's total for graduation.

Freshmen	15 Hours
Sophomores	20 Hours
Juniors	25 Hours
Seniors	30 Hours

Grading Scale, Grade Point Average: The percentage equivalents follow the listed letter grade, and the quality points (QP) used to calculate grade point average appears in parentheses after the percentages. The grade point average (GPA) which is reported on semester and year-end Report Cards is the average of all the semester quality points (Current GPA) or of all quality points given to the end of the current semester (Cumulative GPA).

College Prep Grading Scale	AP Grading Scale
A: 94-100% (4.0 QP) A-: 92-93% (3.67 QP) B+: 90-91% (3.33 QP) B: 86-89% (3.0 QP) B-: 84-85% (2.67 QP) C+: 82-83% (2.33 QP) C: 78-81% (2.0 QP) C-: 76-77% (1.67 QP) D+: 74-75% (1.33 QP) D: 70-73% (1.0 QP) F: 0-69% (0.0 QP) P: 70% or better (0.0 QP)	A: 94-100% (5.0 QP) A-: 92-93% (4.67 QP) B+: 90-91% (4.33 QP) B: 86-89% (4.0 QP) B-: 84-85% (3.67 QP) C+: 82-83% (3.33 QP) C: 78-81% (3.0 QP) C-: 76-77% (2.67 QP) D+: 74-75% (2.33 QP) D: 70-73% (2.0 QP) F: 0-69% (0.0 QP)

Eligibility for Enrollment at CtK, Athletics and Co-curricular Activities: Students are expected to maintain a minimum cumulative grade point average of 1.67 (C- average) or better, with no failing grades. Continued enrollment at Christ the King depends on meeting this minimum expectation.

Eligibility for athletics is determined weekly, in accordance with IHSA rules. Students must pass five (5) courses per week. In addition, students must have passed and received credit toward graduation for five (5) courses for the entire previous semester to be eligible during the current semester.

After each grading period, if the student passes fewer than five (5) courses, he or she may be declared ineligible in accordance with IHSA eligibility rules for any team or club. The goal for an ineligible student is to focus the student's time and energy on improving his or her academic standing.

If a student-athlete is ineligible, he or she may not practice, play in any games or tournaments, or participate in club activities. Grades will be reviewed weekly after a student has been declared ineligible, to determine if eligibility status can be restored. Maintenance of regained eligibility status will depend on weekly reports, at the discretion of the Associate Principal.

For one-time events (i.e., conferences, trips, etc.), students who are not in good academic standing must petition the Associate Principal to participate. The determination of the Associate Principal in such matters is final.

Student Activities & Athletics: Student participation in activities, sports and clubs is strongly encouraged. The purpose of any co-curricular activity, club or sport is to complement and enhance the educational experience of the students. Participation, however, is a privilege and not a right. All students involved in co-curricular activities will be required to meet eligibility requirements. For the good of the student's overall academic welfare, this privilege may be revoked at any time.

Given the nature of Christ the King's Corporate Work Study Program, conflicts will arise between work schedules and practices, games, and activities. Work always takes precedence over co-curricular activities. A student may not miss any work in order to participate in athletics and activities, nor should the student ask his or her work supervisor for an exception under any circumstance.

Activities, athletics, and clubs are overseen by the Associate Principal and managed by a staff or faculty member appointed to the position of Athletic Director.

Students participating in sports must have a report of a physical less than 365 days old on file with the school.

Honor Roll: Honor Roll is posted at the end of each semester and is based upon individual grade point averages for that grading period:

Honor Roll: 3.0 — 3.49

Principal's Scholars: 3.5 — 3.99

President's Scholars 4.0

A student receiving a "D" or "F" in any course is not eligible for the Honor Roll regardless of her/his grade point average.

E. CODE OF CONDUCT

The students of Christ the King are respected as individuals of substantial merit and potential. The Code of Conduct at Christ the King encourages students to accept responsibility for their actions and attitudes and thus work toward fulfilling their God-given talents. In addition, appropriate and positive behavior enhances the entire CtK community.

PBIS: At Christ the King, each student is expected to monitor her/his behavior so that it exemplifies the Grad at Grad. CtK uses PBIS (Positive Behavior Interventions and Support) to teach our students the expectations of the school and reward those who make good choices. Students will earn points toward incentives for exemplary behavior.

Student of the Month: In an effort to enhance personal character and school culture, Christ the King recognizes students who consistently demonstrate the Grad-At-Grad Principles. Candidates for Student of the Month are nominated by faculty and profiled as a model for the school community.

Disciplinary Action: Disciplinary action will be taken when a student commits an infraction deemed inappropriate by a faculty or staff member. For the good of each individual and the community as a whole, all faculty and staff have the responsibility to recognize and reward a student for exemplary behavior and to discipline a student when necessary. The discipline system

at Christ the King recognizes that infractions have varying degrees of seriousness, and consequences are designed to match the infraction in seriousness.

Detention: A student will be assigned a detention upon receiving 6 demerits in a week. Detention must be served in Room 102 from 3:30-4:30 on the day assigned by the Dean of Students, or a double detention will be assigned. The focus of detention will be to reflect and modify behavior. A detention may also be automatically assigned at the discretion of the Dean of Students for excessively disruptive behaviors. A student who has served 4 detentions will be assigned a Saturday PREP.

Demerits: Demerits may be assigned by any faculty or staff member according to the chart below. A student who receives 6 demerits in a week will be assigned a detention. Cumulative demerits will be evaluated by the Dean of Students to determine appropriate consequences.

It is the expectation that as a student progresses through Christ the King, his/her behavior more closely aligns with Grad at Grad principles. As such, Christ the King employs a differentiated demerit system, holding students to a higher degree of responsibility and accountability at each grade level. Students may not exceed the following guidelines for demerits during the academic year. Those who exceed these guidelines will be placed on Disciplinary Probation. Violation of Disciplinary Probation is grounds for expulsion (see Expulsion Hearing).

Freshman	100
Sophomore	90
Junior	60
Senior	30

Saturday PREP: A Saturday PREP will be assigned in lieu of a 5th detention. The Dean of Students may also assign this penalty for misconduct that calls for more than a detention as a consequence. Students must attend Saturday PREP from 8 am to noon on the date assigned by the Dean of Students. The focus of Saturday PREP will be restorative justice. Failure to attend Saturday PREP will result in one day suspension.

Parent Conference: When a student is in danger of exceeding demerit thresholds, or at other times deemed appropriate by the Dean of Students, a parent meeting will be required. The Dean of Students will meet with a student and his/her parents/guardians to review that student's discipline record and to formulate a plan to make necessary changes in that student's behavior.

Disciplinary Probation: The Dean of Students may place a student on disciplinary probation. In doing so, the Dean will draw up a written contract regarding behavioral expectations. Both the student and his/her parents/guardians will be required to sign this agreement. The aim of disciplinary probation, as with all other consequences, is to correct misbehavior and thus to be taken off this probation. However, failure to comply with the terms of probation will lead to more severe consequences.

Offense	Demerits Earned	Notes
Electronic device	2	Electronic devices are to be turned off & stored out of sight UPON ARRIVAL TO SCHOOL. Confiscated items will be returned at the end of the day. Refusal to surrender device or repeat offenses will require a parent meeting & automatic detention.
Dress code: Immediate Correction	2	Ex. Un-tucked shirt, No ID. Must be corrected in sight of staff before moving on.
Eating/Drinking Outside Cafeteria	2	No food or drink outside of cafeteria, including gum. No drink bottles in class.
Class Disruption	2	Ex. Talking that interferes with instruction or continued talking after a warning.
Unprepared for Class	2	Ex. Not bringing book, calculator, binder, planner, pen/pencil, or other supplies to class.
Failure to Follow Instructions	2	Ex. Out of seat after warning, not beginning work within reasonable amount of time.
Inappropriate Language	4	Use of inappropriate language, unprofessional vocabulary, or disrespectful tone.
Horse Play or Inappropriate Contact	4	Students must keep hands to themselves at all times. Ex: Pushing, play fighting, jumping on someone's back, inappropriate public display of affection (sitting on lap, kissing).
In Hall Without a Pass/Loitering in Hallway	4	It is the student's responsibility to get a pass from faculty or staff when leaving their assigned room. After school, students should be in a supervised program/area by 3:30 (Academic Center, sport or club meeting, classroom) rather than in halls.
Excessive Disruption	4	Shouting, throwing, taunting, or anything that disrupts learning. If student does not correct behavior after earning demerits for class disruption, they will earn additional demerits for excessive disruption.
Disrespect of Faculty or Staff	6	Insubordination and/or disrespect to faculty or staff member.
Dress Code: Unfixable	6	Not having full uniform (i.e. missing tie, student id, dress shoes, etc) Repeat offenders will require a parent meeting. Students will be sent home without proper dress code.
Late to Class/CWSP Check-In	6	Repeat offenders will require a parent meeting with administration.
CWSP Van: No Seatbelt, Inappropriate Behavior, Failure to Follow Chaperone Instructions	6	Students are required to remain seated and wear seatbelts at all times. Hands and head must remain inside vehicle. Students may not throw anything out of windows or yell out of windows. Includes failure to follow the instructions of bus chaperone.
Inappropriate Use of Technology	6	Inappropriate websites such as social media sites, bypassing school filters.
Class Cut	Suspension	Failure to attend class, including advisory.
Expulsion from Class	Suspension	Behavior that causes serious disruption to classroom environment, requiring student to be removed from the remainder of class.
Throwing in Cafeteria	Suspension	Student will also be required to clean cafeteria.
Gross Disrespect of Faculty/Staff	Suspension	Use of profanity towards faculty or staff, threat or intimidation, gross insubordination.
Graffiti/Damage to school	Suspension	Student will also be responsible for cost of cleaning or repair.
Bullying/Harassment	Suspension	Parent meeting required. Ex: Repeated taunting with malicious intent, threatening.
Altercations	Suspension	Verbal or physical. Terminal Probation will be initiated for students involved in an altercation. A second incident will result in expulsion.

Disciplinary Hearing: The Dean of Students will convene a Disciplinary Hearing for a student whose behavior, either through repeated misconduct that shows little or no sign of improvement, or through a grave offense, is detrimental to that student and or the CtK community. The Dean will conduct this meeting, which will consist of faculty and staff members of the Disciplinary Review Board, the student, his/her parents, and an advocate whom the student chooses (from within or from outside of the school).

The committee shall either decide to allow the student to remain at CtK, with appropriate conditions that will be monitored by the Dean of Students or to recommend, with supporting documentation, to the Principal that he/she be expelled.

Suspension: Suspension is a grave penalty imposed for very serious offenses. When a student is suspended, the following procedures will be followed:

- The student's parents will be called to notify them of the suspension and will be asked to pick up the student from school immediately;
- The student, during his/her time of suspension, will not be allowed to participate in any school functions and is not allowed on campus except to attend work;
- Academic work missed during a suspension may be made up following a student's return. The student is given the same number of days as he/she was suspended to complete make-up work. Failure to complete make-up work within the expected timeframe will result in a grade of 0.
- No student will be allowed back on campus until an administrator has met with the parents of the suspended student concerning their child's behavior; repeated suspensions will lead to expulsion.

Expulsion: Expulsion is the loss of one's privilege to attend Christ the King. Normally, this would be the last step taken after following the discipline procedures described in the "Discipline System." Certain serious actions may result in immediate expulsion.

Grounds for Suspension and/or Expulsion: The student will be subject to immediate suspension or expulsion for the following actions:

- Vandalism and destruction of school property
- Possessing, supplying, or using tobacco
- Gambling
- Harassment
- Rough physical play or fighting
- Academic Dishonesty
- Chronic tardiness or absence
- Gross disrespect or insubordination
- Forgery
- Dismissal for cause from work

Grounds for Immediate Expulsion: The student will be subject to immediate expulsion for the following actions:

- Gang membership or gang-related behavior
- Stealing
- Possession of weapons, firearms, or explosives and/or look-alikes of these items

- Possessing, supplying, buying, or using alcohol or other drugs anywhere on school property or at any school-sponsored events off-campus

Weapons: School officials shall report weapons violations to the local police. The weapons for which students can be expelled include knives, guns, brass knuckles, billy clubs, look-alikes, or any other item (such as bats, pipes, sticks, etc.) if used or intended to be used to cause bodily harm.

Expulsion Procedure: The final authority to expel a student rests with the Principal, who will have made every effort to gather all relevant information about the student and to seek the counsel of those involved with that student. The Principal will inform the student and his/her parents of the decision to expel and will inform them of their Right of Appeal.

Right of Appeal: A student who has been expelled has a Right of Appeal. This entails a meeting involving the student, his/her parent/guardians, and the President of Christ the King. The President's decision shall be both, final and effective immediately.

F. CORPORATE WORK STUDY PROGRAM

Program Overview: The Corporate Work Study Program (CWSP) provides students with invaluable professional experience and allows them to earn a substantial portion of their tuition. CWSP is an integral part of a student-worker's experience at Christ the King, thus a positive attitude and a commitment to high standards of responsibility and behavior are required. All CtK student-workers are obliged to abide by the following policies and procedures.

Taxes & Employability: In their contracts with CWSP, student-workers and parents/guardians agree to assign the income they earn through CWSP to Christ the King to help offset the cost of their education.

Forms: Due to the legal responsibility created by the program, every student is required to complete IRS Form W-4 and an INS Form I-9.

Eligibility: Students must be at least 14 years old to participate in CWSP. Students under 16 years of age must complete a State of Illinois Work Permit Form in addition to other employment forms. Students are required to abide by the work restrictions set forth on the reverse side of the work permit form.

Official Employer: Please note that The Corporate Work Study Program, NOT its sponsors, is the legal/official employer of student-workers.

Communication Policies:

Sponsor/Supervisor Information: To protect the privacy of CWSP's supervisors/sponsors, the CWSP will not release contact information for any of the supervisors/sponsors to student-workers or parents/guardians. The CWSP staff is solely responsible for communicating with job sponsors.

Parent/Guardian Contacting Student-Worker: Since student-workers should not use their cell-phones at work, any parents/guardians who need to reach their student-worker should call the CWSP office. The CWSP office will then contact the sponsor to deliver any necessary information to the student-worker.

Student-Worker Contacting Supervisors: To maintain a professional relationship, student-workers should not ask their work supervisors for contact information.

Student-Workers: On Job-Site

Respect of Supervisor/Sponsor Property: Student-workers are held to high standards of honesty and integrity. Inappropriate use of a Sponsor's telephone, office equipment, or office services (i.e. internet access) without a supervisor's approval is tantamount to stealing and will not be tolerated.

Staying On-Task: On work days, student-workers should only do tasks/activities that relate to their job. Each supervisor will provide assignments to the student-worker; however, if the student-worker completes a task or is confused about the current task, it is his/her responsibility to take initiative and ask for more assignments or clarification.

Work ID's: Most sponsors will provide their student-workers with an identification card for the worksite. It is essential that the student-worker takes extreme care of this, for it is the property of the employer. The student-worker should be prepared to bring his/her identification card on each work day. At times, failure to bring the proper identification card will prohibit a student-worker from doing his/her tasks, and that student may need to be held from work (will be counted as absent).

Work Uniforms: All student workers must wear their full CtK uniforms in order to go to work. The official dress code for each student is determined by the Corporate Work Study Program and not the student's job sponsor. Students are not allowed to speak with their managers to negotiate any other dress code, and CWSP personnel have the final say on dress code.

CWSP Office Policies: The CWSP Office is located on the 2nd floor of the Christ the King building and provides the following:

- Coordination with Christ the King's work-study sponsors
- Organization of Support Programs for student-workers
- A safe and open environment for student-workers who are either working on re-employment presentations or meeting with CWSP staff

In order for the CWSP office to run effectively for both Christ the King student workers and staff members, all rules and policies of Christ the King are in effect in the office. When student-workers visit the office throughout the day, they should treat the office with respect, considering those who are working.

CWSP Grade: During his/her time at Christ the King, each student-worker will receive a grade that will go on all report-cards and transcripts provided by Christ the King. CWSP is a pass/fail grade.

Automatic Failing Grade: If a student-worker is terminated from his/her job, he/she will automatically receive a failing grade and will maintain that failing grade until he/she has passed the re-employment process.

In Jeopardy of Failing: A student also is in jeopardy of receiving a failing grade for the following reasons:

- Consistently inappropriate behavior at CWSP Morning Check-In
- Consistently inappropriate behavior on CWSP transportation
- Failure to meet expectations of CWSP Support Programs

Termination of Job:

Official Employer: Please note that Christ the King Corporate Work Study Program, NOT its sponsors, is the legal/official employer of student-workers. As such, CWSP reserves the right to remove any student from a Sponsor site if it is determined that they are not meeting all expectations of the program.

Re-Employment: When a student-worker is terminated from his/her work-site, he/she will be placed in CWSP's Re-Employment Program.

Expulsion: If a student is terminated **twice** from his/her job, the student-worker is automatically expelled from Christ the King. Please note that if a student-worker's first termination is of severe circumstances, he/she may be subject to immediate expulsion at the discretion of CWSP.

Effect on CWSP, Christ the King, and Other Student-Workers: It is important to remember that one student-worker's performance can affect the reputation and standing of CWSP, Christ the King, and other Student-Workers. Student-workers who are terminated from their jobs, sometimes cause sponsors to terminate relationships with CWSP and Christ the King, ultimately causing the loss of tuition and invaluable professional experience for other student-workers. This is an extremely serious matter, and if CWSP suspects that any student-worker is intentionally trying to be expelled from his/her job, CWSP will automatically consider the student-worker's expulsion from Christ the King.

Work-Day Attendance & Timeliness:

Absences: The CWSP Program assures its sponsors that their student-workers will be at work every day. Thus, each student is expected to attend each of his/her designated workdays. Perfect attendance is the expected norm. Sponsor revenues defray most of the school's operating costs, so excellent work attendance is necessary to sustain Christ the King, financially. If a student does not attend work, unless in the case of a family or medical emergency, a \$25.00 fine will be charged to the student's tuition balance.

Grounds for Being Withheld from Work: If a student is not in full dress code by the time his/her CWSP shuttle leaves Christ the King, he/she will be issued *Unable to Correct Dress-Code Demerits*. The student will have to call a parent/guardian to take them to work. Before parent/guardian takes student to work, the parent/guardian must fill out a *Parental Drop-Off Form*. No other person will be allowed to take the students to work except a guardian or parent. If the student makes it to work late, he/she will have to serve a half make-up-day. If a student is unable to arrange immediate transportation with a parent/guardian, he/she will either be sent home or spend the day in the CWSP office; he/she will be marked as absent and will have to serve a full make-up-day.

Sick at Work: If a student is sick at work, he/she must inform his/her supervisor. The supervisor will call CWSP and inform CWSP that the student is sick. CWSP will then speak with the sick student to determine whether or not that student should be picked up. If it is determined that the student needs to leave work, CWSP will pick up the student and bring them back to CtK. Upon arrival to CtK, the student-worker will either be picked up by a parent/guardian, or sent home via public transportation with the consent of a parent/guardian. The student-worker must bring a note from the parent into the CWSP office the following day.

If a student leaves work early due to sickness, the incident will be counted as an absence (see Page 6). Illegitimately calling in sick is a very serious offense. If a student calls in sick twice in one

semester, the CWSP office will review the student's work performance. CWSP reserves the right to dismiss or fail a student if it is determined that they have illegitimately called in sick.

Scheduling Make-Up-Days: It is the student's responsibility to schedule a make-up day with his/her sponsor. The CWSP office will provide a *Make-Up-Day Form* for the student to bring to his/her supervisor. Upon completion of the make-up-day, the student should have the supervisor fill out and sign the form, and then the student should return the form to his/her CWSP coordinator. After there is valid confirmation that a student has made up his/her work day, the student will receive tuition credit back to his/her account equal to the amount that has already been paid.

A student may not make-up a work absence on a scheduled Christ the King school day; students may only make-up a work absence on a *non-work/non-school* day. Please refer to the school calendar to determine these days.

If a sponsor does not offer a time to schedule a make-up day, the student must attend a make-up-day with the CWSP office at time approved by his/her CWSP coordinator.

Missing a Make-Up-Day: If a student is absent on their make-up-day, they will be charged a fine of \$180.00. In addition, if the student does not make-up his/her absence by the designated deadline for each semester (1st Semester– End of Winter break, 2nd Semester– end of first week after conclusion of school year), he/she will be assigned an "F" for his/her CWSP grade.

Make-Up-Day Transportation: If CWSP is in session, students may use CWSP's transportation to and from their work-site. However, if it is a designated CWSP holiday, students must find their own means of transportation to get to and from their work-site.

Absence Protocol: If a student continues to be absent from work, the following protocol will occur:

Absence	Action
1 st Absence	Phone call home to parent/guardian.
2 nd Absence	Letter of concern mailed home to parent/guardian.
3 rd Absence	Student & parent/guardian will meet with CWSP Director. Subject to job dismissal.

Timeliness: Students must be checked-in with the CWSP by 7:40 A.M. on the morning of each of their work days. In order to be checked in, the student must be in full dress code and be in the designated check-in location (cafeteria, unless noted otherwise by CWSP staff ahead of time) before morning prayer begins. If a student is not checked in on time, he/she will receive a *tardy*, which is an automatic detention. After continual issues with timeliness, the following consequences will ensue:

Tardy	Action
1 st Tardy	Letter mailed home to notify parent/guardian. Detention assigned.
2 nd Tardy	Conference is held with parent, student, and CWSP staff member. Detention assigned.
3 rd Tardy	Student is placed on probation and issued an attendance contract. Detention assigned.
4 th Tardy	Detention assigned. Student may be subject to expulsion.

Students should always leave extra time in the morning to ensure that they are at CWSP Check-In on time. Please note that waking up late, missing the bus, car trouble, bad weather, etc. are not acceptable excuses for being late. In addition, phone calls and notes from parents will not excuse a student from receiving the appropriate consequence.

School Holidays & Early-Dismissals: Please note that there are several holidays throughout the year where the Corporate Work Study Program will still be in session, although there are no Christ the King classes for the day. Additionally, an *early-dismissal school day* will NOT result in an early dismissal from work. It is a student's responsibility to check the Christ the King Calendar (see Student Planner or CtK website) to verify non-work days.

Sponsor Holidays: In the rare occurrence that a sponsor has a special holiday on which a student's services are not required, the sponsor's student-worker must report to Christ the King where he/she will be assigned a special work task by the CWSP office.

Student-Worker Property: If a student-worker has clothing or accessories that are not permitted at work, they should be placed in his/her designated Christ the King locker before checking in. Student-workers will be allowed to retrieve these belongings upon return to Christ the King. To avoid complications regarding this matter, it is best that student-workers leave such items at home.

Morning Check-In Procedures:

Overview: CWSP Check-In occurs on every designated work-day and ensures that students are mentally and physically prepared to go to work.

Location & Time: Check-in begins at 7:30 A.M. Students who arrive at the cafeteria after prayer begins (7:40 A.M.) will be marked as *tardy*.

Checking – In: In order to enter check in (let CWSP know you are present and on time), students must be in full dress code. A CWSP staff member will be at the door to ensure that each student is in proper dress code.

Finding Seat: After a student checks in with CWSP, he/she must immediately find a seat. Students will not be allowed to visit other parts of the school or to visit staff members.

Leaving Check-In: A student may not leave check-in without the permission of a CWSP staff member. If a student leaves check-in at any point, he/she is subject to disciplinary action and dress-

code check upon return to check-in. If a student leaves after checking in and does not make it back in time for the dismissal of his/her route, he/she will be marked as absent.

Announcements: It is imperative that student-workers hear and pay attention to the morning announcements made and prayer on a daily basis at 7:40 A.M. As such, when announcements/prayer are broadcast over the intercom, students must immediately resort to Level 0 (silence). Students must also stand during the Pledge of Allegiance. When announcements, the Pledge, and prayer have all concluded, students may resort back to Level 2 unless notified otherwise (in case of CWSP announcement).

Failure to follow any of the rules above will result in the issuance of appropriate consequences.

Below are a few more rules for CWSP Check-In:

- Students may not eat or drink during Check-In
- Students may not be standing or walking around during Check--In
- Students may not be on a cell phone or other electronic device during check-in

CWSP Transportation Policy:

On-Board Transportation: All CWSP drivers and chaperones are employed by CWSP, and should be treated with respect at all times. Drivers and chaperones are responsible for the safe transport of students to and from their work sites; thus, student-workers must immediately follow their instructions when given. Loud noise, yelling, rude behavior, and other unacceptable behavior will not be tolerated on the buses and shuttles. Please note that a student-worker is subject to all disciplinary consequences while on CWSP transportation. If a student continually violates policy while on CWSP Transportation, CWSP reserves the right to decline the student provided transportation. In this case, a student would have to find his/her own means of transportation to work until notified otherwise. Students may bring a cell phone to work, however, on the bus it can only be used for text-messaging or listening to music through headphones. If a CWSP staff member determines that a student-worker is using his/her cellular phone inappropriately, the CWSP staff member will confiscate the phone; if this situation occurs, a parent/guardian may have to come into the CWSP office to retrieve it at a later time.

Below are additional rules for CWSP transportation:

- Students should be seated at all times.
- Students may not communicate with anyone outside of the bus. Doing so seriously threatens the safety of other students on the bus.
- Students should always wear a seatbelt.
- Students may not eat or drink on a CWSP vehicle.
- Students must respect the cleanliness of CWSP vehicles.
- At the discretion of the driver, students may be required to clean the CWSP vehicle before being dismissed.

If a student-worker violates any of the rules for CWSP transportation, the following consequences ensue:

Offense	Action
1 st Offense	Detention issued. Phone call home to parent/guardian.
2 nd Offense	Detention issued. Student & parent/guardian have meeting with CWSP director.
3 rd Offense	Detention issued. Parent/guardian must ride CWSP bus next work-day.
4 th Offense	Detention issued. Consideration for expulsion.

*Please note that CWSP reserves the right to act or issue more severe consequences depending upon the severity of the situation.

Alternate Transportation: Please note that it is a requirement that on regular work-days (not make-up days) student-workers take CWSP transportation both to and from work. This policy is made to protect the safety of student-workers, the legal and insurance liability of Christ the King and the Corporate Work Study Program, and to provide a systematic and controlled process for transporting students to and from work. There are no exceptions.

Re-Employment Program:

Enrollment: Student-workers who are terminated from their job-site for the first time are required to enter CWSP's *Re-Employment Program*.

CWSP Grade: If terminated from a job, the student-worker will automatically receive a ***Failing (F)*** grade in CWSP. The CWSP office will schedule a meeting with the parent or guardian of the student. The student-worker will then earn a *Passing (P)* grade, if he/she successfully passes re-employment. Completing the re-employment process does not mean that a student has passed re-employment. The CWSP team will decide, after the five week process, if a student has passed their re-employment program based on the quality of their performance.

Attendance and Timeliness: Student-workers in the Re-Employment Program will spend each of their work-days in the CWSP office working on their assigned tasks. Perfect attendance and timeliness is mandatory. If a student has **more than one absence or tardy** during Re-Employment, he/she may fail the re-employment process and be expelled from Christ the King.

Arrival & Dismissal: A student-worker in Re-Employment must show up *on time* in the morning to CWSP Check-In. Upon the conclusion of Check-In, a CWSP Staff-Member will escort the student-worker to the CWSP office, where the student-worker will spend the remainder of the day. The student-worker will be dismissed to go home from the CWSP Office at the conclusion of the work-day (5:00 PM).

Daily Routine: A student-worker should be working diligently on their assigned tasks in the CWSP Office. This means that the student-worker should NOT be doing any of the following:

- Wandering the hallways
- Sleeping
- Utilizing any electronic devices
- Using the computer for purposes other than Re-Employment
- Distracting other student-workers or CWSP staff

Breaks: A student-worker in Re-Employment will be allowed to take a 5-minute bathroom/water break a few times a day. During the lunch-period of their class-level, the student-worker will have 25 minutes to go to the cafeteria to eat lunch. Please note that if a student-worker is late returning to the CWSP office after a break, he/she will be issued demerits for a *Tardy*. If this occurs more than once, then a warning will be issued to the student and a parent will be notified indicating that the student is at risk of failing re-employment for failing to meet expectations.

Contract: When a student begins *The Re-Employment Program*, the student will be given a contract that will outline the expectations and rules of the program. The student, parent/guardian, and a CWSP staff-member will sign the contract. All parties are *required* to uphold the contract and meet all the listed expectations. Please note that all parties must familiarize themselves with these expectations. The expectations of *The Re-Employment Program* include, but are not limited, to the following:

- Perfect Attendance
- Timeliness/No Tardies
- Effort
- Positive Attitude
- Completion of Work
- Completion of Program in Timely Manner (within five weeks of the student's dismissal from work)
- Staying Awake and Alert

Weekly Evaluations: A CWSP staff-member will evaluate the progress of each student-worker in Re-Employment on a weekly basis. Student-workers in Re-Employment must understand what the weekly expectations are for them. In order to complete work for the upcoming evaluation, a student-worker may need to use their own time outside of the office.

Further Action: If CWSP determines that the student-worker is consistently not meeting the expectations of the *Re-Employment Program*, the student-worker will be subject to **expulsion from Christ the King**.

Completion of Re-Employment: After the student-worker has successfully met all of the requirements of the *Re-Employment Program*, he/she will remain in the CWSP office for his/her work-days until he/she is placed at a new work-site. Until the student-worker has a new job, he/she may be asked to do various tasks at the CWSP office or Christ the King. The student is expected to be a stellar employee and consistently exceed expectations. This means always showing up on time for work in full dress code, exhibiting a great attitude, constantly asking to assist staff members with projects, and performing with high accuracy and producing quality work.

CWSP Support Programs: The CWSP office provides several programs, such as Professional Coaching or Professional Development Workshops that support our student-workers. These programs are provided to help student-workers improve their work-performance and teach them invaluable skills for the workplace. Christ the King has the generous assistance of volunteers and outside resources; thus, it is imperative that students put their best foot forward regarding attendance and effort in these programs.

Enrollment in Programs: CWSP Coordinators, often upon the request of sponsors, enroll student-workers into these Support Programs. If a student wants to nominate him/herself for enrollment into a program, he/she should contact their CWSP Coordinator to discuss.

Contract: When a student begins a Support Program, the student will be given a contract that will outline the expectations and rules of the program. The student, parent/guardian, and a CWSP staff-member will sign the contract. All parties are *required* to uphold the contract and meet all the listed expectations. Please note that all parties must familiarize themselves with these expectations. The expectations of CWSP Programs involve, but are not limited, to the following:

- Attendance
- Timeliness/No Tardies
- Effort
- Completion of Work
- Completion of Program in Timely Manner

Disciplinary Action: Disciplinary action will be taken when appropriate. For instance, if a student-worker shows up late to a meeting, he/she will receive demerits for *Tardiness*; if a student-worker skips the meeting, he/she will receive demerits for *Class Cut*; if a student-worker disrespects staff associated with the program, he/she will receive demerits for *Disrespect*, etc.

Further Action: If CWSP determines that the student-worker is consistently not meeting the expectations of his/her Support Program, the student-worker will be subject to the following:

- Dismissal from his/her job
- A failing CWSP grade
- Possible expulsion from Christ the King

Evaluations: Throughout the program, CWSP staff, volunteers, and others involved in managing the Support Programs will complete evaluations for the student. These evaluations will allow the CWSP to see whether or not a student is meeting the expectations listed above. Students must understand

that they not only risk the three consequences above, but that their performance in CWSP's Support Programs affects their reputation as a Christ the King student-worker. It is essential that students put their best foot forward in these programs, fully utilizing the resources that are being provided to them.

G. COUNSELING, CAMPUS MINISTRY & CHRISTIAN SERVICE

School Counseling: The counseling department at Christ the King Jesuit College Prep is committed to assisting all students and their families in meeting the demands of high school and in dealing with problems that may arise in school, at home, or in the community. Counselors assist students in understanding their abilities and interests as well as formulating and achieving realistic goals, and maintaining satisfactory personal and social relationships.

Counselors meet individually with all students at the beginning of each semester to assess the need for counseling services. If counseling services are needed, counselors meet with the students individually or in groups. Students who are in need of more intensive counseling services are referred to local counseling agencies and hospitals. Parents and Guardians are encouraged to communicate with counselors.

Students may request to see a counselor on any school day by first making a request to the adult currently supervising the student and getting a pass. The counseling staff will not serve a student who has not obtained permission and been issued a pass.

College Counseling and Alumni Support: The mission of the College Counseling Department is to inspire and prepare all students to attain college opportunity & success. The college counseling department will achieve this mission by offering enrichment activities, fostering rigorous academic preparation, facilitating early college planning, and guiding students and families through the college admission and financial aid processes.

Beginning sophomore year, students start visiting college campuses through our College Exploration program. Juniors and seniors are enrolled in a College Prep seminar that focuses on matters from ACT prep to writing an effective personal statement. Furthermore, students benefit from trips to college fairs, college admission rep visits and career day panels.

The college counseling department also assists students with identifying and applying for scholarships and pre-college summer programs. College counselors meet individually with students to help them create a plan for identifying the right college. Every student is given a Naviance account. Naviance is a college and career planning tool with access to many resources including scholarships and enrichment programs. Additionally, a number of workshops are held throughout the year to engage families in the college admission and financial aid processes. Students may meet with their college counselor during advisory, lunch, and before or after school. A student wishing to meet with their college counselor must set an appointment and then obtain a pass from the college counselor. The student must then report to their regularly scheduled room and show that pass to the supervising adult.

The College Counseling Department continues to engage our students throughout their journey as undergraduates. A number of social gatherings are held including a senior send-off & alumni reunion. We continue to provide guidance to support college completion in addition to communicating with students via social media and other mediums to promote scholarships,

internships & job opportunities; send out college related reminders; invite alumni to school events and assist individual students who are in need of support/advice.

Campus Ministry and Christian Service Program Overview: A series of experiences directed to help each student become "a woman or man for others" provides the backbone of the Campus Ministry program. The rigor of the academic curriculum prepares the graduate to succeed in college, but more importantly, it helps the student to develop and hone critical skills in a much larger sense. The school intends to cultivate a consciousness of God's continual presence in the world—in all people and all things—and a passion for justice rooted in faith.

Christ the King Jesuit College Prep challenges its students, parents, faculty, and staff to use their God-given talents in the service of others, with Jesus Christ as our model. While this thinking runs contrary to much of the contemporary understanding of success, Christ the King believes it allows the student to engage in a loving dialogue with the world upon graduation, and to help shape that world into a more just and loving place.

Religious life is an integral and indispensable part of the Christ the King experience. Just as a student matures socially, intellectually, and physically, she or he should also grow spiritually and religiously, deepening her or his relationship with God, and acting on that faith in the world. To that end, Christ the King combines the academic discipline of Religious Studies with a program of worship, retreats, and Christian service. The office of Campus Ministry at Christ the King coordinates all liturgies and retreats, and the office of Christian Service offers opportunities for service, ensuring that students have the chance to grow in their faith and spirituality.

Liturgies and Prayer: Each school day begins and ends with a community prayer. This prayer is a reminder to us that it is from Jesus Christ that all good things come from God that which our work, play, prayer, and service flow. Students and faculty are actively encouraged to be part of the planning and execution of all school-wide monthly liturgies and prayer services. Teachers will also begin classes with a prayer in a style that both suits them and their students and reflects the school's Catholic Jesuit character.

Retreat Program: Each year Christ the King offers students a retreat experience designed to invite them to experience personal and spiritual growth. At each class level, the retreat program has a different theme that builds to the next year and, ultimately, to the culminating Senior Kairos retreat experience.

Freshmen Retreat: This is an all-day retreat that introduces our freshmen to some of the philosophy behind Christ the King education. More specifically, the retreat will build around changes, challenges and commitment that many of our new students face.

Sophomore Retreat: This is an all-day off campus retreat that introduces our sophomores to the concepts of building and maintaining positive relationships with friends, family and God.

Junior Overnight Retreat: This is a gender specific two-day, one-night off campus retreat experience that gives juniors the opportunity to participate in faith based discussions and structured activities to help them form deeper relationships and quality time to reflect on issue of the heart and soul.

Senior Kairos Retreat: Kairos, or God's time, is an intensive three-day, two-night off campus retreat for seniors. Led by trained adults and student leaders, this is the final, culminating senior spiritual event that gives 12th graders a deeply transformative experience.

Attendance at all retreats is a mandatory graduation requirement. Students who do not complete their retreat attendance requirement will NOT be eligible to graduate from Christ the King Jesuit College Prep.

Christian Service: As a school, Christ the King organizes a variety of service opportunities; however, it is each student's responsibility to complete the required service hours for advancement to the next grade level.

Freshmen are required to complete a minimum of 15 hours of Christian service.

Sophomores are required to complete a minimum of 20 hours of Christian service.

Juniors are required to complete a minimum of 25 hours of Christian service.

Seniors are required to complete a minimum of 30 hours of Christian service.

Service hours may be completed through a combination of work at Christ the King and approved non-profit agencies. Students should always be sure a service site qualifies as an approved agency by the school's standards. Students should speak to the Director of Christian Service before completing hours at any agency; the school may refuse to give credit for hours completed at unapproved agencies. **Up to 5 hours per year may be completed at the student's home.** These hours must be over and above the student's usual responsibilities at home.

Students must document their service hours by completely filling out a Christ the King Christian Service Hours Record sheet. Whenever possible, the agency representative should attach a business card or stamp the timesheet form with an official agency stamp or seal. A letter on the agency's letterhead is also acceptable. Completed forms should be submitted to the Director of Christian Service.

Service hours are due in December and June for freshman, sophomore, and junior year students and December and May for senior year students. Hours are part of the Religious Studies grade, and must be completed by the due dates set by the Office of Christian Service each semester in order to receive academic credit. Late hours are not eligible for retroactive academic credit, but will count toward a student's total for graduation.

Completion of Christian Service Hours is a mandatory graduation requirement. Students who do not complete the minimum of 90 service hours by the time set forth by the Director of Christian Service will NOT be eligible to graduate from Christ the King Jesuit College Prep.

H. FINANCIAL INFORMATION

Tuition and Other Financial Information: Christ the King Jesuit College Prep provides an affordable education for deserving young people and their families. Christ the King students automatically receive generous financial assistance, since the total cost of education for the school year is \$15,200 per student. Families contribute \$2,700 (\$100 registration fee + \$2,600 tuition)—approximately 17%—of this total cost. Our innovative Corporate Work Study Program and the fundraising efforts of our Development Office cover the rest. For every \$1 paid by their families, our students therefore receive \$6 worth of first-class, affordable college preparatory education.

Family Contribution Payment Plan: The family contribution for the school year is \$2,700. A \$100 non-refundable, non-transferable annual fee is paid at the time of registration. The remaining family contribution is divided into 10 monthly payments (July 1 through April 1). Payments are due on the first of each month. Payments made after the 15th of the month are late, and will result in a \$35 late fee. Payments may be made in person or by mail. We will accept payments by check or money order only. **Cash payments are not accepted.** Checks or money orders should be made payable to: Christ the King Jesuit College Preparatory School and must indicate the name of the student to whom the payment belongs.

Failure to Make Payment: Students with delinquent accounts (unpaid tuition, CWSP fines, or late fees) will be suspended from class beginning on the exclusion day of each month and every day thereafter until their families resolve the situation with the Business Office. The exclusion days in 2014-15 are:

Monday, August 25, 2014
Monday, September 22, 2014
Monday, October 20, 2014
Monday, November 24, 2014
Monday, January 26, 2015
Monday, February 23, 2015
Monday, March 23, 2015
Monday, April 20, 2015
Monday, May 18, 2015

Families of withdrawing students must pay all fees due to the school. This includes:

- tuition through the end of the month in which the student officially withdraws from school,
- any other balances outstanding (past due tuition, CWSP fines, late fees, library fines),
- replacement fees for any lost school property (textbooks, calculator, ID, lock, athletic uniforms, library books), and
- repair fees for damaged or defaced textbooks.

Students and families should note that they are entrusted with more than \$500 of school property, mostly textbooks. To avoid fines to repair and replace school property, students should take care not to lose or deface their texts. Textbooks need to serve eight years of students; students are therefore custodians not only of their own educational opportunities, but of those who follow them.

The school will issue a transcript only when all money owed to the school is paid in full. The school issues only official transcripts; it does not issue “unofficial” transcripts under any circumstances.

Returned Checks (NSF, invalid signature, account closed, etc.): A \$35 fee will be applied to any check returned to the Business Office. Persons who have written a returned check will not be allowed to make future payments with personal checks. If the tuition account becomes past due as a result of the returned check, a \$35 late fee will be charged in addition to the \$35 returned check fee.

Additional Charges: All charges and fees must be paid immediately. This includes CWSP fines, late fees, library fines, replacement fees for any lost school property (textbooks, calculator, ID, lock, athletic uniforms, library books), and repair fees for damaged or defaced textbooks. Additional charges left unpaid after the first of each month will be treated the same as tuition and will be past due.

Late Fees: A \$35 late fee is applied for each month that an account is past due. If, after the first of the month, an account has an outstanding balance for any reason, late fees will be charged and will accumulate until the account is brought up to date.

Additional Financial Assistance: Christ the King has limited resources to help students whose financial situation prohibits them from paying the full family contribution of \$2,700. Families for whom financial aid makes the difference in being able to attend Christ the King are encouraged to apply for financial assistance. Financial Aid Applications are available in the Business Office. Decisions are made by the Financial Aid Committee and are based on economic need.

Important dates for financial assistance for the 2014-15 school year:

- December 18, 2014: Business Office will send registration and financial assistance forms for the 2015-16 school year to families of current juniors, sophomores, and freshmen
- March 6, 2015: Deadline for early registration (early registration fee is \$100 until March 6, then rises to \$135 on March 7)
- April 10, 2015: Applications for financial assistance due
- May 1, 2015: Deadline for regular registration (regular registration fee is \$135 until May 5, then rises to \$200 on May 6)
- June 6, 2015: Deadline for late applications for financial assistance and requests for increased awards

I. GENERAL POLICIES

Acceptable Use of Technology Policy: The use of Christ the King Jesuit College Prep's technology systems is a privilege not a right. Christ the King encourages appropriate access to technology for students as a means to facilitate successful research, learning, school work, communication and job performance. Students are prohibited from using school technology and supplies for personal purposes, and are subject to disciplinary consequences and/or costs associated with inappropriate use.

School personnel provide guidance to the student in the use of technology and monitor usage to the best of their ability. Parents are encouraged to discuss with their student the values that should guide student activities while using the internet and other technology. Students are responsible for keeping their usernames and passwords safe. Students will be provided with a username and password to login to computers, access the gradebook and their Google Apps Account. If their account should ever be compromised they are to inform the Technology Department immediately.

With the adoption of Google Apps it is important that all students carefully read and agree to all the terms and conditions as well as the privacy policies that govern each user beyond those of Christ the King. These policies will be presented to them the first time they login to their email and they can also be found in www.google.com/enterprise/apps/education.

Students are encouraged to use email and other forms of technology to communicate appropriately with their peers and teachers, administrators and school staff concerning matters of student safety. Use of social networking websites (Facebook, My Space, etc.) while at school or work is prohibited, and students are encouraged to use extreme caution when using such sites outside of school and work. Students will be held responsible for material and messages posted on the internet through blogs, web pages, internet sites, whether the student uses school, work, home or other computers.

Any computer files and/or e-mails that originate or reside on Christ the King's computers or cloud servers may be monitored at any time without prior notice to the student. Christ the King is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school internet connection.

Students must avoid the uses of technology which can damage the culture of Christ the King Jesuit College Prep, as deemed by school officials. The following activities are considered damaging to school culture and are prohibited, but the list is not meant to be exhaustive:

- Using the network for any illegal activity, including violation of copyright laws or other contracts, or transmitting any material in violation of US or State of Illinois regulations;
- Trying to gain access to restricted resources or causing damage to or tampering with hardware components and their configuration;
- Unauthorized downloading of any kind of software without proper department authorization;
- Wasting of limited resources, including disk space, Internet connection, and paper;
- Invading the privacy of individuals or using another user's account or password;
- Plagiarism or posting of any material authored or created by another without her/his consent;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, bullying, racially offensive, harassing, or illegal material;
- Using the School's technology resources for financial gain, gaming, blogging and browsing social networking sites, credit card fraud, electronic forgery, other illegal activity, and political purposes;
- Using the School's or Sponsor site's internet for purchases;
- Using computers at work to complete school work;
- Accessing sites or using software to attempt to block or circumvent monitoring internet activity
- Knowingly downloading or transmitting computer viruses.

Christ the King Jesuit College Prep Campus: Christ the King is a closed campus. Permission is needed to be off campus between the hours of 7:40 a.m. and 3:10 p.m. Students leaving campus during school hours without permission are subject to immediate suspension.

Child Abuse: By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation or suspicion of child abuse or neglect.

Cohabitation: If a student chooses to marry and/or cohabitate, she/he will be unable to attend Christ the King.

Drug Testing: Christ the King reserves the right to drug test any student at its discretion. Since many sponsors require drug testing, results of testing may be made available to sponsors (in confidence) at their request. Positive results may be grounds for dismissal from the CWSP and expulsion from school.

Electronic Devices: Phones, MP3 players, CD players, headphones, pagers, electronic games, and similar personal equipment should be turned off and stored out of view upon arrival to school in the morning.

Acceptable use is limited to the café (only before/after school hours), and while traveling to or from work on CWSP vans. Items seen, heard or used at inappropriate times will be confiscated and returned at the end of the day. Upon having an electronic device confiscated a second time, or refusing to surrender a device to faculty/ staff upon request, a parent will need to meet with an administrator to retrieve the device. Personal laptops and cameras may only be used at school with the permission of the teacher and only for school/class use.

Elevator Use: Student use of the elevator at Christ the King is prohibited. Students in violation of this policy are subject to disciplinary consequences. Students needing use of the elevator due to a diagnosed illness or injury must first bring a physician's note to the Counseling Office to request an Elevator Pass. Elevator passes will be issued at the discretion of the counselor and school administration. Reasonable care for the student and the advice of the student's physician will guide such decisions.

Food: Breakfast will be served daily from 7:00 a.m.-7:35 a.m. Lunch will be served during the regular lunch period each day. Students are welcome to bring their own lunches, but the school cannot provide refrigeration or heating capability for food preparation. Food consumption for students is restricted to the cafeteria during breakfast and lunch periods. Students are not allowed to have food or snacks in the rest of the building at any time.

Christ the King participates in the Federal Government's Free/Reduced Lunch Program. As a result, any outside food ordered and/or sold (i.e., pizza, candy bars, donuts, etc.) is not permitted. A student may bring a lunch from home for herself or himself.

Forgery: Throughout the year, students will be asked to provide documentation signed by a parent or other adult. Examples of such documentation include absence notes, permission slips and verification of service hours. Forgery in any form is a serious offense subject to immediate suspension or expulsion.

Harassment: All members of the Christ the King community have the right to an environment free of all forms of discrimination and harassment. Harassment includes any conduct that belittles or shows hostility toward an individual. Consistent with Christ the King's respect for the rights and dignity of each student and staff member, all members of the Christ the King community should be aware of the following.

1. Harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or his or her relatives, friends, or associates because of race, color, religion, national or ethnic origin, ethnicity, ancestry, military status, sex, gender, pregnancy, sexual orientation, physical or mental disability, age, marital status, citizenship status, unfavorable

military discharge, genetic information, order of protection status, arrest or criminal history record information ordered expunged, sealed, or impounded, or any other protected status that:

- has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- has the purpose or effect of unreasonably interfering with an individual's performance; or
- otherwise adversely affects an individual's education or work.

Harassing conduct includes, but is not limited to:

- epithets, slurs, or negative stereotyping;
 - threatening, intimidating, or hostile acts; and
 - written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the School's premises where it could be viewed by others or circulated by any means in the workplace.
2. Sexual harassment is also strictly prohibited. Government regulations define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature..."
 - when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's schooling or employment;...
 - when submission to or rejection of such conduct... is used as the basis for employment decisions affecting such individual;
 - or when such conduct has the purpose or effect of unreasonably interfering with the individual's school or work performance or creating an intimidating, hostile, or offensive environment."
 3. Any student or staff member who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination.
 4. Any student or staff member who believes that he or she has been the subject of sexual or any other form of harassment by anyone at Christ the King or by any person who does business with Christ the King should immediately bring the matter to the attention of the Chief Financial Officer or the President of Christ the King.
 - A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action will be taken if warranted. To the extent possible, complaints of harassment will be treated as confidential. Violators of this policy will be subject to appropriate discipline, up to and including immediate termination of employment.
 - Christ the King will not retaliate in any way against any current, potential, or former student or staff member who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination.
 - Students or staff members who intentionally make false reports of harassment may be disciplined, up to and including expulsion or termination of employment.

Identification: Each Christ the King student will be issued an identification card and a lanyard. All students are required to wear their Christ the King Student ID card at all times during school and work, and students may be required to wear them for certain school-related activities. If a student loses his/her ID, it is the student's responsibility to request a replacement immediately by completing a request form in the counseling office.

Many of our students work in buildings with high levels of security. Some students will be issued identification cards from their work site. Students are responsible for keeping these ID cards and bringing them on their workdays. Students may be charged for replacement ID cards if they are lost or misplaced.

Medication Policy: All medications must be kept in the Nurse's Office with the exception of prescribed inhalers and EpiPens. Medications will be given only to students who have a medication form signed by a parent or guardian on file with the school. All prescription medication must be brought in pharmacy-labeled containers and registered in the Counseling Office.

Personal Information: Families are expected to notify the Office Manager promptly if there is any change in address, telephone number, guardianship, parent or guardian's occupation, cell phone numbers, email addresses, health information, emergency contacts or other information.

Student Planner: Students are required to carry their planners with them at all times in school, as they will be required to use the planner to record homework assignments.

Search and Seizure: School authorities are allowed to inspect and search places such as lockers, desks, parking lots, and other school property, as well as personal effects left in those areas by students, without notice to or consent of students and without search warrants. Inappropriate and/or illegal items will be confiscated at the discretion of school officials.

The Dean of Students, or his designee, may authorize the search of a student if there is reasonable cause to suspect discovery of prohibited items. Such a search will always be conducted discreetly and in the presence of another faculty/staff member. The parent or guardian of any student searched will be informed of the search as soon as reasonably possible. Searches of the student will be limited to clothing and to any object in possession by the student, such as a back-pack, gym bag, purse, or other such item.

Solicitations: Student solicitations (fundraisers, collections, etc.) of any kind are not permitted unless first approved by the Principal and/or President.

Student Passes: Students are expected to be in class at all times. Any student who is not where he or she is scheduled to be must have a pass signed by a faculty or staff member. This includes going to the bathroom, seeing a counselor or nurse, and going to any office. If a student is between classes and needs to see someone, the student must first report to the next class and receive permission and a signed pass from his/her teacher. If a student, for example, decides to visit the nurse between classes and is then late for his or her next class, she/he will be given an unexcused tardy and assigned to detention.

Workday Lunches: CWSP will provide a bag lunch for students on their workdays. Students can choose to either bring their own lunch, buy lunch while at work, or take the bag lunch provided. On their workdays students will be charged the same rate for bag lunches as they are for lunch on their non-workday (free, reduced, or full rate). Certain worksites have restricted lunch, meaning the students will not be allowed to leave the worksite for their lunch breaks. These restrictions have been placed to ensure our students' safety while at work. Students will be notified in writing when they are assigned to a worksite with lunch restrictions. Sponsors are not responsible for enforcing the lunch restriction. It is the responsibility of the student to abide by the restriction once they have been informed. Off-site lunch on a workday is a privilege and not a right. Students who abuse this privilege may have a lunch restriction imposed upon them if one does not already exist.

Visitors: The only guests allowed into classes are grade school students who are registered in advance through the "shadow" program coordinated by the Admissions Department.