

CHRIST THE KING
JESUIT COLLEGE PREPARATORY SCHOOL

Parent Handbook

2011-2012

5088 W. Jackson Blvd. Chicago, IL 60644
(773) 261-7505 (773) 261-7507 Fax



Welcome to the 2011-2012 school year at Christ the King Jesuit College Prep

Dear CtK Students and Families,

As we look at the year ahead, I encourage you to carefully review the handbook and calendar while you plan daily, weekly, monthly, and annual activities. The rules are meant to encourage orderly and respectful behavior inside and outside school. More than that, however, they are indicative of what it means to be “men and women for others” everywhere that *Gladiators* go.

My prayer for us as a school community is that we encourage and challenge each other to be at our very best in all that we do. If and when we fall short, let us call on each other to constantly improve and remain open to growth. We do this *Ad Majorem Dei Gloriam*-for the greater glory of God.

Welcome to what promises to be a great year, and one full of excitement as we honor our first graduating class! Let us keep the entire CtK community in our prayers and ask for God’s blessing on all that we do this year. Remember that my door is always open to you in our quest to make our school the best that it can be!

Yours In Christ,

Temple Payne,
Interim Principal

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All Waivers Must Be Turned In By October 7th

Christ the King Jesuit College Preparatory School Information

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 Phone: (773)261-7505 Fax: (773)261-7507
 Website: www.ctkjesuit.org

Email: employee's first initial followed by last name@ctkjesuit.org (e.g., kporter@ctkjesuit.org)

Accreditation in process by AdvancEd/North Central Association of Colleges and Secondary Schools Cooperating with the Illinois State Board of Education (Note: ISBE Recognition is given when a high school has all four classes.)

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 coeducational college preparatory high school serving Chicago's West Side
 Established 2007, Opened 2008

Staff

Mr. Anthony Azu-Popow: Database Manager
 Mr. Maurice Bowman: Facilities
 Ms. Victoria Boyd: CWSP
 Mr. Ruston Broussard: Assistant Principal for Academics
 Mr. Maurice Bowman: Facilities
 Mr. Sammy Cashaw: CWSP
 Ms. Kate Costin: Librarian
 Mr. Andre Darey: CWSP Program Coordinator
 Mr. Victor Davenport: Security and Facilities
 Rev. Christopher Devron, S. J.: President*
 Ms. Shaunna Doherty: Guidance Counselor
 Mr. Joseph Fleishman, SJ: Guidance Counselor
 Mr. Steven Flowers: Director of Facilities
 Ms. Priscilla Hatch: Office Manager
 Ms. Williett Hewlett: Business Office Director
 Mr. Darryl Hobson: Associate Principal *
 Mr. Stephen Holte: Development Director*
 Mr. LeVon James: College Counselor
 Mr. Theodore Jordan: CWSP
 Mr. O'Ron Manson: CWSP
 Sr. Mary Fran McLaughlin, BVM: Development Department
 Ms. Nicole Merz: Counselor
 Mr. Roosevelt Moneyham: Admissions Director. Director of Athletics
 Ms. Temple Payne: Interim Principal *
 Ms. Kamaria Porter: Executive Assistant for School Administration
 Ms. Lara Roach: Development Coordinator

Ms. Artavia Roberson: Director of CWSP*
 Ms. Mary Beth Sammons: Director of Communications
 Mr. Lulling Savage: CWSP
 Mr. Stewart Schoder: Chief Financial Officer*
 Mr. Erick Soderberg: Associate Vice President of CWSP
 Ms. Fran Thompson: Communications

Faculty

Mr. James Bajner: Mathematics, Social Studies
 Mr. Charles Barlow: Latin
 Ms. Cheryl Cattledge: Pastoral Minister/Religious Studies
 Ms. Camille Collins: Science
 Mr. Adam DeLeon, S.J.: Religious Studies/Pastoral Minister
 Mr. Andrew Jones: Music, Band
 Mr. Padraic Kelly: Science, Mathematics
 Ms. Lizzy Krymski: English
 Dr. Renata Marroum: Science
 Mr. Matthew Monahan: Social Studies
 Ms. Sharee Onyezia: Social Studies, English
 Ms. Jeanine Rainey: English
 Ms. Rebecca Rassier: Latin
 Ms. Annie Ratliff: English
 Sr. Trina Ulrich: Religious Studies
 Ms. Monika Vidmar: Mathematics
 Mr. Marlon Williams: Mathematics, Dean of Students

Volunteers

Ms. Claire Alessi: Volunteer, Jesuit Alumni Volunteer Program
 Ms. Jeanne Gallo: CWSP
 Ms. Megan Hersey: Volunteer, Jesuit Alumni Volunteer Program
 Mr. Michael Laughlin: Volunteer, Jesuit Alumni Volunteer Program
 Mr. Bill Masterson: Volunteer
 Ms. Lauren McCallick: Volunteer, Jesuit Alumni Volunteer Program
 Mr. James Sweany: Volunteer, CWSP
 Mr. Jon Taus: Volunteer, Jesuit Alumni Volunteer Program
 Mr. Daniel Zundel: Volunteer, Jesuit Alumni Volunteer Program

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Mission Statement of Christ the King Jesuit College Preparatory School

Christ the King Jesuit College Prep is a Catholic, Jesuit, independent, coeducational, 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.

Christ the King Jesuit College Preparatory School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin, age, marital status, order of protection status, 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 whenever the school deems it necessary. Christ the King will attempt to keep parents/guardians informed of all changes as soon as practical, although unforeseen circumstances may necessitate communication after a change has been made.

Prayers of St. Ignatius of Loyola, Founder of the Jesuits

First Principle and Foundation

The goal of our life is to live with God forever. God, who loves us, gave us life. Our own response of love allows God's life to flow into us without limit.

All the things in this world are gifts of God, presented to us so that we can know God more easily and make a return of love more readily. Let us pray today in appreciation of God's gifts.

As a result, we appreciate and use all these gifts of God insofar as they help us develop as loving persons. But if any of these gifts become the center of our lives, they displace God and so hinder our growth toward our goal.

In everyday life, then, we must hold ourselves in balance before all of these created gifts insofar as we have a choice and are not bound by some obligation. We should not fix our desires on health or sickness, wealth or poverty, success or failure, a long life or a short one. For everything has the potential of calling forth in us a deeper response to our life in God.

Our only desire and our one choice should be this: I want and I choose what better leads to God's deepening his life in me. Amen.

St. Ignatius' Prayer of 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 Suscipe

Take, Lord, receive all my liberty, my memory, my understanding, my entire will. All that I have and possess. To you Lord I return it. Everything is yours; do with it what you will. Give me only your love and your grace; that is enough for me. Amen.

Anima Christi

Soul of Christ, sanctify me; body of Christ, save me; blood of Christ, inebriate me; water from the side of Christ, wash me; passion of Christ, strengthen me; O good Jesus, hear me. Within your wounds hide me; permit me not to be separated from you; from the wicked foe defend me; at the hour of my death call me; and bid me come to you; so that with your saints I may praise you forever and ever. Amen.

Examen

The Daily Examen is a prayer of reflection and commitment through which St. Ignatius of Loyola endeavored to recognize God in his daily life. Christians in the Jesuit tradition continue this daily practice to develop a growing awareness of God's grace and to access the power of the Holy Spirit to change their lives.

God, I believe at this quiet moment I am in Your Presence and You are now loving me. Come Holy Spirit.

God, I acknowledge Your love for me in the various gifts for which I am very grateful. Thanks be to God.

God, help me now to review the events of this day in order to recognize You in all parts of my life. Lord, I want to see. God, please forgive the times I have fallen short, and strengthen my attempts to follow You. Lord have mercy. God, enlighten me so that my future choices praise, reverence and serve You above all else. Show me Your way. Conclude with an *Our Father*.

Scriptural Passages

"I can do all things through Christ who strengthens me." **Philippians 4:13**

"The Lord is my shepherd, I shall not be in want. He makes me lie down in green pastures, he leads me beside restful waters, he restores my soul. He guides me in paths of righteousness for his name's sake. Even though I walk through the valley of the shadow of death, I will fear no evil, for you are with me; your rod and your staff, they comfort me. You prepare a table before me in the presence of my enemies. You anoint my head with oil; my cup overflows. Surely goodness and kindness will follow me all the days of my life, and I will dwell in the house of the Lord forever. Amen." **Psalms 23**

"And now I give you a new commandment: love one another. As I have loved you, so you must love one another. If you have love for one another, then everyone will know that you are my disciples." **John 13: 34-35**

"No, the Lord has told us what is good. What he requires of us is this: to do what is just, to show constant love, and to walk humbly with God." **Micah 6:8**

Campus Environment

As a school, Christ the King Jesuit College Prep is unique in that it calls all members of its community—students, parents, teachers, staff and administrators—to work toward a common mission and vision. In a school culture of peace and excellence, Christ the King provides an educational opportunity that can transform students, families and the larger community. The transformative spirit found at Christ the King will extend beyond the school to engage the life of the West Side communities it serves.

Because of our philosophy of rejecting the environment of consumerism so prevalent in our society, Christ the King purposely limits the opportunities to spend money at the school. For that reason, the tuition paid by each family includes the following: books, academic field trips that occur during the school day, instruction, underclass retreats, class ring, graduation costs, class picture, gym uniform, and yearbook. For the same reason, we limit the sale of articles of clothing or sports-wear bearing the school logo. Nothing may be sold without the school's explicit permission.

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 specific 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 the Christ the King Jesuit College Prep, degrees and awards received, and previous educational institution(s) 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

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 his intelligence and knows its ultimate use is in the search for truth in the service of other. 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 his 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).

A Seasoned Responsible Worker

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

Graduation Outcomes

The above definitions of the *Grad at Grad* give an overall picture of the graduate. The Graduation Outcomes below are an outline of what a graduate should be able to do by the time he or she successfully finishes the academic, co-curricular, spiritual, service and work program at Christ the King Jesuit College Prep.

Upon successful completion of all requirements, graduates of Christ the King Jesuit College Prep will be able to:

- write a coherent essay that argues or defends a thesis;
- read critically and with comprehension for a variety of purposes;
- conduct comprehensive, relevant, focused research;
- study, learn, read and speak a language other than English and culture(s) associated with that language;
- demonstrate critical knowledge in various subject areas and apply it;
- develop the passion to become a lifelong learner;
- articulate and argue persuasively, civilly, and accurately from evidence and listen accurately and fairly to others;
- demonstrate mathematical skills that are appropriate for becoming a competitive college student;
- serve and reflect on service as a means of experiencing love for self, others, community and God;
- understand matters of faith informed by Christian, Catholic and Jesuit perspectives;
- articulate their own sense of faith in the context of a wider world;
- reflect on and articulate how their cultural identity affects their understanding of and relationships with individuals and society ;
- evaluate ethical, moral and social implications of a variety of academic and non-academic situations;
- interact effectively with teams in academic, co-curricular and work settings;
- synthesize their work and academic experiences;
- demonstrate improvement and growth in performing their jobs and reflecting on their work experiences; and
- demonstrate an ability to manage a full schedule of college preparatory academics, work experience and co-curricular activity.

Rights and Responsibilities of Members of the Community of Christ the King Jesuit College Prep

As members of the Christ the King Jesuit College Prep Community, all of us have the following rights and responsibilities. We have the right to be safe physically, emotionally, intellectually and spiritually:

We have the right to be free from physical harm and from the fear of physical harm on school property. We have the responsibility to be aware of building security, addressing all forms of intimidation and violence in positive ways.

We will NOT tolerate threats, fights, intimidation, and/or corporal punishment.

We have the right to our emotions and the responsibility to express our emotions in an appropriate and constructive manner.

We will NOT tolerate verbal abuse, inappropriate public display of affection, distasteful language or shouting in the school building.

We have the right to our opinions, ideas, and learning perspectives and the responsibility to be honest, express ourselves as clearly as possible and actively listen to others' viewpoints.

We will NOT tolerate verbal harassment and/or ridicule.

We have the right to a school environment free of all forms of discrimination and harassment and the responsibility of monitoring our own actions as well as reporting instances of discrimination and harassment perpetrated against others.

We will NOT tolerate conduct that belittles or shows hostility toward an individual.

We have the right to our own spirituality and the responsibility to be tolerant of the beliefs of others and to participate in all religious activities of the school.

We will NOT tolerate beliefs and practices that compromise the human dignity of others.

We have the right to a challenging learning climate that will allow us to realize our academic potential; we have the responsibility to come to each class on time with the proper materials, prepared mentally and attitudinally to learn. We have the responsibility to protect each person's right to this learning climate. We have the responsibility to make healthy choices.

We will NOT tolerate tardiness, lack of preparation for class, continual absences and chronic failure to meet academic expectations.

We have the right to a clean and aesthetic school environment and the personal responsibility to contribute to the cleanliness and beauty of the school.

We will NOT tolerate littering and defacing school property.

Academic and Behavioral 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.

At Christ the King Jesuit College Preparatory School, we foster an environment characterized by respect, kindness, and Christian Love. As such, disrespect toward any adult will not be tolerated. Students are expected to comply with the requests of faculty & staff, especially as it pertains to the maintenance of an orderly environment and the facilitation of teaching and learning. Expectations for student behavior can be summed up in the following:

Respect Yourself
Respect Others
Respect Your Environment
Respect Teaching & Learning

Defiance, consistently disrupting the classroom environment, disrespect, and profanity are just a few examples of behavior that will not be tolerated at CtK. Students who are repeatedly found in violation of these expectations show little regard for education and therefore are subject to dismissal from Christ the King Jesuit College Preparatory School at any time.

School-Wide Routines and Procedures

Signal for Attention

When an adult member of the CtK community needs the attention of students, he or she will raise a hand. When given this "Signal for Attention" students should:

1. Raise their hands to demonstrate that they acknowledge the adult's request, and
2. Cease talking to listen for further instructions

It is important that students learn to recognize this signal and respond quickly and appropriately, minimizing the loss of any instructional time.

Voice Levels

A calm, peaceful setting is the mark of an orderly environment. It is important that students show respect for our school and conduct themselves in a manner that reflects Christ. At CtK, this means having the discernment to adjust conduct to that which is called for by the environment, showing self-control at all times. As adults, we must often temper our behavior to coincide with the setting. We want to teach this same skill to our students. It is called for in life as they encounter various situations, and this is the time to begin sharpening that sense of discernment and decorum. It is reflective of Ignatius' call to be a contemplative in action, always considering what is expedient, and choosing to do that which edifies.

In teaching this important life skill to our students, we have implemented a tiered system of Voice Levels that call students to constant awareness of their surroundings. These structures have been taught and modeled for students. Please review with your student(s) to ensure that (s)he understands the importance of self-control in meeting these expectations.

Level 0-At Level 0 all voices are off. This voice level is appropriate for school settings such as the chapel/Mass, the library, and upon request from teachers and adults for testing, to deliver instruction and/or to refocus students in an instructional setting.

Level 1-At Level 1 voices are at a low level. This voice level is appropriate for personal conversations (i.e. corridors, cafeteria) and upon request from teachers and adults to facilitate small group work in an instructional setting.

Level 2-At Level 2 voices are projected. This voice level is appropriate for public speaking and whole group work in an instructional setting.

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 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 instill Christian values and academic integrity, Christ the King Jesuit College Prep expects students to act responsibly in regard to their own learning. As a Jesuit community that cares for the whole person, Christ the King desires to form students who demonstrate a self-awareness that extends well beyond lessons learned in the classroom. This self-awareness is characterized by the clear formation of a moral conscience that allows the individual to distinguish between right and wrong, truth and falsehood. (*Grad at Grad*, JSEA)

As such, the community believes that all academic work is the product of the individual student. Christ the King stands firmly against academic dishonesty in any form, which can be described as offering someone else's ideas or work as one's own, or offering one's work to another. **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.**

Academic dishonesty 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 admirable work ethic. While understanding the factors that can lead to academic dishonesty, the school must deal directly with all breaches of academic integrity as part of its mission. Enforcing this code of academic honesty falls on all members of the Christ the King community, including teachers, staff, students, and parents. If one student seeks assistance on an assignment, the assistance should be given in face-to-face instruction and not by passing written work from one student to another. The student who ignores this advice and makes his or her answers or work available to another is also committing an act of academic dishonesty. (Adapted from St. Louis University High)

Therefore, if a student is found to have been dishonest, the following procedures will be followed on the first infraction:

1. All students engaged in any type of academic dishonesty, regardless of assignment or infraction, will meet with the Assistant Principal for Academics.
2. Teachers are encouraged to require students caught cheating to complete their assignments for reduced or no credit. This will result in a negative effect on the student's grade.
3. Parents will be notified.

In addition, the following penalties may be imposed: detention (including Saturday detention); suspension, and in the case of repeat offenders, expulsion.

Further consequences may be imposed at the discretion of the Assistant Principal for Academics.

A second offense of academic dishonesty *in four years* will result in a required meeting between the parents, student, Assistant Principal for Academics, dean and counselor.

A third offense of academic dishonesty *in four years* will result in a required meeting between the parents, student, Assistant Principal for Academics, dean and counselor and could result in expulsion from Christ the King.

Explanation of Grading

Grades are a means of communicating to student, parents, the school, other institutions and agencies the students' level of learning in their courses. All viewers of grades should be confident that CtK grades are consistent across the school, the department and different sections of the same course. Consistency grows out of teachers working with students to effect learning. All CtK courses have specific and clear learning outcomes that are based on the goals of the state of Illinois, the department and the school. Course syllabi identify a variety of assessments and articulate clear performance levels for the learning outcomes of courses. Teachers provide the learning experience and frequently and fairly assess students' performance. The Administrative Team monitors grades for consistency across the department and the school.

A failing grade received on any of the first three progress reports should be considered a WARNING of a possible failure at the end of the semester. The school policy is that a student will not normally receive a failing grade for the semester unless the student and parents are warned. A failing grade on any progress report constitutes a warning. The one exception is a dramatic drop in academic performance at the end of a semester. A student who has not received a failing grade on any of the three progress reports before the end of a semester may still fail a final exam or perform dramatically poorer during the final weeks of a course. Either or both of these situations could warrant a failing grade for the semester. In such cases prior warning will not have been made. Assignment of a failing grade under these circumstances will only be rendered with the permission of the Assistant Principal for Academics.

There are eight grading period during the school year. Students receive progress reports and report cards at alternating five week intervals according to the schedule below.

Report Type	Significance	Grade Cutoff Date	Distribution
Progress Report 1	Marks the mid-point of 1st quarter	September 20th	Mailed September 23rd
Report Card 1	Marks the end of 1st Quarter	October 25th	Mandatory Parent-Teacher-Student Conferences October 28th 12:30 pm-6:30 pm
Progress Report 2	Marks the mid-point of 2nd Quarter	November 29th	Mailed December 2nd
Report Card 2	Marks the end of 1st Semester (2nd Quarter)	January 17th	Mailed January 20th
Progress Report 3	Marks the mid-point of 3rd Quarter	February 21st	Mailed February 24th
Report Card 3	Marks the end of 3rd Quarter	March 27th	Mandatory Parent-Teacher-Student Conferences March 30th 12:30 pm-6:30 pm
Progress Report 4	Marks the mid-point of 4th quarter	May 1st	Mailed May 4th
Report Card 4	Final Cumulative Grade Report	June 8th	Mailed June 11th

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 most recent semester GPA below 1.67, or 2 or more current grades below a C- are put on Academic Probation for that semester. Students on Academic Probation may be assigned to report to lunch period study hall daily at the discretion of the Assistant Principal for Academics. Assignments to lunch period study hall will be communicated in a timely fashion to students and parents/guardians. Duration of daily lunch period study hall assignments will be determined by the Assistant Principal for Academics.

Honor Roll: Honor Roll is posted at the end of the first and third quarters and 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 Honor Roll: 3.5 —4.0

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

Daily Schedule: Doors open each morning at 6:30 a.m. The cafeteria opens at 7 a.m. and at that time breakfast is served.

On the day a student is assigned to work, she/he will usually work until between 4:40 p.m. and 5:10 p.m. CWSP vans will usually return to school between 5 and 6 p.m., depending on job locations, weather and traffic on a particular van route.

Schedules of the Day			
Period	Regular	Half Day	Mass
Warning	7:35 am	7:35 am	7:35 am
Prayer	7:40- 7:45 am	7:40-7:45 am	7:40- 7:45 am
1 st Period	7:45-8:40 am	7:45-8:15 am	7:45-8:29 am
2 nd Period	8:45-9:40 am	8:20-8:50 am	8:34-9:18 am
3 rd Period	9:45- 10:40 am	8:55-9:25 am	9:33- 10:46 am: Mass 10:51-11:35 am: 3rd Period
4 th Period	10:45-11:40 am	9:30-10:00 am (4th and 5th Period)	11:40-12:24pm
5 th Period	11:45- 12:40 pm		12:29- 1:13pm
6 th Period	12:45- 1:40pm	10:05-10:35 am	1:18-2:02 pm
7 th Period	1:45-2:40 pm	10:40-11:10 am	2:07-2:51 pm
8 th Period	2:45-3:40 pm	11:15-11:45 am	2:56-3:40pm

Attendance Policy

Students should be in school every day in order to succeed. It is the expectation of the school that parents will conduct family business with this in mind, and it should also become the expectation of the student to be present every day. The school recognizes the fact that students will become ill at times, necessitating absence from school. However, the school requests strongly that parents avoid scheduling events and appointments during school days if at all possible.

Absence Policy

Unanticipated Absences: Unanticipated absences include illness and unavoidable emergencies. A parent or guardian must call the school at (773)261-7505 before 9:00 a.m. **on the day of the absence** and briefly state to a school employee the nature of the unforeseen absence. A phone call must be made for each day the student is absent, and parents are asked not to leave a voicemail or email rather than speaking to a person.

Returning to School After an Absence: Upon returning to Christ the King after each absence, the student must report to the Dean's Office between 7:30 — 8:00 a.m. The student must present to the Dean an absence note from a parent or guardian with an acceptable excuse. After the absence note is accepted, the student will receive pass to proceed to class. If the absence was on a work day the student will also be required to report to the Corporate Work Study office directly after seeing the Dean. The student will be required to schedule their make-up day at that time. If a student does not have a note from a parent or guardian he or she will be assigned a detention for each day thereafter until a note is submitted. Students absent from school may not participate in any school activity held the day of the absence, including but not limited to sports, dances, student activities and retreats. Students risk losing academic credit for days missed due to extended absences for any reason other than illness. For more on absences from work see the section titled "Corporate Work Study Absence Policy."

Anticipated Absences: On extremely rare occasions (e.g., a family funeral) 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 write a note to the Dean of Students at least one week in advance, if possible, in order to notify the student's teachers and arrange for homework to be done in advance. The Dean of Students will then issue an Anticipated Absence or Early Release form to the student to be completed prior to departure from Christ the King. If the student will miss a work day they will also receive an Absence Make-up Form from the Dean and will be required to report to the Corporate Work Study office to schedule their make-up day at that time. Upon returning to school, the student must report to the Dean's Office to obtain an admit slip. Please note that such absences are not necessarily excused.

Scheduling Outside Appointments: Parents are requested 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 attendance. Students may not miss CWSP work days to attend extracurricular activities or events including conferences and trips.

Excessive Absences: Absence from school in excess of 6 days per semester or 10 in one year may result in a student losing credit in one or more of his or her classes for the semester or being dismissed from Christ the King. Absences from work are considered school absences and will count toward these maximums. (For more on absences from work see the section titled "Corporate Work Study Absence Policy"). 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 work and dismissal from Christ the King. Students with 10 or more absences are required to schedule a meeting with the student's counselor, parent/guardian, and the Dean to determine the student's enrollment status.

Medical Absences: Absences due to medical conditions must be certified by a physician's note to the Dean of Students.

Early Release: In order for students to get the full educational benefit of a school day, including the homework period, parents are asked to avoid early dismissal. If a student must be released early from school, he/she must present a parent or guardian's note to the Dean upon arrival to school stating the time and reason for departure. In addition, the student is required to obtain and complete an Early Release Form from the Dean's Office. A parent or guardian must come to Christ the King and sign out his or her son/daughter in person. There is no early release from work.

Truancy: Absence from school, class, or work without sufficient reason is considered truancy and may result in suspension, loss of job, and loss of opportunity to make up school assignments. Additional offenses may result in additional and increasingly severe disciplinary action up to and including expulsion.

Loss of Credit per Class: Ten or more absences per class per semester (i.e., missing, skipping, or being tardy to class) may result in loss of credit for that class. More than two un-made up absences from work in one semester result in a loss of credit for the Corporate Work Study Program for that semester. More than four tardies to work in one semester may result in a loss of credit for CWSP.

Absence Due to Illness or Injury: Extended absence due to serious illness or injury will be treated with sensitivity and care on an individual basis. Parents are asked to notify the school as soon as possible, so that care for the student can be given and academic progress maintained, if possible.

Corporate Work Study Absence Policy: Each student is expected to attend work each and every day work is assigned. Since each student works only 5 days per month, missing a day of work is a very serious matter, since Christ the King and the student promise the sponsor that they will fulfill their work responsibilities for the entire school year. Sponsors pay Christ the King more than \$170 per student per day in advance for their work. Students are then paid this amount in the form of a financial credit toward their education in exchange for their work. Students only work about 21 days per semester (43 days in one school year). If a student does not work, Christ the King must recoup the financial credit to their account. As a result, missing work for any reason will result in a \$170.00 fine, added to the student's tuition balance. This fine will be due with the tuition installment for the month following the absence.

The Corporate Work Study Program assures Sponsors of a 98% attendance rate from our student workers. Student absences from work also jeopardize the sustainability of CWSP, which generates up to 75% of the school's operating costs. As a result, students must make up any absence on the next available make-up day in addition to paying the \$170 fine. Students are responsible for initiating these arrangements with his or her supervisor and notifying the CWSP office (see Absence Make-up Form—Appendix A). After an absence has been made up, the student will receive a tuition credit back to his or her account equal to the amount of the \$170 fine that has already been paid.

Students are also responsible for arranging transportation to and from work for any day they must make up. If CWSP receives advance notification from a parent, transportation assistance might be available to students who work in Suburban areas for an additional fee of \$25 per round trip. If a Sponsor's schedule offers no opportunity for the student to make up an absence, the student must schedule a make-up workday with the CWSP staff. Missing a scheduled make-up workday will be considered an additional absence. In addition to making-up the original missed work day with the Sponsor, the student will be required to make up the addi-

tional absence at the school and will not receive a tuition credit for making up the missed workday with the Sponsor. Students are only permitted to make-up missed work on non-school or non-work days (please refer to the school calendar to determine these days).

If a student ends the school year with more than one absence that is not made up, it will result in a failing grade for the Corporate Work Study Program, and the student will be subject to expulsion or asked not to return to Christ the King the next school year, or placed on probation as determined by the CWSP Office.

General Guidelines Concerning Attendance

If at all possible, parents should not schedule doctor's appointments, driving tests, and other personal business on school days. If a student arrives late to school or needs an early dismissal because of a doctor's appointment, (s)he must present a note from the doctor.

If a student becomes ill during the day, the student is to report to the Dean's Office. Students may not go home unless their parents have been contacted by the Dean's Office to pick up the student from school.

If a student arrives late to school due to illness, it will be treated as a tardy, and the tardy policy will apply (see Tardy Procedures).

Missing 10% of the days in a school year (181) is considered excessive absenteeism and may result in the loss of academic credit. In order to prevent this situation, when a student misses ten days of school, a conference with the Dean, the students' counselor, and the student's parents may be scheduled.

A student must be in attendance for the school day in order to participate in or attend co-curricular or athletic events after school. This applies to all students, including those who miss school due to personal business or illness.

A pattern of excessive tardiness or truancy is grounds for dismissal from CtK.

Tardiness Policy: Tardiness to school, class, or work is not acceptable.

Tardy students must report to the Dean's office immediately upon arrival to be issued a pass to enter class. Demerits will be applied. Throughout the day, students are expected to be in the classroom when the bell begins to ring. If a student is late during the day, (s)he will receive 2 demerits. If the student is more than 10 minutes late to class, (S)he will receive an automatic detention (6 demerits). Students who are excessively tardy will be placed on truancy probation. Truancy probation requires the student to sign in at the Dean's Office before 7:35 a.m. each school day. Continued violations of truancy probation may result in a student's dismissal from CtK.

- Each tardy to school will be entered into the student's attendance file. **Waking up late, missing the bus, car trouble, bad weather, etc., are not acceptable excuses for being late. Phone calls and notes from parents will not be accepted.**
- For a student who arrives tardy after 7:40 a.m. (7:30 a.m. on their scheduled work day), a tardy will be entered into the student's file and the student will receive demerits as appropriate. A student who arrives after 8:15 a.m. but before 9:00 a.m., or misses the CWSP bus, will receive a Saturday detention and a tardy will be entered into the student's file. For a student who is tardy after 9:00 a.m., a half-day absence will be entered into the student's attendance file, and the student will have to serve a Saturday detention.
- If a student accumulates eight tardies during a quarter, a meeting with the Dean will be arranged with the student and her/his parents.
- Chronic tardiness to class may result in loss of credit.
- Tardy students who miss the CWSP vehicle will call home for transportation to work by a parent or guardian. Students unable to arrange parental transportation to work will be sent home. The day will have to be made up by the student working an additional full day. As with any absence from work, the student will also be assessed a \$170.00 fine and the Absence Policy will be applied.

Tardy to Work:

- If a student has more than 3 tardies in one semester they may receive a failing grade for CWSP for that semester (CWSP credits are a graduation requirement).
- Students who miss the CWSP van will only be allowed to attend work if their parent/guardian completes the Parental Drop Off/Pick Up Release Form in the CWSP office prior to transporting their student. The parent/guardian will then be responsible for transporting the student to their Sponsor site. Each student is allowed up to three Release Forms per year. Missing the CWSP van in excess of three times will result in an absence for each instance, the CWSP Absence Policy will apply, and the student will be sent home immediately.

Illness at School/Work: If a student becomes ill at school, the student should ask permission to see the Dean or Principal. If it is determined that the student should not remain at school, a call will be made to the parent/guardian in order to release the student to

their care. If a parent/guardian or emergency contact cannot be reached, the student will remain in school until either the end of the day or until a responsible adult can be reached.

If a student becomes ill at work, he or she should call school, and the school will arrange for transportation of the student back to school. The school will call the student's parent/guardian in order for the student to be picked up from school. The parent/guardian should not have direct contact with a Sponsor. If a parent/guardian or emergency contact cannot be reached, the student will remain in school until either the end of the school day or until someone can be reached. Because of the cost of having to make a special trip to pick up a student at work, a student who is feeling seriously ill in the morning should not go to work. Also, because Sponsors pay students in advance for their work, the CWSP Absence Policy applies to absences from work as a result of illness.

Any incident of a student leaving work early will be treated the same as an absence, and a \$170.00 fine will be imposed and the CWSP Absence Policy will apply. If the student becomes ill and must leave work, she/he must present a written note to the CWSP Office from a doctor or parent/guardian when she/he returns to school.

An acceptable doctor's note will show that the student was seen by a doctor during their absence. CWSP will waive the \$170 fine for acceptable doctor's notes only. The student will still be responsible for making up the missed workday according to the CWSP Absence Policy. If a student fails to make-up the missed workday, then the \$170 fine will be reinstated on the student's account and the CWSP Absence Policy will continue to apply.

A parental note, coupled with successfully making up the missed work day will reduce the fine to \$0.00. A doctor's note, coupled with successfully making up the missed work day, also will dismiss the fine. If the student fails to bring a note, the departure from work will be treated as an unexcused absence and the \$170.00 will be imposed.

Holidays: Christ the King does not support or encourage vacation outside of defined school breaks. Such absences will be considered unexcused, meaning that the student may not be able to make up missed school work. This could lead to loss of credit. Please consult the school calendar to avoid scheduling conflicts.

Because schools have holidays which businesses do not share, students may be required to attend work even if there are no classes scheduled for a particular day. Early school dismissals and half-days do not apply to students who work on those days. Students are expected to complete a full day of work regardless of any special school day scheduling, unless otherwise noted in the school calendar. Students should assume that they have work unless they are notified otherwise. It is the student's responsibility to verify non-work days with the CWSP Office.

On extremely rare occasions, a sponsor may have a business holiday or special meeting day when a student's services are not required. In this event, the student should report to school on that day, and a special work task will be assigned by the CWSP Office.

Code of Conduct

The code which follows applies to any student who:

- is on school property;
- is engaged in any school activity; and/or
- affects through his/her conduct at any other time or place the order and discipline of the school, the safety and welfare of others, or the good reputation of Christ the King.

Students at Christ the King Jesuit College Prep have been admitted because they have expressed a strong desire to work hard and be responsible, thoughtful individuals. The following are specific, but not comprehensive, examples of responsible or thoughtful conduct:

- respect for God, others, and self;
- respect for personal, school, and other's property;
- possession of required materials and timely completion of homework assignments;
- cooperation with classroom procedures;
- completion of one's own homework and class work;
- performance to the best of one's ability;
- attention and respect at all times, particularly during school assemblies;
- respect for classroom and office work through maintaining appropriate volume in one's conversations. Lapses in any of these areas will be dealt with through a firm but fair discipline system. Gross or repeated conduct unbecoming of a Christ the King student is grounds for dismissal from the school.

Electronic Devices: The student is not allowed to use cellular phones, beepers, electronic games, MP3 players, CD players, headphones, or other equipment of the same at school or at work, but may use electronic devices while traveling to or from work on CWSP vans. Items seen, heard or used at inappropriate times will be confiscated. Personal laptops and cameras may only be used

at school with the permission of the teacher and only for school/class use.

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

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

Dress Code

Overview: Dress Code

The requirements for business appropriate dress are non-negotiable. Please be aware that students are employed by CtK regardless of their worksite, and should always meet CtK standards for dress. When the nature of work calls for “comfortable” dress, students and parents should first consult CWSP for clarification on what is acceptable. In general khaki pants or dress chinos are appropriate “comfortable” pants. Jeans are never allowed under any circumstances! Comfortable shoes should be casual walking shoes (soft loafers or flats for women) that otherwise meet the acceptable standards as defined below. Gym shoes or athletic shoes are never allowed under any circumstances!

Because trends are ever-changing, it is nearly impossible to identify the entire range of inappropriate styles. The following are general guidelines and the school reserves the right to define what is acceptable, and adjust dress code expectations from time to time as needed. These standards are meant to simplify expectations for students due to students’ sometimes limited experience with professional standards.

The Dress Code ensures that every student will dress in a professional, modest, conservative, and safe manner. Christ the King Jesuit College Prep's dress code corresponds to business, semi-formal dress. The school reserves the right to determine what constitutes appropriate dress.

When they go to work, students enter professional work environments, which are also adult environments. Their dress should reflect a high standard of professionalism and be modest, neat and clean. Conservative colors and styles of dress are required for all Christ the King students regardless of the particular policy of the sponsoring company. Students will be notified in writing by the CWSP office of any modifications to their dress code applied on their workday as a result of the nature of their work.

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.

Students are expected to follow the same dress code for work as they do for school, regardless of the dress code enforced at their work site.

The dress style at Christ the King Jesuit College Prep is intended to allow each and every student to achieve her/his best, both in the academic and the professional worlds. The following are intended as general guidelines:

- Each student will practice good personal hygiene;
- Students are expected to be in full dress code at all times while on school grounds, at work, to and from work, at special events, and during all field trips unless otherwise specified by the school;
- Individual expression should be done through hard work at school and at the work place, and not through one's clothing;
- Garments worn under clothing should not be visible. Any lettering or logos on clothing should be no bigger than the student's thumb.
- Violation of dress code will result in demerits.
- Student's who refuse to comply with the dress code will be sent home and the absence will be unexcused. The CWSP absence policy will apply to students who are sent home because they refuse to comply with the dress code on their workday.

Proper Attire for Men at School and Work

Professional attire suitable for an office environment is required.

All Outerwear is to be removed at a time designated by Dean, CWSP Director, or other CTK Faculty/ staff member.

Shirt: Shirt must be a dress shirt with collar and buttons. Polo type shirts are considered casual attire and are not allowed. Shirt must be completely buttoned at all times Any lettering or logos must be smaller than the student's thumb. It must be neatly tucked into pants at all times. Black or brown belt must be visible. Undershirts with lettering/logos are not allowed.

Pants: Appropriate pants for men are dress slacks or trousers. Khakis or dress chinos are also appropriate. Pants should be worn at the natural waistline (no sagging) and must always be secured by a black or brown belt. If necessary, pants should be tailored so that they do not drag on the floor. Pants must have a hem. Pants should not drag on the floor or have a frayed hem.

Tie: Tie must be tied all the way up and worn appropriately at all times.

Belt & Socks: Black or brown belts must be worn at all times. No rivets on belt. Dress socks must be worn. Black or brown dress socks must be worn. Athletic/sweat socks of any color or novelty socks are not allowed.

Shoes: Shoes must be appropriate for the workplace. Shoes should be leather or leather-like. Appropriate shoes for men are dress shoes of a loafer or laced style. Shoes should be able to hold a shine and should not have designs on them. Acceptable colors are black or brown. When work calls for a comfortable shoe, approval should first be sought from CWSP, regardless of what students are told by their worksite supervisor. If approved by CWSP, walking shoes that otherwise meet the standards for acceptable shoes are allowed. Shoes without a back (i.e. sandals, flip flops), work boots or tennis/athletic shoes are not allowed under any circumstances.

Sweater/Business Jacket: Christ the King sweater is preferred. Collar of shirt and knot of tie must show above sweater neck. Shirt and tie are required under any sweater or business jacket. No sports logos on sweaters No sweatshirts of any kind, including hoodies. No turtle necks.

Jewelry: No earrings or other body or facial piercing allowed. No necklaces visible on the outside of clothing. No visible tattoos are permitted. No excessive jewelry.

Make-up: Make-up is not allowed. No nail polish of any kind.

Hair Color/Style: Conservative hairstyles and a neat appearance is expected, with natural colors only. No -"corn rows"-, locks, or mohawks allowed. Hair must be all one length and shall not be excessive in length. Students 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. No cut parts or designs are allowed.

Facial Hair: Students must be clean shaven at all times. No beards, goatees or long sideburns are allowed. No cut parts or designs are allowed. Students will be asked to shave on site if necessary.

Hygiene: Students are expected to maintain a neat and clean appearance. Cologne, if used at all, should be worn in conservative quantities. Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair and washing and ironing clothes.

Outerwear: Outerwear may not be worn inside at school or at work.

Sunglasses: Sunglasses may not be worn inside, at work or at school.

Bags/carrying cases: Students may not carry book bags to work. Only a small lunch bag can be carried to work.

Proper Attire for Women at School and Work

Professional attire suitable for an office environment is required.

All Outerwear is to be removed at a time designated by Dean, CWSP Director, or other CTK Faculty/ Staff member.

Blouse or Top: Blouse must be modest and professional. Appropriate blouses for women should be of a button down style, should cover the chest, and should have sleeves. Blouses with very short sleeves or no sleeves are not allowed. Blouses should cover the entire midriff and end at the natural waistline. Shirts with missing buttons may not be worn, and blouses should be buttoned so that cleavage does not show. Tank tops are not allowed under any circumstances, but shells may be worn only when covered by a closed blazer or suit jacket with buttons. Short, mock or half-sweaters are not allowed. Full sweaters may be worn on top of appropriate blouses. CTK sweaters are preferred.

Slacks/Skirt: Appropriate pants for women are loose-fitting, full-length dress slacks or trousers. Khakis or dress chinos are also acceptable. If necessary, pants should be tailored so that they do not drag on the floor. Jeans (including skinny jeans), capris, tight pants (stretch pants, leggings/jeggings) pants with holes, designs or rips are not allowed. Pants should be one solid color, tweed, or fine pin-stripe. Outrageous patterns should be avoided (i.e. polka-dot, zebra or leopard patterns, etc). *All dresses must be suitable for a professional environment and meet the requirements of both skirts and blouses.*

Dresses: Dresses must be modest and professional. The top of the dress must include or be layered with a garment that has buttons, sleeves, and a collar. The neckline should touch the top of the sternum. The dress must be relatively loose-fitting. Form fitting dresses are not allowed. The dress should must have a bottom hem and be knee length or longer. Hems or slits on a dress must not rise above the knee.

Hosiery/Socks: Socks, hose, or tights must be worn with slacks, skirts, and dress slacks and skirts at all times, and must be one solid color with no designs. Hosiery (solid stockings, tights, or trouser socks) is required at all times. Sweat socks, novelty or patterned socks (designs) or patterned hosiery (including fishnet) are not allowed.

Shoes: Shoes should be appropriate for the workplace. Appropriate shoes for women are dress shoes, pumps, loafers, or casual flats. Should be leather or leather-like must be solid black, brown, gray or navy blue. White, pastel, neon, and metallic colored shoes are not allowed. Shoes must be closed all around. No sandals, gym shoes, construction or work boots, clogs, or platform shoes allowed. No boots of any kind will be accepted with skirts. Heels should be of moderate height. When work calls for a comfortable shoe, approval should first be sought from CWSP, regardless of what students are told by their worksite supervisor. If approved by CWSP, walking shoes that otherwise meet the standards for acceptable shoes are allowed.

Sweater/Business Jacket: The Christ the King Sweater is preferred. Blazers and professional jackets are allowed. All sweaters must be hoodless and of a professional cut and style. V-shaped, cotton material preferred. Logos on sweaters should be smaller than the student's thumb. No sweatshirts of any kind, including hoodies.

Jewelry: No more than two earrings per ear is permitted, but no other body or facial piercing is allowed. No excessive jewelry. For safety reasons, the bottom of earrings should hang above the jawbone, directly below the ear. No visible tattoos are permitted.

Make-up: Less is better. Use conservative colors and styles with no black lipstick. Perfume, if used at all, should be worn in conservative quantities.

Nails: Fingernails should be of a moderate length and a single color. No extreme colors or nail treatments with ornamentation (e.g. dice or designs) are allowed.

Hair Color/Style: Conservative hairstyles and a neat appearance are expected. Highlighted hair should be done in one natural color only. Hair should be worn off the face and with safety in mind, especially while working with office machinery.

Bags/carrying cases: Students may not carry book bags to work. Young ladies may carry a small lunch bag and a medium sized purse to work.

Hygiene: Students are expected to maintain a neat and clean appearance.

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.

Identification

Students must always carry their Student ID card with them at school and work.

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.

Acceptable Use of Technology Policy

Christ the King encourages appropriate access to technology for students as a means to facilitate successful research, learning, school work, communication and job performance. Technology includes computers, internet, printers, projectors, cell phones, smart phones, personal digital assistant (PDA), iPods, MP3 players, beepers, cameras (video and still), headphones, electronic games and other electronic devices.

Information gathered from the internet is viewed in the same manner as other reference material in the school. The school's primary concerns are:

- student safety;
- student achievement at school and work; and
- school culture.

Appropriate use of technology will serve the purpose of one or more of these goals while not impeding their progress. A student who uses technology appropriately will be advancing his or her own learning or the learning of others, will not jeopardize the safety or perceived safety of any member of the school community and will add to a school culture that is characterized by excellence in all areas, peace and scholarship. Inappropriate use of technology can compromise any of these three goals is a serious matter that can result in disciplinary action.

Acceptable Use of Technology: Student Safety

School personnel provide guidance to the student in the use of technology and monitor usage to the best of their ability. Controlling all materials on a global network, however, is impossible, so we encourage parents to discuss with their student the values that should guide student activities while using the internet and other technology.

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. The more all members of the community can be watchful for threats to safety, the more secure the school environment will be.

Use of personal 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.

It is important for students to understand that the internet is a public forum where inappropriate messages and conduct can be monitored and viewed by anyone, thus jeopardizing the health, welfare, and safety of students and the entire Christ the King community. 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.

A student may have occasional need for use of a phone while at school or work (e.g., in case of illness). There are plenty of land lines that a student can use if he or she seeks permission from an adult first. Use of cell phones is strictly prohibited during the school and work day, and all phones must be turned off and not visible during the school day. Using a cell phone to cheat academically, bully, harass, download any prohibited material, make calls or videos, take pictures or send text messages or emails is strictly prohibited.

The student is not allowed to use cellular phones, beepers, electronic games, MP3 players, CD players, headphones or other electronic equipment at school or at work, but may use these devices while traveling to or from work on CWSP vans. Items seen, heard or used at inappropriate times will be confiscated. Personal laptops and cameras may only be used at school with the permission of the teacher and only for school/class use.

Students who have been reported for cell phone usage at work will receive a Level II for the first report and be required to surrender their cell phone to the CWSP office for the remainder of the Semester. A second report may result in a student being fired from their job and placed in re-employment or subjected to other forms of disciplinary action.

Acceptable Use of Technology: Student Achievement at School and Work

Access to Christ the King's internet service and other forms of technology must be for the purpose of education or research and be consistent with the educational objectives of the school. Appropriate use of technology can bring the student new knowledge, expand his or her creative horizons, promote a higher level of scholarship, increase and make efficient interpersonal communication and encourage lifelong learning. School officials may monitor any use of technology in school.

Positive use of technology in the school includes use of the internet, music and other resources for a specific assignment as directed by a teacher. A student should see technology as a rich and positive resource to aid in his or her acquisition of knowledge through research, to assist in positive self-expression of oneself for a class assignment or cocurricular activity or team, and to help the student to demonstrate what he or she knows.

At work, students are prohibited from using technology unless usage is authorized by the job sponsor and is strictly work-related. Any violation of this restriction could result in termination of the student's employment at the sponsor site and further disciplinary action by the school. Any computer files and/or e-mails that originate or reside on the Sponsors computers/servers may be moni-

tored at any time without prior notice to the student.

Any computer files and/or e-mails that originate or reside on Christ the King computers/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.

Plagiarism from a technology source is a serious academic offense and will be treated as a breach of the academic honesty policy of Christ the King Jesuit College Prep. This type of plagiarism warrants brief discussion here (see also Academic Honesty) because it is the most common type of plagiarism in schools. Students must be careful to cite internet sites carefully when they borrow information or wording, whether or not the site indicates a specific author and whether they quote the site or simply use information learned on the site.

Acceptable Use of Technology: School Culture

Students who use technology in school can help to build up a positive school culture through communication with their peers, their teachers and others.

The failure of any user to follow the terms and/or spirit of the Acceptable Use of Technology policy can result in the loss of privileges, disciplinary action and/or appropriate legal action.

The parent/guardian is responsible for any damage caused by the student's inappropriate use of the school's or Sponsor's computers and internet system.

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;
- unauthorized downloading of software;
- downloading copyrighted material for other than personal use;
- wastefully using resources, such as file space or paper;
- invading the privacy of individuals or using another user's account or password;
- posting 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, 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 IT from monitoring internet activity; and
- knowingly downloading or transmitting computer viruses.

Harassment

The *Grad at Grad* ideals call for students to be loving. 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 any individual or her/his relatives, friends or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

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

Harassing conduct includes, but is not limited to:

- epithets, slurs, or negative stereotyping;
- threatening, intimidating, or hostile acts;
- 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 (including computers and cell phones) where it could be viewed by others or circulated by any means including the workplace.

Sexual harassment in particular is 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 a condition of a student's continued attendance at Christ the King;
- when submission to or rejection of such conduct is used as the basis for decisions affecting a student; when such conduct

has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating, hostile, or offensive school environment.

Employees or students who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination or expulsion, as well as possible legal action.

Any student who believes that she/he 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, even a Corporate Sponsor, should bring the matter to the attention of a Christ the King staff member, the Principal, or the President of Christ the King. Upon notification of negative treatment in the work place, the student will be pulled from her/his sponsor site and not be allowed to return until the matter is resolved. A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if warranted.

To the extent possible, complaints of harassment will be treated as confidential. Christ the King will not retaliate in any way against any current, potential, or former student 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 or expulsion.

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 periods and needs to see someone, the student must first report to the next class and receive permission from that teacher as well as a signed pass. If a student, for example, decides to visit the nurse between periods and is then late for his or her next class, she/he will be given an unexcused tardy by that teacher.

Discipline System

The students of Christ the King are respected as individuals of substantial merit and potential. The discipline system used at Christ the King simply provides an objective and cumulative record of a student's demonstration of behavior as well as an attempt to correct those behaviors that may inflict harm to the student's potential and merit. At Christ the King each student is expected to monitor her/his behavior so that it complies with Code of Conduct. Students who exhibit behavior that exemplifies the Grad at Grad, will receive special recognition.

OFFENSE	DEMERIT(S)	NOTES
Bullying /Harassment	1 min	Report must be filed
Electronic Device-Cell Phone, IPOD, MP3, Camera – (Seen Used or Heard)	2	Confiscation Return at the end of the day Second offense will require a parent meeting with the Dean of Students to retrieve the electronic device
Class Expulsion	6	“Reset Plan”
Dress Code – Immediate correction	2	Ex: un-tucked shirt. Must be fixed in sight of staff before moving on. Students must wear ID at all times. Each student will be issued one replacement ID. Students will be billed ten (10) dollars for each additional ID in addition to demerits.

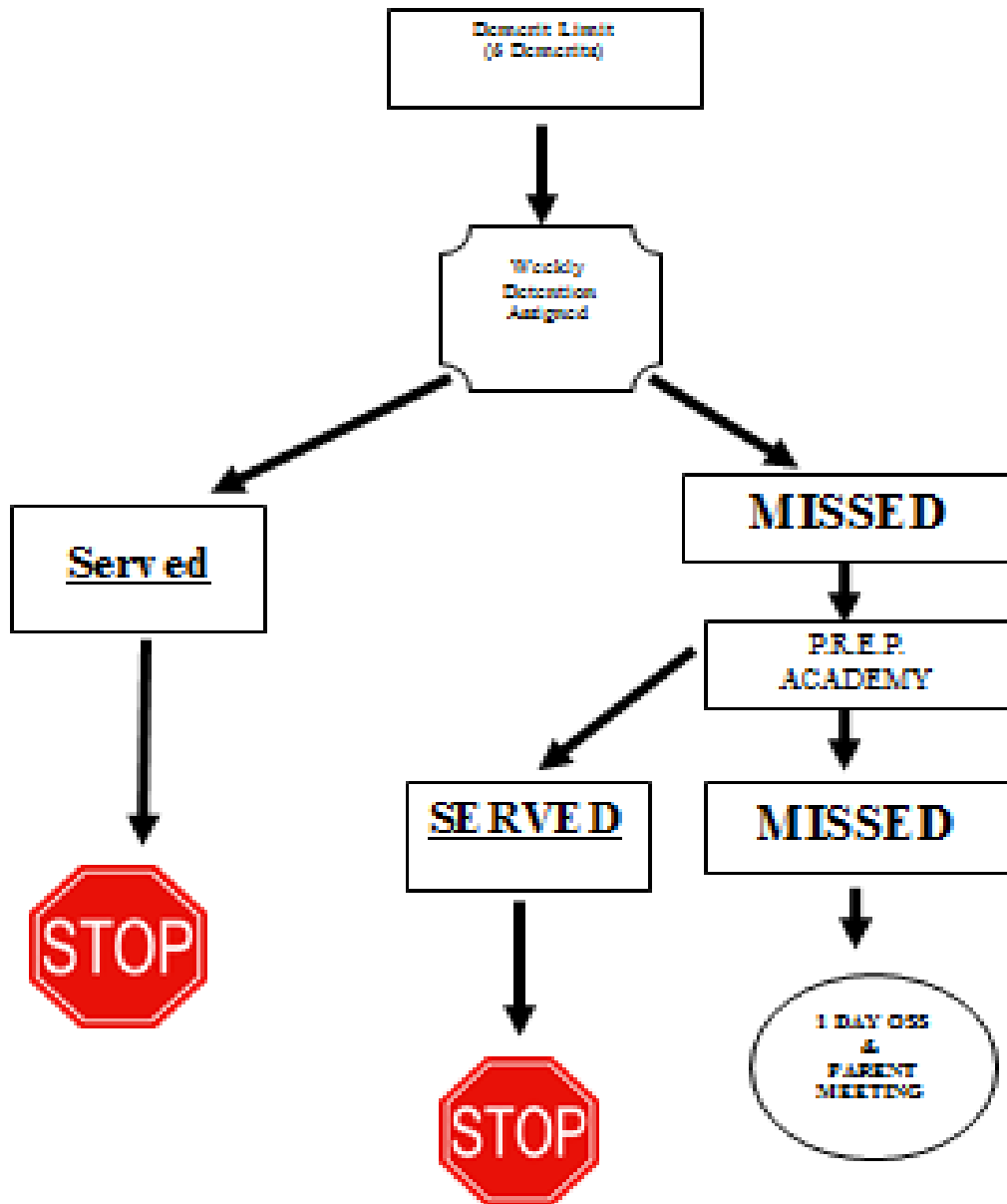
Dress Code – Can't be fixed or refusal		"No Admit" to class, Student will be sent home!
Eating or Drinking outside Cafeteria	2	Water in clear plastic bottle OK
Profanity	1 min	Profanity will not be tolerated
Graffiti, Damaging school property	6	Plus cleaning / cost of repair Automatic Prep Academy
Gum Chewing	1	
Horse Play in Hallway	1	Ex. Pushing each other while at locker
Excessive talking during class time	1	Ex. Talking that leads to disruption of the instructional day
In Hall during class w/out pass	2	Even if staff member did not issue
Inappropriate display of affection	1	
Late to class more than 10 minutes	6	Automatic Detention
Late to CWSP Morning Check-In	2	
Late to Class	2	Not in seat and prepared
Rowdy, Loud, Disruptive Behavior	1	Ex: Shouting down the hallway
Throwing anything in cafeteria	1	
Disrespect of Staff	3	
Not cleaning up in cafeteria or CWSP vehicle	1	
No seatbelt on CWSP vehicles	6	Automatic Detention Students are required to wear seatbelts at all times

Demerit Process:

- Tell student that he/she has earned ___ demerits(s) and WHY (staff member issuing demerit must have witnessed infraction)
- Keep Track of Demerits- Must be entered within the same day
- In cloud system , date of incident, # of demerit(s), and reason behind the demerit(s)
- Six demerits within 1-week period (begins at 12:01 AM Thursday) will result in automatic Weekly Detention.
- Student attends Weekly Detention on Friday 4pm-5pm
- Eight demerits within 1-week period (begins at 12:01 AM Thursday) will result in automatic College Prep Academy.
- Student attends College Prep Academy on Saturday 8am – 12pm

STUDENT DISCIPLINE PROGRESSION

Note: 8 demerits start at P.R.E.P. Academy



P.R.E.P. (Positive Reinforcement of Excellence and Productivity) Academy: Students who receive eight(8) or more demerits within a one week period Saturday detentions are issued only through the Dean's Office and are reserved for serious infractions and where previously indicated.

Saturday detentions will take place from 8:00 a.m. to 12:00 p.m. on dates designated by the Dean of Students.

If a student misses his/her assigned Saturday detention, a meeting will be held with the student to determine further consequences.

As Saturday detentions are serious consequences reserved for serious violations of the Disciplinary Code, repeated Saturday detentions are grounds for further and more severe consequences.

If the student is assigned a Saturday detention, the parents will receive a phone call from the Deans of Students explaining the reason for the detention.

If the student cannot attend a Saturday detention for any personal reason, a parent/guardian must justify the absence in writing before the date the detention is scheduled to be served. The Dean of Students will call the parents to confirm the absence and reschedule the Saturday detention.

Suspensions: 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;
- The parents will be asked to pick-up the student from school immediately;
- The Deans of Students reserve the right to assign an in-school suspension when appropriate;
- The student, during his/her time of suspension, will not be allowed to participate in any school functions and is not allowed on campus;
- Academic work missed during a suspension may not be made up;
- No student will be allowed back on campus until the dean has spoken with the parents of the suspended student concerning their child's behavior; repeated suspensions will lead to recommendation for expulsion of the student.

Expulsions: 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;
- physical play or fighting;
- academic dishonesty;
- chronic tardiness or absence;
- disregard for school expectations;
- forgery; and
- 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
- possessing, supplying, buying, or using alcohol or other drugs anywhere or at anytime.

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 items will be confiscated at the discretion of school officials.

Corporate Work Study Program Expectations

Program Overview: The Corporate Work Study Program (CWSP) provides students with real world job experiences and allows them to earn up to 75% of the cost of their education. It is an integral part of their educational experience at Christ the King Jesuit College Prep. A positive attitude and a commitment to high standards of responsibility and behavior are required.

While the Corporate Work Study Program strives to create an environment for success for Christ the King students, the student must take personal responsibility to ensure individual success by projecting a positive attitude, holding themselves to high standards of performance behaving in a mature manner, and acting like an adult while participating in the program.

Students are assigned to work at a sponsoring organization five full days each month without missing any instructional time. Students gain valuable exposure to a variety of office environments and learn to work and act with adults in a professional atmosphere. At the same time, students earn income (\$7,725) which is paid directly to the school in order to offset the full cost of education (approximately \$14,625 per student).

Student workers will be held to high standards of honesty and integrity. The use of a Sponsor's telephone, office equipment, office services (i.e., internet access, etc.), or office materials without a supervisor's approval is tantamount to stealing and will not be tolerated. Students may not use the internet or office equipment at work for any reason unless it is directly related to the performance of

their job.

Students are employees of the Corporate Work Study Program and not employees of the Sponsors. CWSP reserves the right to remove any student from a Sponsor site if it determined that they are not meeting the expectations of the program.

All students and parents/guardians are expected to read and follow the rules set forth in this Handbook as part of their agreement with the Christ the King Corporate Work Study Program. Since Christ the King is the legal employer of the students, parents/guardians should not contact sponsors directly.

CWSP Vehicle and Expectations: Van Drivers and Chaperones are members of the Christ the King faculty and administration team. They are to be treated with respect at all times. Drivers and Chaperones are in charge of the vehicles and are responsible for ensuring the safe transport of students to and from their work sites; they must be obeyed at all times. Loud noise, yelling, and rude behavior are not acceptable and will result in disciplinary action by the Driver or Chaperone, and will be reported to the CWSP staff.

Students should also meet the following expectations while riding on the Corporate Work Study vans:

Students are to be in business attire at all times while on the vehicles; even after work. If the Driver or Chaperone reports that a student is out of dress code, a demerit will result.

Seatbelts are to be worn at all times while students are in the vehicles. The van drivers will NOT move the van until all students are buckled in.

Consumption of food or beverages on the vehicles is strictly prohibited. **NO EXCEPTIONS!** Students are not to litter in the vehicle; all paper and other litter must be removed from the vehicle by the students before they exit.

During the pick-up of the students from work, each student should turn in their time sheet to the Driver or Chaperone at the end of each work day. Time sheets must be signed by the work site supervisor. Missing or incomplete time sheets will be treated as an absence and will result in a \$170.00 fine.

All Christ the King's code of conduct rules apply on all CWSP Vehicles at all times.

Taxes and Employability: Students earn real income through the Corporate Work Study Program. In their contracts, students and parents agree to assign this income to Christ the King to help offset the cost of their education (approximately \$14,625 per student). Students will receive a W-2 form for tax purposes every January. Because of the tax responsibility created by the program, every student is required to complete an IRS Form W-4 and an INS Form 1-9. Students must be at least 14 years old to participate in the 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. These restrictions may affect a student's ability to work at a job outside of CWSP.

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.

Student Enrichment Program (STEP): All Christ the King students will complete a mandatory academic requirement during the summers after their freshman, sophomore and junior years. The purpose of the summer requirement is enhance the college prep curriculum and strengthen the skills of our students.

The programs will be administered by the Counseling Department. Counselors will engage in discussions with students during the

fall and winter to determine what summer program will be suitable for each student. For students who have been offered an opportunity to continue employment with their CWSP Sponsor, an individualized program related to their work or workplace will be formulated. Students will participate programs directly related to college preparation, service learning, career exploration, leadership development, or unique programs developed and facilitated by Christ the King faculty and staff. With the assistance of their counselors, students will be able to choose a pre-approved activity each summer, and they are encouraged to do something they find interesting.

Campus Ministry and Christian Service Expectations

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, parent's, 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.

Expectations/Requirements: 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 school office of Christian Service offers opportunities for service as well, ensuring that students have the chance to grow in their faith and spirituality.

Liturgies and Prayer: Each day begins with a community prayer as part of first period. This prayer is a reminder to us that it is from Jesus Christ that all good things come and back to God that our work, play, prayer, and service flow. Students and faculty are actively encouraged to be part of the planning and execution of all monthly liturgies and school-wide prayer.

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.

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. Freshmen are required to complete a minimum of 15 hours of Christian community service. Up to ten of these hours may be completed at Christ the King (e.g., serving as a student representative); the remainder should be completed off campus at an approved non-profit agency and the service site to which a student is assigned for the Freshman Retreat day.

Sophomores are required to complete 20 hours of Christian community service at approved non-profit agencies.

Juniors are required to complete 25 hours of Christian community service at 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.

Students must document their service hours by completely filling out using a Christ the King time sheet Christian Service Hour Record sheet filled out completely. 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 timesheets forms should be submitted to the Director of Christian Service.

Service hours are due by June 1st for freshman, sophomore, and junior year students and May 1st for senior year

General Policies

Change of 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.

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.

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 4:00 p.m. Students leaving campus during school hours without permission are subject to immediate suspension.

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, but they may have no more than a 20-ounce clear bottle of water only in class. Water bottles are subject to random searches by faculty and staff.

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.

Offsite 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.

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.

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. In addition, all students should carry their Chicago Public Library card with them at all times. 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.

Managing Time: Students are encouraged to have a modest watch so that they may better manage their time while at work and school.

Medication Policy: All medications must be kept in the Nurse or Dean'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. Prescription medication must be brought in pharmacy-labeled containers and registered in the Nurse or Dean's Office.

Solicitations: Student solicitations (fundraisers, collections, etc.) of any kind are not permitted unless first approved by the Principal's Office.

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 and managed by a staff or faculty member appointed by the principal to the positions of Director of Student Activities and Athletic Director. Students participating in sports must have a report of a physical less than 365 days old on file with the school.

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

Tuition and Other Financial Information

Christ the King Jesuit College Prep provides an affordable means of education for deserving young people and their families. By attending Christ the King, students automatically receive a generous amount of financial assistance. The following is an illustration of the approximate cost of educating a student at Christ the King Jesuit College Prep:

The estimated cost of education for the school year is \$14,625 per student. Families contribute \$2,525.00 (\$100.00 registration fee + \$2,425.00 tuition) of the total cost. Our innovative Corporate Work Study Program and the fundraising efforts of our Development Office cover the rest of the total cost and enable us to provide a very competitive, affordable college preparatory education to our students, who therefore receive approximately \$6 of education for every \$1 paid by their families.

Corporate Work Study Program Earnings: When a student enrolls at Christ the King, she or he becomes an employee of the Corporate Work Study Program and is assigned a Sponsoring Organization. By working five full days a month throughout the school year, each student generates a total of \$7,725.00 toward her or his education.

Each student will receive a W-2 form every January. The vast majority of Christ the King students will not have any tax liability. However, a student who earns a significant income outside of the CWSP program may incur tax liability.

Like any job, a missed work day means that the student should not get paid. However, Sponsors pay about \$170/day for our students in advance. As a result, students will be charged \$170 for every missed day of work regardless of the reason. In addition to this fine, students are required to make up each missed work day through arrangements with their work supervisor. Once an absence has been made up, the student is eligible to receive a \$170.00 tuition credit back from the original fine.

Family Contribution Payment Plan: The family contribution for the school year is \$2,525.00.

- 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 \$35.00 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 2011-12 are:

Monday, August 29, 2011

Wednesday, September 22, 2011

Friday, October 21, 2011

Tuesday, November 22, 2011

Monday, January 23, 2012

Wednesday, February 22, 2012

Wednesday, March 22, 2012

Monday, April 23, 2012

Tuesday, May 22, 2012

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, ID, lock, calculators, athletic uniforms, library books), and
- repair fees for damaged or defaced textbooks.

Students and families should note that they are entrusted with approximately \$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.

No official records will be released until all money owed to the school is paid in full.

Returned Checks (NSF, invalid signature, account closed, etc.): A \$35.00 fee will be applied to any check returned to the Business Office. The original check will be returned to its owner at the time she or he replaces the original check amount with a payment by money order. 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 \$35.00 late fee will be charged in addition to the \$35.00 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, ID, lock, athletic uniforms, calculators, and 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 \$35.00 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.

CWSP Holiday/Vacation Pay: A student with an outstanding past due account balance must have the account up to date before the student will be given a CWSP Holiday/Vacation check.

Additional Financial Assistance: Christ the King has limited resources to help students whose financial situation prohibits them from paying the full family contribution of \$2,525.00. 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 2012-13 school year:

- *December 23, 2011:* Business Office will send registration and financial assistance forms for the 2012-13 school year to families of current juniors, sophomores, and freshmen
- *March 1, 2012:* Deadline for regular registration (registration fee \$100 until March 1; rises to \$135 on March 2)
- *April 9, 2012:* Applications for financial assistance due
- *June 4, 2012:* Deadline for late applications for financial assistance and requests for increased awards

Calendar of Work Holidays for 2011-2012

Students begin work at sponsor sites beginning Monday, August 29, 2011. The Corporate Work Study Program asks that sponsors allow students to take the following weekdays off from work:

September 5: Labor Day

September 23: Mass of the Holy Spirit

October 10: Columbus Day

November: 24-25: Thanksgiving Holiday

December 26-January 6: Christmas and New Year's Holidays

January 16: Martin Luther King, Jr. Day

February 20: President's Day

April 2-6: Easter Break

May 28: Memorial Day

Important scheduling information for the end of the school year:

Last CWSP work day is Thursday, June 7.

Semester 2 failing grades are due Friday, June 8.

Summer School begins Monday, June 18.

Summer Enrichment Final Assessments are due the second day of classes in August, 2012.

School Calendar

The school calendar and student planner found in this handbook is the official school calendar and planner for students and their parents. Students are required to carry the Handbook with them at all times in school, as they will be required to use the planner to record homework assignments.

The events listed in the school calendar are subject to change without prior notice. Any changes will be conveyed in writing to the parents in as timely a manner as possible and/or posted on the school's website, www.ctkjesuit.org.

THIS FORM MUST BE SUBMITTED TO THE OFFICE MANAGER ANY TIME THERE IS A CHANGE IN INFORMATION.

Change of Personal Information Form

Please complete and remove this page if any of the following changes apply to your student at any time during the school year. Please submit the form to the Office Manager as soon as the information is known.

Please print in blue or black ink.

Student: _____

Change in personal information (complete all that apply by printing new information in space provided):

Address: _____

Home phone: () _____

Mother/Guardian Cell #: () _____

Father/Guardian Cell #: () _____

Mother/Guardian email: _____

Father/Guardian email: _____

Mother/Guardian Employer: _____

Father/Guardian Employer: _____

Other? Please attach note or see school personnel.

THIS FORM MUST BE RETURNED TO THE DEAN'S OFFICE BY FRIDAY, OCTOBER 7, 2011

Statement of Agreement

Failure to read the material contained herein does not excuse the student from observing the information and/or regulation stated. The Principal retains the right to amend the Handbook if necessary. If this occurs, Parents/Guardians will receive written notice.

Student acknowledgement: I have read the Parent/Student Handbook for the school year 2010-2011. I understand the rules and will cooperate with the school in this regard.

Additionally, I hereby consent to the use of my image, likeness, name, schoolwork, and/or work product, in whole or in part, in any and all media worldwide at any time now or in the future for purposes of advertising and promoting Christ the King Jesuit College Prep and/ or the Christ the King Work Study program (collectively, "Christ the King") without additional compensation. I release Christ the King from any liability claims arising out of the use of my image, likeness, name, schoolwork, and/or work product, and I hereby waive any right that I may have to review or approve the form and use of any such materials.

Student Signature _____ Date _____

Printed Student Name _____ Date _____

Parent/Guardian Acknowledgment: I am the legal parent/guardian of the above student. I have received a copy of the Parent/Student Handbook to use as a reference at home or work. I understand the rules and will work with the school to support these policies.

Additionally, I hereby give my permission and grant all rights necessary on behalf of myself and my daughter/son/dependent to Christ the King Jesuit College Prep, Christ the King Corporate Internship Program, and their respective agents and anyone authorized by them (collectively, "Christ the King") for the following:

- to take my daughter/son on school or work related field trips on foot (if within distance of the school) or in school or work program-provided transportation;
- to use the image, likeness, name, schoolwork and/or work product of my daughter/son/dependent, in whole or in part, in any and all media worldwide in perpetuity for the purposes of advertising and promoting Christ the King without additional compensation or prior review/approval;
- to allow my daughter/son/dependent to be interviewed or participate in surveys or written/verbal tests generally related to either work or school; and
- 4. to have my daughter/son/dependent drug tested in accordance with the school and/or work program policies.

On behalf of myself and my daughter/son/dependent, I hereby release Christ the King Jesuit College Prep from any liability or claims arising out of the use of my daughter/son/dependent's image, likeness, name, schoolwork, and/or work product, and I hereby waive any right that I or my daughter/son/dependent may have to review or approve the form and use of any such materials.

Mother or Guardian Signature _____ Date _____

Father or Guardian Signature _____ Date _____

Emergency Contact Information

In the event of an emergency and I am unavailable, I authorize the following person to act on my behalf:

Contact Name _____ Relationship _____

Telephone _____

THIS FORM MUST BE RETURNED TO THE DEAN'S OFFICE BY FRIDAY, OCTOBER 7, 2011.

Christ the King Jesuit College Preparatory School Parental Consent for Health Services

Please print or type

Name of student: _____ Year of graduation: 2012 2013 2014 2015

Sex: M F Date of Birth: ___/___/___ Student cell #:() _____

Name of parent(s)/guardian (s): _____

Address: _____ City: _____ zip: _____

Phones: Home: () _____ Mother's work: () _____

Mother's cell: () _____ Father's work: () _____

Father's cell: () _____

Parent/guardian email address: _____

Emergency Contact Person: _____ Relationship to student: _____

Phone: Home: () _____ work: () _____

Student's Health care Provider: _____

Address: _____ City: _____ zip: _____

Phone: () _____

Type of Insurance: HMO ___ PPO ___ Private ___ Kidcare ___ Medicaid ___ None ___

Insurance Company: _____

Name of Insured Parent/guardian: _____

SSN# ___-___-___ ID#: _____

Employer Name: _____

Policy# _____ Group#: _____

Phone # of Insurance Co./HMO: () _____

Address of Insurance Co./HMO: _____ City: _____

State: _____ zip: _____

Kidcare ID #: _____

If Medicaid, Medicaid #: _____

Student allergies: _____

asthma? yes no diabetes? yes no epilepsy or other seizures? yes no

Other serious/chronic illnesses? _____

Prescription medication taken	For what purpose?	Dosage and how often taken

The school has my permission to dispense Tylenol/Acetaminophen to my student upon his or her request. yes ___ no ___

Parental Consent

I do hereby give my consent for my son or daughter to receive health care by professionals designated by Christ the King Jesuit College Preparatory School while my child is a student. I further understand that confidentiality between the student and health care provider will be observed unless that right is waived by the student.

I understand that the results of the ninth grade physical and immunizations may be released to Christ the King Jesuit College Preparatory School, and that case records and/or survey information may be used for program evaluation in accordance with federal and state laws and regulations regarding confidentiality. Survey information may be published in scholarly journals and evaluation reports, provided that no identifying information is included. This consent is valid the entire time my student attends Christ the King Jesuit College Preparatory School. I also understand that this form does not replace the required state health form.

Signature of Parent/Guardian: _____ Date: _____

Assumption of Risk, Waiver, and Release from Liability

FOR PERSONS UNDER EIGHTEEN (18) YEARS OF AGE, A PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THIS FORM.

PLEASE READ CAREFULLY BEFORE SIGNING THIS ACKNOWLEDGEMENT, WAIVER, AND RELEASE FROM LIABILITY:

1. Assumption of the Risk. The undersigned assumes all risks which are foreseeable and involved with or may arise out of his or her voluntary participation in any and all events, games, competitions, trips, and other activities (collectively, "events") sponsored or organized by Christ the King Jesuit College Preparatory School from June 1, 2011 through June 30, 2012, or his or her child's voluntary participation in such events, including, but not limited to, the negligent and/or willful and wanton acts of others, the criminal and/or intentional acts of others, the omission of an act of another, a defect or condition of the premises, a defect in the vehicles used for transport, or the unavailability of emergency care. The undersigned does not assume the risks of injuries caused by the gross negligence, or willful or wanton misconduct of any officials, officers, employees, or agents of Christ the King Jesuit College Preparatory School.

2. Release. The undersigned releases Christ the King Jesuit College Preparatory School and all of its officers, trustees, employees, and agents not to initiate litigation on account of or in connection with any claims, causes of action, injuries, illnesses, damages, and/or cost of expenses arising out of the activities involved in such events, including those claims, causes of action, injuries, illnesses, damages, and/or cost of expenses based on death, bodily injury, or property damage whether or not caused by the negligence or other fault of the parties being released.

Waiver. The undersigned waives the protection afforded by any statute or law in any jurisdiction whose purpose, substance, cause, or effect is to provide that a general release shall not extend to claims, material or otherwise, which the person giving the release does not know or suspect to exist at the time of executing this release. This means, in part, that the undersigned is releasing unknown future claims.

4. Indemnity and Defend. The undersigned agrees to indemnify and defend Christ the King Jesuit College Preparatory School, and all of its officers, trustees, employees, and agents (hereinafter jointly referred to as "indemnitee") against, and hold them harmless from, any and all claims, causes of action, damages to or destruction of any property of the indemnitee or any others, injury, or death that may result to the undersigned, the undersigned's child, or anyone else.

5. Representatives. The undersigned enters into this agreement for himself or herself and his/her heirs, assigns, and legal representatives.

Insurance. The undersigned understands that Christ the King Jesuit College Preparatory School does not carry insurance to cover any possible losses the undersigned and/or the undersigned's child may incur as a result of his or her voluntary participation in events or his or her child's voluntary participation in events. The undersigned, or the undersigned's child, is encouraged to have a medical physical exam and purchase health insurance prior to any and all participation.

Medical Care: I understand and agree that Christ the King Jesuit College Preparatory School may not be able to provide medical personnel at all athletic events. I hereby give my consent to have an athletic trainer, a fellow participant, an adult supervisor, emergency medical personnel, and/or a doctor of medicine or dentistry or associated personnel provide me (or my child) with medical assistance and/or treatment and agree to be financially responsible for the cost of such assistance and/or treatment. I also agree to save and hold harmless and indemnify Christ the King Jesuit College Preparatory School from all liability, loss, cost, claim, lawsuit, or damage whatsoever, including injury, death, or property damage, which may be imposed upon Christ the King Jesuit College Preparatory School because of any defect in or lack of such capacity to so act or caused or alleged to be caused in whole or in part by the negligence of the released parties.

The protections provided by this Assumption of Risk, Waiver, and Release from liability only enhance those protections already provided by the laws of Illinois.

Acknowledgement. THE UNDERSIGNED HAS READ AND UNDERSTANDS THIS AGREEMENT AND REALIZES IT RE-

LATES TO SURRENDERING AND RELEASING VALUABLE LEGAL RIGHTS AND DOES SO FREELY AND VOLUNTARILY. MOREOVER, THE UNDERSIGNED UNDERSTANDS THAT HIS OR HER PARTICIPATION IN THE EVENT OR HIS OR HER CHILD'S PARTICIPATION IN THE EVENT IS VOLUNTARY.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

PRINTED NAME OF STUDENT IF SIGNED BY PARENT/GUARDIAN:
