

SAFETY

ALCOHOL/SMOKING POLICY

Alcohol/illegal substances and/or tobacco:

- **will not be** served or consumed on school premises during the workday or while children are present.
- **will not be** served or used by children
- **will not be** stored on school premises
- **will not be** served or consumed during any school sponsored field trip by anyone.

The Roman Catholic Welfare Corporation is committed to a philosophy of good health and a safe working environment. Christ the King is a smoke-free environment. Smoking is prohibited on the campus at all times.

ANIMALS

Pets are not allowed to be at school, on field trips or to other school sponsored events. Pets and their owners will be invited for the Blessing of the Animals around the Feast of St. Francis.

BICYCLES

Bicycles must be locked on the racks provided. Students must walk their bicycles on school premises.

CHILD ABUSE OR NEGLECT

School personnel are mandated by Section 11166 of the Penal Code to report knowledge of actual or suspected child abuse or neglect to the Contra Costa County Children and Family Services (formerly Child Protective Services) at **(925) 646-1680**. School personnel are also required to notify the Principal immediately. The following is an excerpt from the Diocese of Oakland Administrative Handbook with respect to this issue:

Diocesan Policy and Procedure

Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

1. *Physical abuse or corporal punishment*
2. *Emotional abuse or deprivation*
3. *Physical neglect and/or inadequate supervision*
4. *Sexual abuse and/or exploitation*

The major responsibilities of school personnel are:

1. *To identify incidents of suspected child abuse*
2. *To comply with laws requiring reporting of suspected child abuse to proper authorities*

A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Penal Code Section 1166a)

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

It is imperative that all school personnel recognize their duty to report to the proper agency and to the Principal any suspected abuse within thirty-six (36) hours of awareness of the incident. Failure to do so may result in a misdemeanor charge punishable by fine and/or imprisonment. In case of doubt consult Children & Family Services for advice regarding filing a report.

The official form must be used. This form is available in the School Office.

School Report of Suspected Abuse or Neglect

Any teacher or other school employee who suspects or has reason to believe that a student: a) has a physical injury or injuries inflicted other than by accidental means by any person; b) has been sexually molested; c) is suffering from neglect: i.e., deprivation of necessary food, care, clothing, shelter or medical attention; or d) from infliction of physical and mental suffering, is mandated to report the fact to the Principal. A report must be made to the proper county agency in writing within thirty-six (36) hours of knowledge of the incident. This should be followed by a written report (Form #SS8572 Rev. 1/93).

It is the responsibility of the county agency and not the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection.

*Report of suspected child abuse or neglect may be made by a teacher, a Principal, a staff member or other school administrator without incurring any civil or criminal liability (Penal Code Section 11172). If the suspected abuse is not sexual or does not involve physical injury inflicted by other than accidental means on a child it may not constitute child abuse. The **obligation** to report and the absolute immunity against civil or criminal liability applies only in cases of conduct constituting "child abuse". In case of doubt consult Children and Family Services for advice on whether to make the report.*

CUSTODY AND RELEASE OF MINORS

No unauthorized organization, agency, or person will be allowed to visit or assume custody of any student on school premises. It is the responsibility of the parent/guardian to inform the school in writing of custody status and subsequent changes and arrangements. The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents. The school cannot prohibit a non-custodial parent from removing student from the school premises without the appropriate court document on file. The school may ask for a legal verification of these arrangements. This includes regular childcare arrangements.

DRILLS

Earthquake, Fire, Toxic Gas, and Intruder

Students are instructed in fire, earthquake, toxic gas, and intruder safety and have monthly drills at school. See the EMERGENCY section of this Handbook for more information.

PUBLICATION OF STUDENT WORK, PHOTOGRAPHS, AND LIKENESSES

Multiple opportunities exist for publicly posting student work and group events. We are able to honor the work of our students on school Internet web pages, brochures, flyers, and educational contests outside of our school. **The parent/legal guardian must notify the school office in writing if they do not want their child's work or likeness published.** Please note that parents participating in school activities may appear in group photographs and/or videos.

Internet Publication

Student identification on Internet publications (student work, group or event photographs and likenesses) will be by student grade or school name. Parents/guardians who do not want their children's work, photos or likenesses posted on the internet must notify the school in writing.

Media Publication

Student identification on student work or photographs for brochures, newspapers or flyers may be by grade or first name only. Parents/guardians who do not want their children's work or photographs included in media publications must notify the school in writing.

SKATES, SKATEBOARDS AND SCOOTERS

Students may not ride skates, roller blades, skateboards, or scooters on school premises. Any student who violates this regulation will be subject to disciplinary action and may have his/her skates, roller blades, skateboard, or scooter confiscated.

SUPERVISION OF STUDENTS

Christ the King Catholic School provides supervision for students from 7:45 a.m. to 3:15 p.m. each day (12:15 p.m. on minimum days). No child may be in any part of the school, playground, or parish buildings and grounds during this time without supervision. (Exception: school restrooms).

Students on campus during the school day without parental or other adult supervision between the hours of 7:00-7:45 a.m. and 3:15-6:00 p.m. (12:15-6:00 p.m. on minimum days) will be checked into CLUB CTK and parents will be billed.

No child may be in the Faculty/Staff Rooms **at any time including weekends, holidays, etc.** except when collecting recycling (Room 101 only). The restricted rooms are the faculty/staff room (Room 101 across from the school office) and the offices (Room 113) within the Media Center.

WEAPONS AND HARMFUL OBJECTS

Possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another, including guns, knives, sharp objects, lighters, matches, laser or shock pens will result in serious consequences up to and possibly including suspension and expulsion.