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## **GENERAL INFORMATION**

### **HISTORY OF THE SCHOOL**

Christ the King Catholic School opened its doors to two hundred students on September 5, 1961. Fifty students were enrolled in each of the first through fourth grade classrooms. The Sisters of St. Joseph of Carondelet were chosen to staff the school. The first year of operation the school was staffed entirely by religious. The original school consisted of eight classrooms, a library, a health room, faculty room and two offices.

With the addition of another first grade class of fifty students each September, the school reached its full capacity of 400 students, eight grades, and its first graduating class in June of 1966. This same year marked the beginning of departmental teaching in the three upper grades.

In the 1970's Christ the King Catholic School added Kindergarten classes. The Parent Teacher Group (PTG) was formed to provide fund raising, parent education, and social events. The first School Board was elected as an advisory body to assist administration in formulating school policy.

In the 1980's the addition of a Learning Center brought much-needed technological advances to Christ the King. Extended Day Care was also introduced to provide before and after school care for students of working parents. The annual Parish Festival, which began as a one-day carnival, has grown to a three-day major event full of fun activities.

A new junior high wing was built and opened in January of 1999. The school suffered a devastating fire in its central school building in May of 1999. With much hard work, dedication, and loving hands a new school was constructed and opened its doors for the 2000-2001 school year. Christ the King Catholic School's tradition of academic excellence was continued in March 2004 with the renewal of accreditations from the Western Catholic Education Association and the Western Association of Schools and Colleges.

2007-2008 saw a major upgrade to our classroom technology. Activboards and Activotes were installed in all classrooms to bring interactive technology to our students. Teachers received iMac laptops to incorporate their lessons with this new technology. The Media Center computers were upgraded to dual platform iMacs to allow both Microsoft and Apple technologies.

In 2009-2010 the beautiful Garden of Blessing and Prayer Gardens were completed. They provide a peaceful meditation space, an outdoor nature classroom, a fruit and vegetable garden and Stations of the Cross. Produce from the garden provide ingredients for items served at the Garden Café, a Friday morning gathering place for school families and parishioners. Proceeds from the Garden Café, in turn, support the gardens.

2010-2011 began with a 6 year renewal of our accreditation from the Western Catholic Education Association and the Western Association of Schools and Colleges. It also brought the addition of an outdoor amphitheater to our campus. Located at the edge of our junior high wing, it provides open seating for classes, small performances, and many other school and parish activities

In 2011-2012 we celebrated 50 years of providing Catholic education to our community. Our amphitheater was dedicated in honor of this milestone.

In 2014-2016 we participated in the Western Catholic Education Association and Western Association of

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Schools and Colleges (WCEA/WASC) accreditation process and were awarded a renewal of our accreditation for six years in the summer of 2016. A protective fence with vehicle and pedestrian gates was also completed in July 2016.

Our 2017 school year began with the opening of our newly renovated Media Lab and Library. It is a multifunctional space with mobile shelving and tables, regular and soft seating, whiteboards, a Lego wall, and wireless projection and technology capabilities. Its flexible design and welcoming atmosphere meets the needs of our youngest students up through our faculty and staff and adult community members. Updates have been put in place for the 2018 school year starting with the installment of a new roof for the entire school. The new roof was completed over the summer in preparation for solar panels to be installed in stages throughout the school the year.

During the 2018-2019 year, both CTK School and CTK Parish oversaw the completion of numerous construction and maintenance projects. A new roof to the main building of the school was completed during the summer of 2018. In addition, solar panels were installed on both the school and the gym, which will benefit both CTK School and the parish. Additional bandwidth, a new public address system, and bell system were also installed during the year. In the spring of 2019, the parish opened the new Faith Ministry center, and a comprehensive project is currently in progress to complete the renovation of the gym complex, including the restrooms, foyer, and Parish Hall. Lastly, in the summer of 2019, new flooring in the main school building and a new sewage system for CTK School and CTK Parish were installed.

## **MISSION STATEMENT**

The Mission of Christ the King Catholic School is to inspire students to grow in Faith, Knowledge, and Service.

## **PHILOSOPHY OF THE DIOCESE OF OAKLAND**

The Catholic elementary and secondary schools within the Diocese of Oakland are the expression of the educational ministry of the parishes, religious congregation, and of the Diocese itself. Under the authority of the bishop, the schools share a common Catholic vision and resources, and the diverse cultural, ethnic, and economic population of Alameda and Contra Costa Counties. The Diocese and individual schools are committed to include the poor in Catholic school education.

The tenet and the tradition of the Catholic faith are an integral component of the philosophy and goals of each school. All facets of Catholic education contribute to the faith development of the students and reflect the commitment to teach and model Catholic principles founded in the liberating love of Jesus Christ and the Good News as proclaimed by the Roman Catholic Church in contemporary society.

The schools prepare youth to respect the sacred dignity of the person as an individual, as a responsible member of the community, and also enable students to translate the Good News into action within a challenging and disciplined environment provided by caring and capable teachers.

Finally, schools acknowledge that parents, who have the primary responsibility for the moral and religious development of their children, are partners with the parishes and the entire Catholic community in the continuing educative process. Together, they participate in the development of school policies, curricula, and the budgetary process based on Catholic values, within the constraints of the local resources. Consequently, Catholic schools are committed to provide:

- Activities that allow students to experience prayer and liturgy;

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- Quality educational opportunities for students of varied academic abilities;
- Financial programs to assist those families unable to assume full financial responsibility for tuition;
- Opportunities for students to serve others in order to fulfill the mandate of the gospel and the demands of justice and to recognize that society requires the cooperation and contribution of each of its members.

It is the sense of common purpose that inspires each school community to strive to meet the challenge of the goals set by the Catholic bishops of the United States:

*“To be communities of faith in which the Catholic message, the experience of community worship and social concern are integrated in the total experience of students, their parents and members of the faculty.”*

(Sharing the Light of Faith – National Catechetical Directory)

## PHILOSOPHY OF CHRIST THE KING SCHOOL

Christ the King Catholic School is a family centered, faith based parish school serving students in grades Kindergarten through Eight. We believe that we have the responsibility to communicate the Catholic message as well as to provide academic excellence. We are a community that welcomes and nurtures each student, guiding each one toward the fulfillment of his or her potential. The faculty and staff affirm that parents are the primary educators of their children, and we work together to educate the whole child to be a self-confident steward of God's creation. As a Christ-centered community rooted in the Gospel Values, we instill in our students a responsibility to follow in the footsteps of Christ by serving the world beyond our doors.

## PROFESSIONAL CODE OF ETHICS

**Education is one of the most important missions of the Catholic Church. Success depends upon the quality and commitments of all who chose to work with the students at Christ the King Catholic School. All adults are models to the students in the school environment. The attitudes and behaviors of school personnel, as adult role models, should reflect that of persons growing in faith and the love of Christ.**

All Christ the King Catholic School employees and volunteers will uphold the highest standards of responsible conduct. They will:

- Use appropriate channels of communication;
- Respect confidential information;
- Not discuss students with anyone outside the program;
- Wear appropriate clothing and be well groomed for the school situation;
- Avoid criticism of the school, the administration, faculty, staff, volunteers, or parents;
- Know and support school policies;
- Be prompt;
- Model peaceful solutions in all situations;
- Encourage a spirit of cooperation;

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- Not come to school under the influence of alcohol or other illegal substances, nor will they consume alcoholic beverages or use illegal substances or tobacco while in the school buildings, on the school yard, or on school sponsored field trips;
- Exemplify the teaching of Jesus by dealing with students and adults in a Christian manner.

## SCHOOLWIDE LEARNING EXPECTATIONS

**Students graduating from Christ the King Catholic School are:**

**Lifelong Learners who:**

- Demonstrate strong academic skills
- Continually seek knowledge
- Apply critical thinking and problem solving
- Set goals and meet challenges with independence and perseverance

**Effective Communicators who:**

- Collaborate with and listen to the ideas of others
- Speak and write clearly
- Use technology to learn, create, and share ideas

**Active Persons of Faith who:**

- Understand Catholic traditions and Gospel Values
- Serve those in need
- Celebrate cultural, ethnic, and religious differences

**Dependable Citizens who:**

- Respect the rights and opinions of others
- Accept accountability for choices
- Care for all God's creations

## PERSONNEL

**Bishop**

The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements which contribute to the development of the total Christian community.

The Bishop delegates comprehensive regulatory and general supervisory authority on school related matters by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to

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function as an advisory board to the Superintendent of Schools and to the Bishop.

### **Superintendent of Catholic Schools**

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. He/she administers the operation of a School Department and oversees this department in the administration, supervision, and strategic planning for education in the schools of the Diocese.

The School Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines.

In some special circumstances, decisions may need to be made by the School Department that would ordinarily be made at the local level.

### **Pastor**

The Pastor, by direction of the Bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The Pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the Principal and the renewal or non-renewal of the Principal's employment agreement.

### **Principal**

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. He/she understands the Catholic school as part of larger communities, both religious and secular. The Principal collaborates with parish, area, and/or Diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The Principal is responsible for implementing school policies.

### **Faculty**

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, physical, emotional, and social capacities may be developed and strengthened.

### **Other Support Staff**

Other staff members are responsible to the Principal for the efficient operation of the school and for the performance of duties according to their job description.

### **Nondiscrimination Policy**

"The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law."

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Listings of current year Faculty and Staff members may be found on the School Website [www.ctkshcool.org](http://www.ctkshcool.org). and in the current year CTK School Directory.

## BOARDS, COMMITTEES, ORGANIZATIONS

### **Diocesan School Board**

A Diocesan School Board is appointed by the Bishop to act in an advisory capacity to the Superintendent and to himself.

The responsibilities of the Diocesan School Board include discussion of any major change in the operation or organization of a school; recommendation of policies affecting the standards of education, finance, salary scales for school personnel, and promotion of effective public relations on behalf of Catholic education.

### **School Board**

Just as the Diocesan School Board acts in an advisory capacity to the Bishop and Superintendent, so does the local school board act in an advisory capacity to the Pastor and Principal.

Those who serve on Catholic school boards, both Diocesan and local school boards, support an environment for the teaching of the Catholic faith, the building and experiencing of community, the serving of others and the opportunity for worship. They are called to model what they identify as the purpose of Catholic education.

### **Christ the King Advisory Council Mission Statement**

The Advisory Council's mission is to bring its wisdom, talent, experience, faith life, and good will into the process of providing quality education for all the children served by the school. The Board furnishes the support and leadership to carry out the Church's commitment to Christian education.

The Advisory Council acts in an advisory capacity to the Pastor and Principal and is composed of interested parents, parishioners, and alumni. Nominations for board membership are accepted from the school parent population, parish, and local community. New board members are nominated by the Membership Committee, approved by the Principal, and appointed by the pastor. Meetings are held once a month. Please check your monthly calendar for date and time. Interested parents/guardians are welcome to attend these meetings.

### **Christ the King School Parent Teacher Group (PTG) Mission Statement**

The Parent Teacher Group is an organization of all parents and guardians of school students. Its objectives include:

- facilitating communication between school families, school faculty and administration, and the parish
- promoting awareness of and support for Christ the King School
- sponsoring and supporting social events to enhance fellowship between school families and the parish
- sponsoring educational events which promote and reinforce the objectives of Catholic education

The Parent Teacher Group sponsors a variety of educational, social and fund-raising activities for parents/guardians and families. All parents are encouraged to participate in the organization and attend meetings and functions. Please check the school calendar and newsletter for PTG meeting and event dates.

## **ACADEMIC INFORMATION**

### **ACADEMIC HONESTY**

Honesty is expected of all students. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary measures.

### **CONFERENCES**

#### **1. Scheduled by School**

Required Parent Teacher Conferences take place in October. All parents are expected to attend these conferences. Only students in grades 4-8 attend conferences with their parents. Parents are encouraged to prepare a list of questions/concerns in regard to their child's academic and/or social progress.

#### **2. Requested by Parent**

Parents who wish to meet with the teacher at various times throughout the year are encouraged to call, send a note, or email the classroom teacher to arrange an appointment.

- **Drop in conferences are not permitted and parents should refrain from discussing issues with a teacher before the morning's first bell so that the start of the school day is not delayed.**
- Frequent communication is very important to assure the best results in the education of the child. Parents are urged to confer with their child's teacher regularly, especially if there are any academic, social, or health concerns.
- **Do not phone teachers or staff members at home.**
- Teachers will hold telephone conferences upon request. Keeping in mind that the classroom teacher may have several calls to make, such conferences should be held to a maximum of ten minutes.
- If a parent has a concern, he/she should contact the teacher first. If unsatisfied with the results, the parents should then contact the Principal, pastor, and superintendent in that order until they feel the issue has been resolved.

Parents of students who enroll during the academic year are required to conference with their child's teacher at the end of the first full trimester of attendance.

#### **3. Guidelines**

Courtesy and respect are expected from all teachers and parents. Questioning the teacher's authority in front of the child is not appropriate. Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions. Students need to be encouraged to speak with teachers regarding their concerns. Please discuss classroom and yard difficulties with the teacher first before bringing them to the Principal.

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## CLASSROOM PRAYER

Each school day will include time for student prayer (morning prayer at outdoor assembly, weather permitting, or in class; prayer at lunch; and at the end of the day). Students should be guided in, and should have opportunities for, meditation and spontaneous prayer in addition to traditional prayers.

## CURRICULUM

Local curriculum development is the responsibility of the Principal and faculty following the approved Diocesan guidelines. Our mission at Christ the King School is to provide a quality Catholic education in the parish family setting for children in Kindergarten through Eighth Grade. We encourage in our children the development of a healthy self-worth through mutual respect and compassion for one another as taught by Jesus. Acknowledging our mutual values and diverse traditions, we will prepare the children to be enthusiastic and comfortable in their expression of faith. Our curriculum addresses the needs of the whole child while recognizing the abilities and talents of each individual child. Our program emphasizes a three-fold partnership of Family, Student, and School.

Our goal is to empower children to be active agents in their own learning and to establish themselves as successful lifelong learners. Parents are encouraged to be active partners, participating in school activities and modeling an enthusiasm for learning.

Our curriculum follows the State, National, and Diocesan guidelines and offers an integrated and critical thinking approach to subject matter. Common Core Standards are being integrated into our curriculum. The following is a generalized overview of the scope of the subjects offered. Specifics for each grade level are explained at Back-to-School Night.

### **Religious Education / Worship**

Religious instruction is an integral and continuing element of the educational experiences of students in all grades. The Religion program includes the study of Scripture, participation in the Liturgy with emphasis on the Mass and Sacraments, and the importance of a personal prayer life. Preparation for the Sacraments of Reconciliation and Eucharist are part of our Second Grade curriculum. Parents are involved as active partners during Second Grade through workshops that are offered together with the parish Religious Education Department.

The students participate in and help plan liturgies, prayer services, and celebrations to increase their active participation in their faith life development. These are done both within the school community and in partnership with the larger parish community. Students are part of Faith Families; groups of nine made up of one student from each grade. Children and their families are expected to attend Mass on a regular basis in order to support this commitment and model enthusiasm for an active faith life.

Conflict resolution and problem solving are also a part of the program designed to help children develop the skills to deal with others with respect and responsibility.

Religious activities that students participate in while attending Christ the King Catholic School are:

- Morning assembly
- Daily classroom prayer
- Student Body Mass on Fridays and Holy Days of Obligation
- Sacrament of Reconciliation is offered to students during Advent and Lent.
- Special liturgies and prayer services periodically during the school year such as Feast Days, Thanksgiving, Ash Wednesday, etc.

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- Daily Mass in church is at 8:00 a.m. Students who, with written permission from their parent, attend this Mass Monday through Thursday are not marked tardy
- Opportunities to be altar servers in grades 4-8
- Living out weekly Gospel values.
- Social Justice projects and outreach including Loaves & Fishes, Winter Nights, and St. Boniface.

Student body liturgies and prayer services are planned throughout the year. The Liturgy Chairperson is responsible for reserving the Church for all scheduled liturgies and confirming them on a monthly basis. She is also available to help plan liturgies. The School Music Director is available to assist in planning music.

### **Family Life**

The Oakland Diocesan Catholic Elementary School Program in Family Life is an integral part of the educational program planned for each student. The integration of Catholic values in Family Life occurs as appropriate throughout the entire curriculum.

Maximizing the wholesome influences of the Catholic classroom requires an approach which integrates the Catholic value system and moral convictions throughout the curriculum. The ultimate goal of our program is to provide children with an understanding of family life with a Christian perspective. Each grade teaches Family Life during the school year and every teacher will notify parents before the program begins. Parents may preview the material to be presented by requesting copies from the teacher.

Under direction from the Diocese, the Circle of Grace curriculum is taught annually in all grades. As with the Family Life curriculum, parents will be notified when the classes will occur.

### **Art**

An Art Awareness Program is offered to all students in grades K-8 sponsored by parent volunteers. The objective of the Art Awareness Program is to develop and encourage creative expression. We explore different media and introduce appreciation for different artists and art forms. Art is also integrated across the curriculum by all classroom teachers.

### **Language Arts**

The goal of the Language Arts Program is to develop effective communicators. This means that all instruction will be with the intent to empower literate, fluent, and life-long speakers, readers, and writers.

Students in grades K-3 are split into smaller reading groups for one hour a day. An accelerated reading program is in place for grades 4 and 5. The teachers lead the students in Guided Reading, Reading Comprehension and Vocabulary Development exercises.

### **Library**

Students in grades 1-8 have the privilege of using the school Library on an assigned day each week with a librarian on duty. The librarian comes to the Kindergarten class to read to the students. Our library is used as a valuable resource for developing library and research skills, as well as a love for reading. The librarian works closely with teachers and students to provide curriculum related materials. Students are encouraged to use our school library for an appreciation of books; their suggestions for new books to enhance and expand our library are always welcome. We encourage parents and students to use their local public library to increase their opportunities to discover and appreciate the beauty and knowledge found in books.

Each student is responsible for the proper use of school Library materials. Students may check out books for a specific time period. A student who has not returned a borrowed book may not check out another. Fines are imposed for overdue books at 10 cents/day; damaged books, including marred, soiled, or torn pages; and lost books. The librarian will send a bill to the student's parent/guardian.

Classes are scheduled for Library use weekly. Teachers should communicate particular needs specific to the curriculum being studied prior to the visits so that the librarian may have appropriate books available.

### **Mathematics**

The Mathematics Program is designed to provide a meaningful understanding of facts and the application of processes. It includes Problem Solving, Estimation and Mental Arithmetic, Numbers and Operations, Algebra, Geometry, Measurement, Relations and Functions, Probability and Statistics, and Logical Thinking. The program incorporates active learning centers and application to other areas of the curriculum. An accelerated Algebra 1 curriculum for qualified 8<sup>th</sup> graders is taught each morning at 7:00 a.m.

### **Movies/Videos**

All commercial movies/videos shown to students must be rated "G", "general audience", previewed by the teacher, and approved by the Principal. Permission may be obtained in person or by e-mail. Movies/videos must be related to the curriculum and their viewing must incorporate a discussion on the connection to lesson/subject being taught. Movies/videos may not be used as "time fillers" or for rainy days unless the previous relationship to the curriculum is observed. If a teacher needs to show a movie not rated "G" the following must be observed:

"PG"	Needs Principal approval and written parent/guardian approval and must have been previewed by the teacher
"PG 13"	Shown to Grades 7 and 8 only with Principal and parent/guardian approval and must have been previewed by the teacher
"R"	WILL NEVER BE SHOWN

### **Music**

Music classes combine music instruction with the learning of age appropriate songs. Music for liturgy is an important aspect of the program. All students sing in the annual Christmas musical program.

### **Physical Education**

The Physical Education Program provides the students with the opportunity to acquire and develop physical skills, confidence, teamwork, and physical and mental well-being. Motor development, eye-hand coordination, and physical fitness are emphasized as well as seasonal sports.

PE classes are held for grades One through Eight each week. Kindergarten participates in Motor Perception Classes. These classes are mandatory and a student must have a written note from a physician or parent to be excused from class. The note must include the duration of the exclusion from PE class/recess/CLUB CTK. Extracurricular sports participation is not an acceptable reason to be excused from Physical Education classes. Students excused from PE classes will also be excluded from physical activity at recess and Extended Day Care.

### **Resource**

Resource help is available for students at Christ the King in grades K-8. Resource is an academic support program that is provided usually in place of Spanish. The Resource Program is designed to provide an individualized program and related services to students who have been identified as having

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special needs. Each student is part of a Student Success Team (SST) including the school administration, the classroom teacher(s), the resource specialist, and the student's parents. Guided by recommendations made by the Student Success Team (SST), a variety of different services, including accommodations and/or modifications to the curriculum and small-group instruction, are used to assist the student so that he/she will experience success in his/her educational endeavors. The Team meets regularly to discuss a student's progress in school, plan strategies, and organize resources for addressing concerns about the student. It is the goal of the team to craft the best possible program of services that will enable a student to flourish and succeed to his/her fullest potential.

In order to continue in the Resource program, and/or receive accommodations or curriculum modifications after 3<sup>rd</sup> grade, outside evaluations are used to determine student learning challenges.

Students with certain diagnoses may use a fidget tool in class. Fidgets are self-regulation tools to help with focus, attention, calming, and active listening. Fidgets come in all different shapes, sizes, and textures and can promote movement and tactile input critical for some student's learning. All Fidgets will be provided by the school and are to be used only by students designated through the Resource Program.

### **Science**

The Science Program is designed to develop in students the skills necessary for observing, communicating, comparing, measuring, organizing, relating, inferring, and applying. The emphasis is on hands-on learning which incorporates lab experiences and creative challenges. It encompasses life, physical, earth, and environmental sciences. A Garden Awareness program is also a part of the curriculum.

A Science Fair is usually held during the academic year for grades 6, 7 & 8.

### **Social Studies**

The Social Studies Program emphasizes the value of the diversity of our heritages. It is designed to promote knowledgeable and responsible citizenship. The Social Studies program includes the study of: People and Communities, California, the United States, Cultures of the World - ancient and modern, and the United States Constitution and Government.

### **Spanish**

The Spanish Program is designed to develop conversational, written, and verbal skills, as well as awareness and appreciation for Spanish speaking cultures.

### **Technology**

Christ the King Catholic School offers a fully networked learning environment. Students from Kindergarten through the 8<sup>th</sup> grade are encouraged to use advanced tools for learning, including the schools collaborative and instructional resources available on the Internet. Each student is expected to develop his/her technology skills through the general instructional program of the school. Christ the King Catholic School uses the ISTE (International Society for Technology in Education) standards for technology skills to measure student success.

The goal of the Technology Program is to produce young citizens who are competitive and productive in today's global market. By integrating the current curriculum with skills and information that are based on and utilize computer technology, students learn to apply technology skills to real life situations.

## GRADING AND RELATED TOPICS

### Grade Values and Assessment Methods

The administration and faculty of Christ the King Catholic School seek to measure total student performance through a variety of assessment methods.

We follow the Diocesan grading policies which are based on a system of weighing scores for tests and assignments.

In PowerSchool, missing assignments show as an "M" and a point value of 40% of the points possible until the late assignments is turned in. Late assignments will not receive full credit.

Written grades are given and reflect a composite of total school performance. The academic grades are based on the following overall scholastic achievement, and follow the grading scale required by the Diocese of Oakland:

<b>A</b> or <b>VG</b> = 95-100%	<b>C</b> or <b>S</b> = 73-76%	<b>VG</b> = Very Good
<b>A-</b> or <b>VG-</b> = 90-94%	<b>C-</b> or <b>S-</b> = 70-72%	<b>G</b> = Good
<b>B+</b> or <b>G+</b> = 87-89%	<b>D+</b> or <b>N+</b> = 67-69%	<b>S</b> = Satisfactory
<b>B</b> or <b>G</b> = 83-86%	<b>D</b> or <b>N</b> = 63-66%	<b>N</b> = Needs Improvement
<b>B-</b> or <b>G-</b> = 80-82%	<b>D-</b> or <b>N-</b> = 60-62%	<b>U</b> = Unsatisfactory
<b>C+</b> or <b>S+</b> = 77-79%	<b>F</b> or <b>U</b> = Below 60%	

Academic grading codes A through F are for students in grades 4-8. Academic grading codes VG thru U are for students in grades 1-3 and are also used to note grades for special subjects (Spanish, Art, and P.E.) in grades 1 – 8.

### Academic Probation

Students with below average or failing academic grade(s) at Progress Report and Report Card time are placed on probation for the next reporting period. If, at the end of 7<sup>th</sup> grade, a student has below a "C" average, they will be on academic probation for the first trimester of the 8<sup>th</sup> grade year. Students on academic probation may have to sign a contract with their parents in order to return to Christ the King Catholic School for the following trimester or school year. Goals and timelines will be set in conjunction with the Principal, classroom teacher, parents, and student if a contract becomes necessary. In certain cases, tutoring or summer school may be required for a child to continue their enrollment at Christ the King Catholic School.

### PowerSchool

Student grades are stored and calculated through the PowerSchool online grade book for students in grades 1 through 8. Students and parents in grades 4-8 may view their grade books online. Families may expect those grades to be updated every 2 weeks.

## GRADUATION

### Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Catholic education just completed. Graduation gowns purchased through the school will be worn for the Awards Ceremony and Graduation.

### Graduation Requirements

Eighth grade students must complete all academic requirements with a passing grade point average of

2.0 in order to receive a diploma from Christ the King Catholic School. All fees must be paid, including tuition, extended care, family service, and fundraising prior to the date of graduation in order for students to walk through the graduation ceremony.

## HOMEWORK

The purpose of homework is to reinforce material already taught in the classroom, and to foster habits of independent study. It is of the utmost importance that parents, working together with the teachers, help their children to develop good study habits, while fostering academic independence. Parents are encouraged to provide an appropriate environment for study. Reading to your children and encouraging reading for pleasure should be an important part of this routine.

Students in grades 6, 7, and 8 must have all homework assignments turned in before being allowed to participate in field trips.

**The Diocesan recommended periods of time for homework are as follows:**

Kindergarten	10-20 minutes
1 <sup>st</sup> - 2 <sup>nd</sup> grades	20-30 minutes
3 <sup>rd</sup> - 4 <sup>th</sup> grades	30-45 minutes
5 <sup>th</sup> grade	45-60 minutes
6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> grades	65-90 minutes

Weeknight activities which interfere with schoolwork are discouraged. **Non-school activities are not a reason to be excused from homework.** Homework assignments are not generally given on weekends except for long-term assignments.

**Homework During Medical or Emergency Absence**

All requests for class work and homework are to be made via e-mail to the child's homeroom teacher by 10:00 a.m. Please indicate if the assignments are to be delivered to another student or be picked up. Assignments will be available for pick up in the homework bins located in the CLUB CTK room between 3:00 and 6:00 p.m. **No one is to go directly to the classroom to retrieve assignments before, during, or after school and/or during Religious Education classes.** The maximum time allowed for completion of missed assignments due to absence equals the number of school days the student was absent. Long-term assignments are due on the assigned date.

**Homework During Non-School Related Vacation Absences**

If a student will be out of school due to a vacation, parents are to notify the Principal and the teacher about the time and duration of the absence in writing. **Parents who choose to have their children miss school due to family vacations that do not coincide with the school's vacation breaks may not request work to be pre-assigned.** Assignments will be compiled and given to the student upon return. Students will then receive a list of what materials were covered while they were away and they will have the same number of days to return missed work as the number of days they were absent. All projects or tests assigned before students leave must be turned in or taken when they return; no extensions will be granted. Students will be responsible for meeting with the teacher to compile a list of makeup work that they will be required to complete. It should be understood that these vacations should be avoided if possible since the students can never make up the actual classroom discussions, direct instruction, and presentations that occurred while they were gone.

## INSTRUCTION

All teachers are to obtain and familiarize themselves with the courses of study approved for their subjects

and grade levels, and follow textbook adoptions and time allotments, and other basic regulations for the schools of the Diocese of Oakland (see Administrative Handbook and Curriculum Guidelines). Teachers should have ample latitude for teaching in accordance with the characteristics of their individual classes. Varied teaching techniques and styles are to be utilized in the classroom to provide for individual differences in students' learning abilities and styles. Cooperative learning, small group instruction, journal writing, group and individual creative writing, technology, etc. should be part of each class day. Teachers are encouraged to visit other classrooms for peer observation and to provide support for one another, as well as to observe techniques that may be useful in their own classroom.

## **PROGRESS REPORTS AND REPORT CARDS**

Parents/guardians should study Progress Reports and Report Cards carefully, acknowledging their children's academic achievements and areas in need of improvement. A special emphasis should be placed on effort and conduct grades since these two areas can have a great impact on student learning.

### **Progress Reports**

Progress Reports for all students are provided to the parents at the mid-point of each trimester. Kindergarten students receive a narrative format report. These progress reports inform parents of student performance. An "INCOMPLETE" grade on the progress report indicates that the required work has not been completed. Progress Reports afford students, parents, and teachers the opportunity to set goals for improvements before the final trimester reporting period. Progress Report envelopes are to be signed and returned to the teacher the following day.

### **Report Cards**

Report cards are sent home each trimester for all students. The Report Card envelope is to be signed and returned to the teacher the following day. Excessive absences (ten (10) or more days during a trimester) may result in withholding of official grades until the work is satisfactorily completed.

If a student does not complete assigned work due to absence or other reason, the term "INCOMPLETE" may be entered on the report card. This will be changed to a letter grade when work is completed in the time designated by the teacher.

## **PROMOTION AND RETENTION**

### **Promotion**

Students shall be advanced to the next grade upon completion of academic standards established for the grade. Advancement of special needs students will occur upon completion of standards developed in consultation with the Principal, classroom teacher, resource teacher, and parent/legal guardian.

The parent/legal guardian of a student who is in danger of not graduating because of documented academic or ongoing behavioral issues must be notified as soon as possible but not later than the end of the second (2<sup>nd</sup>) trimester. Prior approval of the Superintendent is required before participation in graduation exercises is denied.

### **Retention**

Retention is only appropriate, for developmental readiness reasons, in grades K, 1, and 2. Beyond those grades, it should not be considered without an extraordinary reason and then only after consultation with the Superintendent.

Both parent/legal guardian and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some

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alternative program which is more realistically suited to his/her needs. A student is not to remain more than two (2) years in any single grade. If in the teacher and Principal's judgment retention is probable, a conference with the parents will be held no later than the end of January.

**Any decision regarding promotion or non-promotion must be made after considering all the facts related to the student's development (emotional, physical and social as well as intellectual). Information must be collected from a wide range of sources and gathered throughout the year. When there is a concern about a student's progress, issues must be addressed by the Principal and the faculty member(s) involved before the beginning of the second grading period. On-going communication between school and parents must take place throughout the second grading period before retention can be considered.** Summer tutoring information will be sent home after second trimester report cards.

## **STANDARDIZED TESTING**

STAR reading and math tests are administered to all students in grades 1-8 at the beginning of each year and at the end of each trimester. This testing program, used throughout the Diocese of Oakland, provides immediate feedback regarding students' reading and math skills. The test scores are used to measure a student's progress and to evaluate and redefine the educational programs that best fit the student's needs. These scores are also used by the teacher as a diagnostic tool to most effectively adapt the academic program to the strengths and needs of the current class. Parents are requested to make every effort to have their child(ren) in school and rested during the testing period.

## **SUPPLIES**

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. Some supplies may need to be replenished throughout the year. Backpacks are to be carry only; no rolling backpacks are to be used. Supply lists may be found on the school website.

## **TEXTBOOKS**

Textbooks are selected in accordance with school policy developed by the Principal in close consultation with the faculty and will be used to implement Diocesan Curriculum Guidelines. Books are to be covered at all times. Lost or damaged books will be replaced at the parents' expense.

All textbooks and supplies should be clearly marked with the student's name and present grade. These markings should be checked periodically to be sure they have not washed or rubbed off.

Teachers must keep a constant inventory of all books. Textbooks are to be numbered in sets for each student. Student textbook numbers must correspond to individual student numbers in each grade. If a student loses a book, determine the price of its replacement. Send a note to the parents requesting payment for the lost book. Indicate a payment deadline in the note. Notify the Assistant Principal to order the replacement book. Send the collected replacement fee to the Bookkeeper.

## **WCEA/WASC**

Western Catholic Educational Association and the Western Association of Schools and Colleges are the accrediting agencies for the Catholic Schools in the Diocese of Oakland. The self-study is prepared and a committee visit is conducted every six years. It covers every portion of our school's programs such as:

Catholic Identity, curriculum programs, parental participation and governance, finances and plant. The school was given a new six-year term in the summer of 2016.

## **ADMISSION AND WITHDRAWAL**

It is the goal of Christ the King Catholic School to educate children in their Catholic faith and academic subjects. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities which support the school in its programs and philosophy. The goal of the Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

### **NONDISCRIMINATION POLICY**

Christ the King Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **ADMISSION POLICY**

We welcome all interested families to apply for admission to Christ the King Catholic School. We will interview those students who are applying for grades in which there are openings. Students who are not accepted due to full enrollment at their grade level will have their applications kept on file as our waiting list for the current school year. When a vacancy occurs, the applicant's family will be contacted. Currently our average class size is 36 students.

### **APPLICATION PROCESS**

Christ the King is a parish school, established for the children of the parish. The school also recognizes its responsibility of mission and service to the community at large, so other families are welcome to send their children to the school if space is available and if they pass other admission criteria.

#### **Processing Fee:**

- Initial application Fee: \$50 per child
- Re-processing Fee for a previously submitted application: \$25 per child
- All Processing Fees are NON-REFUNDABLE

### **ENTRANCE REQUIREMENTS FOR THE 2019-2020 SCHOOL YEAR**

#### **1. Minimum Age**

To be admitted into Kindergarten a child must be five (5) years old by September 1<sup>st</sup> of the current school year. By State regulation the school may not have children younger than this without obtaining licensing for pre-school. To be admitted into the first grade a child must be six (6) years old by September 1<sup>st</sup> of the current school year. Where a child has been legally enrolled in another school he/she may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school.

#### **2. Records at Entrance**

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations.

#### **3. Transfer Student Process and Requirements**

All financial obligations to the previous school must be current. Transfer students go through the

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same application process detailed above. Applicants must be tested for the grade level they are applying to and provide the school with a copy of their most recent report card. All immunizations must be up-to-date before attending school.

#### **4. Special Needs**

Admission of transfer students with special needs will be dependent upon the school program's ability to meet these needs.

#### **5. Priorities for Admission**

1. Child meets the academic and social requirements necessary for entrance into a particular grade established through testing and interview
2. Siblings of students currently enrolled in our school
3. Children whose parents are active CTK parishioners. An active parishioner:
  - Is a registered member of Christ the King Parish and is actively participating in one or more ministries and/or groups within the parish.
  - Uses the Sunday offertory envelope or online giving on a regular basis. Regular use is defined as use of Christ the King Parish Offertory Envelopes at least six (6) times during the period between July 1, and December 30, and at least six (6) times during the period between January 1 and June 30. The rationale for this policy is that it demonstrates the willingness of families to participate in and be supportive, according to their means, of the faith community in which their children are being educated.
4. Transfers from another Catholic school
5. Catholic families inside or outside the Christ the King Parish
6. Non-Catholic families

### **ACCEPTANCE PROCESS**

Parents/guardians will be formally notified by letter indicating whether the applicant is or is not accepted for open class spots. If accepted, the applicant will sign a contract and complete necessary paper work. By accepting a position at Christ the King Catholic School, the applicant agrees to do the following:

1. Abide by the rules of Christ the King Catholic School as stated in the School Handbook.
2. Pay tuition promptly by the date(s) indicated on the tuition contract:
  - 1 payment August 1, 2019
  - 2 payments August 1, 2019 and January 1, 2020
  - 10 payments August 1, 2019 through May 1, 2020
3. Perform 21 hours of Family Service by May 31, 2020:
  - Fundraising 5 hours
  - Festival 6 hours
  - Personal Choice 10 hours

Please refer to the VISITORS AND VOLUNTEERS section of this handbook for detailed information.
4. Contribute \$250 to the Christ the King Catholic School Fund by April 30, 2020 through one or

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more of the following:

- Cash contribution
- Scrip, e-scrip, or Preferred Customer program participation
- United Way or Matching Grant programs

Please refer to the FINANCIAL Section of this handbook for detailed information.

The applicant will then begin a probationary period. Probation is designed to determine if Christ the King Catholic School is satisfactory for both the student/family and the school. Enrollment is probationary during the first grading period after admission. The following points will be evaluated during the probationary period: a) student achievement, attitude and behavior, and b) parental support and cooperation as expressed by telephone, in letters, in conferences, and in compliance with the Family Commitment Form. If results of the probationary evaluation are unsatisfactory, the probationary period may be extended or the student will be transferred out of the school at the end of the grading period if possible.

## **NON-RENEWAL OF STUDENT ENROLLMENT**

If the school determines that the school cannot serve the child, the child cannot benefit from its programs, or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right not to accept the child for continued enrollment.

## **RECOMMENDED TRANSFER**

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of parent/guardian will be asked to transfer when:

1. The school has explored means to meet the needs of the child
2. There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/guardian's attitude

The transfer is to take place at the end of a grading period preferably at the end of an academic year. The final decision is made by the Principal, in consultation with the Pastor and Superintendent.

## **REMOVAL OF STUDENTS RESULTING FROM PARENTAL ATTITUDE**

Under normal circumstances a student should not be deprived of a Catholic Education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

## **WITHDRAWAL PROCESS**

Parents/guardians wishing to withdraw their child(ren) from Christ the King Catholic School must send a letter of intent to the school office 30 days prior to the last day of attendance. The office will provide all information necessary for any settling of accounts. The following must be current prior to leaving Christ the King Catholic School:

- Tuition: Families are responsible for entire year's tuition regardless of the date that student withdraws from Christ the King Catholic School. This applies to voluntary and involuntary

withdrawals.

- Christ the King Catholic School Fund Obligation
- Family Service Hours Obligation
- Extended day care (CLUB CTK) account if applicable
- Miscellaneous obligations including library fees, book fees, etc. if applicable

Cancellation of this provision is at the discretion of the Principal. Please refer to the FINANCIAL Section of this handbook for specific details.

## **ATTENDANCE**

### **ATTENDANCE**

Regular attendance is required of all students in order to ensure student success

### **ABSENCE**

#### **Notification of Absence, Late Arrival, Early Dismissal, or Appointment during School Hours**

Parents must notify the school office by phone (685-1109), e-mail (attendance@ctkschool.org), or written note by 9:00 a.m. if their child will be tardy or absent from school that day. Notification must be made each day the child is absent during an extended illness. If the school has not heard from you by 9:00 we will call to ensure your child's safety. The office and classroom teacher should also be notified of the need for any early dismissal or release for a medical appointment.

#### **Return after Absence**

A **written** note stating the **reason** for and the **date** of absence, signed by the parent or guardian is to be sent to the **classroom teacher** the day the child returns to school. Notes are to be written for **each student, not per family**. Teachers date and send absence excuse notes to the School Office. Notes will be retained for the remainder of the school year.

#### **Excessive Absence**

"California has a compulsory education law which requires that children between the ages of six and eighteen must attend school. We are required to abide by this law as a private, accredited educational institution.

'Excessive absence is being absent from school for six (6) days per trimester or a total of eighteen (18) days per school year. Truancy is reserved for students whose absences are not related to medical issues that have been documented by a note from a doctor. Those would be listed in PowerSchool as Medical (M). Our goal as educators is to get the student back into the classroom. Parent(s)/legal guardian(s) should be contacted as soon as the school becomes aware of a truant status, before that if possible. A conference should be scheduled to discuss the situation and develop a plan for the student to return to school or transfer to another educational institution. If all methods of communication with the parent(s)/legal guardian(s) have been unsuccessful in resolving the truancy, the Principal, in consultation with the Superintendent, may contact the local County Office of Education (Alameda/Contra Costa) and ask for assistance from their school attendance review board (SARB). The student may be referred to a probation office or district attorney mediation program."

Source: Diocese of Oakland Administrative Handbook 6230 Truancy

Students who have excessive absences may need to successfully show proficiency in their current grade or shall be retained to repeat the current grade.

**Absence or early dismissals for personal/pleasure reasons are discouraged.** It is extremely difficult for children to make up schoolwork independently. Please take learning into consideration before you schedule a vacation that will cause your child to miss class; schedule vacations during regularly scheduled school breaks. It is the responsibility of all parents and students to be in contact with the teacher to facilitate the make-up process. **If a student is absent from school the student may not attend any school sponsored event including Jr. High dances in the evening.**

### **Class Work and Homework during Absence**

1. All requests for class work and homework are to be made via e-mail to the child's homeroom teacher by 10:00 a.m. Please indicate if the assignments are to be delivered to another student or be picked up. Assignments will be available for pick up in the homework bins located in the CLUB CTK room between 3:00 and 6:00 p.m. **No one is to go directly to the classroom to retrieve assignments before, during, or after school and/or during Religious Education classes.** The maximum time allowed for completion of missed assignments due to absence equals the number of school days the student was absent. Long-term assignments are due on the assigned date.

### **2. Non-School Related Vacation Absences**

If a student will be out of school due to a vacation, parents are to notify the Principal and the teacher about the time and duration of the absence in writing. **Parents who choose to have their children miss school due to family vacations that do not coincide with the school's vacation breaks may not request work to be pre-assigned.** Assignments will be compiled and given to the student upon return. Students will then receive a list of what materials were covered while they were away and they will have the same number of days to return missed work as the number of days they were absent. All projects or tests assigned before students leave must be turned in or taken when they return; no extensions will be granted. Students will be responsible for meeting with the teacher to compile a list of makeup work that they will be required to complete. It should be understood that these vacations should be avoided if possible since the students can never make up the actual classroom discussions, direct instruction, and presentations that occurred while they were gone.

### **EXCUSED ABSENCES – MEDICAL/DENTAL**

Students arriving late or leaving early for medical or dental appointments will receive an excused absence **only if dated forms are brought from the doctor or dentist stating the time spent there.** These students will not be marked tardy or receive partial day absences. Only verified medical and/or dental appointments are considered excused partial day absences. The verified medical/dental appointment forms are due upon the student's return from the appointment and will not be considered after the end of the trimester.

### **APPOINTMENTS – EARLY DISMISSAL**

Parents are requested to avoid making appointments for a child during the school day. If a child must be excused early, a written note must be sent to the child's teacher the morning of the appointment stating the reason for the early dismissal. The Principal or designee must check the note before the child will be allowed to leave the school grounds. At dismissal time, the parent/guardian or person designated by them must go to the School Office to pick up the child and sign the attendance log. If the child returns to school after the appointment he/she must report to the School Office and obtain a Class Entry Slip signed by office personnel.

The school office staff will call the student to the School Office when it is time for the student to leave for an early dismissal. If a student goes home early due to sickness or injury, the health room will notify the homeroom teacher.

### **PE NON-PARTICIPATION**

There must be a note on file for excuse from participation in PE activities. **The excuse will also cover physical activity at recess time and extended care.** A doctor's note is needed for long term non-participation (more than three days).

## RELEASING STUDENTS DURING THE SCHOOL DAY

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Authorization to release a student to a non-parent/guardian must be in writing. **Students must be picked up at the School Office only.** Parents are not to go to the classroom.

## TARDINESS

To help parents get students to school on time, the morning drop off time is from 7:45 a.m. - 7:55 a.m. each morning. Students may proceed to the lower yard to be supervised by the faculty.

A warning bell will ring at 7:55 a.m. and the students should proceed to their assigned lines to prepare for morning assembly. At 8:00 a.m. the school bell will ring and Morning Assembly will begin promptly. **Students not in line by the 8:00 a.m. bell are tardy.** Students arriving after 8:15 a.m. must report to the School Office to receive a Class Entry Slip before proceeding to class. A student arriving between 8:00 and 10:00 a.m. will be marked tardy. Students arriving after 10:00 a.m. will be marked absent one-half day.

“Excessive tardiness” is being late five (5) times per trimester or a total of fifteen (15) times per school year. A student is tardy if she/he is not in line by the 8:00 a.m. bell. A letter will be sent from the administration to notify parents when their child(ren) have been tardy 5 times in a trimester. A parent conference may be scheduled with the school Principal if tardiness is a recurring problem.

### **Late Arrival**

The parent/guardian or office staff will sign the student into school upon arrival from home or an appointment.

### **Return to Class**

Students in grades K-4 who arrive at school while class is in session or are returning from the Health Room during class time will be escorted to their classroom by Health Room personnel.

## **COMMUNICATION**

Ongoing communication and cooperation between school and home is essential. We must work together and follow the rules of the school to help the children succeed. Christ the King Catholic School has many means of communication available, including phone, e-mail, website, personal conferences, school newsletters, calendars, and weekly family envelopes.

We welcome communication as it is a cornerstone to our mission and success. The main venues of communication for Christ the King Catholic School are the school newsletter, Constant Contact notifications, and teacher/room parent emails. All official communication needs to go through these channels to ensure consistent and accurate information.

If you are hosting a social event that is not CTK School sponsored, please refrain from representing CTK School's name and logo with such communications. When communicating regarding Non-CTK School sponsored events, please respect the privacy of all school families both in content and contact information.

We would also ask that you refrain from negative comments or communications pertaining to our school via social media. If you have concerns, please bring them to us in person. With our theme of the Holy Spirit and sub-theme of Unity, we are called to build each other up.

We thank you in advance for following this request and protocol.

Every attempt is made to keep the lines of communication open on all levels. Individual and group concerns are heard and addressed. However, anonymous communications cannot and will not be considered for action.

E-mails and phone calls will be returned within one business day whenever possible.

### **ADDRESS, PHONE, E-MAIL, AND WEBSITE**

- Address: Christ the King Catholic School, 195-B Brandon Road, Pleasant Hill, CA 94523.
- Telephone: School (925) 685-1109  
CLUB CTK (925) 685-0995  
FAX (925) 685-1289
- e-mail Faculty/Staff: To e-mail a faculty or staff member, open your e-mail and type: **first initial + last name + @ + ctkschool.org (no spaces or + signs)**. To reduce spam, we do not post direct links to our e-mail addresses.
- e-mail Office: [jthornbury@ctkschool.org](mailto:jthornbury@ctkschool.org)
- e-mail Attendance: [attendance@ctkschool.org](mailto:attendance@ctkschool.org)
- Website: [www.ctkschool.org](http://www.ctkschool.org). Includes, weekly newsletters, calendars, forms, handbook, and other school related news and information.

## **APPOINTMENTS/CONFERENCES WITH TEACHERS AND PRINCIPAL**

Parents wishing to meet with a teacher should schedule an appointment via a note or e-mail to the teacher. Due to supervision and other school duties, parents must pre-arrange all appointments or conferences. Teachers have Faculty Meetings every Wednesday and must be out of their classrooms on Monday and Tuesday by 3:30 p.m. for Religious Education classes. Classroom instruction should not be interrupted nor delayed by unscheduled visits or conferences with teachers.

Scheduled conferences are available for all parents/guardians during the first trimester.

Appointments with the Principal regarding student issues may be made **after** the matter has been discussed with the classroom teacher. Please call the School Office to arrange a meeting time.

## **BACK TO SCHOOL NIGHT**

A Back to School Night is scheduled during the first weeks of school for all parents. The purpose is to provide parents with the opportunity to meet with their child's teacher and receive an outline of the year's curriculum and classroom expectations. It also provides parents the opportunity to meet the entire faculty and staff.

## **CHANGE OF INFORMATION**

Families are asked to keep the following information current at all times:

- Telephone, mobile phone, address, and e-mail
- Emergency contacts
- Medical information
- Custodial status

**Please send all changes in writing or via e-mail to the School Office.**

## **CLASSROOM VISITS**

Parents and other visitors are welcome to visit the classrooms only when expressed consent is obtained and prior arrangements have been made with the teacher and/or Principal. Parents and visitors must check in at the School Office. Classes begin promptly at 8:00 a.m. and end at 3:00 p.m.

## **COMPLAINT/ISSUE RESOLUTION**

Concerns regarding individual school faculty/staff members should first be directed to that faculty/staff member. If the issue is not resolved, the parent should then address the concern to the next level of authority as listed below. The appropriate chain of command for parent/legal guardian concerns:

- Appropriate faculty/staff member
- Principal
- Pastor
- Superintendent

## **CONFIDENTIALITY**

Confidentiality in all matters pertaining to students, parents and employees is to be maintained at all times. Discussions regarding academic, personal, and/or financial matters must be held with discretion

and in a private setting. Confidentiality must be a priority for all employees and parent/guardians. All conversations must be appropriate and reflect our school philosophy.

## **CONSTANT CONTACT AND SCHOOL MESSENGER**

School families will occasionally be contacted via Constant Contact (e-mail) or School Messenger (phone) with reminders, new important information, or emergency information. Christ the King School uses automated systems to communicate with parents and guardians about their children and school events. CTK sends emails, phone calls, voicemails, and text messages with information such as alerts, updates, special announcements, and emergency information. This is the primary way we will contact you in case of emergency.

FCC regulations protect citizens from unwanted calls and text messages. The Telephone Consumer Protection Act (TCPA) specifically requires consumers to “opt-in” to receiving automated calls and texts to their mobile phones. All families will be asked to consent to receiving automated calls from Christ the King School on any mobile numbers that they have provided to the school as contact information. It is extremely important that families notify the school office of changes in e-mail addresses or phone numbers so that they can receive these messages. While there is no charge for these messages, receiving them may incur charges with your mobile service carrier. Christ the King School does not sell your information nor do we share it without your consent. Please ‘Opt in’ by texting “Y” to 68453 on your mobile phones.

## **SCHOOL NEWSLETTER AND FAMILY ENVELOPE**

Each Tuesday, our School Newsletter is sent home to all families via Constant Contact. This newsletter is our primary means of communication and contains all the important information for the week. It is each family's responsibility to open and read it, and also to keep us updated with changes in email addresses. It only takes a few minutes to read; please make it a priority. Back issues of the newsletter can be found on the school website under the Parent tab located at the top of the page.

On Tuesdays, the oldest enrolled child in each family will bring home a physical Family Envelope. This Family Envelope contains information not found on the school website, information specific to your family, and communications from other organizations. Return the envelope to school the following day with any documents as instructed. CLUB CTK payments, hot lunch and milk orders can also be sent in through this envelope. Please instruct your child that only the parent should open envelopes addressed to the parent. A fee of \$1.00 is charged to replace Family Envelopes.

## **INFORMATION DISTRIBUTION**

All information to be distributed to school families must be approved by the Principal. The Assistant Principal is authorized to approve information in the Principal's absence.

Fliers for non-school events may be accepted for review and distribution if the event is free, sponsored by Christ the King Church, a Catholic organization, a partner Catholic school or a local Park and Rec Department. Fliers for private clubs, teams or for profit organizations will be accepted only if the organization has provided a donation or sponsorship that benefits CTK school's fund raising efforts, i.e. we would only distribute a flyer for a local swim club if they had provided a free membership as an auction item.

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Any items (fliers, letters, etc.) to be included for distribution in the Family Envelope must be turned in to and approved by the Principal **no later than noon on the Friday before** the Family Envelope is to be distributed. Electronic copies are required whenever possible. When holidays fall on Friday or Monday, items must be turned in to and approved by the Principal no later than noon on the preceding Thursday. A copy of all approved general information will be kept on file in the School Office by grade.

## MESSAGES TO AND FROM STUDENTS

No student will be called to the telephone. Important messages will be delivered. Students must have permission from the Principal or a teacher to place a call from a school phone only. Mobile phones are not allowed to be used on campus during school or school sponsored programs. (See Telephone section below.).

## PARENT ASSOCIATION AND SCHOOL BOARD MEETINGS

Parents are invited and encouraged to attend monthly board meetings so that they have the opportunity to ask questions about events and policies/procedures, or voice concerns. Meeting dates and times are found on the school calendar located on the school website.

## SCHOOL DIRECTORY

The Christ the King Catholic School Directory is a listing of school and parish staff members, school family names, addresses and phone numbers. Only families authorizing printing of their information are included. This directory is provided for school related business only. Any use of this directory for commercial, solicitation or personal mailing list purposes is strictly prohibited. It is our expectation that families will keep the directory in a secure place and use good judgment with respect to all matters concerning the contents of this booklet.

## TELEPHONE

### Mobile Phones and Smart Watches

The use of mobile phones and smart watches during the school day, at CTK after school classes and programs held in school buildings, or at CLUB CTK is not allowed. If mobile phones and smart watches are brought to school, they must remain off and in the student's backpack all day. They may be used on the school campus after school until 3:15. If students are in CLUB CTK or another school building for after school programs, mobile phones and smart watches must be turned off and in the student's backpack. Any misuse of mobile phones and smart watches will result in their being taken away. Mobile phones and smart watches will only be returned to the parents by the administration. Students may use school phones in the event of an emergency.

### In-Coming Classroom Calls

Teachers in grades 4 through 8 may assign one student to answer in-coming telephone calls. The student must be instructed in telephone courtesy and must quietly hand the phone over to the teacher after answering the call. It is expected that a student will answer the phone in the following manner. "Sixth grade classroom, student speaking." The student will put the phone down and walk to the teacher with the message.

### Student Use

Student may not use the classroom or CLUB CTK telephone without teacher or staff supervision. Student emergency telephone calls must be made from the telephone in the School Office. Students

may not use mobile phones, smart watches, and other electronic devices during school hours, Extended Day Care hours, or at school supervised events except in an emergency or with staff permission. Faculty and staff must enforce these regulations.

## **DAILY SCHEDULES AND INFORMATION**

### **ARRIVAL AND ASSEMBLY**

Students who arrive on campus before 7:45 a.m. must report to Club CTK. Faculty/staff supervision of the yard begins at 7:45 a.m. and students may then be present. Students, Faculty, and Staff line up for morning assembly at 7:55 a.m. (first bell). The school day will start promptly at 8:00 a.m. (second bell) with our outdoor assembly, weather permitting. Students **not in line at 8:00 a.m. are considered tardy**. Prayer, pledge, birthdays, and announcements will all be a part of this assembly, run by the Student Leadership.

### **DAILY SCHOOL SCHEDULES**

Daily school schedules are listed below. Minimum days and school holidays are listed on the school calendar available on the school website. Minimum and school holidays will also be noted in the School Newsletters as they occur. **These dates are subject to change if deemed necessary by the school administration so check the online calendar and School Newsletters regularly.**

### **MONDAY, TUESDAY, THURSDAY, AND FRIDAY**

7:55 a.m. Five Minute Warning Bell  
8:00 a.m. Classes Begin  
3:00 p.m. Dismissal

### **WEDNESDAY**

7:55 a.m. Five Minute Warning Bell  
8:00 a.m. Classes Begin  
12:00 p.m. Dismissal - **First Wednesdays only**  
2:15 p.m. Dismissal - All remaining Wednesdays

### **MINIMUM DAY SCHEDULES**

All students in Grades K-8 attend school from 8:00 a.m. to 12:00 p.m.

Minimum school days are given for faculty in-service days and before certain holidays as granted by the Diocesan Department of Catholic Schools. The School Department grants a maximum of 20 minimum school days.

### **CLASSROOM OPENING EXERCISES**

All classes will begin with morning prayer, flag salute, and announcements if the school wide outdoor morning assembly must be cancelled due to weather.

### **LUNCH**

Students may bring their lunch from home or receive hot lunch from school via Children's Choice (MTWF online preorder only) or Thursday School Hot Lunch (ticket preorder only). No child is allowed to leave the school grounds during lunch or call home to ask parents to bring forgotten lunches. If a student forgets to bring lunch, the classroom teacher will arrange for other students to share. Parents may bring

a forgotten lunch to the Health Room. It must be clearly marked with the name and grade of the child and placed in the basket marked "Lunch". It will be delivered to student before lunchtime. Parents are **not** to take lunches directly to the classroom. Lunches from home must have **no glass bottles or breakable containers**.

Students eat lunch at the following times:

- Kindergarten and Grades 6-8: 12:10 p.m.
- Grades 1-5: 12:30 p.m.

All students in grades K-5 will eat lunch inside their classrooms. All students in grades 6-8 may eat in the classroom or at assigned picnic tables outside. All students may eat outside if accompanied by the classroom teacher or assistant or if supervised by yard duty personnel. **No food or drink is allowed in play areas or in restrooms.**

## LUNCH PROGRAMS

"Children's Choice" ([www.choicelunch.com](http://www.choicelunch.com)) is available for all students and offers them the opportunity to purchase lunch every full school day except Thursday. Orders must be placed and paid for through Children's Choice online service. Children's Choice lunches are served outside the Main School Building entrance.

Thursday is Hot Lunch Day. School volunteers prepare a hot lunch for students in all grades. Thursday hot lunch tickets must be preordered. Order forms are available on the school website and may be sent in through the Family Envelope. Orders must be placed by Friday for delivery on the following Tuesday. Checks are to be made out to Christ the King School. Students must present a ticket to receive their lunch; money will only be accepted for extra items in addition to a ticket. Students may bring a dollar to purchase a second entrée, but only if they have brought a ticket to purchase an entire lunch. No single entrees will be sold.

On Thursdays, homeroom teachers must take a count of the number of lunches to be ordered for their class plus one for the teacher (if he/she eats with his/her class in the classroom). Homeroom teachers in Grades K – 5 collect the lunch tickets in the morning and send them to the School Office with the lunch count. Junior High students submit their tickets when picking up their lunches. No IOU's are to be issued. Hot Lunches are served out of Msgr. Wade Hall. **Students must be supervised by a Faculty/Staff member when traveling to and from Msgr. Wade Hall.** No students are to be left unattended in a classroom.

## MILK AND ICE CREAM PROGRAM

Milk is available to all students each day except Thursday. Ice Cream is available on Tuesdays to students in **grades 1-8 only**. Milk/Ice Cream tickets must be preordered. Order forms are available on the school website and may be sent in through the Family Envelope. Orders must be placed by Friday for delivery on the following Tuesday. Students must present a ticket to receive their milk or ice cream; money will not be accepted.

## RECESS

Morning recess is held outside on the following schedule:

- Kindergarten: 9:45 a.m. to 10:00 a.m. and 11:55 a.m. to 12:10 p.m.
- Grades 6-8: 10:00 a.m. to 10:15 a.m.

- Grades 1-5: 10:30 a.m. to 10:45 a.m.

Lunch/afternoon recess is as follows:

- Grades 6-8: 12:10 p.m. to 12:40 p.m.
- Grades 1-5: 12:40 p.m. to 1:10 p.m.
- Kindergarten: 12:10 p.m. to 12:40 p.m. and 1:10 p.m. to 1:25 p.m.

Faculty and Staff are assigned yard supervision on a rotating basis. Yard supervisors wear an orange vest, carry a walkie-talkie, and whistle, and **circulate throughout the entire assigned yard area**. Classes are assigned to specific play areas. Students must play only in their assigned areas. **Students are not dismissed from the classrooms into the yard if supervisors are not present. Students must stay away from vehicles at all times.**

### Rainy Days

Recess on rainy days will be held in the classrooms.

## FORGOTTEN ITEMS

### Items Forgotten at Home

**Parents are not allowed to take items directly to their child** in the classroom or on the school yard.

- All forgotten lunches or other school items must be brought to the health room.
- Items must be clearly marked with student's name and grade.
- Lunches will be delivered by a staff member prior to lunchtime.
- All other items will be placed in the teacher's mailbox to be picked up at the teacher's convenience. **Acceptance of late schoolwork items for credit is at each teacher's discretion.**

### Items Forgotten at School

**Students are not allowed to return to the classrooms after 3:30 p.m.** to retrieve forgotten items.

School office personnel, as well as **teachers and Club CTK staff members will not open any classroom after 3:30 p.m.** Religious Education classes are in session Tuesday-Thursday starting at 3:30 p.m. and classes are not to be disturbed.

## TRANSPORTATION TO AND FROM SCHOOL

It is the responsibility of the parent/guardian to provide/arrange transportation for his/her own child(ren). Students may be driven by private car, vehicles such as LIFT or UBER, taxi or other public vehicle; they may walk or ride their bikes. The main drop off and pick up area for students is the upper schoolyard on Gregory Lane. Parents may walk their children to and from the lower schoolyard. Students in Kindergarten and Grade 1 must be picked up from their classroom after school. To limit classroom distractions and for safety reasons, do not remain in the lower schoolyard while school is in session.

The following safety regulations must be observed:

- For the safety of all our children, DO NOT drop off or pick up in the small parking lot, in front of church, or in front of the office. Either park in the large lot or on Brandon Road and walk your students up to the school.
- Parents must submit a letter of authorization to be kept on file for students who will walking, biking or taking public transportation or vehicles such as LIFT or UBER to and from school

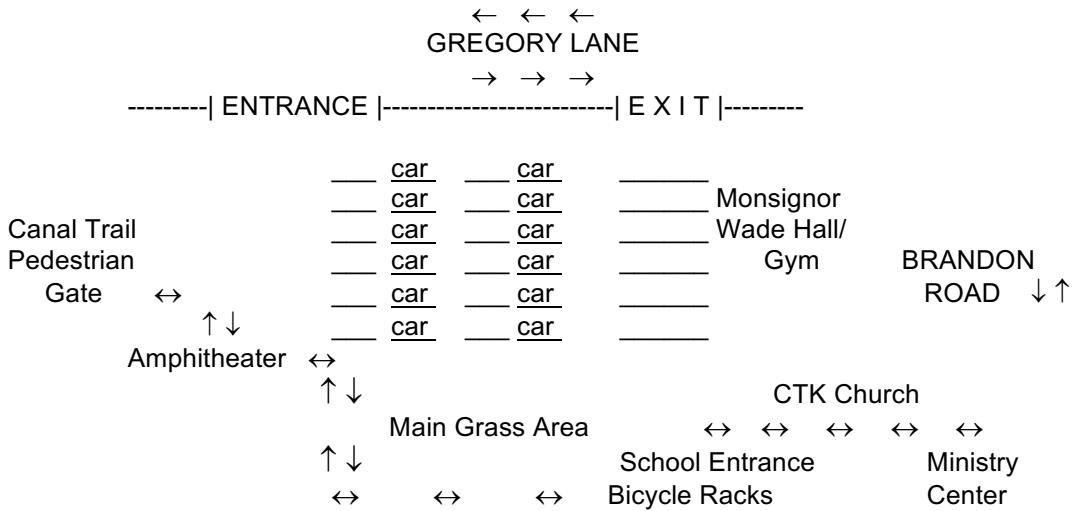
- **Maximum speed limit** in the schoolyard is **5 miles per hour**
- Engines in unattended cars must be turned off
- Always be aware of pedestrians
- Do not use mobile phones while driving through the schoolyard: hands-free devices only if needed
- Cars are **not** permitted on the schoolyard between 9:00 a.m. and 2:45 p.m. on regular days and 9:00 a.m. and 11:45 a.m. on minimum days
- If you are unable to park in the upper schoolyard, you may park in the Parish House parking lot or on Brandon Road. **Adults parking in these areas must always accompany students** to and from the supervised areas of the school
- Vehicles must park legally and may not double park
- Parents may not park in front of the school building except when picking up sick children or loading/unloading items requiring a cart.

### **Arriving and Departing by Bicycle or on Foot**

Students from the west (Pleasant Hill Road) must enter and leave the schoolyard through the pedestrian gate in the fence parallel to the canal trail. Students from the east (Brandon Road) must enter and leave via the driveway between the Ministry Center and the Church.

- When arriving, **walk as close to fence or curb** as possible until you reach lawn or lower playground; when leaving, until you reach the gate or Brandon Road. Always be alert for vehicles.
- **Do not enter, exit or cross any driveway** on Gregory Lane or **walk through the parking lots** for any reason.
- All **bikes must be walked** on school property
- Bikes are to be walked to the bike racks at the Main School Entrance and locked for the day.
- Students who ride bikes to school are required to wear helmets and have their bikes licensed.

### **ARRIVING/DEPARTING – By Bicycle or on Foot**



### **Arriving by Car**

Enter the parking lot from Gregory Lane through the Entrance Gate. Be alert to pedestrians walking along the fence in the coned off area.

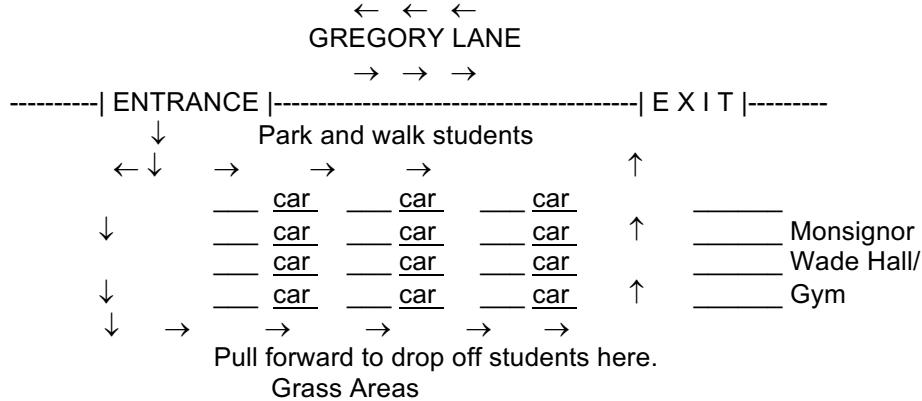
### Drive Through Drop-off

1. Turn right and drive along the perimeter of the lot as far as traffic permits before discharging the student(s).
2. Discharge student(s) through the right-hand door(s) of vehicle.
3. After the student(s) has exited the vehicle, exit the parking lot through the Exit Gate onto Gregory Lane.

### Park and Drop-off

1. Turn left and park in designated spaces.
2. A parent or driver must accompany student(s) from their car to the main grass area. Stop and wait for guard to allow students to cross traffic line.
3. To leave the parking lot, carefully and slowly drive forward and merge with the vehicles departing through the Exit Gate onto Gregory Lane.

### ARRIVING – By Car

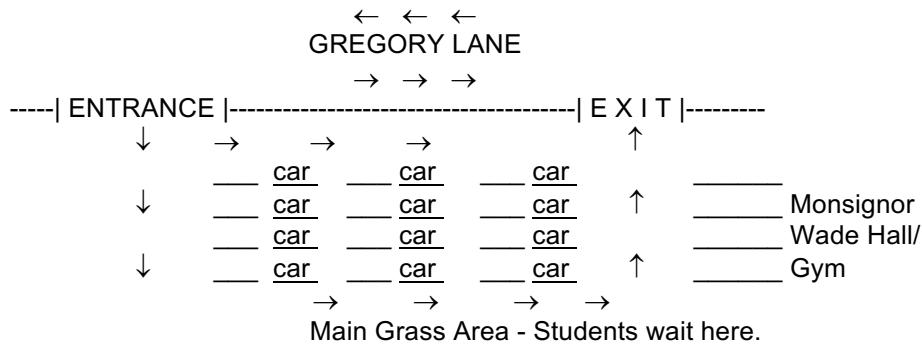


### **Departing by Car**

Parents may walk to the edge of the parking lot for their children and escort them to the car or they may use the drive through pick up area. Students not picked-up by 3:15 p.m. on regular days and 12:15 p.m. on minimum days will be checked into CLUB CTK.

### Park And Pick Up

1. Enter the parking lot from Gregory Lane through the Entrance Gate.
2. Park in any designated parking space. Exit vehicle and proceed to the main grass area.
3. Students must be accompanied to the vehicle by a parent or driver. Stop and wait for guards to allow students and adults to cross traffic line. Drivers must supervise all their passengers to their cars.
4. Leave parking lot carefully and slowly drive forward and merge with vehicles departing through the Exit Gate onto Gregory Lane. Traffic supervisor will assist you in backing up and merging. **Do not back up until foot traffic has cleared.**

**DEPARTING BY CAR - Park and Pick Up****Drive Through Pick Up**

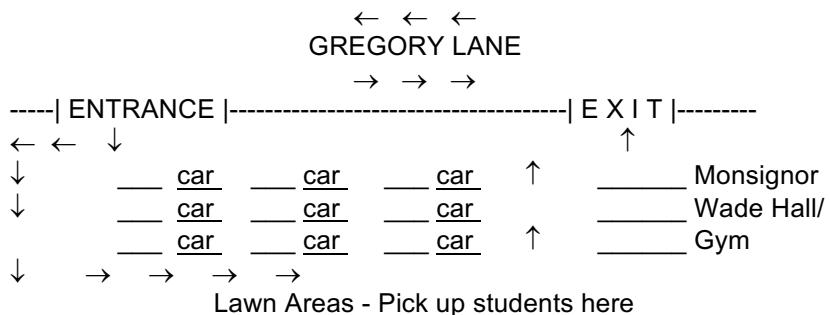
If you plan to use the Drive-Through Pick-Up method, tell your child(ren) in advance of your intent and **tell them to be ready when you arrive.**

Student instruction:

1. Wait for rides on the lawn areas
2. Enter only right side passenger doors of vehicle
3. Enter only when vehicle is fully stopped
4. Do not play when waiting for a ride
5. Get to your vehicle quickly - do not keep driver waiting

Driver Instruction:

1. Enter the parking lot from Gregory Lane through the Entrance Gate
2. Make an immediate right turn
3. **Follow the cones placed alongside the fence as far as traffic will allow to the end of the lawn near Monsignor Wade Hall/Gym and the garbage dumpster.**
4. Place car in park before admitting students
5. Be prepared to move forward as traffic allows
6. Have students enter through right hand side doors of vehicle
7. Use directional signal to indicate leaving the line of vehicles to exit the parking lot.

**DEPARTING BY CAR – Drive Through Pick Up**

## PARKING DURING SCHOOL HOURS

**Parking between 9:00 a.m. and 2:45 p.m. is available in the upper lot on Gregory Lane only.**

Parking in front of the school office during the school day is prohibited except in cases of emergency, picking up sick children, or loading/unloading large items.

## PARTIES AND CELEBRATIONS

### Group Classroom Snack and Treat Policy

The safety and wellbeing of your children here at CTK are always at the heart of the policies we put into place. As we become more aware and educated about potentially life threatening food allergies, we strive to make our campus as safe as is reasonably possible and thus are moving towards becoming a nut free site.

The Christ the King School Policy regarding Group Classroom Snacks and Treats is as follows:

- Any snack or treat provided for a class or group **must be completely nut free**. This means no nuts (peanuts, almonds, etc.) or nut products, including but not limited to raw nuts, nut butters or nut oils.
- **As an extra precaution**, if your child has any type of severe food allergy, we ask that you provide treats of your choice for your own child to be used when the class or school are having a group treat. Please contact your homeroom teacher or the school office to work out how you can keep a small supply of these available at school.
- The school will abide by this policy when providing snacks for school events or programs such as CLUB CTK, field day, Advent goodies, Garden Café, bake sales, etc.

### Class Celebrations

A variety of celebrations may be held in class throughout the year. These are organized by the class or room parents. They may include holiday parties, ethnic traditions, and celebrations to mark the accomplishment of goals.

### Birthdays

Please know your child's birthday will be acknowledged and celebrated during morning assembly and in their classroom. In an effort to keep the students safe and healthy birthday treats or misc. items are not allowed at school.

Students and parents are not to bring or send birthday flowers, balloons, or gifts to school. If they are delivered to the campus, they will be held in the school office until dismissal. We need to be sensitive to the feelings of all students.

### Non-School Sponsored Parties

Invitations to non-school sponsored parties for birthdays, holidays, etc. may not be handed out at school unless **all students** in the class are invited. We encourage those who host parties to be inclusive of students and sensitive to student feelings. If you are unable to invite all students, invitations must be distributed from home. Please tell your child not to discuss the party at school in order to avoid hurt feelings. **Christ the King Catholic School is not responsible for non-school sponsored parties.**

## SCHOOL OFFICE HOURS

The School Office is open daily from 7:30 a.m. to 3:30 p.m.

## **DISCIPLINE**

Christ the King Catholic School is committed to a guidance and discipline policy that is clear, firm, and respectful to children and adults. We foster an atmosphere of mutual respect among students, faculty, and staff. Students are expected to respect and obey all forms of authority, i.e., the faculty, staff, substitutes, yard duty personnel, field trip chaperones, etc. Students must follow regulations made for safety and order, cooperate with the faculty and staff, and take responsibility for their choices and actions. The support of parents is an integral part of our program. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

### **ABUSE OF SCHOOL PERSONNEL**

1. "Any parent/legal guardian or other person whose conduct, in a place where a school employee is required to be in the course of his or her duties, materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than ten (10) days, or both.
2. Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:
  - (1) Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
  - (2) If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, he/she is punishable by imprisonment in the state prison.

As used in this section, 'directly communicated' includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter." Penal Code Section 71.

### **COURTESY**

Students are instructed to be courteous at all times. The need to be friendly and treat others with respect needs to be fostered in all students. Faculty and staff are role models and must treat all students, colleagues, and parents with respect, friendliness, and understanding.

### **DISCIPLINE POLICIES**

Discipline at Christ the King Catholic School is an essential part of Christian development and is to be considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to:

- help build a sense of Christian community in the classroom, on the school yard, and at extended day care
- lead students to self-discipline and self-esteem
- provide a classroom situation conducive to learning
- teach students the importance of developing Christian values, responsibility, and respect.

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The faculty and staff work in a positive way with the students to help them appreciate and grow in respect and responsibility toward God, their country, themselves, and each other. Each student is accountable for his/her own behavior.

Teachers use a discipline system of natural and logical consequences at the classroom level. The parents and/or administration will be involved in the discipline process if student conduct does not show marked improvement.

## **RESPONSIBILITIES AND RULES**

The following responsibilities and rules apply to all students during school hours, extended day care hours, and any school sponsored activity.

### **Responsibilities**

#### **Christ the King Catholic School Students must:**

- show respect and concern for each other and adults
- complete and hand in on time required assignments and participate actively in class
- be honest, obedient, and responsible in all dealings with others
- follow classroom rules – be courteous, attentive, and respectful in class at all times
- be in their assigned play area during recess and lunch period
- follow established playground rules
- use classrooms, books, technology, materials, equipment, and school facilities responsibly
- show respect for the personal property of others
- be well groomed and follow the school dress code
- be on time for school each day
- eat and drink in designated areas
- keep school grounds and facilities clean
- use the drinking fountains, play equipment, and restrooms with safety and cleanliness in mind

### **General Rules**

#### **Christ the King Catholic School Students must not:**

- harass students, volunteers, visitors, or school personnel verbally, visually, physically or in writing
- cheat
- intentionally damage property
- use vulgarity or profanity
- make verbal, physical, visual, or sexual threats
- bring personal property, including, but not limited to the following: toys, games, trading cards, radios, disc players, electronic devices, music, cameras, or other valuables to school or extended day care.
- bring any weapons or dangerous objects, (i.e. guns, knives, sharp objects, lighters, matches, laser or shock pens, etc.) on campus
- bring, exchange, or use illegal substances on or near school premises or at school sponsored activities
- bring, exchange, or use prescription or non-prescription drugs without following the Administration of Medications policy stated in this handbook
- be in any classroom without adult supervision
- leave school/parish property during the school day without permission

- litter, chew gum, spit, or eat seeds or nuts with hulls or shells on school grounds
- bring drinks or food in glass containers
- ride bicycles, skate boards, scooters or roller blades on school/parish property
- use mobile phones and smart watches at school

### **Playground Rules**

- Students will walk, not run, on walkways
- Good sportsmanship and courtesy are to be practiced at all times
- Kicking the ball is allowed in four-square, kickball and soccer games only. Four-square will be played on the lower yard, soccer will be played on the grass and kickball games will be played on the grass or in the diamond areas of the upper yard. Balls will be kept within the boundaries of the game area.
- Students must play in their assigned color-coded areas
- Students must use equipment color-coded for their area only
- Profanity, spitting, eating and drinking are not allowed on the playground
- Food and drink are not allowed in play areas
- Equipment and areas are to be shared equally with all classmates. Recess is not a CYO practice time. Games must accommodate any and all students who wish to play.
- Hanging on basketball nets or rims, climbing basketball poles, and pulling on volleyball nets are prohibited.
- Playing, eating, throwing things, or loitering in restrooms is prohibited.
- Standing on sinks, toilets, handrails, waste containers, or urinals is prohibited.

### **Play Structure Rules**

- The structure is for the use of Kindergarten-4<sup>th</sup> grade students according to a schedule
- Good manners and courteous play are to be in practice at all times
- Running or tagging games are not to be played on or near the structure
- Only one person is allowed on a slide at one time
- Students will go down only on slides. Climbing up the sliding area of a slide is not permitted
- Students must stay out from under other students who are using the climbing and hanging areas of the structure
- Pulling or hanging on other students is not allowed
- Pushing or shoving is not allowed
- Playground equipment will not be used on the play structure
- Climbing onto the top of roof or bar areas is not allowed
- Students may hang by knees but may not do a "Cherry Drop" dismount from pull-up bar
- Food or drink will not be taken to the play structure
- Students may not crowd into any area of the structure
- No one is to be tied or fastened to any part of the structure
- Wood fiber ground cover is not to be thrown or put onto slide, deck or grass areas.

**Students and siblings playing on the play structure after school must have direct parental supervision.** CLUB CTK and/or Religious Education personnel cannot be responsible for the safety of your children. If you have things to do before going home in the afternoon, please either take your children with you or check them into CLUB CTK (students only). If your children would like to play while you visit, please remain with them and have them in your view at all times. All play structure guidelines apply to after school use by students and siblings.

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The school does not assume responsibility for personal items brought to school.

## **DISCIPLINARY ACTIONS AND PARENT NOTIFICATION**

Christ the King Catholic School has different levels of consequences or disciplinary actions based on the seriousness of misconduct. Parents will be given written notification of student non-compliance with school rules and the consequences given to the student on a Conduct Notice Form, Dress Code Violation Form, or Major Conduct Referral. **Copies of these forms are kept in a file separate from the student's cumulative record.** Corporal punishment is not allowed. Prior to issuing a Major Conduct Referral, the Principal must be consulted.

### **Conduct Notices**

Conduct Notices are issued for misbehaviors in Grades 1-8. Students in Grades 1-8 who receive more than five (5) Conduct Notices will conference with teacher and parents and Individual Student Contracts may be employed to help the student address specific areas for growth.

### **Dress Code Violation**

If a student receives three (3) Dress Code Violations per trimester he/she will lose the next Non-Uniform privilege even if that Non-Uniform day occurs in the next trimester.

### **Major Conduct Referrals**

Major Conduct Referrals may be given (but are not restricted) to any Christ the King student for the following reasons: stealing, cheating, fighting, destruction of property, disrespect to authority, threatening others, endangering the safety of others, possession of any type of drugs (over the counter medications or prescription), knives or any kind of weapon, graffiti or a serious offense as determined by the teacher and Principal. A referral could result in an in-school suspension. All referrals must be reviewed by the Administration before distribution.

## **SUSPENSION AND EXPULSION**

Offenses committed by students while under the jurisdiction of the school or any behavior, while not under the direct jurisdiction of the school but which in nature can damage the good reputation of the school and the community it serves, can be reason for suspension and/or expulsion.

### **Suspension Policies**

Suspensions will be used for serious misconduct. Out-of-school suspension is an acceptable disciplinary measure but, when possible, in-school suspension is preferred. In-school suspension means that a student will complete all work assigned by classroom teachers in another classroom for the school day. Students will have a recess and lunch break different from their regular grade level.

No student shall be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as to complete an investigation when the student's return poses a threat to the safety of others. The student must be given the opportunity to make up work that was given during the time of the suspension.

**The following behaviors are some causes for which a student may be suspended:**

1. Deliberate, willful disobedience or disrespect
2. Profane or vulgar language
3. Derogatory remarks made to or about individuals
4. Physical fighting
5. Defacing school property

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- 6. Leaving school grounds without permission
- 7. Stealing
- 8. Threatening another student/teacher/staff member
- 9. Inappropriate gestures or gang signs
- 10. Possession of illegal substances
- 11. Possession of weapons or dangerous objects
- 12. Possession of fireworks
- 13. Noncompliance with the Student Technology Acceptable Use Policy

### **Suspension Procedures**

- 1. In cases where the **absence** of **immediate** disciplinary action (suspension) would pose a real threat to the **health and welfare** of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in #2 below may be adhered to **after the fact**.
- 2. In all other cases where suspension is necessary, but **no real or immediate danger** to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur:
  - a. **Notice:** This is satisfied by **telling** the student that you are going to suspend him or her; **informing** him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.
  - b. **Evidence:** This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
  - c. **Opportunity to Respond:** This means an informal give and take between student and Principal. In other words, "Do you have anything to say?" etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student's responses to the presentation of such evidence.
  - d. **Parent/Legal Guardian Contact:** It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
  - e. **Right to Appeal:** The parent/legal guardian may appeal the decision, first to the Principal and Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.
  - f. **A Written Record** of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept in a file separate from the cumulative record by the Principal.

### **Expulsion Policies**

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Prior approval of the Superintendent is required before expulsion can take place.

## Reasons for Expulsion

The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion.

1. Continued willful disobedience/consistent violation of school rules
2. Actions gravely detrimental to the moral or spiritual welfare of the students
3. Persistent defiance of school authority by any student or his/her parents
4. Habitual profanity or vulgarity
5. Use, possession or exchange (whether or not for sale) of tobacco (including vaping), drugs or alcohol on or near the school premises or at school sponsored events
6. Vandalism to school property
7. Habitual truancy
8. Assault or battery, or any threat of force or violence directed towards any school personnel or students
9. 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, and laser or shock pens.
10. Theft
11. Verbal or physical harassment of any student, teacher, or administrator

## Procedures for Disciplinary Expulsion

### Cases of Cumulative Disciplinary Difficulties

1. The Principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:
  - a. the **pattern of conduct** which at this time would lead the school to believe that expulsion is being contemplated
  - b. the **evidence** upon which this assessment is based
  - c. the right of the student at this time to present a statement or information in support of being retained
  - d. what specific **courses of action or improvement in attitude** will be sufficient in the school's view so that expulsion will not be necessary
2. If adequate improvement is not forthcoming within a reasonable time:
  - a. A second conference with the student and parent/legal guardian shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through c). After this conference a final decision will be made by the Principal in consultation with the Pastor and Superintendent.
3. Written records of the various proceedings leading to expulsion must be on file

### Cases Involving Serious Offenses or Threats to Safety

There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent/legal guardian-Principal conference is dispensed with, and the process begins with the procedures outlined in paragraph 2 above. (In this case it would be a first conference with the parent/legal guardian.) This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student, or school personnel.

## Right to Appeal

The parent/legal guardian may appeal the decision, first to the Principal, then to the Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.

## HARASSMENT POLICIES

The Diocese of Oakland affirms the Christian dignity of every student. The Diocese will not tolerate the harassment of anyone. It is the policy of the Diocese of Oakland to provide an educational environment in which all students are treated with respect and dignity. **Christ the King Catholic School is committed to providing a learning environment that is free from harassment in any form. Therefore we prohibit any form of harassment or bullying of or by students, employees, parents or other persons whether verbal, physical, visual or sexual.**

### General Harassment Policy

The Schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, parent, volunteer, or third party at a school site to harass a student or employee. This Harassment Policy also prohibits any form of harassment against anyone on school property or at a school sponsored event. Any actions of parents/legal guardians, or other persons that are abusive toward school personnel could initiate the school's action to transfer the related pupil. Complaints may be reported to the Principal or Assistant Principal. Formal written complaints may also be filed at the office of the Principal or Assistant Principal. A complaint does not have to be written in order to be investigated.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of an individual's appearance, personality, size, ability, manner, race, creed, color, national origin, physical disability, gender or sexual orientation. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

- verbal harassment: taunting, threatening words, derogatory comments, or jokes
- physical harassment: unwanted touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement
- visual harassment: derogatory, demeaning or inflammatory gestures, written words, drawings, cartoons, posters, or intimidating facial or body expressions

Any student who engages in the harassment of another student is subject to disciplinary action including verbal warning, detention, counseling, suspension, and expulsion.

### General Harassment Complaint Procedure

#### Informal:

A student or staff member is encouraged to directly inform the person engaged in such conduct that such conduct is offensive and must stop.

#### Formal:

##### Verbal Complaint

A student may verbally report a complaint to a staff member. The staff member shall process the complaint using the following steps, as needed:

- speak to the students involved to ascertain the situation
- deal with the situation, as appropriate
- document the complaint
- send written documentation to the office and parents

- The Major Conduct Referral Form may be used for documentation for the office and/or notification to the parents.

### **Written Complaint**

A student or staff member may submit a written complaint to the Principal or Pastor. Except to the extent necessary or appropriate to carry out the purposes of this policy, any such information shall be kept confidential.

This formal complaint should include the following information:

1. Name of person filing complaint
2. Date of complaint
3. Date(s) of the alleged harassment
4. Name(s) of the alleged harasser(s)
5. Where the harassment occurred
6. A statement of the conduct allegedly constituting harassment
7. Informal attempts, if any, to resolve the situation
8. Remedy sought

### **Review, Investigation, and Resolution**

1. The formal written complaint will be reviewed and a thorough and complete investigation of the complaint will be conducted following the same process as in the verbal complaint noted above. If the complaint is against a staff member, the Principal or Pastor will review and conduct this investigation. Every effort will be made to address each complaint within seven days after it is received.
2. The Principal or Pastor will make a written report summarizing the results of the investigation and disposition of the matter. Both parties shall be afforded a full and fair opportunity to present their side of the issue in a hearing before the Principal, Pastor or designee.
3. Within five working days after the hearing, the Principal, Pastor or designee shall render a decision in writing which shall be sent to both parties. The decision shall include the findings and the deposition of the complaint, the rationale for the decision and a recommended course of action if any. If harassment is determined, it will result in disciplinary action, up to and including termination or expulsion.
4. Both parties shall have the right to appeal the Principal's decision to the Diocesan Coordinator of Conciliation, Mediation and Arbitration. Students and staff members are urged to use the above Policy Procedure without fear of reprisal as a result of initiating or discussing a complaint or incident. It is contrary to this policy to take any action intended to intimidate, retaliate against, or harass any person because that person has opposed harassment, reported or complained of harassment, or assisted or participated in any investigation or proceeding under this policy.
5. This policy prohibits harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:
  - a. While on school grounds
  - b. While going to or coming from school
  - c. During the lunch period whether on or off campus
  - d. During, or while going to or coming from, a school sponsored activity

### **Dissemination of Policy**

In order to ensure that all students and employees have knowledge of this policy and administrative procedures, a copy of the policy:

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1. Will be posted in a prominent location in the school building
2. Shall be provided to all students currently enrolled in the Diocese and shall be distributed at all orientation programs conducted for new students at the beginning of each academic year
3. Shall be provided for all faculty members, administrative staff, and support staff at the beginning of each school year or at the time that a new employee is hired
4. And procedures shall appear in the Oakland Diocesan policy manual, in the parent's handbook, and in all Diocesan publications that set forth comprehensive rules, regulations, and standards of conduct.

### **Employee Training**

All employees shall be made aware of the seriousness of violations of the sexual harassment policy. Personnel designated to receive complaints shall be educated about their specific responsibilities. All employees should be cautioned against using peer pressure to discourage harassment victims from using the internal grievance procedures.

### **Sexual Harassment Policy**

The Diocese of Oakland prohibits any form of sexual harassment of students whether verbal, physical or environmental. It is a violation of this policy for any employee or agent of the Diocese to harass a student or for a student to harass another student in a sexual manner as defined below:

#### **Definition of Sexual Harassment**

For purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- submission to, or toleration of, sexual harassment if used as an explicit term or condition of any services, benefits, or programs sponsored by the Diocese
- submission to, or rejection of, such conduct if used as a basis for an academic evaluation affecting a student
- conduct which has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment
- submission to, or rejection of, the conduct if used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese

#### **Examples of Sexual Harassment**

Sexual harassment includes, but is not limited to the following forms:

- verbal: sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets
- written: suggestive or obscene letters, notes, or invitations
- physical: sexual assault, touching, impeding or blocking movement
- visual: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters
- continuing to express sexual interest after being informed that the interest is unwelcome
- making reprisals or threats of reprisal following a negative response to sexual advances or following a sexual harassment complaint

#### **Employee to Student Sexual Harassment**

Employee to student harassment is always prohibited whether or not the incidents of harassment occur on school property or at school-sponsored events.

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To prevent sexual harassment, an amorous relationship between a student and an agent or employee of the Diocese is strictly prohibited. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action including termination of employment.

### **Student To Student Sexual Harassment**

This policy prohibits student-to-student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:

- while on school grounds
- while going to or coming from school
- during the lunch period, whether on or off campus
- during, or while going to or coming from, a school-sponsored activity.

Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warning, reprimands, detention, counseling, suspension, and expulsion.

### **Retaliation**

The Diocese of Oakland forbids any retaliation against anyone who reports any form of harassment or who participates in the investigation of such a report.

### **Sexual Harassment Complaint Procedure**

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in the Administrative Handbook for Catholic Schools, Diocese of Oakland. Complaints may be reported to a school counselor, the Principal, or Assistant Principal. Written complaints may also be filed at the office of the Principal or designee. Complaints should be presented in written form to the Principal. A complaint does not have to be written in order to be investigated. The complaint procedure for Sexual Harassment will follow the same format and guidelines as those listed under "General Harassment Policy".

## **SCHOOL SEARCHES**

Students' legitimate expectation of privacy in their person and in their personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the students' parents/guardians of any search of a student's person or personal effects.

**Expectation of Privacy**

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Generally, students should be asked to empty their pockets, purses, backpacks or other bags for inspection of the contents by school officials. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Diocese of Oakland Technology Use Policy for Students and Parents. (Technology Use Policy) This policy concerns cell phones and other electronic devices, whether the devices belong to the student or the school.

**Student Cooperation**

If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student's parents/guardians and/or the police for assistance or referral. (6251 - Home School Partnership Policy)

**Confiscating a Student's Personal Property**

If any of the student's items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a written statement, signed by the student, acknowledging that the item was in his or her possession at the time it was found.

**SCHOOL VANDALISM/ PROPERTY DAMAGE**

Students and their parents/legal guardians will be liable for all damage to school equipment or property caused by the student. They are responsible for repair or replacement of damaged items or areas.

It is the responsibility of the parent/legal guardian to pay for property damages not to exceed ten thousand dollars (\$10,000) due to willful conduct by the child. Grades, transcripts, or diploma will be withheld until the damages are paid.

## **EMERGENCIES**

### **DISASTERS AND SCHOOL EMERGENCIES**

Check your radio or television for emergency information. When arriving at school, please keep entrance areas clear and follow instructions from school personnel to pick up your children.

#### **Care at School**

We are prepared to care for your child(ren) in times of critical situations. All faculty and staff members are trained in CPR and First Aid, and we will be in communication with various local emergency services. The school has emergency food and water provisions for all students, faculty, and staff members.

During a disaster or school emergency, volunteers/visitors working at school are to remain with the students in their area and follow directions from the teacher. Volunteers/visitors in non-student areas are to listen for instructions over the PA system. If no instructions are immediately broadcast, they are to report to the administration for direction.

#### **Emergency Dismissal**

The procedure to follow in case of an actual or simulated disaster that requires the immediate dismissal of students at Christ the King School is:

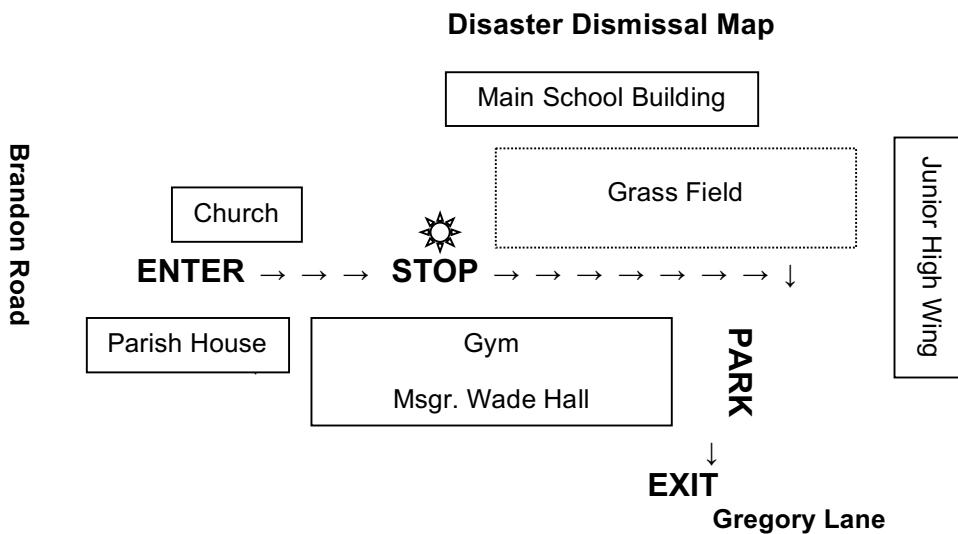
- Students will be dismissed from school only to a parent (or individual designated by a parent);
- **Students will be permitted to leave only with person(s) designated on the Student Profile Health and Dismissal Form;**
- All parents, or designated persons, who come to pick up students, must sign the students out. Signs will be posted on all school gates of location for signing out children. There will be only one area for signing out students to insure their proper release;
- If you are not able to reach the school, we will care for your child(ren) on site.

#### **Emergency Dismissal Forms**

Parents are to return the completed Emergency Dismissal Form by the due date specifying those persons to whom they wish their child(ren) released in the case of an emergency. In case of an emergency, no student will be allowed to walk or bike home alone.

#### **Picking Up Your Child at School in an Emergency Drill**

- **Enter** - enter the parish grounds through the gate between the Church and the Parish House. There will be signs indicating the entrance. Proceed up the driveway to the STOP sign. Staff members will be waiting for you here at the administration table . If you walk to pick up your child please go here also and follow the instructions of the staff members.
- **Register** - Inform the staff member of the student(s) that you are to pick up. You must stay inside your vehicle. If we need your help we will ask for it. After you have informed the staff member of the student(s) you are taking home you will be assigned a parking space.
- **Park** - A card with the number of your assigned space will be placed on your vehicle. Proceed to your assigned space and wait for your student(s) to be delivered to you. Parking space numbers will be marked on signs at the front of the parking spaces in the upper parking lot.
- **Depart** - Once your children have been brought to you and you have signed a release form, carefully leave the grounds through the EXIT gate near Monsignor Wade Hall. Vehicles will not be allowed on any other part of the school yard as these areas are reserved for emergency vehicles.



## **EARTHQUAKE, FIRE, TOXIC GAS, AND INTRUDERS**

Students are instructed in fire, earthquake, toxic gas, and intruder safety and have regular drills at school. Should it be necessary, the Department of Emergency Services and the Principal will determine any additional action to be taken in these situations.

## **SCHOOL CLOSURE**

### **Notification**

School personnel will use Constant Contact, School Reach, and the emergency forms to notify parents if the school must be closed. The staff will care for all children until they are picked up by their parents or designee. If we must move the students from this site, signs will be left at the school and announcements will be made as to our relocation through Constant Contact, School Reach, or the local media.

## **EXTENDED CARE - CLUB CTK**

Christ the King Catholic School is dedicated to the families of our school community, and we recognize the need for an extended care program for our students. It is available to all K-8 students enrolled at Christ the King Catholic School. Our program, known as CLUB CTK, is designed to offer a safe, fun, and positive place to be away from home. The program includes recreation, arts, crafts, and mandatory homework/reading time and will strive to meet the needs and interests of our students. Our goal is happy children who care and share with others in a group setting.

The extended care program is an extension of the overall school programs at Christ the King Catholic School and is under the supervision of the School Principal. Students attending CLUB CTK are required to follow the same rules and regulations that are in effect during the regular school day. The School Principal selects the Director of the program and has final approval in the hiring of all extended care personnel.

### **ADDRESS AND TELEPHONE**

CLUB CTK is located in Room 002 at the west end of the main school building on the lower level. We will use all available parish facilities including the Junior High Wing, Monsignor Wade Hall, and the playground. CLUB CTK can be reached directly at **(925) 685-0995**. After hours, please leave a voice mail message or e-mail at [club@ctkschool.org](mailto:club@ctkschool.org).

### **ATTENDANCE**

#### **Registration**

Students using CLUB CTK on a regular or drop in basis must be registered. The extended day care Registration form, the Student Profile Health and Dismissal form, and the yearly registration fee must be received before students may attend CLUB CTK.

**Students participating in After School Programs (Choir, Drama, Chess, CYO, etc.) must register with CLUB and provide student's schedule.** The registration fee will be charged only if the student uses CLUB before or after their program three (3) billable times.

#### **Reservations**

Reservations are required in advance for daily attendance when possible and for minimum days. Reservations may be made or changed on a daily or ongoing basis either by phone, e-mail, personal note, or by completing a Reservation Form. If making a reservation is not possible children will be welcome and parents will be billed at the higher drop-in rate. Any child not picked up by 15 minutes after the dismissal bell will be sent to CLUB CTK.

#### **Cancellations**

If your child is in school and expected at CLUB CTK but will not attend, please cancel your reservation. Parents may cancel at any time prior to scheduled attendance. If a reservation is not cancelled or the child does not attend as scheduled, CLUB staff will make every effort to locate the child to insure his/her safety. Parents will be charged a flat no show fee.

#### **Absences**

If your child is absent from school, the School Office will notify CLUB CTK and your registration will be cancelled for that day. If siblings are expected at CLUB CTK on that day, but will not be attending, please cancel your reservation.

## CALENDAR OF EVENTS

The CLUB CTK calendar is published monthly on the school website. Some activities may incur a small fee. All field trips and special activities are optional.

## COMMUNICATION

Families can contact CLUB CTK by phone, e-mail, or in person. The direct line to CLUB CTK is 685-0995. If you need to leave a message, your call will be returned promptly. You may e-mail at [club@ctkschool.org](mailto:club@ctkschool.org). You may also stop in to CLUB CTK personally during the hours of operation.

## DAILY ROUTINE

### Program

Arts/crafts	Mandatory homework/reading time
Computers/CLUB CTK Room & Gr. 6	Movies/videos
Cooking	Outdoor recreation
Indoor games	Sports
Field trips/walks	Story time/music/drama
Holiday traditions	Birthday celebrations

### Homework Policy

Beginning at 4:00 p.m. Monday through Thursday, mandatory homework/reading time is set aside for all students. Homework time is available for one hour, but students may check out after 30 minutes if their work is completed. Parents can mandate that their children spend the entire hour if they deem it necessary. Children work in age groups supervised by staff members. Each child is expected to bring the appropriate books and supplies from school. No food or drink is allowed during homework time. Parents who prefer homework to be done at home must indicate this on the CLUB CTK Homework Contract. Homework time will be used as reading time in these cases. For students in Grades 3 thru 8, computers are available for class assignments only during this time. Students must sign in the Computer Binder noting usage. Improper use of the computers will result in forfeiture of their use during homework time.

### Signing In

**Before school:** When using extended care in the morning before school, a parent or authorized person **must** accompany the child into the center and sign him/her into the program.

**After school:** A child coming directly from school will be signed into the program by a staff member. **Children must immediately report to CLUB CTK when school is dismissed.** Any child that has not been picked up by 15 minutes after the dismissal bell will be checked in to CLUB CTK. Families will be billed for this time at the non-reservation (drop-in) rate.

**Non CLUB after school programs (Choir, Drama, Chess, CYO, etc.):** All students participating in after school programs must sign in to CLUB prior to going to their program. We need to track who is on campus and where they are in case of an emergency. Students will not be charged for CLUB for the time they are in their program. However those using the service of CLUB before or after will be charged for that time. Students not picked up on time from afterschool programs will be sent back to CLUB until they are picked up.

## **Signing Out**

**Regular pickup:** At pick-up time, a parent or authorized person must sign a child out of the program. Do not ask a staff person to sign your child out for you. Parents may not sign another child out unless the CLUB CTK Staff has received **written** permission in advance from the child's parent. Also, no child will be released to anyone who is not listed on the child's emergency form as being authorized to pick him/her up, unless written notice has been given by the child's parent. In an emergency, parents/guardians may phone in permission for a child to be picked up by a person not on the child's authorized form. They must speak to the supervisor in charge or the Principal. These precautions are for your child's safety. Photo ID will be required if the person is unknown to CLUB CTK Staff.

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 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.

**Late pickup:** Our closing time is 6 p.m. If you are going to be late, please call someone from your emergency list to pick up your child. Then call and notify us at (925) 685-0995 as to what arrangements have been made. If we do not hear from you and are not able to contact you by 6:15 p.m., we will begin calling persons listed on your emergency form. Parents who fail to pick up their child(ren) by 6 p.m. will be charged \$1 per minute per child for every minute after 6 p.m.

## **Snacks and Lunch**

A nutritious snack will be served every day. For those who stay late, we provide a second smaller snack at 5 p.m. Any food allergies should be noted at the time of registration on the emergency form. On minimum days, children must bring a bag lunch hearty enough to keep them satisfied.

The safety and wellbeing of your children here at CTK are always at the heart of the policies we put into place. As we become more aware and educated about potentially life threatening food allergies, we strive to make our campus as safe as is reasonably possible and thus are moving towards becoming a nut free site.

The Christ the King School Policy regarding Group Classroom Snacks & Treats is as follows:

- Any snack or treat provided for a class or group **must be completely nut free**. This means no nuts (peanuts, almonds, etc.) or nut products, including but not limited to raw nuts, nut butters or nut oils.
- **As an extra precaution**, if your child has any type of severe food allergy, we ask that you provide treats of your choice for your own child to be used when the class or school are having a group treat. Please contact your homeroom teacher or the school office to work out how you can keep a small supply of these available at school.
- The school will abide by this policy when providing snacks for school events or programs such as CLUB CTK, field day, Advent goodies, Garden Café, bake sales, etc.

## **DRESS CODE**

Students attending CLUB CTK must dress according to the Uniform section of this handbook at all times. **The School Administration makes the final decision regarding student attire and grooming.**

## EMERGENCY PROCEDURES

Program staff has access to all school emergency supplies and emergency information for each child. Fire, shelter in place, and earthquake drills are conducted monthly.

School insurance covers all students while attending extended care programs.

### **Epi-pens and Inhalers**

If your child requires an epi-pen or inhaler in class and attends CLUB CTK, he or she must have an epi-pen in CLUB CTK also. The classrooms and office are closed at 3:30 so in an emergency these epi-pens and inhalers would not be available.

## EXPECTATIONS FOR CHILDREN'S BEHAVIOR

As members of a Christian and caring community, the children are expected to respect each member of the staff, each other, and the materials provided. All the Christ the King Catholic School policies, including the discipline policy are applicable to CLUB CTK's extended care program (refer to the DISCIPLINE section of this handbook for specifics). Parents and the school administration will be notified of any unacceptable behavior. Continual or serious misbehavior may result in expulsion from the program.

Students may not bring personal items to CLUB CTK. If these items are brought to CLUB, they will be confiscated. The parent will need to speak with the Director/Principal to get these items back.

Children must remain in the CLUB CTK supervised areas. Under no circumstances will a student be allowed to leave campus for snacks, drinks or any reason other than an organized, supervised activity.

**Any organized school activity where the student will be leaving from or returning to extended care requires written permission from the parent or guardian.** Students may not use the telephones in CLUB CTK without staff supervision. Messages will be delivered to students.

Mobile phones may not be used by students at CLUB CTK. If mobile phones are brought to school, they must be turned off and left in the student's backpack. Any misuse of mobile phones will result in their confiscation. Mobile phones will only be returned to the parents by the administration.

## FEES

A yearly registration fee is charged to each family using CLUB CTK. The registration fee subsidizes snacks and supplies, and helps offset staffing costs.

- One child in family attending: \$50
- Two or more children in family attending: \$75
- Families who did not plan on using CLUB services but end up using CLUB three (3) billable times will be charged the registration fee on the next billing cycle. This includes families who use CLUB services before and/or after any after school program.

The cost for program services is \$6.00 per hour. This is per child payable in quarter hour increments.

Parents who fail to pick up their child(ren) by 6 p.m. will be charged \$1 per minute per child for every minute after 6 p.m.

CLUB CTK statements will be sent home monthly in the Family Envelope. Payment is due upon receipt. Payments are to be made separately from tuition payments. Make checks payable to "Christ the King

School Extended Day Care". A late fee of \$25 will be assessed on bills delinquent beyond eight (8) days. Return payment with white statement copy in the CLUB CTK envelope.

## **FIELD TRIPS**

CLUB CTK sponsors optional walking field trips throughout the school year. These are indicated on the monthly CLUB CTK Calendar. Each student must have a Walking Field Trip Permission Form on file in order to participate.

## **HOMEWORK BINS**

Homework bins containing work requested for absent students are located in CLUB CTK.

## **HOURS OF OPERATION**

Our program is open from 7:00 - 8:00 a.m. and 3:00 - 6:00 p.m. each full day school is in session and from 7:00 - 8:00 a.m., 12:00 - 6:00 p.m. on minimum days and 2:15 p.m. - 6:00 p.m. on designated Wednesdays. There is no CLUB CTK during the afternoon the day before Christmas break and the last day of school. This includes all minimum days. CLUB CTK is closed during school holidays and summer vacation. You must be in attendance at school in order to attend CLUB CTK on that same day.

## **FINANCIAL**

### **FINANCIAL OBLIGATIONS**

Tuition is the responsibility of the custodial parent/guardian. Parents/guardians should understand clearly the financial obligation which they assume when enrolling children at Christ the King Catholic School. All financial obligations must be paid in a timely manner throughout the school year and all accounts must be current by June 1<sup>st</sup>.

### **FEES**

Registration Fee per child: \$375 (Non-refundable)

Special Class Fees:

- Gr. 1 Hospitality Fee: \$15
- Gr. 2 Sacramental Fee: \$75
- Gr. 7 Hospitality Fee: \$35
- Gr. 8 Graduation Fee: \$150

### **TUITION**

#### **Tuition Costs for 2019-2020**

The tuition amount per family is determined by the number of children in the family attending Christ the King Catholic School.

2019-2020	Single Payment 2% Discount	2 Payments 1% Discount Aug 1 and Jan 1		10 Payments Monthly Aug 1 – May 1	
		Payment Amt.	Total	Payment Amt.	Total
1 child	\$ 7,840.00	\$ 7,920.00	\$ 3,960.00	\$ 8,000.00	\$ 800.00
2 children	\$ 14,308.00	\$ 14,454.00	\$ 7,227.00	\$ 14,600.00	\$ 1,460.00
3 children	\$ 17,738.00	\$ 17,919.00	\$ 8,959.50	\$ 18,100.00	\$ 1,810.00
4 children	\$ 20,874.00	\$ 21,087.00	\$10,543.50	\$ 21,300.00	\$ 2,130.00

#### **Payment Options**

- One annual payment, due August 1 (2% discount)
- Two payments, due August 1 and January 1 (1% discount)
- Ten monthly payments, due August 1 thru May 1

#### **Conditions of Payment of Tuition**

- All tuition installments are **due on the FIRST of each month**. The month(s) an installment is due is determined by the Payment Option chosen above.
- Tuition installments are to be made in the amount due or multiples thereof.
- **If tuition payments are not paid in full by May 7, 2020 and no other arrangements have been made with the Principal, the family's child(ren) will not be considered re-registered for the next school year.**

All tuition is paid through the FACTS tuition management system.

**Tuition Assistance**

Diocesan and School financial aid programs may be available for families who qualify. Christ the King Catholic School will make every effort to see that no child is denied access to a Catholic education based solely on lack of funds to pay tuition.

The following types of assistance are available to qualifying applicants:

**FACE:** Family Aid for Catholic Education (FACE) is a Diocesan sponsored tuition assistance program. Each school receives applications for FACE tuition assistance in the spring for the following school year.

**Basic Fund:** Basic Fund assistance is available to families with new children entering Christ the King Catholic School. Applications can be requested from the school office in the spring for the following school year.

**CTK Children's Fund:** The CTK Children's Fund is tuition assistance sponsored by Christ the King Catholic School and is available to students currently attending Christ the King. Parents wishing to apply for this program should contact the Principal in the spring for the following school year.

**Father Declan's Emergency Fund:** This fund was established to assist families if a need arises during a school year.

All parents applying to either Christ the King's Children Fund or FACE must have their need assessed by FACTS a company that specializes in evaluating financial need of individual families. Parents must apply online and provide their federal tax return and other supporting documentation. A nominal administrative fee of \$30 is assessed. Applications are available in spring of the current year for assistance the following school year.

The need for financial aid is reviewed annually and confidentiality is maintained throughout the process.

Families experiencing sudden and unforeseen financial hardships should contact the Principal to make special arrangements for handling the payment of delinquent tuition fees or emergency assistance. Emergency tuition assistance funds are sometimes available. The degree to which Christ the King can subsidize those who are unable to pay may vary each year.

**Withdrawal from School Prior to End of School Year**

Families are responsible for the **entire year's tuition** regardless of the date that student withdraws from Christ the King Catholic School. This applies to voluntary and involuntary withdrawals. This condition can be waived at the discretion of the Principal.

**CHRIST THE KING CATHOLIC SCHOOL FUND ASSESSMENT**

Each family is required to contribute \$250 to the Christ the King Catholic School Fund each year. These monies are allocated to various areas of the school's operating budget where needed.

Each school family is required to contribute \$250 School Fund Assessment (SFA). This can be met in several different ways including the following:

- Sign up with ShopWithScrip - The CTK enrollment code is: L54D412C9999.

- Sign up with Scripsense - This is on-line shopping hub and eGift cards sales. If you would like to register, please email [Support@scripsense.com](mailto:Support@scripsense.com) for registration information.
- Register your credit cards online with eScrip. Stores and credit card companies give a donation to the school through scrip when you use your registered credit card for purchases at participating retailers. Sign up at [www.escrip.com](http://www.escrip.com). Please note that eScrip is on a calendar year. Example: purchases made in November 2019 will count for the current year (4/30/19-4/30/20) but purchases made in Jan 2020 will count for next year (which starts on 5/1/20).
- Participate in your employer Corporate Donations and Matching Fund Programs. Many companies have ways of donating pre-tax dollars to your chosen organization. Please check with your HR department. Please provide any paperwork showing your pledged amount. Most checks come to CTK without any info so we MUST have your paperwork.

ALL FAMILIES participating in Employer based Donation and/or Corporate Matching programs are required to submit documentation to CTK Scrip. Please send your Family name, Employer name & the name of the Donation/Corporate Match Plan Administrator. Please do not request to be an anonymous donor. CTK receives many donations outside of this program so the more information you can provide to us the easier it will be to collect the checks intended for the SFA requirement. In MOST cases your name and donation amount are not included with the checks received and one check can include multiple donations so the more information you give us the better. Once a check is received, we have to access the corporate/charity websites for donor names and amounts.

CREDIT will be given for all donation checks RECEIVED by CTK during the SFA term: 4/30/19-4/30/20. Changes in employment, plan administrator and payroll deductions can impact donations. Please confirm the year that your deductions or matching funds will be received by CTK. There can be over a year in lag time in some cases. CTK is not responsible for processing fees charged or the timing of disbursements. ALL checks received after April 30th of each school year will be applied to the following year's SFA requirement.

LOG IN to your CORPORATE PLEDGE website to learn ....

- when & how often disbursements are made (monthly/quarterly/annually)
- if there are processing fees deducted from your pledge/corporate matching
- what reports are available to you (information/confirmation of payroll deductions and timing of disbursements)
- NOTE: Routine payroll deductions may not be issued to CTK for several months or even within the same calendar year. In some cases, CTK is currently receiving checks related to Employee Donations set-up for CY 2017 & CY 2018 campaign years.
- Participate in other donation sights such as Amazon Smile
- Pay \$250 in cash. You can always elect to pay the full \$250 and not participate in any of the above areas.

Please note that the net amount Christ the King receives from all of the above must equal \$250. The responsibility for CTK receiving payment lies 100% with the family donating. All summaries of all payments sent to Christ the King and eChecks must include the family name. The time line for this year is April 30, 2019 to April 30, 2020. All contributions from these sites are due no later than April 30, 2020.

Families leaving prior to the end of the year will be assessed a pro-rated amount of \$25 per month.

### **Tuition Incentive Program (TIP)**

You can earn tuition credits during the 2019-2020 school year through the Scrip Fundraising program to offset your first tuition payment of the **next** (2020-2021) school year. Fifty percent (50%) of every scrip dollar accrued AFTER you have reached \$350 can be credited towards your child's tuition for the

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following (2020-2021) school year. For example, if your scrip credit reached \$500, you have earned \$75 towards next year's tuition  $[(500-350) \times 50\%]$ . Maximum credit that can be used for any one school year is the amount of one month's tuition and it must be used for the first (August) payment of the year. Corporate donations and United Way contributions **do not count towards this program**.

## FAMILY SERVICE FEES

Each school family is responsible for performing 21 hours of service each school year. Families are billed \$30 per hour for all unworked hours. All service hours for the current school year are to be completed and recorded by June 1, 2020. Money for hours not served is also due by June 1, 2020. Families leaving prior to the end of the year will be assessed a pro-rated amount of hours at a rate of three (3) hours per month. Hours not served from the pro-rated amount will be billed at \$30.00 per hour. Please refer to the **Family Service Program** section of the **Visitors & Volunteers** Chapter of this Handbook for more information.

## INSURANCE

A Student Accident Insurance Program covers all children in the Diocese. The fee is included in the school registration fee. Parents can also purchase supplemental coverage. Information is available at the school office.

## MONEY COLLECTION

All money from parents is to be sent in an envelope, clearly marked with student name, grade, amount enclosed, and purpose. The school is not responsible for non-designated money.

## **MEDICAL**

### **ALLERGIES AND MEDICAL CONDITIONS**

Parents/guardians are responsible for notifying the school and teacher of any allergies or serious medical conditions.

The safety and wellbeing of your children here at CTK are always at the heart of the policies we put into place. As we become more aware and educated about potentially life-threatening food allergies, we strive to make our campus as safe as is reasonably possible and thus are moving towards becoming a nut free site.

The Christ the King School Policy regarding Group Classroom Snacks & Treats is as follows:

- Any snack or treat provided for a class or group **must be completely nut free**. This means no nuts (peanuts, almonds, etc.) or nut products, including but not limited to raw nuts, nut butters or nut oils.
- **As an extra precaution**, if your child has any type of severe food allergy, we ask that you provide treats of your choice for your own child to be used when the class or school are having a group treat. Please contact your homeroom teacher or the school office to work out how you can keep a small supply of these available at school.
- The school will abide by this policy when providing snacks for school events or programs such as CLUB CTK, field day, Advent goodies, Garden Café, bake sales, etc.

### **CHILD ABUSE OR NEGLECT**

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

School personnel are required by law to report any reasonable suspicion of child abuse.

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 1166a)

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

### **CPR/FIRST AID**

All personnel are trained in CPR and First-aid.

The prevention and control of communicable diseases requires the coordinated cooperation of school community members. Precautions should be taken at all times and include, but are not limited to, frequent hand washing and the use of wearing latex gloves when there is the possibility of contact with a

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person's bodily fluids.

A first-aid kit is available in the Health Room for use while on field trips.

## ILLNESS

### At School

If a child becomes significantly ill or injured at school, office personnel will notify the parent/guardian. No child is permitted to leave the school grounds without the Principal and teacher's knowledge. The parent/guardian, or person designated by the parent/guardian, must sign out the child in the attendance log in the School Office before taking the child. No child suffering from an illness or injury will be permitted to leave the school alone.

All visits to the Health Room are documented and a Notice of Visit to Health Room Form that indicates the reason for the visit and any treatment rendered is sent to the student's parent/guardian.

### Communicable Diseases

Students MAY NOT attend school while any disease, infection, or infestation is in the contagious stage. Contagious diseases **must be reported** to the School Office as soon as possible so that notices may be sent to at risk families. The identity of the student with the contagious condition will remain confidential. Strep throat, lice, pink eye, chicken pox, poison oak, and any disease which can be spread to our students must be reported.

### Returning To School

Students must not return to school until they are sufficiently recovered to participate in school activities and have been:

- free from fever of 100° or greater for at least 24 hours
- on antibiotic for at least 24 hours in cases of strep
- treated for head lice at home 24 hours or more prior to returning. Students who are treated by a professional company may return immediately with proof of treatment.

## IMMUNIZATION/HEALTH SCREENING REQUIREMENTS

According to the Law of the State of California, all children enrolled in California schools must be fully immunized to meet State requirements. Pupils entering a California school, private or public, must provide a written immunization record signed by a health care provider (doctor, clinic, hospital). State Law also requires that those students found lacking in required immunizations be excluded from school.

Christ the King Catholic School requires a completed Report of Health Examination for School Entry Form for each student prior to school entry.

New State regulations may require additional immunizations for current students. A written immunization record signed by a health care provider (doctor, clinic, hospital) indicating compliance must be provided. State Law also requires that those students found lacking in required immunizations be excluded from school.

## INSURANCE

A Student Accident Insurance Program covers all children in the Diocese. The fee is included in the Registration Fee. If a child is injured at school and is in need of medical attention, please request an insurance form from the School Office within five (5) days of the injury. Injuries received at school, as

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well as traveling to and from school, are covered by this policy

## MEDICATIONS

Christ the King Catholic School strives to ensure the safety of all students by responsibly administering medication to the students who have no alternative but to take medication during the school day. According to State Law, office personnel must assist any student who is required to take prescribed medication during the regular school day. (Exception: Students may have individually wrapped cough drops in their possession with a note from their parent.)

All medication administration requires parent/guardian authorization by a completed and signed *Request for Medication to Be Taken During School Hours* form. All prescription medications also require physician authorization by physician signature on the *Request for Medication to Be Taken During School Hours* form, a note from the physician, or the prescription medication in its original container from the pharmacy, labeled with the student's name, the medication name, date, dosage, physician's name, etc.

Parents/guardians will assume full responsibility for the supplying of all medications. Schools may not furnish any medications. **All** medications and authorization forms are to be brought directly to the School Office by the student's parent/guardian. **No medications may be brought to school by students.** All medications must be secured in the school office with specific written instructions. **No medication may be taken to the classroom or sent in back packs.**

### Epi-pens and Inhalers

In cases of severe allergies, back up of inhalers and epi-pens may be secured in the classrooms under care of the teacher as well as in the office. These backup medications are taken with the class when they are at PE, in Church, field trips, or other locations besides the school building. Use of an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry his/her own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on his/her person, consideration will be given to a variance if the physician and parent/guardian document the following:

- Risk of not carrying medication
- The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use

If your child requires an epi-pen or inhaler in class and attends CLUB CTK, he or she must have an epi-pen in CLUB CTK also. The classrooms and office are closed at 3:30 so in an emergency these epi-pens and inhalers would not be available.

Glucose testing and insulin administration are to be coordinated by the parent/guardian in collaboration with the school Principal

All medications (prescription and non-prescription) must be sent to school in the original individual container clearly labeled with the following information:

- Student's full name
- Physician's name
- Physician's telephone number
- Name of medication
- Dosage, schedule, and administration route
- Date of expiration of prescription

School office personnel will supervise dispensation of all prescription and non-prescription medications. Teachers and office staff will ensure that medications are taken properly and on time. Students will be

called to the office if necessary. After taking the medication, the student and school office personnel will initial the Medication Log section of the Request for Medication to Be Taken During School Hours Form. Medications will be brought on field trips when necessary

Completed forms will be retained in the School Office for the current school year and then filed in the student's health file. All medications will be discarded over the summer if not picked up in the school office by the last day of school.

### **Fidgets**

Students with certain diagnoses may use a fidget tool in class. Fidgets are self-regulation tools to help with focus, attention, calming, and active listening. Fidgets come in all different shapes, sizes, and textures and can promote movement and tactile input critical for some student's learning. All Fidgets will be provided by the school and are to be used only by students designated through the Resource Program.

## **SAFETY**

### **ALCOHOL/SMOKING POLICY**

Alcohol/illegal substances and/or tobacco/vaping:

- **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)*

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**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**

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**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.

## **STUDENT ACTIVITIES**

### **AFTER SCHOOL PROGRAMS**

Christ the King School offers a number of optional after school activities for students. Programs vary throughout the year and details will be listed in the weekly School Newsletter.

All students participating in after school programs **must sign in to CLUB prior to going to their program.** We need to track who is on campus and where they are in case of an emergency. Students will not be charged for CLUB for the time they are in their program. However, those using the service of CLUB before or after will be charged for that time. Students not picked up on time from afterschool programs will be sent back to CLUB until they are picked up.

### **ALTAR SERVERS**

Students in grades 4 through 8 have the privilege of serving daily and Sunday Masses and special liturgies and services. Students who serve the 8:00 a.m. Mass on weekdays must check in at the School Office each day before reporting to class. These students are not marked tardy for school.

### **ASSEMBLIES / RALLIES**

The Principal and Student Leadership arrange various assemblies and rallies during the school year. They are used to encourage school spirit, community awareness, and fundraising goals, as well as provide the students with educational guest speakers.

### **CATHOLIC YOUTH ORGANIZATION (CYO)**

Each parish in the Diocese sponsors a Catholic Youth Organization as one dimension of its total ministry to youth. It is an athletic program open to all children in the parish. In CYO programs, emphasis rests not on the number of games won or lost, but on the participants' attitude in victory or defeat. Principles of fair play and sportsmanship govern every game. Teams practice in the school gym and other local facilities and participate in league games throughout the Diocese.

### **DANCES**

The Student Leadership sponsors school dances for grades 7 and 8. Other schools may be invited, and students are sometimes invited to attend dances at other school sites as well. Guidelines are sent home before these events. Parents and students must sign a behavior contract before students will be allowed to attend. Students must not be on academic probation or have lost school privileges due to Rule Violations (See DISCIPLINE section). Students also must attend school the day of the dance.

### **FAITH FAMILIES/BUDDY CLASSES**

Students in Grades K-8 are placed into Faith Families at the beginning of the school year. These families contain students from each grade level. During the school year these families get together for social events, to build school spirit, and to work on school and community outreach projects. In addition to school families, every grade is partnered with another grade for religious, social, and academic functions.

## **FIELD TRIPS**

Educational field trips may be offered to enhance the curriculum offered. These field trips are primarily financed by Registration Fees paid by the parents. Each student must have a written permission slip from his/her parent or guardian to participate. Trips are usually held during school hours. Depending on the field trip destination, students may walk or be driven. For field trips outside the local area, students are usually transported by bus.

Students will wear uniforms and name tags with first name only on all field trips unless otherwise notified by the school.

All volunteer drivers and chaperones must have TB Clearance, Virtus Protecting God's Children Training, Livescan Fingerprinting and a Diocesan Volunteer Application on file in the School Office.

**Drivers and chaperones must**

- Stay with assigned students at all times unless directed by the teacher.
- Not use mobile phones during the field trip.
- Not stop at any unauthorized destination (gas station, fast food, home, etc.) enroute to or from the field trip destination.
- Leave all animals at home.

For field trips where volunteers will be driving students, the following guidelines apply:

- Each car must have 2 adults at all times.
- The drivers must be over the age of 25, have current copies of their valid, unrestricted drivers' license and insurance declaration page indicating a minimum of \$100,000/\$300,000 liability coverage on file in the School Office.
- Drivers must sign a form indicating that their cars are in good driving condition, that they will drive safely, and that they have a seat belt for each student they transport. Students in grades K-6 are not allowed to ride in the front seat of any vehicle during school-sponsored field trips.
- Effective January 1, 2012, California law requires the following:  
Children under the age of 8 who are 4'9" or taller may be secured by a safety belt in the back seat. Source: California Child Safety Seat Law ([www.chp.ca.gov/community/safetyseat.html](http://www.chp.ca.gov/community/safetyseat.html))
- Additional guests (siblings or children) are not permitted to attend field trips as per guidelines set forth by the Diocesan insurance carrier.
- Drivers will sign children out (and in) before (and after) taking them from the school. Field trip drivers and chaperones will park in the Parish House parking lot when transporting students for field trips.

The Diocese Short Term (24 Hour) Coverage provides additional accident and acute illness medical coverage and accidental death and dismemberment coverage for students participating in school sponsored and supervised activities involving overnight travel and/or periods without direct and immediate school supervision. The school must purchase the coverage for each participant, student and chaperone for any field trip described above. Cost of this coverage is included in applicable field trip packages.

## SOCIAL JUSTICE PROJECTS

"Since the Gospel message is one of peace, brotherhood, love, patience and respect for others ... Today's Catholic schools must respond to these challenges by developing in its students a commitment to community and to the social skills and virtues needed to achieve it."

(TO TEACH AS JESUS DID, A Pastoral message on Catholic Education)

Students in all grades will have opportunities during the school year to participate in community outreach projects that serve our local community. Students in grades 7-8 are eligible to volunteer for the monthly visit to serve at the Loaves and Fishes site in Martinez.

In addition, students will become involved in Service Learning activities that will be integrated with the curriculum.

## STUDENT LEADERSHIP

This organization shall be known as Student Leadership of Christ the King Catholic School. The purpose of this organization is to provide an opportunity to develop and use leadership skills, to allow an open forum for student ideas and concerns, and to work with the Principal, Faculty, Staff, and students to create student involvement with regard to school matters. Furthermore, the purpose of this organization is to foster spiritual growth; promote good citizenship, encourage a high standard of scholarship, promote school spirit; provide outreach activities and donations for less fortunate groups within our community and beyond; to demonstrate the practical application of democracy; and to advance the welfare of the school.

Student Leadership is composed of elected and appointed representatives of the student body and is under the supervision of Faculty Advisors. Meetings are held every Tuesday and Thursday (when necessary) during the 12:10-12:40 p.m. lunch period. Activities are subject to the approval of the Principal, Faculty, and Staff.

Offices for Student Leadership	Available for Student Entering Grade
Executive Officers (Triumvirate)	8
Committee Member of any committee	6, 7 or 8
Class Representatives	6, 7 and 8

To run for a Student Leadership office, a candidate must:

- have attended Christ the King School for one year prior to taking office
- have no lower than a 'B-' for the first and second trimester report cards in all core subject areas and no C's, D's, F's, N's or U's
- have the recommendation of his/her teachers with final approval by his/her homeroom teacher
- have the knowledge and ability to meet the needs of the office for which the student will run
- have the ability to work with the Principal, Faculty, Staff, and students in a positive manner
- be able to attend the Student Leadership training day on the first day of school.

Once elected a Student Leadership Member must:

- maintain 'A's and/or 'B's for the first and second trimester report cards in all core subject areas and no C's, D's, F's, N's or U's. All work must be turned in to all teachers on time.
- comply with all rules, policies and guidelines in the Parent/Student Handbook;
- attend all meetings, unless excused by illness or with prior to meeting approval of the Student Leadership Advisor;

- submit a written note signed by a parent when unable to attend a meeting;
- participate in all Student Leadership activities;
- report to after school meetings by 3:15 p.m. and remain until meeting is adjourned at 4:00 p.m.
- report to lunch meetings by 12:10 p.m. and remain until meeting is adjourned at 12:40 p.m.
- model good behavior on the playground and at CLUB CTK.

Assumption of office is based on maintenance of election requirements through the third trimester of the election year. Continuation of office is based on maintenance of these requirements for all trimesters throughout term of office. Failure to meet these requirements will cause forfeiture of the office. The officer's runner-up at election will assume the position if more than one trimester remains for the school year and if all requirements are met by the runner-up.

## **STUDENT RECORDS**

### **REVIEW OF STUDENT EDUCATION RECORDS**

Parents/guardians of students currently in attendance at Christ the King Catholic School may review the student's education records. The school may not permit access or release of school records to any other person or agency without the authorization of the parents. This authorization shall be in writing, signed and dated by the person giving consent. It must include a specification of records to be released, the reasons for release, and the names of the parties to whom the records will be released. The parent must complete a Parent Access to Student Records Form and submit it to the School Office. The school has 48 hours to comply with the request.

#### **Procedures for Challenging the Content of the Record**

Challenges to the content of the record are concerned with the correction of data in the student record **not** with substantive decisions on the assignment of grades. Parents must submit a written request to the Principal if they wish to challenge the content of the record. Requests will be responded to in writing within ten (10) days of the request.

### **EMERGENCY DISCLOSURE INFORMATION**

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## **STUDENT SERVICES**

### **HEALTH PROGRAM**

The Diocese of Oakland School Department, in cooperation with the County Health Department, parents/guardians and faculty of the school, coordinate the school health program so that good health may be anticipated for each child.

Visual and auditory screening is done at the beginning of each school year. An optometrist administers the Modified Clinical Technique (MCT) to new students, referrals, and Kindergarten students. Audiometric (hearing) testing is done for students in grades K, 2, 5, and 8, new students and referrals.

Annual Scoliosis Screening will be done in grades 5-8. We have partnered with Stanford Children's Health through the Diocese of Oakland for this testing.

Parents/guardians are requested to make every effort to have their child(ren) in school for the testing. Referral letters that require follow-up examinations by a doctor, and forms to be returned to the school will be sent to parents as soon after the testing as possible.

### **PICTURES**

A professional studio takes pictures of all students each school year. Photographs are taken in the fall and used for school records. Students must wear dress uniform. Faculty and Staff members are also photographed.

Special group photographs are taken of the Second Graders in their First Eucharist attire and of the Eighth Graders in their graduation attire.

All photographs of students are for sale, but there is no obligation to purchase.

### **7th and 8th Grade Student ID Card Policy**

SB 972 (a) Commencing July 1, 2019, a public school, including a charter school, or a private school that serves pupils in any of grades 7 to 12, inclusive, and that issues pupil identification cards shall have printed on either side of the pupil identification cards the telephone number described in paragraph (1) and may have printed on either side of the pupil identification cards the telephone numbers described in paragraphs (2) and (3):

- (1) The telephone number for the National Suicide Prevention Lifeline, 1-800-273-8255.
- (2) The Crisis Text Line, which can be accessed by texting HOME to 741741.
- (3) A local suicide prevention hotline telephone number.

## **TECHNOLOGY**

The use of the school's educational network is a privilege, not a right. All students have the opportunity to use the classroom and Media Center computers and other devices after reading the Christ the King Catholic School Technology Acceptable Use Policy and submitting a signed Acceptable Use Agreement. Students and parents are both required to read and sign this form. Students without a signed Acceptable Use Agreement are not permitted to use the school's electronic resources personally; however, the student may have access to materials electronically delivered through group work or general class presentations. No child is permitted to access the school's network or the Internet without adult supervision.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

We are very pleased to offer access to an educational network at CTK and believe the available technology, including filtered access to the Internet, offers valuable, diverse, and unique resources to both students and teachers. The technology at CTK is to be used only for purposes consistent with our mission as a Catholic school. CTK students have responsibilities regarding the use of school technology for educational purposes. Each student has a personal network account with an assigned log-in and password, access to age appropriate educational software, a student directory on the file server for saving work, and supervised Internet access. Each student also has a Google Apps account at CTKschool.org, which enables them to access email, online documents, and other resources.

Internet access enables CTK students to send and receive information from billions of computers and users across the planet. With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school. The faculty at CTK has taken precautions to control access to controversial materials by being present at all times when students are on the Internet and by instructing students in the proper use of the Internet. CTK filters and monitors all Internet access using OpenDNS. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe, however, that the valuable information and interactions available on the Internet far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school. We also view this as an instructional opportunity to teach our students to use good judgment in assessing the information available via the Internet as unfiltered Internet access is becoming easily available everywhere.

Accounts at CTKschool.org enable students to access valuable communication and productivity tools from any Internet-connected device. With these "cloud computing" resources, students can send emails, share documents, create web sites, and design digital art at school or at home. Use of such tools is already required in many schools, universities, and workplaces, and we feel that there is great benefit to students becoming familiar with their use. While the information in these accounts is accessible via the Internet, it is highly secured, and we instruct students in how to keep it so. But just as with the Internet in general, safe use ultimately depends on the individual user.

Availability of the technological resources, including access to the Internet, to students at CTK is contingent upon receipt of the signed Acceptable User Agreement Acknowledgement Form and continued availability rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities your child is about to acquire. If a student violates any of these provisions, future access to the educational network at CTK may be denied to that student entirely or in part. In addition, the general provisions of the CTK discipline code will apply as deemed appropriate by the school. The signatures on the Acceptable User

Agreement Acknowledgement Form indicate that you have read this document, discussed it with your child(ren), and that you and your child(ren) understand the terms and conditions herein.

## **SECTION A - GENERAL TERMS AND CONDITIONS**

**1. Educational Network** - Use of the CTK School “educational network” is defined as use of any school-owned equipment, connection to the intranet or Internet from the school building, and use of any online accounts provided by the school from any location. This includes, but is not limited to, accessing CTKschool.org accounts, online textbooks, and Ed1Stop.

**2. Acceptable Use** - The purpose of using the educational network, including the Internet, in our school is to support education by providing access to unique resources and the opportunity for collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives of CTK. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material and threatening or obscene material. Students are expected to respect the privacy of other users. Students may not tamper with the accounts, files or documents of other users. The documents and files of other CTK network users may only be used with permission. No one may connect a computer or other device to the network or install any software without the permission of the Network Administrator.

**3. Privileges** - The use of the Network and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of the privileges. The faculty member in charge will deem what is inappropriate use and his or her decision is final.

**4. Network Etiquette** - Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.

**5. Copyright** - Students are expected to abide by all copyright laws at all times. Plagiarism is not permitted.

**6. Security** - Network accounts are to be used only by the authorized owner for approved educational purposes. Students should not share their passwords with anyone except their parents. If your child identifies a security problem on the Internet, or is aware of any intentional misuse/misconduct regarding the use of technology at CTK, he or she should notify a teacher immediately. Your child should not demonstrate the problem to other students. Students may not use another individual’s account at any time. Attempts to logon to the Internet as anyone other than his or herself will result in cancellation of his or her Network and/or Internet privileges. Any student identified as a security risk will be denied access to the entire network. The computers and network are the property of the school. The school reserves the right to open any file or folder stored on the network as it deems necessary, and to monitor all activities on the network.

**7. Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, network, or agency that is connected to the Network/Internet. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, changing any materials without permission, intentionally altering the settings on computers or other devices or any use of the network that disrupts its use by others.

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## SECTION B - STUDENT AGREEMENT

### 1. Personal Responsibility

As a student at CTK, I will accept personal responsibility for reporting any misuse of the network to the teacher in charge. Misuse is considered any message(s) sent or received that indicate or suggest racism, sexism, inappropriate language, or otherwise harass others. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at CTK, using other individual's accounts, passwords, or documents without permission or damaging the computers, or other devices on the network.

### 2. Acceptable Use

My use of the Network and the Internet will be in support of educational research and/or knowledge as defined by the teacher in charge. I understand that random "surfing" the Internet results in congestion on our school network, which slows it down for others.

### 3. Network Etiquette

I will abide by the following rules of network etiquette at all times:

- a. I WILL BE POLITE – I will never send, or encourage others to send abusive or hurtful messages.
- b. I WILL USE APPROPRIATE LANGUAGE – I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear or use vulgarities, and I will express myself according to the writing standards of the classroom.

### 4. Privacy

I will not reveal my home address or personal phone number or that of any member of our school to anyone on the Internet at any time. I will not share my password with anyone other than my parents. I will not ask other students to share their passwords.

### 5. Electronic Mail

I understand that electronic mail is not private. I will use e-mail only with my teacher's permission. I will not send anything that I do not want others to read. I will always be courteous and respectful in email sent from CTK.

### 6. Security

I understand that security on our network is very important. I will never attempt to guess other users' passwords. I understand that to do so is a violation of my privilege. If I identify a security problem, any intentional misuse/misconduct regarding the use of technology at CTK, or inappropriate material that is accidentally accessed, I will notify the teacher in charge immediately.

### 7. Social Networking

I understand that social networking sites including but not limited to Facebook, Twitter and Instagram are very popular today. Users of these sites have little control over the content that "friends" post on their sites because these sites are in the public domain. With this in mind, no user shall create or maintain a public electronic presence that in any way links to or publicizes schools in the Diocese of Oakland. The following guidelines apply:

- Faculty and staff may not friend school parents or students on social networking sites. Employees may not friend a student until the student has graduated from high school and is 18 years of age.
- Users may not use school information such as logos, official seals, or photographs.
- Users may not link their personal website to the school's website.

- Users may not post inappropriate photographs or content (including information about the school, students, staff, or parents) containing any form of school identification from the school.
- Users may not post content, including blogs or online journals, linking them in any way to the school.
- Users may not post content, or engage in any topics that are not in keeping with the mission of the School
- Be mindful that on-line content is not private and there could be long-term ramifications.

## **8. Vandalism**

I understand that vandalism is defined as any malicious attempt to harm or destroy the computers, software, or other people's data within CTK and on the Internet. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of network privileges.

## **9. Copyright**

I understand that to copy any other person's work on the Network or the Internet and call it my own is a violation of copyright law. This pertains to text, graphics, or sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

**The use of the Network, the Internet, electronic mail, and other resources at CTK is a privilege and not a right. I understand and will abide by the above Technology Acceptable Use Policy. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges will be revoked and school disciplinary action will be taken.**

## **POLICY ON EREADERS AND TABLETS**

CTK School is pleased to offer students the opportunity to use their personal eReaders in school. We recognize the benefits of such devices, including the lightening of student backpacks, adjustable text sizes, and access to thousands of free books. It is our goal to ensure the ability of students to use them for legitimate academic purposes, while avoiding the potential for distraction and abuse.

### **SECTION A - DEFINITIONS**

**1. eReaders** - eReaders are devices with Electronic Ink screens, designed primarily for viewing books. Some examples include the Kindle, Nook, and Sony Reader.

**2. Tablets** - Touchscreen devices with color LCD screens are considered tablets. This includes the iPod touch, iPad, and Android tablets, as well as crossover devices like the Kindle Fire and Nook Color.

### **SECTION B - TERMS AND CONDITIONS**

**1. Permitted Students and Devices** - Students in 5th through 8th grade may use eReaders in school. Personal tablet computers are prohibited on campus for all students.

**2. Acceptable Use** - Many eReaders have the ability to browse the Internet or be used as gaming devices. Students may only use their eReaders to display approved reading material at times designated by their teachers.

**3. Privileges** - The use of eReaders is a privilege, not a right, and inappropriate use will result in a cancellation of the privileges. The faculty member in charge will deem what is inappropriate use and his or her decision is final.

**4. Network Connections** - eReaders may not be connected to the Internet while on campus, whether through the school's networks or a device's cellular connection. They may not be charged on campus.

**5. Media Storage** - It is very difficult for teachers to monitor what students are reading on eReaders, and even more difficult to check all the content stored on any electronic device. Therefore, parents must sign a release acknowledging that they are solely responsible for the content on their child's eReader. Books and other digital media must comply with grade level literature guidelines and the student Technology Acceptable Use Policy. Parents are solely responsible for checking this content.

## CHROMEBOOK 1:1 PROGRAM

We believe that to be fully college and career ready in the 21<sup>st</sup> century, our students must become powerful users of technology. Empowering them to feel comfortable, confident, and independent with computer tools is essential, as many of our local high schools have implemented Bring Your Own Device programs. A closely supervised 1-to-1 program will help our middle school students develop the skills to succeed in connected educational environments. Hence, the Chromebook 1:1 program for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders.

### SECTION A - DEFINITIONS AND GOALS

1:1 is short for one device per student. The device can be a laptop, iPad, Chromebook, or one of the many other forms that modern computers can take. Students in a 1:1 program will each have a device assigned to them. This allows the student to fully develop the potential of their device as a personal organizational, note-taking, research, and creative tool in a way that can't be matched by shared devices used at school. We hope that our 1:1 program will benefit our students in many ways, including:

- Increasing student access to information in the classroom
- Improving student engagement
- Improving student/teacher communication
- Reducing or removing student textbook load
- Introducing interactive learning resources
- Supporting a wider variety of learning styles
- Facilitating creation of diverse, multimedia student work

### SECTION B - GENERAL TERMS AND CONDITIONS

- 1. Participation** - This program is mandatory for all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. Use of Chromebooks will be required for many class projects.
- 2. Financial Responsibility** - Students and parents will sign documents assuming responsibility for the Chromebook provided to them through the school year. They will be responsible for costs to repair accidental damage resulting from drops, spills, or other mishaps (not to exceed the price of a replacement Chromebook \$190). In case of loss or theft, the family will be responsible for the insurance deductible for the full replacement.
- 3. Home Use** – Chromebooks will be kept in a charging cabinet in the classroom to make sure they are always available to each student. If a student needs to take a device home to finish an assignment, they may check out their device for the night from their teacher.

4. **Supplies** - Students are required to provide their own headsets for use with their Chromebooks. Headsets should include microphones, be compact, and be inexpensive (less than \$10, easily found online or in stores). Neither the school nor other students will be held responsible for damage to unnecessary, expensive headsets.
5. **Internet Filtering and Monitoring** - Each Chromebook will be monitored and will be subject to Internet filtering according to school and CIPA standards in all locations. School administrators will be able to view installed applications and websites visited. Students are to follow all guidelines from the Technology Acceptable Use Policy when using 1:1 Chromebooks, whether they are at school, at home, or elsewhere.
6. **Applications** - CTK will provide all software necessary to make full use of the Chromebooks as educational tools. All installed apps are viewable by the school administration and subject to review.
7. **Student Responsibility** - It should be understood that 1:1 Chromebooks are for educational use only, and students found to be using school Chromebooks improperly may have special restrictions applied or lose the use of the device altogether. Some, but not all, examples of prohibited uses are below:

**PROHIBITED ACTIVITIES:**

- using Chromebooks during recess or lunch without teacher permission
- taking pictures or videos unless under teacher direction
- listening to music, playing games, watching videos or browsing the web during class
- sending unsolicited messages to other students
- using Chromebooks for non-educational purposes
- using Chromebooks at any time when teachers have prohibited their use

## **UNIFORM policy**

Christ the King Catholic School takes pride in its tradition of excellence that, it is hoped, will be evident to those who come in contact with representatives of the school. Students who are neat and well-groomed help to establish and maintain an environment conducive to learning and good manners. Clothes must always conform to our rules of modesty, good taste, and appropriateness. The general norms of good grooming must be followed. Loose clothing, excessively tight clothing, dangling hair decorations, excessive jewelry, chains, dangling earrings, etc. are not permitted as they may create distractions in the classroom and can be a safety or health hazard. Student and parent cooperation is required. **The School Administration makes the final decision regarding student attire and grooming.**

Christ the King Catholic School has a uniform policy that is strictly enforced. It is the responsibility of the student and parents/guardians to adhere to that policy. Dress Code Violations will be issued for all dress code infractions. On Non-Uniform Days, parents will be called when a student is not dressed appropriately and requested to bring acceptable clothing.

### **CLOTHING REQUIREMENTS**

Please label all items of clothing clearly on inside tags with indelible ink.

#### **Uniform Apparel**

You are strongly encouraged to purchase all uniform items from Classic Designs at 1551 Taraval Street in San Francisco, 94116. Call toll free at (888) 770-4700 or call their regular line at (415) 661-4700. You can also visit their website at [www.eclassicdesigns.com](http://www.eclassicdesigns.com). Skirts, jumpers, skorts, and hunter green polo shirts must be purchased from Classic Designs. Items purchased elsewhere (shirts, shorts, and pants) **must comply with the same style and shade of color of those sold by Classic Designs.** This includes no gathered sleeves or nubby fabric on shirts, and no cargo style pockets on pants. **The School Administration has final judgment on the appropriateness or wearability of all student clothing.**

### **STANDARD UNIFORM ITEMS**

The following items are part of the Christ the King School uniform. Please note:

- **Grades K-5:** All pants, shorts and skorts must be **navy blue**.
- **Grades 6-8:** All pants, shorts and skorts must be **khaki**.

**Pants:** Twill - pleat or flat front  
Corduroy - pleat front (navy blue only)  
Pants to be worn at waist and hemmed so as not to drag on the ground.

**Walk Shorts:** Anchor Twill

**Shirts:** White Polo – short or long sleeve. Plain or CTK logo only. No other logos allowed, ie. alligators, horses, etc.  
Hunter Green Polo – short or long sleeve; must be purchased from Classic Design.

**Sweatshirts:** Navy blue with CTK logo; must be purchased from Classic Design. Grade 8: Special class color chosen each year.

**Sweaters:** Navy blue cardigan or V-neck

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In addition to the above, girls may **also** wear the following:

**Jumpers:** Douglas Plaid (Girls in Grade 4 may also wear skirts); must be purchased from Classic Design (Gr. K-4)

**Jumpers are to be no shorter than the crease at the back of the student's knee. Shorts must be worn with jumpers and not show below hem.**

**Skirts:** Douglas Plaid; must be purchased from Classic Design.

**Skirts are to be no shorter than the crease at the back of the student's knee. Shorts must be worn with skirts and not show below hem.**

**Skorts:** Anchor Twill; must be purchased from Classic Design.

**Skorts are to be worn at waist and be no shorter than two (2) inches above the crease at the back of the student's knee.**

**Shirts:** White Peter Pan collar - short sleeve.

Other items:

**Shoes:** Shoes must be athletic and must be black, white or gray or a combination of these colors. No other accent color, trim or colored logo is allowed. Mary Jane strap style shoes are not allowed for girls. Shoes must tie or Velcro closed. No slip-on styles are allowed.

**Socks:** Plain black, white, gray or navy blue. Small discrete logos are acceptable.

**Tights:** Solid, footed, black, white, gray or navy blue  
(optional)

**Undershirts:** Solid white crew, V-neck, or turtleneck. Undershirts must be worn under uniform shirt or blouse and tucked in.  
(optional)

## DRESS UNIFORM

**Dress uniform is required at all liturgical celebrations and designated special occasions.** On those days, shirts will be worn tucked in while in church. Each student will be required to have a full-dress uniform consisting of:

Boys Grade K - 8: CTK uniform long pants or shorts, **white** polo shirt, **and CTK sweatshirt or sweater.**

Girls Grade K - 8: CTK uniform jumper or skirt, shorts under jumper/skirts, **white** blouse or **white** polo shirt, **and CTK sweatshirt or sweater.**

## NON-UNIFORM APPAREL

On days when students are not required to wear their school uniform they are to dress modestly in properly fitted clothing. Parents will be called when a student is not dressed appropriately and requested to bring needed article(s) of clothing. In addition, Dress Code Violations will be issued for all dress code infractions. **The School Administration makes the final decision regarding student attire and grooming.**

Accepted Non-Uniform attire is as follows:

- Pants, jeans, capris, sweat pants. Pants are to be worn at waist and hemmed so as not to drag on the ground.
- Walk shorts, skorts. Skorts are to be worn at waist and be **no shorter than two (2) inches above the crease at the back of the student's knee.**
- Skirts, jumpers, dresses. Skirts, jumpers, or dresses to be **no shorter than two (2) inches above the crease at the back of the student's knee.** Shorts must be worn under skirts, jumpers, and dresses.
- T-shirts, sweatshirts, blouses, sweaters
- Athletic shoes only: No color restrictions

## SCOUT UNIFORMS

On meeting days, Scouts may wear their official Scout uniform. All Scout uniforms must meet CTK school length and fit regulations.

## UNACCEPTABLE CLOTHING

The following are **not allowed at any time:**

- Clothing which shows any part of a student's underwear
- Excessively tight or loose clothing.
- Torn clothing or shoes
- Clothing displaying violence, alcohol, drugs or non-Christian values
- Bare midriffs, tank-tops, spaghetti straps, low-cut tops, halter tops, bareback tops or half shirts
- Pajama bottoms
- Sweaters, sweatshirts, and jackets worn tied around the waist.
- Cut-off, biker, or short shorts
- Sandals; backless, open toed, leather soled, or slip-on shoes; or shoes with heels, buckles, wheels, lights, or instep inserts.

The following are **not allowed as part of the uniform:**

- Slit or flared style pants or pants with logos, stripes, or extra pockets
- Polo shirts with non-CTK logos or other decoration
- Non-CTK sweatshirts or sweaters
- Colored undershirts and white undershirts with logos or writing
- Sandals; backless, open toed, leather soled, or slip-on shoes; or shoes with heels, buckles, wheels, lights, or instep inserts; Mary Jane styled strap shoes.
- Polo shirts hanging out below uniform sweatshirts

## ACCESSORIES

- **Belts:** Belts may be black, brown, or blue only. They must be threaded through pant belt loops and may not dangle.
- **Hair:** All hair accessories must match uniform colors: navy, royal or powder blue, hunter green, black, white, or khaki.
- **Hats and Visors:** Students may wear baseball hats, visors, and knit hats during morning and afternoon recess, and Physical Education class in order to be protected from the sun's ultra violet rays and the cold. For health reasons, students must not share hats or visors. Students may

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also wear sweatbands at recess and during PE classes. These are not to be worn at Morning Assembly or in the classrooms.

- **Jackets and non-uniform sweatshirts:** May be worn outside before and after school and at recess only. They may not be worn in place of a CTK uniform sweatshirt or uniform sweater in the classroom or at PE except on Non-Uniform days.
- **Jewelry:** Wrist or ankle bracelets, dangling earrings, excessive jewelry or dangling hair decorations are not allowed. **Only Medic Alert bracelets may be worn.** Failure to follow jewelry code will result in confiscation of non-compliant jewelry. The student may claim the jewelry at the end of the school day.
- **Body Art:** Visible tattoos and body piercing (except ears) are not allowed.
- **Watches and Activity Trackers:** Regular watches and activity trackers are allowed. Smart watches or any device that allows access to the internet are not permitted.

## HAIR

Hair must be clean, combed, moderately styled, well groomed, and student's natural color. Hair must not obstruct vision or cause any distraction or disruption. Boys' hair may not be excessive in length or hang over the top of the collar.

The following styles are **not** permitted:

- bleached, colored, or highlighted hair
- mohawks, shaved numbers, letters or designs
- excessive gel to spike hair
- hair that requires constant attention
- tails
- no facial hair

A student who has highlighted, bleached, or altered his/her hair color in any way during school holidays, must return hair to its natural color before school resumes. Students will be issued Dress Code Violations if they do not comply with referrals for haircuts by the following Monday. **The School Administration makes the final decision regarding student grooming.**

## MAKE-UP

Make-up is not allowed.

## NAILS

Clear polish is allowed. Colored nail polish, acrylic or silk wrapped nails, and French/American manicures are not allowed.

## PERFUME OR COLOGNE

Perfume or cologne is not permitted.

## **LOST AND FOUND**

Articles left at school will be placed in the Lost and Found cupboard in the Health Room. **Parents should check for lost items at regular intervals.** Items not claimed by the end of each trimester will be put in the uniform cupboard or donated to St. Vincent de Paul.

## **VISITORS & VOLUNTEERS**

Parents are to adhere to a strict code of confidentiality with respect to information regarding teachers, students, and/or their families.

Parents are to be professional in demeanor and dress at all times while representing Christ the King Catholic School on campus or on field trips.

**All visitors and volunteers are to use restrooms located in the Health Room or Church if needed while at school.** Student restrooms located at the end of the main school building and those located in the junior high building are for student use only.

### **VISITORS**

Parents and other visitors are welcome to visit the classrooms only when consent is obtained and prior arrangements have been made with the teacher and/or Principal. All visitors must check in at the School Office. No one is to interrupt a class. Classes begin promptly at 8:00 a.m.

All visitors, including those who are performing service hours in the school, are to obtain an identification badge and sign the Parent/Visitor log in the School Lobby upon arriving and when leaving the school.

### **FAMILY SERVICE PROGRAM**

Christ the King Catholic School offers its families many opportunities to be involved in school life. Families at Christ the King Catholic School come together to be of service to our school community. They assist in activities that help to reduce operating costs and/or provide enrichment opportunities for students. It has been successful in the past because of the generosity of parents and other parishioners. Our goal is to encourage your participation and to recognize your accomplishments as role models to your children. Your service to our school and parish community sets an example for them that they will hopefully seek to emulate in their own lives.

#### **Service Hour Requirements**

Each school family is responsible for performing a minimum number of service hours per year. This requirement is part of each family's contract with Christ the King School. Hours can be earned by working in positions listed on the Family Service Sign-up Form, by responding to requests for help published in the weekly Family Newsletter, or by helping in other areas of the Parish.

The hour requirements for 2019-2020 are as follows:

- **Fundraising** (5 hours) includes time related to all activities which raise funds that help offset our school tuition, such as the Festival (working on the committee, or any hours worked at the Festival in excess of the required minimum of 6), Auction (committees, soliciting donations, making quilts and class projects, etc.), Golf Tournament, Scrip, etc. Any Fundraising Hours in excess of the required minimum of 5 can also be applied to your Personal Choice Hours requirement.
- **Festival** (6 hours) to be worked on Festival weekend (starting with Friday 6 p.m. opening through Sunday clean-up). Festival hours worked in any booth regardless of booth sponsorship are considered hours for the school commitment. Any Festival Hours in excess of the required minimum of 6 can also be applied to your Personal Choice or Fundraising Hours requirement.

- **Personal Choice** (10 hours) will include activities such as CYO, PTG Board, School Advisory Board, Hot Lunch, Art, Box Tops, Library, Field Trips, Office Assistance (e.g. stuffing envelopes), and other school related activities, as well as parish related activities such as working on the CTK website, serving as an Usher, Lector, Eucharistic Minister, Religious Education Teacher or Assistant, etc. This list is not meant to be all-inclusive, but to provide examples of how we define this category to encourage participation throughout the school and parish. This category can also include extra hours earned through Fundraising and by extra hours worked Festival weekend.

Family members (immediate or extended) who are 18 years old or over and other CTK school families may contribute towards your commitment.

### **Clearance Requirements Prior to Volunteering**

Parents or other family members must have the following on file in the School Office **before** working with students or in student areas:

- **Written Proof of Freedom from Tuberculosis.** A physician's letter stating the volunteer is not at risk for Tuberculosis or an intradermal skin test (Mantoux PPD) or chest x-ray is required by State Law for all adults who work on campus on a regular basis (12 hours per month). At CTK we require this clearance for anyone working with students or in areas where students are present regardless of the number of hours per month they are working. The letter or test must be dated/administered within 60 days of contact with our students and renewed every 4 years. In case of positive test results, one negative chest x-ray is required followed by a written clearance every four years from physician that volunteer is symptom free. TB screening is available at the Concord Health Department "drop-in" clinic at 2355 Stanwell Circle, Concord.
- **Virtus Protecting God's Children Registration and Training.** The Diocese of Oakland provides Protecting God's Children training through the Virtus system. Training must be renewed every three years. Training information is available at the School Office or on the Diocese of Oakland website [www.oakdiocese.org](http://www.oakdiocese.org). Completion certificates must be turned into the school office to prove compliance with the regulations prior to volunteering.
- **Livescan Fingerprinting.** All volunteers working on campus **or** where students are present must be fingerprinted through the Diocese of Oakland prior to volunteering. This fingerprinting only needs to be done once as long as it is through the Diocese.
- **Diocesan Volunteer Application.** The Diocese requires that a Volunteer Application be on file for all people volunteering at a parish or school site.

### **Children and Volunteering**

For safety reasons, **children cannot be with adults** who are performing service hours **on the school/parish grounds**. This applies to siblings at all times. This policy is in effect during the school year, summer vacation, and all holidays. CLUB CTK is a day care option for CTK students M-F from 3:00 - 6:00 p.m. during the school year. Arrangements for off campus babysitting must be made for all other situations. We must abide by this Diocesan and school policy. It also allows those working to focus on the task at hand. Families may earn family service hours by babysitting for another CTK family while they are performing service hours.

### **Recording Hours**

Families are responsible for logging hours online through the Family Service Website. Instructions for accessing this website are available at the School Office. Hours must be worked between June 1, 2019 and May 31, 2020. All hours **must be recorded** by June 1, 2020 to receive credit. Family Service totals for each family are sent home twice a year.

**Fees**

Each school family is responsible for performing 21 hours of service each school year. Families are billed \$30 per hour for all unworked hours. Money for hours not served is due by June 1, 2020. Families leaving prior to the end of the year will be assessed a pro-rated number of hours at a rate of three (3) hours per month. Hours not served from the pro-rated amount will be billed at \$30.00 per hour.

**Volunteer Code**

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Board and Finance Committee, Parent Association and Committees, Annual Auction and Festival Committees, Scrip Committee, Art Awareness volunteers, classroom assistance to teachers, room parents, field trip drivers, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school Principal and/or the Pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

**PARKING DURING SCHOOL HOURS**

**Parking between 9:00 a.m. and 2:45 p.m. is available in the upper lot on Gregory Land or on Brandon Road only.** Parking in front of the school office during the school day is prohibited except in cases of emergency, picking up sick children, or loading/unloading large items.

**WORKERS' COMPENSATION COVERAGE**

Volunteers who incur an injury during the performance of duties for Christ the King Catholic School are required to report to the Principal or school secretary for direction to Centers for Occupational Medicine approved by the Diocese of Oakland. At the beginning of each year, volunteers may designate a particular physician in place of the Centers for Occupational Medicine for treatment in case of an injury sustained while working at school. This request must be submitted in writing to the School Office at the start of each school year.