

Christ the King Catholic School

MISSION STATEMENT

Christ the King Catholic School is dedicated to increased spiritual growth and academic success supported by strong family and parish involvement.

MOTTO

WHERE EVERYBODY IS SOMEBODY
AND ALL LIVE FOR GOD

CURRICULUM

Religious Education
Visual Arts
Athletics
Computer Education
Foreign Language (Spanish)
Geography
Language Arts
(English, Reading, Writing, Phonics, Spelling)
Library
Liturgy
Mathematics
Music/Drama
Physical Education
Science
Social Studies

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Christ the King Catholic School Standards of Excellence

The guiding principle governing the conduct of students, parents, and educators of the Christ the King Catholic community is the Greatest Commandment of our Lord: “You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind...and you shall love your neighbor as yourself.”

We, at Christ the King Catholic School, will reflect the teachings and moral standards of the Catholic Church through our actions and words.

- 1. Courtesy:**
We display good manners, are polite, and considerate of others.
- 2. Self Discipline:**
We practice self-control in all situations, especially those areas that cause us problems.
- 3. Responsibility:**
We are responsible for our actions and make the right choices.
- 4. Honesty:**
We are truthful and refrain from cheating.
- 5. Integrity:**
We do what is right, even if others are doing what is wrong.
- 6. Respect for self:**
We respect ourselves, our bodies, minds, and souls, knowing we are the temple of the Holy Spirit and the creation of God.
- 7. Respect for others:**
We respect others. We refrain from harming others in a physical manner, bullying others, criticizing or “putting down” others. We show respect to teachers and adults.
- 8. Respect for property:**
We take care of school property and refrain from destructive behavior. We refrain from taking the property of others.
- 9. Education:**
We focus on our academic best to pay attention, cooperate, and learn.
- 10. Help others:**
We reach out to help others in need.

1 INTRODUCTION

1.1 WELCOME

Christ the King Catholic School -- your school -- welcomes you and your child. The Parent - Student Handbook has been prepared to serve as a guide and as a reference for information pertaining to student programs and activities.

You are joining with the total parish community in ensuring that Christ the King Catholic School continues to be Catholic, excellent and vital. By enrolling your child in this school, you are subscribing to the philosophy and agreeing to abide by the educational policies and regulations of the school and the Archdiocese of Oklahoma City. Everyone at CKCS must earnestly desire to make it a community of faith which is indeed "living, conscious, and active."

We expect parents to fully support and uphold the authority of the parish - school staff, and to become actively involved in the school and Church in order to reinforce the values and attitudes for living a genuine Christian life. It is our desire that Christ the King Catholic School become a true community of faith in which the formational efforts of Catholic families are complemented, reinforced, and extended.

1.2 PHILOSOPHY

Christ the King Catholic School exists primarily to participate in the educational mission of the Catholic Church and to respond to the mandate from Jesus Christ to teach all nations. The faculty forms a partnership with parents who are the first and foremost educators of their children.

Christ the King Catholic School is uniquely qualified to affect the lives of the young by:

- Integrating the Gospel message with all areas of knowledge;
- Striving to form a community of faith;
- Calling forth great personal commitment from all in the school community
- Faculty, students, parents, parishioners, and making prayer and liturgical celebration a regular part of schooling.

1.3 GOALS

Christ the King School goals are:

- To teach the Catholic faith;
- To build a harmonious community;
- To serve the community in a Christian manner; and
- To prepare our students for the 21st century.

1.4 OBJECTIVES

In order to meet the stated goals, Christ the King Catholic School will implement the following:

- Teach Catholic principles, provide opportunities for service and integrate Christian values in all appropriate areas of the curriculum;
- Offer experiences in Christian living and opportunities for personal commitment through the liturgy, sacramental life, prayer, guidance and example;
- Direct students to the deepening of their Catholic faith;
- Develop within the students a respect for the dignity of others;
- Expose students to values which teach moral behavior and the decision-making process based on Catholic beliefs;
- Encourage students' respect and understanding for people of all races, creeds, socioeconomic status, and cultural backgrounds;
- Guide students to accept responsibility for developing good habits of physical and mental health;
- Develop active parental and community involvement;
- Develop our students to be productive members of a global society who support the principles of American Democracy;
- Educate our students in preparation for success at the secondary level and for lifelong learning.

Christ the King Catholic School stands as a most powerful, visible sign of the future life and capability of our Catholic faith in general and our parish in particular.

1.5 NON-DISCRIMINATION POLICY

As a Roman Catholic School dedicated to the dignity of every human being, we state clearly that there can be no discrimination in the administration of educational policies, admission policies or other school-administered policies on the basis of sex, race, ethnic background, social or economic status. Since we are a religiously oriented school for the Catholic community, we give preference to the members of Christ the King parish, then to members of the Roman Catholic Church, but we also welcome other members of other creeds after the Catholic community has been served. Applications for admission are available at the school office.

1.6 SCHOOL ADVISORY COUNCIL

The School Advisory Council is responsible for approving school budgets and making recommendations to the Pastor and Principal concerning school policy. The members of the Council concentrate their efforts in six areas—budget and finance, curriculum, policy formation and evaluation, communications, long range planning and selection and evaluation of the Principal. Council meetings are held the third Thursday of each month and are open to the school community.

1.7 ACCREDITATION

Christ the King Catholic School is a parochial school in the Archdiocese of Oklahoma City. It is accredited by the Oklahoma Conference of Catholic Schools Accrediting Association (O.C.C.S.A.A.) and the Oklahoma State Department of Education.

O.C.C.S.A.A. accreditation is recognized by the State of Oklahoma. In obtaining this special accreditation, we have exceeded the standards of the state. We are being recognized for our efforts to go above and beyond what is simply required and create a higher set of standards for our students within the Catholic schools of the Oklahoma City Archdiocese.

2 STUDENT ADMISSIONS

2.1 APPLICATION FEE

There is a fee of \$25.00 for all students making application to Christ the King School. Students who are placed on a waiting list will be notified when there are available openings. The waiting list is updated on a regular basis. All students on the waiting list for more than two years with no contact to the school automatically go on the inactive list.

2.2 ADMISSION REQUIREMENTS

It is the policy of the Catholic School Department of the Archdiocese of Oklahoma City to abide by the requirements established by the Board of Education of the State of Oklahoma.

2.21 Age Requirements:

Kindergarten - A child must be five (5) years old on or before September 2. A birth certificate must be furnished and the child must demonstrate appropriate developmental range as indicated by Gesell test administered during Kindergarten registration.

Grades 2-8 - A child will be placed in a grade according to the information from the last school he/she attended and based on pre-admission testing. Transfer documents or some other appropriate notification from the school previously attended and proof of grade must be furnished at the time of enrollment. Grade cards, check-out and withdrawal forms will usually satisfy the proof of grade requirement.

2.22 Academic Requirements:

At the time of registration, all new students seeking admission to Christ the King Catholic school are evaluated on the basis of current standardized tests, grade-equivalent admissions tests and report cards. Requirements include the following:

- Verification of active parish affiliation
- Health records
- State Department of Health Birth Certificate (copy)
- Social Security Card or other Federal Identification form
- Sacramental records-Baptism and Eucharist as appropriate(Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of Individual Educational Plan (IEP)

The above records will be reviewed to determine whether the program at Christ the King will meet the educational needs of the students. An interview with the student and parent is part of the admissions process.

All new students are accepted on a probationary status. This period is normally during the first quarter of school though the administration reserves the right to determine if more/less time is needed. If, during this period, the student is not successful and/or does not adjust well to the academic or social expectations, an alternative placement at another school will be required.

2.24 **Immunization Requirements**

Oklahoma state law requires parents/guardians to present proof of immunization for diphtheria, pertussis, mumps, tetanus, rubeola, rubella, poliomyelitis and hepatitis A & B before a student is admitted or enrolled in any Oklahoma school.

A record provided by a licensed physician or public health authority must be presented that clearly indicates:

- Immunizations received;
- Dates they were administered.
- Signature or stamp of the physician or public health clinic that administered the immunizations or interpreted the child's immunization history

2.25 **Vision Screening**

Parents or guardians of each new student enrolled in grades Kindergarten, first, and third must provide proof that their student passed a vision screening within the last twelve months. During the school year, all students will have the opportunity to be tested as well.

In addition, parents must submit records of :

- Vision screening for incoming first and third graders. This must be provided within thirty days of the beginning of the school year.

- Vision screening for kindergarten students may be done during the school year.
- Students failing the vision screening will be referred for a comprehensive eye exam by an ophthalmologist or optometrist.
- A report of the eye exam will be forwarded to the student's parents or guardian, school, and primary health care provider and shall include recommended educational adjustments.

2.3 ENTRANCE PRIORITIES

The following are guidelines for new admissions to Christ the King School based on available space within a classroom:

- * 1. Active parishioners with children enrolled in Christ the King School or parish families with the oldest child entering Kindergarten.
- 2. Catholic families transferring into Christ the King parish with children presently enrolled in a Catholic school.
- * 3. Active parishioners with school age children not presently enrolled in Christ the King School.
- 4. Non-parishioner from neighboring or other parish in the Oklahoma City Metropolitan Area.
- 5. Non-Catholic students.

* In order to be given "active parishioner" status regarding tuition at Christ the King School, parents are required to be registered and practicing their faith here at Christ the King Parish for a minimum period of three months. "Practicing their faith" means simply that they are baptized, confirmed, and married in accordance with the sacramental customs of the Roman Catholic Church; that they are committed stewards of time, talent, and treasure in their relationship to the Parish, the Archdiocese, and the Universal Church; that they participate in Sunday Eucharist and that they contribute to the church as designated in the tuition policy which is stated on the Pre-Enrollment form. Final determination will be made by the administration in coordination with the Pastor.

2.4 FINANCIAL OBLIGATIONS

2.41 Registration

A non-refundable registration fee of \$200.00 is due for each student at pre-registration time. This fee holds your child's enrollment for the coming year.

2.42 Tuition

Tuition is due the first of each month. A late charge of **\$25** will be assessed if payment is not received by the **15th** of the month.

2.43 Outstanding Obligations

Students with outstanding obligations may be prevented from participating in or attending school activities. If financial arrangements are not made with the pastor or the principal (in writing) for outstanding tuition payments (3 months

overdue), an immediate student suspension may result. All payments and fees must be current at the end of each quarter or report cards will be held. Pre-registration for the coming year will not be accepted until payments are made.

3 STUDENT WITHDRAWAL FROM SCHOOL

When withdrawing a student from the school you should notify the school office in ample time of departure. Parents need to sign a records release form in order to release proper records from Christ the King School to the transfer school. The transfer school must request these records. Records are not transferred if monies are owed to the school.

4 UNIFORM POLICY

Uniforms are a tradition at Christ the King Catholic School. The purpose is to maintain unity and pride in appearance while focusing on Catholic teachings and academics. Uniforms are to be purchased at Parker Uniforms. No clothing with brand names or logos may be worn with the uniform. The uniform should be clean and pressed with all buttons attached, hem intact, and be free of rips or holes. Faded or heavily soiled garments should not be worn. The uniform policy is as follows:

4.1 ALL STUDENTS (K to 8)

4.11 Pants: (K – 5 Navy Blue) (6 – 8 Khaki or Navy Blue)

- Are to be cotton or cotton blend with no contrasting stitching or colors.
- May have two side pockets and two back pockets only. Pant top will be located at the waist. Baggy, extremely tight, hip huggers, cargo pants/shorts, knit, nylon, or spandex pants, bell-bottoms, and pants with slits are not allowed.
- Students may wear pants with elastic waist; however, pants must adhere to the above traditional style.

4.12 Shirts, Sweaters, and Jackets:

Please note: (All shirts must be long enough to be kept tucked in at all times, and not be inappropriately tight. The following are acceptable:

- White or Parker light blue oxford-cloth shirt with a button down collar.
- White knit polo-style shirt (A solid white short-sleeved t-shirt can be worn under the regular uniform clothes for warmth. Printing on the t-shirt is not allowed.)
- Maroon or white knit shirt with school logo. (The maroon or white shirts with logo must be purchased through Parker.)
- White turtlenecks.
- White, navy, or maroon cardigan sweaters may be worn over shirts or jumpers.
- Christ the King navy zippered and hooded sweatshirts with logo or

maroon or gray hooded sweatshirts with logo, or navy or maroon crew sweatshirts with logo may be worn over a uniform shirt in the classrooms beginning November 1 and continuing through March 31. (These items are always permissible as jackets for outside wear.) It is the only type of jacket approved for wearing indoor and in church. (The zippered-hooded navy and the maroon sweatshirts must be purchased through PTO.)

4.13 Shorts: (K – 5 Navy Blue) (6 – 8 Khaki or Navy Blue)

- Cotton or cotton blend walking shorts with no contrasting stitching or colors and no more than three inches above the knee.
- May have two side pockets and two back pockets only. No cargo-style allowed.

4.14 Belts:

- If belt loops are present on pants or shorts, a solid black, brown, or navy belt must be worn at all times.
- Traditional belt and buckle with no design on the belt or on the buckle.

4.15 Socks:

- White socks or white or navy knee socks only.
- Socks must be visible at all times.

4.16 Shoes:

- Black, brown or navy blue leather shoes. No boots are allowed.
- Sport shoes or tennis shoes may also be worn. They must be predominately white, black, gray or navy with coordinating shoelaces.
- All shoes must be non-marking and may not have permanent or removable wheels affixed to the bottom, such as roller shoes. Shoes that light up are not allowed.
- No open toed or open heeled shoes of any type are allowed.
- Shoelaces must be tied.

4.2 GIRLS

4.21 Additional uniform components for girls K to 5

- Navy blue with white and maroon plaid jumper or plaid skort as designated at Parker Uniforms. Jumper hem must touch the top of the knee.
- Navy blue, white, or maroon shorts must be worn under the jumper.
- Blouse worn with jumper must be plain white broadcloth or knit with a collar.
- Blouse may not have ruffles, contrasting stitching, piping, or designs.
- Plain navy blue or white tights may be worn with the jumper but leggings are not allowed.

4.22 Additional uniform components for girls grades 6 to 8

- Navy blue or khaki skirt or plaid skirt designated at Parker Uniforms.
- Skirt hem must be touching the top of the knee.
- Blouse (see shirts section under SHIRTS)
- Navy blue, white or maroon shorts must be worn under the skirt.
- Plain navy or white tights may be worn but leggings are not allowed.

4.3 PERSONAL APPEARANCE AND HAIRSTYLES

- Girls may wear small navy blue, white, maroon, gold or uniform plaid hair accessories.
- No make-up is to be worn in Kindergarten through fifth grade. Grade 6 – 8 girls may not wear excessive make-up. Bringing make-up to school is not allowed.
- Colored nail polish, and fake fingernails are not permitted.
- Extreme hairstyles and hair coloring are not permitted. Hair should be neat with bangs not covering the eyes. Boys' hair should be above the shirt collar.
- Facial hair is not permitted.
- No tattoos of any kind (permanent or temporary). Writing on skin is not permitted.
- A religious medal on a narrow metal chain, a wristwatch, and a small ring are the only acceptable jewelry. Girls may wear one pair of small earrings.

4.4 PHYSICAL EDUCATION UNIFORMS:

- Physical Education uniforms are required for students in grades 5 through 8.
- The uniforms are maroon with a gold-colored insignia.
- The PE uniform may be purchased at registration or at the school office after the year begins.
- Name must be written on the outside of the shirt and on the leg of the shorts.

4.5 SCOUT UNIFORMS:

A complete scout uniform may be worn only on meeting days.

4.6 SPIRIT DAYS:

- Christ the King Catholic School or class T-shirts must be worn. (Past school T-shirts or new ones purchased through PTO qualify as school T-shirts.)
- Jeans or casual slacks may be worn.
- Shorts may be worn and must not be less than 3 inches above the knee.
- Shoes and socks must adhere to the school uniform policy.
- Nylon shorts and pants not acceptable.

Students who violate the uniform policy must sign the Uniform Violation Book. The third violation of the uniform dress code will result in that student being denied

participation in the next out of uniform day. After the third violation, parents will be called and will be expected to bring appropriate wear to school. The student will remain in the office area until the correct uniform is brought and will serve detention for this violation and for every violation thereafter.

4.7 Graduation Dress Code

Because Graduation takes place as part of Holy Mass, certain dress is required to show respect for the Blessed Sacrament.

Mass Attire: Beginning May 2009, all students will wear red graduation gowns during the Mass. These will be provided for the students and will be collected following the event. A few common guidelines must be observed:

No tennis shoes or flip-flops are allowed. Ladies- Heels should not be higher than 2 inches. Only simple jewelry is allowed- such as a crucifix, cross, medal, or single strand of pearls and simple earrings. It is expected that these guidelines, approved by the Pastor, will be followed. Students who wear attire that does not meet these guidelines will receive a diploma but will not be allowed to participate in the graduation Mass.

5 MEDICAL NEEDS

5.1 Health Care

The school does not have a resident nurse.

Parents/guardians should notify the school if their child has a temporary or permanent health problem. Parents/guardians are requested to inform the school of the condition after the advice of the family physician has been obtained. Please refrain from requesting that a student be kept indoors during noon, as it is difficult to supervise the student.

5.2 Contagious Illness

Any student who is liable to transmit a contagious disease through day-to-day contact (such as strep throat, measles, chicken pox, tuberculosis, pink eye, or head lice) shall not be permitted at school or school sponsored activities as long as the possibility of contagion exists. A doctor's note may be required for re-admission to school.

Students who are ill should not be sent to school. When a student has been ill with a fever, he/she shall not return to school until the body temperature has been normal for at least 24 hours (no fever reducing drug should need to be administered during this time). Students need to be on an antibiotic for a full 24 hours before returning to school from a contagious disease.

5.3 Illness at School

Should a student become ill during the day, the student's parent/guardian will be contacted. The parent/guardian will sign out the student for early dismissal in the main office. In some specific health situations, (i.e. infectious diseases or head lice) the school may set criteria for return to school. Before any child who was prohibited from attending school due to head lice may re-enter school, certification from a health professional, as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Health Department, shall be presented to the appropriate school authorities, certifying that the child is no longer afflicted with head lice.

5.4 Medications

If a child needs medication during school hours, the medicine must be dispensed from the school office; with the exception of inhalers. The medication must be sent to the school in the container from the pharmacy and must include the child's name, doctor's name, frequency, dose, and date. This includes minor medications such as over the counter medications (Tylenol, Benedryl, cough medicine, etc.). Students are not allowed to carry medication.

The appropriate forms must be completed and on file in the school office prior to medication being dispensed from the school office. The following procedures must be observed:

- The doctor's order must be on file in the school office. Doctor's orders do not carry over from one year to the next
- The school must be given written authorization from the parent/guardian to dispense the medicine to the student (upon written authorization by a physician).
- The parent/guardian may come to the office to administer the medication until such time as the written order is received from the doctor.
- The student must come to the school office to take the medication.

5.5 EMERGENCY CARE

If a student becomes seriously ill or has an accident at school, school personnel will provide first aid and attempt to notify the parent/guardian as soon as possible. In an extreme emergency AND/OR if the school cannot reach the parent/guardian, EMSA or other emergency medical services may be called. Expenses for emergency care will be directed to the parent/guardian if a student is seriously injured in an accident or becomes seriously ill at school. Parents/guardians should notify the school of work, home, and mobile telephone number changes to avoid delays in contacting them for emergencies.

Every student is required to have emergency information on file in the school office. This information should include parent/guardian work numbers, as well as the name, telephone number, and relationship of two people who can be contacted if the parent/guardian cannot be reached. It is the parent's/guardian's responsibility to keep this information updated.

5.6 Asthma/Allergies

Christ the King Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes pupils with asthma. This school encourages students with asthma to achieve their potential in all aspects of school life.

5.61 Asthma Medications:

Immediate access to reliever inhalers is vital. Christ the King Catholic School requires that inhalers be kept with each student at all times and that they must be trained in their use and use them as needed. Parents are asked to provide the school with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name. In addition, parents must complete a form and return this to the homeroom teacher providing the type of asthma and frequency of use. If medication changes during the year, parents are to notify the school so that they school may effectively assist the student.

5.62 School Environment

Christ the King Catholic School strives to ensure a school environment favorable to children with asthma. As far as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children are encouraged to leave the room and go to the office if particular fumes trigger their condition.

5.63 Food Allergy Policy

The School recognizes that life-threatening food allergies are an important condition affecting many school children and positively welcomes students with food allergies.

5.64 Training

The School provides training and education for all school employees (including office staff, food service employees, etc.) that includes (but is not limited to:

- Description/definition of common and severe allergies.
- The signs and symptoms of anaphylaxis.
- Location and correct use of an epinephrine auto-injector (Epi-Pen)

- Specific steps to follow in emergencies.
The policies and procedures will be reviewed annually.

5.65 Classroom Procedures

Information about student allergies will be kept in the classroom and in the substitute teacher folder, accessible by teachers, substitutes, and other responsible adults. A parent or guardian of a student with severe allergies is responsible for providing all required food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. Parent, teacher and administrator will meet to discuss any additional concerns or needs.

In the event of a suspected severe allergic reaction, where there is no known allergic history, emergency medical services will be called immediately.

5.7 Meningococcal Meningitis

Meningococcal meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk. **Symptoms** include severe headache, high fever, stiff neck, nausea and vomiting, numbness and loss of feeling, light sensitivity, confusion, rash, and seizures. A person may not have all the symptoms or may not have them all at the same time. Meningitis can be **caused** by close contact with a person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat, but never become sick. Contact with these carriers can also cause someone to catch the disease. Risk factors for contact with the disease include living in close quarters, such as college dormitories, being in crowds for long periods of time, sharing drinking glasses, bottled water, or eating utensils, kissing, smoking or being exposed to smoke, being run-down due to staying up late or having irregular sleeping patterns. Meningitis may be **prevented** by avoiding the behaviors that spread it. There is also a vaccination that can help prevent it. Ask your child's health care provider about how to protect your child.

6 TELEPHONE

In order to preserve the learning environment and maintain maximum time-on-task, classroom interruptions must be at a minimum and only for essential use. To use the telephone, students must present authorization from their teacher to the principal's office. The office telephone is a business phone and students are permitted to use it only in the case of an emergency. Forgotten homework, textbooks, or athletic equipment, etc. do not constitute emergencies. Arrangement for after school visits with friends should be made at home and must be authorized with a note to the student's teacher.

Unless an emergency arises, neither students nor teachers may be called to the telephone during school hours. Students will not be allowed to use the telephone in other parish offices.
***Please keep emergency phone numbers updated in the school office.**

6.1 Cell Phone Usage

Although the school recognizes the value of cell phones for emergencies and transportation issues before and after school, no cell phones are allowed to be carried by the student during the school day. Therefore, cell phones should remain in student backpacks or lockers out of sight. Should these phones be visible, they will be confiscated and a parent must come in and claim them. In addition, disciplinary action will be taken. Repeat incidents will result in the loss of cell phone. At no time should students be texting during the school day.

7 LEGAL INFORMATION REGARDING STUDENTS

7.1 STUDENT WELFARE (CHILD ABUSE)

Christ the King Catholic School will comply with Oklahoma Statutes and Archdiocesan policy concerning child abuse. All persons within the school community are required by law to report suspected cases of child abuse to the Child Abuse Hotline. In all cases the school principal and the Superintendent of Schools shall also be notified. All volunteers, faculty, and staff must complete the Archdiocesan Application, complete the background check on-line, attend the Safe Environment training, and read the "Code of Conduct" and sign the statement of receipt.

7.2 STUDENT CARE RELEASE

The staff of Christ the King Catholic School is concerned about the safety and welfare of all its students. A request for the release of a student from school will only be honored when the request can be verified as legitimate. Persons who are authorized to seek a student's release are the custodial parent/guardian, the noncustodial parent (who presents a certified copy of a legal document proving relationship to the student), or a designee with written authorization by the custodial parent/guardian that can be verified by the school. It is the responsibility of the custodial parent to notify the school of restrictions related to the release of a student.

7.3 PARENTAL CUSTODY

If parents are divorced or separated, the school presumes that both parents have access to the children and their records unless one parent can provide evidence that he or she has the sole right. Such evidence must be presented as a legal document to the principal.

7.4 STUDENT RECORDS

Christ the King Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will only be sent directly to the new school. No records will be given to parents to transport to the new school. Requests for records/transcripts must be made in writing by the parent/guardian. No letters of recommendation will be written except for graduating eighth graders or students transferring out of the area.

Christ the King Catholic School shall respect parental and student rights to information and to confidentiality. This includes:

Provide parents/guardians access to records directly related to the student (i.e.the cumulative record card, health records);

Permit parents/guardians to challenge these records and to secure amendment, if any are inaccurate or misleading; and

Obtain the written consent of parents/guardians before releasing personally identifiable information from students' records.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or a legally binding document relating to matters, such as divorce, separation, or custody, that specifically revokes these rights. It is the responsibility of the parent(s) to provide the school with any changes to the legal document in writing. **No records will be sent to another school if financial obligations have not been met.**

8 SCHOOL VISITORS

Parents/guardians are always welcome to the school and are encouraged to volunteer in school activities and programs. To maintain security, it is imperative that ALL guests stop at the office to sign in and put on a visitor badge before going to the classroom or any other area in the school. **The principal and teacher's permission is always necessary before visitors enter the classroom.** Lunches, gym clothes, books, etc. that are dropped off for the student should be left on the table outside of the cafeteria kitchen. Visits of students from other schools will be allowed at the principal's discretion

9 STUDENT DROP OFF AND AFTER SCHOOL PICK UP

9.1 KINDERGARTEN THROUGH THIRD GRADE STUDENTS

Kindergarten through third grade students who do not have older siblings in grades four through eight shall be dropped off and picked up at the north entrance to the Primary Hall. Please go east on Guilford and park in a line in front of the entrance. Your car number needs to be visible so the person on duty may be able to see it.

9.2 FOURTH THROUGH EIGHTH GRADE STUDENTS

Fourth through eighth grade students, along with their younger siblings, shall be dropped off at the main entrance of the school on the south side of the building on Elmhurst Ave. Please enter on the east side of the parking lot and drop off in front of the doors. Be sure to pull all the way through the overhang before letting your student out.

On regular days, the students will assemble along the south side of the school for dismissal. Enter the parking lot through the southwest entrance and line up your car in the parking spaces facing east. Students will be instructed by the teacher on duty to “cross” to their car when it reaches the front of the line. Cars will then exit through the southeast exit. After two “passes” from the teacher on duty, if the student has not gotten into the car, it must exit the line and return to the end so the pick-up process can continue. You may want to stress to your child the importance of getting to the carpool line as soon as possible! For the safety of the children, before the car riders are permitted to approach their vehicle, parents will be asked to wait until their car moves up to the front of the line and the “cross” signal is given before the car riders are permitted to approach the vehicle.

9.3 BEFORE AND AFTER SCHOOL RESPONSIBILITY

Students of Christ the King Catholic School are professionally supervised outside the school day from 7:40 a.m. to 8:00 a.m. and from 3:00 p.m. to 3:15 p.m. Parents are expected to pick up their students before 3:15 p.m. Unattended children remaining on the school grounds after 3:15 will be sent to KIDS CLUB, the supervised after school program. Parents will be responsible for immediate payment to KIDS CLUB upon arrival.

9.4 CHANGE OF SCHEDULE/PLANS

It is the responsibility of the parent to contact carpool members, and/or Kids Club (or other care agencies) when a child is absent, leaves school early, or needs other arrangements to be made. **HOMEROOM TEACHERS SHOULD BE ADVISED IN WRITING WHEN A STUDENT IS TO GO HOME IN A DIFFERENT CAR POOL OR BY A DIFFERENT MEANS ON A GIVEN DAY. THERE WILL BE NO EXCEPTIONS.** Faxes will be accepted when the following information is provided: Phone number where the parent can be reached that day, and parent signature.

Students are not permitted to return to the school building after 3:30 pm unless accompanied by a teacher.

10 STUDENT RESPONSIBILITIES

10.1 STUDENT ATTENDANCE

Attendance and prompt arrival are essential for academic progress. Christ the King School complies with the compulsory attendance regulations set by the state of Oklahoma.

School begins at 8:00 AM. Upon arriving, the students go to the gym until 7:50 AM at which time teachers escort them to their classrooms. A student is tardy if they are not in their homeroom by 8:00 AM. **After 8:05, a parent must come to the school office to sign in his or her child.** Students who are tardy must come to the office for a tardy slip before they can go to class. Tardiness is discouraged. It is disruptive to the classroom proceedings, the other students, the teacher, and the student who is tardy. After five accumulated tardies, a student and his parents will be charged \$5.00 per tardy. Early checkout and extended lunch checkout will be treated the same as a tardy.

An absence of more than two hours shall be recorded as one-half day absence. This pertains to either a two-hour late arrival or early departure. No student may leave the school grounds at any time during school hours without being checked out at the office. Please make all appointments (medical, dental, barber, etc.) outside the school day, if at all possible. If an tardy or absence is due to an appointment, a doctor/dentist note is required.

An absence or tardy is considered excused if it is based on illness or a death in the family. All other absences are considered unexcused. It is the parents' responsibility to notify the school when their child is absent. Parents need to complete the proper form when requesting an extended absence, whether the absence is excused or unexcused.

Students who are absent without valid excuse for ten (10) or more days or parts of days within a semester (Title 70, Section 10 of Oklahoma Statutes) are at risk of retention or may be required to attend summer school before being promoted. The principal and teachers will meet with the parents to evaluate the situation. Factors, such as past attendance patterns, grades, and excused versus unexcused absences will be considered. The school may ask parents to verify student illness with medical documentation such as medical reports or a letter from the doctor.

When a student is absent from school, a parent should call the office by 10:00 a.m. each day of absence.

10.2 SNOW OR ICE DAYS

Announcements regarding school cancellations are made on the major local television stations as well as the school website and PowerSchool. Classes are rarely dismissed early due to bad weather. However, parents may pick students up early in order to facilitate a safe return home.

10.3 CLASSWORK AND HOMEWORK

Class work is defined as any assignment that is presented and worked on during class time. Homework consists of assignments that are not completed in class or work that is given as reinforcement. Homework may also consist of projects to be completed within a specific time period.

Class work must be made up immediately following an absence. Students will usually be given the number of days that they were absent to make up work. For example if a student is out two days she/he will get two days to make up her/his work. If assignments are given during an unexcused absence, no grade higher than a "C" can be earned. Students who are absent at the time classroom tests are given can expect to take the test when they return. Students in grades three through eight who are absent are responsible to come to their teacher to get the work they missed. A parent may pick up her/his child's work after 3:15 by notifying the office by 12:00 noon and giving the teacher sufficient time to gather the work.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation.

Each classroom teacher, with the principal's approval, establishes a written procedure regarding student work. Parents will receive a copy of the procedure to read. Teachers will inform their students of the procedure and discuss it with them.

10.4 CARE OF SCHOOL PROPERTY

Students will be responsible for the proper use and care of school property such as textbooks, desks, etc. Writing on desks, tables and/or walls is unacceptable behavior. The parent or legal guardian of a student is responsible for the replacement or repair of damaged school property when it is determined that the damage was committed by a student or as a result of negligence on the part of the student. Failure to meet financial obligations may result in the withholding of student records. Students are assigned either a locker or a cubby in which to store textbooks and clothing. Because students and the school are co-tenants, the school has the right to inspect lockers, desks and personal belongings. Lockers may not be locked and should not be defaced inside or out.

10.5 CARE OF PERSONAL PROPERTY

Students are responsible for the care and safety of their own personal property. CD players, MP3's, radios, tape players, videos, beepers, pagers and other electronic devices are not permitted at school. No toys of any kind (including sport or other entertainment cards) should be brought to school except for special school-related projects. The school is not responsible for a student's lost, stolen or damaged personal property.

10.6 TEXTBOOK RESPONSIBILITY

All students will be issued textbooks. Parents in grades 3-8 are required to provide a book cover for each book and books should remain covered at all times.

Each student should follow these simple procedures for good care and handling of books:

- No scribbling, drawing, etc. on the outside or inside of books.
- No writing in or on edges of non-consumable books.
- Turn pages correctly.

Students and their parents are accountable for all issued textbooks and can be required to pay for lost or damaged books. Payment for destroyed property must be made by the end of the school year or report cards will not be released.

10.7 BICYCLE AND SCOOTER RULES

Students may ride bicycles and/or scooters to and from school. Students are to park and lock their bikes as soon as they arrive at school. The school is not responsible for lost, stolen or damaged bicycles or scooters.

10.8 LOST AND FOUND

Articles turned into the school office or the Lost and Found box will usually be disposed of at the end of each quarter. Parents are encouraged to mark the student's name on all articles of clothing and supplies. Students are reminded to check the Lost and Found box (located outside the east cafeteria door) every few weeks to see if their misplaced property has been placed there.

10.9 ASBESTOS

In accordance with Asbestos Hazard Emergency Response ACT (AHERA) Christ the King Catholic School has been inspected and subsequently re-inspected for the presence of asbestos as required by law. A management plan was developed for the proper management and maintenance of all hazardous materials. The School employs individuals who have had training in the implementation of the Asbestos Management Plan. These documents are on file in the school office.

11 FIELD TRIPS

Field trips are valuable educational activities that supplement and enhance classroom-learning activities; they are also privileges.

- Written permission by the parent or guardian is necessary for a student to participate in a field trip. Verbal permission cannot be accepted. A form will be sent home. In addition, a field trip permission slip is printed at the end of this book. This is the one and only format that may be used to allow a student to leave school during school hours. Contact the school office if information is needed to complete the form.
- Teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and be marked absent for the day.
- No siblings are allowed on field trips.
- The teacher sponsoring the trip is in charge but may ask assistance of parents.

11.1 VOLUNTEER DRIVERS

Drivers are required to provide proof of auto insurance and a copy of their driver's license to the school, as well as completing the Archdiocesan Safe Environment program. They are responsible for all foreseeable risks and are required to use reasonable precautions to prevent injury to students, including having all passengers in the vehicle wear seat belts, driving the posted speed limit, and obeying all traffic laws. **Drivers on school trips should not make unauthorized extra stops or side trips.** As an agent of the school, they are responsible and liable for the students' welfare and are under the direction of the designated school authority. If a student is injured, get immediate emergency treatment for the student, and contact the school office and the parent.

12 EXTRA-CURRICULAR SPORTS ACTIVITIES

Extra-curricular sports activities are an important part of our school program. Sports activities are structured to encourage participation by all students and are designed to develop physical capabilities, maintain good health, and develop individual and team sportsmanship, conduct, and attitudes.

All students must have a current physical form on file in the school office to participate in extracurricular sports activities under the Christ the King Catholic School name.

13 PARTIES AND TREATS

At the teacher's discretion, birthday treats may be brought for all classmates and distributed during the day. Gum should never be included as a part of the treats. Due to permanent damage to carpets, red drinks may not be served. Clear drinks or juice boxes are recommended.

Holiday greeting cards may be distributed in school if all students in a class receive one. Birthday party invitations may be distributed in school if all classmates of the same gender are invited.

For Christmas and Valentine's Day parties are planned by the homeroom volunteers. These parties will be held from 2:15 - 3:00. To celebrate Halloween, a school-wide costume parade will begin at 2:15.

14 STUDENT EXPECTATIONS

14.1 CURRICULUM

The Archdiocesan curriculum guidelines, which are consistent and exceed guidelines set forth by the State of Oklahoma, are followed for the teaching of all subject areas.

14.2 ACADEMIC PERFORMANCE

The primary purpose of Christ the King Catholic School is to prepare Catholic students to live effectively in the present as Christian young people, and in the future as Christian adults. Consequently, the academic and spiritual development of students takes the primary position in relation to all other school programs and activities.

14.11 Awards and Honors

Students who take their academic responsibilities seriously and achieve superior grades will be recognized with appropriate awards and honors:

- Students (grades 4-5-6-7-8) who achieve all A's on their quarterly report cards will be placed on the "Pastor's Honor Roll."
- Students (grades 4-5-6-7-8) who achieve a combination of A's and B's on quarterly report card will be placed on the "Principal's Honor Roll."
- Students will be recognized each quarter.

14.12 Non-fulfillment of academic expectations

Students who choose not to fulfill the academic expectations of Christ the King School also choose consequences:

1. Academic misbehavior (i.e. failure to turn in homework, being unprepared for class, etc.) will be treated as an academic issue. Consequences will be appropriate to the conduct and will be determined and enforced by the teacher. Students and parents will be informed of academic expectations and the consequences of not meeting those expectations by the individual teachers.
2. Continued failure to perform academically will result in a principal, teacher, parent and student conference to determine action to help the student improve.

14.3 STUDENT CONDUCT

Christ the King students are expected to conduct themselves as law abiding citizens of the community whether on school grounds or off. Any student who chooses to disregard the basic respect, dignity and rights of others in our larger community chooses also to accept possible disciplinary measures from the school administration. The principal has the sole

authority to suspend or expel after consultation with the student's parents/guardians and teachers.

14.31 Students who choose to violate school rules, and thus detract from the community, also choose to accept consequences.

14.32 Minor infractions of school rules and regulations may result in, but are not limited to, the assignment of the following consequences:

- Mandatory restitution
- Time out
- School service
- Lunch detention
- Before/after school detention
- In-school suspension.

14.33 Major disciplinary issues will result in immediate referral to the principal, who will choose the appropriate consequences up to, and including suspension or expulsion. Major issues include, but are not limited to:

- Violence or threat of violence to others (i.e. fighting).
- Damage to or destruction of property, either that of the parish/school or that of another individual (student, teacher, neighbors, etc.).
- Insubordination/disrespect/disobedience.
- Use or possession of drugs/alcohol or other unauthorized substances (including tobacco products).
- Use or possession of a dangerous weapon or dangerous material of any kind.
- Hazing.
- Disruptive classroom behavior of a major or recurring nature.
- Harassment, including sexual harassment, bullying, etc.

In the event of a student's violation of local, state or federal law the principal reserves the right to notify law enforcement authorities.

14.34 OFF-CAMPUS CONDUCT

The administration of Christ the King Catholic School reserves the right to discipline its students for off-campus behavior and/or behavior outside of school that causes scandal and is inconsistent with the moral and behavioral expectations established by Christ the King Catholic School.

14.35 CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat or assist others in cheating face a failing grade, detention, or suspension. Repeated incidents may lead to expulsion.

15 DISCIPLINE PLAN

The classroom teacher has the responsibility of maintaining discipline in the classroom. Each teacher will set her/his own classroom rules and send the rules home with her/his students for parents to review and sign. The teacher's primary objective is to define and communicate expectations. The teacher will handle minor infractions of school rules. When necessary, the teacher may refer students to the principal.

15.1 DETENTION

Detention may be issued for a breach of classroom and/or school rules. Parents will be notified by phone or in writing of a student's detention. The day, date and time of the detention are at the discretion of the Principal. Detention takes precedence over appointments, practices, lessons, ballgames, etc.

15.2 EXPULSION

Expulsion is an extremely serious matter. Students who pose a threat to themselves or others may be expelled from Christ the King Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission of the principal.

15.3 SCHOOL – HOME PARTNERSHIP

Parents and teachers must be in a partnership for the school to successfully educate the students who are enrolled. Parents can expect to be treated with respect at all times and, when concerns arise, have access to teachers and administrators at mutually convenient times.

Teachers and administrators can expect to be treated with respect at all times and, when concerns arise, have access to parents at mutually convenient times.

Parents who have a concern should first contact the teacher directly. If a satisfactory solution is not reached, then a three-way conference of parent-teacher-principal will be scheduled. The student will be involved in most conferences and problem-solving decisions. This will enable the student to take ownership of his/her education, conduct, and choices.

A strong, cooperative partnership between home and school is an essential ingredient in effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the community. As a partner in the process, the student is afforded the best possible educational experience.

Christ the King Catholic School recognizes the importance of the role of parents as the "first teachers" of their children. With this awareness, the relationship between student, parent and school is crucial. All parents, students and faculty members must sign the Code of Conduct found in the Appendix of this handbook.

16 TESTING

16.1 STANDARDIZED TESTING

All students in grades 2-7 will participate in the Iowa Test of Basic Skills program. Students in grade 8 take the Explore test. These tests report skill levels of students compared to a national norm. They are administered in October. Reports are issued to parents/guardians as soon as such reports are available from the testing company.

16.2 STUDENT SERVICES

Referral testing will be recommended for students who may be experiencing academic or emotional difficulties. This testing, done with parental permission, will help the school accommodate the needs of the student.

17 GRADING

17.1 GRADING SCALE

The following grading scale is used to identify student mastery levels of skills and knowledge. It has been adopted for grades 3-8 as a result of extensive involvement of the principals and teachers throughout the Archdiocese of Oklahoma City. It is used on daily assignments, tests, and report cards beginning in the second semester of first grade through eighth grade.

A	(100% - 93%)	Excellent
B	(92% - 85%)	Achieving above the expected levels
C	(84% - 75%)	Performing at expected levels
D	(74% - 69%)	Performing below expected levels
F	(68% and below)	Unsatisfactory

Letter grades are not necessarily given on every assignment, but the percentages are computed according to the above scale.

Students in grades K-2 receive a checklist of progress toward meeting various skills.

18 ACADEMIC COMMUNICATION

18.1 PARENT-TEACHER CONFERENCES

Conferences offer a major advantage over most written reports in that they make possible two and three-way communication. These are held at the end of the first nine

weeks of the school year to discuss the student's report card and general progress. Additional conferences may be scheduled on an individual basis by teachers or as a result of parent requests.

18.2 REPORT CARDS

With the adoption of the PowerSchool program, parents are encouraged to monitor progress regularly. Teachers will be recording grades at least once a week after the first month of school. Teachers will issue report cards each nine-week period for every student. These reports will be sent home with the students. Dates for sending home these reports will be listed on the calendar in the weekly school newsletter. Please note that mid-term reports will not be sent home since grades will be accessible on-line.

18.3 PROMOTION AND RETENTION

A student shall be advanced to the next grade level at the discretion of the principal, in light of the teacher's recommendation based on a student's daily performance, test results, and the ability to complete work successfully on a more advanced level. Consultation with the parents/ guardians and the student will take place, if appropriate. Such decisions shall be based on a total evaluation of a student's growth in all areas of development.

For retention of a student, three elements are necessary:

1. Recommendation of the teacher.
2. Approval of the principal.
3. Approval/consent of the parents/guardians.

If both principal and teacher feel that retention is appropriate but the parents/guardians do not, then the student will be "transferred" to the next grade. However, the parents/guardians must state in writing that they do not accept the school's recommendation and that they accept responsibility for the outcome. The letter will be placed in the student's permanent file. Additional testing or evaluation may be suggested to assist with the decision. The Administration reserves the right to require placement in another school if deemed in the student's best interest. Should the same recommendation be made in any subsequent year, placement in another educational setting (in another school) will be required. **At the junior high level, retention will be recommended if a student fails two or more core subjects. At this age level, students who do not progress will be asked to find another school placement. Any eighth grade student who fails two or more core subjects will not receive a diploma.**

19 EIGHTH GRADE HONORS

The Gerald K. Mayfield Memorial Award is also given to one boy and one girl "in recognition of outstanding Christian attitude and service." The Pastor, administration, and staff consider the Christian leadership and service given by the student throughout his/her school career at Christ the King.

20 SPECIAL PROGRAMS

20.1 ACADEMIC COMPETITIONS

Christ the King Catholic School participates in area academic competitions throughout the school year. These events have a teacher sponsor. Parents may be requested to accompany students to these events and to serve as additional sponsors. Events/competitions may include science fairs, spelling bees, geography bees, etc.

21 LIBRARY/MEDIA CENTER

Christ the King School has a media center and collection of print and non-print instruction/learning materials. The print and non-print educational media materials are available to meet varied needs and to stimulate the interest of the students and staff of the school.

Library materials are to be returned on time and in good condition. A fine of one canned food item per day is required for overdue books (with a maximum fine of 10 cans). Canned goods are donated to the St. Vincent de Paul Society. The student must pay for damaged or lost books before any other material may be checked out. Students with lost or damaged books do not receive quarterly report cards until their account is cleared and school records will be held.

Students are expected to adhere to all Library/Media Center rules and regulations. The library is a place of study and research, and as such, all users should be respectful of one another's time and work.

22 LUNCH PROGRAM

To promote good eating habits and manners, the cafeteria is considered a classroom. A balanced nutritious lunch is served daily in the cafeteria.

Students in kindergarten through second grades have the option of buying a hot lunch tray or bringing lunch from home.

Students in third through eighth grades may purchase a hot lunch tray, a lunch package, or bring a lunch from home.

Additional items are not available for kindergarten through fifth grade students.

A lunch package consists of a main item (a chicken sandwich, a hamburger, a beef/bean burrito, a chef salad, a baked potato, or cheese pizza), fruit or vegetable, a drink, and a dessert.

The hot lunch tray and the lunch package are \$2.50 per meal. A meal ticket for 20 lunches is \$50.00. **ALL ADDITIONAL ITEMS ARE PURCHASED ON A CASH ONLY BASIS.** Additional milk or water can be purchased. On Friday, all students may purchase ice cream.

The following procedures and rules should be observed by all students:

- Students can purchase meal tickets through the cafeteria.
- Tickets may not be purchased in the cafeteria line while meals are being served.
- No soda or carbonated drinks are to be brought into the cafeteria during the lunch period.
- NO GUM IS ALLOWED.
- **Food brought in from fast food restaurants is prohibited.**
- Improper behavior, such as loud talking or laughing, running, crowding or pushing is unacceptable.
- Students will clean their table and floor area before being dismissed.

We ask that lunches brought to school be well marked with the student's name and homeroom. If a lunch arrives late, please drop it off at the table outside the cafeteria before 11.00 a.m. If for any reason a parent or guardian wishes to have lunch with their child, please notify the office if a hot lunch is requested.

23 PARENT/COMMUNITY PROGRAMS AND ORGANIZATIONS

23.1 PARENT TEACHER ORGANIZATION

One of the primary purposes of the Parent Teacher Organization (PTO) is to provide a forum in which open communication within the school community can be fostered. The PTO offers parents an excellent opportunity to learn more about all phases of the curricular and extra-curricular activities of Christ the King School. It is vital that all parents participate actively in this organization so that both home and school are united in their efforts to further the development of each individual student.

24 SCHOOL POLICIES

24.1 PORNOGRAPHIC MATERIALS

The possession or electronic accessing of pornographic, lewd, sexually explicit or obscene materials, photographs, journals, websites or other images is strictly prohibited in the school, on the parish grounds, or at any school function. This policy is applicable to all who enter the school premises or attend any school function.

The Principal shall enforce the policy strictly, without tolerance for violation. In the case of violation by any student, the student will be subject to suspension, expulsion, or other discipline.

In the case of violation by any employee, the employee will be subject to immediate termination. In the case of violation by any other person, the Principal shall take such action as is considered necessary or appropriate. The decision of the Principal as to whether any materials or items are pornographic, lewd, sexually explicit, or obscene shall be final.

24.2 WEAPONS

The term “weapon” shall mean any instrument of offensive or defensive combat including, but not limited to, firearms and knives.

The possession or use of any weapon is not permitted in the school, on the school grounds, or at any student school function. Students who violate this policy will be subject, at the discretion of the principal, to suspension or expulsion. Any teacher, volunteer or school employee, who knows or suspects that a student is in possession of any weapon, must notify the principal immediately.

Any employee or volunteer shall be eligible for dismissal if found in possession of any weapon on school grounds, at any school function or at any school sponsored activity.

24.3 HARASSMENT/BULLYING

It is the policy of Christ the King Catholic School that harassment in any form is unacceptable conduct and will not be tolerated. This policy applies to all teachers, staff, students, parents, and visitors.

Sexual harassment refers to unwelcome and offensive conduct of a sexual or gender based nature. Prohibited conduct includes requests for sexual favors and other physical or verbal conduct when submission to such conduct may be construed as a condition of employment or used as the basis of employment decisions affecting the individual. Prohibited conduct also includes conduct creating an intimidating, hostile, or offensive environment. This policy applies to activities that may occur either at school or a school-sponsored function.

Any individual who believes she/he has been at the victim of harassment by any person connected with Christ the King Catholic School should immediately report the matter to the Principal. The Principal will report the complaint to the Pastor immediately, and the Principal will promptly investigate the complaint. The person who believes she/he is the victim of sexual harassment will be asked, but not required, to document the specific conduct and witnesses, if any.

Christ the King Catholic School has the duty to discuss the charges with the alleged perpetrator as soon as possible after the complaint is made.

After investigating, the Principal will take prompt and appropriate action. Any teacher or staff employee who is determined to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination of employment. Any student who is

determined to have engaged in sexual harassment will be subject to strong disciplinary action, up to and including expulsion from school. Any visitor or parent, determined to have engaged in sexual harassment may be prohibited from entering the school building and grounds in the future, and may be prohibited from participating or attending school activities.

The person accused of harassment is strictly prohibited from retaliating against the individual who registered the complaint, whether or not harassment can be confirmed.

Harassment includes sexual harassment, intimidation and bullying. Any action based on lack of respect for others, including sexual and physical abuse, and the creation of a hostile environment by students, faculty, and/or staff is unacceptable. Harassment, intimidation, and bullying means any gesture, written (including electronic messages) or verbal expression, or physical act that harms a student, damages another student's reputation or property, or places another student in reasonable fear of harm. Harassment includes insulting or demeaning any student or group of students in such a way as to interfere with the school's educational mission or the education of any student.

These include but are not limited to: religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristics. All such acts are not acceptable at school, on school grounds, school-sponsored activities, or at school-sanctioned events. All complaints will be investigated and appropriate action will be taken.

24.4 ELECTRONIC RESOURCES - ACCEPTABLE USE POLICY

24.41 PURPOSE

Computers are valuable tools for education and one of this school's purposes is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below:

24.42 GOALS

To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technologies.

To encourage critical thinking and problem solving skills which will be needed in this increasingly electronic and global society.

24.43 RESPONSIBILITIES OF USER

With right of access to a resource comes the responsibility to use the resource both correctly and wisely. Along with access to computers and people all over the world, also comes the availability of some material that may not be considered to be of educational value within the

context of the school setting. Monitoring and controlling all such material is impossible. Christ the King School will instruct students on the proper use of the Internet for educational research. However, on a global network such as the Internet, it is impossible to control the content of all available materials, therefore:

- Any and all use of the network must be consistent with Christ the King Catholic School's purposes of supporting education and research.
- In addition to internal school regulations, there are federal and state laws that apply to such use. Christ the King Catholic School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility of users accidentally procuring material that is not consistent with the educational goals within our school. In addition, Christ the King Catholic School has installed a web-filtering product on its network to help ensure users do not gain access to inappropriate content.

24.44 GENERAL GUIDELINES FOR USE OF THE INTERNET

- All users are required to take simple Internet training (how to sign on, log off, etc.) from the computer coordinator or his/her designee.
- Only users who have completed training and have parental permission may use the school's computers to access the Internet.
- No user will trespass in another's folders, work, or files.
- Student use of the Internet is limited to those who have a clear need for research and upon teacher recommendation. Use may be limited, if necessary. Use of non-educational chat rooms is prohibited.
- Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this doesn't occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
- E-mail accounts through the school's network will be restricted to faculty and staff accounts only.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secure resources, is forbidden.
- School use of the Internet for commercial or personal gains or profit is not allowed.
- Users will not move, repair, reconfigure, modify, or attach external devices to the systems.
- The system administrator, the principal, and faculty have the right to monitor all activities.

- Installation of freeware, shareware, or other software (personal) is prohibited.
- Personal disks may not be used in school computers without the supervising teacher's permission.
- Additional rules and restrictions may be added at any time.

24.45 USER NETIQUETTE

- For reasons of personal safety, users will NEVER post or share with anyone, especially strangers, personal contact information about themselves or other people. This may include last name (student), address, telephone number, school address, etc.
- Users will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.
- Users will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
- Users will not use obscene, profane, lewd, vulgar, rude or threatening language, nor will they, through means of the Internet, harass or annoy any other users.
- Users will not knowingly or recklessly post false information about any person or organization.
- Users will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- The illegal downloading of copyrighted software for use on home and school computers is prohibited.

24.46 ACCOUNTABILITY

All users should be prepared to be held accountable for their actions and for the loss of privileges if the terms and conditions of acceptable use are violated. Consequences can include: restricted network access, loss of Internet use, loss of use of school computers, disciplinary or legal action including but not limited to suspension, expulsion, termination, and/or criminal prosecution by the school or other involved parties under appropriate state and federal laws.

Violation Of These Rules May Result In Any Of The Above Consequences.

Christ the King School makes no warranties of any kind, whether expressed or implied, for Internet service. Christ the King School will not be responsible for any damage suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by

negligence, errors or omissions. Use of any information obtained via the Internet is at the user's risk. Christ the King School specifically denies any responsibility for the accuracy or quality of information obtained through its network services. Christ the King Advisory Council or the Archdiocese of Oklahoma reserves the right to amend this policy.

25 RIGHT TO AMEND

Christ the King School reserves the right to amend this Handbook. Notice of amendments will be sent via newsletters and will be posted at www.ckschool.com.

25 PARENT – STUDENT SIGNATURE PAGES

Christ the King Catholic School Code of Conduct

This code is to be signed by all students, parents/guardians, staff, faculty, and administrators as an indication of their acceptance of and adherence to the contents written in the code and as a condition of admission to the School.

Students, parents/guardians, staff, faculty, and administrators are all members of the Christ the King Catholic School community. We base the development of our community on compassionate, fair, responsible, and respectful treatment of each community member. We are all members of one Body, the Body of Christ. It is essential that we live our motto “Where everybody is somebody and all live for God”.

Our Community should commit to the following ideals:

- Catholic schools are to be communities of love, freedom, and service.
- Catholic schools are to inspire hope by encouraging the growth and affirming the worth of each person.
- Catholic schools are to celebrate learning illuminated by faith and informed by Christian wisdom.
- Catholic schools are to assist students in interpreting social and human relationships in the light of the social teachings of the Church.
- Catholic schools are to encourage the spiritual growth of staff, faculty, and administrators and foster the gift of eternal spiritual youth.

Christ the King Catholic School is dedicated to providing and enhancing a Catholic community of learning in which students will be afforded reasonable opportunities to achieve their potential in spiritual, moral, academic, intellectual, physical, and social development. It is the community’s expectation that all members will respond positively to this dedication and act accordingly.

Our Christ the King Catholic School Community has the following expectations:

For Students

- to attend school regularly and conform to the rules and policies of Christ the King Catholic School as listed in the Parent-Student Handbook,
- to participate willingly in their own learning,
- to respect other’s safety, well being, and property,
- to be accountable for their behavior and responsive to related consequences,
- to participate in creating a safe, positive environment conducive to learning.

For Parents/Guardians

- to support their child(ren) in regular and punctual attendance at school,
- to conform to the rules and policies of Christ the King Catholic School as listed in the Parent-Student Handbook,
- to participate in creating a safe, positive, learning environment at their school,

- to extend their exemplary Christian behavior to all off campus, extracurricular, school related activities such as, but not limited to, athletic events and field trips,
- to work and cooperate with the faculty member and administration to resolve concerns involving their child(ren),
- to satisfy all financial expectations to Christ the King Catholic School.

For Staff, Faculty, and Administrators

- to participate in creating a safe, positive environment conducive to learning,
- to conform to the rules and policies of Christ the King Catholic School as listed in the Parent-Student Handbook,
- to inform their students of classroom discipline practices which utilize reasonable, related, and respectful consequences,
- to model, teach, and reinforce appropriate behavior.

As the primary educators of their children, parents/guardians are models for the development of their child's life spiritually, morally, academically, intellectually, physically, and socially. By choosing Christ the King Catholic School you have shown a serious commitment to help your child recognize God as the greatest good in his/her life.

Neither parents nor teachers, as partners, can afford to doubt the sincerity of the efforts of their educational partner. Each partner should encourage the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority.

If there is an incident at school involving your child(ren), parents/guardians must make investigation of the complete story their first step. This involves first contacting the teacher as part of the investigation. Evidence of mutual respect between parents and faculty will model positive, mature behavior and relationships. Students, parents/guardians, faculty, and administrators are strongly encouraged to invest themselves in collaborative approaches to the resolution of behavioral concerns.

Partners should protect people's good names. It is often too easy to mistake opinion for fact. Differences of opinion and personality clashes cannot be resolved by slander. To resolve an incident involving your child(ren), a parent/guardian must first contact the faculty member of record. A meeting, which includes the student, parent/guardian, and faculty member, will be arranged to present and settle the incident. A second meeting of all partners with the addition of the principal will be scheduled, if a solution is not reached. If a solution is unattainable after this meeting, the principal will make a decision to resolve the matter at his/her discretion. This decision is binding and may include, but is not limited to, removal of the student involved from the school. (See section 15.13 in the Parent-Student Handbook or see Section 15.13)

Students who make poor choices need both understanding and discipline. Discipline is a set of skills that allows for effective learning; it is not punishment. It enhances self-knowledge, self-esteem, and self-confidence. Discipline is part of the teaching-learning process which promotes the development of integrity, accountability, personal ethics, and self-management.

It is essential that a student take responsibility for the grade he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments as indicated in the Parent-Student Handbook. This responsibility also extends in time of absence.

Any conduct contradicting this code could result in the need for the party involved to reconsider their membership in the Christ the King Catholic School Community.

Contradiction of this code includes, but is not limited to, behaviors such as:

- Verbal, physical, or emotional abuse of faculty or administrators by parents/guardians or students.
- Failure to comply with the rules and policies of Christ the King Catholic School as set forth in the Parent-Student Handbook.
- Failure by parents/guardians to meet financial obligations.

Parents/guardians and students who fail to follow the Code of Conduct for Christ the King Catholic School will be sent a letter from the principal documenting their failure of compliance. Any subsequent failure in compliance with the code will result in a meeting between the principal and parents/guardians. This meeting will outline potential consequences if further violations occur.

A third violation of the code dictates removal from the school at the discretion of the pastor upon his notification by the principal. Other, more serious violations, can result in removal upon the first violation of the code due to the severity of the action (as indicated above and in the Parent-Student Handbook).

I/we the undersigned, agree to abide by the Christ the King Catholic School Code of Conduct including any consequences imposed for failure to comply with said code.

_____ Parent/Guardian	_____ Print Name	_____ Date
_____ Parent/Guardian	_____ Print Name	_____ Date
_____ Student	_____ Print Name	_____ Date
_____ Staff, Faculty, or Administrator	_____ Print Name	_____ Date

26.1 ACCEPTABLE USE AGREEMENT (This agreement is to be signed one time by the parent/guardian and will be kept on file with the school. It will remain in effect unless rescinded upon written request of the parent/guardian. Please complete one for each student only if new to Christ the King or upon request)

Student Name: _____

Parent or Guardian (required for students only):

As the parent/guardian of this child, I have read the Acceptable Use Policy. I understand that this Internet access is designed for educational purposes. Although I understand that Christ the King School has taken precautions to circumvent student access to controversial material, I recognize that it is impossible for the School to restrict access to all controversial materials and I will not hold it responsible for materials acquired on the network.

Date: _____

Parent or Guardian's Name: _____

Parent or Guardian's Signature: _____

User: (to be completed at school)

I have participated in an orientation session on the acceptable use of the Internet. I understand my responsibilities pertaining to the use of the Internet. I agree to follow the Internet guidelines developed by my school as outlined in the Christ the King School Acceptable Use Policy. Further, I understand that any violation of the above conditions or rules of the Acceptable Use Policy may result in a suspension of privileges and/or any other consequences deemed necessary by my school.

Date: _____

User's Name: _____

User's Signature: _____

Sponsoring Teacher:

I have identified the Internet as a valuable resource, which can be used to enhance my presentation of the curriculum. I am recommending the above named student as a user of this resource. He/She has received instruction on the appropriate use of the Internet and on the meaning of the Christ the King School AUP. I will provide guidance to students in finding appropriate material and information on the Internet during class activities.

Date: _____

Sponsoring Teacher's Name: _____

Sponsoring Teacher's Signature: _____