

Welcome to  
**Christ the King Catholic School**



**4100 Harvest Lane  
Toledo, Ohio 43623-4399**

**School Office: 419-475-0909  
Parish Office: 419-475-4348  
School/Parish Fax: 419-475-4050  
Attendance Line: 419-475-6944**

## Table of Contents

Diocese of Toledo Catholic Schools District Philosophy .....	1
Mission Statement.....	2
Christ the King School Philosophy .....	2
General Information.....	2
Eucharistic Services .....	2
Membership.....	2
Change of Address or Phone Number.....	3
Bulletin Deadline.....	3
Christ the King School Life and Ministry .....	3
Altar Servers.....	3
Choral Program .....	3
Christ the King Choristers.....	3
Hand Bell Choirs.....	4
Library/Media Center .....	4
Parents Club.....	4
Preschool Program.....	5
School Advisory Council .....	5
Scouts.....	6
Youth Group.....	6
Christ the King School 2015-2016 Calendar .....	6
School Staff -Voice Mail Extensions and Email Addresses .....	6
Academics.....	9
Academic Integrity Policy.....	9
Curriculum .....	9
Student Records .....	10
Textbooks.....	10
Academic Assessment .....	10
Academic Honors (Grades 4-8) .....	10
Math Facts.....	10
Mid-quarter Reports.....	11
Parent-Teacher Conferences .....	11
Assigning Students to Classes .....	12
Report Cards .....	12
Grading Scale – Grades 3-8 .....	12
Teacher Assistance Team .....	12
Admissions .....	13
Admission Policy .....	13
Non-Discriminatory Policy.....	14
Registration .....	14
Change of Address.....	15
Athletics.....	15
Eligibility for Christ the King Parish/School Athletic Program.....	15
Attendance .....	16
Attendance Policy.....	16
Attendance Procedures .....	16
Personal Convenience Absences.....	16
Tardiness.....	17
Truancy.....	17

Daily Schedule .....	17
Arrival Procedures .....	18
Recess Expectations .....	19
Dismissal Procedures .....	20
Playground Duty .....	20
Discipline Policy .....	20
School Expectations .....	20
Code of Conduct for Students .....	21
Code of Conduct for Parents/Guardians .....	21
Harassment, Bullying, and Abuse .....	22
Guidelines for Code of Conduct Violations .....	22
Suspension Appeal .....	24
Procedures for Suspension or Expulsion .....	24
Accusations .....	24
Confidences .....	24
Search and Seizure .....	25
Dress Code .....	25
General .....	25
Grades K-5 .....	26
Grades 6-8 .....	27
Birthday Clothing for All Grades .....	27
Jeans Days .....	27
Faith and Worship .....	27
Religious Education .....	27
Sacraments .....	28
Weekly Eucharistic Celebrations .....	28
Church Envelopes .....	28
Health/Medical .....	28
Administration of Medication .....	28
Emergency Medical Authorization .....	29
Emergency Procedure .....	29
Illness Procedures .....	29
Long-term Illness .....	30
Contagious Disease .....	30
Release of Records .....	30
Publicity Policy .....	30
Safe School Ordinance .....	31
Safety .....	31
Transportation .....	31
General Bus Rules .....	32
Tuition .....	32
Tuition .....	32
Lunch Duty Fee .....	33
Withdrawal .....	34
Tuition Refund Policy .....	34
Release of Records .....	34
General School Information .....	34
After-School Activities .....	34
Balloons and Flowers .....	34
Brown Envelopes .....	34
Educational Support Services .....	35
Extended Day Program .....	35

Field Trips ..... 35  
Fundraising Guidelines ..... 36  
Fundraising Policy ..... 37  
Honeywell Instant Alert System ..... 37  
Inclement Weather Delays and Cancellations – Kindergarten-Grade 8..... 38  
Inclement Weather Delays – Pre-School ..... 38  
Lost and Found..... 38  
Money..... 38  
Outdoor Education..... 38  
Parent Concerns..... 38  
Parties and Invitations ..... 39  
School Pictures/Yearbook ..... 39  
Student Book Orders ..... 39  
Telephones..... 39  
Toys, Radios, CD Players and Other Electronic Devices ..... 39  
Visitors..... 39

School information in this handbook was compiled from records of Christ the King Catholic School. If there are any errors or omissions, we regret any inconvenience caused by them. We worked diligently to make the contents as accurate as possible with the information available.

## **Diocese of Toledo** **Catholic Schools District Philosophy**

*“The duty of human perfection, like the whole universe, has been renewed, recast, supernaturalized, in the Kingdom of God. It is truly a Christian duty to grow and to make one’s talents bear fruit. It is a part of the essentially Catholic vision to look upon the world as maturing – not only in each individual or in each nation, but in the whole human race.”*

(Teilhart de Chardin, The Devine Milieu)

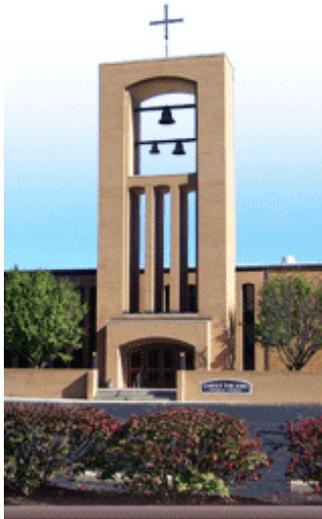
The schools of the Catholic Diocese of Toledo assist parents in preparing their children to assume their Christian vocation. The schools enable youngsters to perfect and grow in the knowledge, skills, values and attitudes to which they are called by Jesus Christ. This vocation begins and grows as each member hears the message of the Gospel, seeks to achieve a personal relationship with Jesus Christ and shares in a commitment of love and service to God and others in order to transform self and society.

Christian education in the Toledo diocesan schools is intended to make students become people of faith who can experience—inside and outside the school setting—learning and living in the light of this faith commitment. Students are instructed in human knowledge and skills in order to best relate human culture to God’s plan for his evolving creation. Religious education, i.e., instruction in truths and development of values, is of primary concern. This religious education serves as the basis by which students can integrate their experience of learning and living at each stage of their development.

This integration thrives in a thoroughly Christian atmosphere where faculties and staffs share and demonstrate in their professional and private lives this same commitment to personal perfection and growth in Jesus Christ.

Toledo diocesan schools enable students to extend their personal faith commitment through prayer and service to others. Together with faculty and staff, students participate in liturgical activities which foster community. Students explore ways to meet the challenges of tensions and conflicts which occur in community, especially in peacemaking and the achievement of justice. Gospel values impel students to special concern for all who suffer any disadvantage. Students are enabled to commit themselves to the public interest by developing the skills and talents needed to contribute to the life of the nations.

This experience in integrating learning, and living a commitment of faith is a reason for hope. It is the duty of the schools of the Diocese of Toledo to continually explore and rekindle hope for the future in the light of the present reality of the universe. Engaging our members—and the community-at-large—in a search for growth and perfection is our never-ending obligation. Our ultimate goal is union with Jesus Christ, “the way, the truth and the life”.



## **Mission Statement**

As a Catholic community of brothers and sisters within the Body of Christ, we proclaim His teachings through words and actions, to nurture spiritual growth and academic excellence.

## **Christ the King School Philosophy**

“The purpose of Catholic Education is the formation of the human person in the pursuit of that person’s ultimate end and of the good of the societies of which that person is a member and in whose obligations, as an adult, that person will share.”

*(Vatican II, Education #1)*

It is the responsibility and privilege of Christ the King School to assist parents in fulfilling their role as primary educators of their children. As members of this Catholic community, we come together to create a special atmosphere. Without the cooperation of the parents, the school cannot educate the child.

Inspired by the Gospel spirit, we call forth the unique potential of the whole person: spirit, mind, and body by promoting:

- the development of a responsible Roman Catholic Christian way of life,
- individual academic excellence,
- physical and emotional well-being.

## **General Information**

### **School Offices:** **419-475-0909**

During School Year - Office Hours:	Monday through Friday, 7:30 AM to 3:30 PM
June 20 - June 30	Monday through Friday, 9:00 AM to Noon
July 1 - July 31	Office open by appointment only
August 1 - August 12	Monday through Friday, 9:00 AM to Noon
August 15	Resume regular school office hours

### **Parish Offices:** **419-475-4348**

Office Hours:	Monday through Thursday, 8:30 AM to 8:00 PM
	Friday, 8:30 AM to 4:00 PM

Parish/School Fax:	419-475-4050
--------------------	--------------

### **Eucharistic Services**

Daily Mass	Monday through Saturday, 8:00 AM
Mass for the Lord's Day	Saturday, 5:00
	Sunday, 8:30 and 10:00 AM, 12:00 noon and 6:00 PM
Holy Days	Please consult Mass schedule in parish bulletin.

### **Membership**

Parishioners are asked to inform the Parish Office of address or telephone number changes to keep our records up to date. We welcome all new members!

New families or singles (21 or older) are asked to come to the Parish Office in person to register.

**Change of Address or Phone Number**

Parents/guardians are required to keep the school office current on the address, phone number (including work numbers), and legal guardianship of the student.

**Bulletin Deadline**

Please submit written requests for bulletin announcements to bulletin@cktoledo.org by noon on the Friday, the week before the bulletin is printed.

**Christ the King School Life and Ministry**

The mission of Christ the King School is to fully educate youths throughout the formative years when the seed of faith can take deep root and grow into a life-long commitment to live and share the Good News of Jesus. The school's mission is the formation of responsible leaders whose lives are infused with Gospel values and responsive to the needs of others. It is the responsibility and privilege of Christ the King School to assist parents in fulfilling their role as primary educators of their children. As a community we strive for excellence in education by nurturing the development of the spiritual, moral, intellectual, physical and social potential of each student.

**Altar Servers**

These young individuals assist the priest during Mass celebrations. Training and regular meetings are provided. We ask parents to support their child in the decision and commitment to become an altar assistant.

Mr. Dan Demski, Director ..... 419-475-4348, ext. 303

**Choral Program**

The Choral program of Christ the King School is an exciting way for students to grow and develop their talents for the greater glory of God. Through the choir program, young people make an active contribution to the liturgical life of the school and parish.

**Christ the King Choristers**

All young persons in grades four through eight are invited to join this choir. The Children's Choir will sing for various school liturgies as well as parish liturgies. This choir will introduce "singing in parts" to the school children and each will hold a prominent place as leaders of song in the liturgy. Rehearsals are held weekly in the Choir Room across from the school office. Those who join are expected to attend all rehearsals and scheduled liturgies. We ask parents to support their child in the decision and commitment to become a member of Choristers.

Miss Kathy Mumy, Director of Liturgy & Music ..... 419-475-0909, Ext. 125

**Hand Bell Choirs**

Students in grades five through seven have the opportunity to participate in a hand bell choir. This experience helps to reinforce music reading skills learned in general music classes, and gives students another opportunity to participate musically in school liturgies. Rehearsals for 5<sup>th</sup> and 6<sup>th</sup> graders are held during noon recess once per week, and almost all time commitment is during the school day.

Miss Kathy Mumy, Director of Liturgy and Music..... 419-475-0909, Ext. 125

**Library/Media Center**

The mission of the Christ the King Library/Media Center is to expand educational programs:

- by providing information in various formats to reinforce curricular objectives;
- by promoting an awareness of other countries, cultures, and people;
- by selecting materials that acknowledge different student reading levels, interests, and capabilities;
- by encouraging individual literacy through the promotion of reading as an enjoyable, worthwhile leisure activity;
- by empowering individuals with skills to be lifelong learners.

In fulfillment of this mission, the Christ the King library/media center is committed to providing educational, recreational, and cultural materials as well as personal service to students and staff.

Students should properly care for borrowed books and return books on time. All lost books must be paid for at replacement cost. Any materials returned in a damaged state will be subject to fines. Final report cards will not be given to students until all fines are paid.

**Parents Club**

This organization gives service to the school. It seeks to:

- bring about good understanding between the administration, faculty and parents;
- provide an opportunity for adult education
- aid the faculty with non-teaching chores when possible
- raise money to buy requested supplies and equipment;
- do whatever it can to help give our children the best possible education – both religious and academic – in preparation for a full life as good citizens.

Membership shall include all parents/legal guardians of children attending Christ the King School. There are no membership dues.

President.....  
 Mrs. Deb Gehring, Vice President ..... 419-466-4275  
 Mrs. Erin Sifuentes, Secretary..... 419-265-8386  
 Mr. Eric Bachar, Treasurer ..... 419-474-3628

## **Preschool Program**

Christ the King began its preschool for children three to four years old in 1988. The CK Preschool Program offers a welcoming, secure and warm environment. Students participate in hands-on experiences, indoor and outdoor play, and activities in alignment with the Ohio Department of Education Academic Content Standards and the Diocese of Toledo Course of Study.

Basic religious concepts—loving God, ourselves and our families and friends and all living things—are interwoven in the curriculum. Our guiding principle is that every child is a child of God, made in His image and likeness. Developing a positive self-image, feeling good about oneself and others and enjoying time at school are the fundamentals of the preschool program.

Extended care options include full-day, every day options as well as before and after hours. Further information may be obtained by contacting the program director or the school office.

Mrs. Stephanie Kesselmayr, Preschool Director .....(419) 475-0909, Ext. 222  
skesselmayr@cktoledo.org

## **School Advisory Council**

The School Advisory Council is composed of appointed members of the parish plus the pastor, principal and assistant principal, who are ex-officio members. The purpose of the Council is to advise the pastor and principal on matters concerning the parish school, to assist in formulating and defining school policy, and to serve as the liaison between the school and parish community. Term of office is three years with no member serving more than two consecutive terms. Meetings are held on Tuesday of the first week during designated months beginning at 7:00 PM. Concerns that affect the school may be brought before the Council by the principal, other administrators, or any Council member. Individual parishioners may submit particular matters in writing through members of the Council. If a parishioner wishes to be on the agenda of a School Advisory Council meeting, prior written notice of his/her intent and the subject of his/her intention must be given to the Council President ten days in advance of the Council meeting.

Rev. William Rose, Pastor..... 419-475-4348  
Mr. Joe Carroll, Principal ..... 419-475-0909  
Mrs. Joyce Irwin, Asst. Principal ..... 419-475-0909  
Mr. Matt Mishler – Email: [mmishler@bex.net](mailto:mmishler@bex.net)..... 734-854-7373

### **Members:**

Mr. Todd Pike – Email: [toddpike@bex.net](mailto:toddpike@bex.net) ..... 419-843-5538  
Mrs. Karri Adler – Email: [karri.adler@att.net](mailto:karri.adler@att.net)..... 419-475-5818  
Mr. Brad Augustyniak – Email: [brad.augustyniak@yahoo.com](mailto:brad.augustyniak@yahoo.com).....419-517-3849  
Mr. Charles LeBlanc – Email: [Charlie.leblanc@pbfenergy.com](mailto:Charlie.leblanc@pbfenergy.com) ..... 419-418-4524  
Mr. Kevin Milks – Email: [kevin.milks@yahoo.com](mailto:kevin.milks@yahoo.com)..... 419-973-9087  
Mrs. Cheri Pastula – Email:[cheri.pastula@gmail.com](mailto:cheri.pastula@gmail.com).....419-283-7082  
Mr. Michael Rudnicki – Email: [mrudnicki@crossfire1.com](mailto:mrudnicki@crossfire1.com) ..... 614-743-7332  
Mr. Oliver Strbik – Email: [ostrbik@bex.net](mailto:ostrbik@bex.net) ..... 419-867-9603

## **Scouts**

The Boy Scouts have a long history of activity in the parish. The troops enjoy camping experiences and are involved in many service projects that benefit the parish and local community. Under careful leadership, boys are given guidance to grow into responsible manhood.

Mr. Ken Walz, Boy Scout Master..... 419-472-0283  
Mr. Sean Sifuentes, Cub Scout Master ..... 419-265-8386

The entire Girl Scout program strives to bring girls to responsible womanhood. The girls are taught responsibility and leadership through planning and self-government.

Mrs. Sharon LaVoy, Recruiter/Organizer..... 734-854-2387

## **Youth Group**

Christ the King Youth Group is open to all students in 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades. We meet every second Saturday of the month after 5 p.m. Mass in the gym. Please watch the weekly newsletter for details of upcoming events and activities. You can also check these social media outlets for current information:

Like us on FaceBook: **CK Toledo Youth**

Follow us on Twitter: **@CKToledoYouth**

For additional information contact Annette Gardner at [agardner62@bex.net](mailto:agardner62@bex.net) or simply email **Youth@cktoledo.org**.

## **Christ the King School 2016-2017 Calendar**

The 2016-2017 School calendar may be viewed on line at: [www.ckschool.org](http://www.ckschool.org)

The link to the school calendar is available on the left side of the school home page.

Weekly Liturgies will be noted on the monthly school calendars.

## **School Staff -Voice Mail Extensions and Email Addresses**

A very dedicated and capable faculty and staff currently minister to approximately 500 children from preschool (age three) through eighth grade. Administrative services are provided by the pastor, who serves as local school superintendent, by the principal, assistant principal, and school secretaries. Specialists include art, Spanish, music, liturgy, physical education, library science, and technology. All staff members are duly licensed according to state standards. The auxiliary services staff, provided through state funds, consists of reading specialists, a speech and language therapist, a learning disabilities tutor, a counselor, a nurse, and an Auxiliary Services clerk.

Rev. William Rose.....Pastor..... Ext. 110  
wrose@cktoledo.org

Rev. Dominic Savyo.....Associate Pastor..... Ext. 111  
dsavyo@cktoledo.org

Mr. Joe Carroll.....Principal ..... Ext. 205

jcarroll@cktoledo.org  
 Mrs. Joyce Irwin .....Assistant Principal ..... Ext. 230  
 jirwin@cktoledo.org  
 Mrs. Missy Miller .....School Secretary ..... Ext. 202  
[mmiller@cktoledo.org](mailto:mmiller@cktoledo.org)  
 Miss Mary Beth Rossler .....School Admin. Secretary ..... Ext 200  
 mrossler@cktoledo.org  
 Mrs. Stephanie Kesselmayr .....Preschool Director ..... Ext. 220  
[skesselmayr@cktoledo.org](mailto:skesselmayr@cktoledo.org)  
 Mrs. Kathryn McCready .....3yr.old Preschool Teacher .....Ext. 220  
 kmccready@cktoledo.org  
 Mrs. Becky Jarosz .....Preschool A.M. - Teacher Assistant .....  
 bjarosz@cktoledo.org  
 Mrs. Donna Hinkle .....Preschool P.M. - Teacher Assistant .....  
 dhinkle@cktoledo.org  
 Mrs. Julie Hansen .....Kindergarten Teacher ..... Ext. 222  
 jhansen@cktoledo.org  
 Mrs. Myrna Yupanqui .....Kindergarten - Teacher Assistant .....  
[myupanqui@cktoledo.org](mailto:myupanqui@cktoledo.org)  
 Miss Caite Peatee .....Kindergarten Teacher .....Ext. 223  
[cpeatee@cktoledo.org](mailto:cpeatee@cktoledo.org)  
 Mrs. Patti Kolena .....Kindergarten - Teacher Assistant .....  
[pkolena@cktoledo.org](mailto:pkolena@cktoledo.org)  
 Mrs. Sara Ellis .....Grade One Teacher ..... Ext. 224  
[sellis@cktoledo.org](mailto:sellis@cktoledo.org)  
 Mrs. Ann Marie Leroux ..... Grade One and Two Teach Assistant .....  
[aleroux@cktoledo.org](mailto:aleroux@cktoledo.org)  
 Mrs. Mindy Rozelle .....Grade One Teacher ..... Ext. 227  
[mrozelle@cktoledo.org](mailto:mrozelle@cktoledo.org)  
 Miss. Patricia Freppel ..... Grade One and Two Teacher Assistant .....  
[pfreppel@cktoledo.org](mailto:pfreppel@cktoledo.org)  
 Miss Kelsey Zochowski .....Grade Two Teacher ..... Ext. 226  
[kzochowski@cktoledo.org](mailto:kzochowski@cktoledo.org)  
 Miss Maureen Raab .....Grade Two Teacher ..... Ext. 225  
[mraab@cktoledo.org](mailto:mraab@cktoledo.org)  
 Mrs. Lindsey Miller .....Grade Three Teacher ..... Ext. 239  
 lmiller@cktoledo.org  
 Mrs. Carrie-Ann Monagan .....Grade Three Teacher ..... Ext. 240  
 cmonogan@cktoledo.org  
 Mrs. Cindy Church .....Grade Four Teacher ..... Ext. 244  
 cchurch@cktoledo.org  
 Miss Therese Martin .....Grade Four Teacher ..... Ext. 242  
 tmartin@cktoledo.org  
 Ms. Ann Larson .....Grade Five Teacher ..... Ext. 235  
 alarson@cktoledo.org  
 Mr. Carrie Alvarado .....Grade Five Teacher ..... Ext. 237  
 calvarado@cktoledo.org  
 Miss Chelsea Malak .....Grade Six Teacher ..... Ext. 231  
 cmalak@cktoledo.org  
 Miss Kelly Schoettley .....Grade Six Teacher .....Ext. 234  
[kschoettley@cktoledo.org](mailto:kschoettley@cktoledo.org)  
 Mrs. Melissa Hill ..... Grade Seven Teacher ..... Ext. 236

mhill@cktoledo.org  
 Mr. Jason Szynkowski .....Grade Seven Teacher ..... Ext. 233  
 jszynkowski@cktoledo.org  
 Mrs. Angie Rosengarten .....Grade Eight Teacher ..... Ext. 232  
 arosengarten@cktoledo.org  
 Mrs. Danielle Carroll .....Grade Eight Teacher ..... Ext. 229  
 dcarroll@cktoledo.org  
 Mrs. Kristen Sanders .....Art Teacher ..... Ext. 246  
[ksanders@cktoledo.org](mailto:ksanders@cktoledo.org)  
 Mrs. Rhonda Garcia .....Art Teacher .....Ext 246  
 rgarcia@cktoledo.org  
 Mrs. Tara Tucholski .....Technology Integration Specialist ..... Ext. 247  
[tucholski@cktoledo.org](mailto:tucholski@cktoledo.org)  
 Mrs. Cindy Roberts .....Middle School Religion  
 croberts@cktoledo.org  
 Mrs. Jill O'Neal .....Librarian ..... Ext 228  
 joneal@cktoledo.org  
 Miss Kathy Mumy .....Chorister Director ..... Ext. 125  
[kmumy@cktoledo.org](mailto:kmumy@cktoledo.org)  
 Mrs. Kirstin Berlan .....Marketing/Development .....Ext. 237  
 kberlan@cktoledo.org  
 Mrs. Laura Kaemming .....Music Teacher ..... Ext. 243  
 lkaemming@cktoledo.org  
 Mrs. Mary Conley .....Physical Education Teacher ..... Ext. 134  
[mconley@cktoledo.org](mailto:mconley@cktoledo.org)  
 Mrs. Jennifer Taylor .....Spanish Teacher ..... Ext. 304  
[jtaylor@cktoledo.org](mailto:jtaylor@cktoledo.org)  
 Mrs. Barb Wachowiak .....Band .....  
 bwachowiak@cktoledo.org  
 Miss Terri Stevens .....ASP Clerk ..... Ext. 245  
 tstevens@cktoledo.org  
 Mrs. Kathy McManaman .....Intervention Specialist ..... Ext. 217  
 kmcmanaman@cktoledo.org  
 Mrs. Rhea Jagodzinski .....ASP School Nurse ..... Ext. 221  
 rjagodzinski@cktoledo.org  
 Mrs. Maggie Safstrom .....Intervention Specialist ..... Ext. 216  
 msafstrom@cktoledo.org  
 Mrs. Karen Dynda .....ASP Speech Teacher ..... Ext. 218  
 kdynda@cktoledo.org  
 Mrs. Sara Hower .....ASP Counselor ..... Ext. 214  
[shower@cktoledo.org](mailto:shower@cktoledo.org)  
 Mrs. Cathy Dudley .....Extended Day Director ..... Ext. 219  
 cdudley @cktoledo.org  
 Mrs. Linda Wasnich .....Preschool Extended Day .....  
 lwasnich@cktoledo.org  
 Extended Day .....Extended Day Room ..... Ext. 219  
 Maintenance Dept .....Maintenance Office ..... Ext. 123  
 Chris Schommer .....Athletic Director & Office ..... Ext. 130  
 cschommer@cktoledo.org  
 Mrs. Sandi Trabbic .....Religious Ed. Coordinator ..... Ext. 131  
 strabbic@cktoledo.org

## **Academics**

Parents are the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it (cf. Vatican II, Education). Parents do not relinquish their right and duty to educate, but only delegate a part of their responsibility to the school administration. When teacher-ministers and parents work together, their united efforts become very effective in educating the child. Without the cooperation of the parents, the school cannot educate the child.

Christ the King's philosophy concerning academic achievement is based upon the belief that children have diverse capabilities and individual patterns of growth and learning. Because resources for special educational services are limited, we cannot always meet the special needs of some students. In this situation, every effort will be made to assist the family with enrollment in another school offering specialized programs.

### **Academic Integrity Policy**

Academic integrity is one of the guiding principles at Christ the King School. Consequently, any form of cheating, including plagiarism, may result in severe consequences.

Plagiarism is any presentation of another's work, ideas or words, as one's own without acknowledging the source in standard formats such as bibliography or appropriate citations. Forms of plagiarism include:

- copying information word-for-word in whole or in part, without using quotation marks and without acknowledging sources.
- paraphrasing material or using another's ideas without acknowledging sources
- using another's creative work such as art, music, or photography without permission or acknowledgment
- fabricating or deliberately giving incorrect information about sources
- electronic copying and pasting

This policy is predicated on the fact that ideas and words are intellectual property, which is protected by United States copyright law. Intellectual theft is therefore illegal as well as unethical. Consequences will be as follows:

Grades 2-5: - A Parent-Teacher Conference will be scheduled.

Grades 6-8 - The assignment must be redone or a grade of zero will be recorded for the assignment.

## **Curriculum**

Christ the King School follows the Diocesan Courses of Study that aligns to the Ohio Department of Education Common Core Standards. Copies of these documents are on file in the school office and are available for review by parents/guardians. The Ohio Department of Education Common Core Standards can be found online at [www.ode.state.oh.us](http://www.ode.state.oh.us).

## **Student Records**

A permanent record card is kept indefinitely by the school. A cumulative file of educational data for each student enrolled in the school is also maintained in the school office. The cumulative file contains: all standardized test scores, grade cards, photos, reports of all special services (i.e., speech therapy, psychological testing, ISP's). These files are locked and are only available to certified staff members and any parent/guardian of a student or student requesting to see the records. This request must be made in writing and signed on the record review sheet in the folder.

**Christ the King School will release educational data to non-custodial parents and to custodial parents. It is the responsibility of the custodial parent to present the school with evidence if the non-custodial parent is denied access to such information. Documentation would include a copy of the most recent court order limiting access by the non-custodial parent to information pertaining to the student.**

A health record folder is maintained separate from the child's academic record. This folder contains all health information and accurate records of all immunizations required by law. The health record is also forwarded to the receiving school upon transfer and request of records.

## **Textbooks**

A list of students and the texts they have been assigned is maintained for each class. Textbooks are the property of Christ the King and must be covered and kept in good condition. Book bags are required for all students. A fee will be charged for damaged or lost books up to and including the replacement cost of the textbook if deemed by Christ the King to be beyond repair. Report cards will be withheld if the fee or replacement cost is not paid. Book bags with wheels **are not** permitted.

## **Academic Assessment**

### **Academic Honors (Grades 5-8)**

#### **First Honors**

All A's (93 – 100%) in Religion, Math, Language Arts, Reading, Science/Health, Social Studies and Spanish  
B or better in Art, Music, Physical Education and Technology

#### **Second Honors**

All A's and B's in Religion, Math, Language Arts, Reading, Science/Health, Social Studies, Spanish  
B or better in Art, Music, Physical Education and Technology

#### **Principal's Award**

A's in Conduct and Effort

## **Math Facts**

Memorization of math facts is a critical foundational element to the math curriculum at Christ the King School. The progression of learning math facts is outlined in the charts that follow. Students are encouraged to master these facts by repetition using either traditional flash cards or one of the various electronic devices or computer programs.

In grades one, two and three, certificates will be awarded to students who have met benchmarks at the end of each grading period. Fourth graders who have met benchmarks will be awarded ribbons at the Honors Assemblies.

	<u>Grade 1</u>	<u>Grade 2</u>
<b>1<sup>st</sup> Qtr.</b>	Addition / Subtraction 0, 1, 2, 3	Addition / Subtraction 0 – 10
<b>2<sup>nd</sup> Qtr.</b>	Addition / Subtraction 4, 5, 6, 7	Addition / Subtraction 11 – 20
<b>3<sup>rd</sup> Qtr.</b>	Addition / Subtraction 8, 9, 10	Multiplication / Division 0, 1
<b>4<sup>th</sup> Qtr.</b>	Addition / Subtraction 11, 12, 13, 14, 15, 16, 17, 18	Multiplication / Division 0, 1, 2
		**By end of 2 <sup>nd</sup> grade, all addition / subtraction facts mastered 93% accuracy
	<u>Grade 3</u>	<u>Grade 4</u>
<b>1<sup>st</sup> Qtr.</b>	Mixed review of Addition / Subtraction; Review multiplication/ division 0, 1, 2	Mixed review 0 – 4 Multiplication / Division
<b>2<sup>nd</sup> Qtr.</b>	Multiplication / Division 3, 4, 5; Mixed review of Addition / Subtraction	Mixed review 5 – 8 Multiplication / Division
<b>3<sup>rd</sup> Qtr.</b>	Multiplication / Division 6, 7	Mixed review 9 – 12 Multiplication / Division
<b>4<sup>th</sup> Qtr.</b>	Multiplication / Division 8, 9, 10	Mixed review of all facts

### Mid-quarter Reports

Mid-quarter reports will be available online via Gradelink for parents of students in grades four through eight. If there is a concern, parents are asked to contact the teacher by phone or email.

### Parent-Teacher Conferences

Teachers are expected to alert and confer with parents as soon as possible when a student's performance or attitude becomes unsatisfactory or show marked or sudden deterioration. Parents may also request a conference. To schedule a conference, please send a note or email to the teacher or leave a voice mail message. The teacher will respond as soon as possible. Please do **NOT** expect to confer before or after school without an appointment.

Parent-Teacher conferences for students in Preschool through fifth grade and student led conferences for grade six through eight are scheduled at the end of first quarter. Conferences provide an opportunity to discuss each child's progress and to assist the parents in understanding the educational program. Communication is encouraged whenever the parent or teacher determines the

need for such. Christ the King in its sole and absolute discretion reserves the right to include additional personnel or staff beyond the student's teacher in all parent/teacher conferences, regardless of the nature of the conference.

### **Assigning Students to Classes**

Christ the King in its sole and absolute discretion will decide class assignments for students. Christ the King's policy for placement of students is that the teachers presently teaching the students at grade level are primarily responsible for assigning those students to classes for the following year. The current teachers are asked to group their students in classes for the following year balancing each of the two classes at each grade level in regard to factors such as learning styles, gender, academic ability, discipline issues and special needs matched with teacher strengths. Teachers also discuss which students work well together and which students need to be separated. All requests for placement must be in writing, and turned into the school office by May 1<sup>st</sup>.

A decision to retain a student will not be finalized without the consultation of the parent/guardian, however, Christ the King reserves the right to deny any student advancement if Christ the King in its sole and absolute discretions deems such student to be unable to adequately handle advancement to the next grade level. All options such as: learning disability, testing and other reasonable accommodations will be considered. Parent permission is not required to retain, place, or promote a child at any grade level.

### **Report Cards**

Report cards for grades kindergarten through grade three are issued at the end of each quarter. After reviewing the report card, the parent should **promptly sign and return it to the classroom teacher**. Report cards for grade four through grade eight may be found via Gradelink. If tuition payments, library fines/books, textbook fines or any other fees are not up-to-date, the report card(s) will be withheld until full payment is received.

### **Grading Scale – Grades 3-8**

- A 100%-93%
- B 92%-85%
- C 84%-77%
- D 76%-70%
- F 69%-0%
- P Not meeting grade level requirements but progressing satisfactorily
- U Unsatisfactory progress

### **Teacher Assistance Team**

The Teacher Assistance Team (TAT) will be used for referral of students experiencing academic, behavioral, medical, or social difficulties which warrant monitoring. Students needing the special services of a reading specialist, speech therapist, counselor, or intervention specialist may be referred to the TAT process by the classroom teacher. The team generally consists of the principal, referring teacher, intervention specialist and any other staff members who have contact with the student. Parents will be invited to attend the meeting.

## Admissions

### Admission Policy

Parents agree to be governed by the procedures, policies, and guidelines explained in the Student Handbook. Students will be accepted for admission based upon the following criteria:

1. Enrolled students in Preschool through Grade 8 will have first priority for registration.
2. Students of registered supporting members of Christ the King Parish with siblings already in the school. Criteria for a registered parish member are as follows: Registered Catholic in the parish; regularly participates at weekend Liturgies (36 times per year at least as evidenced by envelope in the basket); volunteers at least ten hours each year at the church/school; and financially supports the parish as able.
3. Parishioner families whose other children have attended Christ the King School.
4. New students of registered, supporting members of Christ the King Parish.
5. Non-parishioner student with siblings already in the school.
6. Children of registered, supporting members of neighboring parishes with full school enrollment.
7. Children of non-parishioners will be accepted on a full-cost basis. Such families must demonstrate that their primary motive for attending Christ the King School is their desire for the type of Catholic education we offer. Students are required to participate in religious instruction, prayer, liturgies, and related religious activities.
8. In no case will students already enrolled in K-8 be excluded to make room for new students in the parish. However, non-payment of tuition, or school fees, or defaulting on a tuition loan – without the approval of the pastor – is cause for dismissal from the school. In case of financial hardship, parents must complete a Student Aid Application which is available on line at [www.factstuitionaid.com](http://www.factstuitionaid.com). All situations are kept in confidence and reviewed by the pastor and principal and in the case of CKTAP, a committee of the principal, the assistant principal and one anonymous parishioner.

### Other criteria:

1. Length of time in the parish as well as active involvement in the parish will determine the priority of children accepted.
2. Vacancies will be filled with parishioners first then non-parishioners.
3. Tuition payments for registered students must be completed by May 15. New students will be accepted to fill vacancies after June 1.
4. Children of non-parishioners will be accepted as vacancies become available.
5. All obligations to previously attended schools must be satisfied before registration at Christ the King School is completed.
6. All new students and their parents will sign a Probationary Acceptance Form.
7. It is Christ the King's sole and absolute discretion regardless of any other criteria listed above to deny enrollment to any student who has demonstrated a behavioral problem that is disruptive to the learning environment or the safety of Christ the King's students, personnel or property.

## **Non-Discriminatory Policy**

In accordance with Christian principles, Christ the King School recruits and admits students of any gender, race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of gender, race, color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers, and extracurricular activities. In addition, the school is not intended to be an alternative to court administrative agency ordered, or public school district initiated, desegregation.

## **Registration**

Registration for students presently attending Christ the King will take place during the first two weeks of February. Registration for kindergarten and students new to Christ the King will be announced in parish bulletins and school newsletters.

According to the general laws of the State of Ohio governing admission, the following criteria will apply:

### **Kindergarten Admission**

A child must be five years old by September 30. An early entrance test to determine placement will be administered in the spring or by appointment in the case of applications received over the summer months.

### **First Grade Admission**

A child must show evidence of prior achievement in a recognized Kindergarten program.

### **Registration Procedures**

These procedures are in accordance with Section 3313.672 of Senate Bill 321, legislation dealing with missing children that became law on April 9, 1985. Section 3313.672 states:

*“A pupil at the time of his initial entry to a public or non-public school shall present to the person in charge of admission a copy of the original certificate of his birth and copies of those records pertaining to him maintained by the school that he most recently attended. If the pupil does not present copies of the items required by this section, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child, as this term is defined in section 2901.30 of the Revised Code.”*

No student at the time of initial entry or at the beginning of each year shall be permitted to remain in school for more than fourteen (14) days without written evidence of immunization. In lieu of the requirements, a physician's statement may be presented stating that compliance is in process or that immunization may be detrimental to student's health.

At the time of registration, the following items are required:

1. Documentation
  - a. Birth Certificate
  - b. Baptismal Certificate
  - c. Immunization Record – All children accepted into the school are required to have proper immunizations in accordance with established regulations from the State of Ohio.
  - d. Custody papers, if applicable
2. Release of Records

The parent/guardian will be given a Release of Records Form to complete, indicating the name and address of the last school attended by the student. The school secretary will contact the previous school to request the transfer of student records to Christ the King School.

3. Forms
  - a. Family Registration Form
  - b. Permanent Record Information Form
  - c. Individual Enrollment Card
  - d. Probational Acceptance Form (new students)
  - e. Emergency Medical Authorization
  - f. Record Release Form
4. Fees
  - a. Initial Deposit
  - b. Tuition
  - c. Lunch Duty Fee

### **Change of Address**

Parents/guardians are required to keep the school office current on the address, email addresses, phone numbers (including work and cell phone numbers), and legal guardianship of the student.

### **Athletics**

For information on athletics at Christ the King, please log on to the athletic web site at: <https://sites.google.com/site/athleticscktoledo/>

### **Eligibility for Christ the King Parish/School Athletic Program**

One of the primary functions of Christ the King Parish/School is the Christian education of all its students. To that end we place top priority on a student's academic work—classwork, quizzes, tests and homework.

1. This policy applies to:
  - a. Grades Five through Eight
  - b. The following subjects: Religion, Science, Health, Social Studies, Reading, Language Arts, Physical Education, Math, Art, Music, Spanish, Conduct, and Effort.
  - c. All students involved in Christ the King sponsored sports and cheerleading.
  - d. Parishioner team members attending other schools and participating in Christ the King's athletics.
2. Students whose cumulative quarter average in any two subjects is not passing (70%) will be ineligible to participate during the next quarter. Students whose cumulative quarter average in any one subject is not passing (70%) will be ineligible until the midterm for the next quarter is issued. Upon reevaluation eligibility will be reinstated if the student has a passing average at that time.

Students whose fourth quarter average in one or more subjects is not passing (70%) will be ineligible during the first quarter of the next academic school year.

Special considerations may be given to students who are not achieving passing grades but are putting forth appropriate effort given individual ability.

3. If a student is expelled from school, he/she will be ineligible for any extra-curricular activity for at least the balance of the current season. The severity of the offense will determine the length of the ineligibility with the final decision resting with the pastor of Christ the King.
4. The Athletic Director will receive a list of the ineligible students from the School Office. Moderator and/or coaches will be informed. Coaches and moderator will maintain confidentiality.

Parishioner team members who attend other schools and their parents are responsible for reporting a failing quarter grade to the Athletic Council the day after the report card is received. The above procedure will then be followed.

Chris Schommer, Athletic Director.....(419) 475-0909 – Ext. 130

## Attendance

### Attendance Policy

Students are expected to attend school on a regular basis. Under the guidelines set down by the State of Ohio, no student is to be excused from attending school unless sick, exposed to a contagious disease, or, upon parental request, excused for a limited amount of time for medical examination, emergency, or a bona fide situation that enhances the educational or cultural growth of that student. Parents/guardians should schedule routine medical appointments and family vacations so as not to interfere with or prevent a child's school attendance.

Repeated tardiness is a serious infraction of our Code of Conduct and in violation of the State of Ohio laws governing attendance. **A pattern of repeated tardiness will be handled according to Christ the King's Discipline Code.** Excessive tardiness will be referred to the Lucas County Attendance Officer after written communication and conferencing with the parent/guardian has occurred.

### Attendance Procedures

A parent/guardian must call the attendance line 419-475-6944 between 7:30-9:00 AM if the child will be absent from school. If the school does not receive a call from the parent/guardian, the school office will call the home or the parent/guardian's place of employment to verify the absence. **In addition to the phone call reporting the absence, the parent/guardian must send in a written explanation indicating the reason and the number of days absent to the homeroom teacher.**

When the parent/guardian knows in advance that his/her child will be absent for more than one day and knows the number of days the child will be absent, the parent/guardian need only call the school on the first day of the absence and report the number of days the child will be absent. Absences of 15 days per year may jeopardize continued educational placement at Christ the King.

When a student is to be dismissed early from school, the parent/guardian is asked to send a note to the homeroom teacher. The student will be dismissed from the school office not from the classroom. The parent/guardian must come to the school office to sign the child out and then afterwards to sign the student in if returning before the end of the day.

### Personal Convenience Absences

Absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. Therefore, the proposed absence will be considered "UNEXCUSED". Parents are asked to

complete the APPLICATION FOR A STUDENT PERSONAL CONVENIENCE ABSENCE FORM found under “forms” on the website or may be obtained in the school office. Forms need to be turned in at least one week prior to the absence. State clearly the nature of this absence and the reason the leave must be taken during the school year. Please be advised that teachers are not required to prepare work in advance for students who will be absent due to family vacations. Teachers are not responsible for re-teaching material covered while a student is on vacation. This becomes the responsibility of the parent/guardian. Upon return the student is responsible to find out what work must be completed. Special circumstances may dictate an individualized approach to makeup assignments. High school visitations should be scheduled on days when Christ the King is not in session. If this is not possible, the Personal Convenience Absence form must be completed by the eighth grader and signed by all junior high teachers. Please be advised that teachers are not required to prepare work in advance for students who will be absent due to family vacations. Teachers are not responsible for re-teaching material covered while a student is on vacation. This becomes the responsibility of the parent/guardian.

### **Tardiness**

**Students who are not present in homeroom at 7:50 AM (the second bell), except those riding a late bus, will be marked tardy.** When a student arrives late, the student must report to the school office to sign in and receive a tardy slip. If the situation is known in advance, please call the attendance line (475-6944) before 9:00 AM on the day of the late arrival or send a note to the homeroom teacher the day before the late arrival. Tardiness is considered a minor violation. Repeated minor violations will result in probation, suspension, or expulsion from Christ the King’s educational program. Excessive tardiness will be referred to the Lucas County Attendance Officer after written communication and conferencing with the parent/guardian has occurred.

### **Clarification of Tardiness vs. Absenteeism**

Tardy = one (1) minute up to one (1) hour  
Half Day Absence = one (1) hour to three (3) hours  
Full Day Absence = over three (3+) hours

### **Truancy**

Truancy is declared when a student is absent from school without school authorization and parental consent. Leaving school during the school day, without the approval of the principal, will be treated as truancy. A pattern of truancy will be reported to the Lucas County Attendance Officer.

## **Daily Schedule**

### **School Day – Grades K-8**

6:30 am	Morning Extended Day begins in the library
7:20 am	Students may enter building and wait in the library
7:30 am	Students may enter classrooms
7:45 am	First Bell
7:50 am	Morning Prayer / Announcements / Attendance
2:30 pm	Dismissal

### **School Day – Preschool**

Three year olds	8:45 am – 10:45 am Tuesdays and Thursdays
Four year olds	8:00 am – 10:45 am Mondays, Wednesdays and Fridays
Four year olds:	11:45 am – 2:30 pm Mondays, Wednesdays and Fridays
Four year olds	8:00 am – 10:45 am Monday through Friday
Four year olds	11:45 am – 2:30 pm Monday through Friday

### **Arrival Procedures**

Parents who choose to walk their children into the school in the morning **MUST** park in the lot in front of school or in the parking area by the Valiton building and **cross over traffic lanes in the designated, striped pathways.** When entering through the front door, please wait in the first parking spot until the person directing traffic allows you to cross.

Parents who choose to drop their children in the morning from their cars are to enter the lines of traffic into the campus from either Harvest Lane or Sylvania Ave. To relieve traffic congestion, parents are asked to pull forward to the car in front of them as closely as possible and move forward until the car in front of them stops. Students should exit from their cars on the right side of the car as they are lined up along the front walkway, all the way down to the end of the church and around the corner and all along the walkway on the Sylvania Ave. side of the church. **Please do not wait until you are the first car to drop your students off.**

Once students have exited cars all along the sidewalks, cars can pull forward quickly and proceed to exit the parking lot. **No left turns are allowed. If every driver cooperates and follows these guidelines, students are safe and traffic moves quickly and efficiently.** Every student gets to class on time and every parent gets to work on time.

**Under no circumstances are students to exit cars at any other location.** We have been informed that some students are exiting cars in the middle of Harvest Lane, at the corner of Harvest and Sylvania, as well as other points around the campus. This is extremely dangerous.

Additionally, cars will not be allowed in the driveway used by the buses. All bus riders will enter through the back school doors.

### **Lunchroom Expectations**

1. Enter the Parish Hall in an orderly fashion.
2. Sit in assigned areas and remain seated during the lunch period.
3. Show respect to supervisors.
4. Use appropriate table manners.
5. Speak in normal voices.
6. Pack plastic or other non-breakable containers
7. Eat the lunch packed for them and not trade food.
8. Leave table and floor clean.
9. Place trash in appropriate containers.

10. Participate in the student lunchroom clean-up program
11. Remain in the lunchroom until classes are escorted to the playground; no returning to the school building for forgotten items.
12. Understand that the lunchroom supervisor is responsible for the students and their behavior. The lunchroom supervisor will report unusual and unacceptable behavior to the principal for determining consequences.

**Students who do not follow these rules could be suspended from eating their lunch in the lunchroom, or be subject to the consequences of the discipline code.**

#### **Lunch / Recess Schedule**

Monday-Friday	LUNCH	RECESS
GR 2 and 4	10:45-11:05	11:05-11:25
GR K and 1	11:10-11:30	11:30-11:50
GR 3 - 5	11:35-11:55	11:55-12:15
GR 6-8	12:00-12:20	GRADES 6-8 MTTF Gr. 6,7 W

\*Grades 6 and 7 but not grade 8 has recess daily. Grade 8 attends Music/Physical Education classes in place of recess on Wednesdays.

Lunch boxes must be clearly marked on the outside with the student's name and homeroom number. Milk is sold by the semester only. If a student forgets his/her lunch, we will offer crackers, milk and fruit to the student.

#### **Recess Expectations**

1. Students are expected to show a Christian attitude on the playground through fair play, courtesy, and respect for the rights and feelings of others.
2. Students may not leave the playground areas for any reason. This includes Valiton Drive and the blacktop parking area outside the cones. The designated playground supervisor will advise students if the field areas are off limits.
3. Activities which include pushing, tackling, tripping, or hitting are prohibited.
4. Playing on the church steps is not allowed. Students must be respectful of the flowers, landscaping, and church property.
5. No food, drink, candy, or gum is allowed.
6. When the bell rings, students must stop their activity and line up by homerooms in an orderly manner.
7. Students may use only approved playground equipment. Some examples of items not allowed are: trading cards; hard balls; Frisbees; radio controlled vehicles; CD players; video games, etc.
8. Students using the swings must sit on the seats swinging back and forth and not side to side.
9. Students using the slide must sit up with feet in front to slide down. Only one person at a time allowed on the ladder.
10. Students using the tunnels must move in one direction (in and out) and take turns. Climbing on top of the tunnels is not allowed.
11. No more than two students at a time may stand on the "swing seat."

12. Students should watch where they walk, run, swing, and jump while in the playground area.
13. Students are responsible for the consequences of their actions.
14. More serious problems should be referred to the designated supervisor who will either deal with the situation or notify the principal.
15. Students who request to see the nurse should be sent to the playground supervisor who will radio the office.

### **Dismissal Procedures**

At dismissal time, students are expected to remain in the classrooms until they are called for dismissal. Parents/guardians who pick up their children are to park in the front parking lot or near the Valiton building. For safety reasons and to prevent traffic congestion, only buses should use the driveway near the Parish Office and Activities Building. **Parking on the sidewalks along the school building, in the parking spots along the Parish Office Building and along Harvest Lane is not allowed.**

Students must bring a signed note from their parent/guardian when dismissal from school is different from the usual means of transport. Bus students may not walk home or go to another student's house without written permission. These notes should be sent to the school office in the morning with attendance folders. Students who are walking are expected to go directly home from school unless the parent/guardian indicates otherwise on the written note. If a child misses the bus, he/she is to report to the school office and a parent/guardian will be notified.

Bus riders are dismissed beginning at 2:30 PM and will exit the doors nearest the kindergarten room. If a parent/guardian decides to pick up a child who is expecting to ride the bus, the parent should inform the school office before 2:00 PM so that we can inform the student before the dismissal bell.

**Students who are walkers and car riders in Grades K-4 are dismissed at 2:35 PM and exit through the main doors by the Library / Media Center. These students must be met by parents in the area in front of the doors. Students in Grades 5-8 are asked to exit through the Sylvania doors; these students may walk to cars in parking spots. All car riders and their parents are asked to cross traffic lanes in the designated, striped pathways. Please be extremely careful in driving in and through the parking areas. Parents are asked to pick up children between 2:35 and 2:40 PM. Please be considerate. PLEASE BE EXTREMELY CAREFUL IN DRIVING IN AND THROUGH THE PARKING AREAS. For their safety, children still waiting for a ride at 2:40 PM must report to Extended Day and families will be charged accordingly.**

Students who are riding home with someone other than their parents/guardians must bring a note from the parent/guardian stating permission. Students who will be walking or riding bikes must bring a note from their parent/guardian to be approved by the principal.

## **Discipline Policy**

### **School Expectations**

1. To achieve the goals of Christ the King School and to create a learning environment in the school that these goals require, it is essential that the school have a positive and effective school discipline program.

2. It is critical that parents and teachers work together, trust and support one another. What is being taught as Christian values in the school, must be reinforced in the home and vice versa. By enrolling their children in Christ the King School, parents enter an implied contract with the school. The school will educate their children so long as the children abide by the school's academic and disciplinary standards. A student who violates disciplinary norms breaches the contract, justifying disciplinary action, including suspension or expulsion.
3. While at school or when involved in school-related activities, students are under the care, guidance, leadership, and authority of their teacher(s). Each teacher shall establish a climate in the classroom that is positive, fair, just, and caring.
4. The school reserves the right to discipline students whether inside or outside of the school if the activity is detrimental to the reputation of the school.

### **Code of Conduct for Students**

At Christ the King School, students are expected to:

1. Show respect and obedience to all school authorities.
2. Show respect and friendliness by their words and actions toward their fellow students and all visitors to the school.
3. Show respect for all school property, other students' property and their own property.
4. Cooperate with their teachers and classmates, exhibiting behavior that allows every teacher to teach and every student to learn.
5. Obey all classroom and school rules.
6. Be on time every day.
7. Be present at school every day, unless prevented by illness or other excusable reasons.
8. Be prepared for classes by having learning materials needed and all assignments completed.
9. Be properly attired and groomed according to the regulations of the Christ the King School Dress Code.
10. Exhibit proper behavior when riding on the bus, when on field trips, when in church, and on all occasions when representing Christ the King School.
11. Conduct themselves in a way that is safe to themselves and the school community.

### **Code of Conduct for Parents/Guardians**

A Catholic school is most successful when the administration, the teachers, and the parents partner for the good of the child. The school is a community of faith where the dignity of each person is respected. Mutual support and cooperation among all those guiding the lives of the children are essential for effective formation and education.

Christ the King is committed to working with you for the good of your child. We are committed to open, honest communication. We will treat both you and your children with dignity and respect.

For your part, your decision to enroll your child in this school indicates your willingness to support and cooperate with the leadership and faculty of the school. Specifically:

- To honor the dignity of each member of our community by maintaining high standards of confidentiality.
- To speak with a civil and respectful tone of voice at all times.

- To discuss disagreements and conflicts out of earshot of your children.
- To follow proper channels when conflicts arise. (Speak with teacher first, then to the principal.)
- To respect principal's and teachers' time by seeking appropriate appointments for discussion of issues.

The faculty/staff and school community of Christ the King look forward to partnering with you in a spirit of mutual trust and cooperation.

### **Harassment, Bullying, and Abuse**

Consistent with the Code of Conduct, students are expected to avoid harassing, bullying or abusive behavior. Harassment or bullying occurs when the participants are of similar ages. Abuse occurs when the age, maturity or developmental differences among the participants are significant. The following behaviors, although not exhaustive, whether in school or out of school, may qualify as harassment/bullying or abuse.

1. Name-calling
2. Hitting, punching or kicking
3. Threatening bodily harm
4. Deliberately ignoring or excluding
5. Distributing threatening or hurtful notes
6. Teasing
7. Rumor or scandal mongering
8. Interfering with property
9. Verbal or physical sexual harassment
10. Any unwelcome physical contact
11. Social media bullying

Students are encouraged to report incidents of harassment/bullying or abuse promptly to their teachers or to the supervising adult. Teachers and school staff have been trained to respond to reports and observed incidents in ways that reflect gospel values. In some cases, the students involved may be referred to the school counselor for conflict resolution sessions. In other cases, the students involved may be referred to the principal for further investigation which may result in disciplinary action or consultation with the pastor.

### **Guidelines for Code of Conduct Violations**

Because we believe that students are still learning and developing, we know that there will be times when some type of correction is needed. Usually this is carried out by the teacher in an informal way. On occasion, more serious misbehavior will justify stronger disciplinary action, including suspension or expulsion. Please understand that **our students are Christ the King students at all times**. A student who engages in conduct that is detrimental to the reputation of the school or has the potential to bring harm to any other individual may be disciplined in accordance with school policy. This includes sending offensive, hurtful, harassing, insulting or threatening message to others via the Internet on computers used at home or cell phones.

The following actions are serious violations whether occurring in school, at school-related activities, or going to and from both, and may result in suspension or expulsion of the student:

#### **Expulsion**

1. Offensive, hurtful, harassing, insulting, inappropriate or unethical use of the Internet and/or related technologies

2. Arson or attempted arson
3. Assault and/or battery of a school official
4. Verbal or non-verbal threat to do harm to another
5. Breaking and entering
6. False fire alarm
7. False call to 911
8. Forgery
9. Gambling
10. Malicious destruction of school/church property or the property of those working at Christ the King
11. Possession and/or use of explosive materials, guns or look-alike guns, or dangerous instruments
12. Possession of, use of, or promoting the use of drugs, tobacco, alcohol, or pornographic materials
13. Theft
14. Verbal or physical sexual harassment, bullying or abusive behaviors
15. Repeated offenses set forth as grounds for suspension
16. Any other good and just cause upon the discretion of the principal or pastor.

### **Suspension**

1. Offensive, hurtful, harassing, insulting, inappropriate or unethical use of the Internet and/or related technologies
2. Continued disrespect or abusive treatment of fellow students including Internet use, written or verbal messages
3. Conduct unbecoming to a Christ the King student
4. Fighting
5. Leaving the school premises without proper permission
6. Failure to complete required work according to the Homework Policy for Grades 5-8
7. Open defiance, serious disrespect, and/or serious disruptive behavior, participation in gangs (association of 3 or more persons having one of the primary purposes as commission of crime) or gang-related activities
8. Altering the natural color of one's hair in any way
9. Repeated violations of dress code after due warning
10. Cheating including unethical use of the Internet
11. Trespassing
12. Profanity and/or obscenity by words or gesture
13. Verbal or physical sexual harassment, bullying or abusive behavior
14. Repeated minor violations
15. Any other violation judged by the principal or pastor to seriously violate the Code of Conduct
16. An attempt to cause bodily harm to another individual by using an instrument or self.
17. Touching another student in an inappropriate way; not limited to kicking, punching, etc.

### **Minor Violations**

The following minor violations of the Code of Conduct should be handled as the teacher deems most appropriate under the circumstances:

1. Violations of Dress Code
2. Chewing gum on school premises
3. Disrespect to classmates

4. Off limits/out of classroom without permission
5. Tardiness
6. Not following directions
7. Throwing objects
8. Running in halls
9. Writing or passing notes
10. Being unprepared for class
11. Classroom/church disruptions
12. Miscellaneous playground and lunchroom misbehavior
13. Loitering

### **Suspension Appeal**

A written appeal of the principal's decision to the pastor will be permitted if received by the pastor within two (2) business days of the principal's final decision. Such written appeal should set forth a factual statement of the circumstances, the remediation contemplated, and specific reasons for why the principal's disposition was erroneous or inappropriate based on the totality of the circumstances including mitigating factors. If after two (2) business days no written appeal has been submitted the decision of the principal is deemed accepted and final. The disposition of the written appeal by the pastor shall be final and binding on the student and Christ the King School.

### **Procedures for Suspension or Expulsion**

One to three day suspensions shall be imposed by the principal upon students who commit violations which warrant suspension. The school shall grant the student a meeting before imposing suspension, all such meetings are at Christ the King's sole and absolute discretion and may be monitored by additional Christ the King personnel. One to three day suspensions may be either in-school or out-of-school as determined by the principal. The school shall notify the student's parents/ guardians and teacher(s) of the suspension. The student shall be required to submit to the teacher all class work and assignments for the missed day(s) according to the directives of the teacher. Students may be seen by the counselor the first week after returning to class and may be required to meet with the counselor for a series of sessions.

For extended suspensions or expulsion, unless immediate action is required to promote the safety or security of persons or property involved, the principal shall give written notice to the student and his/her parents of the reasons for suspension or expulsion, and convene an informal hearing of the discipline advisory board. All such informal hearings at Christ the King's sole and absolute discretion may be monitored by additional Christ the King personnel. In the case of an expulsion, the Catholic Youth and School Services office shall be notified by the principal.

### **Accusations**

Any student accused of a serious wrong may be placed on a home-study program pending an investigation or adjudication.

### **Confidences**

Confidences, whether written or verbal, which threaten the life, health, property, or safety of anyone or involve criminal activity must be reported to proper authorities, or as prescribed by law.

## **Search and Seizure**

Because school officials have a legitimate interest in the personal safety and protection of all students within their care and custody, there is a right to search for and seize weapons, other threatening materials and other dangerous or illegal objects, where the school official has any grounds to believe that such are in the possession of a student. Student's enrollment at Christ the King signifies the parent and student's consent to be searched in accordance with this policy. Teachers and other staff members shall make the administration aware of any information concerning the whereabouts of such materials.

## **Dress Code**

It is the responsibility of parents and students to take pride in the school by dressing appropriately to maintain an atmosphere conducive to learning. Teachers are expected to enforce the dress code at all times by close observation of students. The students at Christ the King are required to wear the school uniform that consists of the following:

### **General**

1. Uniforms must be purchased from SchoolBelles with the exception of:
  - a. Plain red shirts must be identical to the uniform clothing as shown in the school uniform catalog, if purchased elsewhere.
  - b. Navy pants or shorts (grades K-5) or khaki pants or shorts (6-8). No labels can be on the outside of the pant/shorts. No Cargo pants or shorts are allowed.
2. Uniform clothing must be in good condition and clean at all times.
3. Skirts and jumpers must be at the knee or no more than 4 inches above the knee.
4. Slacks must be worn at the waist – not below. A navy, brown, or black belt must be worn.
5. Navy blue or red Schoolbelles sweatshirt or fleece with CK monogram
6. **Skirts may not be rolled.**
7. Good quality non-athletic looking, non-scuff, completely enclosed leather or suede dress shoes with low heels (no more than 2 inches including the sole) must be worn. The following may NOT be worn: clogs, sandals, platforms, fad shoes, tennis shoes, ballet-type shoes, athletic shoes or athletic-looking shoes in suede or leather, combat/work boots. Schoolbelles sells shoes that meet these requirements. If you have questions about a particular shoe, please save the receipt, bring the shoes to the school office for approval.
8. Boys may not wear earrings to school.
9. Students may not wear cosmetics, colored lip gloss, sculptured nails, and excessive jewelry. Girls earring length must not exceed one inch in length.
10. Student's hair may only be of a natural color. Well-groomed, traditional hair styles are required. "Fad" haircuts (shaved heads, unkempt look, etc.) are not allowed. Hair length for boys must not touch the collar, must be cut above the ears, and may not be over the eyes. Bangs may not be over the eyes. Headbands/ribbons in uniform plaid may be purchased

from Schoolbelles. The alternative choice is solid red, white, navy blue, or hunter green.

11. No logos or designs (e.g. Old Navy, Nike, Reebok, etc.) may be worn on uniform clothing including shirts. **Tee shirts worn under school uniform shirts must be solid white with no designs or logos. Ankle socks are allowed; footies are not.**
12. Hats or caps may not be worn in the school building.
13. On scout meeting days, the **full** scout uniform may be worn in place of the school uniform. Jeans are not permitted in place of uniform pants.
14. Baggy, over-sized clothing may not be worn.
15. Violations will impact conduct grade.

### **Grades K-5**

**Kindergarten students are to wear their gym shoes to school on gym days.**

On all other days, kindergarten students will wear shoes according to the policy as stated for grades K-8.

#### **Boys**

Navy blue Schoolbelles uniform slacks

\*Navy blue walking shorts (uncuffed)

Red, long or short sleeved oxford cloth shirt with button-down tailored collar

Red, long or short sleeved knit shirt with collar

Red or navy blue Schoolbelles uniform sweaters or fleece

Solid white, navy blue, or black socks—**ankle socks are allowed; footies are not, and no logo/designs**

Navy blue, brown, or black belt (Must be worn with slacks or shorts.)

#### **Girls K - 4**

Plaid jumper with length no shorter than 4" above the knee

Navy blue Schoolbelles slacks

\*Navy blue walking shorts (cuffed)

Red, long or short sleeved knit shirt with collar

Red or navy blue Schoolbelles uniform sweaters or fleece

Solid white, navy blue, red, hunter green or black socks, knee socks or tights  
**ankle socks are allowed; footies are not.**

Navy blue, brown, or black belt (**Must be worn with slacks or shorts.**)

\*Worn only during the months of August, September, October, April, May or June

#### **Girls Grade 5**

Split or two-kick pleat skirts with length no shorter than 4" above the knee

Red, long or short sleeved banded knit shirt with collar and CK monogram

Red or navy Schoolbelles uniform sweaters or fleece

Solid white, navy blue, red, hunter green or black socks, knee socks or tights  
**ankle socks are allowed; footies are not.**

Navy blue pants

\*Navy blue walking shorts (cuffed)

Navy blue, brown, or black belt (**Must be worn with slacks or shorts.**)

\*Worn only during the months of August, September, October, April, May or June

## **Grades 6-8**

### **Boys**

Khaki uniform slacks

Uniform khaki shorts may be worn August – October and April - June

Red, long or short sleeved banded knit shirt with collar and CK monogram

Solid white, khaki, navy blue, or black socks— **ankle socks are allowed; footies are not.**

Navy blue or red, Schoolbelles sweatshirt or fleece with CK monogram

Navy blue, brown, or black belt (**Must be worn with slacks.**)

### **Girls**

Uniform skirts with length no shorter than 4” above the knee

Khaki slacks

Navy blue, brown, or black belt (**Must be worn with slacks.**)

Red, long or short sleeved banded knit shirt with collar and CK monogram

Navy blue or red Schoolbelles sweatshirt with CK monogram

Solid white, navy blue, red, or hunter green knee socks, or tights— **ankle socks are allowed; footies are not.**

## **Birthday Clothing for All Grades**

Students are permitted to wear clothing according to Jeans Days policy on their birthday or half birthday if they have a summer birthday.

### **Jeans Days**

Students are not required to wear uniforms on jeans days. They may wear jeans and an appropriate shirt. Athletic shoes may be worn. Some Jeans Days are “free” and on other Jeans Days, students pay \$1.00 with proceeds given to either the Christ the King sister parish in Peru or the Holy Childhood Association.

- All shirts should cover the shoulders and waist (top of the pants) at all times.
- Shirts should not be low cut or too revealing.
- Skirts need to be mid-thigh in length – no more than 4” above the knee.
- Hats and sweatbands may not be worn.
- Athletic shoes may be worn.
- Toes and heels must be enclosed
- No flip flops or sandals
- Students at all grade levels may wear any type of shorts that are no more than four inches above the knee. Shorts may be athletic shorts or other fabric, but must be clean and in good condition. Shorts must be worn around the waist and waist bands may not be rolled.
- Students at all grade levels may wear sweatpants that are clean and in good condition. Pants made of flannel or that are intended to be worn to bed are not allowed. No yoga pants may be worn. No writing may appear on the backside of the sweatpant. Sweatpants must be worn at the waist and may not be rolled. Sweatpants may not be so long as to drag on the floor.

## **Faith and Worship**

### **Religious Education**

The fundamental purpose of Christ the King School is to help each child develop a conscious, loving relationship with God. Students are taught Catholic Christian doctrine in an atmosphere that reflects love, care, and respect for the uniqueness

of each person. The gifts and talents each of us possess are the means through which our commitment to the Christian challenge of service to others can be fulfilled.

We are called to help our children recognize and develop their gifts and talents, foster in our children a sense of Christian responsibility and social justice, be witnesses to our Catholic faith, to teach by example, and to model Christian qualities and teach that which is the most difficult of teachings—the simple message of love.

All students (Catholic and Non-Catholic) are required to participate in religious instruction, prayer, liturgy, and related religious activities. Each class will incorporate service experience into the religious education program.

### **Sacraments**

Preparation for the reception of sacraments is directed by the respective teachers under the guidance of the Religious Education Coordinator. Because parents are the primary educators in the religious training of their children, it is important that they work with the teachers and the Religion Office to facilitate this process.

Students in the second grade are prepared for the reception of the Sacraments of First Reconciliation and First Communion.

Students in the eighth grade are prepared for the reception of the Sacrament of Confirmation.

During Advent and Lent, the Sacrament of Reconciliation is offered. Parents are encouraged to take their children as a family on Saturdays during other times of the year.

### **Weekly Eucharistic Celebrations**

Parents are welcome to celebrate the Eucharist each week with the students and faculty. Masses will be scheduled on the monthly calendars.

### **Church Envelopes**

Students are encouraged to develop the habit of sacrificial giving by using their envelopes at weekend Masses.

## **Health/Medical**

### **Administration of Medication**

In compliance with diocesan policy, whenever possible, medication should be given at home. When it is necessary that the prescribed medication be given by school personnel, the following guidelines are to be followed:

1. **Students are not allowed to keep prescribed or over-the-counter medication in the classroom or to carry medication on their person.**  
This includes transporting to and from school.
2. When prescription medications and/or over-the-counter medications are to be given, a written request must be obtained from the physician and the parent/guardian before any, medication may be administered by school personnel. For your convenience a form is included in the back. Additional forms are available in the school office.
3. Medication containers must have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.
4. New request forms must be submitted each school year and as necessary for changes in medication orders.

5. The medication and signed permission forms must be brought to school by the parent/guardian.
6. Parents and /or Guardians are solely responsible for assuring the accuracy of dosages or directions given to school personnel regarding the administration of medications including over-the-counter or prescription drugs. In no event shall Christ the King or its employees be liable for any injury or adverse side-effect resulting from the administration of prescription medication and/or over-the-counter drugs to a student.

All medication will be kept locked in the school clinic. Only the school nurse, school secretary, and principal will distribute the medication.

Over-the-counter medications include drugs such as Tylenol, Advil, Aspirin, cough drops, etc. The policy of the Ohio Board of Nursing states that "we cannot sanction a nurse administering an over-the-counter drug without a doctor's order." Consequently, the policy, of the Diocese of Toledo prohibits school personnel from administering any, drug without the order of the physician and the parent since such action could be interpreted as practicing medicine and is therefore prohibited by law.

**All medications may be picked up at the end of the school year. Any medications not picked up will be destroyed by the end of June.**

### **Emergency Medical Authorization**

At the start of each school year, parents/guardians are required to complete the **Emergency Medical Authorization Form**. Since this form will accompany your student on field trips and will be used in the event that the parents/guardians cannot be reached during an emergency, **it is important to send updates to the school office**. Please indicate the physician and hospital of your choice. A parent/guardian's signature granting permission for emergency treatment is required. Parents/guardians may also waive permission. Students will not be allowed to go on field trips without authorization. This form is required by state law.

### **Emergency Procedure**

If an injury is determined to be of an emergency nature, every attempt will be made to contact the parent first. If the parent or designated person for emergencies cannot be reached, the child will be taken to the hospital designated on the emergency form or the nearest hospital if determined necessary. If the emergency is of a life-threatening nature or if immediate medical attention is needed, the rescue squad will be called and then the parent will be notified. Parents are advised to have health coverage for their children in case of school injuries. Further, the student, parent and/or guardian shall indemnify and hold harmless Christ the King and its personnel for any decisions made during the course of an emergency related to a student's health, safety, or welfare including but not limited to whether or not to seek treatment as well as any diagnostic or medical procedure which if deemed by a qualified physician is necessary for the student.

### **Illness Procedures**

In case of illness, the student will be sent to the clinic or the school office if the nurse is not present. A parent will be asked to pick up the student from school if he/she has:

- temperature over 100 degrees

- a sore throat with a temperature over 99.5 degrees. Students with influenza-like illness are to remain at home until at least 24 hours after they are free of fever (99.5 degrees), or signs of a fever, without the use of fever-reducing medications.
- abdominal pain
- nausea, vomiting, or diarrhea
- a rash of undetermined origin
- signs or symptoms of communicable disease
- an accident which is determined to possibly need medical attention

### **Long-term Illness**

If the student is absent for a long-term illness, a note from the doctor granting permission to return to school is required. Also, if there are any precautions or special instructions, the school needs to be informed of these in writing.

### **Contagious Disease**

If the student has been diagnosed as having a contagious disease such as strep throat, chicken pox or head lice, please notify the nurse. **KEEP THE STUDENT HOME IF HE/SHE HAS:**

- a fresh cold with runny nose or frequent cough
- had a fever in the last 24 hours Students with influenza-like illness are to remain at home until at least 24 hours after they are free of fever (99.5 degrees), or signs of a fever, without the use of fever-reducing medications..
- vomited or has had diarrhea in the last 24 hours
- eyes that are pink, watery, or mattering
- fluid draining from an ear
- a rash
- head lice or nits following treatment

Parents know the student better than anyone else. You can spot the subtle changes in his/her behavior that suggest the illness is coming on. Make sure that your child is healthy before you send him/her to school. Children who are ill and come to school are not only subjecting the other children to illness, but are also at higher risk of catching something else since their resistance is lower.

## **Release of Records**

Tuition and fees must be paid in full before academic records will be released to the students, the parents of the students, or receiving school. Non-payment of such charges will also be sufficient basis for refusing to award a diploma.

Refunds for students leaving during the school year will be determined on a quarterly basis after review by the pastor and/or principal.

The \$100.00 fee due at registration is non-refundable

Tuition and fees must be paid in full before academic records will be released to the receiving school.

## **Publicity Policy**

Christ the King School and the Diocese of Toledo can use any work, image, likeness, name and/or voice in any of our publicity publication(s) and may be distributed without limitation, and by any means. Parents understand that there is no compensation for inclusion in any publication. Publications include (but are not limited to) the yearbook, newspaper, sports publications, school web, social

media, alumni magazine, television-radio segments, press releases, and any school-approved republication thereof. The CK Parish and the Toledo Diocese, its employees, agents, and assigns are released from all liability for any claims or any third party in connection with the use in the publication. Parents also agree that all materials furnished at either personal or otherwise authorized for such use without obligation. This includes the use of name, portrait/picture, voice, and biographical material for educational, project publicity, and organization promotional purposes.

### **Safe School Ordinance**

Whoever unlawfully assaults, strikes, threatens or menaces a teacher, instructor, professor, person in charge of a class of students, or any employee of any school, college or university, while in the performance of their duties, or whoever disrupts, disturbs, or interferes with the teaching of any class of students, or whoever disrupts, disturbs, or interferes with any activity conducted in a school, college or university building, or upon the campus or grounds thereof, or in any public place, or whoever improperly and unlawfully assaults, strikes, threatens, menaces, follows, pursues, or lays hands upon a student or other person in a school, college or university building, or upon the grounds or campus thereof, or upon the way to or from any school, college or university or on the way to or from any school, college or university sponsored activity, shall, upon conviction, be guilty of a misdemeanor of the first degree.

All threats by students, parents or others will be taken very seriously. They will each be investigated carefully and referred to police when any question of disruption or risk of serious harm appears to exist.

### **Safety**

Fire/rapid dismissal drills are held during the school year. Tornado drills (Duck and Cover) are held during the months of October, March, April and May. Lockdown drills are held periodically throughout the year. Procedures for these drills are posted in each classroom. Similarly, students are instructed in the proper procedures to follow in case of fire or tornado. Teachers arrange and carry out practice tornado and fire drills during the first weeks of school and routinely practiced thereafter.

The emergency operation plan (Crisis Plan) details how the school will operate during critical incidents affecting students, faculty, staff or facilities. It is designed to provide guidance for personnel who discover or are notified of any emergency situation. The written plan is located in a wall pocket near each classroom door for easy access. Training sessions are held annually with appropriate updates and practices.

### **Transportation**

Bus transportation to and from school is provided by the Washington Local and Sylvania. The public school systems determine their bus regulations, time schedules, and routes. Questions regarding public bus transportation should be directed to their offices.

## **General Bus Rules**

The following bus regulations apply any time the buses are used and will be discussed with students the first day of school and periodically reviewed thereafter. Parents should also periodically review these rules with students.

1. Students are expected to obey the bus driver and to treat the driver with respect.
2. Students must be at the bus stop on time and in a location off the roadway and clear of traffic. The bus will not wait for tardy students.
3. Students must wait for the driver to signal a safe crossing.
4. Drivers are instructed not to release a student to anyone after the student has boarded the bus or before arrival at school or the student's home stop.
5. **Students may not ride public school buses if they are not assigned to that public school district. A bus pass must be obtained from the school office.**
6. Students are not permitted to eat, drink, or chew gum on the bus.
7. Students are not allowed to throw objects, hang out of the windows, shout, fight, create any disruption, or leave their seats on the bus.
8. No item may be brought on the bus that the student cannot hold on his/her lap without interference with another student. Large objects and instruments must be transported by the parent.
9. No objects that have sharp points, are made of glass, or are of an explosive nature are allowed on a school bus. No pets or any animals are allowed.
10. Behavior must be in accordance with Christ the King's Code of Conduct and Discipline Policy. Failure to observe bus regulations will result in loss of bus privileges.

## **Tuition**

### **Tuition**

Christ the King operates on a pre-paid tuition schedule. Tuition and fees are due by the middle of May. The Student Aid Application through (FACTS) is on line at: <https://online.factsmgt.com/aid>. Applications must be completed and returned by April 30. *FACTS is a third-party company that evaluates the financial status of applicants and returns to Christ the King recommendations for tuition assistance.*

**Tuition Assistance Program (CKTAP)** A program to assist parishioner families who would like their children to benefit from a Catholic education at Christ the King School but cannot afford to do so has been established. It is known as CKTAP. Parishioner families are awarded assistance based on the recommendations of FACTS. (*FACTS is a third-party company that evaluates the financial status of applicants and returns to Chris the King recommendations for tuition assistance.*) Parishioners are also required to submit a letter to the committee explaining their financial need. These letters may be sent to the school office and are due by April 30. Extenuating circumstances may also be considered when awards are determined. The CKTAP committee seeks donations from parishioners and area businesses to fund the program. Donors may choose to give to the program with a particular family in mind or can give to the program and leave the decision of award to the committee. Donations can be anonymous. Donations are tax-deductible with statements sent to donors in January. The funds for this program are used exclusively for tuition assistance

and are given directly to the families to offset tuition; none of the funds are used for administrative expense nor do any funds go into the General Fund. Donations are deposited in an account totally separate from the school and parish accounts.

### **Delinquent Tuition and Delinquent Extended Day Fees Policy**

Christ the King School strives to be a good steward of the gifts that have been entrusted to us and to be accountable to the faithful of the parish. Christ the King School therefore requires that all fees, including tuition, extended day, supplies, field trips, etc., be paid in a timely manner.

In cases where fees are not paid by due date, the following will apply:

**Tuition:** The delinquent family may contact the pastor in writing to explain unusual circumstances, in which case, extensions may be granted at the pastor's sole and absolute discretion

- When a family is thirty days late on either tuition payment or Extended Day payment, parent will be notified that if the balance is not paid within thirty days, their student(s) will not be permitted to attend Christ the King School beginning the first of the following month unless alternate arrangements are made with the pastor.
- Without approval of extension by the pastor, the delinquent family may not register students for the following school year.
- Participation in the graduation ceremonies will require approval from the pastor or the principal.
- Student tuition accounts which have been overdue in excess of ninety (90) days may at the sole discretion of Christ the King become subject to collection either through legal action or through a collection agency. The student, parent and/or guardian agree to pay all fees, including attorney fees, and all costs expended by Christ the King in collection of the unpaid tuition account. Further, tuition account(s) overdue in excess of ninety (90) days beginning on day 91 shall bear statutory interest as set forth in section 1343.01 of the Ohio Revised Code, or at the maximum rate then authorized by law.

**Field Trips:** Students may not participate in the field trip if the associated fees are not received at the time of distribution or time of the field trip. Any payments submitted for field trips that are returned for insufficient funds subsequent to the field trip will be treated as delinquent and will be addressed under the guidelines of this policy

Additionally, quarterly grade reports and the weekly Brown Envelope may be withheld until delinquent accounts are settled. Families experiencing difficulties may contact the principal or pastor in writing to discuss payment options.

### **Lunch Duty Fee**

Christ the King School operates a mandatory lunch duty system similar to other Catholic schools in our area. This plan requires all parents of students in Grades K-8 to pay a lunch duty fee of \$80 when tuition is paid. The parent will be reimbursed \$10 for each turn of scheduled supervision. Since some parents may not be able to assume responsibilities for supervision, substitutes will be scheduled to receive the \$10 reimbursement for supervision.

## Withdrawal

When students withdraw from Christ the King School, they are to return all property belonging to the school and pay any fines or charges that may be due. The parents/guardians must complete a release of records form with the receiving school before student records will be transferred. The tuition refund amount will be given on a quarterly basis if approved by the pastor and/or principal.

## Tuition Refund Policy

The refunded amount for students leaving during the school year, if approved, will be given on a quarterly basis after review by the pastor and/or principal. The final decision will be left at the discretion of the pastor. Tuition and fees must be paid in full before academic records will be released to the parents/guardians or receiving school.

## Release of Records

Before educational records are released to the receiving school, tuition and fees must be paid in full. Non-payment of such charges will also be sufficient basis for refusing to award a diploma.

## General School Information

### School Colors

Red and White

### School Athletic Nickname

CK Raiders

## After-School Activities

If a student is to stay after school for an activity (Athletics, Choristers, Scouts, etc.), a written parent note must be given to the homeroom teacher prior to that activity. Students who are walking are expected to go directly home from school unless the parent/guardian indicates otherwise on the written note. Students in after-school activities that do not begin immediately after dismissal must **go home and not return for these activities until the proper time or go to Extended Day**. Alternatively, parents/guardians may arrange with coaches, etc. to have parent supervision at school for those students who may just get home and need to immediately return to school for practice or games. Parents/guardians must make arrangements for transportation immediately following the end of the activity. Teachers, secretaries, etc. are not responsible for supervision after the conclusion of an after-school activity.

## Balloons and Flowers

No balloons or flowers will be accepted for delivery to students.

## Brown Envelopes

We use the "Thursday Brown Envelope System" for the sending of information that needs a reply from the parent or guardian. The weekly newsletter will be sent electronically via email addresses submitted with registration information. The Brown Envelope will be sent each week, but may not contain any information for return. Please sign the envelope regardless and return with your students. If any school-related organizations (such as Parents' Club, Athletic Board, Scouts) have general interest announcements for the newsletter, please **submit to Mrs. Berlan ([kberlan@cktoledo.org](mailto:kberlan@cktoledo.org)) via email by noon on Monday** for inclusion in the same week's newsletter. Flyers can be submitted electronically in PDF

format for inclusion in the weekly electronic mailing. Newsletters and flyers will be archived and available on the school website. [www.ckschool.org](http://www.ckschool.org). Should a family not have access to email or the Internet, please notify the school office to make arrangements for hardcopy delivery.

### **Educational Support Services**

1. The Speech and Language Program provides services to students in Grades K-8 whose language development is considered to be delayed or deviant. Students enrolled in the speech program may include those with deficits in receptive, understood, or decoded language or expressive, used or encoded language. Auditory processing, understanding, storing, organizing, retrieving, and using information available through hearing is also included in the speech program.
2. Intervention Specialists provide individual services or small group instruction for students who are not achieving at the expected level. All Christ the King's special needs students are mainstreamed, spending most of each day in the regular classroom.
3. Psychological Services provide educational testing to qualify students for special programs under Federal and State guidelines. A Teacher Assistance Team may be formed to make recommendations and to suggest interventions to remediate problems when students are experiencing difficulties or struggles with academics, behavior, or social skills. Parents are always invited to be present when the team meets. Our best successes for students come about when the parents and staff develop a plan together and when each keeps the other informed about the child's progress.

### **Extended Day Program**

The Extended Day Program is a before and after school care program designed primarily for those children who need to be brought to school earlier than the opening of classrooms or are unable to go home after school because their parents work. The program is an extension of the school day at Christ the King School providing service to help parents provide quality care for their children. Activities include periods designed for homework completion and assistance, physical activity, reading, storytelling, free time, art, games and computer use. The program will take advantage of the facilities in the school library, the playground, the Activities Building and the Parish Hall. There is an additional charge for the Extended Day Program.

Only students enrolled in grades K-8 are eligible to participate in the program. Service will be provided every school day from 6:30 AM till 7:20 AM and 2:30 PM until 6:00 PM. The program will not be in operation on days that Christ the King School is not in session.

### **Field Trips**

School-sponsored field trips are arranged in advance with the principal. Written permission from a parent is necessary before a child may participate. Permission forms will be provided by the school and only this form will be accepted as permission for the trip. Students without written parental permission will **NOT** go on the scheduled field trip.

Before the field trip, teachers will send home a form which outlines such things as the educational purpose of the trip, the cost per student, lunch arrangements, necessary supplies, dress code, departure and return times. Transportation will

be provided by our public school transportation systems. Parent/guardian drivers will be used only in exceptions with permission of the principal. All students are expected to abide by the Christ the King Code of Conduct and Discipline Policy at all times.

## **Fundraising Guidelines**

### **Camp Michindoh Fundraising Guidelines**

1. A chairperson or co- chair persons shall be responsible for the following:
  - Will oversee all activities and events
  - Will obtain co-chairs for individual events, will oversee and communicate with event co- chairs to ensure that each is successful and occurs without unnecessary problem
  - Communicate with families to keep them informed of plans, progress, and opportunities for fundraising.
  - Maintain a spreadsheet of hours worked and equivalent credits; submit spreadsheet to assistant principal upon completion.
  - Communicate with assistant principal to keep her informed of plans, and to obtain guidance when questions arise
2. Opportunities must be offered to all families and will be monitored to ensure that all families have equal chance to earn credits.
3. Decision on types of fundraisers will be determined by majority vote and will be based on the profitability of the event and in coordination with parish-wide planning. No more than 3 total fundraisers, including hot dog lunch.
4. All fiscal items will be reported the school secretary and a copy of all paperwork should be placed in the assistant principal's mailbox. \*\* No deposits or receipts are to be given to the parish directly.
5. All fundraising activities must be completed by JANUARY 15<sup>th</sup>.
6. The 6<sup>TH</sup> grade teachers will be the point of contact for all questions regarding camp and camp fundraising.
7. Profit from direct sale of merchandise is awarded to each family according to goods sold. However, families should only fundraise the cost of the trip. Extra money raised **cannot** be allocated for another family; instead, the extra money will be placed in a fund to reduce the cost for all students.
8. Profit from fundraising will be allocated to a general pool and divided according to hourly credits earned.

### **Washington, DC Fundraising Guidelines**

1. A chair person or co-chair persons shall be responsible for the following:
  - Will oversee all activities and events.
  - Will obtain co-chairs for individual events, will oversee and communicate with event co-chairs to ensure that each is successful and occurs without unnecessary problem
  - Communicate with families to keep them informed of plans, progress, and opportunities for fundraising.
  - Maintain a spreadsheet of hours worked and equivalent credits; submit spreadsheet to assistant principal upon completion of each event
  - Communicate with assistant principal to keep her informed of plans, and to obtain guidance when questions arise.
2. Opportunities must be offered to all families and will be monitored to ensure that all families have equal chance to earn credits.

3. A face-to-face meeting of parents is optional; chairperson(s) may determine that email contact is sufficient.
4. Decision on types of fundraisers will be determined by majority vote and will be based on the profitability of the event and in coordination with parish-wide planning.
5. All fiscal items will be reported to the assistant principal / school administrative assistant. \*\*\*No deposits or receipts are to be given to the parish directly.
6. Fundraising opportunities will begin after events for Sixth Grade Camp fundraising have been finalized.
7. The assistant principal will be the point of contact for all questions and reporting.
8. Profit from direct sale of merchandise is awarded to each family according to goods sold.
9. Profit from all other types of fundraising will be allocated to a general pool and divided according to hourly credits earned.

### **Fundraising Policy**

Christ the King will retain sole and final discretion in determining whether a school sponsored event should be cancelled due to any unforeseen or other emergency circumstances. The school will make every effort to recover from contracted vendors as much as possible of monies paid toward a cancelled event. However, monies collected through joint fund-raising efforts may not be returned, refunded, or credited to individual parents or families. Money will be deposited to the general fund of Christ the King School and distributed at the discretion of the school administration.

### **Honeywell Instant Alert System**

We live in a time when it is prudent to be prepared for any and all safety risks. To do so, Christ the King School has developed plans to ensure the safety of all students. These include the following crisis situations:

- School delays, cancellations and early dismissals
- Weather, including tornado, hurricane, earthquake, snow
- Fire
- Hostage
- Downed electrical line or power failure
- Abduction
- Medical emergency
- Bomb threat
- Gas line break
- Suspicious person
- Possession of weapon
- Chemical or toxic spill

One or more of these situations could result in:

- Lockdown
- Evacuation
- Relocation

Christ the King School has adopted the Honeywell Instant Alert System, a reliable and instant communication system with parents to assist in ensuring the safety of each and all students, as well as to inform parents of the current situation.

Parents, guardians and other persons designated by the parent/guardian may sign up online to receive these messages by phone, email, or text message. Please find detailed information to register to receive these messages:

<https://Instantalert.honeywell.com>

### **Inclement Weather Delays and Cancellations – Kindergarten through Grade 8**

Christ the King is serviced primarily by the Sylvania City Schools Transportation Departments. **Christ the King will close or delay when Sylvania City Schools close or delay. When a delay is announced, please be sure to continue to check your TV / radio / website because it is possible that the school status will change to “Closed.”** We ask that you please do not call the school or rectory. If we are on a 2 hour delay Morning Extended Day will begin at 8:30 a.m. When school is canceled so are all scheduled activities (basketball practices, scouts, Extended Day, etc.)

### **Inclement Weather Delays – Pre-School**

**When Christ the King operates on a delay, preschool will use the following schedule:**

**The morning class will arrive at 10:00 AM and dismiss at 12:00 PM.**

**The afternoon class will arrive at 12:30 PM and dismiss at 2:30 PM.**

### **Lost and Found**

Please check for lost articles. Unclaimed items will be sent to charitable organizations. It is best to label the student's belongings with name and homeroom number. Lunch boxes, jackets and sweaters are several of the most common “misplaced” items. These should definitely be labeled.

### **Money**

Students should not bring unneeded money to school. When it is necessary for students to bring cash, the money should be placed in a sealed envelope with the student's name, purpose, and the amount of money sent, written on the front of the envelope.

### **Outdoor Education**

An extension of our curriculum involving the sixth grade is an opportunity for the students and teachers to spend four (4) school days at Camp Michindoh to live, work, and learn together in a setting different from the classroom. The cost of the camp experience is assumed by the parents of each child. The school does offer fund raising projects in the sixth grade year to help keep the cost down for all students. Ideally the entire amount needed would be raised for the outdoor education experience. Permission for all fund raising must be sought prior to the event.

### **Parent Concerns**

Please do not expect to confer immediately before or after school without an appointment. Classroom problems or concerns must first be directed to the teacher concerned. If the situation demands further clarification, the principal may be contacted. Only after these steps have been taken should the pastor become involved, if needed.

## **Parties and Invitations**

No party invitations will be given out at school.

## **School Pictures/Yearbook**

School pictures are taken in the early fall. Spring pictures are optional. Order blanks are sent home with the student before pictures are taken. Payment is due at picture-taking time. In the late spring, yearbooks will be distributed. Order forms will be sent in late fall. The yearbook will consist of pictures of all students in Preschool through Gr. 8 and extra pages for sports, clubs, activities, etc.

## **Student Book Orders**

Students will be given the opportunity to purchase paperback books through reputable book clubs. Parents/guardians are encouraged to review the book lists with their children before making any purchases. Check or money order must be placed in a sealed envelope. At no time are students required to purchase books when they receive information from the book clubs.

## **Telephones**

**Teachers will not be called to the phone when they are in class.** If you need to speak with a teacher, please call the school office and you will be forwarded to the teacher's voice mail. Under normal circumstances, school matters can be handled while the teachers are still at school so that there is no need for parents to contact teachers at their homes. Students are allowed to use the office telephone only for **urgent matters**. In most cases, forgotten items are not real emergencies. Please establish a "DO NOT LEAVE HOME WITHOUT IT" spot where these things can be gathered the night before. When a call is made by a student from the school office telephone, it requires permission from the teacher or school office staff.

## **Toys and Electronic Devices**

Student owned toys and electronic devices are not permitted for use any time at school. If a situation arises where parents would like their student to have a cell phone after school, the cell phone is to be given to the classroom teacher at the beginning of the day. The classroom teacher will keep it in a safe place until the end of the day.

### Cell Phone Violation Consequences

**1<sup>st</sup> offense** - \$10 fine, automatic detention, parents called to pick up electronic device.

**2<sup>nd</sup> offense** - \$20 fine, automatic detention, parents called to pick up electronic device.

**3<sup>rd</sup> offense** - \$30 fine, automatic detention, parents called to pick up electronic device and students will lose electronic device privileges for the academic school year.

## **Visitors**

Hall Monitors have been instructed to remind all parents/guardians and visitors to sign in upon entering the building and make a visitor badge and prior to going to the other sites (playground, lunchroom, Activities Building). Parent visitation to lockers and classroom is not permitted between 7:50 AM and 2:30 PM.

