

Christ the King

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**

2022-2023 Student Handbook

Table of Contents

Diocese of Toledo Catholic Schools District Philosophy	4
Mission Statement	5
Christ the King School Philosophy	5
General Information	5
Eucharistic Services	5
Membership	5
Bulletin Deadline	5
Christ the King School Life and Ministry	6
Altar Servers	6
Choral Program	6
Christ the King Choristers	6
Hand Bell Choirs	6
Library/Media Center	6
Parents Club	7
Preschool Program	7
School Advisory Council	8
Scouts	8
Christ the King School 2022-2023 Calendar	9
School Staff -Voice Mail Extensions and Email Addresses	9-10
Academics	10
Academic Integrity Policy	10-11
Curriculum	11
Student Records	11
Textbooks/School-issued items	11
Academic Assessment	11
Academic Honors (Grades 5-8)	11
Mid-quarter Reports	11
Parent-Teacher Conferences	12
Assigning Students to Classes	12
Report Cards	12
Grading Scale – Grades 3 through 8	12
Teacher Assistance Team	13
Educational Support Services	13
Admissions	13
Admission Policy	13-14
Non-Discriminatory Policy	14
Registration	14
Registration Procedures	14-15
Contact Information	15
Athletics	15
Eligibility for Christ the King Parish/School Athletic Program	15
Attendance	16
Attendance Policy	16
Attendance Procedures	16-17
High School Visitation	17
Personal Convenience Absences	17
Tardiness	17
Truancy	17
Daily Schedule	17
Arrival Procedures	18
Lunchroom expectations	18
Recess Expectations	19
Dismissal Procedures	19-20
Discipline Policy	20
School Expectations	20
Code of Conduct for Students	20
Code of Conduct for Parents/Guardians	20-21
Harassment, Bullying, and Abuse	21-22

Guidelines for Code of Conduct Violations	23
Suspension/Expulsion Appeal	24
Procedures for Suspension or Expulsion	24
Accusations	24
Confidences	24
Search and Seizure	24
Dress Code	24-27
General	24
Grades K-5	25
Grades 6-8	25-26
P.E. Uniforms	26
Jeans Days	26
Birthday Clothing for All Grades	27
Faith and Worship	27
Religious Education	27
Sacraments	27
Health/Medical	27-28
Administration of Medication	28
Emergency Medical Authorization	28
Emergency Procedure	28
Illness Procedures	28
Long-term Illness	28
Contagious Disease	29
Release of Records	29
Publicity Policy	29
Safe School Ordinance	29-30
Safety	30
Transportation	30
General Bus Rules	30
Tuition	31
Lunch Duty Fee	32
Withdrawal	32
Tuition Refund Policy	32
Release of Records	32
Miscellaneous School Info	32
After-School Activities	32
Balloons and Flowers	32
Brown Envelopes	32-33
Extended Day Program	33
Field Trips	33-34
Fundraising Guidelines	34
Fundraising Policy	34
Gradelink Instant Alert System	34
Inclement Weather Delays & Cancellations	35
Lost and Found	35
Parent Concerns	35
Policy Statement on Gender-Related Matters	35-36
Parties and Invitations	36
School Pictures/Yearbook	36
Student Book Orders	36
Telephones	37
Toys, Radios, CD Players and Other Electronic Devices	37
Visitors	37

The information in this handbook was compiled from the records of Christ the King Catholic School. We regret any errors or omissions and any inconvenience caused by them. We work diligently to make the contents as accurate as possible with the information available at the time of publication.

Diocese of Toledo
Catholic Schools District Philosophy

“The duty of human perfection, like the whole universe, has been renewed, recast, *super naturalized*, 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*)

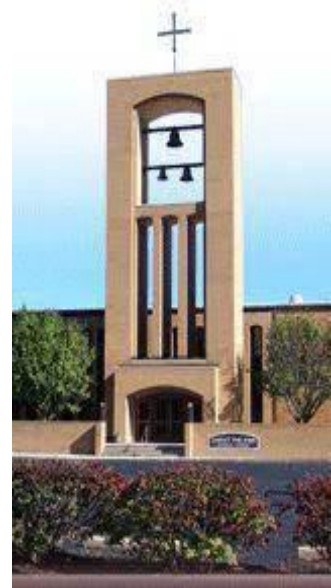
The schools of the Catholic Diocese of Toledo assist parents in preparing their children to assume their Christian vocation. The schools enable youngsters to perfect and grow in the knowledge, skills, values and attitudes to which they are called by Jesus Christ. This vocation begins and grows as each 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 staff 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 that foster community. Students explore ways to meet the challenges of tensions and conflicts that 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*”.



Our Mission Statement

As a Catholic community, we nurture Christ-like leaders who use their gifts and talents to glorify God.

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 Office Hours: 419-475-0909

During School Year	Monday through Friday, 7:30 AM to 3:30 PM
June 15 - June 30	Monday through Friday, 9:00 AM to Noon
July 1 - July 31	Monday-Thursday 9:00 AM to Noon
August 1st	Normal Hours Resume

Parish Office Hours: 419-475-4348

Monday through Friday 8:00 AM to 4:30 PM

Parish/School Fax: 419-475-4050

Eucharistic Services

Daily Mass	Monday through Thursday 8:00 AM
	First Friday and First Saturday 8:00 AM
Mass for the Lord’s Day	Saturday, 5:00
	Sunday, 8:00 and 10:00 AM, 12:00 noon

*Please consult the Mass schedule in the [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.

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.

Mr. Jack Gerding, Director of Liturgy & Music 419-475-0909, Ext. 125

Hand Bell Choir

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 5th and 6th graders are held during recess once per week, and almost all time commitment is during the school day.

Mr. Jack Gerding, 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.

Mrs. Melanie Howard, President	mlbrzozka@gmail.com
Mrs. Kim Leverenz, Vice President	kimlemon@me.com
Mrs. Sarah Biesada, Treasurer	patterson99@yahoo.com
Mrs. Katy Bingle Secretary	katykurz@yahoo.com

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 Christian 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 our 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 Kesselmayer, Preschool Director (419) 475-0909, Ext. 222 skesselmayer@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.

[Father Dave Nuss, Pastor](#) 419-475-4348
[Mr. Steve Urbanski](#), Principal 419-475-0909
[Mrs. Angie Rosengarten](#), Asst. Principal 419-475-0909

Mr. Jay Melvin, **President** – jfmelvin@protonmail.com 419-535-2927

Members:

Mrs. Michelle Whitman – mwhitman02@yahoo.com 419-480-9192
Mr. Kris Gerdeman – kris.gerdeman@gmail.com 419-480-7473
Mrs. Stephanie MacDonald – Macdonaldfamily2009@gmail.com 734-778-2341
Mrs. Molly Motsch – mollymotsch@yahoo.com 419-654-9901
Mrs. Kim Leverenz -- Kimlemon@me.com 419-377-6626
Mr. Jeff Marchal – jeffrey.marchal@gmail.com 419-392-5333
Mrs. Stephanie Sigworth – ssigworth@gmail.com 419-297-7770
Mr. Jim Bingle -- binglej@gmail.com 419-265-1511

Boy 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. Justin Motsch, Cub Scout Master 419-654-9904

Girl Scouts

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

Christ the King School 20232-2023 Calendar

The 2022-2023 CK Academic Calendar may be viewed on line at www.ckschool.org. The link to the school calendar is available in the side menu under the **Parents** tab.

School Staff – Voicemail 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. David Nuss, Pastor	Ext. 110	dnuss@cktoledo.org
Mr. Steve Urbanski, .Principal	Ext. 205	surbanski@cktoledo.org
Mrs. Angie Rosengarten, Asst. Principal	Ext. 230	arosgarten@cktoledo.org
Mrs. Missy Miller, School Secretary	Ext. 202	mmiller@cktoledo.org
Miss Mary Beth Rossler, School Admin. Secretary	Ext 200	mrossler@cktoledo.org
Mrs. Elizabeth LaPan, Dir. of Marketing & Development	Ext. 250	llapan@cktoledo.org
Mrs. Stephanie Kesselmayr, Preschool Director	Ext. 220	skesselmayr@cktoledo.org
Mrs. Donna Hinkle, Teacher Assistant, Preschool AM		dhinkle@cktoledo.org
Mrs. Aledia Gabrielson, Teacher Assistant, Preschool PM		agabrielson@cktoledo.org
Mrs. Kelly Lietaert, Preschool Teacher, 3 yr. olds	Ext. 220	klietaert@cktoledo.org
Mrs. Caite Maciolek, Preschool Teacher 4 yr. olds	Ext. 251	cmaciolek@cktoledo.org
Mrs. Holly Zdyback, Teacher Assistant, Preschool PM		hzdyback@cktoledo.org
Mrs. Julie Hansen Kindergarten Teacher	Ext. 222	jhansen@cktoledo.org
Mrs. Mary Jo Leszkai, Teacher Asst. Kindergarten		mleskai@cktoledo.org
Miss. Lauren Selmek, Kindergarten Teacher	Ext. 223	lselmek@cktoledo.org
Mrs. Michelle Whitman, Teacher Asst. Kindergarten		mwhitman@cktoledo.org
Mrs. Mindy Rozelle, Grade One Teacher	Ext. 227	mrozelle@cktoledo.org
Miss. Patricia Freppel, Teacher Assistant		pfreppel@cktoledo.org
Mrs. Heather Satkowski., Grade One Teacher	Ext. 224	hsatkowski@cktoledo.org
Mrs. Mandy Harman, Teacher Assistant		mharman@cktoledo.org
Ms. Kelsey Zochowski, Grade Two Teacher	Ext. 226	kzochowski@cktoledo.org
Mrs. Ann Marie Leroux, Teacher Assistant		aleroux@cktoledo.org
Ms. Maureen Raab, Grade Two Teacher	Ext. 225	mraab@cktoledo.org
Mrs. Amy Severson, Teacher Assistant		aseverson@cktoledo.org
Mrs. Lindsey Miller, Grade Three Teacher	Ext. 242	lmiller@cktoledo.org
Miss Melissa Cobb, Grade Three Teacher	Ext. 244	mcobb@cktoledo.org
Mrs. Cindy Church, Grade Four Teacher	Ext. 240	cchurch@cktoledo.org
Ms. Christine Rohen, Grade Four Teacher	Ext. 239	crohen@cktoledo.org
Ms. Carrie Alvarado, Grade Five Teacher	Ext. 235	calvarado@cktoledo.org
Mrs. Michelle Neary , Grade Five Teacher	Ext. 237	mneary@cktoledo.org
Mrs. Chelsea Karmol, Grade Six Teacher	Ext. 231	ckarmol@cktoledo.org
Mrs. Kelly Sprader, Grade Six Teacher	Ext. 234	ksprader@cktoledo.org
Mrs. Melissa Hill, Grade Seven Teacher	Ext. 236	mhill@cktoledo.org
Miss Megan Williamson, Grade Seven Teacher	Ext. 233	mwilliamson@cktoledo.org
Mrs. Danielle Carroll, Grade Eight Teacher	Ext. 229	dcarroll@cktoledo.org

Mrs. Michelle Klear, ASP Counselor	Ext. 215	mklear@cktoledo.org
Mrs. Kerri Townley, Middle School Religion	Ext. 247	ktownley@cktoledo.org
Miss Lisa Maxon, Music Teacher	Ext. 243	lmaxon@cktoledo.org
Mrs. Kristen Sanders, Art Teacher	Ext. 246	ksanders@cktoledo.org
Mrs. Ronda Garcia, Technology Integration Specialist	Ext. 246	rgarcia@cktoledo.org
Dr. Richard Welsch, Librarian	Ext. 228	rwelsch@cktoledo.org
Mrs. Mary Conley, Physical Education Teacher	Ext. 134	mconley@cktoledo.org
Ms. Beth Mohler, Spanish Teacher	Ext. 304	bmohler@cktoledo.org
Mr. Jack Gerding, Chorister Director	Ext. 125	jgerding@cktoledo.org
Mr. Adam Miller, Band		amiller@cktoledo.org
Mrs. Amy Mossing, Title 1 Teacher	Ext. 217	amosing@cktoledo.org
Mrs. Rhea Jagodzinski, ASP School Nurse	Ext. 221	rjagodzinski@cktoledo.org
Miss Elizabeth Simmons, Intervention Specialist	Ext. 216	esimmons@cktoledo.org
Ms. Tina Hadley, Intervention Assistant		thadly@cktoledo.org
Ms. Gina Brundage, ASP Counselor	Ext. 215	gbrundage@cktoledo.org
Mrs. Karen Dynda, ASP Speech Teacher	Ext. 218	kdynda@cktoledo.org
Mr. Justin Motsch, Cafeteria Supervisor & E.D. Asst.	Ext. 219	jmotsch@cktoledo.org
Ms. Jennifer Irvin, Extended Day Director	Ext. 228	jirvin@cktoledo.org
Mr. Ryan LaPan, Custodian/Recess		rlapan@cktoledo.org
Mr. Chris Schommer, Athletic Director	Ext. 130	cschommer@cktoledo.org
Mrs. Sandi Trabbic, Dir. of Faith Formation	Ext. 131	strabbic@cktoledo.org
Extended Day Room	Ext. 219	
Maintenance Department	Ext. 123	

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:

- The parent will be notified or a conference will be scheduled.
- The assignment must be redone or a grade of zero will be recorded for the assignment based on the teacher's discretion.

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.

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 custodial *and* non-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/Other School-issued items

A list of students and the textbooks, Chromebooks and other school-issued items they have been assigned is maintained for each class. These items 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) Honors are based on grades earned in each quarter.

First Honors

All A's (93 – 100%) in Religion, Math, Language Arts, Reading, Science/Health, Social Studies and Spanish (8th only)

B or better in Art, Music, Physical Education and Technology (Spanish 5-7)

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

Mid-term Reports

Mid-term 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. Deficiencies will be sent home if a student has a 75 or below in any subject.

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 voicemail 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 third grade, and student-led conferences for grades four 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 1st.

Student Retention

The 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 discretion, 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

Semester grades are based on the average of quarters one (1) and two (2) and quarters three (3) and four (4). Four (4) semester failures may result in the dismissal from Christ the King.

STUDENT ASSISTANCE TEAM

Student Assistance Team (SAT) assists in the referral of students experiencing academic, behavioral, medical, or social difficulties which may warrant monitoring and accommodations. Students needing the special services of an intervention specialist, speech-language therapist or counselor, may be referred to the SAT by the classroom teacher. The team generally consists of the principal, referring teacher, SAT coordinator and intervention specialist. Parents will be provided with updates on team meetings and the referral process.

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 to 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 struggling 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.

Admissions

Admissions Policy

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

1. Enrolled students in Preschool through Grade 8 will have early access for registration.
2. Students of registered supporting members of Christ the King Parish with siblings already in the school. (This will be re-evaluated with the pastor's discretion).
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. Students who are already enrolled in K-8 will not be excluded to make room for new students in the parish. However, late registration, non-payment of tuition, or school fees, or defaulting on a tuition loan – without the approval of the pastor – may be cause for dismissal from the school or loss of priority registration. In case of financial hardship, parents must complete a Student Aid Application which is available online at www.factstuitionaid.com, and/or other forms, at the time of registration. 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. Fees for registered students must be paid by May 15. New students will be accepted to fill vacancies after June 4.
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.

Kindergarten Admission

We require that students be five years old by **August 1st** to be considered for the Kindergarten program. Screening will be administered in the spring to determine placement. For those applying over the summer months, an appointment for screening must be scheduled.

Grades 1-8 Admission

A child must show evidence of prior achievement in academics and behavior from a prior school and may require a standardized assessment completed in mathematics and/or reading. Students wishing to transfer to Christ the King must shadow and participate in classroom activities. Administration has the authority to deny admission based on any of the criteria listed above.

Registration

Registration for families of students currently attending Christ the King will take place during the two weeks at the end of January/ beginning of February. Open Enrollment, for new families, will be announced in parish bulletins, school newsletters, on our website, and through our official social media platforms.

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

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 based on 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.

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.”

Registration Procedures

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 the 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. Probationary Acceptance Form (new students)
- e. Emergency Medical Authorization
- f. Record Release Form

4. Fees

- a. Initial Deposit
- b. Tuition
- c. Lunch Duty Fee and fundraising fee

Contact Information

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

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.

Registration for all athletic events is completed through Final Forms. <http://toledodiocese-oh.finalforms.com/>
Payment is due at the time of registration. Late signups are at the discretion of the athletic director.

Refund policy- due to the dates set by CYO the following policy will be strictly adhered to:

- Refunds requested prior to team roster submission to CYO (see CYO Calendar at the athletic website) less \$10.00 refunded
- Refund requested after team roster submission to CYO (see CYO Calendar at the athletic website) less \$10.00 plus CYO individual fee per sport
- Refund requested once games/events start- \$0.00

For information on athletics at Christ the King, please log on to the athletic website at:

<https://www.ckschool.org/athletics>

Mr. [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 medic examination, emergency or a bona fid situation that enhances the education or cultural growth of that student. Parents/guardians should make every effort to schedule routine medical appointments and family vacations as so not to interfere with or prevent a child's school attendance.

15 or more absences in one academic year may result in dismissal from Christ the King.

Repeated tardiness is a serious infraction of our Code of Conduct and a 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

Parents/guardians are to call the school attendance line **by 9AM at 419-475-6944** 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 upon return.

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 or more 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 required to complete the APPLICATION FOR A STUDENT PERSONAL CONVENIENCE ABSENCE FORM which may be obtained from the school office. Forms need to be turned in *at least one week prior* to the absence. Clearly state 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 middle school teachers.

All missing assignments from a personal convenience absence must be completed by an acceptable due date based on the teacher's discretion which will be communicated to the parent.

Tardiness

Students who are not present in their 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 (419-475-6944) 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. Written and verbal communication will occur after excessive tardiness which will serve as a minor violation as stated in the disciplinary policy. 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

Six (6) tardies = 1 absence

Truancy

Truancy is declared when a student is absent from school without school authorization and parental consent. Leaving school during the day, without 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 – Students in Grades K-8

6:30 am Morning Extended Day begins in the library
7:30 am Students may enter the building and go directly to the classroom.
7:45 am First Bell
7:50 am Morning Prayer/Announcements/Attendance
2:25 - 2:45pm Dismissal

School Day – Preschool

Scheduled Class Times: 4 & 5 Year Olds

Class days are Monday, Wednesday & Friday's **OR** Monday - Friday

Half-day Students: 8:00am - 11:00am

Full-day Students: 8:00am - 2:30pm

Scheduled Class Times: 3 Year Olds

Class days are Tuesdays & Thursdays

Half-day Students: 8:30am - 11:00am

Full-day Students: 8:30am - 2:30pm

Extended care is offered mornings from 6:30 AM to 7:30 AM and after school until 6:00 PM

Arrival Procedures

Parents of students in grades K-8 will not be permitted to walk their children into the school.

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 Avenue 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. LEFT TURNS ARE PROHIBITED. 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 allowed 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.

***Cars are not 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 the 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

Grade Level	Lunch	Recess
Kindergarten and 1 st Grade	12:20 - 12:40	11:55- 12:10
Grades 2 & 3	11:20 - 11:40	10:55 - 11:10
Grades 4 & 5	10:50 - 11:10	11:15 - 11:35
Middle School (6-8)	11:55 - 12:15	12:20 - 12:40

*Grades 6 and 7 but *not grade 8* have 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 school year. If a student forgets his/her lunch, a light nutritious lunch will be provided.

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 homeroom, 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 slide must sit up with feet in front to slide down. Only one person at a time is allowed on the ladder.
9. Students using the tunnels must move in one direction (in and out) and take turns. Climbing on top of the tunnels is not allowed.
10. No more than two students at a time may stand on the "swing seat."
11. Students should watch where they walk, run, swing, and jump while in the playground area.
12. Students are responsible for the consequences of their actions.
13. More serious problems should be referred to the designated supervisor who will either deal with the situation or notify the principal.
14. 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 released by their teacher. Parents/guardians who pick up their children are to utilize the carpool lane between **2:25 and 2:45**. We ask that **Preschool and Kindergarten families (only) park in the Monroe Street lot in between the Activities Building and Famous Dave's**.

For safety reasons, and to prevent traffic congestion, only buses should use the driveway near the Parish Office Building. Parking on the sidewalks, along the school building, in the parking spots along the Parish Office Building or along Harvest Lane **is not allowed**.

Students must bring a signed note from their parent/guardian when dismissal from school will differ from their usual means of transport. These notes should be given to the homeroom teacher and sent to the office with morning attendance. Bus students may not walk home, or go to another student's house, without permission. Students who are walking are expected to go directly home from school unless the parent/guardian indicates otherwise on a 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 at **2:15 PM**. 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 car riders will be dismissed as parents arrive between **2:25 -2:45** through the main doors by the library. These students must go directly to their vehicle. For safety reasons, we need to keep the parking lot free from congestion. All car riders are asked to cross traffic lanes in the designated, yellow-striped pathways. **Please be extremely careful in driving in and through the parking areas**. Parents are asked to pick up children between

2:25 and 2:45 PM. Please be considerate. For their safety, children still waiting for a ride at 2:45 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 the activity in question occurs on or off campus, when it 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 to 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 the teacher first, then to the principal.)

- To respect principal's and teachers' time by seeking appropriate appointments for discussion of issues.
- Students' regular *attendance and on-time arrival.
- Active participation in your child's education, this includes communication with teachers and staff, as well as attending meetings and conferences.

***15 absences in one academic year may result in dismissal from Christ the King.**

Parents' Social Media Policy

Parents and guardians must be mindful that social media presents a single-sided perspective. When children are referenced, a single-sided perspective can lead to vilification of a child who lacks the ability to defend him/herself. Such posts can also threaten the safety of our school community.

We do not control who reads such posts or how someone may respond either in the cyber or real world. The safety and security of our children is the single greatest concern of the Christ the King faculty, staff, and administration, and therefore cooperation of parents and guardians who use social media is required.

1. Because we believe that Catholic schools are partners with parents/guardians, who are the primary educators of their children, parents/ guardians should first contact their student's teacher(s) to discuss any school-related concerns. The school administration should be contacted after bringing the issue to the attention of the teacher(s).
2. Because we believe in the virtues of meekness and serenity of spirit, while focusing on the needs of others, parents and guardians should not use social media to lodge complaints, concerns, or attacks regarding school issues or any members of the school community.
3. Because we believe in the virtue of courtesy, recognizing that all people are made in the image and likeness of God, no student (other than one's own) should be referenced or mentioned on social media as it relates to any complaint, concern or attack. Students are youths and have a right to privacy, so references to or general insinuations about a student's identity that can lead others to identify a student will not be tolerated at Christ the King.
4. Because we believe in the virtue of responsibility, violations of this policy or violations of the spirit of this policy may be grounds for dismissal of the family from the Christ the King School community. Christ the King School identifies as a compassionate community. At the core of this is the understanding that our young people are to be nurtured and protected. Students are still growing and learning. They are likely to make mistakes. That is why God provides them with parents and teachers. We are here to support them and help them learn from mistakes. Our handbook highlights this, which is consistent with the Catechism of the Catholic Church (cf. 1784-1785).

Examples include but are not limited to speaking negatively about a teacher, student, or community member.

Christ the King holds administration, staff, and faculty to the same standards.

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 refrain from harassing, bullying, and 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 any incidents of harassment/bullying or abuse promptly to their teachers or 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 according with school policy. This includes sending offensive, hurtful, harassing, insulting, or threatening messages to others via the internet on computers or cell phones used at home.

The following actions are 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:

Minor Violations

The following minor violations of the Code of Conduct should be handled as the teacher deems most appropriate under the circumstances which can result in an infraction for students in grades 3-8:

1. Violations of the 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
14. Profanity and/or obscenity by words or gesture
15. Forgery
16. Use of cell phone or other personal technology without teacher approval

Accumulation of infractions will result in further consequences.

Detentions

- | | |
|-------------|---|
| Grades 3-4: | Every five (5) infractions will result in a detention. Infractions will reset at the quarter. |
| Grade 5: | Every three (3) infractions will result in a detention. Infractions will reset at the semester. |
| Grades 6-8 | Every three (3) infractions will result in a detention. Infractions will not reset. |

Detentions are to be served the following Thursday.

Grades 3-5: 2:45 – 3:15

Grades 6-8: 2:45 – 3:45

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. 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.
7. Theft
8. Cheating including unethical use of the Internet
9. Trespassing
10. Verbal or physical sexual harassment, bullying or abusive behavior
11. Repeated minor violations – **Parent Meeting after three (3) detentions.**
12. Any other violation judged by the principal or pastor to seriously violate the Code of Conduct
13. An attempt to cause bodily harm to another individual by using an instrument or self.
14. Touching another student in an inappropriate way; not limited to kicking, punching, etc.

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. Excessive minor infractions
9. Verbal or physical sexual harassment, bullying or abusive behaviors
10. Malicious destruction of school/church property or the property belonging to 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. Repeated offenses set forth as grounds for suspension
15. Any other good and just cause based upon the discretion of the principal or pastor.

Suspension or Expulsion 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 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 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-day to three-day suspensions shall be imposed by the principal upon students who commit violations which warrant suspension. The school shall grant a meeting before imposing suspension. All meetings are at Christ the King's sole and absolute discretion and may be monitored by additional Christ the King personnel. The school shall

notify the student's parents/guardians and teacher(s) of the suspension. The student shall be required to submit to his/her teacher(s) all classwork and assignments for the day(s) missed, according to the directives of the teacher(s). 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 taken to promote the safety or security of persons or property involved, the principal shall give written notice to the student and his/her parents/guardians of the reasons for suspension or expulsion, and will convene an informal hearing of the discipline advisory board. All such hearings are at Christ the King's sole and absolute discretion, and may be monitored by additional Christ the King personnel. In the case of expulsion, the Catholic Youth and School Services Office will 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 lockers and/or belongings. Student's enrollment at Christ the King signifies the parent's 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 observation of students. The students of Christ the King are required to wear the school uniform that consists of the following:

General Dress Code Policy

1. Uniforms must be purchased from [SchoolBelles](#), with the exception of:
 - a. Plain red polo-style shirts, must be identical to the uniform clothing shown in the catalog, if purchased elsewhere.
 - b. Navy blue pants or shorts (grades K-5), or Khaki pants or shorts (grades 6-8). No labels or logos can be shown on the outside of the garment. Pants/shorts cannot be cargo or jogger style.
 - c. Facial coverings (during mask mandates or at Parents' Discretion)
 - i. Students in K-2 must have a school appropriate facial covering (**cannot include references to drugs, alcohol, violence, or politics, etc**)
 - ii. Students in grades 3-8 must wear a facial covering that is solid in color.
 - iii. All facial coverings must be clean.
2. Uniform clothing must be clean and in good condition. Unbanded shirts must be tucked in.
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 may be worn.
5. Navy blue or red Schoolbelles sweatshirt or fleece with CK monogram.
6. Skirts may not be rolled at the waist.
7. Good quality black, brown or tan dress shoes must accompany the uniform. Two-toned brown is also permitted. No other color or design is allowed. Shoe should not go over the ankle. [Schoolbelles](#) (code: **s0859**) 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. Girls' earrings must not exceed one inch in length.
9. Students may not wear eye makeup, colored lip gloss, sculptured nails or excessive jewelry.

10. Students' hair may only be of a natural color. Well-groomed, traditional hairstyles are required. "Fad" haircuts (shaved heads, the "unkempt" look, etc.) are not allowed. Headbands/ribbons in uniform plaid may be purchased from Schoolbelles. The alternative is solid white, red, navy blue, hunter green, or black.
11. No logos or designs (e.g. Old Navy, Nike, etc.) may be worn on uniform clothing, including shirts and headbands. T-shirts may be worn under the uniform shirt but must be solid white, navy, black, or grey with no designs or logos.
12. Solid white, navy blue, red, or hunter green knee socks, or tights— ankle socks are allowed; footies are not.
13. Hats or caps may not be worn in the school building.
14. 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.
15. Baggy, oversized clothing may not be worn.

Violation of the dress code will impact conduct grade.

Dress Code- specifics by grade

Boys Grades K-5

- Navy blue Schoolbelles uniform slacks
- *Navy blue walking shorts (uncuffed) may be worn during the months of August, September, October, April and May
- Red, long or short sleeved knit shirt (polo style) 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 larger than a quarter in diameter.
- Navy blue, brown, or black belts may be worn with slacks or shorts.

Girls Grades K-4*

- Plaid jumper with length no shorter than 4" above the knee
- Navy blue Schoolbelles slacks
- Navy blue walking shorts may be worn during the months of August, September, October, April and May
- Red, long or short sleeved knit shirt (polo style) with collar
- Red or navy blue Schoolbelles uniform fleece or red, navy, white, or black sweater.
- 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 belts may be worn with slacks or shorts

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 may be worn during the months of August, September, October, April and May
- Navy blue, brown, or black belts may be worn with slacks or shorts

Boys Grades 6-8

- Khaki uniform slacks
- Uniform khaki shorts may be worn during the months of August, September, October, April and May
- 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 belts may be worn with slacks or shorts.

Girls Grades 6-8

- Uniform skirts with length no shorter than 4" above the knee
- Khaki slacks
- Khaki shorts may be worn in the months of August, September, October, April, and May
- 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.
- Navy blue, brown, or black belts may be worn with slacks

PE Uniform

On schedule P.E. days, students in grades 4-8 are required to wear P.E. uniforms to school in place of their regular school uniforms. Locker rooms will not be used to change clothes.

P.E. uniform shorts are only permitted from August through October and April through May.

Students in kindergarten through third (3rd) grade have the **option** to wear the school issued P.E. uniforms on their scheduled P.E. days but are **only required to wear tennis shoes.**



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." On a buck-a-jeans day, students who donate a dollar are permitted to dress down. The proceeds from buck-a-jeans days are given to either our Christ the King sister parish in Peru, the Holy Childhood Association, or other charities for special circumstances.

Jeans Day policy

- 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 or leggings may be worn. No writing may appear on the backside of the sweatpants. Sweatpants must be worn at the waist and may not be rolled. Sweatpants may not be so long as to drag on the floor.
- **Clothing cannot include references to drugs, alcohol, violence, or politics, etc.**

All questionable attire may be subject to administration approval.

Birthday Clothing for all Grades

Students are permitted to wear clothing according to the jeans Days policy on their birthday or “half” birthday if they have a summer birthday. If their birthday falls on a Mass day, another day should be chosen.

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 the 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.

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 (OTC) medication in the classroom or to carry medication on their person. This includes transporting to and from school.
2. When prescription medications are to be given, a written request must be obtained from the physician and the parent/guardian before medication may be administered by trained school personnel. Any over-the-counter medications must have a Christ the King OTC administration form completed by the parent/guardian and returned to school to be placed in the student's health folder. For your convenience, these forms are available online in the [Nurse's Corner](#) or from 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 for both prescription and over-the-counter medications must be filled out and submitted each school year and as necessary for changes in medication orders.
5. The medication and signed permission forms may be faxed, [emailed](#) to the School Nurse or submitted directly to the school office. **Make sure your child's teacher and the school office are aware of all medications (including over-the-counter medications and supplements) as well as any changes to the medication, and possible side effects.**
6. Parents and/or Guardians are solely responsible for ensuring the accuracy of dosages or directions given to the trained school personnel regarding the administration of medications including prescription and OTC medications. 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 and OTC medications to a student.

All medication will be kept locked in the school clinic. Only the school nurse, school secretary, principal, or other trained school staff (with parent permission) may administer medication. The school nurse is responsible for the personnel medication training..

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.

If your child has any allergies, there is a special Christ the King allergy questionnaire on our website under the [Nurse's Corner](#). Please complete this and return it to the School Nurse either by Fax, email or turned in to the school office.

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's/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 a parent/guardian first. If the parent or emergency contact listed on the form cannot be reached, the child will be taken to the designated hospital/nearest hospital if determined necessary. If the emergency is of a life-threatening nature – or if immediate medical attention is required, emergency services will be called first, then the parent/guardian will be notified. Parents are advised to have health coverage for their child in case of school injuries. Further, the student, parent/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. This includes, but is not limited to whether or not to seek treatment, or 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 at or above 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 YOUR CHILD HOME IF HE/SHE HAS:

a fresh cold with runny nose or frequent cough or has 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 (above 99.5 degrees), or a sign 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

*Christ the King School will follow the guidelines given by the CDC and the Lucas County Department of Health which will be updated and shared with families as it pertains to COVID-19.

Parents know their child better than anyone else and 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 exposing 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 refusal to award a diploma.

Refunds

Refunds for students leaving during the school year will be determined on a quarterly basis after review by the pastor and/or principal. The \$180.00 fee due at registration is non-refundable.

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.

Christ the King 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 practice 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. Students riding the bus will be required to follow the mandates given by the public school district. Questions regarding 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 on the first day of school and periodically reviewed thereafter. Parents should also periodically review these rules with their child(ren).

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 is on a schedule and cannot 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/guardian.
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 animals are allowed.
10. Behavior must be in accordance with Christ the King's Code of Conduct and Discipline Policy.
11. 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

Christ the King operates on a prepaid tuition schedule. Tuition and fees are due by the middle of May. The Student Aid Application through (FACTS) is online at: <https://online.factsmtg.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)

This program is 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.

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 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 expenses, nor do they go into the General Fund.

Donations are deposited into an account that is completely separate from the school and parish accounts.

Delinquent Tuition and Fees

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, parents 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/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 Trip Fees

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 may be withheld until delinquent accounts are settled. Families experiencing difficulties may contact the principal or pastor in writing to discuss payment options.

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 fundraising must be sought prior to the event. Christ the King's ability to participate in the outdoor education program is dependent upon securing enough parent chaperones.

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 per family when the registration fee is paid.

Withdrawal

When a student withdraws from Christ the King School, he/she is 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.

Miscellaneous Information

School Colors:	Red and Black
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

Balloons and flowers will not be accepted for delivery to students.

Brown Envelopes

We use a "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 home on an **as-needed basis**. Please sign the envelope and return it to school with your child.

If any school-related organizations (such as Parents' Club, Athletic Board, Scouts) have announcements for the newsletter, please submit to Mrs. LaPan via email (elapan@cktoledo.org) 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, or you may provide the information to Mrs. LaPan and ask her to create one for you.. Newsletters will be archived and available on the school website. www.ckschool.org under the Parents tab for the remainder of the school year.

Should a family member not have access to email or the internet, please notify [Mrs. LaPan](#) to make arrangements for a hardcopy delivery.

Extended Day Program

The Extended Day Program is a before and after school care program designed primarily for students who need to be brought to school earlier than the opening of classrooms, or those who 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 a 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.

Service will be provided every school day from 6:30 AM till 7:30 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.

Behavior must be in accordance with Christ the King's Code of Conduct and Discipline Policy. Failure to observe Extended Day regulations will result in loss of Extended Day privileges.

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.

Parent/guardian drivers will be used 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. Field trip fees will be billed through the family's FACTS account.

Fundraising Guidelines

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.

All families are required to pay a \$100 fundraising fee prior to registration. The family has the option to participate in the fundraising event where they have the ability to earn the \$100 back in the form of a refund.

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, oversee and communicate with event co-chairs to ensure that each is successful and occurs without unnecessary problems, communicate with families to keep them informed of plans, progress, and opportunities for fundraising.
 - Will maintain a spreadsheet of hours worked and equivalent credits and will submit the spreadsheet to assistant principal upon completion.
 - Will communicate with the 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 an equal chance to earn credits.
3. The 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 **2** total fundraisers. **All profits from Fridays' hot lunches (from August through December) will be applied toward Camp costs.**
4. All fiscal items will be reported to 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 15th.
6. The 6th 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, oversee and communicate with event co-chairs to ensure that each is successful and occurs without unnecessary problems, communicate with families to keep them informed of plans, progress, and opportunities for fundraising.
 - Will maintain a spreadsheet of hours worked and equivalent credits and will submit the spreadsheet to assistant principal upon completion.
 - Will communicate with the 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 an 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. The 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.

Gradelink 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

- Downed electrical lines or power failure
- Medical emergency
- Gas line break
- Chemical or toxic spill
- Suspicious person
- Possession of a weapon
- Bomb threat
- Hostage situation
- Abduction

One or more of these situations could result in:

- Lockdown
- Evacuation
- Relocation

Christ the King School has adopted the **Gradelink** 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 situation.

Incident Weather Delays and Cancellations

For closings and delays, the school will notify families via **Gradelink** Instant Alerts, school social media ([Facebook](#), [Instagram](#) and [Twitter](#)), the school app, or on a local news station.

When a delay is announced, please be sure to continue to check on the tv/radio/social media to see if the status has changed to *closed*. We ask that you please do not call the school or rectory.

Kindergarten through Grade 8

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 (sports practices, scouts, Extended Day, etc).

Preschool

When Christ the King operates on a delay, morning preschool will be held from 10am to noon.

Lost and Found

Please check for lost articles. Unclaimed items will be sent to charitable organizations. It's best to label your belongings with first and last 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.

Parent Concerns

Please call or email your child's teacher with any concerns. Classroom problems or concerns must first be directed to the teacher involved. If the situation demands further clarification, the principal may be contacted. Only after these steps have been taken should the pastor become involved.

Policy Statement on Gender-Related Matters

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles

present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created¹, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
 - i. What is the specific request of the adult, student and/or parent(s)/guardian?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

Parties and Invitations

No party invitations will be given out at school. **All birthday treats must be pre-approved by (homeroom) teacher in advance.**

School Pictures/Yearbook

School pictures are taken in the early fall. When order forms are provide before pictures are taken, payment is due on picture day. This information, including links, will be published in the Weekly Principal's Newsletters, with deadline announcements made in advance.

Yearbooks are distributed in late spring. Order forms may be sent in late fall. Yearbook orders can also be placed online, with all information and deadlines announced in the Principal's Newsletter. The yearbook will consist of pictures of **all** students in preschool through eighth grade, teachers, staff and extra pages for candid shots, 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 (including smart watches) 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.

*Christ the King will not be responsible for any lost, stolen, damaged, or misplaced items.

Cell phone/Personal Electronic Violation Consequences

1st offense: The item is brought to the main office and returned to the student at the end of the day.

2nd offense: The item is brought to the main office and kept until the parent/guardian picks it up.

**Habitual offenders will receive additional consequences.

Visitors

If a parent needs to drop anything off at the school, or pick a child up, they are to call the school office and a staff member will meet the parent at the door.

In order to be a volunteer at Christ the King (room parent, holiday parties, field trips, etc.) all adults must complete the [Virtus](#) training set forth by the Diocese of Toledo.