



CHRIST THE KING

established 1964

CATHOLIC SCHOOL

Updated August 2017

PARENT/STUDENT HANDBOOK

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TABLE OF CONTENTS

TABLE OF CONTENTS	2
GENERAL INFORMATION	6
Welcome	6
Authority of Archdiocesan Policy and School Handbook.....	6
History of the School.....	6
Mission Statement	7
Philosophy.....	7
Schoolwide Learning Expectations (SLE's)	7
PERSONNEL	8
Archbishop.....	8
Department of Catholic Schools.....	8
Pastor.....	8
Principal.....	8
Faculty	9
Administrative Assistant.....	9
Support Staff.....	9
List of School Personnel.....	9
ADMISSIONS	9
Statement of Nondiscrimination	9
Registration and Admissions Policy.....	9
Age Requirement.....	9
Registration of Current Students	9
Admission of New Students.....	10
Admission Priorities	10
Entrance Requirements	10
Records at Entrance.....	10
Requirements	10
Transfer Student Process and Requirements	11
Withdrawal Process	11
FINANCIAL	11
Tuition	11
Tuition Assistance	11
Smart Tuition Management.....	12
Tuition/Fees - Non-Payment.....	12
Registration and Fees.....	12
Refunds for Students Withdrawing from School.....	12
PARENTS	13
Family Cooperation/ Parent Support Disclosure	13
Classroom Interruptions	13
Complaint/Issue Resolution	13
Home & School Communication.....	13
Parent Communication to / Visits with Students During School Day	14
Hot Lunch.....	14

Parties.....	14
In school	14
Out of School Party Invitations	15
End of the Year Party.....	15
Releasing Students during the School Day	15
Parent Community Organization (PCO)	15
School Advisory Council (SAC)	15
Parent Participation	16
Volunteer Share Hours Contract.....	16
Kitchen Help	16
Mentor Program.....	16
ACADEMIC INFORMATION	16
Attendance	16
Absence & Tardy Reporting Process	17
Excused Absences	17
Tardiness.....	17
Truancy	17
Academic Honesty	17
Conferences	18
Scheduled by School	18
Requested by Parent.....	18
Guidelines.....	18
Academic Concerns	18
Curriculum	18
Daily Schedule.....	19
Electronic Information/Communications	19
Family Email	20
Grading and Related Topics	20
Grade Equivalents.....	20
Homework.....	20
Student Vacation and Homework	21
Report Cards	21
Supplies	21
Textbooks	21
Academic Probation.....	21
Academic Support Team	22
Academic Review	22
Communication & Process	22
Graduation Ceremony	23
Graduation Attire.....	23
Promotion, Placement and Retention.....	23
Promotion and Placement.....	23
Guidelines for Retention of Students.....	24
Standardized Testing.....	24
Renaissance Learning (STAR)	24
Aimsweb	24
Student Special Services Referral.....	24
UNIFORM AND DRESS CODE.....	25
Uniform Exchange	25

Lost Uniform/Clothing	25
Uniform Code	25
Out-of Uniform Infractions	26
Free Dress / Non-Uniform Day Dress Code	26
General Guidelines for Shoes and Socks:	27
General Guidelines for Shirts:.....	27
General Guidelines for Pants / Shorts / Skirts:.....	27
Grooming	27
Jewelry.....	27
Make-up and Nail Polish.....	28
Hair Color/Length/Fashion.....	28
STUDENT DISCIPLINE.....	28
The Positive Pledge	28
Code of Conduct	28
Disciplinary Procedures.....	29
Consequences for Inappropriate Behaviors.....	30
Bullying and Bullying Prevention	34
Cellular Telephones and Other Electronic Devices	34
Playground Rules and Usage.....	35
Skates and Skateboards.....	36
Leaving School Grounds during School Day.....	36
Littering, Gum Chewing and Beverages.....	36
Physical Restraint.....	36
Search and Seizure	37
Valuables	37
Vandalism/Property Damage.....	37
Weapons Policy	37
TECHNOLOGY	37
Privileges	38
Personal Responsibility.....	38
Acceptable Use	38
Network Etiquette and Privacy	38
Security	39
Services	39
Google Apps for Education.....	39
What does this mean for you and your children?	39
EMERGENCIES	40
Emergency Information.....	40
Emergency Form	40
School Lockdown	41
STUDENT DROP-OFF & PICK-UP	41
Morning drop-off.....	41
Afternoon pickup	42
Morning and Afternoon Extended Care.....	42
MEDICAL	42
Insurance.....	42
Communicable Diseases.....	42

Immunizations	43
Medication	43
Prescription Medication Guidelines	44
Prescription Medication.....	44
Prescription Medication (Injectables)	44
Non-Prescription Medication	45
STUDENT SAFETY	45
Asbestos Notification	45
Bicycles	45
Earthquake Drills	45
Fire Drills	46
Early Dismissal	46
Emergency School Closure	46
Weather related school closure	46
How to Access School Information in an Emergency	46
Transportation	47
STUDENT ACTIVITIES	47
Altar Servers	47
Field Trips	47
Service Projects	48
STUDENT RECORDS	48
Review of Student Academic Record	48
Directory Information	48
Emergency Disclosure of Information	49
VISITORS & VOLUNTEERS	49
Visitors	49
Volunteers	49
Volunteer Background Checks/ Safe Environment Training	49
Volunteer Code	49
EXTENDED CARE	50
Director/Staff Responsibilities	50
Fees for Program	51
Pick-up from Extended Care	51

GENERAL INFORMATION

Welcome

Christ the King Catholic School is rooted in teaching the loving message of Jesus to our school children. The administration, faculty, and support staff work tirelessly on behalf of our students to be positive Christian role models and strive for each student to grow spiritually, academically, physically, morally, emotionally and socially. The entire school staff works closely with parents, the primary educators of children, to ensure that each child has the opportunity to meet his/her potential. Our school is blessed with a supportive parish community that works to promote the importance of our school's ministry.

This Parent/Student Handbook provides our school families with important information regarding school policies and outlines the general operation of the school. This document is written with guidance from the Archdiocese of Portland Department of Catholic Schools. It is the responsibility of the school principal to carry out the policies and procedures outlined herein and this handbook can be amended at the discretion of the principal.

Thank you for entrusting your children to the care of Christ the King Catholic School. It is a ministry that our school community regards with compassion and sincerity. May God bless the students, parents, and staff of Christ the King Catholic School and may the inspiration of Jesus shine in all that we do each day.

Authority of Archdiocesan Policy and School Handbook

Nothing in this handbook can supersede the policies and directives of the Archbishop of Portland in Oregon. When there is a conflict between current archdiocesan policy and this handbook, current archdiocesan policy will be used to guide decisions and policy. This handbook is a living document and it may be updated and changed as necessary to meet the needs of the school. Parents agree to abide by the most current version of this handbook published on the school website. Interpretation of policies and the guidelines are reserved for the Pastor and his designate which is almost always the principal. Questions about the current handbook can be directed to the principal.

History of the School

Christ the King School was founded in 1964. The school was originally staffed by members of the Sisters of Saint Mary of Oregon and the principal of the school was a SSMO until 1983. This position has been held by laity ever since. The school was originally founded to serve grades one through four and over the years the school facility has been expanded to accommodate the addition of grades five through eight and the establishment of a full-day kindergarten.

The construction of the new parish church in 1980 allowed for further expansion of the school facility. The former church became the permanent parish hall, cafeteria, and gymnasium. The former parish hall would be converted into two classrooms. The most recent school facility

expansion occurred in 1992 with the completion of the middle school wing, Colonel Robert G. Scott Memorial Library.

Additional facility changes include the creation of a school music classroom in one area of the parish hall / gymnasium and the installation of a wood floor in the parish hall / gymnasium. Facility upgrades over time have included the construction of a covered playground area and the installation of modern playground equipment. In the summer of 2012, a new science laboratory/multipurpose classroom was completed.

In 1996 Christ the King School was “Accredited with Merit” by the Northwest Association of Schools and Colleges and Universities (now the Northwest Association of Accredited Schools) and successfully passed another full six-year term of accreditation in 2003 and again in 2009. Christ the King School is recognized and registered as a private school with the State of Oregon Department of Education with curriculum, staff qualifications, and all areas of operation meeting or exceeding state standards. Christ the King School is a member in good standing of the Western Catholic Educational Association (WCEA).

Mission Statement

Christ the King Catholic School strengthens the God-given capabilities of each child in a loving Catholic community. Students experience an environment that is gospel-centered and service oriented.

Philosophy

We strive to model the honesty and humility of Jesus Christ and demonstrate joy in teaching God’s children. We demonstrate care and compassion for each student and respect for the dignity of each individual. We affirm that parents are the primary educators of their children. We support and assist in the faith formation of students by modeling the teachings and example of Jesus Christ. We provide an academic foundation for students at every grade. We challenge students to achieve their fullest potential as we prepare them for future levels of education. We embrace our responsibility as disciples and servants of the Lord.

Schoolwide Learning Expectations (SLE’s)

- A Christ the King student is a SPIRITUAL PERSON who:
 - demonstrates a love of God and others
 - knows and practices God’s teachings
 - shares gifts and talents generously
- A Christ the King student is a LIFE LONG LEARNER who:
 - Shows curiosity and enthusiasm for learning
 - demonstrates academic persistence and growth
 - produces and communicates quality and reflective work
- A Christ the King student is a PERSON of INTEGRITY who:
 - promotes justice, equality, and mutual respect
 - accepts responsibility for one’s own actions
 - shows empathy and advocates for self and others

PERSONNEL

Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curriculum guidelines. In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

Pastor

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

Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. The principal understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish and Archdiocesan personnel in planning and implementing policies, programs, and the use of facilities and grounds. The principal is responsible for implementing school policies. The principal may amend this Parent/Student Handbook as needed.

Faculty

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

Administrative Assistant

The administrative assistant is responsible to the principal for the efficient operation of the school office and for the performance of all clerical and other assigned duties related to the principal's office.

Support Staff

Support staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

List of School Personnel

Refer to your current school family directory or website for a complete list of school personnel including pastor, principal, teachers and support staff.

ADMISSIONS

It is the goal of Christ the King Catholic School to educate children within a Catholic environment. Catholic schools are a primary means of Catholic education and evangelization.

Statement of Nondiscrimination

Christ the King Catholic School admits students of any race, color, national and ethnic origin and either gender to all rights, privileges, programs, and activities generally accorded or made available to all students. Christ the King Catholic School does not discriminate on the basis of race, color, national or ethnic origin in areas of administration of educational policies, admissions policies, financial assistance, athletics, or other school administered programs.

Registration and Admissions Policy

Age Requirement

A student may be admitted to Kindergarten if the fifth birthday of the student occurs on or before September 1st. A student may be admitted to First Grade if the sixth birthday of the child occurs on or before September 1st.

Registration of Current Students

All returning students must register each year. Refer to the school calendar for specific registration dates and deadlines. Failure to meet the annual registration deadlines may result in the loss of an enrolled student's space for the next school year.

Admission of New Students

Prior to admission, all prospective students to Christ the King Catholic School undergo some type of developmentally appropriate academic assessment. Admission of new students is at the discretion of the principal after conferring with classroom teacher(s), the prospective student and parents, and school personnel from the prospective student's previous school(s) when necessary. Parents are required to sign a release authorizing the principal to contact a prospective student's current or former school principal(s) and teacher(s).

The first trimester of attendance at Christ the King Catholic School is considered a probationary period. Chronic missing or late academic work, class disruption, or disregard for school policy may result in the student being asked to withdraw from Christ the King Catholic School.

In addition, non-cooperative parent behavior, parent failure to respond to school stated concerns regarding their child, or parent actions (verbal, physical) that are aggressive in nature or demeaning to the school or school personnel are grounds for immediate and permanent student dismissal.

Admission Priorities

Priority of acceptance is given in the following order as space permits assuming that a student qualifies in good standing.

1. Current students
2. Siblings of current students regardless of parish status or religious affiliation
3. Children of Christ the King Parish members
4. Children of full-time Christ the King Catholic School employees
5. Children from other Catholic parishes with no school or full classes
6. Others who support the philosophy of Catholic education.

Final discretionary authority of a child meeting any of the above criteria shall be vested in the principal / pastor. For additional information, please see the application form, tuition contract, and the tuition payment policy.

Entrance Requirements

Records at Entrance

New students will not be formally accepted until academic and medical records have been received from the most recent school of attendance. Student records not received within thirty days of the request may render the student's registration invalid and fees will be returned.

Requirements

1. Preliminary registration takes place in the spring and registration is ongoing throughout the year, space permitting. Kindergarten has a maximum class size of 28 students and grades 1 through 8 have a maximum class size of 30 students. Class size maximums may be changed by the principal at any time.
2. Immunizations required by Oregon law must be presented before acceptance to school.

3. A birth certificate for all new students will be presented prior to acceptance; Catholic students need to present a baptismal certificate as well.

Transfer Student Process and Requirements

Transfer students must:

1. Provide complete student records from the most recent school of attendance.
2. Schedule an interview for parents and student with the principal. An opportunity for the prospective student to visit his/her grade of interest may be scheduled.
3. Pay all registration and book/materials fees.
4. Complete all registration forms, including signed verification of having read Student Conduct Guidelines as outlined in the parent / student handbook.
5. Meet with the principal and teacher(s) at the end of the first trimester, as needed, to review student progress. This meeting may be waived at the discretion of the school.

Withdrawal Process

Parents of students leaving Christ the King Catholic School prior to completion of the school year should notify the principal and teacher in advance of departure as soon as possible. Upon receipt of current tuition (pro-rated on a ten-month or eleven month basis) and school material (e.g. text), the principal will activate the transfer process for the student. The student's school file will be forwarded upon receipt of an Information Release form from the requesting school and signed by the parent. If there is an academic, social or behavioral concern, please speak with the teacher or principal before it comes to the point of a withdrawal decision.

FINANCIAL

Tuition

Christ the King Catholic School is dependent upon tuition to meet budget needs. Tuition and fees covers approximately 70 percent of the actual cost of an education. The rest of the cost is subsidized through investment from Christ the King Parish, the school development program, and school sponsored fundraising activities.

Tuition can be paid in full in August, bi-annually in August and January, or in ten monthly installments by electronic fund transfer (EFT). We offer discounted rates if there are two or more children from the same household in Kindergarten through eighth grade.

The most current tuition information is available in the school office or school website.

Tuition Assistance

Tuition Assistance is available through the Archdiocese of Portland through the Tuition Assistance Grant Endowment. These are need-based grants applied for in the spring for the following school year. Christ the King Catholic School provides some funding, in addition to the Archdiocese, through the Support-a-Student fund.

Tuition assistance is need-based at Christ the King Catholic School and available to eligible Catholic families. Families seeking tuition assistance must annually apply to the FACTS grant and aid assessment company, a third party organization used to determine the financial need of all school families that apply for tuition assistance.

Families in need of tuition assistance may direct their inquiry to the Principal at any time during the calendar year. The need of each family requesting financial aid shall be reviewed annually. Families in need are encouraged to request funding, knowing that monies are set-aside for this purpose. Your continued presence at Christ the King Catholic School is valued. All inquiries are confidential.

Smart Tuition Management

We are pleased to be with Smart Tuition Management. Smart Tuition provides the school the tools we need to make managing our receivables easier and more efficient while providing parents greater access to account information and allows a variety of payment methods (automatic deduction, credit cards, check, and online and telephone payments). The school uses Smart Tuition for tuition billing and payments, extended care and hot lunch charges, and other miscellaneous fees. Every family has their own secure Smart Online school account information username and password. The school manages the account, and is the first contact for any questions, while statements and payments will be made through Smart Tuition.

Tuition/Fees - Non-Payment

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Withhold school privileges.
2. Deny a student enrollment for the following trimester or school year.
3. Deny a graduating student participation in graduation ceremonies.
4. Contracts must be signed by the date indicated on the contract or you may be denied enrollment.

Registration and Fees

A non-refundable registration fee, payable in the spring, is required for each child to hold his or her place in a classroom. The registration fee is non-refundable.

Refunds for Students Withdrawing from School

Tuition payments are made in advance and will be refunded based on a prorated system to accurately reflect the educational cost per child up to the date of withdrawal. Fees such as lunch and extended care are billed after goods and services are rendered, thus billing will occur after students have withdrawn from school. One refund payment will be issued one full billing cycle after the date of withdrawal to allow for accurate record keeping and the correct amount to be calculated. All donations made throughout the year that count toward a family's fundraising commitment are not refundable.

PARENTS

As a parent of a student at Christ the King Catholic School, it is important to support the mission, philosophy, policies, and staff of the school. We encourage you to be actively involved in your child's education. Please be a role model for all the students, addressing faculty and staff in a respectful and polite manner.

Family Cooperation/ Parent Support Disclosure

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude or behavior of a parent(s) or guardian(s) occurs that the family may be required to withdraw from the school at the sole discretion of the principal.

Classroom Interruptions

All visitors including parents must report to the office, sign in, and wear a visitor badge. Classroom disruptions must be kept to a minimum and learning time to a maximum.

Complaint/Issue Resolution

Concerns regarding individual school faculty/staff members should first be directed to that staff member. If the issue is not resolved, the parent may then address it with the principal and faculty/staff member. Finally, if the concern is still unresolved, the pastor may be contacted by the principal.

Home & School Communication

Parents are the primary educators of children. Christ the King Catholic School believes that building and maintaining a positive relationship with our school families is essential. We desire to be available and receptive to your needs. We welcome your questions and your input regarding your student. We take the responsibility of nurturing your student very seriously. For that reason, it is important to us that our time with you, either by phone or in person, be private and productive. Please follow these requests to guarantee that our time together will be beneficial to all concerned, especially your child.

1. It is the policy of Christ the King Catholic School not to release home phone numbers of personnel. Staff and administration are to be contacted at school phone numbers and school email addresses.
2. Advance contact, by phone or in writing, to schedule an appointment with the principal/staff member is requested. Include the topic you wish to discuss (e.g. test scores, upcoming field trip, etc.) so the staff member can prepare to address your concerns.
3. Please use email to communicate a need to talk with a staff member or to schedule an appointment. Avoid using email to communicate the specific content of your concern, problem or question. Direct communication with a staff member, either in person or on the phone, is generally a more clear and efficient means to discuss and resolve concerns.

Parent Communication to / Visits with Students During School Day

1. In an emergency, we will deliver messages to your child and assist in caring for him or her until your arrival.
2. Non-emergency messages from parents to children will be delivered to the classroom or to the teacher as soon as possible without disrupting class.
3. Students may use the phone only with permission of a staff member. Phone requests will not be authorized for anything other than necessary parent or business contact.
4. In order to limit class distractions, school staff will deliver items brought for students.
5. On occasion, parents may have lunch with their child during the designated lunch period. All parents must check-in at the main office and wear a visitor badge while on school grounds.
6. Parents are not allowed on the playground during recess except if they have made prior arrangements with the school principal to monitor a specific game or activity on a specified day. Parents are respectfully requested not to drop-in to observe recess.
7. Parents are not allowed in classrooms simply to observe. At times, parent help will be requested in the classroom by individual teachers.

Hot Lunch

Hot lunch is prepared in our kitchen and served daily except on half-days of school. For those bringing lunch from home, milk, and juice are available for purchase. Milk and lunches will be billed on a monthly basis. If your child will be late for school, call by 9:00 AM to order hot lunch.

Students may not share or trade food at lunchtime or snack time due to concerns regarding food allergies and other potential issues.

The qualifying income level for free or reduced lunch is sent to families in the fall. Applications are available at the school office throughout the school year. Families who qualify are encouraged to participate in the free and reduced lunch program. This information is held in confidence and enables Christ the King Catholic School to be eligible for a number of federal funding benefits.

Parties

In school

CTK has a strong preference for school hours for instruction. We do schedule celebrations around the school calendar that are communal in nature. Celebrations are arranged, in advance, with individual teachers.

The Department of Public Health requires that no home-prepared food items be sent to school for class snacks, party treats, etc. This includes class parties. Food prepared in the home is for only your children. Healthy treats (commercially prepared and in their original sealed packaging) or non-food items such as a book donated to the classroom or library are suggested.

Out of School Party Invitations

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

End of the Year Party

School sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel and parents. The school is not responsible for any other parties nor does it endorse or allow fundraising for non-school sponsored celebrations.

Releasing Students during the School Day

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Students will not be released from the classroom until the parent arrives in the main office to sign them out. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing.

An ill student will be released only to a parent or authorized person as listed on the Registration Form. Please sign out at the main office.

Parent Community Organization (PCO)

The Parent Community Organization is comprised of parents and guardians of Christ the King Catholic School students, school staff, the principal, and the pastor. The PCO works cooperatively with the school administration and is responsible for community building and the promotion of goodwill among parents, faculty / staff, the administration, and the parish. Meetings are held throughout the school year.

School Advisory Council (SAC)

In the Archdiocese of Portland, all school councils are advisory in nature. A school advisory council may participate in decision-making by formulating and recommending, but never enacting policy.

The Christ the King School Advisory Council (SAC) is a group consisting of elected and appointed volunteers from within the School and Parish community. The umbrella role of the School Advisory Council is to provide policy direction to educational programs for Christ the King Catholic School. The responsibility involves six distinct functions (Taken from the Archdiocese of Portland "School Advisory Council Primer"):

1. To participate in and encourage strategic planning
2. To develop and defend policy
3. To offer financial advice
4. To serve as a good public relations source
5. To evaluate itself periodically
6. To participate in the selection process of the principal who is the School Advisory Council's executive officer

Parents are welcome to use the Council as a resource for concerns in the following ways:

1. A specific amount of time is designated during the School Advisory Council meeting to discuss issues that may/may not be considered for review at future meetings. Issues brought to the School Advisory Council are not necessarily resolved at the initial meeting. Visitors who wish to attend the School Advisory Council meeting for observation are welcome.
2. Items to be considered for the School Advisory Council agenda are to be submitted to the School Advisory Council Chair ten days prior to the meeting. This can be done verbally, or in writing, with the understanding the Chair will be your voice at the School Advisory Council meeting. Those who wish to address the School Advisory Council must request time, ten days in advance, and may/may not be invited dependent upon the appropriateness of their issue, time available or other limitations.
3. School Advisory Council meetings are generally held on the first or second Wednesday of each month at 6:00 PM in a designated location. Please contact the school office for additional information.

Parent Participation

Christ the King Catholic School requires a specific number of parent participation hours. You must register the hours you have completed in the Share Hours Log located in the office or email them to the office at office@ctk.pvt.k12.or.us. These hours must be completed before the end of the school year or you will be billed for hours not completed.

Volunteer Share Hours Contract

Volunteer share hours significantly help offset school costs. Examples of qualifying share hours are: participation in classroom activities, fundraising activities, serving on school committees, assisting with office work, etc. Each family is required to volunteer a minimum of thirty hours per school year (fifteen hours for single parent families).

Kitchen Help

The school hot lunch program relies heavily upon parent volunteers. You are always welcome to assist with the hot lunch program.

Mentor Program

There is a mentor program for new families entering Christ the King Catholic School. At the beginning of each school year, the New Family Mentor will make contact with new families to answer questions from a parent perspective and offer suggestions based on their knowledge of school programs and opportunities. This program serves to welcome our new school families.

ACADEMIC INFORMATION

Attendance

Regular attendance is required of all students in order to support the academic climate of the school. Parents and their children have the primary responsibility for ensuring both regular and on time attendance at school.

1. The school day begins promptly each day at 8:10 AM. Students arriving to their classroom after the designated start time will be marked as tardy.
2. Your child will attend all religious classes, activities, and liturgies regardless of whether he/she is Catholic.
3. Make every effort to schedule dental, medical, and other appointments outside the time frame of the designated school day.
4. Provide the school, upon the student's return, with a written statement of the reason for an absence.
5. Give the school as much advance notice as possible regarding upcoming trips or events that will result in student absence. Honor the decision made by your child's teacher regarding distribution and completion of academic material that will be missed by the student during absences. Teachers are not required or expected to provide work prior to a planned absence.

Absence & Tardy Reporting Process

Parents must notify the school by 9:00am, by telephone or email, if their child will be tardy or absent from school that day. After an absence from school, a written notice is required from a parent or guardian stating the date and reason for absence from school and requires a parent or guardian signature. All such notices should be given to the classroom teacher.

Excused Absences

The following reasons are considered excused absences: 1) student illness, 2) illness at home requiring the student's assistance, 3) family emergency, 4) court appearance, 5) funeral, 6) medical need, and 7) other reasons with prearranged administrative approval.

Tardiness

Students who enter a class late create a disruption and interfere with the learning of other students. Habitual and unexcused tardiness has a negative impact on student achievement. It is the responsibility of parents and students to ensure that the student is in their respective classroom at 8:10am. Students that arrive to their classroom after these times will be marked tardy. Students that are tardy will check in at the main office.

Student tardiness will be considered excused with notification from a parent or guardian due to a medical appointment, student illness, and family emergency or through arrangement with the principal. All other forms of tardiness are considered unexcused.

Truancy

A student who is absent from school without a valid excuse for a period deemed unreasonable might be considered a truant. Parents will be contacted.

Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's

own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension, or possible expulsion.

Conferences

Scheduled by School

Parent/Teacher Conferences are held in the fall and winter. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially. Additional conferences during the school year are welcome and may be scheduled with your child's teacher(s) at a mutually agreed upon time. Parents are not to use conference days as vacation days and then ask teachers to reschedule conferences for the family during the teacher's personal time or on other days.

Requested by Parent

Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are asked to call the school office/teacher to arrange an appointment.

Guidelines

1. Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority in the presence of students is not helpful. If you have such a disagreement, please request an interview with the teacher privately.
2. Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.
3. Discuss issues with the teacher first before bringing them to the principal.

Academic Concerns

Actions to be taken in response to academic concerns may include:

1. The teacher may confer with a student regarding specific assignments or concerns. An agreement will be reached as to when and/or how the student will accomplish what needs to be done, and the level of credit to be received.
2. Missing or late work may not receive full/any credit.
3. No credit will be given for any assignments and/or tests in which student copying of information / cheating is involved.
4. Academic concerns, such as late or missing work, will be noted by the teacher on the student's progress report and/or report card.

Curriculum

Curriculum development is the responsibility of the principal and faculty following approved Archdiocesan guidelines. The core curriculum includes Religion, Mathematics, English, Reading, Social Studies and Science. The school offers specialist classes including Physical Education, Music, Library, and Spanish. Students participate in a weekly prayer service / assembly and

attend Catholic Mass each Friday. Additionally, all students participate in off-site field trips, guest lectures, and school assemblies throughout the school year.

Daily Schedule

- 7:00 - 7:45am Before school care is available for a fee, in the gym. Students check-in with the care provider upon entry and remain until dismissed to the classroom.

 - 8:00am Doors open to the school - students should be at school.

 - 8:10am School begins. Students arriving to their classroom after 8:10am are considered tardy.

 - 11:15am - 1:10pm Recess and lunch periods.

 - 3:10pm *Church Dismissal for Grades K through 3 without older siblings in grades 4 through 8.

 - 3:10pm *Dismissal for grade 4 through 8 and their younger siblings in grades K through 8.

 - 3:15pm *Remaining K-3rd grades students go to Extended Care.

 - 3:25pm *All remaining students go to Extended Care.
- *(All times moved up one hour for early release on Wednesdays.)

Electronic Information/Communications

The mission of Christ the King Catholic School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church’s mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future

employees. The school believes that the benefit to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

Family Email

The weekly Family Emil (F.E.) is our primary means of communication between school and home. It contains the principal’s newsletter, official notices, current information on school activities, and other vital communication. This email is delivered on Monday or the first school day of the week. This is a good vehicle for any business items or replies you wish to send to the school. Our website also contains the principal’s newsletter and other information. Copies of field trip permission forms, calendars, menus, and other pertinent data are located on our website at www.ctkweb.org

All items for inclusion in the F.E. must be previewed and approved by the principal and submitted before 12:00pm on Friday.

Grading and Related Topics

Grade Equivalents

Grades 4-8:

Grade point averages and their numerical and letter values are listed below. Teachers may provide percentage scores in addition to letter grades.

A	100 - 93	4.0	C	76 - 73	2.0
A-	92 - 90	3.7	C-	72 - 70	1.7
B+	89 - 87	3.3	D+	69 - 67	1.3
B	86 - 83	3.0	D	66 - 63	1.0
B-	82 - 80	2.7	D-	62 - 60	0.7
C+	79 - 77	2.3	F	59 or lower	0.0

Kindergarten – 3rd Grade:

- 3 Demonstrates and applies STRONG grade level skills and concepts
- 2 DEVELOPING grade level skills and concepts
- 1 Area of NEEDED GROWTH

Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Generally, teachers in grades 1 through 5 use a guideline of 10 minutes per grade level of homework per evening (e.g. second grade=20 minutes, fifth grade=50 minutes) plus a time for independent reading as appropriate per grade level. Middle school students can expect up to 90 minutes of homework per night. These times will vary by day and by student depending upon students’ individual skills and capabilities.

Students are responsible for completing homework missed due to absence from school. Upon return to classes, students are to ask teachers about any assignment that may have been

missed and require completion. Students will have the equivalent of the number of days missed to complete all work upon return to school.

Student Vacation and Homework

Christ the King Catholic School discourages families from taking vacation during scheduled school days. Teachers are not required to provide a list of assignments prior to a planned vacation. At the teachers' discretion, students will need to make up all assigned work upon return to school. Students will have the equivalent of the number of days missed to complete all work upon return to school. If a student is absent seven or more school days, the maximum amount of make up time to complete all missing work will be seven days from the day the student returns to school.

Report Cards

Report cards for all grades are mailed home at the end of each trimester.

Supplies

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. Some supplies may need to be replenished throughout the year.

Textbooks

The Department of Catholic Schools and the Oregon State Department of Education determine the list of approved textbooks from which the school may select for each subject of the curriculum. Textbooks are reviewed and updated regularly by faculty and administration in accordance with State and Archdiocesan guidelines.

Lost textbooks will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

Academic Probation

Christ the King Catholic School expects all students to grow spiritually, academically, physically, morally, emotionally and socially. The entire school staff works closely with parents, the primary educators of children, to ensure that each child has the opportunity to meet his/her potential. The goal of academic probation is to provide additional structure for learning so that students can meet these expectations. Educational research supports requiring struggling students to spend extra time on learning until they have demonstrated they no longer need additional supports.

Teachers and parents work together to assist each student in attaining the learning objectives for each grade level. Students who do not show academic growth may be placed on academic probation by the principal. All students new to Christ the King Catholic School in Kindergarten through Eighth grade are on probation for the first full trimester in which they are in attendance. Classroom teachers review students' academic growth regularly, and the Principal

reviews academic progress at the end of each trimester. This review occurs to ensure satisfactory student progress.

Students may be placed on academic probation if they are in any of the following categories:

<u>K - 1st grade</u>	Kindergarten and first graders are not placed on academic probation. Students are supported on a case-by-case basis.
<u>2nd - 3rd grade</u>	The core subjects of the student's academic record demonstrate little or no progress.
<u>4th - 8th grade</u>	More than one "D" or any "F" in any class per trimester.

Regardless of the above categories, a student may be placed on academic probation whenever the principal judges the student to need additional support. A student may not be on academic probation for two trimesters in a row, unless a student shows significant academic growth, as determined by the Academic Support Team.

A student will be taken off academic probation if his/her trimester grades improve and no longer fall under the criteria listed above.

Academic Support Team

An Academic Support Team will be created whenever a student is placed on academic probation. This team will include the student (if appropriate), parent(s), teacher(s), and principal. The team will meet and develop a plan to support the student to reach the academic expectations of Christ the King Catholic School. The loss of school privileges may be associated with academic probation at the discretion of the Academic Support Team. Refer to Parent-Student Handbook, Academic Information section, for additional information about academic expectations.

Academic Review

A student who does not improve during academic probation may be dismissed from the school at the principal's discretion in order to have the child placed in a school in which he/she may be more successful. A student may not be on academic probation for two trimesters in a row, unless a student shows significant academic growth, as determined by the Academic Support Team. Students with a record of academic probation may be asked at any time to leave Christ the King Catholic School if improvement is not judged satisfactory.

Communication & Process

Christ the King Catholic School believes that building and maintaining a positive relationship with our school families is essential. We welcome your questions and your input regarding your student. We take very seriously the responsibility of nurturing your student and pledge to communicate with you on a regular basis. Communication from the classroom teacher and/or administrator will occur prior to Academic Probation. Once a student falls under the guidelines for Academic Probation, the following process will be followed:

- Parent(s) will be contacted by the classroom teacher and/or administrator
- The Academic Support Team will be created
- The Academic Support Team will meet and create a plan to support the student to

- reach the academic expectations of Christ the King Catholic School
- Based on the plan created by the team, the student’s progress will be monitored and communicated to the entire team on a regular basis
- The Academic Support Team will meet at the conclusion of the probation period and determine one of the following:
 - The student has successfully completed academic probation and is returned to normal academic status
 - The student has shown significant academic growth but needs to remain on academic probation.
 - The student has not shown academic progress and is dismissed from Christ the King Catholic School

Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. While these exercises should be scheduled so as not to conflict with high school graduation dates, ordinarily the eighth grade graduation should not be scheduled before the last weekend of the closing week of school.

Graduation Attire

Young Men:

1. Dress Pants that are not baggy
2. Dress Shirt Tucked-in with tie
3. Belt
4. Dress shoes and socks
5. Sweater vest is acceptable so long as dress shirt and tie are worn
6. Suit jackets and sport coats are optional

Young Women:

1. Dresses that fall to the knee or below in length
2. Sweaters, jackets or shrugs to be worn to cover exposed shoulders
3. Dress shoes / sandals with a heel no higher than 2 inches
4. Natural / neutral color hose may be worn
5. Neckline of dress should not be revealing
6. Natural shades of make-up that do not appear excessive

Promotion, Placement and Retention

Promotion and Placement

A student satisfactorily completing each grade’s work will be promoted to the next grade.

If student completion of the curriculum or completion of work is consistently below grade level, a student may be placed, rather than promoted, to the next grade. This distinction indicates performance below expectation and becomes part of the student’s permanent record. Parents

will be alerted in advance regarding such a concern and will be included in a conference. This conference will include the principal, student, teachers and parents. A student will not be placed in the next grade in two consecutive school years.

Guidelines for Retention of Students

A recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the decision for retention rests with the principal.

Standardized Testing

Renaissance Learning (STAR)

Schools participate in the Archdiocesan standardized testing program in the fall, winter and spring. These math and reading tests are administered archdiocesan-wide during a designated testing window of two school weeks. These scores assist teachers in planning individual instruction and placing students in learning groups or It is imperative that students make every effort to attend school during the testing window. Refer to the school calendar for specific testing window dates. Each student's scores will be shared with parents or guardians.

Parents may request other types of tests, such as academic or psychological testing, from the local public school district. In addition to these tests, many of our eighth graders choose to take the High School Placement Test for the area parochial high schools. Although we inform students of those testing dates, it is the responsibility of the student and/or parent to contact the high school of interest to register for that exam.

Aimsweb

Aimsweb is a benchmark and progress monitoring system based on direct, frequent and continuous student assessment. All students are assessed three times per year (fall, winter, spring).

Student Special Services Referral

Our goal is to have each student develop to his or her highest potential. At times, the services of other professionals or agencies are helpful. Families or school staff may initiate requests for assistance for a student by contacting the classroom teacher. He/she, with the assistance of the principal, will contact parents to discuss potential steps. Examples of requested assistance may include:

1. Academic testing of a student.
2. Completion of behavior checklists to track student participation/focus during class time.
3. Contact agencies regarding counseling options based on student need (medical coverage is often available through insurance carriers).
4. Other areas of student need.

UNIFORM AND DRESS CODE

It is the responsibility of the principal with consultation from the parent community, faculty, and staff to determine the uniform code for the school. The final authority on all school uniform and dress code policies rests with the principal. Through the cooperation of students, parents and staff, the dress code is upheld.

Uniform Exchange

Uniforms that have been out-grown but not worn-out are brought to the school to be made available to other families. The Uniform exchange is open to everyone at no charge. Special Uniform Exchange Days will be announced. Check with the school office regarding availability of uniforms throughout the school year.

Lost Uniform/Clothing

In order for us to return lost articles of clothing it is important that names be written in permanent ink on a tag inside the clothing article. Lost & Found items without names will be cleared at the end of each month and donated to charity.

Uniform Code

The Dennis Uniform Company, www.dennisuniform.com carries the Christ the King Catholic School uniform. It is possible to purchase some uniform items through other retail stores. If you are in doubt if your purchase meets the uniform description code, please bring it in before removing the price tags—we will let you know. Uniforms should be clean and in good repair at all times.

Skirt/Jumper/Skorts

1. Blackwatch plaid, navy blue, or khaki skirts for girls in grades K – 8, no shorter than 2 inches above the knee
2. Blackwatch plaid, navy blue, or khaki jumper for girls, no shorter than 2 inches above the knee
3. Blackwatch plaid, navy or khaki skorts, no shorter than 4 inches above the knee

Pants/Shorts

1. Navy blue or khaki, cotton twill or cord slacks
2. Pants are to be worn at the waist and may not sag or appear baggy; undergarments may not be visible
3. Navy blue or khaki cotton twill or cord knee-length walking shorts, no shorter than 4 inches above the knee
4. No side pocket or cargo-style pants or shorts
5. No knit pants, no leggings as pants

Sweatshirts/Sweaters/Vests

1. Navy Blue or Forest Green hooded pullover, crewneck pullover, or zippered sweatshirt with white CTK School Logo and “Bookstore” style may be ordered through the school website www.ctkweb.org.
2. Navy Blue fleece zippered vest with white CTK School Logo carried by Dennis Uniform.
3. Navy Blue knit pullover sweater, knit cardigan-style sweater or knit v-neck vest without any logos
4. For 8th graders ONLY: special 8th grade class sweatshirt
5. No other sweatshirts are allowed at school at any time – as a first layer, only school sweatshirts, not other sweatshirts, may be worn as a “coat” when it is cold outside. Any coat may be worn as a second layer.
6. A uniform shirt must be worn under school sweatshirt at all times.

Shirt/Blouse/Polos

1. White, Navy, or Forest green shirts with a full collar, top button, short or long sleeves (no short “cap” sleeves) Turtleneck also acceptable.
2. Cotton or polyester, short or long sleeve, button-down style shirts are also acceptable.
3. Shirts should NOT be tight or form-fitting.
4. Neckline must follow “3-finger-rule” (No lower than 2 inches from top of collarbone)
5. No logos, embroidery or decorative trim (ruffles, lace, etc.)
6. No layering long-sleeve shirts under short sleeve shirts
7. Undershirts/t-shirts worn under uniform shirts must be white only
8. All shirts and undershirts must be tucked in at all times except for outdoor recess and PE.

Shoes/Socks/Leotards/Leggings/Hats

1. Athletic Shoes are preferred, closed-toe, low-heeled school shoes are acceptable.
2. Athletic shoes that do not leave black marks on the gym floor are required for P.E.
3. Boots may be worn with the following limitations:
 - a. No heels
 - b. No steel toed or pointed tips
 - c. If boots are worn, the student must change into athletic shoes for PE.
4. Socks or tights must be worn at all times, even on free dress days.
5. No hats may be worn in school at any time. Knit winter caps may be worn at recess on cold winter weather days.

Out-of Uniform Infractions

Students who are out of uniform compliance will be sent to the office; a notice may be sent to parents. Students out of uniform may also: 1) be given uniform clothing to change into, 2) call parent to bring uniform clothing before they are able to return to class, 3) be given one verbal warning and subsequently a conduct slip (grades 4 through 8).

Free Dress / Non-Uniform Day Dress Code

No free dress on field trip days, unless specifically noted on permission slip.

The last in-school Thursday of every month is a Free Dress Day for students and staff unless otherwise noted. If Mass is scheduled for any Thursday during the school year, free dress day will be suspended for that day.

General Guidelines for Shoes and Socks:

1. Socks must be worn at all times.
2. Shoes must be closed-toe and should not leave black marks on the gym floor.
3. Flip-flops and slippers are not allowed.

General Guidelines for Shirts:

1. Shirts must have sleeves that fully cover the shoulders (no “cap” sleeves)
2. Shirts must have a complete sleeve (no “cold shoulder” sleeves)
3. Skin and undergarments must be covered at all times when sitting or standing; the shirt must meet or cover the top of the pants/shorts/skirt at all times. No tight or form-fitting shirts.
4. Undergarments must not be visible.
5. No tank tops or thin strap tops or bare midriff or see through clothing is allowed.
6. The neckline of shirts must be no lower than 2 inches from the top of the collarbone (approximately the width of three fingers from the top of the collarbone).
7. No shirts with alcohol or inappropriate graphic or logos, etc.

General Guidelines for Pants / Shorts / Skirts:

1. Shorts/Skirts must be no shorter than 4 inches above the knee.
2. Skirts must be no shorter than 2 inches above the knee, even if leotards / leggings are worn.
3. Jeans are allowed if they are in good condition, with no holes and that fit appropriately.
4. Leggings or tights may not be worn alone as pants. A skirt or pair of non-compression shorts must be worn over the top of leggings.

On occasion, the school will sponsor a theme or holiday-associated Free Dress Day. Students not interested in participating in that theme/dress are expected to wear their uniform that day.

If in doubt as to whether an item is appropriate, please send a back-up in case the student is asked to change.

Grooming

Students are to be neat and clean during the school day. The following guidelines clarify specific areas:

Jewelry

Earrings must be small enough not to interfere with the educational process. Students may wear one simple, chain style necklace. Choker style neckbands are not allowed. The principal or staff member (e.g. PE teacher) may request removal of jewelry considered to be unsafe or inappropriate for school.

Make-up and Nail Polish

No make-up is allowed for students in kindergarten through fifth grade. Students in grades 6 through 8 may wear light, natural shades of make-up and nail polish. If the make-up is too visible the student will be asked to remove it, and/or a request for discontinued use will be sent home. Nail polish may be worn, however students may be asked to remove excessive or inappropriate make-up or inappropriate nail polish.

Hair Color/Length/Fashion

Hair may not obstruct student's eyes. Students' hair should be a natural color. Coloring or other items placed in the hair, such as feathers, are not allowed. Any type of haircut or styling that is distracting is not allowed, including, but not limited to: mohawks, fauxhawks, shaved designs, etc. Please contact the principal if you have questions.

STUDENT DISCIPLINE

Parents and the school share the responsibility for the education of their children; we share this responsibility with staff, students and other community members. The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions. Christ the King Catholic School promotes a positive learning school environment. Students are responsible to uphold the Positive Pledge in order to create a safe school for students, faculty, staff and parents.

The Positive Pledge

We the students of Christ the King Catholic School believe that everyone has the right to enjoy our school equally, feel safe here and be accepted. We pledge to live our lives daily by the examples and teaching of our Lord, Jesus Christ.

Code of Conduct

Parents have the primary responsibility for guiding their children toward responsible behavior and being Christian role models. Christ the King Catholic School is committed to nurturing the growth of the whole child and the establishing a safe environment in which students may learn and grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing, and safe school environment.

Students will show responsibility by:

1. Following school rules
2. Working hard to do their best in class and in school work
3. Coming to school each day
4. Reporting infractions of school rules to staff
5. Helping to keep their school safe
6. Asking for help when they need it
7. Showing respect for and cooperating with other students and adults

Parents will help children learn to take responsibility by:

1. Having high expectations for their children as individuals
2. Ensuring their children attend school and be on time
3. Finding a quiet place at home for school work and making sure work is completed
4. Helping their children learn and resolve conflicts in positive ways
5. Communicating and working with teachers and other school staff to support and challenge their children
6. Respecting school staff
7. Respecting the diversity of others

School Staff will help parents and students by:

1. Believing that all students can achieve
2. Showing that they care about all students
3. Having challenging academic and behavioral expectations for students
4. Providing a positive learning environment
5. Respecting diversity
6. Creating an atmosphere of open communication for students seeking help

Community Members will help parents, students, and educators by:

1. Respecting, encouraging and supporting parents and children
2. Being active, contributing partners with the schools
3. Making Christ the King Catholic School a safe and exciting place to educate our children
4. Supporting learning regardless of where it occurs

Disciplinary Procedures

Disciplinary actions are taken with the aim of correcting behavior patterns. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, adult direction, and understanding guidance. In order to protect the rights of all our students, it is important that parents and students understand the consequences of misbehavior. There are certain responsibilities we all share in helping students overcome behavior problems. A student who becomes involved in areas of problem behavior will be subjected to certain disciplinary actions.

In the case of severe violation of rules, the disciplinary action taken may extend beyond these guidelines to include the juvenile justice system even for the first offense.

Students are subject to discipline for conduct at school-sponsored events, while at other schools in the Archdiocese of Portland, and while off campus whenever such conduct has a direct effect on the discipline or general welfare of the school community.

Consequences for Inappropriate Behaviors

Any and/or all of the following criteria may be used to determine a student's consequence for misbehavior:

1. The seriousness and/or frequency of the offense
2. The student's unique needs
3. The student's previous behavior
4. The circumstances surrounding the offense

Teacher may discuss student behavior with the principal. The principal may choose to discuss a student's behavior with other school staff, the pastor, and/or the Archdiocese of Portland Department of Catholic Schools. In all circumstances the final decision as to consequences for student behavior rests with the principal.

Student Conference:

A conference will be held with the student, the teacher, and/or other appropriate staff members to develop a plan for improving behavior. This plan may include a written behavioral contract. The parent may be contacted as needed.

Parent Involvement:

The parent will be informed of the problem area. A conference with the student, the parent, and appropriate staff members may be scheduled. If a plan is developed to help improve the student's behavior, copies will be given to the student and the parent. In this document, "parent" always refers to "parent/guardian."

Administrative Intervention:

A member of the school administration will talk with the student to reach agreement regarding the student's behavior.

Loss of Privileges:

The classroom teacher or school administration may notify the parent of privilege suspension. These privileges may include removing the student from the playground, cafeteria, library, class participation. In addition, a student could lose the privilege of attending their graduation ceremony.

Detention:

Detention will be held after school on any designed day from 3:15 – 4:15pm and will consist of a specific writing assignment. Students may not be allowed to work on homework during their time in detention. A written apology may be required of the student for the infraction.

Suspension:

The student may be assigned to in-school suspension or suspended out of school. The school administration will exclude the student from regularly scheduled classes, related school activities, including extra curricular activities. A conference with the administrator, student, parents, and other appropriate school staff will be conducted.

Expulsion:

Expulsion is the permanent removal of a student from Christ the King Catholic School. Full credit will be given for all work accomplished by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include, but are not limited to, the following offenses:

1. Acts which, in the judgment of the school, endanger the moral, academic, emotional or physical well being of one or more members of the student body or school community
2. Prolonged and open disregard for school authority.
3. Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

School officials consider the student's behavior record prior to taking action. If a student has continually repeated or been involved in inappropriate conduct, then consequential action will probably be the maximum action listed. In the case of severe violation of rules, the consequential action may extend beyond these guidelines, even for the first offense.

The following chart shows the consequential actions, which will occur for each infraction. A minimum to maximum range is listed, as well as disciplinary action for first or repeated occurrences.

Behaviors include, but not limited to:		Range of possible consequences	
Description	Occurrences	Minimum	Maximum
<u>Dress code violation:</u>	First	Student conference	Parent conference
This code was developed with student, parent and staff input in order to create a positive learning environment; students need to comply with the code.	Repeated	Parent conference	Expulsion
<u>Tardiness:</u>	First	Student conference	Parent conference
Arriving late to school and/or class	Repeated	Parent conference	Expulsion
<u>Disorderly or disruptive conduct:</u>	First	Student conference	Suspension
Language, behavior, and/or items which disrupts and/or interferes with the educational environment or process.	Repeated	Parent conference	Expulsion

<u>Defiance of authority:</u> Refusal to follow the reasonable requests of school personnel and/or designated authority. Defiance also includes, but is not limited to, dishonesty, inappropriate behavior and leaving the classroom without permission.	First Repeated	Student conference Admin intervention	Suspension Expulsion
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<u>Academic dishonesty:</u> Taking a dishonest academic advantage over teachers and other students. Such as, but not limited to, cheating, plagiarism, glancing during a test or quiz, unsanctioned “team” work, copying a paper and/or changing answers, and allowing something to be copied.	First Repeated	Student conference Admin intervention	Suspension Expulsion
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Behaviors include, but not limited to:	Range of possible consequences
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<u>Technology misuse:</u> Failure to comply with the school’s electronic information/devices policies. Unauthorized use of electronics and cell phones.	First Repeated	Student conference Admin intervention	Expulsion Expulsion
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<u>Bullying / harassment:</u> Includes language or behavior, which insults, ridicules or torments another person. This includes electronic harassment such as texting and other social media. See below for additional descriptions.	First Repeated	Student conference Admin intervention	Expulsion Expulsion
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Bullying and Bullying Prevention

Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us. To that end, we provide the following definitions for our common understanding:

Bullying – when a student (or group of students) attempts to take power over another student. Bullying can be repeated over time or may consist of a single interaction, with students adopting the roles of target, bully, bully-follower or bystander.

Physical Bullying – using physical force to hurt another student by behaviors that may include but are not limited to pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student’s belongings, to take or break possessions, and to demand or steal money.

Verbal Bullying – directing words at another student with the intention of putting down or humiliating. This includes but is not limited to threatening, taunting, intimidating, insulting, name-calling, and teasing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, and “giving the evil eye”.

Relational Bullying – when a student influences other students’ friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumor, whispering about them, giving the silent treatment, and/or ostracizing (isolating). Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

Cyber Bullying – the use of cell phones, text messages, emails, instant messaging, blogs and postings to bully another student in any of the ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and email, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Facebook, Tumblr, Twitter, and Instagram, forwarding to others a private email or text message that was meant for a single individual, and spreading hurtful rumors online.

The educational and social skills components of our bullying prevention program will be based on the Steps to Respect curriculum and will draw on other resources as necessary and appropriate for our students and school community.

Cellular Telephones and Other Electronic Devices

If a student brings a cellular telephone or electronic device to school, it must remain in the student’s backpack at all times and be turned off or on silent mode during the school day between 8:00 am and 3:10 pm. Students may not text message during school while still on

school premises during the school day. If a staff member sees a student with a cell phone or device on campus at any time it will be sent to the office for parents to pick-up after school.

The only exception to this policy is that students may use their cell phone during the day in the main office only to contact a parent or guardian with approval of the school administration. However, students will generally be asked to use a school telephone in lieu of using their cell phone to contact their parent or guardian prior to using their cell phone.

Students must gain approval to use cell phones and electronic devices from Extended Care Staff while under their care and supervision before and after school.

Office personnel may secure your student's cell phone or other valuables as needed in the during the day and keep them until day's end. Regardless of the time of day, school personnel may request this of a student if deemed necessary on a case-by-case basis due to unsafe or inappropriate use of the device while on school grounds.

Playground Rules and Usage

Playground Pointers

1. Act in a safe and healthy way.
2. Use playground equipment safely.
3. Use school supplied equipment only with the exception of baseball gloves.
4. Walk on the asphalt and around the playground structure.
5. One person at a time on the slide, feet first only.
6. Sit upright in the swings and only swing back and forth.
7. Play tag type games in the grass fields.
8. Kick ball type games may be played on the specified blacktop area and in the grass fields.
9. Jump ropes are only for jumping.

Respect the rights and needs of others:

1. Keep your hands and feet to yourself.
2. Include others in your games.
3. Be considerate of one another's feelings.
4. Use kind and polite words.
5. Share balls and other playground equipment.
6. Ask permission to leave the playground for any reason.
7. All play stops when the whistle blows 3 times.

Treat all property with respect:

1. Take care of the playground equipment.
2. If you take out a ball, jump rope, etc. put them back in the correct containers.
3. Eat snacks by the double doors.

Take responsibility for your own actions:

1. Have a fun recess. Join a game or start your own. Enjoy some quiet time. Follow the rules so everyone will be safe.
2. The big yellow slide, known as “BIG YELLOW”, is for third grade and higher. Don’t play underneath big yellow.
3. No wall ball.
4. Students must tell an adult when they see trash on the playground and should not pick it up themselves.
5. Kick ball, tether ball and mat ball rules will be taught in PE.
6. Staff will retrieve balls that go out of the playground area.

Skates and Skateboards

Skates and Skateboards are not allowed to be used on the school property at any time, unless specific permission is provided by a Christ the King Catholic School staff member.

Leaving School Grounds during School Day

Christ the King Catholic School is a closed campus. Once a child arrives at school he or she is expected to be at all scheduled classes and activities on time.

No student may leave school without prior parent or guardian authorization, which has been given to the office in writing, or, in an emergency, via a phone call to the school.

If the school is aware of a student having left school without permission the school will make every effort to immediately contact a parent.

A student who leaves school property without permission may not return to class until parent contact has taken place. It is at the discretion of the principal to determine what action will be taken.

Littering, Gum Chewing and Beverages

Students are not to have gum on campus before, during, or after school. Students may only drink water on campus or in classrooms except during lunchtime. Students should not drink tea or coffee at school nor should they enter the school building in the morning while drinking a beverage.

Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee, or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

Search and Seizure

To protect the educational environment and the health and safety of persons and property on the grounds and at school functions, neither intoxicants, dangerous, nor offensive items may be brought to school grounds. Action will be taken in accordance with State and Archdiocesan guidelines.

Cubbies, desks, and personal belongings including but not limited to digital devices both school owned and personal are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

Valuables

Christ the King Catholic School is not responsible for items brought by students and/or visitors.

Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or school property.

Weapons Policy

Ordinarily, any student in possession of a weapon will face disciplinary consequence up to and including expulsion from school. Under Oregon law, the principal, who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device, must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument other than an ordinary pocketknife. Other examples of weapons include mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

TECHNOLOGY

Christ the King Catholic School offers on-line electronic information services including but not limited to the Internet and email (“information services”) for students who participate in an orientation or training course. Christ the King Catholic School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Christ the King Catholic School will make reasonable effort to prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services.

Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student may be subject to disciplinary action.

Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before using the electronic services each student will participate in an orientation or training course with an appointed staff member as to proper behavior and use of the network. The school will develop guidelines on what is appropriate use for subject areas and/or classroom usage. The principal may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of Christ the King Catholic School may request that the principal deny, revoke, or suspend specific users.

Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority. Misuse may occur in many ways, but it includes using a program(s) or game(s), visiting web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language.

Acceptable Use

The use of any information services must, in the judgment of Christ the King Catholic School, be related to student education and research in accordance with the educational goals and objectives of Christ the King Catholic School. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

1. Use, reproduce or transmit any material in violation of any federal, state, or local laws. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret;
2. Use the information services for any commercial or profit-making activity;
3. Use the information services to advertise a product or for lobbying, or other political purposes.
4. Inappropriate use of electronic information resources may be a violation of local, state, and federal laws.

Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

1. Be Polite: - Never send, or encourage others to send, abusive messages;
2. Use Appropriate Language: - The student is a representative of the school on a non private system that may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
3. Privacy: - The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
4. Email: - Electronic mail (email) at school is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities.
5. Disruptions: - Do not use the network in any way that would disrupt use of the network by others.

Security

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, notify the teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

Services

Christ the King Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Christ the King Catholic School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, failed deliveries, or service interruptions caused by the system, student errors, or omissions. Use of any information obtained via the information system is at the student's own risk. Christ the King Catholic School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

Google Apps for Education

Google Apps for Education are free, web-based word-processing, calendar, presentation, draw, forms and spreadsheet programs, which are now available in grades K - 8 at Christ the King Catholic School. Access is through the Internet using a web browser like Firefox, Internet Explorer or Safari. Since documents are all stored safely on Google servers, we don't have to worry about losing data from a hard drive crash or other computer glitch. Documents can be accessed using a PC or a Mac anywhere there is Internet access.

What does this mean for you and your children?

Access is determined by grade level:

1. Grades K-5 will have Calendar and Docs (e.g. word processing, drawing, presentation, forms, and spreadsheet programs)
2. Grades 6-8 will have Email, Calendar, and Docs (e.g. word processing, drawing, presentation, forms, and spreadsheet programs)

Parents give permission for students to access Google Apps for Education through registration at Christ the King Catholic School each year. Parents who do not want students to have access to Google Apps for Education must write a letter to the school principal revoking permission.

Google provides a great collaboration tool for students and staff. Documents can easily be shared with other students and the teacher. Students go to www.google.com to access their accounts, and log in with their username and password.

Documents created in Google Docs are saved every 3 seconds. Even if something is deleted, all information can be easily retrieved from the server. Students need to be aware that what they write and share is not private. Teachers have access to all of their students' work.

Google Apps may not be used in the following ways:

1. Unlawful Activities
2. Inappropriate sexual or other offensive content
3. Commercial purposes and/or for personal financial gain
4. Threatening another student or adult
5. Misrepresentation of Christ the King Catholic School
6. False identity in email communications
7. Interference with school technology operations through electronic chain letters, unsolicited electronic communications, or disruption of electronic communications

Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Christ the King Catholic School. The school maintains the right to immediately withdraw the access and use of Google Apps for Education when there is reason to believe that violations of law or school policies have occurred.

Christ the King Catholic School cannot and does not guarantee the security of electronic files located on the Google system. Although Christ the King Catholic School has a powerful content filter in place, the school cannot assure that users will not be exposed to unsolicited information.

Users of Google Apps for Education are strictly prohibited from accessing files and information other than their own. The school reserves the right to access the Google system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

EMERGENCIES

Emergency Information

It is imperative that Christ the King Catholic School have current addresses and phone information for every family and their emergency contacts. Notify the school immediately with any new or changed information.

Emergency Form

The Emergency Form will be used by school personnel to inform you or your designated alternate of an emergency concerning your student. In the event of a school-wide or neighborhood emergency please call 503-785-2411 to get a recorded message that will give you information on what is happening and what steps you are asked to take. Phone lines must be kept free so that we may communicate with you and Emergency Services. Local television and radio stations carry information regarding such emergencies, including location of students.

The school has a file containing current emergency care information for each student. Each parent is responsible to update the following information annually or at the time of any change:

1. The name of the student, his/her home address, telephone and birth date;
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded;
3. The date of the latest tetanus immunization/booster;
4. The name and telephone number of the family physician.
5. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
6. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary; Parents may list preferred hospital.
7. The names of the persons to whom the student may be released;
8. The signature of responsible parent(s) or legal guardian.

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

School Lockdown

In some situations it may be necessary to have a school lockdown. The following procedures will be implemented for a school lockdown:

1. Doors will be locked;
2. Drapes and/or blinds will be closed;
3. No one will be permitted to enter or leave the building;
4. Lockdown will continue until the school receives an all-clear signal from emergency personnel.

STUDENT DROP-OFF & PICK-UP

Our students' safety is always our top priority. Please follow the guidelines below so that students may arrive and depart safely and efficiently.

Morning drop-off

When dropping your student(s) off in the morning, please do not pass other cars in the drop-off area while children are unloading. If you park in the Michael Drive parking lot in the morning, please use the spaces on the north side of the median and walk your children across the crosswalk. Students that arrive before 7:45am must go to the gym and sign in for Extended Care. All students arriving before 8:00am must go to the gym. Students are not allowed to wait outside the school unsupervised.

Afternoon pickup

When picking up students in K-3 without older siblings, please park in the north parking lot and walk to the outside Kindergarten grade door. When picking up students in 4-8 please use the drive-through lanes in the north lot, or park on the far side and wait for your students to cross in the crosswalk. Students are not allowed to wait outside the school unsupervised - students not picked up by 3:25pm will be checked into extended care. Students who are not being picked up shall go directly to Extended Care. After construction on the parish center is complete, students in K-3 without older siblings will be picked up at the outside 2nd grade door and parents should park in the church parking lot.

Morning and Afternoon Extended Care

Morning Drop-off Care and Afternoon Extended care is available both before and after school on a regular basis for students attending Christ the King Catholic School. Our afternoon Extended Care program is certified through the Oregon Employment Department Child Care Division. It is the responsibility of parents to ensure their children honor Extended Care attendance and not leave the school grounds. Christ the King Catholic School cannot assume responsibility for students who choose to leave, and who do not report to Extended Care as required. In the event of a student leaving campus (during Extended Care or any scheduled attendance time), parents will be notified when staff is made aware of their departure. If there is a repeat of the truancy, Extended Care use and /or continued enrollment at Christ the King Catholic School may be jeopardized. Student safety issues necessitate cooperation from the parent, student, and school staff.

MEDICAL

Insurance

Student Accident Insurance coverage is provided for each student at Christ the King Catholic School for incidents on school grounds during a normal school day. Families will receive formal notification of this program from the insurance company at the beginning of each school year.

Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles.

Students who have restrictable diseases or conditions must be excluded from school.

Please keep your child at home if he or she:

1. Has a fever
2. Has a persistent cough or cold
3. Has been vomiting
4. Has pink eye
5. Has hair lice
6. Is in pain
7. Has been on antibiotics for an infection less than 24 hours

Do not send your child to school unless he or she has been free of fever 24 hours or more. Students attending school will be expected to participate in outdoor recess, PE, and all school activities. If they are not well enough to participate, please do not send them to school.

Simple, yet effective health measures such as sending your child to school with weather-appropriate clothing, a good breakfast, and providing a good night's sleep are essential for learning.

Immunizations

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

In order to attend Christ the Catholic School, all students must adhere to the Oregon immunization requirements. If the requirements are not met by the specified deadlines, a student may not attend school until he/she is in compliance with state regulations. A signed and dated Certificate of Immunization Status form (CIS) with the month and year of each dose of each vaccine received, or a religious or medical exemption must be on file in the school office. The exemptions are in sections B and C of the CIS.

Medication

The school recognizes that administering of medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication at school, on a temporary or regular basis under school supervision.

The parent in writing shall make all requests for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A Medication Dispensation Authorization Form is available in the school office and on the school website.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, the administration of such medication is not feasible.

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

Prescription Medication Guidelines

Prescription Medication

The following is required for: "...any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician."

1. Written instructions from the doctor which include:
 - a. Name of student
 - b. Name of medication
 - c. Dosage
 - d. Time and/or frequency of administration
 - e. Method of administration (e.g., mouth, nose, ear, etc.)
2. It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. "Take as directed" or "as needed" cannot be taken as specific direction.
3. The Medication Dispensation Authorization Form must be signed and filled out completely by the parent or guardian.
4. All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued in two separate bottles by the pharmacist.)
5. Unused medications must be picked up by parent/guardian when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be discarded.

Prescription Medication (Injectables)

The following is required for: "...any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated."

1. Written instructions from the doctor which include:
 - a. Name of student
 - b. Name of medication
 - c. Dosage
 - d. Time and/or frequency of administration
 - e. Method of administration (e.g., intra-muscular)
2. The parent shall make the request in writing for the school to administer, as
3. necessary, an injectable medication (medication administered by the intramuscular route) to the student.

4. The request must include written instructions from the doctor for the administration of an injectable medication to the student.
5. The Medication Dispensation Authorization Form must be signed and filled out
6. Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physician or a nurse practitioner parents/guardians cannot train the designated school personnel in the use of injectables.

Non-Prescription Medication

The following is required for “...only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatory medication, and antacids.”

1. Written instructions from the parent which include:
 - a. Name of student
 - b. Name of medication
 - c. Dosage
 - d. Time and/or frequency of administration
 - e. Method of administration (e.g., mouth, nose, ear, etc.)
2. All non-prescription medication must be in original container or packaging.
3. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

STUDENT SAFETY

Asbestos Notification

Asbestos Notification goes out to families in the weekly Family Envelope toward the beginning of each school year. You will also find this information on file in the school office.

Bicycles

If a student rides his/her bicycle to school it should be locked in the bike rack located near the entrance to the school. Bicycles shall not be ridden on campus during school hours.

Earthquake Drills

Students will regularly practice protective and evacuation procedures. In the event of a school wide emergency (such as fire, flood, earthquake, etc.), all efforts will be made to:

1. Verify the location and well-being of students and staff
2. Provide physical and emotional aid as needed
3. Release students and staff in an orderly and safe manner.

Fire Drills

Fire, Earthquake or Lockdown drills occur on a monthly basis in accordance with local regulations throughout the school year.

Early Dismissal

1. Planned early dismissals are listed in the weekly Family Email newsletter.
2. Notification of need for a student to leave school early must be written and signed by a parent or guardian.
3. Verbal messages delivered by students cannot be honored.
4. In the event of an emergency, contact the office to carry messages to the student.
5. Students who are to leave school will be released only after the parent, guardian, or designee signs the student out in the main office.
6. Only the principal or designated staff member may authorize unplanned early dismissal of a student, class, or the entire school prior to a scheduled dismissal time.

Emergency School Closure

Early dismissal from school would most likely occur as a result of inclement weather, prolonged failure of electricity or heat, or a building/facilities emergency. We will make a reasonable effort to notify parents to pick up their children as soon as possible.

If an emergency school closure occurs during the school day, parents will be notified.

Weather related school closure

Christ the King Catholic School follows weather related closure decision of North Clackamas School District. If it is announced that North Clackamas School District will start late, Christ the King Catholic School will start late. There is no morning day care available on emergency related late start days. Advise the school office if your child will not be at school, or will arrive accompanied by an adult, later than the designated late arrival time.

Christ the King Catholic School will post weather related closure alerts on the school website homepage at www.ckweb.org. School closure and delay information for Christ the King Catholic School will also be sent to all local television media outlets and some radio outlets.

How to Access School Information in an Emergency

1. Emergency Phone Center: 503-785-2411. The school office will leave a message of what is happening and what you are to do.
2. Website: www.ckweb.org : We will repeat the same message we have left at the Emergency Phone Center.
3. Email: office@ctk.pvt.k12.or.us : Leave an email in case you are unable to pick up your child and you are sending someone not listed on your Emergency Form to get your child.
4. Fax: 503-794-9607: You may fax a message if someone not listed on your Emergency Form is to pick up your child during the closure. Also, in the event of a power failure the fax line is open.

Transportation

Christ the King Catholic School does not offer bus transportation to and from school. Students who ride Tri-met need to have written permission on file.

Students who live within walking distance to the school may do so with written permission, which needs to be on file, including students who walk to LaSalle High School to meet older siblings.

STUDENT ACTIVITIES

Any event or school-time experience defines student activities. These activities are on-going throughout the school year and may change year to year. These opportunities are intended to:

1. enrich a current topic of focus
2. introduce students to a new skill
3. get students directly involved in various communities

Examples of student activities may include: liturgy planning and participation, safety patrol, peer learning projects, cultural opportunities, field trips, guest speakers, and theme or special dress days.

Altar Servers

Altar Servers are boys or girls in 4th grade and above who have been baptized and have received First Eucharist. Christ the King Parish Church conducts the training. After training, students may serve at school Masses as well as elect to serve at weekend Masses.

Field Trips

For each field trip the following information should be available:

1. Student Permission Slips
2. Driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time)
3. Proof of Insurance

Field trips are valuable learning opportunities. Each class will take one or more field trips during a given school year. The type and frequency of a field trip is dependent upon the educational benefit to be gained, availability, and cost effectiveness. Parent permission forms are sent home for each trip outlining details and costs. Field trips are an opportunity for parents to earn share hours and accompany their child as a chaperone. Younger siblings are not to be included without first checking with the classroom teacher.

State law requires a booster seat be used in any car transport for any child under 6 years of age or under 60 pounds. It is the parents' responsibility to supply this seat for a field trip. We must assure compliance with this law.

Service Projects

As a member of a Christian community, part of our commitment to live the Gospel message is to serve others. In order to fulfill this Gospel mission and to prepare our upper grade students for future leadership challenges and opportunities, the following criteria for service has been established:

- Students in Grade 6 – twenty hours of service
- Students in Grade 7 – twenty-five hours of service
- Students in Grade 8 – thirty hours of service

The types of service opportunities to satisfy these requirements may vary. In order for a project to qualify, students may not receive any compensation or award, except for the goodwill they create by being of service to others. If your child is active in a ministry of the parish (altar server, choir, Vacation Bible School, etc.), these hours can satisfy the service requirement. Perhaps your child could arrange a neighborhood cleanup day or spend time visiting with or doing chores for the elderly. Seek approval from the principal if you are unsure if a particular activity will count toward service hours. Students are responsible for tracking and submitting their service hours to: servicehours@ctk.pvt.k12.or.us. The deadline for submission to be counted for any service award is May 1st.

The more traditional methods of service, working at organizations such as Outreach Ministry on Burnside or Downtown Chapel, are also encouraged. There is tremendous power in students having hands on learning experiences through visiting with and serving those in need. Feel free to join your child in working on a project. Completing service hours alongside your child is a tremendous opportunity for you to work together, toward the common goal of service to God and others.

STUDENT RECORDS

Review of Student Academic Record

Parents of students currently in attendance at Christ the King Catholic School may review the student's academic records. Parents wishing to review a student's academic records should make written request to the principal to do so. An amendment to the student's academic records may be requested, if the student's parents believe the contents are inaccurate. If the School concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

Directory Information

A family directory is published at the beginning of the school year. Upon approval from parents, Christ the King Catholic School has designated the following as directory information: Student and parent names, home address, telephone numbers and email addresses.

Emergency Disclosure of Information

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

VISITORS & VOLUNTEERS

Visitors

All visitors must sign in at the front desk and wear a visitor badge. Upon leaving, all visitors must sign out.

Volunteers

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. The true cost of educating a child is much higher than the actual tuition charged. Volunteering is one important way to help offset this deficit. By offering families a variety of opportunities to volunteer their time, talents, and skills in lieu of paying outside sources, Christ the King Catholic School can continue to provide a high quality education at affordable tuition rates.

Volunteer Background Checks/ Safe Environment Training

The Archdiocese of Portland in Oregon requires volunteers in any school program or activity to undergo a background check. Regular volunteers must also attend an Archdiocese sponsored Called to Protect Training Program. Once volunteers receive the initial Called to Protect video training, they are obligated to complete the Armatius online training in subsequent years to keep their volunteer status active.

An updated list of parents in compliance with these requirements will be kept in the School Office. Parents not in compliance will not be permitted to enter the school other than the school office during school hours. These parents may not: volunteer for school field trips, volunteer in the hot lunch program, volunteer in the library, volunteer in the classrooms, or attend classroom parties. It will be permissible for parents not in compliance to attend Monday Assembly, Friday All-School Mass, the annual Christmas and spring musical programs, Kindergarten Celebration and 8th grade graduation.

Ordinarily any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer or request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited

to: School Advisory Council and committees, Parent Community Organization, Annual Auction Committee, Technology Advisory Team, Development Advisory / Marketing Team, classroom assistance to teachers, cafeteria/ hot lunch program, room parents, field trip assistants and other activities deemed necessary by the school administration.

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

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

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

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

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

EXTENDED CARE

As a service to the parents of our students enrolled at Christ the King Catholic School, the school operates an extended day care program. Care is offered to our students from 3:00pm to 6:00pm. It is offered every full school day and on half-days from 12:00pm to 4:00pm. Care will not be offered on holidays, teacher in-service days, parent conference days, Christmas vacation, Spring break, half days occurring before holiday breaks (Thanksgiving, Christmas and Spring Break) or during the summer. Please pay close attention to the school calendar and the Family Email for notification of when care will not be available.

Because the extended care program is certified and inspected by the state of Oregon, it is important that all families participating in this program understand the policies and procedures, which govern this program. All parents in this program must read and sign the last page of this handbook indicating they have read and understand it.

Director/Staff Responsibilities

The school principal (Director) is responsible for making sure the center is in compliance with

state regulations, maintains employee files, hires qualified staff and ensures that all employees have undergone the criminal background check. The site director is responsible for training the staff and for designing snacks and other program components.

The Head Teacher, is responsible for assisting the Director. The head teacher is responsible, along with the other teachers, in planning the daily activities. The students have access to many games, art projects, free play, as well as outside activities (weather permitting).

Fees for Program

Parents are billed monthly for the hours used at our program. The hourly charge is \$4.00 per hour and is billed in fifteen-minute increments beginning 5 minutes after school releases. This charge includes an afternoon snack. Bills are sent out monthly using SMART Tuition.

Late Charges: If you arrive to pick up your child after 6:00pm (4:00pm on half days) you will be charged an additional fee per MINUTE /per child. Students not signed up for extended care that are not picked up by 3:25pm are billed at the aforementioned rate of care beginning at 3:15 pm.

Pick-up from Extended Care

Students must be signed out by their parent or an authorized person on their Extended Care form. Your child will not be released unless a written note is sent with your child if anyone other than those noted on the Extended Care form is picking them up. Anyone picking up your child, even those listed on the Extended Care forms, should bring photo I.D. and be prepared to show it if they are not recognized by staff. This is a safety policy that is intended solely to protect your child.