

# Christ the King School Handbook

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# **Christ the King Catholic School Handbook**

## **SCHOOL HISTORY**

Christ the King Parish was founded in 1926 on the Solemnity of Christ the King. The ministry of educating children in the faith began almost immediately through the pastor's involvement in the newly founded program of the Confraternity of Christian Doctrine (C.C.D.). It was not until 1954 that the parish was in a financial position to undertake the task of planning to build a parochial school.

Construction of the school began in 1958 and in the same year, classes were held in the church-owned apartment building which was located on what is now the lower school yard. The classes were taught under the direction of Mother Adrian and four Sisters of the Sacred Heart of Mary and one lay teacher. Initially there were only five grades and an enrollment of 116 students.

Half of the new school building was ready for occupancy in the spring of 1959. By September of the same year, the school was opened. It would develop into a first to eighth-grade school in the course of subsequent years. In 1994, a Kindergarten class was added. The newest classroom, the Transitional Kindergarten, opened in August 2014. Today, Christ the King School comprises ten classrooms (TK-8).

## **INTRODUCTION**

Christ the King School is a collaborative, Christian community where parents, administration, faculty, staff and students play a vital role. With the support and cooperation of all stakeholders, the directives outlined in this handbook, together with the additional classroom, playground, and school rules are intended:

- To ensure that each student will grow, learn and work together with mutual respect and an interest in the common good.
- To provide order and safety within our school.
- To maintain an educational environment conducive to learning.

Christ the King School aims to create an environment which is infused with the gospel message of Christian love. Our goal is to help students develop self-discipline as well as respect for self and others.

The registration of a student at Christ the King School is a commitment on the part of the students and their parents/guardians to observe the school policies and procedures as set forth in this handbook.

## **MISSION STATEMENT**

Christ the King School, in partnership with parents and the parish community, is fully committed to providing a Catholic education and a challenging academic curriculum to all students. The administration, faculty and staff recognize individual differences and strive to achieve excellence by focusing on students' spiritual, academic, physical and social-emotional needs. The school facilitates learning by providing a nurturing and vibrant environment where academic growth, faith formation, technological competence and opportunities for service are fostered.

## **SCHOOLWIDE LEARNING EXPECTATIONS**

The educational environment provided at Christ the King School is designed to ensure that all our graduates become faith-filled Christians and lifelong learners who:

1. Know the fundamental teachings and traditions of the Catholic Church.
2. Practice and live their Catholic faith within a diverse community.
3. Demonstrate Christian behavior in their everyday lives.
4. Respond to global and community needs through acts of service.
5. Have a firm foundation in all academic subjects.
6. Think critically and solve problems effectively.
7. Integrate technology effectively and responsibly to enhance their learning.
8. Work collaboratively and communicate effectively.
9. Maintain healthy, spiritual and physical lives.
10. Strive to reach their full potential

## **DAILY SCHEDULE**

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students must be in their class line by 8:00 a.m. before the bell rings for morning prayers and assembly. Students are considered tardy if they arrive after 8:00 a.m. A record of all tardiness is documented on *Gradelink* and reported each trimester on report cards. The number of tardies is recorded on the permanent records in students' cumulative file. Students who have no tardies in any given month, beginning in September, will be awarded with a free dress day which will be noted on the monthly calendar,

## **EARLY DISMISSAL/MINIMUM DAY**

A minimum day schedule is in place on certain days throughout the school year. On these days, students will be dismissed at 12:15 p.m. A minimum day is generally given before major holidays and on Fridays throughout the school year. Please consult your school calendar and note the minimum days.

## **RECESS SCHEDULE**

First Recess	9:30 - 10:00 a.m. TK & K
Second Recess	10:00 - 10:20 a.m. Grades 1-4
Third Recess	10:20 - 10:40 a.m. Grades 5-8

## **LUNCH SCHEDULE**

First Lunch	11:15 - 11:50 p.m. TK & K
Second Lunch	11:50 - 12:25 p.m. Grades 1-4
Third lunch	12:20 - 1:00 p.m. Grades 5-8

## **LOCKERS AND LOCKS**

Seventh and eighth grade students are issued with lockers and locks to store their books and school supplies. Students must keep their lockers neat and clean. CKS reserves the right to open lockers if deemed necessary.

## **TEXTBOOKS**

Students are responsible for all textbooks issued to them. All books must be protected with book covers and carried to and from school in a backpack. Students will be required to pay for any book that has been damaged or lost.

## **ALTAR SERVERS**

The training of altar servers begins in the fourth grade, and all students who are baptized Catholics and who have received their First Communion are encouraged to participate in this program. Students who train as altar servers at CKS must commit to serving Mass at weekends.

## **SACRAMENTAL PROGRAM**

The sacramental program is an important component of the religion program at CKS. Preparation for the sacraments of Reconciliation and First Communion are central to the religion program in Grade 2. In accordance with Archdiocesan guidelines, students must have received the sacrament of Baptism prior to receiving the Sacraments of Reconciliation and First Communion.

## **LOST & FOUND**

It is very important that uniform and other items be clearly labeled with the child's first and last name to minimize loss. Unclaimed articles are placed in the lost and found basket, located in the large container, outside the first and second grade classrooms.



## **AFTER- SCHOOL PROGRAM**

An after-school program is available Mon.-Thurs. from 3:00pm to 6:00pm and 12:15pm to 6:00pm on Fridays for all students. A *Homework Club* is provided for in grades 1-8 students 3:00 pm to 4:00pm. .

### **HOMEWORK CLUB**

- Homework Club enables students to do their homework assignments in an environment conducive to studying.
- Students are given assistance as needed by teachers at three different grade levels (primary, intermediate and junior high).
- Homework Club is available to all students in grades 1-8, Monday-Thursday from 3:00 p.m. - 4:00 p.m. Students who stay in the homework club must be picked up no later than 4:10 p.m.
- Guidelines for homework are as follows:
  - Grades 6-8: 1.5-2 hours
  - Grades 3-5: 1 hour
  - Grades 1-2: 30 minutes
  - TK & K: 10 minutes reading time with parent/guardian

## **FIELD TRIPS**

Throughout the school year, field trips are organized to provide students with an opportunity to broaden their experiences. Field trips are of educational and cultural value and are generally related to the school curriculum. Students will not be permitted to attend a field trip without the necessary permission slip signed by the parent/guardian. Any parent wishing to serve as a chaperone on field trips must be Virtus trained.

## **TRAFFIC SAFETY**

For the safety of our students, parents are asked to drive into the school yard on Arden Blvd. between 7:30 a.m. and 8:00 a.m. to drop off their children. Parents must enter the school traveling southbound on Arden Boulevard and exit on to Rossmore Avenue. If any parent needs to come into the school to attend to business, he/she must park on the neighboring streets. Parents are asked not to use the church parking lot in the mornings, as this is reserved for parishioners attending Mass. They are reminded not to block the teachers' parking lot or the drive-in gate at any time.

The gate will be opened again between 3:00 pm. and 3:15 pm. to allow parents to pick up their children for the afternoon dismissal. Parents are asked to use the pedestrian crosswalk outside the church when crossing the street outside the school. Parents/guardians may not drop off or pick up their children outside the school at peak times and/or when there is a flow of traffic entering the drive-in school gate.

### **LEAVING SCHOOL GROUNDS**

Students who need to leave the school campus outside the regular school hours must be checked out at the school office by a parent, guardian or authorized person. Parents must notify the school if their child is going home with another parent. The school accepts no responsibility for students who leave the campus without permission. For safety reasons, no student may leave the school to purchase food or drinks or any other reason and then return to school for after-school activities. There will be serious consequences for any student who violates this rule.

### **ABSENCES**

When a child is absent, a parent must email or call the school office between 7:30 a.m. and 9:00 a.m. on each day that the student is absent and explain the reason for the absence. On the day the student returns to school from any absence, an email or written, dated and signed excuse from the parent/guardian is required for the student to be admitted to class.

### **EXTENDED ABSENCES**

If a student is absent from school for any length of time due to family emergencies or travel, a note must be sent to the principal, prior to the absence, explaining the reason. It is the responsibility of the parents and students to obtain and complete the work which the student has missed during the extended absence. Students must also be prepared to stay after school to make up any missed tests or assignments as deemed by the teacher.

If a student is absent for a total of 20 or more days during a trimester, he/she will not receive a report for that grading period unless all work has been completed and submitted.

## **MEDICAL/DENTAL APPOINTMENTS**

Parents are asked to keep medical/dental appointments to a minimum during school hours. Please try to schedule doctors' and dentists' appointments after school hours. If it is necessary to have a series of appointments during school hours, please discuss the matter with your child's teacher.

## **INJURY OR ILLNESS**

When a child falls ill or is involved in an accident at school, the parent/guardian will be notified. First aid will be administered to students with minor injuries. The school cannot assume responsibility for injuries sustained on the school premises. To avoid unnecessary accidents, students must adhere to all school safety rules.

## **MEDICATION**

To protect all children and to conform to the State Education Code, no student may bring any medication to school unless prescribed by a doctor. If a student needs to take medication during school hours, it must be delivered to the school office in the original labeled prescription bottle with the child's name and the dosage required. It must be accompanied by a note from the parent/guardian. Only under these conditions may any medicine be given at school.

Students carrying inhalers must have a physician/health care provider's release on file in the school office, stating that the student may have it with him/her while at school or during a school activity. Parents can also leave inhalers at the school office, marked clearly with their child's name. Only under these conditions will inhalers be given to the student at school.

## **INSURANCE**

If an accident or injury occurs at school, the parent/guardian will be notified. Serious injuries and accidents are reported to the principal who, if necessary, will document the incident or complete an accident form for insurance claims.

## **EMERGENCY CARDS**

The school must have each family's emergency information on file, which is up-to-date and complete with parent/guardian address, phone numbers, etc. Parent signatures need to be on each family's card. Changes of address and/or phone numbers must be given to the school office immediately. These emergency cards are the school's only authorization for taking action when a child is injured or ill or there is a school emergency, and the parent/guardian/family member needs to be reached.

## **EMERGENCY PROCEDURES**

In the event of a natural disaster, the faculty and staff of Christ the King School are prepared to take care of the students. The school has regular fire, earthquake and lock-down drills. All students must bring a personal emergency kit to school at the beginning of the academic year. Should a major disaster occur such as an earthquake, the school has emergency procedures and supplies in place.

## **HEALTH**

Each student must have on file a health record containing all the necessary information required by the school and the Archdiocese. No student will be admitted to the school unless he/she has been immunized against Polio, Diphtheria, Tetanus, Pertussis, Measles, Rubella, Mumps, and Hepatitis B. All students entering seventh grade must have proof of TDAP (Tetanus, Diphtheria and Pertussis). A health examination report is also required for admission to Transitional Kindergarten. This report must have the doctor's signature, address and telephone number. Students who have never attended a California school must present written evidence of a Mantoux (PPD) test (Tuberculosis Test).

## **LUNCHESES**

Students may purchase the school lunch or bring their own packed lunch to school each day. No fast-food lunches may be brought to the school for students. Students who wish to purchase the school lunches must bring their order and money on Monday mornings to their teacher. No child has permission to leave the school grounds during the lunch period.

## **BIRTHDAY PARTIES**

Parents who wish to celebrate their child's birthday at school must coordinate with the teacher beforehand. Parents who wish to send a treat, such as cupcakes or cookies, must bring the treat before the beginning of the school day to avoid interruptions. The treat will be given to the students during recess or at another appropriate interval during the day.

## **DISCIPLINE**

Discipline at Christ the King School is considered an aspect of moral guidance. The purpose of discipline is:

- To promote good character training in each student.
- To provide a classroom setting which is conducive to learning.
- To create a school environment where there is mutual respect on the part of each student, staff and faculty member.

Students are expected to be respectful toward others and always follow school rules. A student failing to respond to correction or showing disrespect will face disciplinary action. Frequent or grave infractions, especially after warnings will result in detention. More serious violations will result in suspension or expulsion.

The following behaviors will be subject to disciplinary action:

- Disrupting the learning environment
- Chewing gum
- Habitual tardiness
- Violating the dress code
- Use of cell phone during school hours
- Disrespect toward others
- Aggressive behavior such as pushing, punching, fighting, kicking, shoving or scratching.
- Use of profanity, abusive or foul language, curse words, or any other words determined to be derogatory by the principal.
- Behavior judged inappropriate by faculty and staff.

## **DETENTION**

A student violating school rules will receive a pink discipline form which will be sent home for the parent to sign. A student in detention will complete one hour of community service after school under the principal or teacher's supervision.

## **SUSPENSION**

The administration will schedule a conference with the parents/guardians of any student who is suspended from school to discuss the incident. Two or more suspensions during the school year may be grounds for expulsion.

## **EXPULSION**

Grounds for expulsion include, but are not limited to, the following offenses:

- Actions gravely detrimental to the moral or spiritual welfare of others
- Habitual profanity, abusive language, curse words or vulgarity or any other term determined to be derogatory to the school's administration.
- Assault, battery, or any threat of force or violence directed toward any school personnel or other student.
- Open, persistent defiance of authority.
- Continued willful disobedience and disrespect.
- Use, sale, or possession of narcotics or any alcoholic beverage.
- Smoking/Vaping
- Stealing.
- Willful cutting, defacing or damaging property that is either personal or belonging to the school.
- Habitual truancy.
- Possession of harmful weapons or materials usable as weapons.
- Evidence of gang related activity, *i.e.* gang graffiti, wearing gang colors, gang or "street" accessories, participation in gang activities, or being considered as an "associate" of a gang.
- Dialing "911" as a prank.

## **STUDENT THREATS**

Christ the King School has an obligation to keep our school safe for everyone. It will take seriously any threats that may inflict serious harm to self or others. The school will respond to any statements or behaviors of a threatening nature directed toward other students, faculty or staff members. There is no tolerance for any kind of weapon possession or any kind of practical jokes or off-hand comments that might pose a threat to another. The administration recognizes the importance of investigating thoroughly all threats and potential concerns. Any parent who becomes aware of a threatening situation must immediately report it to the school administration or to a teacher.

## **CELL PHONES & SMART WATCHES**

Cell phones and smart watches must be turned off and kept in students' backpacks between the hours of 8:00 am. & 3:15 pm. and between 8:00 am. & 12:30 pm. on minimum days. Cell phones/smart watches may not be used in the *Homework Club*. They may be used after school to call a parent/guardian if permission is granted by school personnel.

## **COMPUTERS/IPADS**

The use of computers/iPads at Christ the King School is primarily for educational purposes. All students using Chromebooks, iPads or other devices must abide by the school rules and use them for the sole purpose of instruction, learning and research. Any misuse of devices will result in disciplinary consequences.

## **UNIFORMS**

Uniforms are required at Christ the King School. We ask parent cooperation in seeing that their children come to school each day in complete uniform. If a child is unable to be in full uniform, a written note of explanation must be presented to the teacher at the beginning of the school day. Please see that all articles of clothing are labeled with students' names. All uniforms must be purchased from Dennis Uniform.

**Our uniform supplier is:**

Dennis Uniform Company  
2801 San Fernando Road  
Los Angeles, CA 90065  
Phone: 818-843-8306

**BOYS' STANDARD UNIFORM**

- Pants: Navy blue twill pants (no baggy pants will be permitted)
- Shirt: Blue polo pique shirt with CKS logo  
(Must be tucked inside the pants)
- Sweater: Navy cardigan with CKS logo
- Jacket: Navy uniform jacket or hooded sweatshirt (Outdoor wear only)
- Shorts: Navy blue uniform shorts
- Socks: Black or white socks (no logos) must be worn and should be visible for at least five inches above the shoes
- Belt: Required at all times (Grades 2-8)
- Shoes: Regular solid black athletic or leather shoes. Black laces.  
No boots or high tops.

In cold weather, students who wish to wear a long-sleeved undershirt, may do so. This must be white or navy-blue only.

**GIRLS' STANDARD UNIFORM**

- Jumper: Red, white, and navy check for Grades TK-5
- Skirt: Red, white, and navy check for Grades 5-8.  
Skirts and jumpers must reach the top of the kneecap.
- Blouse: White polo pique blouse with CKS logo
- Sweater: Navy cardigan with CKS logo
- Jacket: Navy uniform jacket or hooded sweatshirt (Outdoor wear only)
- Shorts: Navy blue uniform shorts
- Skorts: Red and blue plaid.



Pants: Navy twill pants (no baggy kind will be allowed)

Socks: White, black or navy-blue knee-high socks.

Ankle/crew socks must be visible above the ankle. No “no show” socks are permitted. Navy-blue, black or white tights or black full-length leggings may be worn in cold weather.

Shoes: Solid black athletic or leather shoes. Black laces.  
No boots or high tops.

Hair accessories: Plaid headbands and bows, purchased at Dennis Uniform, are permitted. Other headbands and bows must be red, blue or white or a combination of these colors. Ornamental headgear can be a distraction to the learning environment and is not permitted.

In cold weather, students who wish to wear a long-sleeved undershirt, may do so. This must be white or navy-blue only.

### **BOYS’ MANDATORY PHYSICAL EDUCATION UNIFORMS (Grades 1-8)**

Shorts /Pants: Nylon mesh shorts with CKS logo. (available from school office or Dennis Uniform.)

T-Shirt: White t-shirt with CKS logo.

Sweatpants: Navy blue (available from school office or Dennis Uniform.)

### **GIRLS’ MANDATORY PHYSICAL EDUCATION UNIFORMS (Grades 1-8)**

Shorts /Pants: Nylon mesh shorts with CKS logo.(available from school office or Dennis Uniform.)

T-Shirt: White t-shirt with CKS logo.

Sweatpants: Navy blue (available from school office or Dennis Uniform.)

## **RED T-SHIRT DAYS**

On certain days throughout the school year, red CKS t-shirts (available from the school office) should be worn with blue jeans or school uniform shorts or pants. Please note these days on your monthly calendars. Red t-shirts are often required for school field trips.

## **MASS DRESS CODE**

Students should be neatly dressed and in perfect uniform every Friday for school Masses. The navy-blue school cardigan with CKS logo should be worn with the school uniform in cold weather.

## **GROOMING CODE**

All students are expected to be well-groomed each day. Any form of appearance violating the basic norms of neatness and cleanliness will be subject to consequences. The administration will be the final judge of what is or is not acceptable.

**Hair:** Hair must be properly groomed, clean, neat in appearance and must be a natural color. Exaggerated or extreme hairstyles are not permitted. Boys' hair must be above the shirt collar. School administration shall determine if a student's hairstyle violates this policy.

**Jewelry:** Jewelry that is appropriate for school is: a watch (no SMART watches), a ring, a small religious medal on a chain. Girls may wear one pair of studded/huggie earrings. Boys may not wear earrings. Other jewelry that distracts students from their responsibilities is not permitted.

**Uniform:** Must always be neat and clean and must be purchased from Dennis Uniform supplier. No oversized or tightly fitted uniform is permitted.

**Hygiene:** Daily bath or shower required.

**Nail Polish, Make-Up, Tattoos are not permitted.**

## **ACADEMIC GRADING SYSTEM**

The following grading system is used in grades 2-8:

A	97 – 100%
A -	93 – 96%
B+	90 – 92%
B	87 – 89%
B -	85 – 86%
C+	80 – 84%
C	75 – 79%
C -	70 – 74%
D	65 – 69%
F	64 or below

The following grading system is used in TK-1<sup>st</sup> Grade:

O	(Outstanding)
G	(Good)
S	(Satisfactory)
NI	(Needs Improvement)

## **AWARDS**

An awards assembly is held at the end of each trimester to recognize students who have achieved in the following areas:

- ◆ High Honor Roll is awarded to students who earn an A in an academic subject as well as a grade O or G in behavior and effort.
- ◆ Honor Roll is awarded to students who earn A's and B's in all academic subjects as well as a grade O or G in behavior and effort.
- ◆ Merit (Awarded to students who earn an A in any academic subject)
- ◆ Improvement (Awarded to students who show growth in any given subject area).

## **MONTHLY AWARDS**

At our monthly school assemblies, we honor a *Student of the Month* in each grade and recognize students who excel in the following areas:

September:	Christian Behavior & Listening Skills
October:	Courtesy & Penmanship
November:	Creative Writing & Responsibility
January:	Integrity & Art
February:	Sportsmanship & Citizenship
March:	Singing & Christian Behavior
April:	Athletics & Respect
May:	Computer Skills & Leadership

Sports awards are distributed at *Sports Night* at the end of the school year.

## **SPORTS PROGRAM**

An extra-curricular sports program is provided after regular school hours. Christ the King school is a member of the Catholic Youth Organization (CYO) and participates in flag football, volleyball, basketball, track and field. Parent volunteers are always needed to help with coaching, driving to and from the games and helping with supervision. Any student wishing to participate in after-school sports must complete a registration form and commit to attending practices and games.

## **PERFORMING ARTS**

Christ the King School is proud to provide opportunities in the performing arts to students with a variety of interests and talents. Students may take individual piano lessons and participate in a music recital at the end of the school year.

Dance classes are available after school to students in all grades. Students from grades 4-8 may join the *Pueri Cantores* choir and will have the opportunity to sing at concerts and other special events. There is an after-school Drama Club and students perform in a musical production at the end of the school year.

## **CATHOLIC SCHOOLS' WEEK**

Each year, the Archdiocese of Los Angeles, promotes awareness of the importance of Catholic Education, through a week of activities, at the elementary school level. This week generally falls at the end of January or the first week of February. To mark the beginning of Catholic Schools' Week, Christ the King prepares an *Open House* which gives the parents and community the opportunity to visit our school. A *Science Fair* is held on this day with students' Science Fair Projects, Art and schoolwork on display. A variety of activities such as Career Day and Grandparents Day take place during that special week.

## **COMMUNICATION**

The faculty and staff of Christ the King School is committed to excellence in education and believe that communication between parents, teachers and administration is a vital component of students' success. Scheduled conferences are held each year in October/November. Informal conferences can be arranged with the students' teacher any time throughout the school year. The school uses *Gradelink* to notify parents of students' grades. Reports are sent home at the end of each trimester. Progress reports are sent home mid-trimester. The principal sends weekly emails to keep parents informed of all ongoing school activities.

## **BACK-TO-SCHOOL ORIENTATION**

*Back-to-School Night*, at the beginning of each school year, is an opportunity for parents and guardians to acquaint themselves with their children's teachers. This is a mandatory meeting for parents to attend.

## **VIRTUS TRAINING**

As part of the Archdiocesan initiative to maintain a safe environment for our children, all adults who wish to volunteer at CKS and interact with children, are required to complete a *Virtus* training on the topic of child sexual abuse. The *Virtus* program, entitled *Protecting God's Children* educates adults about the dangers of abuse as well as how to respond to allegations of sexual abuse.

## **PARENT ENTERING SCHOOL GROUNDS AND CLASSROOMS**

If a parent needs to drop off an item for a student, he or she must first report to the school office. No parent may go into a classroom or on the school yard during school hours without the authorization of the administration.

## **PARENT VOLUNTEER PROGRAM**

CKS requires all families to complete a minimum of ten hours of service. Volunteer hours can be fulfilled by helping at fundraising events, assisting with the daily lunch program or completing other projects. Opportunities to volunteer are sent by email through *Sign-Up-Genius* or by email from the principal. Parents who cannot complete service hours are asked to pay \$160 in lieu of hours to support the school. All parents volunteering at the school and interacting with students must be Virtus trained.

## **HARASSMENT POLICY**

Christ the King School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any of the following:

**Verbal Harassment:** Derogatory comments and jokes, or threatening words spoken to another person.

**Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
- Conduct which has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to

- Making unsolicited sexual advances and propositions.
- Using sexually degrading words to describe an individual or an individual's body.
- Displaying sexually suggestive objects or pictures.
- Telling inappropriate or sexually related jokes.
- Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Christ the King School to:

- Implement this policy through regular meetings with all administrators, including the pastor, ensuring that they understand the policy and its importance.
- Make all faculty, staff, students and parents aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.
- Establish practices designed to create a school environment free from discrimination, intimidation or harassment.

It is the student's responsibility to:

- Conduct himself or herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the principal; discontinue any actions perceived as discriminatory, intimidating or harassing.



## **COMPLAINT FILING AND INVESTIGATION PROCEDURES**

The following procedures must be followed for filing and investigating a harassment claim:

- The student may first choose to tell the individual causing the harassment that his or her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or to the regional supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave throughout the course of the investigation.
- Once the facts of the case have been gathered, the principal, in consultation with the regional supervisor, and, in the case of parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
- If the complaint is against a non-employee or non-student such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

## **CHILD ABUSE POLICY**

Section 11166 of the California Penal Code requires any childcare custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency, who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency, immediately or as soon as practically possible, by telephone, and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. Christ the King adheres to the procedures for the implementation of the *Child Abuse Policy*.

## **NON-DISCRIMINATION POLICY**

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

