Christ the King Catholic School

Student Handbook
Pre-K - 8th Grade
2021-2022

Mission Statement
"To care for each child's soul by blending Catholic values and discipline into a quality academic education."

The provisions contained in this handbook may be changed at anytime, with or without notice. This handbook is not an all inclusive summary of all rules governing student conduct and behavior.

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GOSPEL VALUES
2021-2022

CALL
First Trimester

But now, thus says the Lord,
who created you, O Jacob, and formed you, O Israel:
Fear not, for I have redeemed you;
I have called you by name: you are mine.
Isaiah 43:1

VOCATION
Second Trimester

There are different gifts but the same Spirit;
there are different ministries but the same Lord;
there are different works but the same God who
accomplishes all of them in everyone.
1 Corinthians 12: 4-6

SERVICE
Third Trimester

Whatever you do, whether in speech or in action,
do it in the name of the Lord Jesus.
Give thanks to God the Father through him.
Colossians 3:17

Belief Statements

We believe…

1. Catholic schools exist to enable students to learn the traditions and doctrines of the Catholic Church and to carry out the Gospel message of Jesus Christ in their daily lives.
2. Each student in Catholic schools experiences the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society.
3. Catholic schools and parishes are partners with parents in the education of the children.
4. Catholic school educators apply research-based curriculum and instructional strategies that enhance the learning of all students.

Christ the King Board of Education

The members of the Christ the King Board of Education want to welcome you to the new school year. Each new school year brings new possibilities to strengthen the partnership with you, our students and parents. This Student handbook represents all the policies and expectations that CKS sets forth for its students. The faculty, staff, and administration of the school look forward to working with you!

GENERAL INFORMATION

ORGANIZATION

The organizational structure for Christ the King School includes the Diocesan Board of Education and Superintendent of Schools, Christ the King Board of Education, pastor, principal, teachers, parents, and students.

School Administration – Christ the King School employs an accredited, professional full-time principal licensed by the State of Iowa. The major responsibilities include: faith leader of the school, personnel director, educational leader, management/administration, public relations and planning and development. The principal is employed by the parish and has direct accountability to the pastor and Christ the King Board of Education.

School Faculty – The faculty of Christ the King School is comprised of fully accredited, professional teachers. All the teachers hold current licensure in the State of Iowa and are qualified to teach in the subject areas to which they are assigned. Faculty members in grades K-5 are hired primarily as self-contained classroom teachers. Teachers in grades 6-8 work in their areas of expertise and certification. Additional specialists are employed in the areas of English Language Learners, Reading Resource, Guidance and Counseling, Physical Education, Art, General and Vocal Music, and Instrumental Music. The faculty is regularly observed and evaluated by the school principal.

NOTICE OF NONDISCRIMINATION

It shall be the policy of the Diocesan Board of Education that all religious education programs, schools and youth ministry programs follow practices that do not discriminate on the bases of age, sex, race, or national origin. In addition, schools shall comply with Titles VI and IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act as such may apply to diocesan schools. Please contact Superintendent of Diocesan Schools Donna Bishop, 237-5013, for grievance procedures.

UNIVERSAL PRE-K NONDISCRIMINATION

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have (or your child has) been discriminated against or treated unjustly at school contact Daniel Thole;
email: dthole@cksdesmonines.com.

ADMISSION POLICY

Christ the King School Board of Education welcomes and strives for the opportunity for a Catholic education to all who can be accommodated. However, accommodations may be limited due to space, personnel limitations, and in compliance with the guidelines set by the Diocesan Board of Education.

Christ the King Board of Education will adhere to the following policy for the admission of students if a class reaches capacity:

1. Members of families presently enrolled at Christ the King School.
2. Children of Christ the King Parish and School employees.
3. Children of registered, active members of Christ the King Parish.
4. Children of registered members of other Catholic parishes.
5. Children of those not registered in any Catholic parish.

Within each of the above priority rankings, the following criteria shall be considered in admitting students to Christ the King School:

- Regular Mass attendance.
- Length of membership at Christ the King Parish.
- Involvement in parish activities.
- Fulfillment of annual tithing commitment.
- Religious education students

A waiting list will be created once a class is filled to capacity. The following guidelines will be used with students on the waiting list:

1. The waiting list will be maintained in the school office.
2. Each time an opening becomes available, the waiting list will be re-evaluated according to the above criteria.

ADMISSION AND TRANSFER OF NEW STUDENTS

A screening process will be used with each new student. The screening process shall include receipt and review of the student's records from his/her previous school. The previous school may be contacted for additional information. Any student transferring from another school will be accepted for a nine-week probationary period. During the probationary period the child will be evaluated to ensure that he/she will receive the greatest benefit from the Christ the King School environment.

If it is decided that the child could benefit more from another type of educational program not available at Christ the King School, permanent admission will be denied. This decision will be explained to the parents at a conference. The child's best interest will always be given top priority throughout this process.

ACADEMIC ACCOMMODATIONS

Student Support

Kari Barrington is the Student Support coordinator for Christ the King Catholic School. Please feel free to contact her at kbarrington@cksdesmoines.com or call 515-285-3349.

At Christ the King Catholic School, we take into account the needs of qualified persons with disabilities in determining the aid, benefits, or services to be provided under these programs or activities.

By definition, a "student with a disability" means: Any student who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. 34 C.F.R. 104.3(j)

By major definition "major life activities" include: functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Through the Diocesan Office of Schools, Christ the King School has the services of the Superintendent of Schools and two Coordinators of Schools. Through Des Moines Public Schools, the following personnel are available: psychologist, audiologist, speech therapist and educational consultant. Des Moines Public Schools also provide Title I Reading to those students who qualify. An informational meeting to inform parents about the school's participation in Title I, Part A programs will be provided at Back to School Night.

Christ the King School along with Des Moines Public Schools *first* utilize a problem solving approach if students experience difficulty at school. If necessary/applicable problem solving is unsuccessful, Christ the King School may also utilize the services of Des Moines Public Schools for screening of students as well as evaluation of students with parental approval. These screening and testing services are funded through taxes and available free of charge.

TUITION AND FEES

Christ the King Parish financially supports Christ the King School through an annual subsidy. For the 2020-2021 school year, this subsidy amounts to roughly 67% of the cost to educate each student. Tuition and registration fees are assessed to parents/guardians and are subject to change each year.

2021-2022 Tuition

	Active Parishioner	Non-Parishioner
1st student	$3,750	$4,750
2nd student	$3,550	$4,550
3rd student	$2,900	$3,900
4th student	$2,500	$3,500

Any student transferring mid-year into Christ the King School will pay prorated tuition.

*(**Christ the King Pre-Kindergarten participates in the Statewide Voluntary Pre-Kindergarten Program/Universal Pre-Kindergarten Grant which provides **free tuition** to 4-year-old Pre-K students during the academic portion of their day. This component of tuition for 4-year-old Pre-K program will be covered at 100% if the grant is approved for the 2021-2022 school year.)*

Tuition Assistance – Families in need of tuition assistance may apply for diocesan help from the Catholic Tuition Organization or parish help from Guardian Angel. Application forms are available in the school office and on the school website. Families seeking tuition assistance are required to make monthly good-faith payments as set by the parish business manager.

SCHOOL HOURS

GRADE	START TIME	DISMISSAL
K-8 grades	8:10	3:20

Pre-Kindergarten operates with multiples sessions. The AM only session is 8:10 - 11:10 and the PM only session is 12:20 - 3:20. Full-day options for Pre-K are in place, as well.

Kids Club is available from 6:30 AM - 7:55 AM as well as 3:20 PM - 5:45 PM. Students can enter the building to eat breakfast after 7:35 AM, but we prefer drop-off after 7:55 AM for the school day.

Dismissal will begin at 3:20. **All students are to be off the school grounds within fifteen minutes of dismissal time** unless participating in a staff supervised school activity. If students must wait for a ride longer than fifteen minutes, school officials will be notified and the student will be sent to Kids Club which will result in additional fees.
If a student is being transported home in a different manner than usual, a note must be sent to the office at the beginning of the day.
Students are not to leave the school building or playground during the school day without written permission from their parents or guardians. If a student is to be picked-up during the school day, he/she is asked to bring a written note from home. Parents or middle school students are required to sign out in the office/middle school classroom before they leave and sign in when they return.
Students who walk to and from school must practice safe crossing procedures. Students are expected to observe and follow traffic lights to safely cross the busy intersections in the area. Parents are asked to review safe crossing procedures with their children periodically throughout the year.

BREAKFAST AND LUNCH PROGRAM

Lunchroom personnel prepare and serve federal Grade A breakfasts and lunches for the students and faculty. The cost of the school breakfast, lunch, and a la carte items will be determined by August 15th for the upcoming school year.
Free and reduced breakfasts and lunches are available for those families who qualify.
Students may buy hot lunch or bring cold lunches. Milk may be bought separately. All students are encouraged to try each food item served and/or taken.
Fast foods or food from restaurants may not be brought to students for lunch. Carbonated beverages may not be sent in student's lunches. We encourage parents to join their children for lunch at school rather than pick them up for lunches. If an off-campus lunch must occur, the child must be back at school in time for class or the student will be marked tardy.

EMERGENCY PROCEDURES

Crisis Management Plan

In the event of a crisis at Christ the King School, emergency response procedures are activated. Christ the King School maintains and frequently reviews its Emergency Response Manual. The safety of students is our first priority in any crisis situation. In the event of a crisis, parents are advised to go to the Southside Public Library located at 1111 Porter Ave.

Evacuation/Tornado Drills

In order to provide for a safe exit from the buildings in the event of fire or tornado, regular drills are held throughout the school year. Evacuation and tornado drills are practiced and a record of

dates and times for such drills are sent to the Superintendent's office. This is in accordance with the Iowa Code. Students are expected to follow directions in an orderly manner.

EMERGENCY SCHOOL CLOSINGS

Each Catholic school in the Des Moines area is responsible for making the decision concerning late starts and early dismissals or school closings.
Late starts will be two hours, which means the first bell will ring at 10:10am.
The bus will run if there is a late start.
There will be NO morning prekindergarten if there is a late start.
The decision to have a late start or no school will be made by 6:30am.

SEVERE WEATHER

During times of severe weather, it is advisable to be tuned to Channel 8 (KCCI) television should any emergency closing, delayed opening, or early dismissal be necessary. We will also send an email and communicate via Class DoJo. Please do not call the school in the event of a tornado warning. Your child will be well protected in the school building. Dismissal will be delayed until either the tornado alert has been lifted or you come and pick up your child.
When school or parish activities are cancelled due to inclement weather, all extracurricular activities held at Christ the King are also cancelled.

RECESS/WINTER

Students will go outside unless the temperature or wind-chill are 0 degrees Fahrenheit or below. Please dress students accordingly.

BICYCLES/SKATEBOARDS/ROLLERBLADES/MOPEDS/SCOOTERS:

Bicycles are brought to school at your own risk. Students are responsible for providing their own locks and locking their bikes. We encourage the use of bicycle helmets. Bicycles must be parked in the designated areas. The school is not responsible for lost or stolen bicycles. Bikes are not to be ridden on the playground, sidewalk surrounding the school, or any time during the school day. They must be walked to and from the area when on parish property.
Skateboards, rollerblades, scooters, or mopeds are not allowed on the parish premises at <u>any</u> time.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell-phones, laser pointers, iPods, (or any mp3 device), electronic games/toys, and other electronic devices are not to be possessed by students during school hours. **If they are possessed by the student during school hours, they will be confiscated and returned directly to the parent. If they are possessed by the student during school hours a second time, they will be confiscated and returned at the end of the trimester directly to the parent.** Christ the King School is not responsible for the safety or upkeep of such items.

If extenuating circumstances exist for a family, a <u>prior</u> exception may be made with the approval of the school principal. The child will be required to leave the device in the school office/middle school classroom during the school day.

SCHOOL PROPERTY

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages or destroys school property, the student

will be expected to pay the expenses involved to replace the item. The cost of the item will be included on the tuition statement.

ALLEGATIONS OF ABUSE BY A CHRIST THE KING EMPLOYEE

Christ the King employees are prohibited from physically abusing (striking a student, sexual abuse) students. Students who wish to allege abuse from a Christ the King employee can report the alleged abuse to the Level One Investigator: Daniel Thole, Principal, at 285-3349.
Level Two Investigator: Kathy Lee Collins, JD, at 255-6014 or 664-2181.

RIGHT TO AMEND

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

UNIFORM DRESS CODE

The following pages contain the uniform dress code. Parents and students are expected to follow the regulations. **If something is not listed in the uniform dress code it is not acceptable for school.**

CHRIST THE KING UNIFORM REGULATIONS
GRADES K – 5 2021-2022

PANTS	• Solid navy pants (twill, corduroy, cotton/blend). • No denim, knit, side leg pockets, extra zippers, decals, or wide leg bottoms.
SHIRTS	• Navy, white, or light blue, cotton or cotton blend. • Polo style, button down dress shirts, mock turtlenecks, or turtlenecks, either long or short sleeves. • Shirts must be tucked in for Mass and other school-wide events.
SWEATSHIRTS	• Navy CKS approved crew neck or hooded sweatshirt only. • No hooded sweatshirts are permitted at Mass.
SWEATERS	• Solid navy or solid white. • Crew neck, v-neck, or cardigan. • Must wear a shirt with collar underneath.
SOCKS/ SHOES	• Sensible socks and shoes or tennis shoes with closed toe, closed heel, and low heels. Boots are only for outdoor play.
GIRLS (optional)	• Girls may wear navy capri pants (same material rules as pants). • Navy blue plaid uniform jumper. Must wear shirt with collar underneath. • May wear navy leggings with jumper only. • May wear white or navy knee-highs or tights at any time.

WARM WEATHER **(April 1 – Oct. 31)**	• Solid navy walking shorts, skirts, or skorts are permitted (same material rules as pants). • Shorts and skorts must be no more than four inches above knee. • CKS T-shirts (white or navy) are also permitted but must be tucked in.
HAIR STYLES	• Only natural hair colors are approved. • Administration will have sole authority on questions of distracting hair styles.
JEWELRY	• Small cross or religious medal on chain (necklace) is permitted. • Earrings on pierced ears only. Single pair of post earrings, one in each ear. No cartilage earrings allowed. • No other body piercing is permitted. • Tattoos, real or wash off, are not permitted. • Boys may not wear piercings.
PHYS. ED.	• Grades K through 5 do not change for physical education.
OUT OF UNIFORM DAYS	• All jeans, slacks, pants, and shorts must be in good condition and good taste (denim, twill, corduroy, cotton/blend). No torn jeans. Cargo pants are acceptable. No sweat pants or sweat suits. Girls may wear leggings with a dress/skirt. • T-shirts or sweatshirts with words or pictures are acceptable as long as they don't promote non-Christian values, violence, or the use of drugs, alcohol, or tobacco. Shirts must have at lease short sleeves. • Socks must be worn. Shoes must follow regular dress code rules. • Students may lose a jean day if inappropriate clothing is worn.
UNIFORM VIOLATIONS	• First offense: Note sent home from the teacher indicating violation, must be returned signed by the parent. • Second offense: Phone call from the teacher to the parent. • Third offense: Child will be sent to the school office and the parent will be required to provide appropriate uniform clothes immediately. • Appropriate uniform clothing may be requested at any time.

CHRIST THE KING UNIFORM REGULATIONS
GRADES 6-8 2021-2022

PANTS	• Solid navy or tan khaki pants (twill, corduroy, cotton/blend). • No denim, knit, olive or cream colored pants; no side leg pockets, extra zippers, decals, or wide leg bottoms. • Leggings are not approved unless under shorts, skirts, or skorts.
SHIRTS	• Navy, white, maroon, or light blue, cotton or cotton blend. • Polo style, button down dress shirts, mock turtlenecks, or turtlenecks; either long or short sleeves. • Shirts must be tucked in for Mass and other school-wide events.
SWEATSHIRTS	• CKS approved crew neck or hooded sweatshirt only. • No hooded sweatshirts are permitted at Mass.
FLEECE JACKETS	• Uniform CKS fleece • 8th Grade - Uniform Dowling Catholic fleece – Black only
SOCKS/SHOES	• Sensible socks, shoes, or tennis shoes with closed toe and no more than a two inch heel. Open backs are allowed if other shoes are brought for PE class.
GIRLS (optional)	• Navy or tan khaki capri pants (same material as pants)

WARM WEATHER (April 1 – Oct. 31)	• Solid navy or tan khaki walking shorts or skorts are permitted (same material rules as pants). • Shorts and skorts must be no more than four inches above or below the knee. • CKS T-shirts (white or navy) are also permitted but must be tucked in.
HAIR STYLES	• Only natural hair colors are approved • No facial hair • Administration will have sole authority on questions of distracting hair styles. • Boys - hair must be cut to a length above the shirt collar
JEWELRY	• Small cross or religious medal on chain (necklace) is permitted. • Simple bracelets and/or one watch are allowed – one item per wrist. • Earrings on pierced ears only. No more than two earrings on each lobe. Hoop earring may be no larger than a nickel. No cartilage earrings allowed. Dangling earrings may be no longer than one inch. • No other body piercing is permitted. • Tattoos, real or wash off, are not permitted. • Boys may not wear piercings.
PHYS. ED.	• Appropriate shorts (not more than four inches above or below the knee) and T-shirts. • Socks and tennis shoes.
OUT OF UNIFORM DAYS	• All jeans, slacks, pants, and shorts must be in good condition and good taste (denim, twill, corduroy, cotton/blend). No torn jeans. Cargo pants are acceptable. No sweat pants, sweat suits, or leggings. • T-shirts or sweatshirts with words or pictures are acceptable as long as they don't promote non-Christian values, violence, or the use of drugs, alcohol, or tobacco. Hooded sweatshirts are permissible. Shirts must have at least short sleeves. • Socks must be worn. Shoes must follow regular dress code rules. • Jewelry dress code rules apply. • Students may lose a jean day if inappropriate clothing is worn.
UNIFORM VIOLATIONS	• First offense: Note sent home from the teacher indicating violation, must be returned signed by the parent. • All other offenses: Middle school students will receive a demerit when they are not in compliance with the uniform dress code. • Appropriate uniform clothing may be requested at any time.

COMMUNICATION

BOARD OF EDUCATION

The Christ the King Board of Education affirms its support of the school, student responsibilities, and discipline policy, its intent is to support school staff who enforce these policies, and its intent to hold school staff accountable for implementation of these policies.
The Christ the King Board of Education typically meets once a month. Meetings are open to the public. All who are interested are encouraged to attend.

HOME AND SCHOOL ASSOCIATION

The Christ the King Home and School Association exists to actively support the school community. Home and School coordinates the school's volunteer and fundraising programs. All parents of Christ the King students, Christ the King staff and faculty are members of the Home and School Association. The Association meets once a month. Please check the monthly calendar for the date, time, and location. All are welcome to attend.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled in the fall and spring. **It is expected that all parents and middle school students attend scheduled conferences.** Specific conference times are scheduled for all students in grades prekindergarten through eighth. This is a very valuable time of sharing between parents and teachers about academics, growth in maturity, and the faith development of each child.

CONTACTING TEACHERS

Christ the King School encourages parents to contact a teacher as needs arise. Parents may request a conference at any time they feel a need to do so. Teachers are available to meet with parents before or after school. Please call or email to schedule a time that is mutually agreed upon by both parties. Often a telephone call, note, or visit can clarify points of concern about a child's progress as well as share good things that are happening.

GRIEVANCE PROCEDURE FOR PARENTS

If an occasion arises that a parent feels a problem has occurred at school, the procedure to follow is:

1. Contact the teacher involved with the problem. The principal will generally refer parents to the teacher if this step is not completed.
2. Contact the principal if the problem is not resolved.
3. If a parent does not feel an agreement has been reached, the problem may then be taken to

the pastor. If parents wish to speak at a board meeting, they must contact the board chairperson prior to the meeting date to be scheduled for Open Forum.

DUAL PARENT REPORTING

In the case of a student whose parents' marriage has been dissolved, the names and addresses of both parents should be sent to the school office. A certified copy of the Order of Dissolution, as well as any subsequent modification of the Order, should be on file. Unless otherwise decreed in the Order, information commonly made available to parents of any students in attendance (i.e.) notices of school functions, progress reports, appointments for Parent-Teacher Conferences, etc. will be provided to both parents upon request.

Divorced parents are asked to furnish Christ the King School with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

For the scheduled parent/teacher conferences in the fall and spring, only one conference will be scheduled for each student. Both parents are asked to attend the same conference so that similar questions can be addressed.

DISCIPLINE

PHILOSOPHY

It is the policy of Christ the King Parish Board of Education that all students develop and practice discipline in such a manner as to develop their potentials and encourage growth in self-discipline. The approved Christ the King discipline policy will be the basis of any disciplinary action.

Discipline is as fundamental in Catholic education as it is in Christian life just as discipline and disciple come from the same root word. The goal of discipline is the development of a mature person capable of self-control. School discipline is an outgrowth of good home training. Therefore, cooperation between home and school is essential. Christ the King School adopts and enforces rules of conduct to ensure the safety of students and to maintain a school environment that is conducive to learning.

The students at Christ the King School are entitled to learn and develop in a setting which promotes respect for self, others, and property. The school environment should encourage academic and social maturity and should promote the dignity and worth of each student in preparation for the responsibilities of adulthood. Learning should occur in a setting, which affirms and fosters the total well being of each person – physical, emotional, intellectual, and spiritual. School administration, staff members, parents, and student are charged with cooperating to develop mature, healthy, and responsible individuals capable of self-control.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdraw of a student if the administration determines that the partnership is irretrievably broken.

AREAS OF DISCIPLINARY CONTROL OF STUDENTS

- While on parish/school premises;
- While engaged in related school activities and functions, such as field trips, tours, and extracurricular activities such as basketball games;
- Conduct of students away from the school grounds, including virtual, is subject to school discipline if student behavior is detrimental to the reputation of the school.

TK - 8 CORRECTIVE CONSEQUENCES

Appropriate behaviors are taught to students throughout the school day. When a student exhibits an inappropriate behavior, the Christ the King School staff follow are series of corrective consequences to help the student learn the appropriate behavior. The matrix developed by the Christ the King School staff is located in Appendix C.

ANTI-HARASSMENT AND ANTI-BULLYING (see Bullying Flow Chart in APPENDIX B)

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from undesirable and unlawful verbal and physical harassment, bullying and/ or hazing. Schools must develop and incorporate programs to eliminate harassment, bullying and hazing. (IAC 2808.28)

School personnel, coaches, sponsors and volunteers who are found to have violated this policy shall face disciplinary action which may include placement on temporary leave and/or termination.

The principal shall ensure that the harassment, bullying and hazing policy and procedures (Appendix B/C) are printed in the Handbooks and shall contain the following statement: The diocesan Catholic Schools Policy on harassment, bullying and hazing can be found at www.dmdiocese.org Catholic Schools, About Catholic Schools, School Policies and Regulations.

The policy shall be integrated into the school's Comprehensive School Improvement Plan (CSIP). Volunteers should receive a copy of the school's harassment, bullying and hazing policy.

The principal or the principal's designee is responsible for collecting data relating to incidents of harassment, bullying and hazing. This data must be reported in the spring Basic Education Data Survey (BEDS) and to the local public annually.

Nothing in this policy shall be construed to impair the school's ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behavior or lifestyles that are inconsistent with Catholic teachings.

SAFE ENVIRONMENT

It is the goal of Christ the King School to provide all students, staff and parents with a safe and orderly environment. Any actions that violate these goals will result in consequences appropriate to the extent of the act as well as the age of the child, up to and including expulsion. These acts include but are not limited to violence, bullying and/or harassment.

Weapons or look-alike (i.e. toy guns) are not allowed on school grounds or at school sponsored events. Weapons will be taken from students and others who bring them onto the school property. When a weapon is taken from a student, the parent of that student will be contacted. Students who fashion weapons from pens and other materials will be disciplined.

If the administration deems it necessary, law enforcement may be contacted for any violation.

ACADEMIC PROBATION

Students will be placed on academic probation if their work is seriously neglected. Students and parents/guardians will be informed via the progress report and or/telephone calls, and/or written letters. If the student does not make appropriate progress to correct the situation, retention or expulsion will be considered or implemented. Parents/guardians are expected to call teachers if they feel an academic or behavior problem is present. (Please see Athletic Handbook for more specific details.)

ACADEMIC ELIGIBILITY
Extra curricular participation is permitted only when the student has satisfactory scholastic achievement. The student will be determined eligible by the classroom teacher and administrator following Athletic Council guidelines. The administration shall make the final decision in the event of a conflict.

TK - 8 DISCIPLINARY ACTIONS
Disciplinary actions are outlined in the Corrective Consequences matrix located in Appendix C. The following is a list of possible actions that are authorized to be taken in all cases of breach of school discipline:

A. Detention will be during non-academic time (recess, lunch, before or after school);

B. Exclusion from class or activities with the approval of the principal for a short period of time. This may include participation in school-sponsored activities, sport, or other events;

C. In-school suspension with the approval of principal for a period of time not to exceed five (5) days; parents will be notified in a timely manner. Credit will be given for class work that is made up. The principal may require the student to make up suspended time on weekends or make up suspended days at the end of the school year;

D. Suspension of the student to his/her home, with the approval of the principal for a period of time not to exceed five (5) school days. The Pastor and Board Chairperson will be notified in a timely manner. Suspension of the pupil to his/her home is intended to acquaint the parents with the seriousness of the discipline problems and to secure their cooperation in solving them. The suspended student will not be readmitted to school unless a parent confers with the principal. Credit will be given for class work that is made up. The principal may require the student to make up suspended time on weekends or make up suspended days at the end of the school year;

E. Expulsion: It is the policy of Christ the King Parish Board of Education that serious and/or repeated infractions of school regulations may lead to expulsion. Students are always to conduct themselves as Christ the King School students and exhibit the behaviors expected of such students. Expulsion of students may occur in these areas: severe breaking of discipline policy, unwillingness to perform academically, and failure of parents to cooperate in working out a tithing/tuition plan. In addition, a student may be expelled whose presence in school would be injurious to the health or morals of other students or to the welfare of the school. This policy goal is to consider expulsion as a means of last resort. Every effort will be made to encourage students to perform satisfactorily. This may include referring the student and his or her family to a local community resource for counseling. If all avenues have been exhausted, however, and no adequate solution attained: then an expulsion will result. The school's administrator and the pastor, who may elect to consult the Board of Education, shall have the authority to administer an expulsion

when in their collective judgment it is deemed necessary and appropriate. The administrator shall then inform the school board and pastor of the action taken. Any student who has been expelled may appeal that action to the Christ the King Parish school board and pastor. Re-admission after expulsion may not take place for one semester and only with the explicit permission of the school board and pastor.

UNIVERSAL PRE-K DISCIPLINE AND GUIDANCE

In the UPK program, our overall goal is to prepare children for kindergarten. To support this goal, we provide our students guidance and practice in developing social skills. Our teachers in Pre-K will use positive reinforcements for behavior just as we do in Tk-8. When a child's behavior affects his/her ability to handle the classroom environment, a meeting with the school team and support staff will occur. The team may be made up of the following people: parent/ guardian, teacher, teacher associate, nurse, social worker, and Special Education staff. This team will develop a plan to assist the child.

RESTRAINT, CORPORAL PUNISHMENT, AND PHYSICAL CONFINEMENT AND DETENTION

State law forbids schools employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. Whenever physical contact, reasonable force in self-defense, or physical restrain are used, it shall be reported immediately to the principal, and parent(s) shall be notified.

Factors determining reasonable and appropriate actions are:

1. Age
2. Physical stature and strength of student
3. Previous history
4. Maturity of the student
5. Seriousness of the infraction
6. Apparent motive and state of mind
7. The nature of the danger to the student or the nature of the danger to another.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

STUDENT SEARCH/CONTRABAND

A. NO CONTRABAND ALLOWED. In the interest of maintaining the health, safety and good order of the school environment, students shall not have items of contraband in their possession or control on school grounds, on school vehicles, or while attending school activities or events. Items of contraband include controlled substances which have not been validly prescribed, apparatus used for the

administration of controlled substances, alcoholic beverages, tobacco products, weapons, explosives, poisons, inhalants, stolen property or other devices or material which are intended to interfere with school order. Certified school employees may without a warrant search a student, a student's belongings, students' lockers, desks, work areas or vehicles under the circumstances outlined below in order to maintain the safety, health, discipline and order of the school environment.

B. REASONABLE SUSPICION. Searches of students, their clothing, pocketbooks, briefcases, book bags, duffel bags or other personal containers in the immediate proximity of the student, searches of lockers, desks, other work stations which a student may lock (except for periodic inspections) will be conducted if there is a reasonable suspicion that a criminal offense or a school rule (including the rule prohibiting possession of contraband) has been violated by the student(s) being searched and that the search will produce evidence of such violation.

C. PERSONAL SEARCH. Authorized personnel with a witness present may ask a student to empty his/her pockets, handbag, briefcase, book bag, duffel bag, or other personal belongings when there is reasonable suspicion that the student has contraband in his/her possession. If the student fails to comply, an administrative staff member or his/her designee with a witness may search the student or his/her belongings. Except in cases of emergency (e.g., it is believed the student may harm himself/herself or others), other staff members shall not conduct a search. If contraband is found in a personal search, appropriate disciplinary action may be taken.

D. LOCKERS AND OTHER LOCKED FACILITIES.

    1. Lockers, desks and other facilities remain at all times property of the parish/ school, even though temporarily assigned to students. Lockers, desks and facilities may be periodically inspected for cleanliness, missing school property and evidence of damage. 24-hour advance notice may be given of the date and time of inspection before periodic inspections are made of lockers or other facilities which students are permitted to lock. Written notice need not be given; oral notice may be given through normal school channels. If contraband is found in a periodic inspection, the student may be subject to appropriate disciplinary action, and items, which may be illegal to possess, may be turned over to law enforcement authorities.
    2. Authorized personnel with a witness may request a student to open his/her locker or other assigned facility which may be locked by the student and disclose its contents when there is a reasonable suspicion the student has contraband in the facility. Facilities that are not allowed to be locked by students may be inspected or searched at any time. If the student fails to comply authorized personnel with a witness may search the locker or other facility. If contraband is found the student may be subject to appropriate disciplinary actions, and items that may be illegal to possess may be turned over to law enforcement authorities.

E. SEARCHES BY LAW ENFORCEMENT OFFICIALS. Law enforcement officials will not be allowed to search students, their belongings, desks, lockers or vehicles on school premises unless pursuant to an arrest, a valid warrant or other reason allowed by law.

The law as to private schools and search and seizure is clear. A private school, while respecting a student's and employee's property, may, nonetheless, with or without probable cause, search person, lockers, books, bags, and other possessions since the search is not conducted by "public" authorities as opposed to "private" authorities. That is to say that search and seizure may happen at a private institution without constitutional safeguards. It is the policy of Christ the King School to respect peoples' constitutional rights and to balance those rights against the responsibility of the school to insure a drug/weapons free environment.

With respect to due process, the due process clause of the state of Iowa and United States Constitutions do not impact on the private school setting. Christ the King School may suspend or terminate a student's attendance with or without due process. As used here due process contemplates a hearing and notice prior to a student being deprived of any significant right. It is the policy of Christ the King that due process does not limit in any way the ability of Christ the King School to suspend or expel any student it deems undesirable. Hearing and notice are gratuitous and are not mandatory under Christ the King policy.
These policies are intended to acknowledge that the school and parish are ultimately responsible for the environment and atmosphere at the school and are not subject to public authorities.

RIGHT TO WAIVE
The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

GRADING/RECORDS

GRADING
The following marking code is used on progress reports to parents.

Grades K-8
4 = Masters grade-level standard with excellence
3 = Achieves grade-level standard
2 = Progressing toward grade-level standard
1 = Attempts; not meeting grade-level standard
ID = Insufficient Data

Grades 6-8

A+	=	97	-	100	C+	=	77	-	79
A	=	94	-	96	C	=	74	-	76
A-	=	90	-	93	C-	=	70	-	73
B+	=	87	-	89	D+	=	67	-	69
B	=	84	-	86	D	=	64	-	66
B-	=	80	-	83	D-	=	60	-	63

F = Does Not Meet Minimal Class Requirements - Remediation Necessary
ID = Insufficient Data

** Grades 6-8 are graded on Standards Based Grading and traditional letter grading.

PROGRESS REPORTING TO PARENTS
Progress reporting and student assessment is based on the overall philosophy and mission statement of the Catholic Schools of the Des Moines Diocese. The purpose of the progress report is to inform parents of their child's efforts and accomplishments.

The Official Diocesan Progress Report evaluates students purely on the basis of the individual student's ability, rather than in relationship to the academic ability of other students in the same class or grade level. Effort is the key, and a grade is earned. It is not a gift or a punishment from a teacher. It is important that parents encourage their children to do their best work.

MIDTERM REPORTS
If a middle school student is receiving a "D" or "F" at mid-term, the parents will be informed in writing. It is the role of the student, parent, and teacher to devise a plan, which will create the opportunity to improve the grade by the end of the trimester.

INSUFFICIENT DATA
Students who receive an ID at the conclusion of a trimester shall have two weeks to complete the required work. The student and the guidance counselor will develop a completion plan. Students must complete the plan to receive a passing grade. The classroom teacher will notify parents at the end of the two weeks with the trimester grade.

COURSE FAILURE
If a student is on the verge of failing their grade, the following process will be put in place.

1. The teacher will inform the parents and the principal as soon as it is evident that a student is not meeting class requirements and is likely to fail at the end of the school year.
2. If the student does not improve after parental notification, a staffing will be held to gain further insight into the student's problems. A plan of action will be developed and the teacher will monitor the student's progress.
3. The teacher will continue to inform the principal about the student's progress. If the progress is still unsatisfactory by midterm of the third trimester, the principal will inform the parents in writing of the likelihood of failure for the year and the need for remediation to take place.
4. Before the teacher gives the F or ID as the culminating grade, the principal will review all documentation and give or decline permission for the F or ID to be given.

Satisfactory completion of remediation must be presented to the principal before school begins for the following year.

PROMOTION AND RETENTION
The teachers and administrator or Christ the King School will determine the advancement of students. Parents will be consulted in the event that retention is recommended. If parents decide to promote a student against the advice of Christ the King School Staff a waiver must be signed and maintained in the student's permanent file. The administrator may deny continued enrollment if the student is unwilling to perform academically.

STUDENT RECORDS
A permanent record of each student is kept on file in the guidance counselor office. According to the Family Educational Right and Privacy Act, parents may have the right to see their child's permanent record upon request. Anyone over the age of 18 has the right to see his/her records. Should parents/guardians wish to see the records of their child(ren), contact needs to be made with the principal. Student records are private property and are submitted only when lawfully requested.

STANDARDIZED TESTING
Iowa Statewide Assessment of Student Progress (ISASP) will be administered to grades 3 through 8. The results of the ISASP are charted and shared with parents. Test results are used for educational planning, program evaluation and school improvement.

FAST for mathematics and ELA will be given to grades K through 5.

MAP for mathematics and ELA will be given to grades 6 through 8.

GRADE POINT FOR MIDDLE SCHOOL STUDENTS

Full Credit Classes (meet every day):	**Partial Credit Classes (meet less than daily):**
Religion	Physical Education/Health
Language Arts	Art
Math	Music
Science	STEM
Social Studies	

Honor Roll

Students in grades 6 through 8 are eligible for the Honor Roll. Sixth and seventh grade students are eligible for the Honor Roll with all A's or B's in the full credit classes. A "C" or above is required in all other classes. Eighth grade students are eligible each trimester for the Honor Roll when a 3.00 grade point is achieved.

MAKE UP WORK

It shall be the responsibility of the student on the day of his/her return to arrange with the teachers for make-up work. All schoolwork missed because of an absence due to illness or family emergency will be made up within the number of school days that are double those of the absence, up to a total of six (6) make-up days unless the teacher and student come to an alternate agreement. Extended valid absence or individual needs will be valid consideration for an extension of time.

CHEATING

A primary purpose of school is for students to develop their academic skills. The only way for this to occur is if a student is honest in his/her efforts to grow and ultimately display their understanding of the content. If a student turns in work not furnished by himself/herself, then the student has compromised his/her own ability to continue to develop. Students should ask teachers or parents for help when they need assistance or assignment clarification. Students who give or take homework or test answers will be receive the following disciplinary actions:

- Students will complete the assignment or test again in detention.
- The student will write a letter to parents/guardians.
- The teacher will notify the parents/guardians concerning the offense.
- Middle school students found cheating will not be eligible for the honor roll that grading period.

HEALTH AND WELLNESS

ATTENDANCE

Philosophy – Success in school and regular attendance have a strong correlation. While it is possible for an absent student to make up most of the schoolwork missed, it is impossible to completely compensate for absences from the classroom. Regular attendance and punctuality is expected of ALL students. We believe regular attendance is necessary for the student to receive the maximum benefits from the instructional program and to develop firm habits of punctuality, self-discipline, and responsibility. Students who arrive after 10:00 AM and leave before 2:00 PM are counted as ½ day absent.

ABSENCE FROM SCHOOL

- **Parents are required to notify the school (515-285-3349 or** https://cksdesmoines.com/report-absences**) before 8:30AM if a child is to be absent or tardy that day**. If the school has not been notified, the office will contact the parents after 9:00AM.
- It is a parent's responsibility to see that the child attends school as required by the Iowa Compulsory Attendance Statute.
- Please arrange appointments so the student does not miss school. Vacations that result in absence from school are discouraged.
- Scheduled appointments during Mass time are forbidden. The principal and pastor will have sole authority of approving scheduled absences during this time.
- The student is responsible for completing missing work.
- Any absence excused or unexcused will be recorded as time absent from school.

EXCUSED ABSENCE

- Personal illness
- Death or serious illness in the immediate family
- Other verified emergencies
- All other absences must be approved by the administrator

UNEXCUSED ABSENCE

- School was not contacted as the reason for the absence
- Notification was not made for a preplanned absence
- Approval was not received by the administrator

In the event an absence is deemed unexcused by the principal, the student may receive no credit for work due or completed in class that day.

OTHER ABSENCES

Physical Education Absence – All students who are physically unable to participate in physical education are required to have a written excuse from their physician. The excuse must be given to the school office who will notify the teacher.

Preplanned Absence – If a student is to be gone from school for a vacation the teacher must be informed at least one week ahead of time to arrange school work and assessments.

Take Your Child to Work Day – This event will not be an excused absence at Christ the King School. The school calendar allows for several all day inservice days when children are not in school and may visit work.

CONSEQUENCES FOR FREQUENT ABSENCES

Seven Absences in a Trimester

The classroom teacher will initiate a review if a student has been absent seven times in a trimester. Considerations for this review include:

• The student's record as to the nature of the absences
• Whether work is being made up
• Whether satisfactory progress is being made.

Depending on the findings in this review, the teacher may conference with the principal. The parent/guardian may be contacted by telephone, email, and/or mail regarding the student's absence record.

Ten Absences in a Trimester

When a student has been absent ten times in a given trimester the classroom teacher will conference with the principal reviewing the nature of the absences and the student's progress. This conference may result in one or more of several actions, including, but not limited to:

• Referral to an attendance review panel that may include the principal, counselor, B.A.T., pastor, and school nurse
• Require a written doctor's excuse for all future absences
• A home visit by the school nurse to assist with health maintenance issues
• Referral to the Polk County Attorney's Office.

Twenty Days Absent in a School Year

After twenty days absent for the year, a meeting with parents, teachers, and the principal may be held to determine promotion.

TARDINESS

Students coming to school tardy must stop in the school office when they arrive at school and let school personnel know they are present.

If a student has 10 or more unexcused tardies for a trimester, a conference will be held with the parent, teachers, and principal during parent/teacher conference time.

TRUANCY

A student is considered truant if he/she is absent from school without the knowledge and consent of his/her parents or guardians or if the student's absence is unexcused. If a student is truant more than 10 days in a school year a referral will be made to the Polk County Attorney's Office.

HEALTH SERVICES

Our school is served part-time by a school nurse (RN) who monitors illness, student health records and maintains a health file on each student to meet health records for the State of Iowa. Vision screening is conducted on students in Preschool and Kindergarten and on students where a concern is identified. Heartland AEA conducts hearing screening on students in grades PK-5

annually. Health Care Plans are required by the State of Iowa for students who have health issues that do or may affect their educational process. The school nurse develops a care plan in coordination with parents (usually through written interview), the education staff and physician as necessary. The State of Iowa requires up-to-date immunization records. Physical examinations are required for students entering or in grades PK, K, 4 and 7. In addition, students entering kindergarten are required to submit dental records, vision screening, and proof of lead screening. A copy of the examination will be required for the student's school health file. Athletic physical examinations are required annually for all students participating in school athletics. Parents are asked to complete a health update form on their student annually.

Parents who are working or going to school are encouraged to have a "back-up" plan for a sick child.

Common Child Illnesses and Exclusion

A child should be temporarily excluded from an education or child care setting when the child's illness causes one or more of the following:

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 2 months (e.g., sore throat, rash, vomiting, diarrhea).
- A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. A fever is defined as:
    - A temperature that is above 101 degrees F [38.3 degrees C] by any method.

ILLNESS	EXCLUDE	RETURN TO SCHOOL
Chicken Pox	Yes.	When all blisters are crusted with no oozing (usually 6 calendar days) and resolution of exclusion criteria.
COVID-19	Yes.	10 calendar days after symptoms start and 24 hours with no fever and improved symptoms OR 10 calendar days after positive test (if no symptoms).
Diarrhea (infectious)	Yes (there are special exclusion rules for E.coli 0157.H7, Shigella and cryptosporidiosis).	When diarrhea stops and health care provider and public health official states the child may return.

Diarrhea (non-infectious)	Yes, if 2 or more loose stools in 24 hours or blood in stool.	When diarrhea stops and resolution of exclusion criteria
Fifth Disease	No. Unless child meets other exclusion criteria.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Hand and Mouth	No. Unless child meets other exclusion criteria. Or is excessively drooling/ mouth sores.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Head Lice (Pediculosis)	No. Unless child meets other exclusion criteria.	Treatment of anactive lice infestation may be delayed until the end of the day. Children do not need to miss school or child care due to head lice. Treatment recommendations can be found here: https://www.cdc.gov/parasites/lice/head/treatment.html
Impetigo	Yes, exclude at the end of the day if blisters can be covered.	After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.
Influenza	Yes.	When child is fever free for 24 hours and resolution of exclusion criteria.
Molluscum Contagiosum	No. Unless child meets other exclusion criteria.	Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.
MRSA	No. Unless child meets other exclusion criteria.	Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene.
Otitis Media (Ear Infection)	No. Unless child meets other exclusion criteria.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.

Pertussis (Whooping Cough)	Yes.	Child may return after 5 calendar days of antibiotics and resolution of exclusion criteria.
Pink Eye (Conjuctivitis)	No. Unless child meets other exclusion criteria.	Child does not need to be excluded unless healthcare provider or public health official recommends exclusion. Resolution of all exclusion criteria.
Ringworm	No. Unless child meets other exclusion criteria.	Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share 5/2021 clothing, bedding or personal items.
Strep Throat	Yes.	When resolution of exclusion criteria and after 24 hours of antibiotic.
Vomiting	Yes.	When vomiting has resolved and resolution of exclusion criteria.

Exclusion criteria based on the Iowa Department of Public Health guidelines.
https://www.idph.iowa.gov/Portals/1/userfiles/128/childhood_illness.pdf

Toilet Training

- Children who are not potty trained can attend preschool and pre-k. The goal of our of our toilet training policy is to promote developmentally appropriate self-help skills and independence.
- If your child is not toilet trained, teachers will ask for your help in developing a toilet training plan for your child that is appropriate to his/her needs. This plan will include full involvement from you as the parent/guardian.
- Expectations for families may include frequent toileting of the child while at home, establishing a consistent routine, providing extra clothing/diapers/pull-ups/wipes for use at school if needed. Pull Ups are preferred to help encourage the child's independence.
- All families are encouraged to keep a change of clothing for their child at school, in case of toileting accidents, or spills.
- Please contact the school nurse for more information or to see the complete Toilet Training Policy.

HEALTH CARE PLANS
The Iowa Administrative Code 281--41.23(281) states the definition of "individual health plan is the confidential, written, preplanned and ongoing special health service in the education program. It includes assessment, planning, implementation, documentation, evaluation and an emergency plan. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team." The Administrative Code further states prior to the provision of special health services a written individual health plan is on file [IAC 281--41.23(1)(b)(4)].

ACCIDENT OR ILLNESS
In the event of a student illness or a major accident at school, the parent/guardian or emergency contact will be notified at once. The school will call parents if the student may need stitches, have a sprain, broken bone, severe vomiting, receives a head injury, or if emergency personnel have been notified. A note may also be sent home regarding the incident. No child is ever sent home until prior arrangements have been made.

ADMINISTRATION OF MEDICATION TO STUDENTS
Students may be required to take medication during the school day. Medication is administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The school nurse will maintain a record of course completion.
The principal is responsible, in conjunction with the school nurse, for developing rules and regulations governing the administration of medication, prescription and nonprescription, including emergency protocols, to students and for ensuring persons administering medication have taken the prescribed course and periodically review the prescribed course.

PHYSICIANS' NOTES ARE REQUIRED FOR:

1. If a student is absent from school for more than three consecutive days.
2. If a student needs to stay in from recess for more than one day following an illness. Recess is an important part of the school day and we want students to be well enough to participate when they return to school.
3. If a student requires exclusion from PE.

Cleaning and Sanitation Practices
To ensure the classroom is properly cleaned and sanitized, the school contracts with a cleaning company to ensure it is professionally achieved. The procedures include daily disinfecting of commonly touched surfaces, other daily cleaning items, weekly cleaning items, and monthly cleaning items executed by the contracted cleaning company.
To promote indoor air quality, aerosol, spray or other air fresheners, sanitizers or perfumes cannot be used in child occupied/used areas. Chemical air fresheners and sanitizers may cause nausea and an allergic response in some children. Odors should be controlled by ventilation and appropriate cleaning and disinfection.

PROGRAMMING

RELIGIOUS FORMATION

The religious formation of children is the primary reason for existence of Catholic schools. Thus, Christ the King School's religious education program is of special curricular importance. Scripture, doctrine, prayer and liturgy are related to children at their developmental level, beginning with their own experiences. Prayer is an important part of the day. It begins and ends each day, lunchtime and is experienced daily in religion class.

All children have the opportunity to celebrate liturgy together at least once a week. Mass is scheduled on Thursday at 8:30 AM. Parents, grandparents and friends are invited to attend school liturgies. Throughout the year students have the opportunity to receive the Sacrament of Reconciliation during the school day. Special service opportunities, renewal days and seasonal activities are shared throughout the year, as well.

SACRAMENTAL PROGRAMS

The Church recognizes parents as the primary educators of their children, as they are the first teachers in their children's lives. According to the United States bishops, parents have the "right and duty" to be intimately involved in the sacramental preparation of their children. This obligation springs from the commitment made by the parents at the child's baptism to form them in the Catholic faith.

The parish and school work together with the parents to provide a comprehensive approach to formation for the sacraments. The Christ the King Director of Faith Formation works to provide the parish element of sacramental preparation. The teachers provide the classroom component of this preparation.

Preparation of young people for the sacraments is a responsibility shared by parents, parish, school, and the candidates themselves. An opportunity for preparation for the sacraments of Reconciliation and Eucharist is offered in the second grade year.

All parents of children to receive Reconciliation and Eucharist are expected to attend meetings in preparation for these sacramental celebrations.

Appropriate and modest dress is expected at the celebration of the sacraments.

HUMAN GROWTH AND DEVELOPMENT

Human Growth and Development (as mandated by the State of Iowa) is integrated into the guidance curriculum at Christ the King School. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program. Parents are welcome to examine the materials used for this program. A parent/ guardian may request in writing that a student be excused from the class. Call the school office if you have questions about the program or would like to examine the materials.

FIELD TRIPS

Field trips are an integral and important aspect of education and will be utilized as real-life learning experiences for students. Field trips serve the educational program by utilizing those resources of the community, which cannot be brought into the classroom. Parents will be notified at least one week in advance of the trip. Information will be provided concerning the time, place, transportation arrangements, and cost. Signed **diocesan approved** parental permission slips for each student **must** be on file one day prior to the field trip. In some situations a fee will be requested to compensate for travel and admission costs. Teacher and adult supervision are provided for all trips. Transportation will be by school bus if at all possible.

Parents may be asked to help chaperone a field trip. **The teacher organizing the event will contact parents if there is a need.** Because of the nature of some field trips, additional chaperones cannot be added on the day of the event. Parents are asked to contact the organizing teacher if they would like to chaperone at least one week in advance of the trip.

Due to liability and responsibility, students may not leave from field trips with parents or other non-school personnel unless the parent makes the request by the morning of the field trip.

All students are required to attend field trips if they are eligible. Eligibility is determined by regular work completion and appropriate school behavior. Students not attending field trips may be required to complete homework related to the trip.

ACTIVITIES PHILOSOPHY

The mission of Christ the King School extra curricular programs is to provide all students an equal opportunity to learn and achieve the fundamental skills and develop the basics of an activity within the context of a quality program. Providing a foundation for future life skills, participants will also learn teamwork and good sportsmanship. Extra curricula activities will strive to give all participants an opportunity to represent their school and community well and extend the mission of the Diocese of Des Moines and Christ the King School.

The Christ the King Board of Education will provide a written handbook of guidelines to administer athletics at Christ the King School.

PAROCHIAL SCHOOL DANCE EXPECTATIONS

Each month during the school year, a Catholic school in the Des Moines metro area hosts a parochial school dance for 7th and 8th grade students. The dances are an opportunity for students from the metro Catholic schools to socialize and interact in a Christ-centered environment. The students represent the Catholic schools and are expected to act like Christians in word and deed. The Superintendent and Parochial School Administrators expect students attending school dances to abide by the following guidelines:

1) Adult chaperones are present at all parochial school dances. Students must obey, without question, the directions of the chaperones.
2) Harassing/bullying words or actions will not be tolerated.
3) Improper touch or provocative dancing will not be tolerated.
4) Students are to tell an adult chaperone immediately of any improper conduct.
5) Most host schools provide refreshments for students to purchase. No other items (snacks, drinks, glow sticks, silly string, etc.) are allowed.

Dress Code for Parochial School Dances
In effort to promote modesty, dignity, self respect, and respect of others, the following dress code will be enforced at all parochial school dances:

- No shorts or skirts. Jeans, pants, slacks, capris, corduroys are acceptable.
- Shirts must have sleeves. T-shirts, polo style, turtlenecks, button downs, sweatshirts, sweaters, fleece are acceptable. No sleeveless shirts, tank tops or strapless shirts.
- Shirts must fit appropriately. Bare midriffs, low cut, or tight shirts are not allowed and are not appropriate attire in keeping with the guidelines of modesty and dignity.

The parochial school dances are a privilege, not a right. This means the privilege can be taken away if a student's words, actions or attire do not merit the privilege. Students who misuse the privilege of attending the dance will be removed immediately and their parents will be contacted to pick them up.

***Sixth grade students may be invited to attend the May parochial school dance.

INVITATIONS
Private party invitations are never to be passed out at school unless all classmates are invited or all of one sex in the class are invited.

APPENDIX – A

Diocese of Des Moines Catholic Schools Policy #579

STUDENT PERSONNEL

Harassment, Bullying and Hazing

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from unlawful and undesirable verbal and physical harassment, bullying and/or hazing. Schools must develop and incorporate programs to eliminate harassment, bullying and hazing. (IAC 2808.28)

For the purposes of this policy harassment, bullying and hazing shall mean any electronic, written, verbal, or physical act or conduct toward a person which is based on any actual or perceived trait or characteristic of the student or school personnel, coaches, sponsors and volunteers which creates an objectively hostile school environment that meets one of more of the following conditions:

• Places a student or school personnel, coaches, sponsors and volunteers in reasonable fear of harm to their person or property;

• Has a substantially detrimental effect on the student's or school personnel, coaches, sponsors and volunteers' physical or mental health;

• Has the effect of substantially interfering with the student's academic performance or school personnel, coaches, sponsors and volunteers' job performance;

• Has the effect of substantially interfering with the student's or school personnel, coaches, sponsors and volunteers ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Electronic" shall mean any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

The phrase "trait or characteristic" of the student, school personnel, coaches, sponsors and volunteers as used in this policy includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

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The term "sexual orientation" means actual or perceived heterosexuality, homosexuality or bisexuality. The term "gender identity" means the gender related identity of a person, regardless of the person's assigned sex at birth.

Harassment, bullying and hazing may include, but are not limited to, the following behaviors and circumstances:

• Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

• Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

• Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

• Demeaning jokes, stories, or activities directed at the student or school personnel, coaches, sponsors and volunteers that have the purpose or effect of causing injury, discomfort, fear, or

suffering to the victim; and/or
• Unreasonable interference with a student's or school personnel, coaches, sponsors and volunteers' performance or creation of an intimidating, offensive, or hostile learning or working environment.
This policy shall be in effect while students are on school property, while on school-owned or school operated/leased vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.
Students who believe they or other students or school personnel, coaches, sponsors and volunteers are the victim of bullying, harassment or hazing should immediately report their concerns to the school principal or the principal's designee. The principal or the principal's designee will be responsible for handling all complaints by students alleging bullying, harassment or hazing. The school must promptly and reasonably investigate allegations of bullying, harassment and hazing. The investigator must consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment, bullying or hazing. (IAC 280.28)
Any individual who believes a person has been bullied, harassed or hazed may report the matter to legal authorities. Retaliation against a person because the person has filed a bullying, harassment or hazing complaint or assisted or participated in an investigation or proceeding is prohibited. An individual who knowingly files a false complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

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The principal shall ensure that the anti-harassment, anti-bullying and anti-hazing policy and procedures are printed in the Handbooks and shall contain the following statement: The Diocesan Catholic Schools Policy on harassment, bullying and hazing can be found at www.dmdiocese.org Catholic Schools, About Catholic Schools, School Policies and Regulations. The policy must be integrated into the school's Comprehensive School Improvement Plan (CSIP). The principal or the principal's designee is responsible for collecting data relating to incidents of harassment, bullying and hazing. This data must be reported to the Iowa Department of Education upon completion of the investigation.
Nothing in this policy shall be construed to impair the school's ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behaviors or lifestyles that are inconsistent with Catholic teachings.

Policy Adopted: January 31, 1994
Policy Revised: May 21, 2012
Policy Reviewed: March 25, 2013

APPENDIX – B

Appendix B

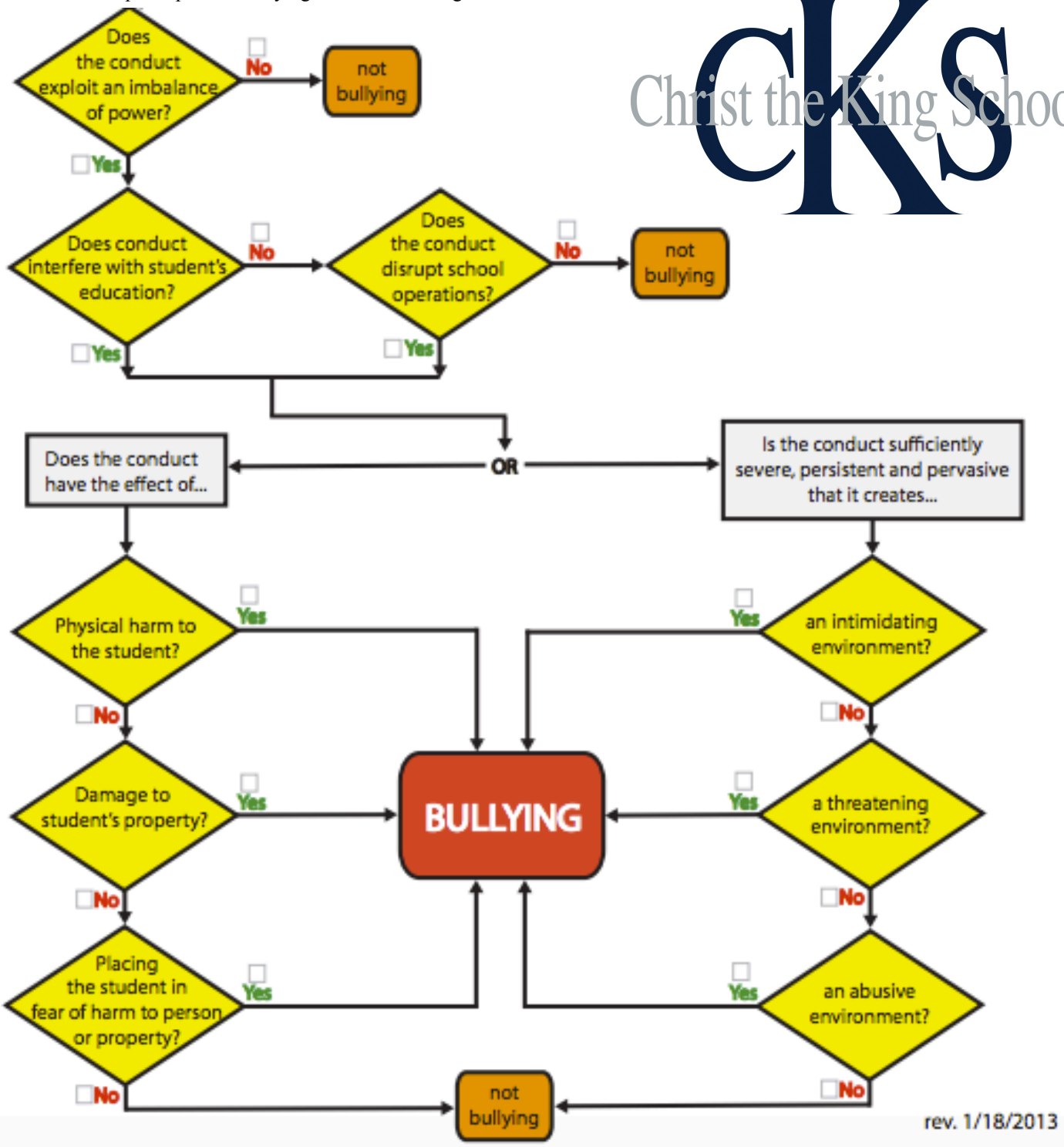
Corrective Consequences

Type of Behavior	Definition	Response
Minor Behaviors	Non-serious but inappropriate	
Physical Aggression	Intention is NOT to do harm Shoving another student out of the way to use the water fountain Rough play	Teaching Interaction Apology Time Out
Noncompliance	A student is running down the hall – you tell him to stop, and he doesn't A student is out of his seat but takes some redirection to sit down Failure to follow directions/expectations/ handbook rules Not raising hand/shouting out	Teaching Interaction Over Correction Verbal Reprimand Time Out
Destruction of property	Writing on a desk Not putting materials away Writing in a textbook Not using materials for its intended purpose – tipping back on a chair	Restitution Clean-up Apology
Abusive language	gay, retard, dummy, stupid, shut up, idiot, loser, friggin, frickin, sucks	Teaching Interaction Apology Non Verbal Cue Verbal Reprimand
Overt disrespect *Includes Lying*	Making faces Rolling eyes Student doesn't acknowledge teacher request *Delivers untrue messages to parents, teachers, or peers*	Teaching Interaction Over Correction Nonverbal Cue Verbal Reprimand Time Out
Harassment - Sexual	Verbal comment of a sexual nature – "You have a nice butt." Using slang terms for private body parts	Teaching Interaction Apology Home Contact
Bullying	***Nothing here – Bullying begins as a Major Behavior***	
Theft	Taking property without asking	Verbal Reprimand Return Property Home Contact
Disruption of instruction/activity	Pencil tapping Talking during silent reading /instructional time Inappropriate noises – farting noises, coughing without a cold	Teaching Interaction Over Correction Non Verbal Cue Time Out
Major Behavior	Serious infraction or behavior that does not improve with repeated interventions.	Office Referral may include any of the following: Guidance Counselor BAT Behavior Contract EFR Parent Conference In-school suspension

APPENDIX – C

Bullying Flow Chart

After researching other schools and policies we adapted this flow chart to follow our school philosophy. Our hope is this chart will help our students and families define bullying in our attempts to prevent bullying at Christ the King School.



APPENDIX – D

Universal Pre-School Curriculum and Assessment

Opening Group: We start each day as a whole group. We meet on the group area carpet. First, we sing a welcome song. Then, we do the "Days of the Week", the calendar and the weather. Next, we do "Question of the Day", Our "Daily Message", and a theme activity.

Small Groups: Students work in a small group with a teacher. During this time, we work on individual skill development in literacy, math, and social emotional skills. Some of the skills we work on throughout the year are letter naming, letter sound connection, rhyming, alliteration, sequencing, print concept, numeral identification, counting to 20+, making sets 1-10, patterning, subitizing, taking turns, and problem solving.

Learning Zones: Our classroom is divided into 6 learning areas called zones. The six zones are Math, Dramatic Play, Blocks, Art, Sensory/ Science, and Literacy. Each day the students select a zone they would like to work in. The teaching staff plans and changes zone materials and activities weekly. These materials are based on our current theme, and student interest, with the goal of developing their learning skills in all areas.

Math Zone: This zone provides students with the opportunity to learn basic math concepts. Students use a variety of manipulatives to count, sort, create patterns, identify numerals, make sets, work with shapes, develop fine motor skills, put together puzzles, and work cooperatively with others.

Dramatic Play Zone: At the beginning of the year this zone is called the house center. The materials in this zone change monthly based on our theme. This zone encourages students to role play, act out familiar stories or actions, take turns, share and trade items, use their imagination, and develop literacy and math skills.

Block/Construction Zone: Students use this zone to build and create. The teachers provide them with wooden blocks, hollow blocks, foam blocks, and cardboard blocks. The students use people, animals, the

dollhouse, cars, tracks, and Legos. Here the students build fine motor skills, and develop teamwork, creativity, and social skills.

Art Zone: The students have access to a variety of materials. They use creativity to develop their own ideas. Students work with scissors, glue, crayons, markers, paper, pipe cleaners, dot dabbers, sequins, cotton balls, beads, and other available materials. This helps students develop their fine motor and early writing skills.

Literacy Zone: This zone includes writing, reading books, story retelling, using puppets, and technology. Students are encouraged to use writing materials to form letters, create their own books, and write vocabulary words. They use puppets and props to retell familiar stories. Students develop an appreciation for books and learn basic literacy concepts.

Sensory/Science: This zone promotes weight and balance concepts. Using their five senses the students explore measuring and pouring, refining observation skills, increasing hand-eye coordination, while promoting discovery, curiosity, and imagination.

Second Step: This is a social emotion curriculum. It uses stories, pictures, puppets, and role playing to enhance social concepts. These skills include understanding feelings, knowing how to be part of a group, practicing fair ways to play. Students also learn calming down techniques and problem-solving skills.

Freeze Game: The Freeze game activity teaches students self-regulation skills. The students dance and move to the music, when it stops, they freeze.

Graphic Practice: This activity uses story scenarios and guided drawing to help promote school readiness and self-regulation skills. Teachers model the use of self-talk, self-discipline, and following directions.

Buddy Reading: Students learn to appreciate books and the basic concepts of print. First, they chose a library book and are assigned a partner. They take turns listening to each other “read”. The teachers

model how to use the pictures to read and tell about the characters in their stories. The students practice taking turns, listening to each other, and using their emerging literacy skills.

Large Motor/Recess: Each day we provide the students with 30 minutes of large motor activities. This might be outside, in the gymnasium or in the classroom. This time is used to improve large motor skills and to practice using our social emotional skills.

Closing Group: We end each day together as a group. This adds to the feeling of belonging in our classroom (family/community). We discuss the events of the day and sing a closing song.

Assessment: The teaching staff uses Teaching Strategies Gold to monitor and assess each student's growth throughout the school year. We are part of the state funded free 4-year-old preschool program and this is the assessment system the state uses. This system looks at all areas on development including cognitive, language, physical, literacy, math, and social emotional skills. The teaching staff take anecdotal notes, photos, and observations to document student progress. Each students' growth is assessed and reported three times a year: fall, winter and spring.