



CHRIST  
*the* KING

# PARENT STUDENT HANDBOOK

2025-2026

**AUGUST 2025**

Christ the King Parish School  
7414 Southeast Michael Drive  
Milwaukie, Oregon 97222



(503)785-2411  
[ctkweb.org](http://ctkweb.org)



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# GENERAL INFORMATION

## WELCOME

Our goal at Christ the King is to work together with our parents, as primary educators, to help our students learn, grow and develop to their full potential spiritually, academically, morally, physically and emotionally. We do this by forming the student in freedom for excellence and guiding their transformation in Christ through grace and virtue.

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

Thank you for entrusting your children to the care of Christ the King Parish School. We are dedicated to offering a Catholic Liberal Education to our students, so they will know and value what is true and good and beautiful. We are blessed to have the opportunity to educate your children with God truly at the center of it all.

## AUTHORITY OF ARCHDIOCESAN POLICY AND SCHOOL HANDBOOK

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

## HISTORY OF THE SCHOOL

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

The construction of the new parish church in 1980 allowed for further expansion of the school facility. The former church became the permanent parish hall, cafeteria,



and gymnasium. The former parish hall was converted into two classrooms. The most recent school facility expansion occurred in 1992, with the completion of the middle school wing, Colonel Robert G. Scott Memorial Library.

Additional facility changes include the creation of a school music classroom in one area of the parish hall / gymnasium and the installation of a wood floor in the parish hall / gymnasium. Facility upgrades over time have included the construction of a covered playground area and the installation of modern playground equipment. In the summer of 2012, a new science laboratory/multipurpose classroom was completed. In the Fall of 2020, the old Parish kitchen in the parish hall / gymnasium was renovated into a PreK classroom. In the summer of 2025, new HVAC units were installed in the main school building.

In 1996 Christ the King Parish School was “Accredited with Merit” by the Northwest Association of Schools and Colleges and Universities (now the Northwest Association of Accredited Schools) and successfully passed another full six-year term of accreditation in 2003, 2009, 2015 and 2022. Christ the King Parish School is recognized and registered as a private school with the State of Oregon Department of Education with curriculum, staff qualifications and all areas of operation meeting or exceeding state standards. Christ the King Parish School is a member in good standing of the Western Catholic Educational Association (WCEA).

### **MISSION STATEMENT**

Christ the King Parish School lives the Gospel values of the Roman Catholic Church. We form disciples in Christ who are grounded in faith, forged in wisdom and prepared to transform the future.

### **PHILOSOPHY**

At Christ the King Parish School, we are responsive to the whole child. Students live the Gospel values of the Roman Catholic Church. They are formed as disciples in Christ who are grounded in faith, forged in wisdom and prepared to transform the future.

We lead parents to assume their primary role as educators and catechists of their children. Our students and families experience rich Roman Catholic faith formation, a challenging academic curriculum, the Sacraments, the Sacred liturgy and the opportunity to serve the Church and wider community in charity as loving stewards of God's creation.

Students at Christ the King Parish School are faithful. They develop a moral conscience that is conformed to Christ, discern and apply their gifts and talents and love God and all He has created.



Students at Christ the King Parish School are wise. They persist in academics with curiosity and enthusiasm, communicate responsibly and effectively and grow in faith and knowledge.

Students at Christ the King Parish School are prepared. They advocate for self and others, accept responsibility for one's own actions and serve with compassion and empathy.

Christ the King Parish School faculty and staff meet the needs of individual learners. Students are challenged to utilize their God given gifts and talents to achieve their fullest potential. The faculty and staff facilitate the development of faithful Catholic citizens of the future. They exhibit joy in teaching God's children, demonstrate compassion and respect and strive to model the honesty and humility of Jesus Christ.

### **SCHOOLWIDE LEARNING EXPECTATIONS (SLEs)**

Christ the King Parish School Students are:

#### **FAITHFUL:**

- Develop a moral conscience that is conformed to Christ
- Discern and apply their gifts and talents
- Love God and all He has created

#### **WISE:**

- Persist in academics with curiosity and enthusiasm
- Communicate responsibly and effectively
- Grow in faith and knowledge

#### **PREPARED:**

- Advocate for self and others
- Accept responsibility for one's own actions
- Serve with compassion and empathy

### **ARCHDIOCESE OF PORTLAND PASTORAL GUIDELINES ON GENDER IDENTITY**

"A Catholic Response to Gender Identity Theory" can be found in its entirety on the Archdiocese of Portland website: <https://archdpdx.org/gender>

Pastoral Guidelines: Catholic institutions and programs should not endorse gender identity theory nor enable any form of gender transition, whether social or medical. This means that names, pronouns, facilities use, attire, and sports participation should depend upon biological sex identity, rather than self-perceived gender identity.

**Language:** designations and pronouns should accord with biological sex. Any formal institutional documentation should use legal names. Nicknames may be used on an informal basis, according to prudential judgment, as long as this is not part of a social transition process.



**Facilities:** restrooms and locker rooms should be organized according to biological sex. Access to single-use facilities may be approved by the administration on a case-by-case basis.

**Sports and extracurriculars:** participation in any sex-segregated activity should be based on biological sex, rather than self-perceived gender.

**Attire:** all persons should abide by the dress or uniform code that accords with his or her biological sex.

**Educational materials:** all informational and pedagogical materials should align with a Catholic understanding of the human person.

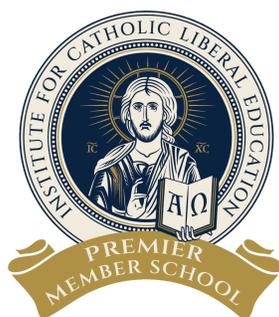
**Formation:** schools should offer age-appropriate curricula and conversations about gender and sexuality in the context of the Catholic worldview.

**Parental involvement:** as parents are the primary educators, parents should be fully included in any discussions of accommodations.

**Medication:** no person should have on-site or distribute medications for the purpose of medical gender transition.

**Signage:** Catholic institutions should not post signage or display symbols in support of gender identity theory.

## CATHOLIC LIBERAL EDUCATION



Christ the King Parish School is thrilled to be partnering with the Institute for Catholic Liberal Education (ICLE) at the direction of Archbishop Sample, in order to bring the Catholic intellectual tradition to life at Christ the King Parish School. So much great work has happened over the last few years to deepen the Catholic Identity of our school and to bring students and families to a personal encounter with Jesus Christ. We have now shifted our philosophy of education at Christ the King from one of following the typical secular standards to that of Catholic Liberal Education, where God is the center of all knowledge.

Educating the whole child is the purpose of Catholic Education. A liberally educated student will know how to think and reason and will have the freedom to grasp the truth of things and to order his or her life to that Truth. By experiencing the Catholic intellectual tradition of Liberal Education, our students will become precise thinkers with nimble minds. They will have a greater mastery of language and mathematics

because they will learn them in an ordered and comprehensive way where faith and learning are united.

We are excited to answer the call of Archbishop Sample and offer a Catholic Liberal Education to our students, so they will know and value what is true and good and beautiful.

Please take the time to review ICLE's ["A Guide for Parents"](#) and view two excellent videos by Bishop Robert Barron (["The Future of Catholic Schools"](#) and ["Why the Liberal Arts"](#)) in order to deepen your understanding of the why and how of Catholic Liberal Education.

## PERSONNEL

### ARCHBISHOP

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

### THE OFFICE FOR THE MISSION OF CATHOLIC EDUCATION (OMCE)

The Office for the Mission of Catholic Education represents the episcopal ministry and person of Archbishop Sample to the educational apostolate. It promotes the interests of the evangelizing mission of the Church and her charter for education, in western Oregon and works to fortify Pastors and Leaders.

“The Church's timeless charter for education is to assist parents, the primary educators of children, in (1) leading their children to come to know and be transformed by Jesus Christ, (2) assisting their children in growing in wisdom and virtue by acquiring the knowledge of that which is true, good, beautiful and just, and (3) preparing their children for the mission for which they have been uniquely created (sainthood) and that will allow them to attain the end for which they were created (heaven). As such, Catholic schools in the Archdiocese of Portland in Oregon exist to give witness to the Gospel of Jesus Christ. As ministries and apostolates of the Catholic Church that aid the mission of the family, Catholic schools proclaim the salvation of Jesus Christ, exercising His Mission to make disciples and teach (Mt. 28:19) by providing Mission Passionate Catholic Education” (education.archdpx.org).



“For her part, the Church has the duty to educate “especially because she has the responsibility of announcing the way of salvation to all men, of communicating the life of Christ to those who believe, and, in her unfailing solicitude, of assisting men to be able to come to the fullness of this life. The Church is bound as a mother to give to these children of hers an education by which their whole life can be imbued with the spirit of Christ” (The Identity of the Catholic School for a Culture of Dialogue, 2022).

**OMCE TEAM:**

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Tammy Conway, WCEA Commissioner, tcomway@oharaschool.org

Sarah Taber, New Leaders Program Coordinator, tabers@ctk.pvt.k12.or.us

[Catholic Education Mission Playbook](#)

[Mission Indicators and Defining Characteristics](#)

[Unifying Catholic Education Mission Statement](#)

**PASTOR**

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

**ADMINISTRATOR (PRINCIPAL)**

The Administrator is called to be a role model and a witness to the Gospel of Jesus Christ. In accordance with the Code of Canon Law of the Catholic Church, by accepting employment in a Catholic School, the Administrator receives an ecclesiastical office with ministerial rights and duties.

The Administrator agrees to comply with the philosophy of the School as established by the magisterium of the Catholic Church and interpreted by the Pastor and the Office for the Mission of Catholic Education on behalf of the Archbishop of Portland in Oregon (“Archbishop”), and to function under the direction of the Pastor as a contributing member of the School community. The Administrator shall encourage and actively participate in creating an atmosphere in which the Christian life of each



student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened harmoniously.

The Administrator's duties include, but are not limited to: 1) responsibility for the proper formation of the school as a Catholic community of faith engaging in the evangelizing mission of the Church in communion with the Church hierarchy, 2) instructional leadership, 3) program administration in accordance with canonical and local norms concerning Catholic schools, 4) involvement in public and community relations, and 5) performance of other and additional duties as needed or assigned.

The principal may amend this Parent/Student Handbook as needed.

### **FACULTY (TEACHERS)**

In accordance with the Code of Canon Law of the Catholic Church ("Canon Law"), by accepting employment in a Catholic School, the Teacher receives an ecclesiastical office with ministerial rights and duties. The Teacher is called to be a role model and a witness to the Gospel of Jesus Christ. As such the Teacher agrees to:

- a. respect and uphold the evangelizing mission of the Catholic Church and Catholic beliefs, principles, and teachings.
- b. aid in Christian formation by exemplifying a lifestyle of Christian principles both in school and out of school.
- c. be outstanding in integrity of life exhibiting and maintaining a lifestyle and professional conduct that is in conformity and is compatible with Catholic moral doctrine, teaching standards, doctrines, laws, and norms, as interpreted by the Archbishop of Portland in Oregon ("Archbishop") in his sole discretion.
- d. not commit nor permit any act that will lead to scandal, tend to demean or degrade him/her in society or bring the Teacher or the Parish School into public disrepute.
- e. not commit to any obligations outside the Parish School that would be detrimental to his/her presence or performance as a faculty member of the Parish School or the standing of the Parish School as a Roman Catholic educational institution.

The faculty is responsible to the principal.

### **OFFICE MANAGER**

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

### **SUPPORT STAFF**

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



## **LIST OF SCHOOL PERSONNEL**

Also refer to your current school website for a complete list of school personnel and contact information including pastor, principal, teachers and support staff.

Pastor, Monsignor John Cihak, S.T.D.  
Pastoral Intern, Mr. Stephen Coutcher  
Administrator/Extended Care Director, Mrs. Sarah Taber  
Office Manager, Mrs. Christine Lippi  
Campus Minister/Administrative Assistant, Ms. Kaitlyn Goertzen  
K-4 Learning Support Instructor, Mrs. Lori Corrigan  
Kindergarten, Mrs. Megan McClain  
First Grade, Mrs. Lori Fossati  
Second Grade, Ms. Colleen Creech  
Third Grade, Mrs. Mary Beth Garbitelli  
Fourth Grade, Mrs. Michelle Doran  
Fifth Grade, Mrs. Lindy Hafemann  
Sixth Grade Homeroom, 6-8 Science, 6-8 Health, 6 Religion Mr. Chris Anderson  
Seventh Grade Homeroom, 6-8 Spanish, 7-8 Religion, Mrs. Jackie Vandehey  
Eighth Grade Homeroom, 6-7 Humanities, 8 ELA, Mrs. Heatherle Chambers  
6-8 Advanced Math, 8 History, Mr. Robert Lippi  
6-8 On-Track Math, 5-8 Learning Support, Ms. Jami Haren  
Director of Sacred Music, Mr. James Moursund  
K-8 Physical Education, Instructional Assistant, Ms. Sarah Tucker  
K-8 Art, Library, Ms. Amanda Kuenzi  
Instructional Assistant, Mrs. Laura Broudy  
Instructional Assistant, Mrs. Michelle Welsh  
Extended Care Teacher, Mrs. Ewa Blaszczyk-Cebula  
Extended Care Aide, Ms. Ashley Timm  
Facilities Manager, Mr. Dan Summerill

## **ADMISSIONS**

Christ the King Parish School educates children utilizing the philosophy of Catholic Liberal Education. Catholic schools are a primary means of Catholic education and evangelization.

### **STATEMENT OF NONDISCRIMINATION**

Christ the King Parish School admits students of any race, color, national and ethnic origin and either gender to all rights, privileges, programs and activities generally accorded or made available to all students. Christ the King Parish School does not



discriminate on the basis of race, color, national or ethnic origin in areas of administration of educational policies, admissions policies, financial assistance, athletics or other school administered programs.

## **REGISTRATION AND ADMISSIONS POLICY**

### Age Requirement:

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

### Registration of Current Students:

All returning students must register each year. Refer to the school calendar for specific registration dates and deadlines. Failure to meet the annual registration deadlines may result in the loss of an enrolled student's space for the next school year. A non-refundable registration fee of \$250 per child will be assessed at the time of registration.

### Admission of New Students:

Prior to admission, all Christ the King Parish School prospective students undergo developmentally appropriate academic assessment. There is a \$50 application and assessment fee. Admission of new students is at the discretion of the principal. Parents are required to complete an admissions interview, and upon request, to sign a release authorizing the principal to contact a prospective student's current or former school principal(s) and teacher(s).

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

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

### Admission Priorities:

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

1. Current students
2. Siblings of current students regardless of parish status or religious affiliation
3. Children of Christ the King parishioners
4. Children of full-time Christ the King Parish School employees



5. Children from other Catholic parishes with no school or full classes
6. Others who support the philosophy of Catholic education

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

## **ENTRANCE REQUIREMENTS**

### Records at Entrance:

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

### Requirements:

1. Preliminary registration takes place in the spring and registration is ongoing throughout the year, space permitting. Kindergarten through grade 8 have a class target size of 26 students. Class size maximums may be changed by the principal at any time.
2. Immunizations required by Oregon law must be presented before acceptance to school.
3. A birth certificate for all new students will be presented prior to acceptance; Catholic students need to present a baptismal certificate as well.

### Transfer Student Process and Requirements:

Transfer students must:

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



## **WITHDRAWAL PROCESS**

Parents of students leaving Christ the King Parish School prior to completion of the school year should notify the principal in writing as soon as possible in advance of departure. Upon receipt of current tuition payment and school material (e.g. text), the principal will activate the transfer process for the student. The student's school file will be forwarded when financial accounts are paid in full and closed and upon receipt of an Information Release Form from the requesting school that is signed by the parent. If there is an academic, social or behavioral concern, please speak with the teacher and principal before it comes to the point of a withdrawal decision.

## **FINANCIAL**

### **TUITION**

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

Tuition can be paid in full in August, bi-annually in August and January, or in ten monthly installments by electronic fund transfer (EFT). The most current tuition information is available in the school office or school website.

#### 2025-2026 GRADES K-8 TUITION:

- Application: \$50
- Registration: \$250
- Tuition: \$8,789

**GRAND TOTAL: \$9,089**

Actual Cost to Educate per Student: \$10,478. The gap is closed by the parish subsidy and school fundraising efforts.

### **TUITION ASSISTANCE**

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

Tuition assistance is need-based at Christ the King Parish School, and available to eligible families. Families seeking tuition assistance must annually apply (\$50 fee) to



the FACTS Grant and Aid Assessment Company, a third party organization used to determine the financial need of all school families that apply for tuition assistance. Families in need of tuition assistance may direct their inquiry to the Principal at any time during the calendar year. The needs of each family requesting financial aid shall be reviewed annually. Families in need are encouraged to request funding, knowing that monies are set-aside for this purpose. Your continued presence at Christ the King Parish School is valued. All inquiries are confidential.

Families who receive tuition assistance are required to complete a tuition assistance agreement which defines the amount of aid and payment due.

### **FACTS TUITION MANAGEMENT**

FACTS Tuition Management expands the payment opportunities for your families and simplifies payment tracking and management for CTK. It's a flexible tuition and billing tool that offers sustainability for schools and affordability for families. It also helps schools improve communication with families, enhances fiscal forecasting, streamlines admissions and enrollment processes, and provides a single system to capture tuition and fees. Family benefits include:

- The option of making smaller payments over a longer period of time instead of a single tuition payment.
- Simple online registration for payment plans
- Multiple payment methods including ACH, checks and debit/credit cards. Families can also pay online, over the phone, by mail, or with auto-debit.
- Account management from any device.
- Payment reminders available.
- Customer service with live agents or web chat.
- All data protected by industry-leading security standards.

### **TUITION AND FEES NON-PAYMENT**

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

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

### **REGISTRATION AND OTHER FEES**

An annual, non-refundable registration fee of \$250, payable at the time of re-enrollment, is required for each child to hold his or her place in a classroom.

Additional fees include, but are not limited to:

- Outdoor School
- Field Trips



- Initial Assessments
- 8th Grade Sweatshirt

### **TUITION AND FEES FOR STUDENTS WITHDRAWING MID YEAR**

Tuition payments reflect the educational cost per child up through the end of the month of withdrawal. Withdrawal after enrollment (at any time, for any reason) is a breach of the annual tuition contract and a financial burden on the school due to changes in staffing, curriculum and supply needs, therefore a 10% tuition payment is billed and owed the month of withdrawal. (Eg: A child withdraws October 15, a full 1/10 payment for the entire month of October is due. Tuition Balance Breakdown: August \$879, September \$879, October \$879 Total tuition due for a student who departs in October = \$2,637.) If a child withdraws before the school year begins, a full 10% tuition payment is still due.

Fees such as lunch and extended care are billed after goods and services are rendered, thus billing will occur after students have withdrawn from school. If due, refund payment will be issued one full billing cycle after the date of withdrawal to allow for accurate record keeping and the correct amount to be calculated. No refunds will be offered after April 1 of each academic year. Full academic year tuition of \$8,789 will be charged for any withdrawals after April 1.

## **PARENTS**

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

### **SCHOOL HOURS**

The school doors open at 7:55am and class begins promptly at 8:10am. Wednesday is 2:10pm early release day for faculty meetings and professional development. Teachers are on campus Monday through Friday from 7:40am until 3:40pm. Student hours are as follows:

- Monday: 8:10am-3:10pm
- Tuesday: 8:10am-3:10pm
- Wednesday: 8:10am-2:10pm
- Thursday: 8:10am-3:10pm
- Friday: 8:10am-3:10pm



## **NOON DISMISSAL**

Planned early dismissals (typically at noon) are listed in the weekly Family Email newsletter and on the Academic Calendar. (Every Wednesday is a 2:10pm early dismissal for faculty meetings and professional development.) After School Care is not available on Noon Dismissal days.

Individual students may also be released early for reasons such as medical appointments. The following protocols must be followed for a student to be released.

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

## **FAMILY EMAIL (F.E.)**

The weekly Family Email (F.E.) is our primary means of communication between school and home. It contains the principal's newsletter, official notices, current information on school activities and other vital communication. This email is delivered on Thursdays. Our website also contains important information. Copies of field trip permission forms and documents are located on our website at [www.ctkweb.org](http://www.ctkweb.org) and/or in the FACTS Parent Portal.

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

## **FAMILY COOPERATION/PARENT SUPPORT DISCLOSURE**

Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude or behavior of a parent(s) or guardian(s) occurs that the family may be required to withdraw from the school at the sole discretion of the principal. Uncooperative parent behavior, parent failure to respond to school stated concerns regarding their child or parent actions (verbal, physical) that are aggressive in nature or demeaning to the school or school personnel are grounds for immediate and permanent student dismissal. In addition, non-cooperative parent behavior, parent failure to respond to school stated concerns regarding their child or parent actions (verbal, physical) that are aggressive in nature or demeaning to the school or school personnel are grounds for immediate and permanent student dismissal.



## **COMMUNICATION**

Christ the King Parish School believes that building and maintaining a positive relationship with our school families is essential. We welcome your questions and your input regarding your student. We take very seriously the responsibility of nurturing your student and pledge to communicate with you on a regular basis.

## **CLASSROOM VISITORS**

All visitors, including parents, must report to the office, sign in and wear a visitor badge. Visitors must be cleared volunteers. The principal may grant an exception to guest speakers or other academic visitors. These visitors will be supervised by a staff member at all times.

## **STUDENT DROP OFF AND PICK UP**

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

### Morning Drop Off:

Please do not pass other cars or change lanes in the four drop-off lanes while children are unloading.

School doors will open at 7:55am. Students should not exit their vehicles until they see school staff on duty at the front crosswalk at 7:55am. Students are not allowed to wait outside the school unsupervised.

Kinder parents who wish may park in the far section of the main lot and walk their child to the main office doors. Kinder parents may also use one of the four drive through lanes for student drop off.

All First through Eighth Grade parents should remain in their vehicles and either park in the back portion of the lot or use one of the four drive through lanes for drop off. Students should enter through the main office doors and proceed directly to their homeroom classroom.

### Afternoon Pick Up:

Kindergarten students who are not going directly to extended care should be picked up from the back classroom door by a parent or older sibling.

Kindergarten pick up begins at 3:00pm.

First and Second Grade students will be escorted to the front entryway (under the awning) by their teachers at 3:05pm. Students will be released from line upon visual identification of parent or parent/vehicle, or when they are picked up by an older sibling.



Third through Eighth Grade students will be released out the front doors starting at 3:10pm. They may pick up Kinder, First and Second Grade siblings from the front entry way on their way out.

Two faculty or staff members will be on duty out front to help supervise the crosswalk.

## **TRANSPORTATION**

Christ the King Parish School does not offer bus transportation to and from school. Students who ride Tri-met need to have written permission on file. Students who live within walking distance to the school may do so with written permission, which needs to be on file. This includes students who walk to LaSalle High School to meet older siblings.

## **COMPLAINT/ISSUE RESOLUTION**

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

Concerns regarding the principal should first be directed to the principal. If the issue is not resolved, the parent may then address it with the pastor and principal. Finally, if the concern is still unresolved, the Superintendent of Catholic Schools may be contacted by the pastor.

## **HOME AND SCHOOL COMMUNICATION**

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

1. It is the policy of Christ the King Parish School not to release home or personal cell phone numbers of personnel. Staff and administration are to be contacted at school phone numbers and school email addresses. In regards to school matters, it is inappropriate to contact a faculty or staff on his/her personal cell phone.
2. Advance contact, by phone or in writing, to schedule an appointment with the principal/staff member is requested. Include the topic you wish to discuss



(e.g. test scores, upcoming field trip, etc.), so the staff member can prepare to address your concerns.

3. Please use email to communicate a need to talk with a staff member or to schedule an appointment. Avoid using email to communicate the specific content of your concern, problem or question. Direct communication with a staff member, either in person or on the phone, is generally a more clear and efficient means to discuss and resolve concerns.

### **PARENT COMMUNICATION TO/VISITS WITH STUDENTS DURING THE SCHOOL DAY**

1. In an emergency, we will deliver messages to your child and assist in caring for him or her until your arrival.
2. Non-emergency messages from parents to children will be delivered to the classroom or to the teacher as soon as possible without disrupting class.
3. Students may use the phone only with permission of a staff member. Phone requests will not be authorized for anything other than necessary parent or business contact. (Students will not call home to request homework or lunches.)
4. In order to limit class distractions, delivered items will be picked up by students in the office during a recess or break time.
5. On occasion, parents who are approved volunteers may have lunch with their child during the designated lunch period. All parents must check-in at the main office and wear a visitor badge while on school grounds. They must also be up to date on all required Called to Protect/CASE training.
6. Parents are not allowed in classrooms simply to observe. At times, parent help will be requested in the classroom by individual teachers.

### **HOT LUNCH**

Hot lunch is delivered as available by our partner, Dishes2U, with the exception of half days of school. Lunches will be ordered and billed via Dishes2U on the ordering website.

Because Dishes2U is not part of the Federal School Lunch Program, Christ the King Parish School can not access the Federal Free and Reduced Lunch Program. Christ the King does not provide Free or Reduced Lunch.

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

Meals delivered via meal delivery services (Grub Hub, DoorDash, Uber Eats, etc.) are **not allowed**.



## **EMERGENCY LUNCH**

Students who do not have a lunch for any reason (forgot at home, Dishes2U ordering issue, etc.) will be provided one for a flat rate of \$5.00, which will be charged to the family FACTS incidental account. The lunch will consist of a Lunchable, yogurt and applesauce. Students will not call home for forgotten lunches.

Again, meals delivered via meal delivery services (Grub Hub, DoorDash, Uber Eats, etc.) are **not allowed**.

## **CELEBRATIONS AND PARTIES**

### In school:

CTK has a strong preference to reserve school hours for instruction. We do schedule celebrations around the school and liturgical calendars which are communal in nature. Celebrations are arranged, in advance, with individual teachers.

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

### Out of School Party Invitations:

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

### Graduation Celebrations:

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

## **RELEASING STUDENTS DURING THE SCHOOL DAY**

Students will be released only to a parent/guardian or an individual authorized by the parent/guardian. Students will not be released from the classroom until the parent arrives in the main office to sign them out. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing. An ill student will be released only to a parent or authorized person as listed on the Registration Form. Please sign out at the main office.



## **LEAD ROOM PARENTS**

Lead Room Parents work cooperatively with the school administration and are responsible for community building and the promotion of goodwill among parents, faculty/staff, the administration and the parish, as well as

## **PRINCIPAL'S ADVISORY COMMITTEE (PAC)**

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

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

1. To participate in and encourage strategic planning
2. To develop and defend policy
3. To offer financial advice
4. To serve as a good public relations source
5. To evaluate itself periodically
6. To participate in the selection process of the principal

### 2025-2026 PAC Members

- Mr. Steve Chambers
- Mrs. Karrie Lucchi
- Mrs. Priscilla Robinson
- Mrs. Korine Suess

## **ACADEMIC INFORMATION**

### **ATTENDANCE**

Regular attendance is required of all students in order to support the spiritual and academic climate of the school. Parents and their children have the primary responsibility for ensuring both regular and on time attendance at school. Excessive tardiness and/or absences has several undesirable effects on the school ethos, as it communicates a lack of esteem for the community and its activities.

1. The school day begins promptly each day at 8:10 AM. Students arriving to their classroom after the designated start time will be marked as tardy.
2. Your child will attend all religious classes, activities and liturgies regardless of whether he/she is Catholic.



3. Regular attendance is expected by all students. Missing Holy Mass or class time deprives the students of spiritual and intellectual benefit.
4. Give the school as much advance notice as possible regarding upcoming trips or events that will result in student absence. Honor the decision made by your child's teacher regarding distribution and completion of academic material that will be missed by the student during absences. **Teachers are not required or expected to provide work prior to a planned absence.**
5. Make every effort to schedule dental, medical and other appointments outside the time frame of the designated school day.
6. Provide the school, upon the student's return, with a written statement of the reason for an absence.

### **ABSENCE AND TARDY REPORTING**

Parents and students are expected to make every effort to attend all instructional school days during the school year. Should an absence be necessary (ie. Illness, family emergencies, Dr. appointments, etc), the school must be notified.

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

### **EXCUSED ABSENCES**

The following reasons are considered excused absences:

1. student illness
2. illness at home requiring the student's assistance
3. family emergency
4. court appearance
5. funeral/bereavement
6. medical need
7. other reasons with prearranged administrative approval

### **TARDINESS**

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



## **EXCUSED TARDIES**

Student tardiness will be considered excused with notification from a parent or guardian due to:

1. medical appointment
2. student illness
3. family emergency
4. Events that could not be planned for (eg. traffic accident)

All other forms of tardiness are considered unexcused.

## **TRUANCY AND EXCESSIVE ABSENTEEISM**

Excessive absenteeism or tardiness disrupts the continuity of a child's education and should be minimized. A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered truant. Parents and/or appropriate authorities will be contacted. Severe Chronic Absenteeism is defined as a student missing (whether excused or unexcused) 10% or more of academic days.

After the tenth day of unnecessary absence, a conference with the principal may be required. If a child's absences continue to equal 10% or more of the school year missed, Christ the King may revoke or change the student's enrollment status.

## **ACADEMIC HONESTY**

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying, using A.I. to write papers or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a zero or failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension or expulsion.

## **CONFERENCES**

### Scheduled by School:

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

### Requested by Parent:

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



Guidelines:

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

**ACADEMIC CONCERNS**

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

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

**CURRICULUM**

Curriculum development is the responsibility of the principal and faculty following approved Archdiocesan guidelines and academic standards. The core curriculum includes Catechesis, Mathematics, English, Reading, History and Science and Nature Studies. The school offers specialist classes including Theology of the Body, Physical Education, Music, Library, Art, Spanish and middle school electives. Students participate in a monthly virtue assembly and attend Holy Mass each Monday, Thursday and Holy Day of Obligation. Additionally, all students participate in off-site field trips, guest lectures, prayer services and Sacraments throughout the school year.

**DAILY SCHEDULE**

7:55-8:10am	School doors open
8:10am	School begins (Students arriving to their classroom after 8:10am are considered tardy.)
8:10am	Morning Announcements
10:00-10:15am	3-5 Morning Recess



10:20-10:35am	K-2 Morning Recess
10:45-11:05am	Middle School Lunch Recess
11:10-11:35am	Middle School Lunch
11:25-11:45am	3-5 Lunch Recess
11:50am-12:10pm	Grades 3-5 Lunch
11:50am-12:10pm	K-2 Lunch Recess
12:15-12:35pm	K-2 Lunch
3:00pm	K Dismissal
3:05pm	1-2 Dismissal
3:10pm	3-8 Dismissal

\*All dismissal times are moved up one hour on early release Wednesdays.

### **ELECTRONIC INFORMATION**

Christ the King Parish School educates students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis and research in light of Catholic values and moral decision-making. Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

### **GRADING AND RELATED TOPICS**

#### Grade Equivalents:

- Grades 3-8: Grade point averages and their numerical and letter values are listed below. Teachers may provide percentage scores in addition to letter grades.
 

○ A: 100-93 (4.0)	○ C: 76-73 (2.0)
○ A-: 92-90 (3.7)	○ C-: 72-70 (1.7)
○ B+: 89-87 (3.3)	○ D+: 69-67 (1.3)
○ B: 86-83 (3.0)	○ D: 66-63 (1.0)
○ B-: 82-80 (2.7)	○ D-: 62-60 (0.7)
○ C+: 79-77 (2.3)	○ F: 59 or Lower (0.0)
  
- Kindergarten-Grade 2:



- Grade level skills and concepts are:
  - 3: Strongly in Place
  - 2: Developing
  - 1: In Need of Growth
  - N/A Not Yet Addressed

### Homework:

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Generally, teachers in grades 1 through 5 use a guideline of 10 minutes per grade level of homework per evening (e.g. second grade=20 minutes, fifth grade=50 minutes), plus time for independent reading as appropriate.

Middle school students can expect up to 90 minutes of homework per night. These times will vary by day and by student depending upon students' schedule, individual skills and capabilities.

Students are responsible for completing homework missed due to absence from school. Upon return to classes, students are to ask teachers about any assignment that may have been missed and require completion. Students will have the equivalent of the number of days missed to complete all work upon return to school.

Students will not be allowed to call home for forgotten homework assignments. Assignments that are delivered mid-day will be kept in the main office until the end of the day. Assignments/projects must arrive with the student at the start of the school day to be accepted for full credit.

### Student Vacation and Homework:

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

### Report Cards:

Report cards for all grades are sent home with students at the end of the first and second trimester. They will be mailed home after the third trimester.



## **SCHOOL SUPPLIES**

Students are responsible for obtaining and maintaining their own basic school supplies. This includes, but is not limited to items such as pencils, paper and pens. Some supplies may need to be replenished throughout the year. Supply lists will be sent out each summer and are available on the school website.

## **TEXTBOOKS**

Textbooks are reviewed and updated regularly by faculty and administration in accordance with a Catholic Liberal Arts Educational philosophy and Archdiocesan guidelines. Textbooks and curriculum materials are purchased on a regular cycle. Lost or damaged textbooks will be replaced and charged through FACTS at the family's expense. There will be no refund if the book is then found.

## **ACADEMIC PROBATION**

Christ the King Parish School expects all students to grow spiritually, academically, physically, morally, emotionally and socially. The entire school staff works closely with parents, the primary educators of children, to ensure that each child has the opportunity to meet his/her potential. The goal of academic probation is to provide additional structure for learning so that students can meet these expectations.

Educational research supports requiring struggling students to spend extra time on learning until they have demonstrated that they no longer need additional support. Teachers and parents work together to assist each student in attaining the learning objectives for each grade level. Students who do not show academic growth may be placed on academic probation by the principal. All students new to Christ the King Parish School in Kindergarten through Eighth grade are on probation for the first full trimester in which they are in attendance. Classroom teachers review students' academic growth regularly, and the principal reviews academic progress at the end of each trimester. This review occurs to ensure satisfactory student progress.

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

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

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



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

Academic Support Team:

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

Academic Review:

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

Process:

Communication from the classroom teacher and/or administrator will occur prior to Academic Probation. Once a student falls under the guidelines for Academic Probation, the following process will be followed:

- Parent(s) will be contacted by the classroom teacher and/or administrator
- The Academic Support Team will be created
- The Academic Support Team will meet and create a plan to support the student to reach the academic expectations of Christ the King Parish School
- Based on the plan created by the team, the student's progress will be monitored and communicated to the entire team on a regular basis
- The Academic Support Team will meet at the conclusion of the probation period and determine one of the following:
  - The student has successfully completed academic probation and is returned to normal academic status.
  - The student has shown significant academic growth but needs to remain on academic probation.
  - The student has not shown academic progress and is dismissed from Christ the King Parish School.



## **GRADUATION CEREMONY**

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

### Graduation Attire:

- Young Women:
  - Dresses that fall to the knee or below in length
  - Sweaters, jackets or shrugs to be worn to cover exposed shoulders
  - Dress shoes/sandals with a heel no higher than 2 inches
  - Natural/neutral color hose may be worn
  - Neckline of dress should not be revealing
  - Natural shades of make-up that do not appear excessive
  - Graduation Gown provided by the school must be worn and returned
- Young Men:
  - Dress Pants that are not baggy
  - Dress Shirt Tucked-in with tie
  - Belt
  - Dress shoes and socks
  - Sweater vest is acceptable so long as dress shirt and tie are worn
  - Suit jackets and sport coats are optional
  - Graduation Gown provided by the school must be worn and returned

## **PROMOTION, PLACEMENT AND RETENTION**

### Promotion and Placement:

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

If student completion of the curriculum or completion of work is consistently below grade level, a student may be placed, rather than promoted to, the next grade. This distinction indicates performance below expectation and becomes part of the student's permanent record. Parents will be alerted in advance regarding such a concern, and will be included in a conference. This conference will include the principal, student, teachers and parents. A student will not be placed in the next grade in two consecutive school years.

### Guidelines for Retention of Students:



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

## **STANDARDIZED TESTING**

### Renaissance Learning (STAR):

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

### Additional Testing:

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

## **STUDENT SPECIAL SERVICES REFERRAL**

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

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

# UNIFORM AND DRESS CODE

## CREATION AND PURPOSE

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

1. Provide a standard of behavior regarding modesty, neatness, cleanliness and appropriateness
2. Limit distractions, minimize classism, foster discipline and build community
3. Promote a climate consistent with the school's mission and SLEs

## UNIFORM EXCHANGE

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

## LOST UNIFORM/CLOTHING

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

## UNIFORM VENDORS

Two approved vendors carry the Christ the King Uniform.

1. Land's End
  - [landsend.com/900038456](https://landsend.com/900038456)
    - Preferred School Number: 900038456
2. Tommy Hilfiger
  - [www.globalschoolwear.com/school/CHRI07](https://www.globalschoolwear.com/school/CHRI07)
    - School Code: CHR107

It is possible to purchase some uniform items through other retail stores. If you are in doubt if your purchase meets the uniform description code, please bring it in before removing the price tags—we will let you know. Uniforms should be clean and in good repair at all times, well-fitting, with no modifications, such as rolling and/or cuffing.

## 2025-2026 UNIFORM CODE

It is the responsibility of the principal, with consultation from the pastor, parent community, faculty, and staff, to determine the uniform code for the school. The final



authority on all school uniform and dress code policies rests with the principal. Through the cooperation of students, parents, and staff, the dress code is upheld.

The purpose of the uniform code is to:

1. Provide a standard of behavior regarding modesty, neatness, cleanliness, and appropriateness
2. Limit distractions, minimize classism, foster discipline, and build community
3. Promote a climate consistent with the school's mission and SLEs

### **Skirt/Jumper/Skort:**

- Blackwatch Plaid or solid Navy Blue Skirt/Skort for girls in grades K-8, no shorter than 2 inches above the knee, even if leggings or tights are worn underneath
- Blackwatch Plaid or solid Navy Blue Jumper for girls in grades K-5, no shorter than 2 inches above the knee, even if leggings or tights are worn underneath
  - ❖ A collared uniform polo shirt must be worn under a jumper at all times
- No rolling at the bottom or waist

### **Pants/Shorts:**

- Solid Navy Blue or Khaki, Cotton/Twill/Blended Chino Style Pant or Knee-Length Walking Shorts
  - ❖ No corduroy or joggers
  - ❖ No knit pants, jeggings-style pants, no leggings as pants
  - ❖ No rivets, side pockets, outside back pockets, or cargo-style pants or shorts
  - ❖ Worn at the waist; undergarments may not be visible
  - ❖ Should easily pull away from the thigh and must have inside pockets
  - ❖ No rolling at the bottom or waist

### **Polo Shirt:**

- Solid White, Forest Green or Navy Polo Shirt with a full collar, top button, short or long sleeves (Logo Optional until 2027-2028 school year)
  - ❖ No short "cap" sleeves, no full button up, no non-CTK logo, no ruffle, no bedazzle, gems or beading, no decorative trim, no Peter pan collar, no ruching etc.
  - ❖ Shirts should NOT be tight or form-fitting; undergarments may not be visible
  - ❖ Necklines must follow the "3-finger-rule" (No lower than 2 inches from the top of the collarbone), buttoning may be required
  - ❖ No layering long-sleeve shirts under short-sleeve shirts
  - ❖ Collar shall remain folded over, and not "popped"
- Undershirts/T-shirts worn under uniform shirts must be White only and not visible
- OPTIONAL: T-Shirt Tuesday Gray Logo T-Shirt (Tuesdays only, regular uniform bottoms must be worn, no alternatives allowed - Purchase at Lands' End, Just choose the **Essential Tee in Gray Heather with the PE Logo**. You will see



"T-shirt Tuesday" listed in the description column. Available in men's/boy's and women's/girl's cuts and short and long sleeve options.)

### **Sweater/Sweater Vest:**

- Solid Navy Blue or Forest Green Knit Pullover Sweater, Knit Cardigan-style Sweater, or Knit V-neck Sweater Vest (option for CTK logo)
  - ❖ A Collared Uniform Polo Shirt must be worn under sweater/vest at all times

### **Outerwear:**

- Solid Navy Blue or Forest Green Hooded Pullover or Zippered Sweatshirt with CTK Logo
  - ❖ No other sweatshirts are allowed at school at any time
  - ❖ Hoods are not to be worn inside
  - ❖ Embroidered CTK logo required if outerwear is to be worn in the classroom/at Mass
- Solid Navy Blue or Forest Green Fleece/Puffy Zippered Vest or Jacket with CTK logo
  - ❖ A collared uniform polo shirt must be worn under the outerwear at all times
  - ❖ Embroidered CTK logo required if outerwear is to be worn in the classroom/at Mass
- For 8th graders ONLY: Original 8th-grade Class Sweatshirt
  - ❖ Design to be created by the 8th-grade class and approved by the principal
- Any coat/sweatshirt may be worn as a second layer when outside

### **Shoes/Socks/Tights/Leggings/Hats:**

- Athletic shoes are preferred, closed-toe, low-heeled school shoes are acceptable
- Boots may be worn with the following limitations:
  - ❖ No heels
  - ❖ No steel toe or pointed tips
  - ❖ If boots are worn, the student must change into athletic shoes for PE
- Socks or tights in **solid** White or Navy
  - ❖ Must be worn at all times
  - ❖ No logos, graphics, or designs
  - ❖ Student will be charged \$3 for each uniform violation sock change
- Leggings or knit shorts in **solid** White or Navy may be worn under skirts/jumpers/skorts
  - ❖ No sheer, cutouts, designs, logos, glitter/rhinestones, etc.
- No hats may be worn indoors
  - ❖ Knit winter caps may be worn at recess on cold weather days
- No hoods may be worn indoors
- **PE SHOES:** A separate pair of Athletic shoes that do not leave black marks on the gym floor is **required** for PE.
  - ❖ Indoor shoes only: must be kept clean and dry.
  - ❖ Shoes will remain at school for the duration of the school year.



**Grooming:**

Students are to be neat and clean during the school day.

The following guidelines clarify specific areas:

**Jewelry:**

Earrings must be small enough to hug close to the ear lobe and not interfere with the educational process. Students may wear one simple, chain-style necklace. Choker-style neck bands are not allowed. The principal or any staff member may request the removal of jewelry considered unsafe or inappropriate for school.

**Make-up and Nail Polish:**

No make-up is allowed for students in kindergarten through fifth grade. Students in grades 6 through 8 may wear light, natural shades of make-up and nail polish. If the make-up or nail polish is too visible the student will be asked to remove it, and/or a request for discontinued use will be sent home. Fake nails are not allowed.

**Hair Accessories & Hair Styles:**

Hair accessories are to be simple and small enough to not interfere with the educational process. Accessories should be in natural or school colors (blackwatch plaid, navy, forest green, khaki, brown, black). Headbands with ears, horns, etc. are not allowed.

Hair may not obstruct a student's eyes. Students' hair should be a natural color. Coloring or other items placed in the hair, such as feathers, metallic streamers, and/or tinsel are not allowed. Any haircut or styling that interferes with the educational process is not allowed, including, but not limited to: mohawks, fauxhawks, shaved designs, etc.

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**2025-2026 NON-UNIFORM DRESS DAY CODE**

Occasionally, the school will sponsor a theme or holiday-associated Non-Uniform Dress Day. No non-uniform dress on field trip days, unless specifically noted on the permission slip. Students not interested in participating in that theme/dress are expected to wear school uniforms.

**Guidelines for Shoes and Socks:**

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

**Guidelines for Shirts:**

- Shirts must have sleeves that fully cover the shoulders (no "cap" sleeves)
- Skin and undergarments must be covered at all times when sitting or standing; the shirt must meet or cover the top of the pants/shorts/skirt at all times
- No tight or form-fitting shirts
- Undergarments must not be visible



- No tank tops, thin strap tops, bare midriff or see-through clothing is allowed
- The neckline of shirts must be no lower than 2 inches from the top of the collarbone (approximately the width of three fingers from the top of the collarbone)
- No shirts with alcohol or inappropriate graphics or logos, etc

**Guidelines for Pants/Shorts/Skirts:**

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

**Out-of-Uniform Infractions:**

Students who are out of uniform compliance will be sent to the office; a notice may be sent to parents. Students out of uniform may also:

1. be given uniform clothing to change into
  - ❖ \$3 charge to purchase a change of socks (upon second offense)
2. call a parent to bring uniform clothing before they are able to return to class
3. be given one verbal warning and subsequently a behavior warning or conduct slip

**Lost Uniforms / Clothing:**

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

**Uniform Exchange:**

Uniforms that have been outgrown but are still in good repair are brought to the school to be made available to other families. The Uniform Exchange is open to everyone at no charge. Check with the school office regarding the availability of uniforms throughout the school year.

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**FORTHCOMING UNIFORM UPDATES**

**COMING IN 2026-2027**

**Polos:**

- Eliminate Forest Green
- ❖ Keep White and Navy
  - ❖ Logo Optional

**Sweatshirts:**

- Eliminate Hooded Sweatshirts from Vendor Websites
- ❖ May still be worn as part of uniform



## COMING IN 2027-2028

### **Polos:**

Logo Required

### **Sweatshirts:**

Eliminate All Hooded and Crew Neck Sweatshirts from Uniform

- ❖ May be worn as outerwear

### **Sweaters:**

Mass/Special Events Logo Cardigan Required

## **STUDENT DISCIPLINE**

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

### **CODE OF CONDUCT**

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

Students will show virtue and responsibility by:

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



Parents will help children learn to take responsibility by:

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

School Staff will help parents and students by:

1. Believing that all students can achieve
2. Showing that they care about all students
3. Having rigorous academic and behavioral expectations for students
4. Providing a positive learning environment
5. Respecting the dignity of the human person in the image and likeness of God
6. Creating an atmosphere of open communication for students seeking help

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

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

Disciplinary Procedures:

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

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



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

Consequences for Inappropriate Behaviors:

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

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

Think Sheet:

The teacher may assign an age appropriate Think Sheet (Thinking About One's Character, Action and Motives) for a student to complete in response to inappropriate behavior and with thoughtful discernment of the virtues. Parent signature may be required.

Behavior Warning Form:

For more serious offenses, the teacher may assign a Behavior Warning Form for a student to complete in response to inappropriate behavior. This form includes an age appropriate, student-centered reflection of his or her actions, why they were inappropriate, who was affected, how they could have been avoided and virtue learning to refine and focus on. Parent signature is required.

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

Conduct Slip:

The principal may assign a conduct slip for the most serious behavior infractions. A conduct slip may be accompanied by loss of privilege, detention, suspension or expulsion. Parent signature is required.

Student Conference:

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



Parent Involvement:

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

Administrative Intervention:

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

Loss of Privileges:

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

Detention:

Detention will be held after school on any designated day from 3:10 – 4:10pm and may consist of a specific writing assignment. Students are not allowed to work on homework during their time in detention. A written apology may be required of the student for the infraction.

Detentions are scheduled at the discretion of the school and administration and must be served when assigned.

Suspension:

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

Expulsion:

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

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



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

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

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

## **BULLYING AND BULLYING PREVENTION**

Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process.

### Definitions/Types of Bullying:

- Bullying – when a student (or group of students) attempts to take power over another student. Bullying can be repeated over time or may consist of a single interaction, with students adopting the roles of target, bully, bully-follower or bystander.
- Physical Bullying – using physical force to hurt another student by behaviors that may include but are not limited to pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student's belongings, to take or break possessions, and to demand or steal money.
- Verbal Bullying – directing words at another student with the intention of putting down or humiliating. This includes but is not limited to threatening, taunting, intimidating, insulting, name-calling, and teasing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, and "giving the evil eye".
- Relational Bullying – when a student influences other students' friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumor, whispering about them, giving the silent treatment, and/or ostracizing

(isolating). Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

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

### **CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES POLICY**

The use of cellular phones, smart watches, AirPods and/or other personal electronic devices is not allowed on campus. Students may not use cell phones and/or electronic devices while in Extended Care. If a student brings a cellular telephone or electronic device to school, it must remain in the student's backpack at all times and be turned off or on silent mode while on campus. Students may not text message during the school day. If a staff member sees a student with a cell phone or device on campus at any time, it will be sent to the office. Students may pick up their cell phone from the principal on the first offense. Parents must pick up the cell phone upon the second offense.

Rarely and with approval of the school administration, students may use their cell phone during the day in the main office only to contact a parent or guardian. However, students will generally be asked to use a school telephone in lieu of using their cell phone to contact their parents or guardian. After 3:10pm (2:10pm on early release Wednesdays) and once students have left the building and are out in the parking lot, they may use their cell phone to contact parents for pick up purposes.

### **PLAYGROUND RULES AND USAGE**

#### Playground Pointers:

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



Respect the Rights and Needs of Others:

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

Treat all Property with Respect:

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

Take responsibility for your own actions:

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

**SKATES, SKATEBOARDS AND SCOOTERS**

Skates, skateboards and scooters are not allowed to be used on the school property at any time.

**LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY**

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

No student may leave school without prior parent or guardian authorization, which has been given to the office in writing, or, in an emergency, via a phone call to the school. If the school is aware of a student having left school without permission the school will make every effort to immediately contact a parent. A student who leaves school property without permission may not return to class until parent contact has taken place. It is at the discretion of the principal to determine what action will be taken.

**LITTERING, GUM CHEWING AND BEVERAGES**

Students are not to have gum on campus. Students may drink only water on campus or in classrooms except during lunchtime. Students should not drink tea or coffee at



school, nor should they enter the school building in the morning while drinking a beverage. Water bottles are to have fully closing lids, no straws or sipping holes.

### **PHYSICAL RESTRAINT**

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

### **SEARCH AND SEIZURE**

To protect the educational environment and the health and safety of persons and property on the grounds and at school functions, neither intoxicants, dangerous or offensive items may be brought to school grounds. Action will be taken in accordance with State and Archdiocesan guidelines.

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

### **VALUABLES**

Christ the King Parish School is not responsible for lost/stolen/broken items brought by students and/or visitors.

### **VANDALISM/PROPERTY DAMAGE**

Students and their parents/guardians are liable for all damage to school equipment or property.

### **WEAPONS POLICY**

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



include mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

## **TECHNOLOGY**

Christ the King Parish School offers on-line electronic information services including, but not limited to, the Internet and email (“information services”) for students. Christ the King Parish School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

Christ the King Parish School will make reasonable efforts to prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services.

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

### **PRIVILEGES**

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school has guidelines on what is appropriate use for subject areas and/or classroom usage. The principal may remove a user at any time deemed necessary or appropriate. The administration, staff or faculty of Christ the King Parish School may request that the principal deny, revoke or suspend specific users.

### **PERSONAL RESPONSIBILITY**

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

### **ACCEPTABLE USE**

The use of any information services must, in the judgment of Christ the King Parish School, be related to student education and research in accordance with the educational goals and objectives of Christ the King Parish School. The student is



personally responsible for compliance with this provision at all times when using information services.

The student may not:

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

### **NETWORK ETIQUETTE AND PRIVACY**

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

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

### **SECURITY**

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

### **GO GUARDIAN**

Christ the King Parish School utilizes GoGuardian for web filtering, classroom technology management, inappropriate use alerting and harm prevention.



## **SERVICES**

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

## **TECHNOLOGY ACCEPTABLE USE AGREEMENT**

See Appendix A

## **GOOGLE WORKSPACE FOR EDUCATION**

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

Parents give permission for students to access Google Workspace for Education through registration at Christ the King Parish School each year. Parents who do not want students to have access to Google Workspace for Education must write a letter to the school principal revoking permission. Students need to be aware that what they write and share is not private. Teachers have access to all of their students' work. Google Workspace for Education may not be used in the following ways:

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

Access to and use of Google Workspace for Education is considered a privilege accorded at the discretion of Christ the King Parish School. The school maintains the right to immediately withdraw the access and use of Google Workspace for



Education when there is reason to believe that violations of law or school policies have occurred.

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

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

### **PERMISSION FOR GOOGLE WORKSPACE FOR EDUCATION**

Christ the King Parish School uses Google Workspace for Education to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At CTK, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers and learn 21st century digital citizenship skills, and any/all additional services as deemed needed by the school for educational purposes.

The notice in Appendix B provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

### **GOOGLE WORKSPACE FOR EDUCATION NOTICE TO PARENTS AND GUARDIANS**

See Appendix B



# EMERGENCIES AND STUDENT SAFETY

## EMERGENCY INFORMATION

It is imperative that Christ the King Parish School have current addresses and phone information and emergency contacts for every family. Notify the school immediately with any new or changed information. You may also edit this information in your FACTS account.

## STUDENT DASHBOARD

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

Each parent is responsible to update in the FACTS Student Information System the following information annually or at the time of any change:

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

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

## SCHOOL LOCKOUT

In some situations it may be necessary to have a school lockout, based on the guidance of local law enforcement. The following procedures will be implemented for a school lockout:

1. Doors will be locked;



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

### **ASBESTOS NOTIFICATION**

The annual Asbestos Notification goes out to families in the weekly Family Email (F.E.) toward the beginning of each school year. You will also find this information on file in the school office.

### **FIRE AND EARTHQUAKE DRILLS**

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

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

Fire and earthquake drills occur on a monthly basis (September through June) in accordance with local regulations.

### **NUT FREE CAMPUS**

Christ the King Parish School is a nut free campus. Although preventive measures are in place, the school does not guarantee the total absence of nuts and/or nut containing products. If nuts are listed on the ingredient list, the item is not permitted. If nuts are listed in the “may contain” list, the item is not permitted. Items processed in a facility that also processes nuts are permitted.

### **EMERGENCY SCHOOL CLOSURES**

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

### **WEATHER RELATED SCHOOL CLOSURES**

Christ the King Parish School follows the weather related closure decisions of the North Clackamas School District. If it is announced that North Clackamas School District will start late, Christ the King Parish School will start late. Advise the school office if your child will not be at school, or will arrive accompanied by an adult, later than the designated late arrival time.



Christ the King Parish School will communicate weather related closure alerts through the Family Email and FlashAlert, [www.flashalert.net](http://www.flashalert.net). School closure and delay information for Christ the King Parish School will also be sent to all local television media outlets.

### **HOW TO ACCESS SCHOOL INFORMATION IN AN EMERGENCY**

1. Emergency Phone Center: 503-785-2411.
  - The school office will leave a message of what is happening and what you are to do.
2. Website: [www.ctkweb.org](http://www.ctkweb.org) : We will repeat the same message we have left on the answering machine.
3. Email: [office@ctk.pvt.k12.or.us](mailto:office@ctk.pvt.k12.or.us) : Leave an email in case you are unable to pick up your child and you are sending someone not listed in your FACTS account.

## **MEDICAL**

### **STUDENT ACCIDENT INSURANCE**

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

### **COMMUNICABLE DISEASES**

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

Students who have restrictable diseases or conditions must be excluded from school. Please keep your child at home if he or she:

1. Has a fever of 100.4 degrees fahrenheit or above
2. Has a persistent cough or cold
3. Has been vomiting
4. Has pink eye
5. Has head lice
6. Is in pain
7. Has been on antibiotics for an infection less than 24 hours

Do not send your child to school unless he or she has been free of fever (without the use of fever reducing medications), vomiting and/or diarrhea for 24 hours or more. Students attending school will be expected to participate in outdoor recess, PE and



all school activities. If they are not well enough to participate, please do not send them to school.

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

## **IMMUNIZATIONS**

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

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

## **MEDICATION**

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

The parent, in writing, shall make all requests for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student, or the written instructions of the parent for the administration of a nonprescription medication to a student. Medication Authorization Forms are available in the school office, the Family Email and on the school website. All medications must be in their original packaging.

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

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



Non-Prescription Medication:

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

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

**PRESCRIPTION MEDICATION GUIDELINES**

Prescription Medication:

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

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

### Prescription Medication (Injectables):

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

1. Written instructions from the doctor which include:
  - a. Name of student
  - b. Name of medication
  - c. Dosage
  - d. Time and/or frequency of administration
  - e. Method of administration (e.g., intramuscular)
2. The parent shall make the request in writing for the school to administer, as necessary, an injectable medication (medication administered by the intramuscular route) to the student.
3. The request must include written instructions from the doctor for the administration of an injectable medication to the student.
4. The Medication Dispensation Authorization Form must be signed and filled out by a parent/guardian
5. Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physician or a nurse practitioner, parents/guardians cannot train the designated school personnel in the use of injectables.

## STUDENT ACTIVITIES

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

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

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

### **MASS AND SACRAMENTS**

Christ the King Parish Students participate in the Mass every Monday and Thursday at 8:30am. Students also attend Mass on Holy Days of Obligation and First Fridays. Reconciliation services, as well as Stations of the Cross, the Rosary, etc. are attended at various dates and times throughout the school year.



## **ALTAR BOYS**

The Altar Boys serve primarily the action of the Sacred Liturgy, focused on the altar and assisting the priest directly. Four Altar Boys are scheduled for each Mass, but any Altar Boy is free to serve anytime he is at Mass in proper attire. All Altar Boys are vested in cassock and surplice.

There are three ranks of Altar Boys: postulant (Elementary School), novice (Middle School), and master of ceremonies (High School). Promotion to the next level is determined more by demonstrated readiness than age. Those attaining to the level of master of ceremonies take a leadership role in the training of new Altar Boys and in planning activities with the men leaders.

There is an annual Altar Boy Boot Camp in the summer to learn about the Sacred Liturgy, prayer, living the faith, authentic masculinity, as well as to teach new recruits and refresh the training of veterans. Altar boys in high school participate in the annual Quo Vadis Days camp as well.

## **DAUGHTERS OF ST. THERÈSE**

The Daughters of St. Thérèse is named for St. Thérèse of Lisieux, Carmelite nun and Doctor of the Church, who served as a sacristan and who had a deep love for the Mass.

The Daughters of St. Thérèse primarily serve in the preparation of the Sacred Liturgy. The attentive nature of women best serves the detail oriented demands of the sacristy and preparations for Holy Mass. Their work echoes that of Our Lady who wrapped Jesus in swaddling clothes and all the ways she was attentive to the details of caring for Him as He grew up, her attentiveness to the shortage of wine at the wedding feast of Cana, and the women who prepared Jesus' body for burial with linens and spices.

The Daughters of St. Thérèse make the preparations for Mass, preparing the sacred vessels, arranging the credence table, laying out the sacred vestments that will be worn by the priest and deacon, help distribute anything that needs to be distributed before Mass to the congregation, and bring up the gifts at the offertory. After Mass, they retrieve the vessels from the credence table and help the adult sacristan clean up.

Two Daughters will be scheduled for each Mass, but any Daughter is free to vest and serve anytime she comes to Mass in proper attire. The Daughters of St. Thérèse are vested in the tunic, cord, and scapular.

There are three ranks in the Daughters of St. Thérèse: postulant (Elementary School), novice (Middle School), and sister (High School). Promotion to the next rank is



determined more by demonstrated readiness than age. Those attaining to the level of sister take a leadership role in the training of new Daughters and in planning activities with the women leaders.

During the year, the women leaders of the Daughters of St. Thérèse organize opportunities to come together to learn about the Sacred Liturgy, prayer, living the faith, the feminine genius, visit religious communities, and enjoy fun outings.

## **FIELD TRIPS**

For each field trip the following information should be available:

1. Student Permission Slips
2. Parent Information Page
3. Driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time)
4. Proof of Insurance
5. Volunteer Credentials for all chaperones

Field trips are valuable learning opportunities. Each class will take one or more field trips during a given school year. The type and frequency of a field trip is dependent upon the educational benefit to be gained, availability and cost effectiveness. Parent permission forms are sent home for each trip outlining details and costs. The school will cover the cost/fees for required chaperones. Student field trip fees will be billed to FACTS incidental accounts. Younger siblings are not to attend field trips with a chaperone.

### Safety and Booster Seats:

Oregon law must be followed in terms of safety and booster seats. The Oregon Department of Transportation

(<https://www.oregon.gov/odot/safety/pages/belts-seats.aspx>) requires the following:

- Child Safety Seat Law: Child passengers must be restrained in child safety seats until they weigh forty pounds or reach the upper weight limit for the car seat in use. Infants must ride rear-facing until they reach two years of age unless the child turned age one prior to May 26, 2017.
- Booster Seat Law: Children over forty pounds or who have reached the upper weight limit for their forward-facing car seat must use a child seat with harness or a booster to 4'9" tall or age eight and the adult belt fits correctly.
- Rear Seating for Children: There is no Oregon law specifically prohibiting children from riding in the front seat of passenger vehicles. However, a rear-facing infant seat cannot be placed in a front seating position that is equipped with an airbag because this would violate



Oregon's requirement for "proper use" of a child safety seat. There is a national "best practice recommendation" calling for rear seating through age twelve.

## **STUDENT RECORDS**

### **REVIEW OF STUDENT ACADEMIC RECORD**

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

### **STUDENT PRIVACY, PHOTOS/VIDEOS AND GENERAL INFORMATION MADE PUBLIC**

We regularly use photos and videos for the purpose of promoting the school and informing parents of events within the life of the school. We take precautions to prevent the information we publish from being used for inappropriate and/or illegal uses. We will use first names only when student names are used in captions. If you do not want your child's name or likeness to appear, please make your request in writing and deliver it to the main office.

Oregon Law requires the school to receive permission in order to release your child(ren)'s photograph for use in recognition programs, school newsletters, marketing and publicity. By signing the Parent/Student Handbook Acknowledgement Form, you are authorizing your child(ren) to be photographed, videotaped or audiotaped in connection with the educational programs and activities of Christ the King Parish School for marketing, promotion and/or communication purposes. This notice must be renewed each year.

### **SCHOOL FAMILY DIRECTORY**

A family directory is available in the FACTS Parent Portal. Individual account holders are responsible for selecting the information they would like made public in the directory.

### **EMERGENCY DISCLOSURE OF INFORMATION**

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care



professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## VISITORS AND VOLUNTEERS

### VISITORS

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

### VOLUNTEER REQUIREMENTS

The 2025-2026 Child Protection requirements for volunteers are outlined on the Archdiocese of Portland's Child Protection/Victim Assistance webpage at: <https://archdpx.org/child-protection-victim-assistance>.

- [C.A.S.E. Training](#) (In Person)
  - If you have already completed an in-person CASE Training, you do not have to do it again.
- Foundations: “Keeping Your School Safe”
  - \*Only Available AFTER C.A.S.E. Training is Completed
- [Senate Bill 197 Sexual Harassment, Domestic Violence, Teen Dating Violence](#) (Online)
  - \*Only Available AFTER C.A.S.E. Training is Completed
- [Senate Bill 155 Sexual Misconduct Check](#)
  - Submit Your Full Name, Date of Birth and Last Four Digits of your SSN to Principal Sarah Taber
  - If you have already completed this, you do not have to do it again.
- Background Check Every 3 Years

**ALL OF THESE ITEMS MUST BE COMPLETED BEFORE YOU CAN VOLUNTEER TO WORK WITH STUDENTS AT THE SCHOOL. IT IS THE RESPONSIBILITY OF THE VOLUNTEER TO KNOW HIS/HER CLEARANCE STATUS.** Questions can be directed to our Volunteer Coordinator, Mrs. Laura Broudy.

An updated list of parents in compliance with these requirements will be kept in the School Office with individual badges for each cleared volunteer. Volunteers not in compliance will not be permitted to enter the school other than the school office during school hours. These parents may not: volunteer for school field trips, volunteer in the hot lunch program, volunteer in the library, volunteer in the classrooms, join students for lunch in the cafeteria or attend classroom parties. It is the responsibility



of the volunteer to know their clearance status. Contact Volunteer Coordinator Laura Broudy for more information.

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

### **VOLUNTEER CODE**

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

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

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community. Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by the school principal and/or the pastor of the parish.

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

## **EXTENDED CARE**

As a service to the parents of our students enrolled at Christ the King Parish School, the school operates an Extended Care Program which is fully licensed through the State of Oregon's Department of Early Learning and Care. Care is offered to our students from 3:00-6:00pm (2:00-6:00pm on early release Wednesdays).

Acceptance into the program will be handled on a "First Come, First Served" basis for those showing true need. On the Enrollment Request Form, which is sent out each August, you will be asked to please explain the nature of your family's need to utilize the CTK Extended Care Program. Due to the limited number of spaces available, Extended Care (EC) should be utilized for true need and not as a stepping stone to other activities. Thank you for understanding.



Extended Care is offered every full school day. Care will not be offered on holidays, teacher in-service days, parent conference days, Christmas vacation, Spring break, half days or during the summer. Please pay close attention to the school calendar and the Family Email for notification of when care will not be available.

Students must register for the program and submit an Enrollment Form.

The Extended Care Program is a full school year commitment. 2024-2025 enrollment in EC may be permanently canceled by notifying the school office in writing at least 24 hours in advance of final attendance.

If you know you will no longer need a particular day (eg. Tuesdays), you may cancel that specific day of the week and remain enrolled in your other selections.

### **EXTENDED CARE FEES**

P.M. Extended Care - \$11.00 per student per hour

Normal release days: 3:00 pm - 6:00 pm

Early release Wednesdays: 2:00 pm - 6:00 pm

Late Pick-up - \$11.00 per minute

No-Show Fee of \$20.00 per day

The minimum daily charge for after school care is \$11.00 per student. After that, the hourly charge of \$11.00 is billed in fifteen-minute increments. Students checking in to Extended Care between 3:00-4:00pm will be issued the \$11.00 minimum charge, with charges being implemented in 15 minute increments after 4:00pm. For example, a student who checks in at 3:40pm (after study hall) and checks out at 5:00pm would be charged \$22.00 (\$11.00 minimum in the first hour and \$11.00 an hour after that). This policy allows us to provide the necessary staffing to run the program. Thank you for your understanding. Charge includes an afternoon snack. Bills are sent out monthly using FACTS. Students must be registered and enrolled in order to be in the extended care program. No Drop-Ins allowed.

### **PICK UP FROM EXTENDED CARE**

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



# APPENDICES

## Appendix A

### **TECHNOLOGY ACCEPTABLE USE AGREEMENT**

This permission form and acceptable use policy describes the responsibilities of the school, students and parents in using technology here at Christ the King. Technology is an important component of Christ the King Parish School's academic life. Student online safety and ethical online behavior is paramount to Christ the King Parish School. Christ the King Parish School offers online electronic information services including but not limited to the Internet, email, and Google Apps for students who participate in an orientation or training course. Christ the King Parish School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

Christ the King Parish School will make reasonable efforts to prevent students from misusing the information services. However, a student is responsible for his/her use of information services and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services. The administration reserves the right to impose discipline for on and off campus conduct and content that has a detrimental impact on the school's program or reputation or creates a hostile environment or disrupts the educational process. The student will also accept financial responsibility for any damage they cause to school equipment.

The computer is a tool for productivity and a vehicle for learning. We recognize the need to use technology ethically and effectively and use of the computer network is a privilege, not a right. Violation of this policy may result in loss of computer access and/or other disciplinary action. Students will be allowed Internet access when it is educationally appropriate. Network administrators and the principal may review communications and electronic files at any time to maintain system integrity and ensure the appropriate use of the system.

Illegal downloading on school computers or other electronic media will result in disciplinary action. Copyright infringement and plagiarism are not allowed. Computer use that does not support curricular programs is inappropriate and may result in the loss of computer access. Students will be allowed Internet access when it is educationally appropriate and used appropriately.

The teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning community. All participants will



respect the teacher's time and professionalism by supporting the same positive approach. Christ the King Parish School utilized the GoGuardian platform to monitor all activity on ctk.pvt.k12.or.us accounts.

No student, or other participant may include any information or images on the site that could compromise the safety of him/herself or other class members. Participants should avoid specific comments about our location or schedules, if they would be visible to outsiders. All participants will be respectful in their postings and comments. No trash talking, inappropriate language, personal insults, profanity, span, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Uncited use of copyrighted material in any student work will be deemed plagiarism and disciplined accordingly. No posting or comment may facilitate or promote illegal activity, either overtly or by implication.

Google Workspace runs on an Internet domain purchased and owned by the school and is intended for educational use only. Services include web-based programs providing email, word processing, spreadsheet, presentation, conferencing, calendaring and collaboration tools for students and teachers. Student files and emails are safe with the Google Workspace, but it is the responsibility of the student to make backups of important documents. All information contained in and on a ctk.pvt.k12.or.us account is property of Chris the King Parish School.

Google Workspace Education is available at school and at home via the web. School staff will monitor use of the G Suite when students are at school. Parents are responsible for monitoring their child's program access from home. Any time a student is logged in with a school account, no matter the location, GoGuardian will be tracking his or her activity.

Students are responsible for their own behavior at all times. All participants must protect their login and password information, as well as class passwords. If participants suspect that a password has been compromised, they must notify their teacher immediately.

## Appendix B

### **GOOGLE WORKSPACE FOR EDUCATION NOTICE TO PARENTS AND GUARDIANS**

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at:

[https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)

You should review this information in its entirety, but below are answers to some common questions:

- What personal information does Google collect?
- When creating a student account, [insert name of school/district] may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for



account recovery or a profile photo added to the Google Workspace for Education account.

- When a student uses Google services, Google also collects information based on the use of those services. This includes:
  - device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
  - log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
  - location information, as determined by various technologies including IP address, GPS, and other sensors;
  - unique application numbers, such as application version number; and
  - cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

### **How does Google use this information?**

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

### **Does Google use student personal information for users in K-12 schools to target advertising?**

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

### **Can my child share information with others using the Google Workspace for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

### **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- With CTK Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - -meet any applicable law, regulation, legal process or enforceable governmental request.
  - -enforce applicable Terms of Service, including investigation of potential violations.
  - -detect, prevent, or otherwise address fraud, security or technical issues.
  - -protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

### **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Sarah Taber ([tabers@ctk.pvt.k12.or.us](mailto:tabers@ctk.pvt.k12.or.us)). If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.



### **What if I have more questions or would like to read further?**

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Sarah Taber, principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html))

# Appendix C

## **SEXUAL HARASSMENT POLICY**

### **The Policy Statement**

Christ the King Parish School is committed to providing a safe environment for all its employees and students free from discrimination on any ground and from harassment including sexual harassment. Christ the King Parish School will operate a zero tolerance policy for any form of sexual harassment, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment or enrollment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

### **Definition of Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment or enrollment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

#### Physical Conduct:

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors

#### Verbal Conduct:

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

#### Non-verbal Conduct:

- Display of sexually explicit or suggestive material



- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. Christ the King Parish School recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Christ the King Parish School recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships, for example between manager or supervisor and employee.

Anyone, including employees of Christ the King Parish School, students, contractors, volunteers or visitors who sexually harass another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within Christ the King Parish School premises or outside, including at social events, business trips, training sessions or conferences sponsored by Christ the King Parish School.

### **Complaints Procedures**

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. Christ the King Parish School recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser. If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be the principal, another supervisor, a member of the human resources department, etc. When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the school's procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim ensure that the victim knows that they can lodge the complaint outside of the school through the relevant country/legal framework

Christ the King Parish School recognizes that because sexual harassment often occurs in unequal relationships, victims often feel that they cannot come forward. Christ the King Parish School understands the need to support victims in making complaints.

### **Informal Complaints Mechanism**

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the school to resolve the matter
- ensure that a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped
- ensure that the above is done speedily and within seven days of the complaint being made

### **Formal Complaints Mechanism**

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to a senior human resources manager to instigate a formal investigation. The senior human resources manager may deal with the matter him/herself, refer the matter to an internal or external investigator or refer it to a committee in accordance with this policy.

The person carrying out the investigation will:

- interview the victim and the alleged harasser separately
- interview other relevant third parties separately
- decide whether or not the incident(s) of sexual harassment took place
- produce a report detailing the investigations, findings and any recommendations
- if the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal)
- follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome
- if it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace

- keep a record of all actions taken
- ensure that the all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible and in any event within seven days of the complaint being made.

### **Outside Complaints Mechanisms**

A person who has been subject to sexual harassment can also make a complaint outside of the school. They can do so through Human Resources at the Archdiocese of Portland.

### **Sanctions and Disciplinary Measures**

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- demotion
- suspension
- dismissal
- suspension
- expulsion

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal or expulsion of the harasser.

### **Implementation of this Policy**

Christ the King Parish School will ensure that this policy is widely disseminated to all relevant persons. It will be included in the Parent/Student and Employee Handbooks. All new employees will be trained on the content of this policy as part of their induction into the school. It is the responsibility of every manager to ensure that all his/her employees are aware of the policy.

### **Monitoring and Evaluation**

Christ the King Parish School recognizes the importance of monitoring this sexual harassment policy. Supervisors, managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the school will evaluate the effectiveness of this policy and make any changes needed.

# Appendix D

## **TEEN DATING VIOLENCE AND DOMESTIC VIOLENCE POLICY** **Pursuant to ORS 339.366 and 339.368**

Teen dating violence is unacceptable and prohibited at Christ the King Parish School. Each student has the right to a safe learning environment. Christ the King Parish School will comply with all current requirements (including those in Oregon law) for educating its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds, at school-sponsored activities, on school-provided transportation.

### Education and Training

Students in grades 7 and 8 will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at Christ the King Parish School annually.

Training Resources Currently in Place at Christ the King Parish School:

Committee for Children Second Step

Grade 7 and Grade 8

- Unit 2: Recognizing Bullying and Harassment
- Unit 4: Managing Relationships & Social Conflict

Virtus Online

Grade 7 and Grade 8

- Lesson 5: Being a Safe Friend
- Lesson 6: Boundaries: Feelings and Facts

School faculty and staff, including agents, contractors, and volunteers at Christ the King Parish School will receive training on the topic of teen dating violence and domestic violence annually through C.A.S.E. (Creating a Safe Environment) Training.

Christ the King Parish School will adopt a poster that contains information regarding domestic violence, including at least one toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posting of posters must be in clearly visible locations on the school campus.

### Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.



Procedures for reporting incidents of teen dating violence that takes place on school grounds, at school-sponsored activities, on school-provided transportation includes:

- Written or verbal report to school administration

Christ the King Parish School Administration has responsibility for investigations concerning incidents of teen dating violence.

### Notification of Policies

At a minimum, Christ the King Parish School shall make the policy:

- Annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at Christ the King Parish School office and on the school website.

The school principal at Christ the King Parish School is responsible for ensuring the policy is implemented.

### Definitions

**“Dating”** or **“dating relationship”** means an ongoing social relationship of a romantic or intimate nature between two persons. **“Dating”** or **“dating relationship”** does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

**“Domestic violence”** means abuse as defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735) between family and household members, as those terms are defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735).

**“Teen dating violence”** means a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

# STOP



## DOMESTIC VIOLENCE

Domestic violence is a pattern of coercive behavior at gaining and maintaining power and control over an intimate partner.

### We Can Help!

Domestic Violence Resource Center offers the following free services:



1

**SAFE SHELTER:**  
for women, men,  
children, & pets

2

**ADVOCACY:**  
case management  
protective orders, &  
safety planning

3

**COUNSELING:**  
for men, women,  
& children of the  
age of 5

If you need immediate assistance  
please call or text the  
National Domestic Violence Hotline  
1-800-799-SAFE (7233) or [thehotline.org](http://thehotline.org)



Poster must be posted in clearly visible  
locations on school campuses.



**CHRIST THE KING PARISH SCHOOL**  
**2025-2026 PARENT STUDENT HANDBOOK**  
**SIGNATURE PAGE**

FAMILY NAME: \_\_\_\_\_

STUDENT 1 Name: \_\_\_\_\_ Grade: \_\_\_\_\_

STUDENT 2 Name: \_\_\_\_\_ Grade: \_\_\_\_\_

STUDENT 3 Name: \_\_\_\_\_ Grade: \_\_\_\_\_

STUDENT 4 Name: \_\_\_\_\_ Grade: \_\_\_\_\_

STUDENT 5 Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent Agreement:**

I/We \_\_\_\_\_ (Parent[s]/Guardian[s]-please print) have read the material in the 2025-2026 Christ the King Parish School Parent/Student Handbook and agree to follow and uphold the school policies while my child(ren) is/are enrolled as a student at Christ the King Parish School.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

REMINDER: STUDENT PRIVACY, PHOTOS/VIDEOS AND GENERAL INFORMATION MADE PUBLIC

We regularly use photos and videos for the purpose of promoting the school and informing parents of events within the life of the school. We take precautions to prevent the information we publish from being used for inappropriate and/or illegal uses. We will use first names only when student names are used in captions. **If you do not want your child's name or likeness to appear, please make your request in writing and deliver it to the main office.**

Oregon Law requires the school to receive permission in order to release your child(ren)'s photograph for use in recognition programs, school newsletters, marketing and publicity. **By signing the Parent/Student Handbook Acknowledgement Form, you are authorizing your child(ren) to be photographed, videotaped or audiotaped in connection with the educational programs and activities of Christ the King Parish School for marketing, promotion and/or communication purposes.** This notice must be renewed each year.

