



*IN THE
HEART OF
UNIVERSITY
CITY*

**Christ the King Catholic School
Parent/Student Handbook
Grades K–8**

2011-2012

Christ the King Catholic School Handbook



Christ the King Catholic School ~

Embracing Diversity

Fostering Faith

Advancing Achievement

Celebrating Community

Living Service

Witness the Difference!

Christ the King Catholic School Handbook

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History of the School

Christ the King Parish was founded in 1927. Archbishop John Glennon (who later became a Cardinal) asked Father Daniel J. Ryan to head up the new parish.

Father Ryan offered the first Mass on Easter Sunday, April 27 in his apartment at 7317 Amherst. A month later, property was purchased on Balson Avenue for what would be a combined church and school. The two-story brick building was dedicated that fall.

Father Ryan wanted the Sisters of Mercy, well-known as educators, to staff the new school. The school opened in 1928 with 48 children enrolled in grades one to six. Just eight years later, the staff doubled (from three to six sisters) and enrollment increased to 182 pupils.

By the mid-fifties, with the post-war baby boom, Christ the King Catholic School enrolled 285 students, taught by five Sisters of Mercy, including Sister Mary Rosella, our principal of 35 years, and six lay teachers.

Times were changing, and it was time for a new school building. Located on the playground of the original school, the new building opened in 1966 and featured spacious classrooms with large windows, extra rooms for special purposes such as a library and a large cafeteria with an up-to-date kitchen. The new gymnasium gave parish teams their first opportunity to practice and play on a home court and the Msgr. Ryan Center provided space for meeting and social events.

Technology hit the classroom in the Eighties when the first computers were installed, in many cases before students had them in their own homes. All students studied Spanish, and specialists taught art, music and gym. Students who needed extra help could visit the new resource room. An increasing number of teachers had master's degrees.

The tradition of good old-fashioned hard work, discipline, courtesy and moral values continued as it always had. Sister Rosella never forgot the enjoyable events that break the routine and delight children, from making your own sundae on the last day of school before Christmas vacation to letting the teachers dress in school uniforms during Catholic Schools Week. Bigger events include a field day in Heman Park and the Mission Carnival, still highlights of each spring.

In the mid-nineties, serious efforts began to market the school in a professional way. The goal was to have tuition cover all expenses so there would be no need to ask the parish for support. The marketing campaign brought in students from more ZIP codes and enriched the school with additional diversity.

A preschool with extended hours was opened in 2002 to help boost future K-8 enrollment and to meet the needs of contemporary families.

Sister Rosella, the only remaining religious sister at Christ the King School, retired following the 2005-2006 school year. Principal, Mrs. Susan Hooker now leads a faculty of enthusiastic and skilled teachers, assisted by parents and other volunteers. Our school reflects this diversity and also attracts students of other faiths.

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Mission Statement

The mission of Christ the King Catholic School is to provide each student with a high-quality education in the arts and sciences and with formation in Christian values that will lend dignity and direction to his or her life. We pride ourselves on preparing students not just for high school, but for life - a life which is centered on Jesus Christ and grounded in His Gospel.

Philosophy

The distinct purpose of Christ the King Catholic School is to create a Christian educational community where students, teachers, and parents, in a spirit of love, share knowledge and life experiences, enlightened and enlivened by faith.

The staff of Christ the King School focuses on the individual needs of our children by helping them to know themselves, their human family, and their faith. Since education is the formation of the whole child, our school places proper emphasis upon spiritual, intellectual, cultural, social, and physical values, as appropriate for children of different ages and developmental needs. While Christ the King School emphasizes personal responsibility for learning, we accommodate the individual learning style of each child. We provide co-curricular experiences to support opportunities for successful learning. To develop mature Catholic citizens, dedicated to their family, Church, and world, we provide opportunities for students to help plan and participate in many school-sponsored events, including liturgies, art and science fairs, fund-raisers, mission programs, and field days.

Christ the King School advocates the role of parents as the primary educators of their children. Because parental support and guidance are essential for a child's success in our school, we seek to support parents in their role as primary educators by encouraging consistent involvement in our school's educational, spiritual, and social activities. The children witnessing our community of parents, both devoted to and involved in their child's Catholic education is an integral part of Christ the King School.

Located in the geographical center of University City, Christ the King School both reflects and values the ethnic and economic diversity of our community. Daily living and learning with children and teachers of diverse backgrounds exhibit Christ's global message. We are a parish-based school and rely on the parish community for support. Our school's commitment to sustaining a diverse student body involves welcoming children of other faiths to share in our educational mission. For this mission to succeed, we expect those who join our school community to participate in the school's program, both academic and religious, and abide by all policies and regulations.

Christ the King School operates in a fiscally responsible manner to provide an excellent and affordable education. We challenge the creative imaginations, critical minds, and compassionate hearts of our students with the pursuit of wisdom in the vision and values of Jesus Christ.

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School Contact Information

Mrs. Susan Hooker, Principal 314.725.5855 Ext. 221
Mrs. Hooker's e-mail: See *Fast Direct*

Ms. Kathleen Bauer, Administrative Assistant 314.725.5855 Ext. 222
Ms. Bauer's e-mail: See *Fast Direct*

School Website: www.ckstl.com

Faculty and Staff

School Principal	Mrs. Susan Hooker
Administrative Assistant	Ms. Kathleen Bauer
Preschool Director	Mrs. Kimberly Mueller
Preschool Teacher	
Kindergarten Teacher	Mrs. Beth Bradford-Strange
Kindergarten Aide	Mrs. Kathy Chilenski
Grade One Homeroom Teacher	Mrs. Dawn Duncan
Primary Aide	Mrs. Susan Lange
Grade Two Homeroom Teacher	Mrs. Nancy Zundel
Grade Three Homeroom Teacher	Ms. Mary Voskamp
Grade Four Homeroom Teacher	Mrs. Jamie Hesse
Grade Five Homeroom Teacher	Ms. Denise Kerr
Grade Six Homeroom Teacher	Mrs. Peggy Shanks
Grade Seven Homeroom Teacher	Mrs. Joan Minnich
Grade Eight Homeroom Teacher	Mr. Neil Schulte
Learning Consultant	Mrs. Kathleen Webb
Art Teacher	Ms. Carol Kaminsky

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Computer Teacher	Mrs. Sibyl Banks
Music Teacher	Mrs. Kathleen Stanley
Physical Education Teacher	Mr. Matthew Gibson
Spanish Teacher	Mrs. Amy D'Agrosa
Band Director	Ms. Sharon Buckman
Maintenance Supervisor	Mr. Doug Sunshine
Custodian	Mr. Joe Gallo

Parent/Student Handbook

This Parent/Student Handbook contains established policies and procedures for the 2011-2012 School Year at Christ the King Catholic School. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

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Policies and Procedures

Admissions/Registration

Policy of Non-Discrimination

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships, athletic and other school administered programs. (*Archdiocesan Policy #4101*)

Requirements for Admission

Catholic schools are unique expressions of the Church's effort to achieve the purposes of Catholic education among the young. Academic excellence and a disciplined formation will always be the desired goals of the Catholic school. Central to the school, however, is the understanding of the Catholic tradition and growth in faith. Parents wishing to enroll their child(ren) in a Catholic school must understand and agree to the purposes of Catholic schools.

Admission to a Catholic elementary school is contingent upon:

1. the family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school. (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school). Evidence of any family's desire to be a part of this school includes:
 - a. support of the concepts upheld in the Witness Statement (*Appendix 2: Witness Statement for Those Whose Children Attend Catholic Education Programs* and *Appendix 3: Witness Statement Called to Be Catholic For Students Who Attend Catholic Schools*);
 - b. agreement to follow the policies and procedures of the school;
 - c. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
2. the child's fulfillment of the age requirements listed below:
 - a. for admission to Kindergarten, the child is to be five years of age before August 1.
 - b. for admission to first grade, the child is to be six years of age before August 1.
3. the school's ability to meet the student's educational needs
4. the parent's willingness to accept the financial responsibilities of attending the school.

(*Archdiocesan Policy #4102.1*)

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Christ the King Admissions Policy

Children will be accepted into Christ the King School in the following order:

1. Current enrollees of Christ the King School who enroll by June 1st. (Does not include Pre-K)
2. Sibling(s) of presently enrolled student(s) of Christ the King School who enroll by June 1st. (Does not include Pre-K)
3. Children of parishioners of Christ the King or St. Rita Parishes who enroll by June 1st.
4. Current children in Mercy PreSchool who enroll by June 1st.
5. Catholic children from parishes other than Christ the King or St. Rita.
6. Non-Catholic children, (where the children and family hold values consistent with Catholic/Christian education, with approval of pastor/principal.)

The faculty and staff of Christ the King School are committed to meeting the needs of children who truly benefit from the education provided by the school. If the school cannot meet the educational needs of a child, the school will make recommendations to assist families in placing the child in the best educational environment. The concern of the school is to see that each child's needs are met.

Parents of children enrolled in the school shall fully abide by the regulations and spirit of the school, cooperating with the teachers and administration in the development of the child(ren). Each parent shall agree to live up to the policies and parental expectations as outlined by the Parish Board of Education and Pastor/Principal. Each parent shall agree to live up to the financial commitments as determined by the Parish Financial Board at the time of registration. Parents of Christ the King students are expected to participate in school sponsored programs.

Transferring from Another Catholic School

A student transferring from one Catholic school in the Archdiocese to another for reasons other than geographical relocation may be accepted after the parish/school in which the parents wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. The parents/guardians are responsible for obtaining the permission of the pastor. In addition, the requirements for admission would apply at any transfer point. (*Archdiocesan Policy #4102.2*)

Transferring from a Merged/Consolidated Catholic School

Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school. If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated school, the parents may register only after receiving permission from the pastor of the current parish. (*Archdiocesan Policy #4102.3*)

Transferring from a Non-Catholic School

A student transferring from a public or private school may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. Normally the family would apply to the school sponsored by the parish in which the family resides. In addition, the requirements for admission would apply at any transfer point. (*Archdiocesan Policy #4102.4*)

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Transferring from a School District under Court Ordered Desegregation Plan

Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Catholic schools. (*Archdiocesan Policy #4102.5*)

Admission of Students under Special Circumstances

Admission of Student on a Conditional Basis

If a student is accepted on a conditional basis, following a thorough review of the student's previous school records and all records relating to the student's special needs, if any, the school will communicate the conditions of acceptance in writing. (*Archdiocesan Policy #4102.61*)

Admission of Home-Schooled Students

Prior to accepting a student who has been home schooled the parents/guardians must provide evidence that the student has been receiving regular instruction by providing the following records as required by state law:

- a. a plan book, diary, or other written record indicating subjects taught and activities engaged in;
- b. a portfolio of samples of the student's academic work;
- c. a record of evaluation of the student's academic progress;
- d. other written or credible evidence to the points listed.
- e. evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours in reading, language arts, math, social studies and science, consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home location.
- f. provide evidence of religious education and sacramental preparation that have been provided, along with parish records of preparation in first sacraments, if applicable.

The student's placement shall be determined by review of the above records and student work samples. If records are not sufficient to determine placement, the student will be given appropriate end of grade assessments. (*Archdiocesan Policy #4102.62*)

Admission of Students from Other Countries

Schools of the Archdiocese may enroll or allow the attendance of foreign-born non-immigrant students, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Students must contact the Catholic Education Office before making an admission decision and must follow designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws. (*Archdiocesan Policy #4102.63*)

All new children admitted to the school shall be subject to a one year provisional period to determine if the school can satisfy the individual needs of the student and if the student complies with the school's rules and procedures.

Should an incoming Catholic student have no prior formal Catholic formation, he/she must make arrangements for religious instruction so as to receive the sacraments of the Church.

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The principal, according to admissions policies established by the pastor and the board of education, will register students to the school according to norms set by the board of education, the Archdiocesan Board of Education, and accepted educational procedures.

The registration process includes:

1. completion of a registration form;
2. payment of Home and School Association Activity Fee (*Appendix 1: Tuition and Fees*)
3. birth certificate;
4. baptismal certificate;
5. verification of the dates of other sacramental celebrations;
6. verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.) (*Archdiocesan Policy # 4103*);
7. Report Cards and Standardized Test Scores from previous school if transfer student;
8. Proof of physical exam (last 12 months) and up-to-date immunizations records required for all new students and students entering grades three and six prior to the first day of school;
9. social security number.

Kindergarten students must pass a screening test administered by Christ the King School. Children who fulfill the age requirement for Kindergarten, but whom are found lacking in developmental readiness or maturity may not be admitted. In such cases, the school is most willing to recommend readiness activities for further development of the child.

After School Child Care Program

Christ the King Catholic School offers an optional after school hours' child care program for currently enrolled students. The program is sponsored, staffed, and administered by the school.

The purpose of the program is to assist working parents by providing a safe and caring place for our children until they can be taken home.

The program consists of time for study and homework and supervised play time. A healthy snack is served each day.

Students may enroll on either a full-time or part-time basis. The cost of the program is \$7.00 per day per child. An annual, non-refundable registration fee of \$5.00 per child is required. Registration forms are available in the school office. Payment is due weekly. Non-payment denies the child to return the following week, unless extraordinary circumstances prevail and arrangements are made with an after-care director.

The hours of operation are from the end of the school day until 6:00 p.m. A late fee of \$2.00 per minute is charged for every minute after 6:00 p.m. that pick-up is delayed. The program runs every school day. There will be no child care available when school is not in session. (*Appendix 1: Tuition and Fees*)

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After Care is a school-sponsored program and school rules are to be followed while attending After Care. A child who consistently fails to follow teacher directives while in the After Care Program risks being permanently dismissed from the program.

In a situation where the adult picking up the child appears incapable of driving and/or caring for the child, the child will not be released to them. Staff will contact other authorized persons to pick up the child.

The Missouri Division of Family Services has approved the program.

Arrival and Dismissal

Students may arrive as early as 7:00 AM and will be granted supervision in the school building. It is discouraged, however, to arrive before 7:15 AM if at all possible. Prior to a 7:30 arrival, any student will be allowed to wait in the school's gathering area, outside the office. At 7:30 AM, students who have entered the building will be escorted to stand outside on the Balson parking lot, in line according to their grade, with a teacher on duty. They will remain outside until the 7:45 AM entry bell rings, upon which time, the teacher on duty will allow each grade to enter the building quietly. In the event of inclement weather, students will be escorted to the School's Cafeteria, where they will sit with the teacher on duty until the 7:45 AM entry bell rings. Students who arrive in their homeroom after the 7:50 AM start bell will be marked tardy.

Dismissal is at 3:00 PM.

The safety of our children on their way to and from school is of great concern to us. In a situation where the adult picking up the child appears incapable of driving and/or caring for the child, the child will not be released to them. Staff will contact other authorized persons to pick up the child.

The following procedures are in place to protect the children and to create an efficient and consistent drop-off and pick-up procedure.

Arrival

Car Riders

During nice weather, please make every effort to drop off your children curbside on Balson, Purdue or Dartmouth. The children will walk up to the school's front (Balson) entrance and stand in line with their classroom until a faculty member tells them its time to enter the school building. Please do not park in the middle section of Balson and allow your children to cross the street alone. Balson is a very busy street at drop off time and the children could be placed in a dangerous situation.

During inclement weather, parents may pull into the Balson Avenue parking lot to drop students off at the front door. Please form a single line when dropping off. Please do not allow the children to cross in front of other cars. If the weather is inclement and you choose to drop off your children off on Balson Ave., please drop the children off at the sidewalk between the school and church grounds. The children should walk up that

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sidewalk. Do not allow them to cross the parking lot when other cars are dropping off children.

Bike Riders

Children who ride their bicycles to school should walk their bikes across school grounds and lock their bikes to the rack located on the front school parking lot or lock bikes onto the railing between the Rectory and the School. The school accepts no responsibility for missing bicycles or bicycle parts or property left with bicycle. Riding double on a bicycle is not permitted. Bicyclists will be dismissed from the front exit. Bicyclists are to walk their bikes on school property when arriving and dismissing from school. All bike riders are *strongly encouraged* to wear a bicycle helmet.

Walkers

Children who walk to school must walk to the front school entry and join the line for their classroom upon arrival.

Dismissal

Car Riders

All students being driven home will be dismissed from the Balson Avenue doors only and must be picked up on the Balson Avenue parking lot. Children are not permitted to walk to cars parked on Balson, even when accompanied by a parent who is parked on the street. **There will be no exception for this.**

At the end of the school day, parents picking up their children should pull into the parking lot and form six lanes of traffic, the first lane being closest to the front doors. This is a first come, first served system. When you see an orange safety cone behind a car that signifies that that line is closed, and you should pull into the next lane. When all lanes have been closed, you should pull around into the first lane and park behind the cone. All cars are to have turned off their engines when parked.

At 3:00 p.m., children are to walk directly to the cars in which they will ride. At approximately 3:05 p.m., a hand-bell will ring, and the cars will be directed off the lot under the supervision and direction of a safety patrol member who is in charge of the lot on that day. Once the hand-bell has rung, all drivers should return to their cars. Cars will be dismissed starting with the first lane closest to the doors. If you do not have your child yet, you will be directed where to park to pick up your child. (This will be along the fence between school and church.) Always stay in the same lane unless the safety patrol has asked you to change lanes.

Cars that have come in after the hand-bell is rung should pull around into the first lane. **From and after the time the bell has rung, no child will be permitted to walk across the lot even if accompanied by an adult.**

After the first lane has been dismissed, cars that are parked behind the cone in the first lane will then be allowed to pull up and pick up their child. Children will only be permitted to get in cars that have pulled into the first lane under the supervision of the

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teacher that is on parking lot duty that day. Children will not be allowed to go to cars parked in other lanes after the hand-bell has been rung.

Safety patrol members direct the traffic at school dismissal. All parents should follow their requests and directives to ensure the safety of the children.

You are responsible for making sure that any person picking up your child from Christ the King Catholic School is fully aware of and has agreed to follow the dismissal procedures set out above.

Bike Riders

At dismissal time, bicyclists should walk their bikes along school sidewalks. Bicyclists will be dismissed from the front exit. Again, all bike riders are *strongly encouraged* to wear a bicycle helmet.

Walkers

Students who walk home will be dismissed from the back exit on Dartmouth. Walkers are to appear at this exit immediately following school.

Early Dismissal

General Policy

Students are not permitted to leave the school during class or at any time without permission from the principal. Students who need to leave school for any reason during the day must bring a note before school to the Principal's office in order to be excused from class at the appropriate time. Parents must pick up their child in the school office and sign them out. Students returning to school on the same day need to check in at the school office before returning to class. Students may only be released to a parent or guardian or to a person indicated on their emergency form.

If a child becomes ill or injured at school the school secretary or principal will notify you or your emergency contact if parent/guardian can not be reached. Emergency information needs to be current and accurate. It is imperative that we have this information on the first day of school.

The dates of early dismissal days are listed on the school calendar. On these days, all students will be dismissed at 12:30 p.m. **(After Care is available until 6:00 p.m.)**
Lunches will not be served on early dismissal days.

Kindergarten Early Dismissal Option, Mondays and Fridays

Parents with children in our Kindergarten program have the option to dismiss at 11:45 AM on Mondays and/or Fridays. Parents are to state their preference to the Kindergarten teacher the first week of school. Should this preference change at any time, a schedule change must be shared with the Kindergarten teacher.

Students dismissing at 11:45 AM will be escorted by the Kindergarten teacher's aide to the gymnasium door at the back or Dartmouth parking lot along with Preschoolers dismissing at 11:45 AM. Parents are to create a large counterclockwise loop into the back parking lot, pulling around to the door at dismissal and exiting after pickup. The

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Kindergarten child will come down the steps from the gymnasium door and enter the vehicle. It is necessary to communicate with the Kindergarten teachers concerning adult(s) responsible for pick-up at dismissal.

Kindergarten students dismissing at 3:00 PM will be escorted by the Kindergarten teacher out the front or Balson parking lot doors. Adults responsible for pickup of the Kindergarten child are to leave their vehicle on front lot to pickup child from teacher. Older siblings may escort child to vehicle or walk home. Walkers are to exit through school doors on Dartmouth side.

Kindergarten students staying for After Care are dismissed by After Care teacher in the Monsignor Ryan Center.

Faculty Meetings

Archdiocese policy permits the early dismissal of students to allow teachers to attend faculty meetings. The dates of faculty meetings are listed on the school calendar. On these days, all students will be dismissed at 12:30 p.m. **(After Care is available until 6:00 p.m.) Lunches will not be served on faculty meeting days.**

Attendance

Absences

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written note should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. *(Archdiocesan Policy # 4201)*

When your child is absent because of illness or for another reason, a parent/guardian is expected to call the office between 8:00 and 9:00 a.m. After morning attendance records are checked, and your child is on the absence list without a telephone call, the school's secretary will call to verify your child's absence. If your child is absent for more than one day you must call the office each day of the prolonged absence.

Release from School

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted. Records containing the names of persons to contact if a parent/guardian cannot be reached are to be on file with the school. Parents/guardian are responsible for providing transportation for the student to leave. *(Archdiocesan Policy #4203.1)*

The school administration has the responsibility to send home any student who shows signs of carrying a communicable disease. The student may be readmitted upon written verification from a qualified health professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

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If a student has been absent due to a contagious disease, a doctor's written release must be presented on returning to school. The release must state that they are free of illness and may return to school. A student will not be admitted to class without this written release.

General Attendance

It is impossible for satisfactory learning to take place if a student is not present on a regular basis in the classroom. Recognizing the importance of daily attendance, a very good reason must exist anytime a student is absent.

Removing students from school for a family vacation is discouraged. Teachers should not be expected to provide work in advance for students who miss school for this reason.

Students who participate in events such as "Take Your Child to Work Day" and "High School Visitation Day" will be marked absent.

Tardiness

Chronic tardiness has a detrimental effect on the student, the class, and the teacher. It is important that each student arrive at school by the 7:45 a.m. entry bell. Any student who is not in their classroom by 7:50 a.m. will be marked tardy. If a student arrives at school after 10:00 a.m. they will be marked a half-day absent.

Truancy

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.
(*Archdiocesan Policy #4201.1*)

Truancy is a serious offense. Consequences will include a conference with parent/guardian and probationary status will be established. Repeated truancies could result in dismissal from the school.

Dual Enrollment

Dual Enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics service. (*Archdiocesan Policy #4204*)

Birthday Celebrations

Students' birthdays are recognized at Christ the King School either on the school day prior to their birthday if on a day not in school, on the child's birthday, or his/her half-birthday if their birthday is in the summer months when school is not in session. The student is invited to dress-out of uniform on his/her birthday, alerting all in the school to his/her birthday, and a happy birthday wish will be mentioned in our morning announcements, CKS Channel 70 Morning News, as well as published in our weekly school newsletter.

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When announcement of the child's birthday is made on Channel 70, the student is invited to the office for a small birthday gift, reminding the student that our Christ the King School family is celebrating the day he/she was born.

Beginning school year 2011-2012, students are to refrain from bringing a treat to share with his/her classmates on his/her birthday/half-birthday. This includes any food or drink or small gift. We appreciate that our parents honor this policy in all cases.

Approved, CKS BOE May 12, 2011

Cafeteria and Hot-Lunch Program

General Policy

Children have the option to bring a lunch from home or purchase a hot lunch through our CKS lunch program.

Our CKS lunch menu will be posted monthly on CKS *Fast Direct*. The menu will be posted two weeks in advance of the beginning of the next month. Lunches should be ordered one month at a time.

You are to return your order for the upcoming month no later than the Monday following the distribution of the menu (Tuesday if Monday is a holiday). **Payment is required at the time you place your order.** You may pay with cash or check. Following sending your order to school, you will receive a copy to keep at home for your records. **Lunches will not be sold in any other manner unless there are adequate extras, and this is a risk the student would be taking by bringing cash without pre-ordering.** A hot lunch buyer may purchase an additional entrée if desired on a given day when extras are available. Any extra items such as pizza slices or an additional hot dog cost \$1 for grades K-2 and \$1.25 for students in grades 3-8. Children are to have the necessary money when requesting extras.

Low-fat, white milk will be the only drink offered at lunch. Milk is no longer included in the price of lunch. CKS will make milk available for all students at a very fair price, which is purchased in advance. Students bringing a lunch from home will be able to purchase milk through our hot lunch program. Milk, juice or bottled water may also accompany lunches brought from home. Refrigeration is, however, not available to the students.

Soda is not permitted at lunch. "Fast food" items are not permitted as a sack lunch. Gum is never allowed at school.

Lunch Prices

Due to the flexibility of food costs the actual lunch price will be noted at the beginning of each school year and is subject to change. (*Appendix 1: Tuition and Fees*)

The Lunch Schedule is as follows:

Grades 4-8	11:45 AM – 12:05 PM	Followed by lunch recess	12:05 – 12:25 PM
Grades K-3	12:05 – 12:25 PM	Preceded by lunch recess	11:45 AM – 12:05 PM

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Cell Phones and Other Electronic Devices

The possession and use of cell phones and other electronic devices by Christ the King students on Christ the King School and Parish premises during school hours is prohibited. Cell phone use is limited to school office only on school days.

If a student must carry a cell phone or other electronic device for use outside of school time, the parent is to provide a note to the school's principal requesting permission. The device must be turned into the school office upon arriving at school with the parental request, and will be kept in the school office until the student leaves school for the day.

If a cell phone or other electronic device is found in the student's possession during the school day, or if the student is found using the cell phone or other electronic device, the phone/device will be taken away from the student and will be kept in the school office until the parent comes to get it.

Students may not use any electronic device / toy unrelated to instruction unless authorized by school personnel. This applies to all school environments including field trips.

Change of Address and/or Contact Information

A change of address, telephone numbers, or emergency telephone numbers should be reported immediately to the school office. This is necessary for emergency situations as well as updating school records.

Chaperone Responsibilities

At all school-sponsored events, whether at school or away from school, chaperones may not smoke or consume alcohol.

Child Abuse

Christ the King Catholic School is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. Christ the King Catholic School is also committed to complying with legal requirements for reporting child abuse to the Division of Family Services.

For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means by those responsible for the child's care, custody and control, or from persons who are agents or employees of Christ the King Catholic School. All employees, volunteers, religious and priests working in the school and/or parish are expected to support this policy.

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Class Size

At Christ the King School, class sizes are limited to 30 students in Grades Kindergarten through Grade Eight. Should class size exceed 20 students in Kindergarten, and 25 students in First or Second Grade, a part-time Teacher's Aide will be employed to work alongside the classroom teacher for all core curriculum classes.

Should enrollment exceed the class size limit of 30 in any grade, the Principal and Pastor will engage members of the Board of Education and the Financial Board to evaluate the situation as to policy, the feasibility of opening a second classroom, creating a waiting list, etc.

Communications

Communication Methods from School to Families

- A calendar of school events is posted on the school's website prior to the beginning of the school year. It contains information on early dismissal days, holidays, major school events, and other important dates.
- A more detailed calendar is available to each family at the beginning of each month, posted on both the schools' website and *Fast Direct*.
- Christ the King School Newsletter will be posted each Wednesday during the school year on both the school's website and *Fast Direct*, Tuesday if preceding a holiday. Many weekly newsletters have additional information, attachments accompanying the newsletter. These too will be posted on *Fast Direct*. It is important that parents read this communication.
- It is recommended that parents encourage students to check backpacks daily for additional information that may come home throughout the week from individual teachers.
- Students publish a quarterly student newsletter. The newsletter, called the Knight Times, contains information about what's happening at the school, along with special articles and interviews written by the students. This newsletter is not posted on the school's website as it contains student photographs.

Communication Methods from Families to School

We ask that you honor the "hierarchy" of good communication while at Christ the King School. Address questions and concerns concerning your child with the appropriate teacher. If further assistance is needed, address the school principal, but only after addressing the teacher. If still further assistance is necessary, address the pastor, but only after addressing the teacher and the principal.

Always make an appointment to have your questions or concerns with teacher, principal or pastor addressed. Your questions and concerns are important enough to allow for adequate time together.

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Contacting Students

Parents are requested not to disturb classes during school hours. Any items clearly marked with the student's name or a message may be delivered to the school office. The item will be given to the student as soon as possible.

Students will not be allowed to accept telephone calls. Messages may be left in the teacher's mailbox or on his/her voicemail. A message for a student should be delivered

prior to 2:50 p.m. to ensure that the child will receive the message. All transportation arrangements and other such messages should be made known to your child prior to arriving at school if possible.

Custody

School administration should be informed of custody arrangements affecting their students. Documentation of this must be provided to administration.

Discipline

POLICY

Excellence in education requires a variety of disciplines. Parents/guardians choose Christ the King Catholic School knowing that the education we offer is built upon the teachings of Jesus Christ. In our dealings with students, parents, and faculty members, the dominant virtue binding us together is that we are called to care for and respect one another.

As our children grow through Catholic education, we seek to develop the values which build in each child a responsibility for the choices they make. We strive to teach self-discipline along with respect for self and others. We seek to help children understand the consequences of their actions.

These goals will continue to guide the implementation of these procedures. These procedures allow us to support a child in developing responsible, respectful behavior. Successful implementation relies on collaborative parent support.

Christ the King School reserves the right to review any student's individual performance at any time and determine if the student and the school can continue to benefit from the student's continued attendance.

DISCIPLINARY PROCEDURES

Each teacher sets disciplinary parameters in his/her own classroom. Should a discipline expectation be violated, the teacher is called to instruct the student as to expected behavior and issue an appropriate consequence, which may include giving the child a demerit on their Disciplinary Card, as described below, and may involve a more serious consequence in accordance with this policy. The teacher's consequence will be followed by the school's disciplinary procedures.

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If a student is sent to the Principal's office for violating the discipline expectations of Christ the King School, the principal will discuss the violation with the student, documenting the incident and outcome.

Issues concerning DISRESPECT, VIOLENCE, or CHEATING will result in a parent(s)/teacher or principal conference so as to facilitate a plan-of-action to support the student in redirecting behavior. At a minimum, the child will be required to serve detention in such instances. Repeated violations involving disrespect, violence, or cheating are serious acts of misconduct and may result in school suspension, out of school suspension, or possible expulsion from the school.

A student is required to notify his/her parent(s) when he/she is to serve detention. Detention is held the day of the infraction, or the following school day.

A student serving detention will spend 60 minutes, 3 PM until 4 PM, in a designated classroom with the teacher who issued the demerit, or will serve detention completing community service with the teacher who issued the demerit. The teacher will judge the appropriate consequence, whether classroom detention or community service. The faculty and administrative staff have outlined approved service activities.

If sent to serve detention in a classroom, while in detention, students will be directed to write a 3-5 paragraph paper reflecting on their actions, entitled, "THE CHOICE I MADE", or will be directed to write responses to reflection questions, guiding the student to understand how his/her choices affect others, as well as him/herself. The detention facilitator will lead the student to reflect on the fact that as members of Christ the King School Family we have RIGHTS and we have RESPONSIBILITIES. The essays/reflections will be turned in to the principal following detention, so as to allow for additional support as needed to examine if the student is learning from his/her consequences. Student's reflection will guide the principal in determining how to deal with each individual and the disciplinary procedures that will most appropriately aid the individual in redirecting behavior.

DISCIPLINARY CARDS

Each student at Christ the King School in Fourth through Eighth Grade is issued a Disciplinary Card each quarter of the school year. This card serves as a reminder of the school's disciplinary policies and a record of the student's demerits. Students receive a new Disciplinary Card at the start of each academic quarter and in doing so, receive "a clean slate" for the next quarter. Disciplinary Cards from a previous quarter will be sent home in report cards. These Disciplinary Cards are to be signed by parent(s) / guardian and returned to homeroom teacher with signed report card following the 1st, 2nd and 3rd quarters.

In the event that a student loses the Disciplinary Card, the student receives an automatic detention, and is to turn into the Principal's office a written note from parent / guardian explaining that the card was lost. This note is attached to a second Disciplinary Card. "2nd Card" is written in ink on the card issued from the office.

The following depicts the student disciplinary card:

CHRIST THE KING SCHOOL
DISCIPLINARY CARD

Violation = Detention or Service + Procedures

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A.) DISRESPECT

B.) VIOLENCE

C.) CHEATING

DEMERITS

2 Violations/2 Demerits per Infraction = Detention or Service

Procedures follow repeat offense

D.) DISRUPTIVE BEHAVIOR

E.) DRESS CODE

F.) GUM, FOOD

Only one demerit shall be given per day for the same dress code violation. Any additional violation is a new offense and may result in a second demerit.

SUSPENSION

In the event of a severe infraction of anyone's rights or responsibilities, such as an injustice against another, an action that is harmful to oneself or any other person, or a blatant disrespect for property, the Principal may invoke an in-school suspension or home suspension. Harmful actions may include, but are not limited to the following: cheating, fighting, use of profane language, harassment of another, stealing, truancy or vandalism.

WITHDRAWAL FOR CAUSE

The decision for withdrawal for cause is made at the local level by the pastor of the parish with recommendation of the principal. A student may be dismissed permanently for a serious infraction or repetition of infractions. Immediate withdrawal for cause may result in cases including but not limited to: possession/distribution/use of drugs, possession/distribution of pornography or possession/use of a weapon.

Drug, Alcohol, Substance Use and Abuse

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and other hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved. (*Archdiocesan Policy #4303.2*)

Tobacco

As educational institutions dedicated to the promotion of the growth and well being of every aspect of a student's life, Christ the King School prohibits tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, Christ the King School declares itself a smoke free environment.

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It is important that parents and other adults be examples to our students of responsible behavior. Alcoholic beverages shall not be served or distributed at events sponsored by Christ the King Catholic School, the Home and School Committee, the Athletic Committee or the School Board when students are present. Adults are to refrain from tobacco use in these same venues when students are present.

Emergency Guidelines

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond

effectively to such situations. Should we have a major disaster during school hours, your student(s) will be cared for at this school. We have a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at school or moved to a safer location, until they are picked up by an identified, responsible adult. If the situation outside of the school is deemed to be dangerous, students may not be released.
3. Please be sure to consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume the responsibility.
4. Turn your radios on for emergency announcements. If students are to be temporarily kept at school, local media will be notified.
5. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified. During an extreme emergency, students will be released at designated reunion gates located on the school's campus. Please instruct your student to remain at school until you or a designee arrives.

Please discuss these matters with your immediate family. Planning ahead will alleviate concern during emergencies.

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Emergency Situations

General Responsibilities

Students should familiarize themselves with the following emergency procedures and exits throughout the school campus. Students should be prepared to assess situations quickly and use common sense in determining a course of action. All students should be able to execute Facility Evacuation, Severe Weather Shelter, and Emergency Lockdown safety procedures.

Facility Evacuation

Facility evacuations are executed when a fire or some other emergency situation exists in a building and an orderly exit from the building is the safest course of action.

Our teachers are familiar with the exit routes and assembly areas for their classrooms. Upon learning of the need to evacuate the building, specific information may be

communicated by intercom. Students are to execute the following procedures:

- Listen and obey the instructions of your teacher.
- No talking is allowed.
- Remain calm and in line.
- Walk quickly without pushing or running.
- Proceed to designated gathering area for your class.

Special Notes:

- Never assume that the sounding of an alarm is a false alarm.
- If you are outdoors, stay outdoors until given directions from school personnel. You will be directed to the designated gathering area.
- If in the school hallway or restroom, then proceed to the nearest safe exit and you will be directed to the designated gathering area.
- After you have evacuated to a safe area, and the entire school has been safely evacuated, but you are not in your normal designated gathering area, you may be instructed to report to your normal designated evacuation area.

Severe Weather Shelter

Severe weather shelter procedures are executed when a severe weather warning is issued for the area. Upon the issuance of a warning, an announcement will be made informing everyone to move to a shelter location.

Teachers are familiar with severe weather shelter procedures and the special steps that may be required. Students are to execute the following procedures:

- Listen and obey the instructions of your teacher.
- Depending on the emergency situation and your location, you may be instructed to move to a shelter location.
- If relocation is required, walk quickly without pushing or running to the designated gathering area for your class.
- Move away from windows or other line of sight.
- No talking is allowed.
- Remain calm.

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Special Notes:

- Never assume a weather siren or announcement for shelter in place is a false alarm or test.
- If you are not in a classroom, and are outdoors, immediately re-enter the facility and request assistance in locating a shelter location.
- If in a hallway or restroom, enter the nearest occupied location.

Emergency Lockdown

Emergency lockdown safety procedures are executed when there is danger outside, on, or near campus grounds, or if there is a danger in the school hallways. An intercom announcement will inform everyone, through an emergency code the teachers understand, of the need to execute an emergency lockdown and specific information will be communicated by intercom as it becomes available.

Some emergency lockdowns will require the closing and locking of doors and having persons clear out of open areas that cannot be secured; such as cafeteria or hallways.

Emergency situations that are due to an exterior threat may still allow for free movement within the school building.

Our teachers are familiar with emergency lockdown procedures and the special steps that may be required. Students are to execute the following procedures:

- Listen and obey the instructions of you teacher.
- Depending on the emergency situation and your location, you may be instructed to move to another area.
- If relocation is required, walk quickly without pushing or running to the designated area for your class.
- Move away from windows and other lines of sight.
- No talking is allowed.
- Remain calm.

Special Notes:

- Never assume the call for lockdown is a drill and not an emergency.
- If you are not in a classroom, and are outdoors, do not enter the facility unless specifically instructed to do so by a teacher or school staff person.
- If in a hallway or restroom, seek safety in the nearest classroom with the door closed behind you, and remain away from windows and other lines of sight.

Extracurricular Activities

All extra curricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. A member of the faculty or a qualified/responsible adult acts as moderator of the activity and is present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities. (*Archdiocesan Policy #5202.10*)

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Christ the King School encourages its students to compliment their classroom education through a variety of extracurricular activities. Whether sports, scouting, or drama, participation will help them become better students, citizens and friends.

Activities Offered:

Bellarmino Speech
Children's Choir
Drama Club
Equations Math Club
Girls on the Run
School Newspaper
Scouting
Sports
Student Council
Yoga

The teacher / director of each event will communicate to students involved, the days and times of meetings.

In addition to the above mentioned activities outside of school hours, Christ the King School offers students in grades 3-8 the opportunity to play in our Christ the King School Band. Whether a novice, or an experienced musician, our band classes will accommodate any skills level. Band classes are held during the school day. Our band director is Ms. Sharon Buckman with Palmer Music Services. There is an additional fee for band and instrument rental.

Grading and Testing

Report Card:

Report cards are issued at the end of each grading period to inform students and parents/guardians of progress. Report Cards are to be retrieved by our CKS families through *Fast Direct*. The final report card of the school year will be mailed as well as posted on *Fast Direct*. The academic year is divided into four quarters. The report card includes a summary of academic achievement, conduct, effort, punctuality and attendance of the student for each grading period.

Kindergarten and Grade 1 children receive their first report card at the second quarter.

The school may withhold reports of student progress if financial obligations of the parents/guardians have not been fulfilled.

Grade Calculation:

The quarter grade is the average of homework, classwork, classroom observations, participation, projects, presentations, quizzes, and test grades. Information on interpretation of grades, method of calculating grades and method of weighting grades can be supplied by each teacher.

Cumulative exams are given at the end of the semesters to students in our middle school or upper grades; grades six, seven and eight. Semester evaluations are given to

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determine the effectiveness of the learning process, and to assess student achievement, but to also assist the elementary age student in preparing for and taking cumulative exams prior to the high school experience.

Final grades, an average of the four quarters for all subjects are transcribed onto the student's permanent transcript.

Progress Reports:

Progress Reports will no longer be issued at Christ the King due to grades being posted on *Fast Direct* for parent/student to monitor progress at all times. (New to 2011-2012 School Year) *Note Grade Calculation above. Not all assessment is measured so as to be posted on Fast Direct, however, grades posted will be a good measure for parent/student to assess progress.*

Parent/Teacher Conferences:

Parent/Teacher conferences are held when the first quarter report cards are issued. All parents are strongly encouraged to attend this conference. Kindergarten and Grade 1 teachers will hold conferences with parents, although report cards are not issued until the second quarter. A Parent/Teacher Conference may be held at any time of the school year at request of either parent or teacher.

Standardized Testing:

An Archdiocesan-wide, standardized achievement test is given to students in grades third through eighth grade in the Fall of each school year. The children are given the Iowa Test of Basic Skills (ITBS). The test measures reading, language, math, social studies, science, and sources of information.

Harassment

Catholic Schools shall maintain a learning environment that is free from all forms of harassment. No student or staff member in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with one's performance or creates an intimidating, hostile, or offensive environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken. (*Archdiocesan Policy #4303.7*)

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Christ the King expressly prohibits any form of harassment of students or staff based on their race, religion, color, gender, national origin, ancestry, handicap or disability. Christ the King prohibits such harassment of students or staff, whether that harassment comes from students, Christ the King employees, or other third parties. A student or employee who harasses any student or staff member is subject to discipline, up to and including expulsion or termination (as appropriate). Christ the King will not tolerate harassment from anyone that results in a pattern of intimidating and threatening behavior, which creates a hostile or offensive academic and social environment.

Health Policies

Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists or following

doctor's recommendation. Please do not send your child to school with a fever. A student needs to be fever free without the use of fever reducing medicine for 24 hours before returning to school. A parent will be called when a child has a fever of over 99 degrees and the student will be sent home.

It is prudent that all students follow the following guidelines to ensure a healthy atmosphere at school. Respiratory etiquette should be followed:
Wash your hands often with soap and water.

Cover your nose and mouth when coughing or sneezing; try not to touch your eyes, nose, or mouth, and stay away (6 feet) from people who are sick.
Students should not share food at school.

Students are to participate in the PE classes. A student may be excused from physical participation in PE with a parent's or doctor's note. For extended periods of non-participation (more than one week), a doctor's excuse is required. Either note must be turned in to the classroom teacher who will send it to the office for recording and forwarding to the PE teacher.

Since infections can be transmitted by blood and body fluids, our routine procedure for handling blood or body fluids (urine, stool, vomit) is outlined below:

- Good hand washing after exposure to blood or body fluids should be observed.
- Soiled surfaces should be promptly cleaned with a disinfectant (1 part household bleach to 10 parts of water is acceptable).
- Disposable towels or tissues are used whenever possible.
- Soiled disposable materials are discarded in plastic bags.
- Mops are rinsed in disinfectant after cleaning floor.

Communicable Diseases

Christ the King Catholic School follows the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

The following indicates the rules for school attendance for the particular diseases:

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Chicken Pox	exclusion for seven days after rash appears
Measles	exclusion during "cold" symptoms and until seven days after rash appears
Mumps	exclusion for nine days following onset of swelling
Strep Throat	exclusion for seven days or until clinical recovery, whichever is longer; provided, however, that children may return to school 24 hours after antibiotic treatment is begun if treatment is continued for 10 days
Whooping Cough	must be excluded from school three weeks from onset of the paroxysmal cough
Rubella	exclusion for five days after rash appears (German Measles)
Impetigo	must be excluded from school until sores are completely healed – is very important that sores are <i>completely</i> healed
Head Lice	exclusion until effective insecticiding of scalp, skin, and clothing. Student will be examined by office personnel upon return to school.
Conjunctivitis	exclusion until diagnosis confirmed and effective treatment has begun

Health Record

1. All students new to Christ the King School, and students entering Kindergarten, 3rd grade and 6th grade, must have on file by the first day of school, of the current year, a completed written health exam by a physician, current within the past 12 months. Any child not in compliance with the health exam may be asked to remain at home until this exam is administered.
2. Immunization records must be current and on file with the school.
3. It is the parent's responsibility to inform the school of any physical abnormalities, i.e. birth defects, allergies, epilepsy, diabetes, etc.

Immunizations

1. All students must be in compliance with Missouri state law regulations concerning immunizations. State health regulations dictate that students cannot attend school unless they are properly immunized and can provide satisfactory evidence of the immunization, unless they are exempted. For school attendance, children should be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and hepatitis B. Varicella is required for kindergarteners and first graders. Parents/guardians are required to provide documentation of the month, day and year of vaccine administration. Any child who is not in compliance by the first day of school of the current school year may be asked to remain at home until he/she has the proper immunizations.
2. Immunizations are provided by County Health Departments if the parents so desire.

Categories of immunizations not mentioned here are:

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- A. Unprotected and In-Compliance
- B. Unprotected and in Noncompliance

These above categories will be dealt with by school officials on an individual basis. ANY exceptions to the previously outlined immunization schedule MUST be presented in written form from a physician, health department or health care provider.

Home and School Association Activity Fee

Each family will pay an annual fee at registration to cover activities sponsored by the Home & School Association such as (but not limited to) Grandparents Day, Field Day, Catholic Schools Week, and Black History Month. (*Appendix 1: Tuition and Fees*) This activity fee is paid directly to Christ the King Home & School Association. This fee is in place of required fundraising initiatives.

Homework

Homework Definition

Homework is defined as any written, reading, or study task assigned by a teacher. Assignments, both daily and long range, will be suited to the grade level and geared to individual need and ability.

Parent Involvement

In cooperation with the school, parents should emphasize the importance of meeting homework responsibilities. Parents can also be of invaluable assistance by:

- Setting aside a suitable time and place for the child to do homework in a quiet, well-lighted area free from the distractions of television, radio, telephone, and other noises is recommended for most children.
- Showing a willingness to listen to any oral or memorization assignment.
- Reviewing - not doing - the assignment with your child, checking for comprehension, completeness, and neatness.
- It is highly recommended that all students spend some time reading silently or orally each evening. Parental involvement will enhance the child's interest and enjoyment of reading and learning.
- DAILY REVIEW STRENGTHENS MEMORY. Spending even 5 minutes reviewing, reciting, re-reading, re-teaching what was covered in class that day is most beneficial to understanding, application and retention.

General Considerations

Incomplete homework assignments must be made up.

If a child consistently states that they have no homework, or has completed it at school, please check with the teacher. Children often do not consider assignments to be homework unless it is to be written. Important study and research assignments are often neglected.

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Written homework is not usually assigned to be completed over the weekend, however, there are situations where this is necessary, such as long-term assignments with due dates fast approaching.

Homework Assignments While Absent

In the event of excused absences, the student is held accountable for all assignments that are missed. It is the responsibility of the student to find out what has been missed and to make up the work. Students are accountable for missed classwork (such as notes given, handouts distributed, missed quizzes and tests) as well as missed homework. It is important that the student touch base with his/her teacher(s) as to missed work, and not expect that a "homework buddy" is responsible for all that was missed.

Students are given one school day for each school day absent to complete missed work, unless other arrangements have been made between teacher/parent and student.

If a student wishes to work on assignments while at home, the parents need to notify the office by 9:00 AM. The assignments will be available in the school office after 3:00 PM the same day. They must be picked up no later than 3:30 PM.

Inclement Weather

School Cancellation

If it is necessary to cancel school for the day, the school closure will be announced on the radio station KMOX 1120 AM and TV Station Fox 2 News Snow Watch, Channel 4 Warn Snow Alert, and Channel 5 Storm Watch. Please do not phone the rectory or school to find out if school has been canceled. Your cooperation in this matter will be greatly appreciated.

Instruction

Kindergarten Program

Kindergarten is an all-day program with the option of half days Monday and Friday. The self-contained class approach provides the students with the security and stability needed in their new educational adventure.

Primary Program (Grades 1 – 3)

Christ the King Catholic School has an academic program which stresses the basic skills and the individual talents and gifts of each student. The Primary classes are taught according to a child's individual rate of progress. Our desire is that each person achieve their fullest potential. The measure of a child's progress should be in relation to what they can do, rather than to what their classmates are doing.

Departmental Program (Grades 4 – 8)

Students receive instruction from specialized subject-area teachers in the departmental program. The subject areas are Religion, Language Arts/English, Reading/Literature, Mathematics, Social Studies, Science, Spanish, Art, Music, Computer and Physical Education. Students in Grades 4-5 are semi-departmental, while Grades 6-8 are fully departmentalized.

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Art

The children from Kindergarten through eighth grade participate in art classes. Grades K-3 attend Art twice a week. Grades 4-8 attend Art once a week.

Computer

The children from Kindergarten through eighth grade participate in computer classes. Grades 1-8 attend Computer twice a week. Kindergarten attends once a week as a split class.

Music

The children from PreSchool through eighth grade participate in general music classes. Grades K-8 attend Music twice a week.

Physical Education

The children from Kindergarten through eighth grade participate in physical education classes. Children are required to wear the Christ the King PE uniform when participating.

A child can be excused with a doctor's release. PE classes are held on Mondays, Wednesdays or Fridays for students in Kindergarten through Grade Eight. Grades Kindergarten through Grade Eight attend twice a week.

Spanish

The children from PreSchool through eighth grade participate in Spanish classes. Students have Spanish twice a week.

Religious Activities

During the school year appropriate liturgical and prayer services are held in accordance with the church seasons. This includes weekly Masses; upper and lower grades Masses, All-School Mass, or both.

Sacramental Program

The students in second grade will be prepared to receive the Sacraments of Reconciliation and Holy Eucharist. Currently, Confirmation is administered every other year for students in grades 7 and 8. Parents will be asked to assist in preparing their children for the sacraments.

Instructional Use of Copyrighted Materials

Christ the King School adheres to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted material in any form are made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others use any form or unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

(Archdiocesan Policy #5202.6)

Christ the King Catholic School Handbook

Internet and Electronic Communications Conduct

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of other are inconsistent with that goal.

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community, or (3) in the principal's discretion, cause harm to the school or the school community (collectively referred to as "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause. Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (Archdiocesan Policy #4303.4)

The Christ the King Catholic School Handbook contains guidelines for student behavior. Just as there are consequences for students who do not follow the rules for acceptable behavior within our school, there are consequences for students who do not follow the rules governing their use of the Internet.

Christ the King Internet Policy

In order to protect our children, Christ the King School's Handbook contains guidelines for acceptable student behavior. Just as there are consequences for students who do not follow the rules for acceptable behavior within their classrooms, there will be consequences for students who do not follow the rules governing their use of the Internet. It is important for everyone (students, teachers, parents) to remember that Internet access is a **privilege**.

1. The Internet may only be used for educational purposes. Usage will be designed so that the Internet is used to enrich and expand the classroom curriculum.
2. The Internet may only be used under the supervision of the Computer Teacher or designated teacher.
3. When accessing the Internet at CKS, students may only use the school's account even if they have a personal account at home.
4. Students may only sign onto the Internet with the permission of the Computer Teacher or designated teacher.
5. Students must apply the generally accepted rules of etiquette when communicating with others. The correspondence should take into account the following:
 - Be polite in all messages;
 - Use appropriate language;
 - Do not use slang terms;

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- Never reveal personal address or phone number to anyone;
- Do not violate copyright laws.

6. Students may only download material with the permission of the Computer Teacher.

7. Students who access any material **outside of a teacher's request** must report it at once because this is considered an infraction of internet safety. A student must report any material, on any computer in the school, that is either inappropriate, or is simply material accessed without direction from the teacher. The infraction must be reported to a Christ the King teacher or the principal.

This includes:

- Material accessed by the student (your child)
- Material accessed by another student but witnessed by your child
- Material viewed purposefully or accidentally by your child

Failure to follow these guidelines may result in loss of privilege to use school computers for the remainder of the academic quarter. Final determination of penalty will be at the discretion of the principal. It will be based on the severity of the infraction and the intent of the student. Other factors may be considered if applicable. If it is determined that the student deliberately accessed material on a school's computer without permission, the privilege of using the internet will be revoked immediately. (Including but not exclusive to pornography, social networking sites, personal e-mail, games, etc.)

8. Students' access to the Internet at CKS will be allowed once both they and their parent or guardian have signed the appropriate form and the form is returned to the Computer Teacher.

Liturgy

Most weeks the liturgy schedule is as follows:

Lower Grade Mass, Grades 1-5	Wednesday, 8:00 AM
Upper Grade Mass, Grades 6-8	Thursday, 8:00 AM
All-School Mass, Grades K-8	Friday, 8:00 AM

Any change in this weekly schedule is noted in the school calendar.

Students in Grades 3-8 are encouraged to participate in the Mass as lector, cantor, bearer of gifts, children's choir. Catholic students in Grade 5-8 may train and participate as servers.

Parents are welcome to attend liturgical services.

Lost and Found

In order to return lost items to their rightful owners, parents should inscribe their child's names in their belongings. Lost articles will be kept for approximately one month just outside the school office, after which time they will be given to the poor.

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Media and the School

Members of the media should be on school property only as invited guests, and are not allowed to interview or photograph students without approval of administration and verification that the student's parent has signed the Permission Form for Student Involved in Media/Marketing Materials.

In the event that media should contact the school, access would be provided if appropriate and denied when not in the school or student's best interest. School administration would delegate in consultation with the Director of Community Relations at the Catholic Education Office as to any statements shared with the media.

Medication and Medical Conditions

Administration of Medication

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place: (required forms available on website: www.ckstl.com)

- The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.)
- Written consent of the parent/guardian for school personnel to administer the medication.
- The medication in the original container.
- Proper training of personnel on medication administration.

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. **Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school.** A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

Only physicians, physician's assistants and nurse practitioner have prescriptive rights. A parent/guardian cannot prescribe a medication for the school to administer to their child, even non-prescription; nor may the parent/guardian authorize changes in the medication administration. Non-medical personnel cannot administer medication without proper training by a registered nurse. (*Archdiocesan Policy # 4401.4*)

Students with Significant Medical Conditions

A student enrolled in a Catholic school whom has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations

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in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. (*Archdiocesan Policy #4401.6*)

Non-Custodial Parent

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other **school-related information regarding the child. If there is a court order specifying there is to be no information furnished, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

Notes Required from Home

The following circumstances require notes from home:

Notes to be given to the school office:

- To be excused from a given class, such as PE
- When a student is not in full uniform
- Appointments outside of school
- Tardiness

Notes to be given to the classroom teacher:

- Notes pertaining to homework or absences

Party Invitations

Invitations handed out at school must include the entire class or all girls/boys.

Parent Meetings

While enrolled in Christ the King Catholic School, many meetings will be presented throughout the school year to inform and support the parents of our students. Some of these include New Parent Orientation, Back to School Night, Eighth Grade Parent Meeting, Sacramental Meetings, and Home and School Sponsored Meetings. Attendance at these meetings is very beneficial to our school parents. Christ the King School also participates in the Archdiocesan-wide Elementary School Coalition meetings, required of parents with Kindergarten and Sixth Grade students. Kindergarten parents participate in the Coalition while at the New Parent Orientation Meeting held in August. Parents of Sixth Grade students attend a Coalition Meeting at a regional school; possibly at Christ the King. The Sixth Grade Coalition meeting is held in October. Parents receive information in the mail concerning the required meeting, as well as reminders through Christ the King School Newsletter. The purpose of the required Coalition meetings is to assist our parents in parenting children throughout these milestone ages. This opportunity is meant to empower parents, teachers and administrators to best serve the needs of our children, and to enhance a collaborative effort in our support of their social, emotional and academic concerns.

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Photographs

A class picture is taken of each of our students by a professional photographer with Interstate Studios each Fall. The school uses the photographs for the school's yearbook and for a composite photo of the entire student body which hangs in the main school hallway. A pricing package is sent home prior to picture day. Parents may choose whether or not to purchase photographs.

Playground Rules

Playground Rules During School Hours

The following rules and regulations have been put in place to protect the safety of the school children:

- Children must treat all others and all playground equipment respectfully during their play.
- The faculty supervises the playground. Children must respect the judgment of the teacher on duty.
- If the ball goes outside the playground, students are to report it to the teacher on duty. The teacher on duty will determine the best way to retrieve the ball.
- No cell phones or other electronic devices are allowed on the playground during school hours.
- Recess is a time for physical activity. Books, notebooks, textbooks are not allowed on the playground during recess. Students are encouraged to utilize this time with physical activity, whether engaged in active play or simply walking about the playground.
- Students are to line up promptly at the main doors when the bell rings or the teacher on duty signals the end of recess. Students are to wait outside the doors quietly until the teacher on duty escorts them into the building to the cafeteria or classroom.
- A note is required if a child is to remain inside during a recess period.

Political Activities in the School Setting

Catholic schools are important settings for communicating the Church teachings on civic responsibility and social issues. Catholic schools should educate students about the moral principles involved in key political issues and develop their abilities to analyze issues from a moral perspective. However, as Church organizations, and as tax exempt organizations, we do not participate in any activity on behalf of or in opposition of any particular candidate for office or any specific political party.

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Questioning of Students

Except at the direction of a caseworker from the Division of Family Services, no student should be questioned by law enforcement authorities or officials of other public agencies unless a parent or school administrator is present. Every effort will be made to contact a parent and provide them the opportunity to be present. (*Archdiocesan Policy #4402.2*)

Law enforcement authorities may question students only with a parent/guardian or deputy juvenile officer present. The principal will make every effort to notify the parents/guardians and arrange for them to be present during the questioning. If they are unable to be present, the principal and another school staff member should be present during the entire questioning.

Students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse "hot line" report. In these cases, investigations are conducted primarily by the DFS caseworker. Permission to contact parent/guardian will be requested. If denied, permission for school personnel to be present for questioning will be requested. Based on the nature of the investigation either or both could be denied.

Law enforcement authorities may remove students from school property only upon presentation of a valid arrest warrant or upon probable cause that the student committed a crime. The proper place for questioning a student who is considered a witness to a crime is the student's home with parents present. In such cases, school officials are not required to allow law enforcement authorities to question the student at school.

Search and Seizure

School officials, with sufficient reasons to do so, may search a student's locker or desk without prior notice to parents or student. Likewise, with good reason, school officials could request that a student empty the contents of pockets, purse, or backpack. If the student refuses, disciplinary action such as suspension could be taken on that refusal. (*Archdiocesan Policy #4303.5*)

Special Needs

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments,

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the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met. (*Archdiocesan Policy #5204*)

Special Needs Records

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about

admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record. (*Archdiocesan Policy #5204.1*)

Student Accident

All student accidents, injuries, or illness on school/parish property during educational activities shall be reported to the school administrator or a properly designated authority as soon as possible. It will be the responsibility of the staff member to whom the student was assigned at the time of the accident to report the accident/injury to the school office.

When faced with the decision whether to report an accident to the school administrator, the staff member should consider anything unusual. For example, any bleeding, swelling, dizziness, acute pain should indicate that a serious injury may have occurred, and the student should be brought to the office or emergency help should be called to the scene. A written account of student office visits for any health-related issue that is necessary to address will be recorded.

The school office will make every effort to contact the parent(s) or guardian(s) for information or instructions concerning health-related incidents of a serious nature. If the parent or guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge should arrange for the student to be taken to a doctor or hospital for medical treatment.

School personnel will not administer medication to an injured student unless he/she is acting under a direct order from a parent or physician.

Student Records

Access to Student Records

Parents/guardians have the right to inspect and review the official active file of their child(ren).

In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's records and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

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In the event that the payment of tuition is shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education.

In the event the child's mother and father were never married, the natural father may have access to the school information and records **to the extent that it is granted in writing by a court or the child's custodial parent.**

In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records **to the extent that it is granted in writing by a court or the child's custodial parent.**

A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child. (Archdiocesan Policy #4601.2)

Transfer of Records

There should be no release of student records to other schools, institutions, agencies, or individuals without the written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. (Archdiocesan Policy #4601.4)

Release of Student Discipline Information

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parent authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian. This applies to providing both written and/or oral information. (Archdiocesan Policy #4601.6)

Transportation of Students

Our school takes appropriate measures to ensure the safety of our students when they are being transported for educational field trips and other off-campus school activities. Whenever possible, we will use bus transportation by an insured carrier for off-campus school events. There are circumstances when it may be determined that transportation in private passenger vehicles is appropriate, such as a small number of students involved in the activity and the cost of commercial transportation. If a private vehicle is used, we require the following criteria:

- 1.) drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
- 2.) the vehicle must have a valid registration and meet state safety requirements;

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- 3.) the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;
- 4.) drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
- 5.) every person in the private vehicle must wear a seat belt. (Children younger than four years of age, regardless of weight are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and weigh at least 40 pounds but less than 80 pounds are less than four feet nine inches tall must be secured in a child passenger restraint system appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt.)
- 6.) adults are not to smoke in the vehicle while transporting students.

Volunteers are expected to abide by the criteria above. Drivers are to provide to the school *copies* of a valid driver's license, vehicle registration and proof of insurance coverage. The school maintains a record of each event where students are transported, including when volunteer drivers transport students. Volunteer drivers are expected to have attended *Protecting God's Children for Adults* program and to read and sign the *Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors*.

Tuition and Fees

Catholic education plays a key role in assuring the continuation of the Faith. This benefits both the families that participate in Catholic education, as well as the parish community.

The financial and spiritual support of Christ the King Catholic School is the responsibility of both the families of the students that attend the school and the parishes of Christ the King, and St. Rita. As part of the registration process, all parents must agree to share in the financial responsibility for the cost of operations of the school and parish in cooperation with the Parish Finance Committee.

Every year the Parish Finance Committee will develop a proposed school budget, based upon expected cost of operations. The budget and proposed tuition will be presented to the Parish Council, Board of Education, Pastor and Principal by the end of February for the following school year. After approval of the budget, tuition fees will be established and included in the contract signed by every family at the time of registration.

No student will be deprived of a Catholic education because of real financial need when it is the family's desire for Catholic teaching and moral formation. However, this need can only be determined after discussion of a family's desire for what Catholic education offers and discussion of finances with the Pastor and a designated member of the Parish Financial Committee.

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Tuition and Fees

All families pay an annual, non-refundable book fee that covers books and certain supplies at either time of registration, or the option of rolling the book fee into the tuition payments. (*Appendix 1: Tuition and Fees*)

Families who are members of St. Rita's Parish need to contact the Pastor of St. Rita's to make necessary arrangements concerning financial obligations and additional requirements.

The school board has selected the FACTS Tuition Management Company to handle the collection of tuition for all families paying monthly. A Contract and Payment Schedule form must be signed at the time of registration.

Student families, other than St. Rita's Parishioners, must select one of the following tuition payment options.

Option 1: Pay the total amount of your family's tuition directly to Christ the King Catholic School due July 31st and receive a discount. See Appendix 1 for the discount amount. A late payment is not eligible for discount. Book fees are not eligible for discount.

Option 2: Pay your family's tuition directly to Christ the King in two installments with one-half due July 31st and the second half due December 31st for discount. See Appendix 1 for the discount amount. A late payment is not eligible for discount. Book fees are not eligible for discount.

Option 3: Pay your family's tuition monthly using the automatic checking or savings deduction services provided by FACTS. The deductions will be made in ten monthly installments beginning in August. You may chose to have payments withdrawn from your account on the 5th or 20th of each month. Each family must complete a FACTS enrollment form. **The parish will cover the administrative fee charged by FACTS.**

Tuition Payment Policies

It is the responsibility of each school family to inform the Pastor or Principal of a need to change their tuition payment plan or make adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

1. **Monthly Payments:** School families who choose a monthly payment plan, then miss a monthly payment due to insufficient funds, will be assessed a late fee by FACTS. See Appendix 1 for fee. A fee from their own financial institution may also be incurred. FACTS will send a reminder notice and attempt to deduct the missed payment directly from the bank account within 20 days of the first attempt.

For the sake of the family's security and peace of mind, and for the general financial stability of our school, we encourage parents/guardians to contact the parish as soon as possible when experiencing economic difficulties that will lead to delinquent financial obligations to the school.

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All financial obligations to the school must be satisfied before a student will be issued a report card, and permanent records will not be released at the end of a school year for a transferring or graduating student until financial obligations are met.

Delinquent Tuition from Previous Year

All previously unpaid tuition from the prior year must be paid before the first day of a new school year for a student to be readmitted for a new school year. Payments are to be made directly to the parish. If payment is not possible, suitable arrangements must be made with the principal or pastor.

Financial Assistance

We recognize that some families attending our school may need assistance in paying school tuition. An assigned member of the Parish Finance Committee will evaluate a family's request for financial aid and recommend appropriate tuition reductions to the Pastor.

A limited amount of tuition assistance is available to families who pay tuition to Christ the King parish. Families wishing to apply for tuition assistance must complete the school registration process and a financial aid application. Members of the school board and rectory office will be available to help families with the financial aid process.

Financial Requirements and Graduation

Payment in full must be made for all financial obligations to the school before the days of graduation. Within 10 days prior to graduation, the local administration has the right to require a specific method of payment. (*Archdiocesan Policy #4502.1*)

Uniform Code

When parents send their children to Christ the King Catholic School, it is understood that they agree to uphold the policy governing the use of uniforms. It is expected that students come to school neatly dressed, in clean clothes, and properly bathed. Their hair must be combed and off the face and they must have clean nails. Parents will be contacted if we find these standards not being upheld.

Uniforms are worn from the first day of school until the last. The principal will inform students when they are permitted to wear "out of uniform" or "dress-out" clothes.

Expected Conduct and the Uniform

While children are dressed in the school uniform, we expect conduct and language in public places to be in keeping with the standards of the school. This means around the neighborhood and while walking home from school you are expected to live up to the good name associated with our school's rich history.

General Appearance

- Faddish, unusual or extreme hairstyles are not permitted for our students. Hair must be neatly combed and reasonably off the face.
- Hair color is not to be changed by bleaching, dying, or spraying the hair.
- Hair is not to cover the eyes.
- Boys' hair should not be below the collar.

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- Blouses and shirts are to be tucked in at all times.
- Shoestrings are to be the same color as the shoes and are to be tied at all times.
- Clothes are to be clean and neat. Clothes should not be wrinkled, dingy or torn.
- No boots (short, medium, or high) are allowed in the classroom.
- Students are not permitted to wear shoes that mark or damage the floor.

General Information

- It is the parents' responsibility to send their children to school in the proper uniform.
- If it is necessary to send a child to school out of uniform, a note from the parent is required.
- Boots may be worn to school during inclement weather but must be removed while inside during the school day. The student must bring a pair of school shoes to change into.
- Scout uniforms may be worn on scout meeting days.

Girls Warm-Weather Uniform Requirements

Start of school year until October 15th/April 15th until end of school year

Grade	Clothing Item	Description and Requirements
K - 8	Shirt	White polo shirt without any logo
K - 8	Shorts	Navy blue shorts with cuffs. The shorts can be no more than 2 inches above the knee.
K - 8	Skorts	Navy blue plain-front skorts. They should be twill fabric without pleats or cargo pockets. The skorts can be no more than 2 inches above the knee.
K - 8	Belt	Plain black, navy or brown belt with buckle
K - 8	Socks	White over-the-ankle socks. The student's ankle is to be covered by the sock.
K - 8	Shoes	Brown, black, navy or leather dress shoes with non-marking soles
K - 8	Sweater/ Sweatshirt	Green sweater or sweater vest or green school logo sweatshirt. 8 th grade can wear the 8 th grade spirit sweatshirt.
K - 8	Gym	Navy shorts with school logo, gray logo T-shirt, clean tennis shoes, predominately white or black, and white over-the-ankle socks. High-top tennis shoes are not permitted.
K - 8	Jewelry	Only one pair small post earrings. Dangling or hoop earrings are not allowed. A gold or silver necklace with small cross or medal may be worn. One watch and one ring are also allowed. No bracelets are permitted.
K - 8	Makeup	No makeup is allowed.
K - 8	Nail Polish	Only clear nail polish may be worn.

Boys Warm-Weather Uniform Requirement

Start of school year until October 15th/April 15th until end of school year

Grade	Clothing Item	Description and Requirements
K - 8	Shirt	White polo shirt without any logo
K - 8	Undershirts	Plain white in color. No printing, pictures or designs are permitted.

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K - 8	Shorts	Navy uniform shorts without cuffs
K - 8	Belt	Plain black, navy or brown belt with buckle
K - 8	Socks	White over-the-ankle socks. The student's ankle is to be covered by the sock.
K - 8	Shoes	Brown, black, navy or leather dress shoes with non-marking soles
K - 8	Sweater/ Sweatshirt	Green sweater or sweater vest or green school logo sweatshirt. 8th grade can wear the 8 th grade spirit sweatshirt
K - 8	Gym	Navy shorts with school logo, gray logo T-shirt, clean tennis shoes, predominately white or black, and white over-the-ankle socks. High-top tennis shoes are not permitted.
K - 8	Jewelry	One watch and one ring are permitted. A gold or silver necklace with small cross or medal may be worn. No earrings are allowed at school or church functions. No bracelets are permitted.

Girls Cold-Weather Uniform Requirements October 15th through April 15th

Grade	Clothing Item	Description and Requirements
K – 8	Blouse	Options include white polo shirt without any logo, long or short sleeves, white, round-collared blouse with long or short sleeves or white oxford-cloth, button-down shirt with long or short sleeves
K – 5	Jumper	Blue/Green Plaid Jumper with a school-logo patch. The jumper can be no shorter than 3 inches above the knee.
6 – 8	Skirt	Blue/Green Plaid Skirt. The skirt can be no shorter than 3 inches above the knee.
K – 8	Leggings	Navy twill or mesh gym shorts can be worn under a jumper or skirt
K – 8	Socks	During cold weather, girls may wear navy blue leggings under their jumper or skirts. CKS logo track pants <i>are not to be worn</i> in the classroom in place of leggings. The track pant is for gym or outside recess in cold weather. Navy knee socks, navy tights or white over-the-ankle socks. The student's ankle is to be covered by the sock.
K – 8	Shoes	Brown, black, or navy leather dress shoes with non-marking soles
K – 8	Sweater/ Sweatshirt	Green sweater or sweater vest or green school logo sweatshirt. 8th grade can wear the 8 th grade spirit sweatshirt.
K – 8	Gym	Navy shorts with school logo or CKS logo track pants, gray logo T-shirt, clean tennis shoes, predominately white or black, and white over-the-ankle socks. High-top tennis shoes are not permitted.
K – 8	Jewelry	Only one pair small post earrings. Dangling or hoop earrings are not allowed. A gold or silver necklace with small cross or medal may be worn. One watch and one ring are also allowed. No bracelets are permitted.
K – 8	Makeup	No makeup is allowed.
K – 8	Nail Polish	Only clear nail polish may be worn.

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Boys Cold-Weather Uniform Requirements October 15th through April 15th

Grade	Clothing Item	Description and Requirements
K – 8	Shirt	Options include white polo shirt without any logo, long or short sleeves, white oxford-cloth button-down shirt with long or short sleeves.
K – 8	Undershirts	Plain white in color. No printing, pictures or designs are permitted.
K – 8	Pants	Plain navy uniform long pants. No braids, topstitching, extra pockets (such as cargo pants) are permitted.
K – 2	Tie	Optional: Crossover navy tie
3 – 8	Tie	Optional: Long navy tie
K – 8	Belt	Plain black, navy or brown belt with buckle
K – 8	Socks	Navy or black socks. Socks are to cover the ankle.
K – 8	Shoes	Brown or black leather dress shoes with non-marking soles
K – 8	Sweater/ Sweatshirt	Green sweater or sweater vest or green school logo sweatshirt. 8 th grade can wear the 8 th grade spirit sweatshirt.
K – 8	Gym	Navy shorts with school logo or CKS logo track pants, gray logo T-shirt, clean tennis shoes, predominately white or black, and white over-the-ankle socks. High-top tennis shoes are not permitted.
K – 8	Jewelry	One watch and one ring are permitted. A gold or silver necklace with small cross or medal may be worn. No earrings are allowed at school or church functions. No bracelets are permitted.

Uniform Store Name, Address & Telephone

Just Me Apparel
232 Old Sulphur Springs Road
Manchester, MO 63021
(636) 391-3551

Helpful Hints

- Pants and shorts from the uniform store are made of heavy fabric that does not easily fade or tear. The boy's pants also have reinforced knees. Although the uniform store may cost more, they last longer than most pants and should only require a single purchase.
- The plain white polo shirts can be purchased at many locations. Some catalogs offer significant discounts when you buy 3 or more.
- The plain white, button-down shirts can be purchased at many locations. Shirts that are less than 100% cotton are easier to care for.
- The girl's plaid uniform items are only available at the uniform store.
- CKS logo track pants are only available at the uniform store.
- The uniform store carries a magnetic buckle belt, which is easier for the younger children to use.
- The boys' crossover ties are only available at the uniform store. The tie is OPTIONAL.
- The logo gym clothes are only available at the uniform store.
- The green logo sweatshirt is only available at the uniform store.

Dress and Grooming

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate

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groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed. (*Archdiocesan Policy #4303.6*)

“Dress Out” of Uniform Guidelines

There are occasions during the school year when students are allowed a “Dress Out” of Uniform Day. Students dress out in honor of their birthdays, school picture day, and when we celebrate some holidays and “spirit days” with a particular theme for dress out.

On these days, uniform clothing is not required; however, the following guidelines for dress out of uniform are to be adhered to.

Shorts: Shorts are only allowed during warm weather uniform days. Shorts may not be frayed, cut-off or rolled-up, not even if purchased as such. No Spandex shorts are permitted. Shorts are to be between mid-thigh and bottom of knee cap, no matter the student’s height, or length of inseam.

Pants: Pants are not to be frayed, cut-off, rolled-up nor torn, not even if purchased as such. Jeans and sweatpants are acceptable. Girls’ “leggings” are not acceptable, unless worn underneath a skirt. Any dress out pant is to be naturally form-fitting, rather than a “baggy” cut, or pants that are tight-fitting to the body’s form. All pants are to be fitted around the waist or hip as they were designed, and the pant cuff is to be above the shoe’s bottom. Final decision of appropriateness is up to the discretion of school administration.

Shirts: Shirts are to be appropriate for Christian School environment. Such shirts that advertise tobacco, alcohol or any inappropriate message to the values we are about is unacceptable. Girl’s shirts without sleeves in the warmer weather must have wide shoulder straps. “Spaghetti” straps are not acceptable, not even if another shirt is layered underneath. Shirts must be longer than the waistband of the shorts / pants. This includes covering the waistband when the student is seated. Boys’ shirts must have sleeves. Final decision of appropriateness is up the discretion of school administration.

Skirts: All skirts including “skorts” and “culottes” are to be between mid-thigh and bottom of the knee cap, no matter the student’s height, or length of inseam. Also true as well if leggings are worn underneath. Skirts may not be frayed at the hem, not even if purchased as such. Final decision of appropriateness is up the discretion of school administration.

Shoes: A tie, Velcro or buckle shoe with non-marking soles are acceptable. A slip-on is acceptable **if the entire foot is enclosed**. High tops or boots are unacceptable. “Roller” shoes are not acceptable. Tie shoes must be tied correctly.

Note: Hats or bandannas (head scarves) are not to be worn unless on specified occasions, (i.e., Field Day, Cardinal Day, “Crazy Hat” Day!) Hats are to be worn with the bill facing forward and never in Church or in the Cafeteria at lunch time. Facial make-up, “tattoos”, and sprayed hair are not acceptable on any occasion. Stickers or pins are not to be worn on clothing (or stickers on body) unless given to by staff member or approved by administration. Girls may wear colored nail polish on dress out days, (usual colors of pinks, corals, reds). The guidelines concerning earrings on the lobe of the ear only,

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apply even on dress out days, as well as guidelines concerning bracelets and necklaces. This is a safety issue for our students. Exceptions to guidelines concerning bracelets and necklaces are at the discretion of the administration - such as the popular "rubber band" bracelets expressing our faith beliefs or necklaces in special day celebrations, i.e., Cardinal Day (red) or Mardi Gras (purple, green and gold).

All clothing is to always reflect modesty which is appropriate to a Christian learning environment. Final decision of appropriateness is up the discretion of school administration.

Violence and Threat of Violence

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession, and/or use of a weapon; and theft or vandalism of property. *(Archdiocesan Policy # 4303.3)*

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted. *(Archdiocesan Policy # 4303.3)*

All reports or observed instances of threatened or actual violence will be addressed by school administration. Appropriate actions will include parent/guardian conferences, and may include mandatory counseling, suspension, withdrawal for cause, and/or legal action depending upon the severity of the incident.

Visitor Policy

Visitors are welcome on school property, provided their presence will not be disruptive. For safety purposes, all school doors are locked at 8 AM. Parents and visitors who come to school during the day must enter the school through the main entrance at the front of the school building and report to the front office.

- All visitors must sign in and out on the visitor registration form.
- All visitors must wear a visitor's tag provided by the school.

Whenever possible, visitors should obtain authorization form the principal in advance. The school principal has the authority to deny a visitor access to the school or to set any appropriate conditions on the nature and extent of the visit.

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Parents and visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from the visitor registration.

Any person wishing to confer with a staff member must contact that staff member to make an appointment. Conferences with teachers are held outside of school hours.

All school visitors must comply at all time with Board of Education policies, administrative rules and school regulations.

Weapons Prohibition

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Christ the King is strictly prohibited.

This prohibition expressly includes those persons licensed to carry concealed firearms.

(Archdiocesan Policy #6202.1)

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Appendix 1

Tuition and Fees 2011-2012 School Year

Tuition:	
1 child enrolled	\$ 4,600
2 children enrolled	\$ 7,175
3 or more children enrolled	\$ 9,000
Late Fee for currently enrolled	\$ 200 if enrolling for upcoming school year after June 1
Late Fee by FACTS	\$25 for insufficient funds
Tuition Discount – Pay in one Payment	4%
Tuition Discount – Pay in two Payments	2%
Annual Book Fee	\$ 250 per child
Annual Activity Fee	\$ 100 per family
After Care Program:	
Registration Fee	\$ 5.00
Daily Fee per Child/ Paid Weekly	\$ 7.00
Late Fee per minute	\$ 1.00
Lunch Program:	
Daily meal	PK \$1.25, K-2 \$1.75, 3-8 \$2.50 – 1 st semester 2011
Low-Fat, White Milk	\$ TBD
Monthly lunch	Cost varies depending on the number of lunches ordered.

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Appendix 2

WITNESS STATEMENT

For Those Whose Children Attend Catholic Education Programs

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord..

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family;
- commit to speak more with my children about God and to include prayer in our daily home life;
- participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- support the moral and social teachings of the Catholic Church to ensure consistency between home and school;
- teach my children by word and example to have a love and concern for the needs of others;
- meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.

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Appendix 3

WITNESS STATEMENT: CALLED TO BE CATHOLIC *For students who attend Catholic Schools and Parish Schools of Religion*

PRE-KINDERGARTEN AND KINDERGARTEN

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I LOVE GOD.

GOD MADE EVERYTHING GOOD.

I WILL PRAISE AND THANK GOD.

GOD MADE ME SPECIAL.

I WILL ACT AS A CHILD OF GOD.

GOD MADE ME PART OF HIS FAMILY.

I WILL BE KIND TO ALL OF GOD'S FAMILY.

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GRADES 1-2

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

- LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
- PRAYING EVERY DAY.
- SPEAKING GOD'S NAME WITH RESPECT.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
- BEING HONEST AND TRUTHFUL.
- DOING WHAT IS RIGHT.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- BEING RESPECTFUL OF OTHERS.
- HELPING OTHERS IN NEED.
- BEING KIND AND INCLUDING OTHERS WHEN I PLAY.

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GRADES 3-4-5

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- RESPECTING GOD'S NAME AND HIS CHURCH.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD.
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
- BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.

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GRADES 6-7-8

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

- STUDYING ABOUT GOD-FATHER, SON, AND HOLY SPIRIT-- AND HIS CHURCH.
- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
- FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
- TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
- VALUING MY SELF AND DEVELOPING MY GIFTS.
- LIVING THE GIFTS OF THE HOLY SPIRIT.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
- RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.
- GROWING IN COMPASSION BY SERVING THOSE IN NEED.
- BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- WORKING WITH OTHERS TO HELP MAKE (*School/PSR*) AND PARISH A BETTER PLACE.