



**Student & Family Handbook
2023-2024**

August 2023

Dear Christ King School Families,

In a way, this handbook could be summarized in one sentence from St. Paul: "Love is the fulfillment of the law" (Romans 13:10b). When we ask the Lord to show us how to love one another better, we often find ourselves wanting to go above and beyond the demands of rules and regulations. Inspired by St. Paul, we embrace a beautiful phrase from our school's mission statement, "to accept and respect Jesus in everyone." The love of Jesus Christ built this parish school, and Christ, our King, will bring its mission to fulfillment.

As a community, we are committed to growing in love for ourselves, our neighbors, our Church, and our God. This handbook identifies practical ways to live in love. In a spirit of love and gratitude, we begin this new school year with deep thanks for the constant encouragement of Fr. Phillip, Fr. Michael, the parish staff, and the Christ King parishioners who support your children's excellent education. Stepping forward in faith, hope, and love, we boldly proclaim,

The Lord is King; let the earth rejoice!
-Psalm 97:1

Yours,



Grace M. Urbanski
Christ King School Principal

Christ King reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

Christ King School Student & Family Handbook 2021-2022
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→ <https://www.archmil.org/offices/safeguarding.htm>

History of Christ King Parish School

The parish elementary school is one of the many ministries of Christ King Catholic Parish. The parish, founded in 1939, is a Latin Rite Roman Catholic parish under the auspices of the Roman Catholic Archdiocese of Milwaukee and an independent civil corporation under Wisconsin state statutes. The parish school is accredited by the Archdiocese of Milwaukee and operates in accord with the policies and procedures of the Archdiocese of Milwaukee, and applicable state and local legislation. The school upholds the teachings of the Catholic Church.

The ministry of the school is entrusted to the school principal, who works closely with the pastor, clergy (associate pastor, deacon(s)), parish staff, and parish collaborative bodies, to administer the mission of the school ministry as part of the mission of the parish. In accord with ecclesiastical law, the pastor is responsible for the administration of all aspects of the parish. He is the governing authority for the school and direct supervisor of the principal, working closely with the principal, staff, and collaborative bodies to fulfill the needs of the parish.

The operation of the school is financially funded by stewardship donations from parishioner families who do not have children in the school, donations from school parents, and school tuition. School tuition does not fund the operation of the school; all families are asked to give voluntarily and regularly, through parish stewardship, to the parish. See the expectations in the tuition contract for detailed expectations, including expectations of volunteer time and sacramental participation.

The parish and parish school work in collaboration with other Catholic parishes and schools in the area in sharing resources and ministries to accomplish the work of discipleship in the area.

PARISH MISSION STATEMENT

Proclaim Christ and make disciples through the sacramental life of the Church.

- We are called to proclaim the Gospel of Jesus Christ
- We are called to form and make new disciples
- We are called to encounter Jesus through the sacramental life of the Church
- And we are called to encounter Jesus through service to others.

PARISH SCHOOL MISSION STATEMENT

Christ King Parish School nurtures our children's growth in the Catholic faith by teaching them to accept and respect Jesus in everyone they meet within an environment that cultivates academic excellence, encourages service to others, fosters leadership, and allows all students to develop their God-given talents.

ACADEMIC HONESTY

The mission of Christ King School calls for all members of the school community to act with integrity. Deliberately presenting part or all of another person's work as one's own threatens the very foundations of a Catholic education. Cheating in school, including sharing, accepting, or taking information—whether it is on tests, homework assignments, or projects—is never acceptable. Students who have violated the cheating policy may endanger eligibility for scholarships and/or awards.

Academic honesty requires properly documenting outside sources in term papers and similar assignments. When summarizing, paraphrasing, or quoting a source, giving credit to the original author shows mature scholarship and admirable character.

Teachers will discuss this plagiarism policy in every class at the beginning of the course and discuss academic and ethical reasons for not using the work of other people without proper attribution. In order to deter or detect plagiarism, students may be requested to submit assignments to a plagiarism detection website. Many institutions of higher education expel students found guilty of plagiarism. In an effort to prepare our students for the future, we have established the following guidelines:

1. First Offense

- a. The teacher will discuss the incident with the student and contact the parent/guardian by telephone or letter.
- b. The student may receive a score of 0 on the assignment and a detention.
- c. The principal will document the incident in the student's file.
- d. If requested, the principal, teacher, and student will hold a conference as soon as possible to determine if the student deserves a chance to redo similar work and recuperate some credit.

2. Second Offense

- a-d. Same as first offense.
- e. The second incident of cheating may result in a score of 0 on the assignment, in-school suspension, a grade of "F" for the quarter, and a parent conference.

3. Third Offense

- a-d. Same as second offense.
- e. The third incident may result in a letter grade of "F" for the semester.

ACADEMIC PROBATION

Christ King School cares for the whole student. We know that children are created lovingly by God who has plans of joy for their lives. Our mission statement promises to provide an excellent education to these beloved children, so we are committed to supporting students who struggle to learn.

Academic Probation: School-Year Intervention

If a report card indicates that a student has not achieved grade-level skills in one or more subjects, he or she will be placed on Academic Probation and subject to the following requirements and consequences:

- The student will be required to attend tutorials in the failed subject(s) at least 2 days a week for a minimum of 2 weeks. After 2 weeks, a determination will be made by the principal regarding the necessity for continued tutorials; and
- The student may be ineligible to participate, practice, or compete in all school extracurricular activities, including athletics, for a two-week (14 consecutive days) period starting from and including the date of the report card. The principal has the discretion to restore eligibility to a student, or to continue or extend a student's ineligibility.

Academic Probation: **Summer Recovery**

If a student fails to master fundamental grade-level skills in any subject by the end of the year, his or her family should use the summer months to develop those skills before the next school year begins. Families are free to choose the method of skill recovery (formal or informal tutoring, summer school in a local or online program, etc.). Before returning to school in the fall, the student will be required to take an assessment to demonstrate competency.

If a student continues to show critical deficiencies in grade-level skills, to the extent that moving on to the next grade will be overwhelming, a meeting will determine how to proceed. Options include an academic probation contract requiring formal tutoring outside of school, retention, or a recommendation for transfer to another school with different support systems.

ACCOMMODATIONS

Catholic schools/parishes in the archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations. Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process for the identification and intervention of their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodations should be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the principal. Administrators will give careful consideration to the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

ACCREDITATION OF CATHOLIC SCHOOLS

All Catholic schools that include any sequence of grades between PK - 8 are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA). In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

ADMISSION POLICIES

Christ King Parish School respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship. The Catholic schools offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose

parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children.

Christ King Parish School does not discriminate on the basis of race, color, national origin, ethnicity, biological sex, or disability in the admission of its students. All students are enrolled or re-enrolled by the name and sex listed on his or her birth certificate.

Admission policies are guided by the Mission Statement and the Tuition Agreement. Consideration for admission and continued enrollment to Christ King School is guided by the following criteria: previous attendance, academic record, previous behavior, student needs, and the Christ King School Student and Family Handbook.

The following is required for consideration for admission or continuation of enrollment:

ALL FAMILIES (new and returning):

- All Christ King School registration fees and paperwork, including birth certificates and immunization records
- Registration fee for each student (a check for new families and Smart Tuition debit for returning families)
- Documentation of previous and existing student support needs and services (IEP, Action Plans, professional diagnostic assessments)
- If an incoming student is the subject of a court decree, which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree

TRANSFER STUDENTS

In addition to the general documentation above, applicants wishing to transfer from other schools must meet with the principal personally and provide records from the previous two years in the following categories:

- Attendance records*
- Academic Records (Report cards)*
- Standardized test scores (MAP, Forward, Iowa)
- Student Behavior records or documentation from previous school administration confirming none exists. Christ King School reserves the right to deny and/or rescind admission or enrollment for previous expulsions, suspensions, or excessive behavioral incidences warranting documentation. Any student expelled from a previous school due to possession of weapons/firearms will not be admitted to Christ King School. Any student expelled from a previous school due to or because of behavior, drugs, or alcohol will not be admitted to Christ King School unless the following steps have been taken:
 - Ongoing counseling is documented
 - Treatment plan is documented
 - Probationary period of one semester is observed

*See current policies in this handbook that will explain the expectations in the areas of attendance, academics, and behavior. These policies will apply to the evaluation of new applicants. Families have the opportunity to explain any factors that may have impacted their children's records adversely, including, but not limited to the categories above. The principal may consult with the pastor to determine whether a family is offered admission based on the above criteria and communicate the decision to the family.

Admission for new or transfer students may have their enrollment accepted or denied based on evaluation of the above criteria.

All new students and families are enrolled on a probationary status during their first year of attendance at Christ King School. Factors that can affect probationary status include, but are not limited to: attendance, commitment to the Mission, Tuition Agreement, and Student & Family Handbook.

Students may be denied admission into the school if students or either parent/guardian has a history of concerning behaviors at previous schools or poses a significant concern once enrolled. Parents/guardians have the opportunity to explain any factors that may have contributed to known and communicated concerns. The principal may consult with the pastor to determine whether the level of concern warrants the rescinding of admission to Christ King School or if admission is granted.

K3 Admission

Children must be 3 years of age on or before September 1 in the year the child proposes to enter school (based on Archdiocesan Policy and Wisconsin State Statute 118.14), and be fully toilet trained before the first day of school. Fully toilet-trained children can do the following:

- Tell the adult they have to use the bathroom before they have to go
- Pull down underwear and pants and get them back up without assistance
- Wipe themselves after toileting without assistance
- Get on and off the toilet without assistance (stools are provided if the toilet is too tall)
- Postpone going if they must wait
- Wear cloth underwear: no pull-ups or diapers are permitted
- Use the toilet without a special potty chair

K4 Admission and K5 Admission

Children must be 4 years of age (for K4) or 5 years of age (for K5) on or before September 1 in the year the child proposes to enter school (based on Archdiocesan Policy and Wisconsin State Statute 118.14), and be fully toilet trained.

ARRIVAL AND DISMISSAL

Students may arrive no earlier than 7:30 a.m. Students arriving after 7:45 a.m. are tardy and must proceed to the office before going to their respective homerooms.

Students are to leave the building by 3:00 p.m. unless they are working with a teacher. In these cases, the teacher is responsible for the students. Each student will call home if he/she stays after school. A student may stay after school only with the approval of the parents. Students who are waiting for parents to pick them up are to wait in the lobby. Because there is no after school supervision, it is highly recommended that parents use Cavalier Club. **Students are not allowed back into the building after 3:00 p.m.** Scout groups and athletic teams are to go to their respective meeting places and meet their leader. All leaders are responsible for supervising their members.

Car Drop-Off Line

- Cars should enter 91st street from Center Street going southbound.
- Pull up your vehicles as far as you can along the curbside drop zone (school-side curb from Center St. to the 91st street entrance to the church). Students may exit the vehicle school-side (not into the street) and proceed to the entrance. Parents should not exit their vehicle for any reason as this is unsafe and slows the drop-off line. If there is a need

for parents to exit the vehicle for any reason, we request that you use the Park-and-Send option (see below).

Park-and-Send

- If necessary, parents may park in the lot north of the gymnasium. We encourage parents to remain in the vehicle while the student exits and proceeds to the school entrance.
- We recognize that this may not be practical for our youngest students, and in this case we ask that parents escort their children to the school entrance.
- Please remember that parents are not allowed to enter the school building without an appointment.

Walking/Biking to School

- Students are encouraged to continue to walk/bike to school when possible, which reduces car traffic (and provides great exercise!). **However, because there is no adult supervision for children, students must not arrive on campus before 7:30 a.m. Upon arrival, they must proceed directly to their homerooms.**
- Walkers: please instruct your children to proceed directly to their designated school entrances upon arrival.
- Bikers: please instruct your children to park their bikes in the 91st street bike rack and proceed directly to the school entrance upon arrival.

Departure/Pick-Up

- Students will be dismissed in the last five minutes of the day, starting with the youngest students.
- Students exit from the main 91st Street doors or the Breezeway doors to the south.
- Cars can park along the school-side curb (along Center St. and on 91st St.) or in the north parking lot.

ATHLETIC PROGRAM

It is the primary purpose of the Christ King Athletic Association to provide an extension of the Christian educational experience. The Parish Athletic Program is designed to provide enjoyable extracurricular activities for children and teach the fundamentals of sports. The program strives to develop self worth, sportsmanship, discipline, sound judgment, and physical wellbeing.

Christ King Athletic Association consists of all parents of children participating in parish sports programs, coaches, and other volunteers involved in the program. The Governing Board of the Athletic Association has the responsibility for the administration of the various programs. The general membership provides input and suggestions and promotes the programs.

Objectives

1. Offer a positive Christian learning experience.
2. Foster a sense of sportsmanship—how to win with grace and lose with dignity.
3. Provide an opportunity for wholesome and enjoyable use of time by children through sports activities.
4. Provide an opportunity for parents to become involved in sports programs and to set good examples for their children.
5. Foster teamwork and unity among participants.
6. Aid in physical development and wellbeing.
7. Teach fundamentals of sports and help develop athletic skills.

8. Raise funds to support the athletic programs.

Eligibility

1. Only students enrolled in Christ King School or children of registered Parish members actively participating in the Christ King Parish Christian Formation program may participate in parish athletic programs.
 - a. Christian Formation attendance will be monitored.
 - b. Failure to attend two or more classes during any one Christian Formation session will result in athletic ineligibility.
 - c. Failure to complete the entire year of Christian Formation Classes will result in ineligibility for the next year's participation.
2. For grades 5-8, a physical examination is required prior to participation every year. The health form must be signed by the student-athlete's physician and on file with the Athletic Association prior to participation. Participation includes practice and games.
3. In addition to the regulations stated in this document, eligibility will be subject to regulations set forth by the Archdiocese of Milwaukee: "A student must be in attendance at his/her school or religious education class for the full day in order to be eligible to participate in a competition, scrimmage, or practice. A full day is defined as the regularly scheduled length of time school is in session or the religious education class would be in session. The school principal or religious education director may excuse a student from this requirement" (§ 6145.2).
4. Payment of a participation fee is required as well as any other fee that may be established by the Athletic Association Board.

Seasons for Boys and Girls:

Basketball:	Grades:	5-8, Boys and Girls
	Season:	November-March
	Team Size:	5-15 players
Track:	Grades:	5-8, Boys and Girls
	Season:	April-May
	Team Size:	No minimum or maximum
Volleyball:	Grades:	5-8
	Season:	September-October
	Team Size:	6-15 Players

ATTENDANCE

If a student is going to be absent, **the office should be notified by phone between 7:00 AM and 8:00 AM**. If a student's absence has not been reported, school personnel will call the home or parent's place of employment.

Any student absent from school because of communicable disease (i.e. COVID-19, measles, chicken pox, mumps, scarlet fever) **must have permission from the health department or a physician** before he/she will be readmitted to school. It is required that parents/guardians report their child's communicable disease to the local health department.

When planning an extended period of absence, or a family vacation, the parent(s) shall inform the office and the child(ren)'s homeroom teacher of their intentions. Arrangements should be made with the respective teacher(s) regarding assignments. Teachers are not required to provide assignments and assessments ahead of time. No virtual learning will be offered. Assignments and assessments should be completed 1-2 days after returning to school.

Administration and staff discourage doctor and dental appointments during school hours. However, if this becomes necessary, a written note must be presented to the teacher indicating the desired release time. All students must be picked up and released from the school office.

School-sponsored activities (i.e., retreats, field trips, band practice, chorus, eighth grade end of the year activities) have priority over other activities that are scheduled throughout the school year. Advisors, moderators, leaders, and parents are requested to coordinate their programs with events that are planned by teachers, staff, and administration. For example, parents may not schedule a "skip day" excursion for students without the permission of the principal.

Christ King will comply with the compulsory school attendance laws defined by Wis. Stat. §118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

- In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.
- There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
- **A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.**

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. **A student who is absent from school is normally not allowed to participate in after school or evening activities.** The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity.

BIKES, SCOOTERS, AND SKATEBOARDS

Students are permitted to ride their bikes to school. Bikes must be parked in the bike stands on the lower playground, and locked during school hours. Bikes may not be ridden on the premises during school hours. Scooters may be used, but if they become a safety issue or damage the parking lot, the principal reserves the right to ban them. Skateboards are not allowed.

CATHOLIC IDENTITY

Religious Education is integrated into the life of each student. This is done by a continuous effort to create a Christ-centered atmosphere in each classroom and in the school as a whole. Christ King warmly welcomes non-Catholic families and invites them to experience our Catholic teaching and culture as a rich component of the parochial education they have chosen.

- A formal religion program is taught in all grades.

- K5—8 students attend weekly Mass. The sacred liturgy is the source and summit of our lives as Catholics, and the very best prayer we can offer.
- Serving others demonstrates our commitment to “accept and respect Jesus in everyone.” CK provides many opportunities to serve others and reflect on service.
- In addition to the religion classes embedded into the Christ King curriculum, daily prayer and occasional classroom prayer services will cultivate lively prayer lives in our students, their families, and the school staff.
 - The principal begins each school day with a Morning Message celebrating all school birthdays and focusing on character formation, prayer, Scripture, and other inspirational topics.
 - Each school day ends with a reminder of the Morning Message topic and prayer.
 - Teachers will collaborate with students to prepare occasional prayer services for their classes.

CHILD ABUSE

The school will follow the guidelines and meet the requirements for reporting suspected child abuse, sexual abuse, or neglect as written in the Archdiocese of Milwaukee Policies and Regulations Manual 5140.1 and established by Wisconsin Statutes.

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. It is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employees, or volunteers to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity.

- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People* (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

CLOSING SCHOOL: EMERGENCY

In case of severe weather, electric power, water failure, heating problems, or other emergency, the procedure for an emergency school closing will be as follows:

1. The announcement of the closing will be communicated via email.
2. If the closing occurs one hour or less before the regular dismissal time, students will be dismissed via the office to parents who arrive to pick them up. A parent or designee needs to report to the office before the student will be released. Students who walk will be the last group to be dismissed. This time will be as close to the regular dismissal time as possible. Parents need to discuss with their student an alternate plan for shelter/housing if an adult is not home during the day.
3. If the closing occurs more than one hour before the regular dismissal time, the following procedures will occur:
 - All parents will be notified by email of the emergency closing. A phone call will follow if necessary.
 - Car riders must be picked up via the school office by a parent or designee.

CLOSING SCHOOL: SEVERE WEATHER

School may be closed for weather-related reasons. Christ King does not necessarily follow the decision of the Wauwatosa or Milwaukee Public Schools. An email will be sent to all families as soon as possible relaying a decision to close school for a day.

CODE OF CONDUCT FOR PARENTS

School-Family Partnerships

Healthy school and family partnerships are critical for the success of students, parents, and staff. Positive alliances that support and enrich student learning, behavior, achievement, and participation have been shown to enhance academic outcomes; a healthy school culture helps students of all ages and academic levels in their learning and social-emotional development.

Successful partnerships between Christ King Parish School and families involve joint problem solving, two-way communication, and shared decision-making. These values foster a positive school culture when staff and families demonstrate behaviors and relationships consistent with Catholic teaching. Guided by Jesus' words in the Gospel (Matthew 18), problem solving should occur in a supportive and solution-focused fashion. Christ King Parish School requests that parents use the parent-teacher partnership as the first and primary method of resolving

problems and concerns. If concerns are unresolved, parents may then use the next level of partnership, which is the involvement of the principal. If the concerns are unresolved, the matter should be taken to the level of the pastor. We strongly recommend parents observe a 24-hour "cooling off period" prior to moving forward through this process.

Problem solving is a powerful opportunity to model healthy conflict resolution to our children. Achieving the goal of a healthy Catholic environment at Christ King necessitates high, and sometimes challenging, standards of personal behavior in accord with the values of Catholic human dignity. Practicing these behaviors is a way to grow personally as adults and to model Catholic values to our youngest disciples, our children.

The Parent Code of Conduct provides guidelines related to expectations of parents to ensure the school is a safe and positive environment for all. Parents promote this environment by actively engaging in partnerships marked by generous volunteer service, academic support, and dignified conduct reflective of Catholic teaching. Appropriate conduct and partnerships teach and model for children social, emotional, and academic excellence, helping students feel safe and secure while attending Christ King Parish School.

Guidance

We expect parents, caregivers, and visitors to observe the following principles:

- Respect the values and goals of the Catholic Church and Christ King Parish.
- Understand that teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and set a good example in their own speech and behavior.
- Assist in solving conflicts through a multifaceted view, considering both the student's version of events and the school's view to work toward a resolution.
- Model and reflect values, morals, behaviors and attitudes consistent with Christ King Catholic Parish, school or Archdiocesan policies, and the expectations of the school Tuition Agreement.
- Correct one's own children's behavior when inconsistent with expected student conduct, or when it could otherwise lead to conflict, aggressive, or unsafe behaviors.
- Approach the school in a Christian problem-solving fashion to help resolve any issues of concern.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbook and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. In order to support healthy school-family partnerships, Christ King Parish School cannot allow parents, caregivers, and visitors to exhibit any of the following behaviors:

- Acting in a disruptive way which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area, or any area of the school grounds, including during athletic and extracurricular events
- Video or audio recording of staff or students without advance mutual consent
- Using loud, profane, or offensive language, swearing, or cursing
- Threatening to harm the person or the reputation of a member of school staff, visitor, fellow parent, caregiver or student
- Undermining school disciplinary standards for children
- Violating school or parish security standards, such as not following school entry protocol

through the school office, or not following parking lot expectations

- Damaging parish property
- Engaging in abusive or threatening voicemail, email, text, or other written communication
- Defamatory, offensive, or derogatory comments regarding the school or any of the students, parents, or staff on social media or other electronic platforms. Any concerns parents may have must be raised through the appropriate channels by speaking to the class teacher, school principal, or pastor, so they can be dealt with fairly and appropriately for all concerned
- Gossiping or spreading rumors, speculation, or innuendos which may impede a student and family's ability to receive a safe and supportive social, emotional and academic environment
- Publicly disregarding Catholic teaching on faith and morals, school, parish, or Archdiocesan policies, or expectations of the school tuition contract
- Using physical, verbal, written, or persuasive aggression toward an adult or child
- Approaching someone else's child to discuss conflicts or to chastise the child
- Using illegal substances or misusing legal substances

Inappropriate Use of Social Media or Digital Platforms

Christ King Parish School views the use of social media to defame the school as unacceptable and not in the best interest of children or the school community. Any concerns a parent/caregiver may have must be raised through the appropriate channels by speaking to the class teacher first, then the principal, then the pastor. Concerns can then be dealt with fairly, appropriately and effectively for all concerned. Individual student issues and perspectives often do not reflect the experiences and needs of the broader school community and should therefore not be publicly made. If any student or parent/caregiver of a child in the school is found to be posting defamatory comments on social network sites, the school expects comments to be removed immediately.

Most concerning is the issue of cyber bullying or the use of social media by any child or parent to publicly humiliate another. Christ King Parish School will deal with this as an incident of school bullying. We expect parents to take responsibility for making their children aware of this policy and to consider their own actions in modeling to children. The goal is healthy problem-solving and conflict resolution; social media use is rarely a step toward this goal.

Church Teaching and Protection of Reputation

Unhelpful to a healthy environment for our students, our school and parish community, and to the community at large, is the sin of gossiping or spreading rumors, speculation, or innuendoes. We ask all adults to serve as a model in the exercise of self-restraint and respect for others in all forms of communication. The Catholic Church's Code of Canon Law states that every person has the right to a good reputation, free from detraction, calumny, or defamation (canon 220). Students are developing their social and emotional learning and self-esteem. Nearly all of these communications fail to advance a positive community, which we all seek to build. Christ King asks all students and adults to build a strength-based school and parish community, and that parents recognize the talents and strengths of all children.

Consequences

In the instance of any violation of the Parent Code of Conduct, the parent/caregiver will be contacted to discuss the issue in person. In the event the parent/caregiver is unresponsive or uncooperative in resolving the issue, further consequences will be discerned, up to and including restriction from parish property and/or the inability of the child to continue enrollment at the school. In cases where behavior is considered to be a serious and potentially criminal

matter, the concerns will in the first instance be referred to law enforcement.

Thank you for being a positive part of the Christ King school and parish community. Working together and providing noble examples for our children, we can create a more positive, civil environment not only here and now in our community but also in the future, in the broader world where our children will be sent to make disciples.

CODE OF CONDUCT FOR STUDENTS

Christ King School is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom and school grounds in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the board, administration, and their classroom teachers.

Student behavior that is dangerous, disruptive, or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established school rules.

Students who damage school materials or property will be responsible for restitution.

This code of school conduct applies to all students.

General Conduct and Rules

Courtesy and good behavior are expected from all students toward teachers and other students.

- Students are to stay away from snow piles, automobiles, and school bicycle racks. Students are asked not to chew gum while at school. It leads to maintenance problems.
- Students should walk at all times when moving from class to class (ample time is provided for class changes.) Unnecessary accidents can occur if students run in hallways or on stairways.
- Students should arrive to class with all necessary materials.
- Students may not throw snowballs or any other object on the school grounds.
- Smoking or possessing tobacco, matches, firecrackers, smoke bombs, or drugs on the school grounds will not be tolerated and possible suspension or expulsion may result.
- Posters, signs, or other materials may be placed on bulletin boards or on school walls with the permission of the principal.
- Students are not allowed in any teacher's desk unless the teacher gives permission and is present.
- We ask students not to bring valuables or excessive amounts of money to school. The school tries to prevent theft, but is not responsible for lost or stolen articles.
- Students are not to be in any other student's locker or desk at any time.
- Students should leave the school grounds promptly at the end of the day unless under the supervision of a teacher or sponsor.
- Students are not permitted to leave the school grounds during the school day unless permission is granted through the school office.
- Students may not interfere with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear or disruption and excessive talking.
- Students on school grounds may not use or possess or discuss a weapon, anything that looks like a weapon, anything that is intended to be used as a weapon, or other item

that might cause bodily harm to persons.

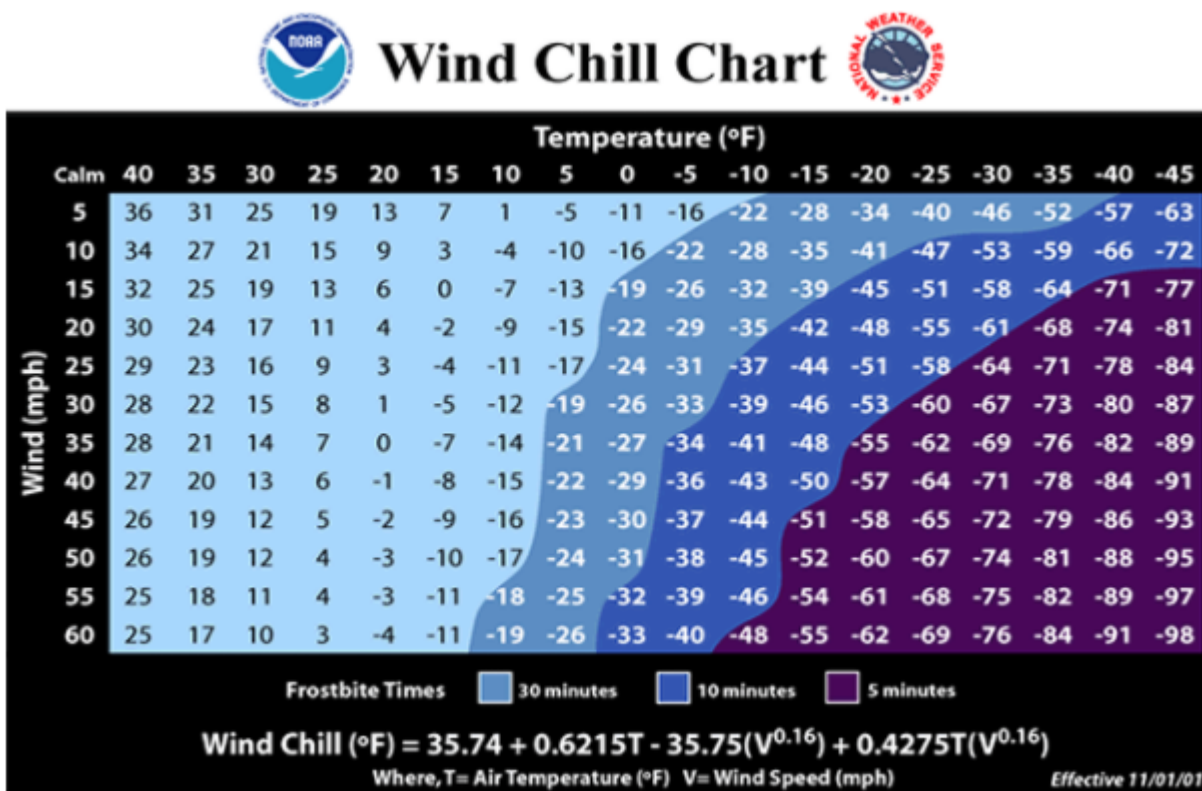
- Students may not dress or groom in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
- Students must avoid profane language and gestures.
- Students will be expected to know, understand, and follow these rules.

COLD WEATHER

Welcome to Wisconsin! All students, particularly students in grade K3—5, must wear boots outside and bring a pair of school-appropriate shoes to wear indoors.

All students should be dressed for cold weather with pants, gloves, caps, etc. Students in K3—5th grade must have snow pants. **PLEASE LABEL THESE ITEMS WITH THE STUDENT'S NAME.**

Christ King relies on the National Weather Service wind chill chart (below) to determine safe recess opportunities in cold weather.



COMMUNICABLE DISEASES

It is the policy of Christ King School, pursuant to federal, state, and local laws and regulations, and in cooperation with state and local public health agencies, to establish and maintain appropriate health standards for the school environment. These standards promote the good health of students and educate students in disease prevention methods and sound health practices.

In an effort to maintain a safe and healthful school environment, the school staff will provide educational opportunities to students regarding measures that can be taken to reduce the risk of contracting and transmitting communicable diseases at school and in school related activities.

In recognition that an individual's health status is personal and private, the parish school will

handle information regarding students with suspected or confirmed communicable diseases in accord with local state and federal law and Archdiocesan policies regarding the confidentiality of student records.

The following diseases are of urgent public health importance. Parents are to report immediately by telephone to the local health officer upon identification of a case or suspected case.

- Cholera
- Diphtheria
- Food or waterborne outbreaks
- Hepatitis A
- Measles
- Mumps
- Pertussis
- Rabies (human)
- Rubella
- Tuberculosis
- Yellow fever

Students may be excluded from school and/or related activities if they are suspected of or diagnosed as having a communicable disease that poses a significant health risk to others or that renders them unable to adequately pursue their studies.

Head lice is an infestation of the scalp by *pediculus humanus capitis*, a very common parasite, especially in school age children. Lice infestations are not a major health threat, but they are communicable. In order to prevent the spread of head lice in the classroom, Christ King School has adopted a "no nit" policy. If a student is found to have head lice, he/she may not attend school until he/she is treated with a pediculicide product (a special louse killing shampoo) and all nits (louse eggs) are removed from his/her hair, as determined by the public health nurse or the child's personal physician. The student may return to school as soon as these measures are accomplished.

A. Educational and Preventative Measures

1. The school will enforce examination/immunization requirements for all students.
2. In cooperation with the public health nurse, the principal shall be responsible for the appropriate maintenance of a health station in the school building. A list of communicable diseases, as defined by the Department of Health and Social Services, shall be posted in the health station, and information regarding the suppression and control of communicable diseases shall be available for review by interested staff, parents and students.
3. Information regarding suppression and control of communicable diseases will be included as a regular part of the Science, Religion, and Social Studies curriculum for students.
4. Standard procedures, as set forth in the current edition of Control of Communicable Diseases in Man, to prevent the spread of communicable diseases transmitted by air (such as tuberculosis, chicken pox, measles, mumps, and rubella) or by exchange of body fluids (such as hepatitis A and B, rotavirus, cytomegalovirus, salmonella, staphylococcus aureus, Acquired Immune Deficiency Syndrome and HIV the spread of other conditions such as pediculosis, and scabies) will be followed by all staff in the performance of their duties. A single case of measles shall be considered a public health emergency. The local public health officer will be contacted immediately to determine an appropriate course of action.
5. First aid supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school, as determined by local public health officials, will be available in the school office.
6. The school will establish routines for handling body fluids consistent with the recommendations from the Center for Disease Control.

B. Confidentiality/Reporting

1. The principal shall function as the school's liaison between students, staff, parents, physicians, public health officials and the community at large in matters concerning communicable disease issues in the school.
2. Any person who knows or suspects that a student has a communicable disease should share the information with the principal. The principal will confer with the public health nurse serving the school and, to the extent circumstances warrant and permit, with the subject of the report and the student's parent or guardian.
3. If required by public health statutes and regulations, the principal will make a report to the local public health officer.
4. The school will maintain the confidentiality of the health records of students and will not disclose any such records except to the extent required or permitted by law and essential to the safe conduct of the school's operations.
5. When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room. If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

C. Health Care Team

1. The health care team will consist of the principal, the school office staff, public health care nurse serving the school, local health officer, and to the extent that cooperation of such individuals can be obtained, the student and/or the student's parent or guardian and the student's physician. The team will confer, as necessary, with the village's medical advisor, the parish's legal counsel, and with state public health officials.
2. The health care team will convene at the request of the principal to determine whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance. The health care team may also receive referrals for the purpose of formulating recommendations regarding educational program modification, short of exclusion, that could permit the student to attend school without posing a significant threat to the health of self and others.
3. The health status of a student temporarily removed from the usual school setting to protect the health of self and others will be re-evaluated by the health care team at regular intervals.
4. The health care team will provide information to the pastor and the Archdiocese to the extent permitted in light of confidentiality requirements.

D. Exclusion of Students from School

1. Students who are suspected of having a communicable disease that could be detrimental to the health of self or others in the parish school environment may be sent home for diagnosis and treatment. Students who are diagnosed as having a communicable disease that renders them unable to pursue their studies or poses a significant risk of transmission to others in the parish school environment shall be excused from attendance until their presence no longer poses a threat to the health of themselves or others.
2. The determination as to whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance shall be made by the principal and/or a member of the health care team.

3. The principal may refer this determination to the health care team and the local public health department. If the disease in question appears to pose a serious health threat to the student or others (tuberculosis, rubeola, hepatitis B, and Human Immunodeficiency Virus, for example), the principal shall refer the determination to the local health care team.
4. Before making a determination that a student should be sent home for diagnosis and treatment or excused from school attendance, the principal will inform the student and the student's parent or guardian of the reasons for the contemplated action and shall consider any information the student and parent or guardian may choose to offer regarding the student's condition as confidential. If a student is sent home or excused from school attendance pursuant of this procedure, the principal shall immediately notify the student's parent or guardian of the action and the reasons therefore.
5. Alternative education opportunities will be arranged for students who must be excused from school attendance for a significant period of time. The principal, in consultation with the public health nurse serving the school, shall determine when a student who has been excused from school attendance may be readmitted. As a condition of continued or renewed attendance, the Principal may require a statement from the student's physician that the student is in a state of acceptable health to attend school.
6. The following appeal procedure shall be established:
 - A. A parent or guardian of a minor student who disputes the determination or action of the Principal, and health care team concerning exclusion of a student from school attendance pursuant to this procedure may appeal such determination or action by bringing or sending a complaint to the Parish Pastor.
 - B. A written complaint, signed by the complainant, and submitted within five (5) consecutive school days of the disputed determination or action must contain: a) a statement of the facts, b) a statement of the relief requested, and c) any necessary medical information.
 - C. The Pastor shall confer with the complainant within five (5) consecutive school days of the receipt of the complaint to verify the nature of the complaint and to explain the procedure that will be followed to resolve the complaint.
 - D. Complaints involving pupil discrimination on the basis of handicap or of physical, mental, emotional, or learning disability will be resolved through the procedures established by the Archdiocese to comply with Section 118.3 of the Wisconsin Statutes, Wisconsin Administrative Code, Section PI 9.04, and Section 504 of the Federal Rehabilitation Act of 1973.
 - E. Other complaints will be heard by the Parish School Committee and resolved by the Pastor. The Pastor will confer with the involved parties, as outlined in Paragraph C above, and will render a decision within five (5) consecutive school days of his receipt of the complaint. A complainant who remains unsatisfied with the Pastor's decision may appeal to the Milwaukee Archdiocesan Office of Schools. A written appeal must be signed by the complainant and submitted to the Superintendent of Archdiocesan Schools within five (5) consecutive school days of the Pastor's decision and must state the reasons for disagreement with that decision. The Archdiocese will afford the complaint a hearing, upon request, and will render a written decision within ten (10) consecutive school days of the receipt of the appeal or, if a hearing is held, at the conclusion of that hearing.
 - F. Except to the extent prohibited by law, a student may be excluded from school during the pendency of any appeal hereunder.

E. Human Immunodeficiency Virus (HIV)/Acquired Immune Deficiency Syndrome (AIDS)

1. In addition to maintaining normal confidentiality regarding health records of students, the school will not disclose the results of a test for the presence of HIV or an antibody to

HIV except as expressly authorized by the test subject or by law.

2. As a general rule, students suspected of or diagnosed as being HIV infected will be allowed to attend school in their regular classroom setting and will be considered eligible for all rights, privileges, and services provided by law and school policy.

COVID-19

- Christ King is a mask-optional environment. While masks are not required in school, any individual who wishes to continue to mask will be supported in that choice.
- Individuals with illness should stay home until symptoms improve. A negative test is recommended but not required for return to school/work.
- Individuals who test positive for COVID-19 should follow their doctors' orders about when to return to school. **The school office cannot provide medical advice about isolation periods, masking, or return dates.**
- Christ King will not monitor COVID-19 cases nor send out notifications.

General wellness tips are great reminders for healthy living at school and home:

- Stay home when you are ill*
- Clean and disinfect classrooms, materials, and surfaces
- Provide good ventilation and air flow
- Wash hands and use good cough etiquette (cover coughs)
- Vaccinate against vaccine-preventable illnesses

*Signs that you are too ill to leave home:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Muscle aches or body aches
- Cough (not due to other known cause, such as chronic cough)
- Sore throat, when in combination with other symptoms
- Nausea, vomiting, when in combination with other symptoms
- Headache, when in combination with other symptoms
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies), when in combination with other symptoms

DIGITAL CITIZENSHIP

In order to maintain a safe and secure environment for students and employees, the following guidelines will be followed:

- Christ King provides computers, the computer network, and filtered internet access to all students and teachers for academic use.
- Personally owned devices are not permitted for use during the school day. Student phones must be powered off and submitted to homeroom teachers every morning. Any student found with a phone at any point during the school day will have the phone confiscated. The principal will contact the student's parents to arrange for a time in the future (not the same day) to return the phone directly to the parents.
- Students are expected to act responsibly and thoughtfully when using technology resources.

- Students bear the burden of responsibility to inquire with school principal, technology directory, and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.
- Inappropriate communication is prohibited and includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.
- If a student is told to stop sending communications, that student must cease the activity immediately.
- Christ King School shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school.
- Christ King School reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well being of the school is subject to disciplinary action.
- Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.
- Christ King School expressly prohibits use of personally owned devices in locker rooms and restrooms.
- Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media will result in disciplinary action.
- Personally owned devices used in school are not permitted to connect to the Internet through a cellular plan. Personally owned devices must access the internet via the School's content filtered wireless network.

DISCIPLINE: LOVE AND LOGIC

Teacher Tools

1. Use eye contact to signal to the student that the behavior is inappropriate.
2. Walk toward the student.
3. Stand close to the student.
4. Apply a gentle hand upon the shoulder of the student.
5. Use a statement indicating disfavor, for example: "That is not necessary" or "That behavior would be fine on the playground, but it's not helpful in here right now."
6. Change the student's location, for example: "Would you mind waiting here for a minute and then we can talk?"
7. Use an "I message" to indicate the teacher's needs/feelings, example: "I get distracted when there is a pencil tapping."
8. Teacher sets limits by describing what he/she allows, does, or provides without telling the students what to do about it: "I give credit for all papers on my desk by 2:40 p.m."
9. Provide choices: "Would you rather work quietly with the group or go to the back table?"
10. Remove the student from the group to a recovery space, allowing the student to return

when he/she can live with the limitations of the group or teacher.

11. Require the student to reflect before returning to the group. (What happened? How did I feel? What did I do? How did it work? What am I going to do next time?)
12. Give the student an opportunity to talk about the problem.
13. Require the student to submit a written plan of action.
14. Provide a natural or logical consequence with empathy, for example, "I'm sorry that worked out that way for you. Where are you going to eat now that you can't eat in the cafeteria? It has to be a place that won't be a problem to anyone else. Think it over and let me know."

Teachers use these strategies so that optimum growth occurs and positive behaviors are normalized. At the second level of the process, more diverse strategies are incorporated into the disciplinary structure. They include direct communication with parents. Communication may be facilitated by calling or writing to the parents. A conference can be scheduled, if necessary. A plan is developed so that behavior improves.

When behavioral issues are more serious in nature, and strategies that have been implemented have not been effective, the principal may become involved in the discipline process. The principal reviews the occurrences of inappropriate behavior and may allow sufficient time to confer with the pastor and the teacher prior to the development of a plan. The plan is then communicated to the parents and child.

An effective, respectful, and practical discipline model will enable the people who are entrusted with the care of children to change inappropriate student behavior to appropriate behavior.

DISCIPLINE: MANAGEMENT

PRIDE Cards

Some grades make use of PRIDE cards which establish expectations for behavior and provide multiple opportunities for students to improve. Mistakes are normal and can provide a healthy learning experience, so students receive a number of "strikes" before the classroom teacher contacts parent(s)/guardian(s) to discuss any behaviors that interrupt learning. After the notification home, students who continue to accrue strikes in the same quarter and who fill an entire card will attend a meeting involving the principal and the parent/guardian. At that meeting, the principal will work with the student and parents to uncover any obstacles that may prevent learning and establish a path for restitution and improvement. A signed copy of the meeting agenda will go into the student's behavior file.

Probation, Suspension, and Expulsion

Whenever a student's conduct demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. Such action may be of three kinds:

1. Probation
2. Suspension
3. Expulsion

Action taken to suspend or expel students must be preceded by internal school procedures, and supported by defensible records. Final decision to expel a student rests with the school principal or pastor.

Probation

A student may be placed on probation for a trial period by the school principal. After

conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

Suspension

Suspension is justified in unusual circumstances. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

- In-school suspension can be directed for varying lengths of time as decided by the principal but should not exceed five days. In-school suspension conditions are to be determined by the principal. In-school suspension students remain the responsibility of the school.
- Out-of-school suspension is the responsibility of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

Expulsion

Expulsion terminates enrollment permanently or for an extended period of time. Expulsion shall be considered a rarity and used only as a very last measure. Expulsion is deemed to be in the best interest of the school and results when a student exhibits a "pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available" (§5144 Parish and School Policy Manual). An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. The Archdiocesan Superintendent of Schools is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

The actions and procedures for probations, suspension or expulsion shall be published in the school handbook.

1. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
2. An expulsion hearing may be held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.
3. Before the hearing is held the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
4. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

Appeal

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the pastor in writing with rationale for appeal. The pastor will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the pastor will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a

review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level (Archdiocese Policy 5144).

DRUG POLICY

For the purpose of the policy, "drugs" shall mean

1. All controlled substances prohibited by law
2. All alcoholic beverages
3. Tobacco and vaping products
4. Any prescription or patent drug, except those for which permission to use in school has been granted
5. Any substance that alters perception or behavior reducing that individual's ability to function appropriately in school

Christ King School strictly prohibits the possession, distribution, use, or influence of tobacco, alcohol or controlled substances, or the possession of drug-related paraphernalia while on the school/parish premises, on school/parish sponsored transportation, or at school/parish sponsored activities. This policy extends to students, staff, parents, and visitors in accordance with Wisconsin Statute 120.12(20).

Students violating this policy will be subject to penalties as outlined in the school's student discipline policy.

Violators will be disciplined by the principal according to the following procedures:

1. First violation: Any student found to be in violation of this policy will be suspended. The student will be required to seek professional counseling along with his/her parent or guardian and provide written evidence of this counseling to the principal. Cost of said counseling shall be borne by the parents/guardian of the student in violation of this policy.
2. Second violation: Any student found in violation of this policy for the second time will be expelled.

NOTE: Any student who distributes, sells, or induces another student to use a controlled substance or alcoholic beverage will be automatically expelled.

ELECTRONIC DEVICES

Wisconsin Statute Section 118.258 specifically prohibits electronic communication devices in school. Students who must have phones or electronic communication devices—such as smart watches—bring them onto school property at their own risk and must power them off and submit them to their homeroom teachers at the beginning of each day.

Any student identified with a personal electronic device will have the item confiscated. The principal will hold the item and schedule a time with the child's parent or guardian to retrieve the item personally after at least one day has passed.

EMERGENCIES

Life-Threatening Emergencies

When an injury occurs, the teacher/staff makes an immediate initial assessment and decides that it is a life-threatening injury i.e. failure to breathe, unconsciousness, hemorrhaging, severe head injury, cuts or burns, compound fracture, serious eye injury, and shock. The teacher/staff immediately notifies 911 and the school office. CPR trained school personnel will then respond to the emergency situation and conduct a second assessment at the scene. At the same time the teacher/staff continually remains with the injured student, using proper first aid techniques.

The parent(s)/guardians will be immediately notified regarding the student's condition. They may decide whether the student will be transported by ambulance or by the parent/guardian to a hospital of choice, doctor, etc.

Non-Life-Threatening Emergencies

When an injury occurs the teacher/staff assesses that the injury is non-life threatening (*i.e.* bruises, sprains, minor cuts or burns), another adult/student is sent to notify the school office of the injury, the student's name, and the place of occurrence. CPR trained school personnel will conduct an assessment at the scene or in the health room and may administer first aid.

After completing the assessment, the parent/guardian may be notified of the injury while the student is receiving the appropriate first aid. When a child injures his/her head or face, a parent/guardian will automatically be called. The parent/guardian may be encouraged to come to the school and assess the injury. The decision to remove the child from school will be up to the parent/guardian.

If any blood is at the scene, it is cleaned with 1:10 bleach solution by the maintenance staff. Blood-contaminated tissue, paper toweling, etc. will be disposed of in a double bagged covered container marked (Contaminated Waste) in the health office.

Mandatory Reporting of School Violence Threats

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

EVALUATION OF STUDENTS

Written evaluation of students takes place formally four times a year for students in grades K—8. Students in grade K—2 receive progress-based evaluations, while students at the intermediate and middle school levels (4-8) are evaluated using an achievement-based format.

Parent-teacher conferences are held formally two times a year. These conferences allow the parents and teachers an opportunity to discuss the ongoing progress and development of the student. Written reports may be issued throughout the quarter. Conferences at other times of the year can be scheduled at any time upon request of the teacher or parent(s).

Decisions pertaining to student retention are made with serious consideration. A student who is considerably behind in academics will find the work increasingly more difficult in the succeeding grades. The scope and sequence of the curriculum in the next grade are essential elements to the decision-making process. Parents will be notified of their child's difficulties as early as possible in the current school year so that an improvement plan can be developed. Should retention become necessary, it may be recommended that the child attend another school the next year. The decision to change schools is made by the school and parents, as partners in the child's future.

Standardized Testing during the month of March is mandated for grade 3, 5, and 7 by the Archdiocese of Milwaukee in order to maintain accreditation. At Christ King Parish School all

students in grades 2—8 are MAP tested twice per year for the purposes of student evaluation as well as for curriculum planning and assessment. Therefore, we request that parents do not plan vacations, other outings, or routine appointments during our testing time. *Standardized tests (ITBS) will not be administered to students who are absent due to vacations/outings, etc.*

EXTENDED CARE PROGRAMS

When sustainable, Christ King School offers extended care for students requiring supervision during non-school hours. The program will be open during school days, Monday through Friday, and will run the length of the school year. For a complete list of fees and policies, please see the website or contact the school office.

FIELD TRIPS

School field trips, excursions, and community service activities shall provide learning activities related to the curriculum and educational objectives. The explicit purpose of the trip or activity and its relation to the course of study must be stated. Appropriate instruction shall precede and follow each field trip. The trip should be appropriate for the age and maturity level of the students. The school may not authorize any field trip that is strictly recreational in nature. The purpose and activities of the trip shall ensure worthwhile learning experiences that extend learning and are consistent with Roman Catholic values.

The principal must initially approve the planning of the field trip or outing. The principal must also give final approval for the trip or outing. The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Teachers shall accompany students on all field trips and shall assume responsibility for student safety and behavior. The school shall provide adequate supervision, a qualified adult for every 10 students, including one or more employees of the school.

All field trips shall begin and end at the school. Field trips and community service activities shall not interfere with the regularly scheduled transportation of students to and from school. Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip or community service activity.

Excursions or community service activities that occur outside of the regular school day, such as in the evening or weekend, require written approval of parent or guardian.

GENDER IDENTITY

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun."

Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student.

Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "gender assignment."

GRIEVANCE PROCEDURES FOR PARENTS

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our schools or parish religious education programs and an employee (e.g. Principal, Teacher, Youth Minister, Catechist) of the parish. Before any formal grievance can be initiated, the parent(s) or guardians(s) **must meet first with the employee with whom there is an issue** to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived (Archdiocese Policy 1312.1).

Step 1

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

1. the date/time/place of the informal meeting
2. the name and position of the employee with whom the disagreement exists
3. factual information and background regarding the disagreement
4. specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee five (5) work days to respond and then schedule a meeting of all parties within (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and the potential concern involves elementary schools or parish programs, proceed to Step 2.

Step 2

If resolution does not occur in the informal meeting or Step 1 and the concern involves elementary schools or parish programs, the parent(s)/guardian(s) will provide the pastor with a copy of the letter noted in Step 1 within five (5) working days of the completion of Step 1. The pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners;

1. The pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here.)
2. The pastor may contact the Archdiocesan Office for Schools, Child, and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
3. The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him.

Step 3

If there is no resolution through Step 2, issues of concern will be heard by the local grievance committee.

1. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) forwards a copy of the letter noted in Step 1 to the committee.
2. The committee, appointed by the pastor (principal, or president in a secondary school) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties.
3. If there is consensus of all parties, the process is concluded. If resolution does not occur, a final Step 4 may be initiated.

Step 4

Should resolution not occur through Steps 1, 2, and 3, the parent(s)/guardian(s) can request

within ten (10) working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned.

1. The Delegate for Parishes will convene the grievance committee and chair its proceedings.
2. Upon receipt of the written statement, the grievance committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved.
3. The findings of the grievance committee will be communicated to all parties involved. Upon such communication the work of the grievance committee will be closed.

HARASSMENT

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain a learning and working environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment are defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet
- Violent language or references to intended harming or killing of others

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school or

parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Safe Environment Program Manager.

HOMEWORK

Homework is developmental in nature and increases in scope with the maturity and capabilities of the student (Archdiocese Policy 6154). Homework, properly planned and purposeful in nature, should:

1. Deepen students' understanding and skills relative to content that has been initially presented to them;
2. Prepare students for new content or have them elaborate on content that has been introduced;
3. Help students develop good study habits and organizational skills;
4. Foster positive attitudes towards school;
5. Communicate to students that learning takes work at home as well as school;
6. Communicate to parents what is being emphasized in class, what is expected of students, and how students' work will be evaluated.

The following should guide teachers in the use of homework:

1. The amount of homework assigned to students should be different from elementary to middle school to high school.

Pre-K—K	0-15 minutes
Primary	15-30 minutes
Intermediate	30-60 minutes
Middle School	60-90 minutes
High School	1½ - 2 ½ hours
2. Parent involvement in homework should be kept to a minimum.
3. Teachers should clearly identify the purpose of homework.

Middle School

Middle School teachers agree to

- Adjust, when reasonable, the material covered to meet the students' developmental needs and capabilities
- Allow sufficient time to begin homework during class time for the purpose of clarification and, if necessary, adjustment of scope
- Assign minimal homework on weekends
- Communicate among staff members testing dates and project due dates

Individual parent concerns about homework should be directed to the relevant teacher.

On those evenings that students attend Eucharist and Reconciliation programs, a limited

amount of homework will be assigned. Students will be given one day to make up homework for every day they miss.

HUMAN SEXUALITY/FAMILY LIFE

Education in human sexuality shall be part of the curriculum in all elementary and secondary schools and religious education programs. A specific, systematic, and discrete Family Life component must be offered in Catholic schools and parish religious education programs. The family life program must be aligned with the current *Family Life Curriculum* and must use resources approved by the Office for Schools and Office of Evangelization & Catechesis.

The schools shall follow the guidelines presented in *Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication*, USCCB, 2008; *National Directory for Catechesis*, USCCB, 2005; *Grade Specific Religious Education Curriculum*, Archdiocese of Milwaukee, current edition; *The Truth and Meaning of Human Sexuality*, Pontifical Council for the Family, 1996; *General Directory for Catechesis*, Congregation for Clergy, 1997, and *Catechism of the Catholic Church*, 1994.

The Family Life program must be offered during the normal daily instructional schedule in elementary/middle schools (K-8). The Family Life component in a parish religious education program may be offered during normal instructional time, during a special day of reflection, or in an intergenerational setting with parent participation.

The *Family Life Curriculum* is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the school-based family life program, after conferring with the principal. Resource LINK for Parish Programs: <http://www.archmil.org/catechesis/FamilyLifeEd.htm>

ILLNESS

General first aid may be provided by school personnel when injuries are minor. In an emergency, all necessary action will be taken by the school personnel.

**Children with fevers must not come to school.
For the health of all, do not use fever-reducing medications to mask illness.**

When a student shows symptoms of serious illness or injury, the parent or the designee listed on the emergency information form will be contacted. For serious illness or injury, the parent or designee will be requested to pick up the student from the school office. Therefore, it is IMPERATIVE THAT EMERGENCY NUMBERS GIVEN ON SCHOOL RECORDS BE KEPT UPDATED throughout the year so that a responsible adult can be reached quickly in the event of an accident or illness.

If a student cannot participate in a physical education (PE) activity, written notification must be given to the PE teacher. Students must have a note from a physician to be excused from PE classes. A written release from the physician must be presented to the PE teacher upon return to PE class.

Upon return to school, students should make arrangements with their teacher(s) to complete all missed assignments, taking no more than one day to make up work per day of illness.

LATE AND ABSENT WORK

Teachers may establish their own guidelines for late and absent work. What follows below is a general procedure that teachers may adopt.

Intermediate Level Late Work Guide (Grades 3-5)

1. First missing assignment: teacher sends a note home about missing work
2. Second missing assignment: teacher sends a note home requiring parent signature
3. Third missing assignment: teacher communicates with parent via email or phone
4. Fourth missing assignment: teacher notifies principal

Middle School Late Work Guide

- Full credit is possible if work is turned in on the due date at the beginning of class.
- If work is turned in after class has started but within 24 hours of the original due date, the work may not receive full credit.
- All assignments must be turned in before the completion of the unit/chapter in order to receive credit. All required work must be turned in or privileges will be lost.

Middle School Absent Work Guide

- At the end of each school day Middle School teachers will deliver missing work to the absent student's homeroom teacher. The work will remain with the homeroom teacher until the student returns to school.
- Work assigned prior to and due on the day of a one-day absence must be turned in on the day after returning to school in order to earn full credit. Previously scheduled exams taken on a day of absence must be taken on the first returning day.
- Students will be given the same number of days to complete and submit work as the number of days missed due to illness.
- When an absence is planned (vacation, etc), work assigned or given out before the absence must be completed and turned in on the first returning day in order to receive full credit. Work that is not assigned or given out before a planned absence must be completed in a timely manner. Each individual teacher must be consulted. Exams missed due to planned absences must be made up in a timely manner. Each individual teacher must be consulted. Please remember that classroom interactions can never be made up; we encourage families to try and plan vacations around the school calendar.

LAW ENFORCEMENT

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

LIBRARY

Overdue policy: If a book is overdue, a verbal reminder is given to the student to return the book. After two weeks, a reminder note is sent home. After one month, a request will be sent home to have the book returned or replaced. A fee of \$.25 will be assessed everyday the item is overdue. Books can not be checked out until overdue books or replacement costs are paid.

Report cards will not be issued at the end of the quarter until all fees are paid or books are returned.

LOST AND FOUND

The LOST AND FOUND area is located on the first floor near the North Hall cafeteria. Lost and found items are always available for inspection by students or visiting parents. Every effort is made to locate the owners of lost property; however, at the end of each month, unclaimed items may be given to St. Vincent DePaul Society.

MEDIA CONSENT

Photos or videos of students may be used on parish/school websites, social media, and print materials under the following guidelines:

- Identified photographs of students may be published with written and dated permission forms from parents.
- No publication of student's addresses, phone numbers or other personal information is permitted.
- Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo.
- Care will be taken to ensure that any digital content, including but not limited to, video, audio and social media posts, does not release individual, identifiable information about minors without parent consent.

MEDICATION

Administration of Medication to Students (Prescribed or Over the Counter)

1. No medication will be administered by school personnel without the Medication Consent Form and/or the Physician Order for Medication Administration form being filled out and returned to the school office.
 - a. Medication Consent Form must be filled out by the parent/legal guardian.
 - b. Physician Order for Medication Administration form must be filled out by the prescribing physician.
 - c. The school administrative assistant shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Medication to be given in school must be in the original container and have the following information:
 - a. Child's full name**
 - b. Name of the drug and dosage**
 - c. Time to be given, and**
 - d. Physician's name (if prescribed)**
3. Medication will be taken by the child at the prescribed time administered by the school personnel or by the other individual who has been identified to do so
4. Only limited quantities of any medicine will be kept at the school office.
5. All medication administered at school will be kept in a locked cabinet.
6. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage or time it is to be administered has changed from the original instructions.
7. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
 - a. A list of pupils needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued is kept in the school office.

- b. School personnel will report any unusual behavior of pupils on medication to the Principal and to the parents.
8. School personnel will under no circumstances provide acetaminophen, ibuprofen, or other non-prescribed medicine to students. Diagnosis and treatment of illness and the prescribing of drugs are not the responsibility of school personnel.
9. Students are not to have any OTC (over the counter) or prescribed medications in their possession during the school day. All medications must be brought to the office with a Parental Consent Form. Inhalers are the exception, and may be carried by anyone having a prescription for one.

EpiPens

Parents are responsible for informing the school, after school programs, coaches, etc. of their child's allergy and the potential need for an epi-pen. Students with epi-pens will need to have a separate form completed by their parent/guardian. An "Emergency Health Care Plan for Students with EpiPens" form must be completed and an epi-pen provided to the school office. The following steps will be taken once an epi-pen has been administered:

1. 911 will be called
2. Parents will be notified
3. Student should be medically evaluated and monitored
4. Transportation will be via ambulance or parent/guardian

PARENTS AND VISITORS

Under normal circumstances, parents and visitors are always welcome at the school. However, all entrances are locked throughout the school day for the safety of our children. For security reasons, access to the school through any other entrance or door, including the breezeway from the church, is strictly prohibited. We appreciate that all parents cooperate with this policy so as to provide consistency in meeting security and operational needs.

To gain access to the school, parents and visitors are required to park on the street and come in the main school entrance on 91st Street. Do not attempt to enter the parking lot if students are present. Entrance to the school is accessed via a doorbell and camera system.

If children forget items at home, parents have two options:

- Let it stay at home! Unless the item is medically necessary, students who must go through the day without the forgotten item learn a valuable lesson about personal responsibility. Even if there are consequences for forgotten homework, for example, teachers apply those consequences with compassion, and students gradually build better habits. Remember: school is a safe place to learn positive life lessons!
- Bring the item to school and place it on the table provided within the first set of doors at the 91st main entrance. Use the intercom system to be buzzed into the first set of doors and to let the front office know the item is there; students will be notified to fetch the item at a convenient time during the school day.

PERMISSION TO LEAVE SCHOOL GROUNDS

No one is permitted to leave the school grounds without the permission of the principal. If, for some reason, a parent wishes a child to leave, a note or email asking permission must be shared with the teacher and office secretary. We have a closed lunch period.

PETS ON SCHOOL GROUNDS

For health and safety reasons, family/household pets are not allowed in the school building or grounds. This does not include classroom animals. Service animals are welcomed according to Archdiocese Policy 5140.5.

PLAYGROUND RULES

1. Everyone can play! We accept and respect classmates by including them.
2. Be respectful and responsible to all people at all times. Listen to and obey supervisors.
3. Inform supervisors about equipment that goes into “Off Limits Areas”; follow the supervisor's instructions. **Never go onto the street.**
4. No student should leave the grounds unescorted.
5. Enter the building to use the bathroom one student at a time and only with permission.
6. No food or eating in the play areas.
7. Students should stay off the staircases and away from the dumpsters.
8. Students should stay in front of the trees and bushes so supervisors can see them.
9. No bouncing balls off the roof or walls.
9. No tackling, chicken fights, or throwing balls at other students.
10. One person at a time going down the slides—no climbing up the slides.
11. No climbing on the top or outside edges of the play structure.
12. Recess is over when the bell rings—line up in a quiet and orderly fashion.

RECESS

Students should always be prepared for outdoor recess (see “Cold Weather”). The school will keep students indoors during official weather advisories.

For the good of all, students should not come to school unless they are healthy enough to participate fully in all school activities including recess. Students may not stay inside for recess without a doctor's written permission.

SACRAMENTAL PROGRAM

The policy at Christ King is to build a strong sense of parish community at every level of parish life, but especially at the time of sacramental preparation. At these special times our parish policy of building Christian unity brings families from the Parish School together with families of children not in the school. The Sacrament of Reconciliation and reception of the Eucharist for the first time occurs when the child and his/her family have been actively participating in the life of the parish and have a general understanding of what is taking place. The earliest this occurs is in second grade, and the precise time for each child should be discerned between the parents and the individual teachers.

Parents are expected, throughout the years, and especially in a sacramental year, to participate in additional formational opportunities provided by the parish.

The school warmly welcomes those children and families who share Christian baptism but are not Catholic, or who do not share our Christian faith. In accord with our Catholic faith, all people are welcome and encouraged to worship at Mass, even if non-Catholics may not receive the sacraments. Specific situations and concerns should be discussed with the principal and/or pastor before the start of the year so the parish may best serve the spiritual needs of children. Anyone who has interest or wants to learn more about the Catholic faith is encouraged to meet with the pastor who will answer questions and provide assistance and guidance.

SAFETY DRILLS

Christ King has a Safety Team composed of current and former law enforcement personnel, the principal, and faculty/staff members. The Safety Team regularly reviews Standard Response Protocols and tours the facilities for safety features, submitting each year's safety plan to the Department of Justice. The school regularly practices safety drills with students and teachers,

letting them hear the fire and tornado alarms and practicing how to exit the building safely or to stay in place till danger has passed. The principal and teachers prepare students well, discussing various drills and routes for several days and reminding students there are lots of reasons it might be safer to stay in classrooms for a while:

- Animal loose in school
- Accident or medical emergency (like a seizure) in the hallway
- Out of place person (a student missing from school or someone we don't recognize)

These circumstances might require a quiet school and clear hallways so helpers can make their way through.

SCHOOL ADVISORY COMMITTEE

Our Parish School Advisory Committee is called to support and encourage the school principal and staff in their endeavor to provide a quality Catholic education by developing policies and procedures that promote a cooperative family, school, and parish relationship. The principal shall implement committee policies and procedures on guidelines and suggestions. The exact method of implementation shall be the responsibility of the principal.

SCHOOL PROPERTY

Parishes/schools reserve the right to search anything brought onto parish/school property.

Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

School lockers and desks are the property of Christ King School. At no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. Periodic general inspections of lockers and desks will be conducted by the principal and/or teacher for any reason at any time, without notice, without student consent, and without a search warrant.

Locker Regulations:

1. No student may change his/her locker assignment without checking with the teacher.
2. Outside decorating of lockers must be approved by the principal 24 hours in advance.
3. Inside decorating of lockers must be in accordance with school rules.
4. Any locker damage will be assessed, and restoration costs passed on to the family.

STUDENT/STAFF RATIO

There are no state regulations directing the teacher/child ratio. However, best practices include the following:

Age of Children	Minimum Number of Teachers to Children	Maximum Number of Children in Group
3 years to 4 years	1:10	20
4 years to 5 years	1:13	24
5 years to 6 years	1:17	32
6 years and over	1:18	32

When eight (8) or fewer children are present, there shall be a second adult available within 5 minutes for emergencies. Maximum group size does not apply to field trips, outdoor play areas, and areas reserved exclusively for eating.

Pupil/teacher ratio is determined by dividing the total number of students by the total number of professional staff which, in addition to teachers, includes administrators, guidance counselors, and librarians/media personnel. Part-time personnel should be counted in terms of full-time equivalency (FTE). Substantial deviation from these norms are subject to challenge by the superintendent, pastor, school board/committee, and accreditation team.

TEXT/E-MAIL/TELEPHONE MESSAGES

Parents must not contact teachers via personal text messages about their students or other school matters during the school day.

Remember that teachers are busy with students during the day; please allow for a full 24 hours for responses to email messages. Teachers are not required to reply over a weekend or break.

Unless an emergency situation exists, neither teachers nor students may be called to the phone during school hours. Teachers will be notified of any call and return it at their earliest opportunity after school. **Students will only be permitted to use the office or classroom phone with their teacher's permission.** Please work with your child in planning the day so there should be no need to call home for forgotten items or to make decisions that should have been discussed at home previously.

TORNADO WATCH/WARNING

All students will practice emergency procedures for tornado conditions. School will be dismissed as usual when a Tornado Watch is in effect, but in no case will students be dismissed while a Tornado Warning (actual tornado sighted) is in effect. In cooperation with the Wauwatosa Police Department, we are informed when there is severe weather approaching.

TUITION COLLECTION

Tuition may be paid in installments. Interest is not charged. All payments, regardless of plan chosen, are accepted electronically through the Blackbaud platform, not to Christ King. A \$40.00 fee will be assessed for each electronic payment that is past due or returned for non-sufficient funds (NSF). Families participating in Cavalier Club must select the 11 Month Plan. (See Tuition Agreement for payment plan options.)

Tuition Refunds: As staffing decisions have been made for each child, a refund of tuition will be made only if requested during the first 10 school days of the current school year. Following the 10-day time period, tuition is non-refundable. Students transferring out of Christ King during the school year are responsible for the full year's tuition.

UNIFORM DRESS CODE

The purpose of the school uniform policy is to encourage our students to experience a greater sense of school identity and belonging, to reduce school clothing costs, and to help students build habits of professional dress.

Families may purchase uniform clothing at Lands End and CK Uniform Resales. Additionally, some local stores carry short and long-sleeved polo shirts, plain crewneck sweatshirts, and uniform-style shorts and pants.

Anything not included in this uniform list is not allowed.

*In the spring of fifth grade (fourth quarter), students may earn the right to wear middle school uniform pieces. This privilege can be granted and revoked only by the classroom teacher or principal, either individually or collectively.

Girls Uniform

- Christ King jumper (K—5*) or skirt (5*—8) worn approximately 3" above the knee (skirts may not be rolled/unzipped). Teachers reserve the right to measure skirt length. Under the jumper or skirt, the following may be worn:
 - Navy blue or black leggings
 - Shorts which must not be visible when student stands
- Alternative to jumper/skirt: navy blue dress pants (no cargo-style or jogger style)
- Navy blue tailored shorts (August, September, October, May, June—otherwise designated by the principal)
- Plain or CK logo red, white, or navy polo shirts (short or long sleeved), blouses, or turtlenecks
- One plain undershirt may be worn under the uniform shirt but must not show past the sleeves or hem of the uniform shirt
- Plain red, white, or navy sweater vest or cardigan over the uniform shirt (no hoods)
- Plain or CK logo red or navy crew sweatshirts over the uniform shirt (no hoods)
- CK logo quarter-zip collared shirt
- Worn at all times: socks, knee-highs, or tights
- Worn at all times: shoes (closed-toe and closed-heel), never winter/rain footwear in classrooms

Boys Uniform

- Navy blue dress pants (no cargo-style or jogger pants)
- Navy blue tailored shorts (August, September, October, May, June—otherwise designated by the principal)
- Plain or CK logo red, white, or navy polo shirts (short or long sleeved) or turtlenecks
- One plain undershirt may be worn under the uniform shirt as long as it does not show past the sleeves or hem of the uniform shirt
- Plain red, white, or navy sweater vest or cardigan over the uniform shirt (no hoods)
- Plain or CK logo red or navy crew sweatshirts over the uniform shirt (no hoods)
- CK logo quarter-zip collared shirt
- Worn at all times: socks
- Worn at all times: shoes (closed-toe and closed-heel), never winter/rain footwear in classrooms

Middle School Girls and Boys Uniform Additions, Grades 6—8

- Tan dress pants (no cargo-style, joggers (with ankle elastic), or pants with studs or labeling)

- Tan tailored shorts (August, September, October, May, June—or otherwise designated by the principal)
- In the fourth quarter, 8th grade students may wear the shirts of their chosen high schools instead of their regular uniform shirts, EXCEPT on Mass days. If a student wears a shirt or sweatshirt with no collar, then a collared shirt must be worn underneath. Remember: hoodies are never allowed except CK hoodies on spirit wear days

Professional dress expectations

- Hair should be neat and clean. Haircuts and hair colors should be consistent with a traditional, professional style. The principal reserves the right to require changes to hair.
- Makeup for girls is discouraged. Middle school girls may, however, practice applying light and natural-looking makeup. Female teachers or the principal may send a note home if any problems arise.
- Scout shirts may be worn on meeting days with uniform pants/shorts/jumpers/skirts.
- No sport or hiking sandals, flip-flops, slippers, or Crocs are allowed; appropriate indoor footwear must be worn during the school day when rain or snow boots are needed outdoors.

Out of Uniform Days

- Clothing must be modest and age-appropriate (no ripped jeans/shirts).
- Shirts must cover the waistline at all times.
- Shorts/Skirts must be of a modest length (approximately 3" above the knee).
- No pajama pants or leggings may be worn.
- **PICTURE DAY**: Students may be out of uniform for picture day/retake day in the fall, but their outfits must be church appropriate. Picture day is not a dress-down day.

Dress Code Corrections

Naturally, children can make mistakes when learning how to build a habit of professional dress. Christ King teachers and the principal will use the following steps to correct the mistakes and consistently guide children toward our professional standard.

1. Verbal alert to student; if substitute clothing is immediately required, the school will provide an appropriate substitution and send a note home asking the family to wash and return the item(s)
2. Verbal alert to student and written note home to family, signed by the teacher and the student; if substitute clothing is immediately required, the school will provide an appropriate substitution and send a note home asking the family to wash and return the item(s)
3. Meeting with principal involving student, parent(s) or guardian(s), and teacher

VOLUNTEERS

Our volunteers are essential to the total success of our school. This support enhances the educational process in ways that would not be otherwise available.

[Safeguarding All of God's Children](https://www.archmil.org/offices/safeguarding.htm) training must be completed prior to volunteering (<https://www.archmil.org/offices/safeguarding.htm>).