



Student/Family Handbook 2024-2025

Mission Statement

“To care for each child’s soul by blending Catholic values and discipline into a quality academic education.”

In addition to the policies and procedures outlined in this handbook, Christ the King School, its staff, administration, and families are also subject to the policies of the Diocese of Des Moines Catholic Schools Office and Diocesan Catholic School Board. Complete Diocesan Catholic School Board Policies can be found at: <https://www.dmdiocese.org/resources/schools/diocesan-school-policies-regulations>

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

Please keep this handbook safe while you have a student at Christ the King School. The school will post annual updates on the school website each school year. Revised July 2024.

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

TABLE OF CONTENTS

COVENANT OF TRUST	4	MIDDLE SCHOOL	13
GENERAL INFORMATION	5	Statement of Philosophy	13
Diocese Vision and Mission Statement	5	Responsibility for Property	13
Diocese Essential Learnings	5	Assignment Completion	14
Christ the King Parish Mission Statement	5	Other Expectations	15
Mission of Christ the King School	6	ATTENDANCE	15
Christ the King School Background	6	Philosophy	15
Responsibilities	6	Notifying the School	15
ADMISSION	7	Vacations	16
Screening of New Students	7	Excessive Absenteeism/Tardiness	16
Notice of Non-Discrimination	7	DISCIPLINE	16
Tuition and Fees	8	Philosophy	16
Tuition Assistance	8	Positive Behavior Interventions and Supports	17
ORGANIZATION	8	Behavior Consequences	18
Administration	8	Extreme Behaviors	18
Faculty	8	Restraint and Physical Force	18
Guidance Counselor	8	Allegations Of Abuse	18
Substitute Teachers	9	Search	19
SCHOOL VISITORS POLICY	9	Threats of Violence	19
Virtus Training/Background Check	9	DAILY PROCESSES	20
School Volunteers	9	Daily Schedule	20
SPIRITUAL DEVELOPMENT	9	Dismissal	20
Religion Formation	9	Recess	20
Liturgies	9	Kids Club	21
Sacraments	9	BUS INFORMATION - TRANSPORTATION	21
Service Projects	10	General Information	21
COMMUNICATION	10	Discipline Policies	21
Contacting Teachers	10	Corrective Disciplinary Actions	22
Parent-Teacher Conferences	10	BREAKFAST AND LUNCH	22
Telephone and Messages	10	Allergies	22
Emergency Contact	10	Lunchroom Procedures	22
School Closing (Bad Weather)	10	Free and Reduced Lunch	23
ACADEMICS	11		
Curriculum	11		
Enrichment Programs	11		
Standards and Benchmarks/Iowa Core	11		
Reporting Student Performance	11		
Homework	12		
Standardized Testing	13		
Students with Special Needs	13		

HEALTH	23	GENERAL POLICIES	26
Accident or Illness	23	Activities Philosophy	26
Health Care Plans	23	Bicycles/Skateboards	26
Hearing Screening	23	Birthday/Class Parties	26
Dispensing of Medication	23	Cell Phones/Electronics	27
Severe Food Allergies	24	Changes of Address and Phone Numbers	27
When Should Your Child Stay Home?	24	Cheating/Plagiarism	27
DRESS CODE	25	Emergency Procedures	27
General Guidelines	25	Field Trips	27
Shirts/Blouses	25	Grievances	28
Sweaters/Sweatshirts/Fleece Jackets	25	Gum and Candy	28
Slacks/Shorts	25	Lost Items	28
Jumpers, Skirts And Skorts	25	Nicotine/Tobacco Free Campus	28
Shoes/Socks	25	School Property.	28
Hair/Jewelry/Tattoos/Makeup	26	Technology	28
Out-of-Uniform Days	26	Transfers	29
Spirit Wear	26	Leadership Council	29
Acquiring Dress Code Apparel	26	APPENDIX	30
		Harassment, Bullying, Hazing Policies	30
		Sexual Harassment by Student	31

Covenant of Trust Between Parents and Christ the King School

“Jesus said to his disciples, ‘Let the children come to me; do not prevent them, for the kingdom of God belongs to such as these. Amen, I say to you, whoever does not accept the kingdom of God like a child will not enter it.’ Then he embraced them and blessed them, placing his hands on them.” (Mark 10:14-16).

At baptism, parents accept the responsibility of forming their child in the practice of the faith. “Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children” (Canon 793.1).

Catholic school personnel partner with the family in proclaiming and witnessing as disciples to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Parents at Christ the King are aware of this vocational call from God, and in response, commit themselves by word and example to be the first and best teachers of their children in the faith.

Practically, this means parents will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church, will be part of their child’s education and formation.
- To the best of their ability, respect the teachings of the Church and help their children respect the Church and its teachings.
- Commit to conversing frequently with their children about God and include prayer in their daily home life.
- Participate in and cooperate with the Catholic school in programs that enable them, respectively, to take an active role in the religious education of their children, including sacramental preparation for Catholic children.
- Support the moral and social teaching of the Catholic Church to ensure consistency between home and school.
- Teach their children by word and example to express compassion and concern for the needs of others.
- Practice stewardship of time, talent, and treasure, and meet their financial responsibilities in support of the school and parish.

Christ the King enters a relationship of trust with each school family. The Student/Family Handbook provides the school’s framework for this trusting relationship by setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

By completing my/our permissions in JMC, I/we hereby acknowledge that I/we have read this handbook and will abide by these regulations, that I/we have had an opportunity to ask questions about its contents, and that I/we will fulfill my responsibilities as the primary educator of my/our child as outlined in this covenant of trust.

GENERAL INFORMATION

DIOCESE OF DES MOINES SCHOOL'S VISION

Catholic Schools in the Diocese of Des Moines, based on the teaching of Jesus Christ and the mission of the Church, are collaborative communities of spiritual formation and academic excellence, where students grow in faith and wisdom and emerge as responsible citizens dedicated to the practice of lifelong discipleship.

DIOCESE OF DES MOINES SCHOOL'S MISSION AND BELIEF STATEMENTS

We develop and inspire learning for life by providing a world-class education within a Catholic environment for our students.

- Catholic schools exist to enable students to learn the traditions and doctrines of the Catholic Church and to carry out the Gospel message of Jesus Christ in their daily lives
- Each student in Catholic schools should experience the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society
- Catholic schools are partners with parents in the education of the children
- Catholic school educators need to apply research-based curricular practices that enhance the learning of all students in the classroom

DIOCESE OF DES MOINES ESSENTIAL LEARNINGS

The Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, expects all schools to strive to attain the following Essential Learnings.

Students in the Catholic schools of the Diocese of Des Moines will be challenged as the result of their Catholic education to integrate Gospel values into their daily lives as they:

- Academic Outcomes:
 - access and use information effectively
 - apply technology competently
 - think critically and creatively
 - solve problems independently and cooperatively
 - reason scientifically, mathematically and historically
- Spiritual/Social Outcomes:
 - accept church, civic and personal responsibility
 - anticipate and constructively react to change
 - communicate ideas and feelings effectively in various ways
 - demonstrate global awareness, cross cultural understanding, and social justice principles
 - demonstrate personal wellness practices
 - cultivate an understanding of and appreciation for the arts.

CHRIST THE KING PARISH MISSION STATEMENT

We, the people of Christ the King Parish, are a Catholic Christian Community centered on our Lord Jesus. We are committed to proclaiming Jesus's word and celebrating His presence in the Holy Eucharist. Providing life-long education and spiritual formation, creating a welcoming environment of fellowship, and reach out to meet the human and spiritual needs of all people.

MISSION OF CHRIST THE KING SCHOOL

The mission of the Catholic schools of the Diocese of Des Moines is to provide meaningful educational experiences for children/adolescents in an environment integrated by Gospel values which nurture faith, community, prayer and service.

We believe...

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

CHRIST THE KING SCHOOL BACKGROUND

Christ the King parish has been in existence since 1941. In 1959, the doors of Christ the King School opened for the first time to admit an enrollment of 150 students in grades 5-8. The school opened under the direction of the Father Aldera. Enrollment has steadily increased through the years. The enrollment is now around 300 in preschool through grade eight.

RESPONSIBILITIES

Student Responsibilities

- Respect the authority of teachers and other members of the school staff
- Be respectful of friends and companions
- Be respectful of self by accepting responsibility for own actions
- Approach studies with seriousness of purpose and a realization that learning is work
- Develop good study habits and make a sincere effort to do his or her best in all academics
- Be well prepared for classes each day both mentally and physically
- Develop basic attitude of consideration for others
- Regular attendance and punctuality
- Dress according to uniform code and practice good hygiene
- Act in an appropriate manner as a representative of Christ the King School during all extra curricular activities
- Honesty is expected from all students of Christ the King School

Teacher Responsibilities

- Respect each student as a distinct individual
- Prepare material and plan lessons in timely fashion
- Develop strategies for motivating students
- Develop and maintain an interesting and inviting classroom space
- Be available for face or telephone contact with parents
- Inform parents promptly if students are not working up to their ability
- Establish and maintain a comfortable atmosphere conducive to learning
- Develop a plan that may include parental conference or administration intervention for individual students that may be causing any intrusion in the classroom
- Keep room clean and orderly

Parent Responsibilities

- Encourage respectful behavior at home for others and students themselves
- Provide opportunity at home for responsible behavior
- Provide a learning atmosphere at home
- Prepare children mentally and physically for school including nutritious meals, electronics guidance and sensible bedtimes
- Teach thoughtfulness and consideration for the rights of others
- Teach compromising and non violent settling of differences
- Teach time management and good attendance
- Guide child's choice of companions
- Take advantage of communication with teachers
- Support teacher when any kind of discipline is needed
- Make effort to attend school meetings or functions to show priority of education

CHRIST THE KING SCHOOL ADMISSION

The Christ the King Board of Religious and Academic Education endeavors to offer the opportunity for a Catholic school education to all who desire it. Due to space and personnel limitations, and in compliance with the guidelines set by the Diocesan Board of Education (Policy 504), the following criteria shall be considered in admitting students to Christ the King School:

- An indication of parental commitment to the Christian philosophy of education
- An indication that the basic reasons for transfer or enrollment is not due to racial bias
- The ability and willingness to pay tuition and cost, or make arrangements for assistance, with the pastor and principal

Students who are admitted to a Catholic school agree to abide by the philosophy and the educational policies and regulations of the school and the Diocese. This agreement shall be indicated through the signature of acceptance by the parent during registration on JMC.

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

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

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

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

Administration of these criteria is the responsibility of the administration. In unusual circumstances, the final decision for admission will be determined by the pastor.

Waiting List Consideration

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

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

SCREENING OF NEW STUDENTS

A screening process will be used with each new student. The screening process shall include, but not be limited to, parent and student interviews, receipt and review of the student's records and forms from his/her previous school, when applicable, such as testing as required by the administrator. Enrollment may occasionally be granted on a conditional basis. The previous school may be contacted for additional information.

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment with the diocesan schools are hereby notified that these schools do not discriminate on the basis of race, color, national origin, sex, age or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the diocesan schools and Title I of the Americans with Disabilities Act, in admission or access or treatment or employment in, its program and activities.

School choice programs, including the Students First Act, aim to empower families to access the school that best meets their child's needs to help them achieve social, emotional, and academic success.

Accredited private schools in Iowa comply with the Civil Rights Act to the extent that the law can be applied to private religious schools. However, under the law, private religious schools are also permitted to operate in accordance with their mission and ask that families enrolled at the school do the same.

Sometimes, a school's mission and philosophy may not align with an individual family's values, interests, goals, and beliefs. In these cases, the school will work in consultation with the family to determine if enrollment is in the child's best interest.

Additionally, accredited private schools are committed to working with all learners to the best of their ability, including children who may require additional support. Many schools work with parents and the local public school district of students with Individual Education Plans (IEPs) to provide the services identified to meet the academic and behavioral needs of the child. While these schools do not discriminate against children with diverse learning needs, a full range of services may not always be available.

Decisions concerning a child's admission and continued enrollment are based on the child's emotional, academic, and physical abilities and the resources available to the school to meet the child's needs. Enrollment decisions always take the best interests of the child into consideration.

TUITION AND FEES

The actual cost of attendance for one child is \$9,000. 2024-2025 tuition rates for registered and tithing members of Christ the King Parish is \$5,500 per child. Tuition rates for Non-Catholic/Non Parish families is \$7,000 per child.

Non-refundable enrollment fees are \$100/child charged at the time of enrollment. A more detailed listing of grade level materials fees can be found on our website.

All tuition and ancillary fees are managed through Blackbaud Tuition Management. All families are required to register on Blackbaud before their registration is considered complete. More information about Blackbaud and how to create your tuition account is found in school registration materials and on the school website.

TUITION ASSISTANCE

Families in need of tuition assistance may apply for diocesan help from the Catholic Tuition Organization or parish help from Guardian Angel. Application forms are available in the school office and on the school website.

The State of Iowa is committed to providing a high quality education for all students by providing funding for qualifying private school students. For more information, please see the following link:
<https://educateiowa.gov/pk-12/students-first-education-savings-accounts>.

ORGANIZATION

ADMINISTRATION

School Principal

Christ the King School employs a full-time principal. The major responsibilities include faith leader of the school, personnel director, educational leader, management/administration, public relations and planning and development. The principal is employed by the region and has direct accountability to the pastor.

Assistant Principal

Christ the King School employs a part-time assistant principal who serves as a member of the administrative team and is available to assist students, teachers and parents. The assistant principal will be responsible for the school in the absence of the principal. The assistant principal is employed by the region and has direct accountability to the pastor.

FACULTY

The faculty of Christ the King School is comprised of fully accredited, professional teachers. All the teachers hold current licensure in the State of Iowa and are qualified to teach in the subject areas they are assigned. Faculty members in grades Pre-K-5 are hired as self-contained or semi-contained classroom teachers. Teachers in grades 6-8 work in their areas of expertise and certification. Additional specialists are employed in the areas of Physical Education, Art, Music, STEM, and Interventions. The faculty is regularly observed and evaluated by the school administration.

SCHOOL GUIDANCE COUNSELOR

Christ the King School employs a full-time guidance counselor who is available to all students. Any student may request to see the counselor by asking the teacher to set up a time, or they may write a note and ask the school secretary to put it in the counselor's box. A parent or teacher may also request that the counselor visit with a student.

The guidance counselor will be available and should be consulted when dealing with disruptive students. The guidance counselor, as the child's advocate, can help supply creative ways to deal with students experiencing difficulty in and out of the classroom at school. In addition, the principal and/or the assistant principal will also work with these students, their teachers, and their parents.

SUBSTITUTE TEACHERS

When a teacher is out of school because of illness, professional meetings or personal business, a qualified, licensed substitute teacher will be hired to take that teacher's place. Occasionally, it may be necessary for the principal to hire a long term substitute. Whenever possible, a substitute who is familiar to the students will be engaged. The substitute will work closely with the classroom teacher and the principal to ensure a smooth and consistent transition. Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to give a substitute teacher proper respect will be sent to the principal or assistant principal or assistant principal for disciplinary action. Substitute teachers are justified in issuing a detention.

SCHOOL VISITORS POLICY

During the course of any day, there are visitors on our school grounds for a variety of purposes. For the purpose of this policy, the term "school" will encompass the school building, the playground, parking lots, and any other structure or land used by the school during the school day. All visitors to the school during secured hours will have to be buzzed in through the main doors and sign in at the school office.

Forgotten lunches and other items will be left at the office for students and may not be delivered to classrooms to maintain instructional integrity. Christ the King offers performance/display opportunities for students. Parents and other family members are often invited and welcome to attend these events.

VIRTUS TRAINING AND BACKGROUND CHECK

The Diocese of Des Moines is committed to the protection of young people from sexual abuse in the church. The four dioceses of Iowa have developed safe environment programs for clergy, parish and school staff and volunteers to help keep children safe from sexual abuse. All individuals who are employed by or volunteer at Christ the King School are required to complete Virtus Training. In addition to Virtus Training, all individuals are required to complete a background check form.

SCHOOL VOLUNTEERS

School volunteers are defined as people who have regular (i.e. 3 or more hours) contact with students. Volunteers must complete the Virtus training one time and have a background check every seven years.

SPIRITUAL DEVELOPMENT

RELIGIOUS FORMATION

The religious formation of children IS the primary reason for the existence of Catholic schools. Thus, Christ the King's religious education program is of special curricular importance. Scripture, doctrine, prayer, and Liturgy are related to children at their developmental levels, beginning with their own experiences. Prayer is interwoven throughout the student's day. Prayer begins and ends each day, experienced daily in religion class, before lunchtime and other parts of the day.

LITURGIES

All children grades preschool through eighth grade participate in prayer services and liturgies. Mass is scheduled on Tuesday at 8:30 AM. Students begin and end each day with prayer. The school is an extension of the parish life and it is our expectation that all families will be active participants in the liturgical and sacramental life of the parish. Parents and children are expected to participate in Masses each weekend and on Holy Days.

SACRAMENTS

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

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

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

SERVICE PROJECTS

Special service opportunities, renewal days and seasonal activities are shared throughout the year.

COMMUNICATION

CONTACTING TEACHERS

Teachers may be contacted by Class Dojo, telephone or e-mail during the school day. If a message is left with the secretary or on the staff member's voice mail, the teacher will return the call when s/he is free from classroom duties. Teachers are generally not able to pick up phone calls or return emails until after dismissal. For immediate concerns, contact the office.

Requests for conferences may be made by a parent to discuss a student's problems or concerning a student's attitude toward his/her school environment. This can be done through the office by leaving a message for the teacher to return the call or email. Parents may request a conference at any time that will be mutually agreed on by both parties. Teachers are available to meet with parents by appointment.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled twice per year usually in October and February. It is expected that all parents and middle school students attend scheduled conferences. Specific conference times are scheduled for all students in grades prekindergarten through eighth. This is a very valuable time of sharing between parents and teachers about academics, growth in maturity, and the faith development of each child.

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that the schools provide the same common information to Custodial Parents and Non-Custodial Parents upon request that is provided to parents of intact families. Common information shall include but not be limited to report cards, notices of school functions and activities, appointments for parent-teacher conferences, notes home, etc. Situations may be dealt with on an individual basis in order to best meet the needs of the student.

Families must share appropriate contact information and any court order or other document that would support a deviation from this policy. For the scheduled parent/teacher conferences in the fall and spring, only one conference will be scheduled for each student. **Both parents are asked to attend the same conference so that similar questions can be addressed.**

TELEPHONE AND MESSAGES

Please make arrangements for after school activities with your child before s/he comes to school. Students **will not** be permitted to use the phone during school hours except with teacher permission. Please phone in messages for students **before 1:00 p.m.**

EMERGENCY CONTACTS

All names of persons to be notified if parents or guardians cannot be reached in the case of an emergency are kept by the school. Please notify the office if there is a change in your family's emergency number.

SCHOOL CLOSING (BAD WEATHER)

In the event of a school closing due to hazardous weather conditions, a message will be texted to the phone number of primary contacts of the student and sent to the email addresses listed on your registration materials. It is also important that you check any messages from the school before calling the school office. Only after parents are notified via text and email system will the announcement be made on local television stations.

Late starts will be two hours, which means the first bell will ring at 10:10 am. The bus will run if there is a late start. There will be NO morning preschool if there is a late start. The decision to have a late start or no school will be made by 6:30am.

In the event of a National Emergency or inclement weather (tornado), which occurs during the school day, the students will remain at school in designated safety areas. Students will be permitted to leave with their parents upon their arrival.

ACADEMICS

CURRICULUM

Christ the King School offers a quality, broad curriculum to its students. Our regular curriculum areas include:

Religion	Social Studies	Band
Reading/Literature	Science	STEM
Language Arts	Art	Health/Safety
Handwriting	Music	Physical Education
Mathematics	Guidance	

Other areas integrated throughout the regular curriculum include:

Study Skills	Global Education
Environmental Studies	Human Growth and Development
Character Education	Social Skills
Catholic Church Social Justice teachings and outreach	
Positive Behavior Intervention Supports (PBIS)	

Human Growth and Development

Human Growth and Development (as mandated by the State of Iowa) is integrated into the guidance curriculum at Christ the King School. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program. Parents are welcome to examine the materials and are counted upon to follow up with information at home. Parents who choose not to have their children participate in Human Growth and Development must send written notification to the school.

ENRICHMENT PROGRAMS

Band

Christ the King offers a well rounded band program for students in grades 5-8. All students are tested for the most suitable instrument for their physical make-up. Regular individual lessons are given during the school day. In addition, the students rehearse in either the Advanced Band or the Beginning Band. These rehearsals are held both during and before school.

STANDARDS AND BENCHMARKS/IOWA CORE

All diocesan schools are bound by the Standards and Benchmarks set by the diocese for each curriculum area. All Standards and Benchmarks meet the criteria determined by the State of Iowa Department of Education. All diocesan schools are State of Iowa accredited. Standards and Benchmarks are posted on the Diocese of Des Moines website. The standards drive our classroom instruction and reporting system.

The Diocese of Des Moines also implements the Iowa Core. This initiative has been mandated by the State of Iowa to ensure all students are receiving a quality and equitable curriculum across the state.

REPORTING STUDENT PERFORMANCE

Body of Evidence

Teachers determine student progress by gathering a body of evidence from student work such as classroom assignments, assessments, and observations. By using these items teachers can give students and parents a more accurate assessment of the level at which the student is performing. The Diocesan report card reflects a standards-driven education in our diocese. This Progress Report format summarizes your child's educational success in the standards and in character development.

Progress Reporting to Parents

The Official Diocesan Progress Report evaluates students purely on the basis of the individual student's ability, rather than in relationship to the academic ability of other students in the same class or grade level. It is important that parents encourage their children to do their best while accepting children as they are.

All K-5 schools use a standards based reporting system to reflect the standards driven education in the Diocese of Des Moines. Christ the King uses this system in the 6-8 classrooms along with a more traditional letter grade system. The reporting system progress reports (report cards) provide parents with a summary of their child's progress in the

educational program as well as their character development. Progress reports are available to K-8 parents on a trimester schedule during the school year.

K-8 Standards Based Progress Report

Christ the King School uses a Standards-Based Report Card for students in grades K-8. Progress is reported three times per year, at the end of each trimester. Achievement Levels (4, 3, 2, and 1) will be used as the marks to show student progress assessed during each trimester. The following is the 4,3,2,1 Achievement Scale for Grades K-8:

- 4=Above Grade Level Expectation
- 3=Meets Grade Level Expectation
- 2=Progressing Towards Grade Level Expectation
- 1=Attempts; Not Meeting Grade Level Expectation

Grading/Records Middle School Progress Report

In addition to the 4, 3, 2, 1, achievement scale, middle school teachers are also responsible for implementing the Diocesan Assessment Principles and Guidelines in determining proficiency levels for students in grades 6th-8th. Grade 6-8 Assessment Principles and Guidelines:

1. Differentiation of instruction is necessary in order for students to grow and progress.
2. Behavior is not considered part of academics and is not part of the proficiency level score.
3. Extra Credit will not be given; quality differentiation is expected to determine whether a student exceeds grade/course level expectations.
4. Zeroes will be given for missing or incomplete work-Late/unfinished assignments will be marked a zero and missing in JMC until it has been completed and turned in.
5. Consequences for incomplete work may result in a working detention.
6. Determining proficiency-Teachers will triangulate data, considering most recent scores to determine proficiency scores (4, 3, 2, and 1).
7. Formative Work-Evaluating formative work must guide instruction and learning. Formative work must be checked or receive feedback, but not all work must necessarily be recorded in a grade book. More recent formative work should be used; however, there needs to be at least two or three pieces of evidence that demonstrates where a student stands in the most recent work in order to determine a proficiency level.
8. Summative Work-Multiple summative assessments are to be used to determine a student's performance. Students will have the opportunity to demonstrate proficiency on Standards, Benchmarks, Grade-level Expectations, and Course-Level Expectations through formative work in the event that the summative assessment does not reflect proficiency, teachers will look at the total body of evidence in order to arrive at a summative assessment score (4,3,2,1) Letter grades will also be given in addition to the 4,3,2,1 proficiency scores on the 6th-8th grade progress report.

The grading scale used for letter grades will be as follows:

A+ 97-100%	B+ 87-89%	C+ 77-79%	D+ 68-69%	F 59.99% and below
A 94-96%	B 83-86%	C 73-76%	D 64-67%	
A- 90-93%	B- 80-83%	C- 70-72%	D- 60-63%	

Midterm Reports

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

HOMEWORK

Homework is an extension of the learning process in the classroom. Homework can enhance the study skills of the student and reinforce concepts learned during the school day. The amount of homework assignments will differ from the primary grades to the middle school grades.

Homework must be meaningful, purposeful, of high quality and aligned to specific benchmarks and course-level expectations. Teachers must give students an opportunity to complete the work. Students who don't use their time well during the day may have more homework than usual because of not using their work time productively. Parents are encouraged to communicate with the teachers through a written note, Class Dojo, email, or phone call should they have a question concerning homework.

Parents will be informed at the start of school of the homework policy for each department of Christ the King School. Long range projects, assignments and tests will be given at the discretion of each individual teacher, but will be communicated as well as coordinated within areas where subjects are departmentalized.

STANDARDIZED TESTING

FAST assessments are given to K-8 students three times per year and are used as our universal screener. In addition, Iowa Statewide Assessment of Student Progress (ISASP) is given to students in selected grades 3-8 each year. ISASP standardized test results are best used for and designed for overall educational planning and program evaluation. Standardized test results may also be components of identification for the Discovery program and special needs programming.

STUDENTS WITH SPECIAL NEEDS

Our doors are open to children of all abilities. If a student comes to us with an Individualized Education Plan (IEP), we will meet with the family to see if we can meet the needs of your student. The IEP is implemented through a collaborative effort between Des Moines Public Schools and the Christ the King staff.

Christ the King School will seek to jointly serve students with special education needs who have been diagnosed as qualifying for special education programs if a cooperative effort which adequately meets the needs of the child can be established with the public school. Where a student is served with Specially Designed Instruction (SDI) will be dependent upon Des Moines school staffing.

Christ the King School will utilize the school Student Assistance Team and services from Des Moines Public Schools for screening of students as well as evaluation of students when requested by parents or recommended by teachers with parental approval. The educational consultant, school psychologist, school social worker, occupational therapist, physical therapist, and speech and language pathologist may provide services. These services are initiated through the teacher, administration, or school staff.

Intervention Support

The Intervention program offers support to students in kindergarten through grade eight who may have extra needs in academic areas. The program works in conjunction with the general education and special teachers. The purpose is to help students be successful and feel good about themselves in all school environments.

After communication with the parents, the student and their concerns may be recommended to be brought up at a Student Assistance Team meeting. The SAT is made up of teachers from all grade levels, administration, and the school counselor. Based on the student's individual needs, interventions will be recommended. If needed a student assistance plan will be developed.

MIDDLE SCHOOL

STATEMENT OF PHILOSOPHY

The 6th, 7th, and 8th grades are important transition years in the academic life of a student. It is during this time that he/she must develop the self discipline, sense of responsibility and independence in study skills needed to achieve success in high school and beyond. It is important for students to learn that certain actions or omissions have consequences. When a student does not get an assignment finished or fails a test, it is the student's responsibility, along with the teacher's encouragement, to seek the help necessary to resolve the situation. Parents are asked to support the efforts of the middle school staff and are also encouraged to contact the staff directly with their questions or concerns. It is important that our students are guided in the human, intellectual, and spiritual formation of their person.

RESPONSIBILITY FOR PROPERTY

Students will be expected to take good care of property: theirs, others and school. The following is required of every middle schooler:

- Each student will be assigned his/her own locker. Lockers must be kept neat and organized. Only school material will be kept in the locker. Lockers, desks and facilities may be periodically inspected for cleanliness, missing school property and evidence of damage.
- Lost, soiled or damaged books will bring about an assessment of fines. When textbooks are issued to students each teacher will keep a record of the number and condition of each student's textbooks. All books should be covered for protection.

ASSIGNMENT COMPLETION

Each student is given a school issued assignment notebook. This will help the student to organize his/her time, make sure assignments are completed on time, and help parents who wish to see what has been assigned.

Students are required to come to class prepared. This includes all books and materials necessary for the day's classes. Assignments are expected to be completed, even when late.

All work turned in should be done neatly, fulfill the teacher's requirements, and should be the student's best work. Any work which does not meet these expectations will need to be redone.

All assignments are expected to be completed on time. If there is a good reason for not completing an assignment, it is the student's responsibility to see the teacher **before class to explain the circumstances**. This also applies to assignments not completed because the student did not understand something.

When a student misses class for any reason, it is his/her responsibility to see the teacher as soon as possible to find out about assigned work. If a student is absent for a test, but was present when the test was announced, s/he will be expected to make up the test on the day s/he returns to class, or at the teacher's discretion. This also applies to assignments or projects announced when the student was present, but due on a day when he/she was absent. If this presents a problem, it is the student's responsibility to talk to the teacher. If a student is absent, it will be the parents' responsibility to request and pick up homework at school. Each student will be assigned a "study buddy" to gather books and assignments when the student is absent. Middle school homework will be available in the office at the end of the school day for pick-up.

Communication

The teacher will notify the parents of a student who is below standards in academics or has shown inappropriate behavior. This communication has been a positive tool in assisting students to take more responsibility for their work and to see the consequences of poor study and work habits. Parents will be called at other times when necessary and parents are encouraged to call the school as well.

Failing Grades

A failing grade is used only for the student who has the ability to do the required work and receive a passing grade, but does not accomplish this. The teacher will inform the parents, administration, and counselor as soon as it is evident that a student is not meeting class requirements and design an action plan.

If the student does not improve after parental notification, a meeting will be held to gain further insight into the student's problems. A plan of action will be developed and the student's progress will be monitored by the counselor or student support teacher who will meet regularly with the student and will consult with the teacher. Such supervision will be documented. The teacher will continue to inform administration about the student's progress. The teacher will continue to inform the principal about the student's progress. If the progress is still unsatisfactory by midterm of the third trimester, the principal will inform the parents in writing of the likelihood of failure for the year and the need for remediation to take place. Before the teacher gives the F or ID as the culminating grade, the principal will review all documentation and give or decline permission for the F or ID to be given.

Grade Point For Middle School Students

Full Credit Classes (meet every day):

- Religion
- Language
- Math
- Science
- Social Studies

Partial Credit Classes (meet less than daily):

- Physical Education
- Art
- Music
- STEM

Students in grades 6 through 8 are eligible for the Honor Roll. Students are eligible each trimester for the Honor Roll when a 3.00 grade point is achieved.

Make Up Work

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

OTHER EXPECTATIONS

Students are expected to treat others with respect. Abusive language, put downs, and harassment of other students will not be tolerated.

Students are expected to maintain proper behavior in class. Serious discipline problems may lead to suspension from athletic participation or other consequences deemed appropriate by the school.

ATTENDANCE

PHILOSOPHY

In order to develop habits of self-discipline and responsibility, students are expected to attend class regularly. While it is possible for an absent student to make up most of the school work missed, it is impossible to completely compensate for absences from the classroom. Students who must be absent but fail to make up work may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up work missed.

Tardy students not only affect their own studies, but also interfere with the progress of others. Tardiness to class creates an obvious interruption and confusion for all class members. It is unfair that an entire class may be interrupted by students who are unprepared because of irregular attendance and/or tardiness.

Regular attendance and punctuality is expected of all students. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. A phone call to the office on the first day of an illness and a written note from the parents when the child returns to school will be sufficient contact. Students should bring notes to their classroom teacher when they return after an absence and the specific reasons, especially in regard to the type of illness.

Valid reasons for student's absence from school are as follows:

- Personal illness
- Death or serious illness in the immediate family
- Suspension from school
- Other reasons that can be justified from an educational standpoint may be approved in advance by the Principal
- School sponsored activity off site

It shall be the responsibility of the student to arrange with the teacher for make-up work within a reasonable period of time when s/he is absent from school. All schoolwork missed because of absence will be made up within the number of school days which are double those of the absence, up to a total of six (6) make-up days. Extended valid absence will be considered for extension of time.

NOTIFYING THE SCHOOL

As a safeguard and a check, parents are required to notify the school (515-285-3349 or <https://cksdesmoines.com/report-absences>) before 8:30AM if a child is to be absent or tardy that day. If the school has not been notified, the office will contact the parents after 9:00AM. Parents should send a note as to why a child is tardy from school. If a note is not provided, the office will call the parents so that they are aware of tardiness. If a student leaves the school without permission or cuts class, the parents will be contacted. The student will be required to make up the time. If a student is home ill for more than 4 consecutive days, the school will require a note from a physician regarding the extended absence for illness.

A student who is absent because of illness will be expected to make arrangements with the teacher(s) and come to an agreement as to when make-up assignments will be completed.

VACATIONS

As you examine our school calendar in this handbook, you will note our scheduled vacation days, teacher professional development days and days of early dismissal. Please try to arrange your family activities so that the student will not miss school. Vacations that result in absence from school are not encouraged. Vacation trips are considered unexcused absences. Families are encouraged to schedule vacations during the time school is NOT in session, rather than taking children out of school. If a student is to be gone from school for a vacation, the teacher must be informed at least a week ahead of time to arrange schoolwork and tests.

EXCESSIVE ABSENTEEISM/TARDINESS

It is the parents' responsibility for the child to attend school as required by the state of Iowa. Parents will be notified whenever a student is found to be truant from school. The truant student will make up the time absent. Truancy will result in disciplinary action.

Excessive Absenteeism

Chapter 299 of the Iowa Code requires that every child between the ages of 5 to 16 shall attend school. School policy states that twenty-one (21) days in one school year (defined as 7 days each trimester) will be considered excessive absenteeism.

Tardiness

Tardiness to class creates an obvious disruption for all class members, teachers and staff. In order to maintain instructional integrity in the classroom as well as develop habits of self discipline and responsibility, students are expected to arrive **before** 8:10 when announcements begin.

Students not in the classroom by the time announcements are over will be marked tardy. Tardiness shall be considered arriving late to school without a valid reason.

Adherence to these attendance and tardiness procedures protects the instructional time of all students and avoids unnecessary disruptions that have a negative impact on student achievement. **Students who are continually absent or tardy to school will be subject to further Administrator action.**

DISCIPLINE

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that each school adopts student responsibility and discipline policies.

The policies shall relate to the mission and educational purposes of the school. The policies shall include, but not be limited to the following: attendance; use of tobacco, the use or possession of alcoholic beverages or any controlled substance, vaping or the use of e-cigarettes (see policy 570); harassment of or by students and staff (policy 579); violent, destructive, and seriously disruptive behavior (policy 567); suspension, expulsion and emergency removal; weapons and threats; physical restraint and abuse (policy 564); out-of-school behavior (policy 573); participation in extracurricular activities (policy 658); academic progress; and citizenship.

PHILOSOPHY

Discipline policies and student responsibilities should be communicated in a reasonable manner.

Discipline is defined as the training that develops self-control, character, and orderly conduct, as well as acceptance of or submission to authority and control. The home and school must work in such a way that children learn to help each person to live the Gospel values of our faith.

“Respect for law and order should be instilled in the minds of children and be expected from the behavior of all youth. The ultimate goal is a responsible person capable of self-control and capable of the initiative to creatively attain the goals for Catholic Education.” (Vatican II Document)

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

Definition and Purpose

Integral to Catholic education are the skills of taking ownership; building trust, respect, and confidence; showing consideration for others; learning to share and accepting responsibility for the choices that are made.

1. Discipline is as fundamental in Catholic education as it is in Christian life. Good discipline originates in the home because parents are the first teachers of the child. It is a parent's obligation to teach by example in order to develop good habits of behavior as well as proper attitudes toward school.
2. School discipline is an outgrowth of good home training; therefore, cooperation between home and school is essential. It is the school's obligation to expand, encourage and develop those habits and attitudes.
3. Individual students must contribute to the good of the group, take ownership for their actions and learn to accept consequences.
4. Discipline is based on mutual respect for each person as a human being with needs and feelings, while knowing each individual has the ability to act in a responsible manner.
5. Students have feelings, needs and rights. In addition, students need to know that teachers also have feelings, needs, and rights.
6. There will be an atmosphere within each classroom and throughout the school that is conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the inappropriate behavior of one or several students.
7. Recognizing that there are distinct differences in acceptable conduct in the hallways, restrooms, gym/lunch room, at assemblies, and on the playground, total regimentation or absolute quiet is not demanded in these areas. However, anytime classes are in session, students are expected to be quiet when moving within the building out of respect to others who are at work.
8. Students are also to be respectful upon entering and exiting the building.
9. The church is always to be entered reverently in silence and respectfully bowing to the altar upon entering a pew.

Areas of Discipline

The Parish/school premises are important areas of discipline:

- While on parish/school premises
- While on school buses or on chartered buses
- While engaged in related school activities and functions, such as approved field trips, tours, and extracurricular activities such as sports, band and choir
- Conduct of students away from the school grounds is subject to school discipline if it Directly affects the welfare of the school

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Positive Behavior Interventions and Supports (PBIS) is a school-wide initiative program with a consistent set of expectations, with positive reinforcement and consequences for all students in grades K-8. The objective for implementing PBIS is to create a learning environment that encourages positive social interactions, active engagement, and self-regulation for every student. This will help develop and implement procedures and routines that support high expectations for student learning.

The school-wide PBIS in Iowa is defined as a philosophy and practice of recognizing the importance of positive relationships among all members of a school community for the purpose of enhancing learning. PBIS emphasizes prevention, active instruction, and research-validated practices for:

- Establishing and teaching clear expectations for all students in all settings
- Establishing and teaching clear expectations for all staff
- Modeling and rewarding these expectations
- Helping schools staff, families, and community members understand and support the diversity of students, including those students with the most intense support needs
- Understanding the physical and social contexts of behavior by using data to guide decisions regarding change

Christ the King has four behavior expectations: Respectful, Responsible, Safe, and Christ Like. Students are taught how to show these behavior expectations in different areas of the school during school-wide boosters. There are two boosters during the school year and teachers/staff provide re-teaching throughout the year. The acknowledgment system rewards students for showing positive behavior.

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, a response to behavior flow chart has been implemented by all staff. When school expectations are not

followed, consequences will be specific to the behavior. Problem behaviors are divided into minor and major referrals. A minor/major description chart is used by staff.

Christ the King's PBIS program provides tier 1 (universal, school wide) support, tier 2 (targeted group) support, and tier 3 (individual support). Christ the King's Tier 2 program is called Check-in/Check-out.

BEHAVIOR CONSEQUENCES

Appropriate behaviors are taught to students throughout the school day. When a student exhibits an inappropriate behavior, the Christ the King School staff follow a series of corrective consequences to help the student learn the appropriate behavior.

The following is a list of possible actions that are authorized to be taken in all cases of breach of school discipline:

- Detention during non-academic time (recess, lunch, before or after school).
- Exclusion from class or activities with the approval of the principal for a short period of time. This may include participation in school-sponsored activities, sport, or other events.

Community Service

Community Service consequences may also be utilized. These consequences may be used for any major violations of student conduct such as fighting, overt or covert bullying, vandalism, habitual violations, etc. Community Service would include, but not be limited to, general cleaning around the school (gym/lunchroom, hallways, classrooms, grounds, etc). This, of course, does not preclude utilizing the remaining options of in-school suspension or expulsion should the situation warrant it as determined by administration.

Suspension

Suspension is a warning that a student's behavior is not in keeping with the Christ the King philosophy and that such conduct may lead to recommendation for expulsion. Suspension may be "in-school" or "out-of-school". The student will be provided with educational material to work on throughout the day. The student will be excluded from all regular classes and contact with other students throughout the day as well as any school related activities during that time. The student is responsible for getting homework assignments for the next day.

It should also be noted that each trimester of the school year all students begin with a "clean slate" when accumulating detentions for missed assignments, inappropriate behavior, etc.

EXTREME BEHAVIORS

The following behaviors are detrimental to a productive and safe learning environment (this list is not all inclusive):

- Sexual or other forms of harassment
- Smoking
- Drinking alcohol
- Possession of any illegal substance such as cigarettes, alcohol or drugs
- Possession of knife, gun, matches, etc
- Any violent behavior such as physical attack or intimidation to teacher or student

Offenses may result in suspension or expulsion as the situation dictates. With any case of violent behavior, the authorities may be notified and expulsion may result.

RESTRAINT AND PHYSICAL FORCE

The act of deliberately striking a student is specifically prohibited. However, the use of reasonable force in self defense or defense of another may be warranted for protection.

Restraint is the act of physically controlling or directing the actions of a student. Teachers and administrators are free to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself/herself or another, or to prevent a breach of discipline to compel compliance with the Discipline Policy. Restraint should not cause serious or permanent harm.

ALLEGATIONS OF ABUSE

Christ the King employees are prohibited from using physical abuse (striking a student, sexual abuse) on students. Students who wish to allege abuse from a Christ the King employee can report the alleged abuse to any one of the following individuals: Principal, Assistant Principal, Counselor, or the Pastor at 223-1284.

SEARCH

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that, in the enforcement of policies and regulations designed to protect individuals and to preserve the educational environment, searches of lockers, desks, personal property and effects and the students shall be permitted at the direction of the school administrator or the administrator's designee to the broadest extent allowable by law.

THREATS OF VIOLENCE

Christ the King will respond to all threats of violence as serious in intent. All threats will be investigated by the program administrator, counselor, and/or designee. The threat will be reported and a meeting will be conducted with the student's parents. Christ the King will take disciplinary action, which may include a recommendation for professional counseling. The incident may be reported to law enforcement officials for further action. The Administration, Diocesan Superintendent, and Pastors will also be notified and consulted.

Protocol

These steps will be followed in each case:

- Teacher, parent, or student(s) reports a threat to the administrator.
- Administrator or designee interviews student(s)
- Parents of the student(s) who made the threat will be called. No threat will be taken lightly
- In the event a student is threatened and depending upon the nature and seriousness of the threat, the threatened student's parent(s) will be called
- Student(s), lockers, and personal items will be searched at any time without notice
- Upon investigation, if the administration determines that there is reason to believe that the threat of violence is supported by the results of the investigation, the provisions in the parish disciplinary policy will be followed regarding suspension and/or expulsion
- Any valid threat may be reported to the police. We will contact our WDM police officer
- Parent(s) of the student who made the threat will be required to come to school as soon as practical and remove the student from the school grounds. Christ the King School will require professional counseling through the Student Assistance Program or Catholic Charities or a counselor of the family's choosing approved by the school
- The student will not be allowed back into school until a professional counselor has provided in writing a document saying that the student is not a threat to himself/herself or others. The student may be searched daily as a condition for return to Christ the King School
- The school counselor or designee will meet regularly with the student making the threat. Teachers are also asked to be cognizant to curtail any teasing that might come out of this disciplinary action
- Documentation by all involved regarding the situation and post-disciplinary activities will be kept on file.
- Any student who sells a controlled substance while on parish grounds or at school related functions will be subject to immediate expulsion. A student in possession of a controlled substance or a firearm may also be subject to expulsion.

The principal will notify the Pastor if there is a recommendation for expulsion. Parents and students may request a hearing prior to the final decision. Every consideration will be made in order to avoid the expulsion of a student from Christ the King School. This may include referring the student and his or her family to a local community resource for counseling. Readmission after expulsion may not take place for one semester and only with the explicit permission of Administration.

Right To Waive

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

Daily Processes DAILY SCHEDULE

Office Hours - 7:45 a.m. - 3:45 p.m. Monday - Thursday and 7:45 a.m. - 3:30 on Friday
School Hours - 8:10 a.m. - 3:20 p.m. (Monday - Friday)

The following chart lists the start/release times for Christ the King School students.

Time	Action
7:30 am	Breakfast is available for purchase in the lunchroom.
8:00 am	All other students may enter the building. Breakfast students are released to their classrooms.
8:10 am	All school prayer and Pledge of Allegiance School day begins. Students are to be in their classroom.
3:20 pm	School day ends. Students dismissed.

DISMISSAL

All students will leave the school building in an orderly manner. No running or pushing is permitted. Dismissal will begin at 3:20. All students are to be off the school grounds within fifteen minutes of dismissal time unless participating in a staff supervised school activity. If students must wait for a ride longer than fifteen minutes, school officials will be notified and the student will be sent to Kids Club which will result in additional fees.

For pick up, the parents/guardians will drive to the doors corresponding to their youngest child. For example, if a parent has a 6th grader and a 3rd grader, the parent will pick up both children at the 3rd grade entrance. Parents/guardians must refrain from parking along SW 7th Street or in the parking lot. All cars must enter off of Wall Ave and follow the correct path (left leads to grades K-3, right leads to grades 4-8). Students in grades PreK and TK will be picked up on the north side of the school at the library entrance, parents may park in the church parking lot.

If a student is being transported home in a different manner than usual, a note must be sent to the office at the beginning of the day.

Students are not to leave the school building or playground during the school day without written permission from their parents or guardians. If a student is to be picked-up during the school day, he/she is asked to bring a written note from home. Parents or middle school students are required to sign out in the office before they leave and sign in when they return.

Students who walk to and from school must practice safe crossing procedures. Students are expected to observe and follow traffic lights to safely cross the busy intersections in the area. Parents are asked to review safe crossing procedures with their children periodically throughout the year.

RECESS

Playground Rules For Students

The following playground rules are set for the safety and well-being of all Christ the King School students.

- Once outside, students are to remain outside until the bell rings.
- Only students who have written permission from teacher, doctor or parent will remain inside.
- Students are to report all problems to the playground supervisors.
- No one is to stand at the top of or on the slide.
- Students are to dress appropriately during the winter. Even on very cold winter days, students will be outside. Only students who bring boots and snow pants will be allowed to play in the snow. Throwing snow is not permitted.
- Students will enter the building quietly, in single file or double line.
- Students are expected to be respectful of the school by cleaning shoes or boots before entering.

Cold Weather

Please have your child dress appropriately during colder weather, such as boots, snow pants, hats, and mittens. Generally, we will use 10 F with the wind-chill factored in as a guideline. During severe weather, recess will be held inside. We will attempt to go outside whenever possible.

Indoor Recess Rules

During inclement weather there will be indoor recess during the noontime. The students may sit and play games on the classroom floor, at their desks or they may choose to do their work. Students are to stay in their own classroom. Each student is to be gainfully occupied with an activity. Students are not to write on chalkboard/whiteboard while the teacher is not in the classroom.

Excusing Students From Outside Recess

If your child has been out of school due to illness, he/she may stay indoors for up to 2 days with a doctor's note indicating that the child is not to go outside for health reasons. Student's that are unable to go out for recess will be supervised in the office. Medical research has shown that daily periods of fresh air and exercise contribute to a healthier child, both physically and mentally.

BEFORE AND AFTER-SCHOOL PROGRAM: KIDS CLUB

Kids Club is available from 6:30 AM - 7:55 AM as well as 3:20 PM - 5:45 PM. An advance registration fee is required for all students. There must be at least one week advance application to use the program, and the director will determine if there is adequate room to accommodate the student.

If there is no school due to bad weather, there will be no care available for that day. In case of early dismissal of school due to bad weather, Christ the King Kids Club will also close. Field trips may be taken on all-day dismissals. Parents will receive schedules in advance of times, places, and amounts needed for the field trips. A signed permission slip will be required for participation on field trips.

Parents' Rights:

- Knowing their children are in a caring and supervised environment
- Sharing concerns with the staff about anything that they do not feel is in the best interest of their child
- Notification if their child is misbehaving and to assist the staff in determining an appropriate resolution
- Notification if their child does not report to the program as intended

Parents' Responsibilities

- Notify the director in writing if and when another authorized person is to pick up the children
- Notify the program if the children will not be attending
- Pay all fees on time
- Pick up children on time
- Notify the director in writing two weeks prior to dropping out of the program

BUS INFORMATION - TRANSPORTATION

Christ the King operates bus routes to transport students to and from school. The routes cover an area which will accommodate a large majority of our students. The cost is \$750 a year per family.

BUS TRANSPORTATION DISCIPLINE POLICY

It is the intention of Christ the King School to provide safe transportation for students eligible for bus service. It is essential that the discipline on a school bus be such that the driver can give complete attention to driving. Students are expected to know and follow the rules for bus riders. Those who do not will be subject to disciplinary action.

It should be remembered that it is not the bus driver or the principal who excludes a student from riding a bus. It is the student who excludes himself/herself with unacceptable behavior which may endanger him/her as well as others. Riding a school bus is a privilege, not a right.

For safety reasons, the following rules have been developed:

- Students must obey the bus driver at all times.
- Noise on the bus is to be kept at a reasonable level. No shouting or other loud noises on the bus or out the windows is allowed.
- Students must remain seated at all times. Aisles are to remain clear of feet and other items.
- The bus must be kept clean at all times.
- Eating and drinking are not allowed on the bus.
- Students waiting to board a bus should stand a safe distance from the curb until the bus comes to a complete stop and the doors are opened. Pushing and shoving while waiting to board the bus is not permitted.

- In case of an emergency, all riders are to remain seated in the bus unless otherwise instructed by the individual in authority.
- If a student disobeys the rules, parents will be contacted.

CORRECTIVE DISCIPLINARY ACTIONS

Infractions of the rules will result in one of the following actions:

- Phone call to or meeting with the student's parents/guardians.
- Suspension of transportation privileges for 1 - 30 days.
- Suspension of transportation privileges for the remainder of the school year.
- Discipline may carry over to the next school year.

More Serious Infractions

Transportation services may be immediately suspended for the following severe bus conduct infractions for a minimum of five days. Transportation privileges could be suspended for the entire semester or school year depending on the severity of the incident and the number of previous discipline infractions the student has had. The principal will determine the extent of the corrective action. **These incidents include:**

- Fighting or threatening others on the bus.
- Using profanity or obscene gestures toward the bus driver or others on the bus.
- Throwing or shooting items in the bus or out the windows.
- Igniting fires, smoking, or the use of a controlled substance on the bus.
- Severe safety distractions such as pointing laser lights at the bus driver or other on the bus.
- Putting hands, arms, and other parts of the body outside the windows.
- Any activity on the bus that could severely jeopardize the safety of the students on the bus.
- Vandalism.
- Harassing behavior.

BREAKFAST AND LUNCH

Lunchroom personnel prepare and serve federal Grade A breakfasts and lunches for the students and faculty. Students who bring a cold lunch to school may purchase milk. Here is some general information about our lunch program:

- Christ the King School Lunch meets and exceeds the government nutrition guidelines.
- Middle school students may purchase a second entree. 4th - 8th grade can purchase ala carte items. This will be deducted from the child's lunch account and is not included in free and reduced lunch.
- The monthly lunch menu is posted on the Christ the King website.
- No food from outside restaurants may be brought into the lunchroom by students or visitors to be consumed during lunch time.
- Lunches from home are welcome. Carbonated and caffeinated beverages are not allowed. Please limit non-nutritious items to follow the Wellness Lunch Guidelines.

ALLERGIES

Food Allergies are a big concern. If your child has food allergies that will affect what they can eat or drink for lunch, the State of Iowa requires a form to be filled out by your child's physician stating what your child is allergic to and if this is a Disability or Medical condition (504 form). Please contact the Christ the King School Kitchen to update files.

The Christ the King School Cafeteria is "Peanut Conscious" meaning we do not have open peanut butter containers nor do we use peanut butter in any of our meal components. Students are allowed to bring peanut butter items in their cold lunches. All treats/food for class parties must follow the school's Wellness Policy and Food Allergy Policy of no peanuts or peanut products.

LUNCHROOM PROCEDURES

- Lunch time should be an enjoyable and relaxing time for eating and quiet visiting with classmates.
- Good manners and courtesy will be practiced by all students.
- Students are to use the restroom and wash their hands before entering the lunchroom.
- Each classroom will come to the lunchroom with their teacher and will wait quietly while they are checked in and receive their lunch tray. Please and thank you are expected. Teachers on duty will monitor all students in the lunchroom.
- After receiving their lunch tray and milk, students are to sit at their assigned table and not be running around. Students are not allowed to save seats as it is good to get to know everyone.

- Students will not be dismissed until the floor and table they are sitting at is cleaned up.
- If students need help, would like seconds, or if there's a problem at their table, they should raise their hands and a supervising teacher will help them.
- At the designated time, students will be dismissed. All food must be consumed in the lunchroom.
- Students need to be in a single file line to dump their trays and place their tray in the dish window.
- Throwing trays is not allowed and is dangerous to the staff.
- Students who misuse food, silverware (throwing, bending & etc.) or who are disrespectful of the lunchroom and staff will be referred to the principal and/or assistant principal.

FREE AND REDUCED LUNCH

The free & reduced lunch program is a Federal and State funded program. All information on the application is kept confidential. Please consider applying. Every family has difficulty paying for lunches at some time or another. The money is available, so it is worth the time to apply. Please read the instructions and the application carefully. If you do not qualify at this time and your financial status changes any time during the school year you can reapply. Instructions and applications are also available in other languages if needed. Please contact the food director or school office for these items.

HEALTH SERVICES

Our school is served by a part-time school nurse (RN) who monitors illness, student health records and maintains a health file on each student to meet health records for the State of Iowa. Vision screening is conducted on students in Grades 1,4 and 7 each year and on students where a concern is identified. Heartland AEA conducts hearing screening on students in grades 1-5 annually. Health Care Plans are required by the State of Iowa for students who have health issues that do or may affect their educational process. The school nurse develops that care plan in coordination with the parents (usually through written interview), the educational staff and physician as necessary. Up-to-date immunization records are required by the State of Iowa. Physical examinations are recommended for students entering or in grades K, 4 and 7. A copy of the examination will be requested for the student's school health file. Athletic physical examinations are required annually for all students participating in school athletics. Parents are asked to complete a health update form on their student annually.

ACCIDENT OR ILLNESS

In case your child is ill or has an accident at school, the parent or guardian will be notified at once. Please have an alternative place for your child to go if you are unable to pick up and take care of your ill child. No child is ever sent home until prior arrangements have been made. If a child becomes ill or is hurt, s/he should report to her/his teacher or some faculty member. Any child with a rash is excluded from school until the rash is diagnosed.

HEALTH CARE PLANS

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

HEARING SCREENING

Heartland AEA 11 will conduct its annual Hearing Conservation Program during this school year. Students in kindergarten, first, second, and fifth grades will receive a hearing screening. In addition, students in grades 6-8 with a history of known hearing problems will be screened.

Students who do not pass this screening may receive an individual hearing test by the audiologist. Parents will be notified about the results of the hearing tests only if their child does not pass the test. This is a screening process only, and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the school nurse for the audiologist.

If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist, please notify the school. If there are any questions about the hearing testing program, please contact the school nurse.

DISPENSING OF MEDICATION

It shall be the policy of the Christ the King that **medication of any kind** shall not be administered to students by school personnel nor shall medications of any kind be brought upon the premises of Christ the King School, except within the guidelines of the Iowa Department of Education, and with the approval of the Principal. **All prescription medication that**

must be taken during the school day must be turned in to the office. The following procedures are enforced to help ensure protection for the student and Christ the King School:

1. A licensed physician or dentist must prescribe all medications.
2. Prescription medications must be in the original pharmacy labeled container. The pharmacy label on prescription medication is considered the physician's instructions.
3. Over-the-counter medications (e.g. pain reliever- ibuprofen, Motrin, Advil, Tylenol) must be in the original container and must be labeled with the student's name. Parents must complete the parent request for giving medications form for any/all medication that is to be administered at school. An additional parent request form must be signed for new medication or dosage changes.
4. Parents may administer medication at school to their own children without the above-mentioned request form.
5. Upper-grade students may be considered for co-administration or self-administration of prescribed inhalers with demonstrated competency and written instructions and signed order from the physician and parent permission.
6. Antibiotics that are prescribed three times per day should be given at home.

At vacation time, end of the year, or end of the dispensing time, any remaining medication will be returned to the parents or destroyed.

SEVERE FOOD ALLERGIES

Christ the King School does have students with severe, life-threatening food allergies. Due to the risk of individual food allergies, the Polk County Health Department has strongly suggested strict guidelines in the way treats, snacks, and holiday parties are handled at school.

WHEN SHOULD YOUR CHILD STAY HOME?

The following are public health recommendations when deciding whether or not to send a child to school that wakes up not feeling well. This is a general guideline for common mild illness.

- **Diarrhea/Vomiting** within the last 24 hours: keep student home.
- **Fever 100 degrees or greater:** keep students home until fever free at least 24 hours.
- **Runny Nose** due to allergies or mild irritation: students may attend school. If due to cold virus with other symptoms such as cough, sore throat, headache, yellow/green drainage from nose; keep student home.
- **Strep Throat** symptoms are sore throat, fever, and aches, sometimes associated with stomach or vomiting. A student must be excluded from school until 24 hours after antibiotic therapy has started.
- **Pinkeye** symptoms are usually red, itchy eyes with yellow drainage. The student must be excluded from school during the acute stage and/or started on an antibiotic by a physician and released to return to school with a physician note.
- **Lice/Scabies** symptoms are usually lice/nits in the scalp hair for lice and microscopic mites under the skin causing an area of irritation and itching for scabies. The student needs to be excluded until after the first treatment with a lice shampoo and treatment prescribed by a physician for scabies.
- **Chicken Pox** symptoms usually are low-grade fever, distinctive red vesicles rash. Students must be excluded from school for a minimum of 5 days after the eruption first appears and/or vesicles are dry or crusted over.
- **Impetigo** symptoms are usually red spots that fill with fluid usually on hands and face especially around the nose and mouth. The student must be excluded from school until they have been started on an antibiotic by physician. Any draining lesions need to be covered when in school.
- **Rash** some rashes are contagious, frequently this is hard to identify. You may be asked to have your student seen by a physician and a release signed to return to school stating the rash is not communicable.

A more detailed and much larger list of communicable diseases, their symptoms, treatments and exclusions from school is published by the Iowa State Department of Public Health and is kept at the school.

DRESS CODE

Christ the King's dress code is intended to provide students with standards for dress and appearance. Parents are responsible for making sure their children come to school dressed appropriately each and every day.

GENERAL GUIDELINES

Students are expected to come to school neatly dressed, well groomed and in dress code each day.

Starting with the 2024-2025 school year, only the new logo may be worn.

Shirts must be tucked in for Mass and other school-wide events.

Pants and shorts are to be worn at the waist with no sagging.

A collared uniform shirt must be worn under sweatshirts, fleece jackets or sweaters. No colored T-shirts under shirts; only white short sleeved T-shirts may be worn. No print should be visible.

SHIRTS

Navy, white, or light blue, Polo style or button-down dress shirts.

Middle School Students only may wear maroon shirts.

Shirts may include the CKS logo; must be long or short sleeves, of cotton or cotton blend.

CKS approved T-shirts are permitted during August, September, October, April, and May.

SWEATERS/SWEATSHIRTS/FLEECE JACKETS

Sweaters

Solid color navy or white sweaters may be worn in cardigan, v-neck, or crew neck styles.

Must wear a shirt with a collar underneath.

Sweatshirts

Navy CKS approved crew neck.

Fleece Jackets

Students may wear a solid navy fleece jacket with the CKS logo, quarter-zip or full-zip

PANTS/SHORTS (BOYS AND GIRLS)

Pants

Solid navy blue dress pants of twill or corduroy may be worn.

Middle School Students only may wear tan/khaki pants.

Students may not wear jean or denim material pants, knit, spandex or stretch-type yoga pants, jegging, skinny, elastic ankles, cargo pants, or carpenter pants.

Pants must have back pockets and be worn at the waist.

Shorts/Skirts/Skort

During the months of August, September, October, April, and May, boys and girls may wear navy blue walking-length twill shorts. Middle School Students only may wear tan/khaki shorts.

Students are not to wear denim shorts, knit shorts, or cargo shorts.

Shorts are to be worn at the waist.

Shorts must be mid-thigh or longer in length.

JUMPERS, SKIRTS AND SKORTS (GIRLS)

CKS approved plaid or solid navy skirts/skort/jumpers can be worn. No polo dresses.

Middle School Students only may wear tan/khaki skirts/skort.

Must wear a shirt with a collar under the jumper.

May wear navy leggings with a jumper or skirt.

May wear white or navy knee-high or tights at any time.

SHOES/SOCKS

Dress shoes or tennis shoes may be worn. The heel/toe of all shoes must be enclosed.

No sandals, Heelys, Crocs, fashion boots, clogs, open-back shoes, or strapped-back shoes may be worn.

The entire foot must be covered. Socks must be worn with shoes at all times.

HAIR

Only natural hair colors are allowed. Simple hair accessories for girls only.

Hair should be clean and neatly groomed.

Boys' hair length should be above the collar, no longer than mid-ear on the sides, and above the eyebrows in front.

No facial hair.

JEWELRY/TATTOOS/MAKEUP

Girls may wear post-earrings only. Earrings are not to hang below the earlobes.

No make-up or fake nails are permitted.

Boys are not allowed to wear earrings.

No body piercings are allowed for boys or girls, except for pierced ears for girls.

Tattoos, including temporary or washable tattoos, are not permitted.

OUT OF UNIFORM DAYS

At times throughout the school year, students are permitted to dress out of uniform. A student may receive an Out of Uniform Pass as an incentive or gift. When students dress out of uniform due to a pass, they will give the pass to their teacher at the beginning of the day. Out-of-uniform passes cannot be used on a Mass day.

On out-of-uniform days, students may dress in jeans, sweatshirts, sweatpants, or T-shirts. No cargo jeans, shorts or tight spandex, yoga-type leggings, or pants. Shirts must have sleeves, and shoes must be worn with socks. As always, clothing should be appropriate for a Catholic school environment. All clothing should be neat and clean with no rips, holes, or tattered or split hems. When there is a question about whether a student is dressed appropriately, the administration will make the final decision.

SPIRIT WEAR

School Spirit Wear is available for purchase to wear on out-of-uniform days. These options are NOT considered uniform approved and can not be worn on normal in-uniform days. You will be notified when spirit wear is available for purchase.

ACQUIRING DRESS CODE APPAREL

Local Stores

Local stores carry shirts, pants, shorts, and capris, as well as plain polo shirts. These stores include but are not limited to, Kohl's, Penney's, Old Navy, Target and Gap. These stores do not carry the plaid jumper, skirt or skorts.

French Toast

Visit frenchtoast.com to shop Christ the King's store. The School Code is QS6221B.

GENERAL POLICIES

ACTIVITIES PHILOSOPHY

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

BICYCLES/SKATEBOARDS/ROLLERBLADES/MOPEDS/SCOOTERS

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

BIRTHDAY CELEBRATIONS/INVITATIONS

While birthday balloon bouquets have become very popular, the delivery of such items has proved to be disruptive to the school routine. Therefore, balloon bouquets and other such items are not to be sent. They will not be delivered to your child during the school day. Birthday treats/items will be limited to no food items only. **Private party invitations are never to be passed out at school unless all classmates are invited or all of one sex in the class are invited.**

CELL PHONES/ELECTRONICS

Cell-phones, smart watches, laser pointers, iPods, (or any mp3 device), electronic games/toys, and other electronic devices are not to be possessed by students during school hours. Cell phones will be shut off and checked in with the homeroom teacher at the start of each day, and returned at dismissal. If they are possessed by the student during school hours, they will be confiscated and returned directly to the parent. Multiple infractions are subject to additional disciplinary action. Christ the King School does not recommend bringing these items to school and is not responsible for the safety or upkeep of such items.

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

CHANGE OF ADDRESS OR PHONE NUMBERS

Please notify the school office promptly concerning any change of address, phone number, or emergency information. This courtesy will help us to keep our records in order.

CHEATING/PLAGIARISM

Christ the King expects that students' personal integrity and self-respect will be reflected not only in honest, responsible behavior but also in a willingness to extend support and direction to others whose behavior appears harmful to herself/himself or the community. Christ the King students are expected to tell the truth. Misrepresentations of facts, significant omissions or falsifications are violations of the Honor Code. A student's name on any work is regarded as assurance that the exercise is the result of the student's own thoughts and study, as stated in his or her own words, and produced without assistance, except as quotation marks, references, and footnotes acknowledge the use of printed sources for help. Students are expected to behave honestly in their learning. Students found to be in violation of cheating or plagiarism will be subject to consequences deemed appropriate by teachers and administration. This may include, but is not limited to the following actions:

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

EMERGENCY PROCEDURES

Crisis Plan

In the event of a crisis at Christ the King, emergency response procedures which are part of the Crisis Plan are activated. Our school maintains and frequently reviews the Crisis Plan manual. The safety of our students is the most important priority throughout any crisis situation.

Fire/Tornado/Intruder Drills

Regular fire, tornado, and intruder drills are practiced throughout the school year. Safety is our first priority in any crisis situation.

FIELD TRIPS

Classroom teachers will notify parents at least one week in advance of any field trips they may be planning with their students. Teachers may schedule field trips provided the following conditions are met:

- Field trips will be of an educational nature and requests for trips must be accompanied by a rationale of the experience the students will gain by such field trips.
- **Signed parental permission slips must be received for all students prior to the trip.**
- Adequate teacher and adult supervision must be provided for all trips.
- Transportation will be by school bus if possible.

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

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

GRIEVANCES

Responsibilities are stated in the job descriptions of teachers and the School Principal. Should there be a grievance beyond the realm of responsibilities of each party, grievances and requests for any meetings should be placed in written form stating the policy or procedure at issue.

The person/persons who wish to file a grievance should:

1. Request a conference with the teacher (if the issue is with a teacher) or with the staff member involved. The teacher may request to have administration present for the conference.
2. Failing resolution, a meeting with the administrator should be requested.
3. Failing resolution through the administrator, a meeting with the priest/canonical administrator should be requested.
4. Failing resolution through the pastor/canonical administrator, a meeting may be requested with the Superintendent to seek a resolution to the issue.

If the above procedures have not been followed, the school has no responsibility to discuss or meet with the party requesting a hearing.

GUM AND CANDY

Students may not chew gum and/or eat candy on school premises (including the playground, gymnasium, all areas of the church) or on field trips. The exception to this is an approved classroom party.

LOST ITEMS

Lost and found articles will be kept for one school Trimester. Parents and students may check for lost items at any time. Parents are requested to label all items. All articles of clothing are to be clearly labeled with the child's name. Unclaimed items will be donated to charity.

NICOTINE/TOBACCO FREE CAMPUS

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that diocesan schools adhere to the state of Iowa Smoke Free Air Act. (ICC 142D)

Smoking or use of smokeless tobacco or non-FDA approved nicotine products, for purposes of this policy, "smoking" includes, but is not limited to, burning or vaporizing tobacco or other products in a cigarette, cigar, pipe, electronic cigarette, or any noncombustible product, which may or may not contain nicotine, that employs a heating element, power source, electronic circuit, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution of substance, is not permitted in or on school buildings, school grounds, school property, school vehicles, or non-school owned property used for extracurricular activities. This includes enclosed places of work and study, all outdoor areas such as parking lots and sports areas/stadiums, and private vehicles on school parking lots.

This policy applies to employees, students & visitors at all times, including school-sponsored and non-school sponsored events.

SCHOOL PROPERTY

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages or destroys school property or texts, the student will be expected to pay the expense involved with repair or replacement. This includes but is not limited to, text and library books.

TECHNOLOGY

The use of technology is central to the teaching and learning process. Electronic/digital information research skills are fundamental to the preparation of educated citizens and future employees. Students will use technology to conduct research and obtain information that will assist them as they strive to achieve the standards, benchmarks, and grade level/course level expectations of the Diocese of Des Moines Catholic schools.

Independent student use of electronic/digital information resources will be permitted unless a written request by parents/guardians of minor students (under age 18) is made denying access. Parents should be encouraged to be aware of the uses of the electronic/digital resources their children are making.

Students will sign an Acceptable Use Guidelines for their technology devices stating they are aware of the rights and responsibilities that come with using the school technology.

TRANSFERS

Parents are asked to inform the school office as soon as possible when transferring a child to another school. All records will be sent directly to the new school on request of that school, but only after the parents have signed a release form for this information to be forwarded. All tuition must be paid before the release of records. Because of waiting lists in some grade levels, early notification of transfers will be greatly appreciated.

LEADERSHIP COUNCIL

Composed of school and parish volunteers, the Leadership Council works closely with school administration and pastor in the areas of faith, academics, community/hospitality, and fundraising to support the mission of the school. The Leadership Council will be structured as follows:

- Membership is comprised of the pastor, principal and volunteers invited to serve by the pastor
- Leadership Council Officers - Chair, Vice Chair, Secretary, Treasurer - to be named by the principal
- Meetings are held throughout the year and are open to the public
- Annual meeting with Regional President and Board of Directors

The Leadership Council combines the work of the previous School Board and Home & School at Christ the King.

APPENDIX

HARASSMENT/BULLYING POLICY

Information taken from Diocese of Des Moines Catholic School Policies and Regulations Policy 579

Christ the King School believes that all students should learn in a safe environment where all people are treated with respect and value and are free of bullying and harassment. Christ the King has programs to prevent and work to eliminate bullying and harassment.

Harassment and bullying is defined as any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property.
- Has a substantially detrimental effect on the student's physical or mental health.
- Has the effect of substantially interfering with the student's academic performance.
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Electronic" shall mean any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via email, social media, cell phones, text messaging, or similar technologies.

The phrase "trait or characteristic" of the student as used in this policy includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. The term "gender identity" means the gender related identity of a person, regardless of the person's assigned sex at birth.

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

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment

This policy shall be in effect while students are on school property, while on school owned or school operated/leased vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Students who believe they or another student or students are the victim of bullying or harassment should immediately report their concerns to the school principal, classroom teacher, or the principal's designee. The school must promptly and reasonably investigate allegations of bullying and harassment. The principal or the principal's designee will be responsible for handling all complaints by students alleging bullying or harassment. If a staff member believes she/he is or has been bullied or harassed by a student, the staff member should contact the principal who must investigate the matter. If the staff member chooses, the matter may be reported to legal authorities.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited.

An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The principal shall ensure that the anti-harassment and anti-bullying policy and procedures are printed in the Handbooks and integrated into the school's Comprehensive School Improvement Plan (CSIP). The principal or the principal's designee is responsible for collecting data relating to incidents of harassment and bullying.

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

Complaint Procedure:

Any individual who believes that the individual or any other school related individual has been harassed, bullied or hazed should notify the principal or the principal's designee. Each school shall have a designated investigator. The alternate investigator is the diocesan superintendent of schools or her/his designee. If the principal or the principal's designee is a witness or the alleged instigator of the bullying, harassment or hazing, the diocesan superintendent of schools or her/his designee must be the investigator. The complainant or the investigator should complete the Diocese of Des Moines Anti-Bullying Incident Report Form to turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. The investigator has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedure:

The investigator will reasonably and promptly commence the investigation upon receipt of a complaint. The investigator will interview the complainant and the alleged harasser/hazer. The alleged harasser/hazer may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. The investigator should include the totality of circumstances during the investigation. Upon completion of the investigation the investigator will make written findings and conclusions to each allegation and report the findings and conclusions to the principal and pastor/canonical administrator. If the principal or the principal's designee is the alleged instigator the report shall be given to the pastor/canonical administrator and superintendent. Information received during the investigation is kept confidential to the extent possible.

Resolution of the Complaint:

If the principal is not the investigator the principal may, if deemed necessary investigate further after the principal receives the investigator's report. In such a case, the principal may make a determination of any appropriate additional steps which could include an interview with the complainant and alleged abuser. Additional steps may include suspension or expulsion. The principal must file a written report closing the case and documenting any disciplinary action taken in response to the complaint. The complainant, the alleged abuser and the investigator must receive notice as to the conclusion of the investigation. Disciplinary action information can only be shared with the alleged abuser and his/her parents. Care must be taken to protect the privacy of all individuals involved. The principal must maintain a log of information necessary to comply with the Iowa Department of Education reporting requirements.

SEXUAL HARASSMENT AND/OR ABUSE BY STUDENTS

Information taken from Diocese of Des Moines Catholic School Policies and Regulations Policy 582

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools maintain an environment free from sexual harassment and/or abuse. The schools must promote a sexual harassment and abuse free environment through information, supervision and investigation of allegations of such behavior.

Sexual harassment and/or abuse shall include but is not limited to, inappropriate, intentional or unwelcome sexual advances, touches, or behaviors, pressure or requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.

Students who believe they have been sexually harassed and/or abused by students shall report such to the school's Level-One investigator.

Persons who have been sexually harassed and/or abused always have the right to notify the civil authorities.

The Level-One investigator must respond promptly to complaints/allegations of sexual harassment and/or abuse. The processing of a complaint or allegation shall be handled confidentially to the extent possible. Program personnel (employees/volunteers and students) are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigating process.

No one shall retaliate against a student or employee/volunteer because they have filed a sexual harassment or abuse complaint or participated in an investigation of such a complaint.

Chapter 102 Level One Investigators are:

Christ the King School Principal - 515-223-1284 ext. 140

Christ the King School Assistant Principal - 515-223-1284 ext. 142

Upon determination that there is a need for a Level-Two investigation of sexual harassment and/or abuse, the Level-One investigator shall contact the Diocesan Superintendent of Schools. The Superintendent will appoint the Level-Two investigator. The Level-Two investigation should ordinarily be completed within a period of three weeks from receipt of the Level-One reports and forms.

If a student believes sexual harassment and abuse has occurred but does not wish, or believe it would be inappropriate, to file a complaint of harassment or abuse with a Level-One investigator, they may inform the Program Administrator about the incident(s) but are not seeking Level-One investigation. In such cases the program administrator should handle the concern as a discipline matter.