

Christ the King School Handbook

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Christ the King Catholic School Handbook

ADMINISTRATIVE NOTE

Our students' interests are most important and cannot be served if parents and school officials cannot work together. The principal reserves the right to interpret/amend this handbook. Parents will be notified of significant changes through the Administrative Memo, website or weekly bulletin.

SOURCES OF THE SCHOOL'S RULES AND REGULATIONS

The development of school policy is derived from various sources. The State and the Department of Catholic Schools develop policies based on state and federal laws, and Catholic Church policies and procedures. Some policies, such as, the harassment policy are mandated by state law. Some derive from the Archdiocese of Los Angeles, either because of liability and insurance issues or because of religious concerns.

Christ the King School is a collaborative community in which parents, administration, faculty, staff, and students play a vital role. With the support and cooperation of all involved, the directives outlined in this handbook, together with the additional classroom, playground, and school rules are intended as a means:

- To ensure that each student will grow, learn and work together with mutual respect and an interest in the common good.
- To provide order and safety within our school.
- To maintain an educational environment which is conducive to teaching and learning.

Christ the King School aims to create an environment which is infused with the Gospel message of Christian love. Our special aim is to help students develop self-discipline as well as respect for self and others.

The registration of a student at Christ the King School is an agreement on the part of the students and their parents or guardians to observe the school policies and procedures as set forth in this handbook.

1.1 Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent

to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.

- Conduct that materially disrupts classwork or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*).

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

THE SIX PILLARS OF CHARACTER



TRUSTWORTHINESS

- Be honest. Don't deceive, cheat or steal.
- Be reliable. Do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal. Stand by your family, friends and country.



RESPECT

- Treat others with respect. Follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.



RESPONSIBILITY

- Do what you are supposed to do.
- Persevere. Keep on trying.
- Always do your best.
- Use self-control. Be self-disciplined.
- Think before you act. Consider the consequences.
- Be accountable for your choices.



FAIRNESS

- Play by the rules.
- Take turns and share.
- Be open-minded. Listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.



CARING

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help people in need.



CITIZENSHIP

- Do your share to make your school and community better.
- Cooperate.
- Stay informed. Vote.
- Be a good neighbor.
- Obey laws and rules. Respect authority.
- Protect the environment. Recycle.

**CHARACTER
COUNTS!
IN IOWA**

www.CharacterCountsInIowa.org

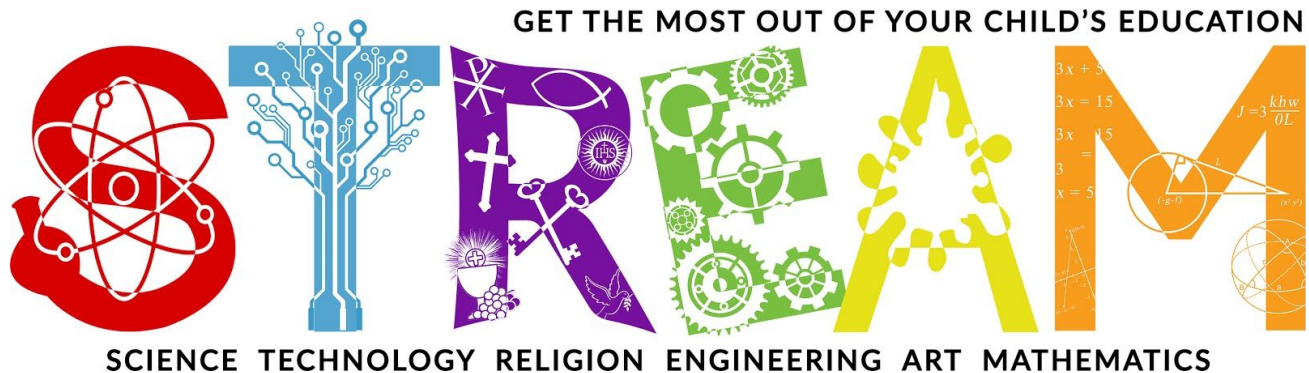
CHARACTER COUNTS! In Iowa is a project of the Institute for Character Development.
CHARACTER COUNTS! and the Six Pillars of Character are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.

Mission Statement

Christ the King School's mission is to instill Catholic principles and values in students through the Gospel message of Jesus. We believe in the uniqueness of each child and are dedicated to developing each individual's gifts and personal relationship with God. We seek to educate the whole child by fostering the spiritual, intellectual, moral, social, and physical growth of each student.

Statement of Philosophy

We, the administration, faculty, and staff of Christ the King School, in partnership with the parents and parish community, are fully committed to the Catholic education and formation of our students. Mindful that the parents are the primary educators of their children, we facilitate the learning and growth of each student by providing a faith-filled environment and a challenging, comprehensive curriculum. We are committed to academic excellence, character formation, and service to others.



SCHOOLWIDE LEARNING EXPECTATIONS

The educational environment provided at Christ the King School is designed to ensure that all our graduates become:

1. Catholic learners who:

- A.** Know the fundamental teachings and traditions of the Catholic Church.
- B.** Practice Christian values at home, at school, and in the community.
- C.** Develop a personal relationship with God.
- D.** Provide service to others.

2. Students of character who:

- A.** Act with integrity.
- B.** Use and protect the earth's resources responsibly.
- C.** Demonstrate good citizenship.
- D.** Strive to reach their full potential.

3. Active learners who:

- A.** Have a firm foundation in all academic areas.
- B.** Think critically and solve problems effectively.
- C.** Exhibit a positive attitude toward learning.
- D.** Demonstrate competence in technology.

4. Fully integrated students who:

- A.** Communicate effectively with others.
- B.** Maintain spiritual, emotional, and physical health.
- C.** Work collaboratively.
- D.** Have an appreciation of the Fine Arts.

THE SCHOOL DAY

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students must line up at 8:00 a.m. in their assigned place in the yard for morning prayers when the bell rings. Students are considered tardy if they arrive after 8:00 a.m. A record of all tardiness is kept in the school register and reported each trimester on report cards. Tardies are documented on the permanent records in students' cumulative files.

EARLY DISMISSAL/MINIMUM DAY

A minimum day schedule will be in place on certain days throughout the school year. On these days, students will be dismissed at 12:15 p.m. A minimum day is generally given before major holidays and on Fridays throughout the school year. Please consult your school calendar and note the minimum days.

RECESS SCHEDULE

First Recess	09:30 - 10:00 a.m. Kindergarten
Second Recess	10:00 - 10:20 a.m. Grades 6, 7, 8
Third Recess	10:25 - 10:45 a.m. Grades 1, 2, 3, 4, 5
Fourth Recess	10:45--11:15 a.m. TK

LUNCH SCHEDULE

First Lunch	11:15 - 11:55 p.m. TK, Kindergarten
Second Lunch	11:55 - 12:30 p.m. Grades 1, 2, 3, 4, 5

Third lunch

12:30 - 1:05 pm
Grades 6, 7, 8

AFTER SCHOOL PROGRAM

After school care is available from 3:00 p.m. to 6:00 p.m. A *Homework Club* is provided for students in the after-school program from 3:00 p.m. to 4:00 p.m. At 4:00 p.m. students may continue to do homework or become involved in sports, extra-curricular activities, and games.

FIELD TRIPS

Throughout the school year, field trips are organized to offer the students opportunities to broaden their experiences. Field trips are of educational and cultural value and are generally related to the school curriculum. Students will not be permitted to attend a field trip without the necessary permission slip signed by the parent or guardian.

TRAFFIC SAFETY

For the safety of our students, parents are asked to make a right hand turn into the school yard on Arden Blvd. between 7:30 a.m. and 8:00 a.m. to drop off their children. Parents must enter the school from the northwest side of Arden Boulevard and exit onto Rossmore Avenue. If any parent needs to come into the school to attend to business, he/she must park on the neighboring streets. Parents are asked not to use the church parking lot in the mornings, as this is reserved for parishioners attending Mass. The gate will be opened again between 3:00 p.m. and 3:15 p.m. to allow parents to pick up their children (K-8) for the afternoon dismissal. Parents pick up TK students at the TK classroom door at 3:00 p.m. Parents are asked to use the pedestrian crosswalk outside the church when crossing the street outside the school.

LEAVING SCHOOL GROUNDS

Students who need to leave the school grounds outside the regular school hours must be checked out at the administration office by a parent, guardian or authorized person. The school accepts no responsibility for students who leave the grounds without permission. For safety reasons, **no student may leave the school grounds** to purchase food or drinks or any other reason and then return to school for after-school activities. The consequence for breaching this rule will be suspension from school for three days.

ABSENCES

When a child is absent, a parent must call the school office between 7:30 a.m. and 9:00 a.m. on each day that the student is absent and give an explanation for the absence. On the day the student returns to school from any absence, a written, dated and signed excuse from the parent/guardian is required for the student to be admitted to class. After 2 days of being absent, a doctor's note is required for re-entry.

EXTENDED ABSENCES

If a student is absent from school for any length of time due to family emergencies or travel, a note must be sent to the principal, prior to the absence, explaining the reason. It is the responsibility of the parents and students to obtain and complete the work which the student has missed during the extended absence. Students must also be prepared to stay after school to make-up any missed tests. If a student is absent for a total of 20 or more days during a trimester, he/she will not receive a report for that grading period unless all work has been completed and submitted.

MEDICAL/DENTAL APPOINTMENTS

Parents are asked to schedule doctors and dentist appointments after school hours. If it is necessary to have a series of appointments during school hours, please discuss the matter with your child's teacher.

INJURY OR ILLNESS

When a child is ill or is involved in an accident, the parent/guardian will be notified. First aid will be administered to students with minor injuries. The school cannot assume responsibility for injuries sustained on the school premises. To avoid unnecessary accidents, students must adhere to all school safety rules.

MEDICATION

To protect all children and to conform with the State Education Code, no student may bring any medication to school unless prescribed by a doctor. If a student needs to take medication during school hours, it must be delivered to the school office in the original labeled prescription bottle with the child's name and the dosage required. It must be accompanied by a note from the parent/guardian.

Students carrying inhalers must have a physician/health care provider's release on file in the school office, stating that the student may have it with him/her while at school or during a school activity. Only under these conditions may any medicine be given at school.

INSURANCE

If an accident or injury occurs at school, the parent will be notified. Serious injuries and accidents are reported to the principal who if necessary will complete an accident form for insurance claims.

EMERGENCY CARDS

The school must have each family's emergency information, which is up-to-date and complete with parent/guardian address, phone numbers, etc. Parent signatures need to be on each family's card. Changes of address and/or phone numbers must be given to the school office immediately. These emergency cards are the school's only authorization for taking action when a child is injured or ill or there is a school emergency and the parent needs to be reached.

EMERGENCY PROCEDURES

In the event of a natural disaster, the faculty and staff of Christ the King School are prepared to take care of the students. The school has regular fire, earthquake, and lockdown drills. Should a major earthquake occur, the school has emergency procedures and supplies in place.

HEALTH

Each student must have on file a health record containing all the necessary information required by the school and the Archdiocese. No student will be admitted to the school unless he/she has been immunized against Polio, Diphtheria, Tetanus, Pertussis, Measles, Rubella, Mumps, and Hepatitis B. All students entering seventh grade must have proof of TDAP (Tetanus, Diphtheria and Pertussis). A health examination report is also required for admission to Transitional Kindergarten. This report must have the doctor's signature, address and telephone number. Students who have never attended a California school must present written evidence of a Mantoux (PPD) test (Tuberculosis Test).

LUNCHESES

Students may purchase the school lunch or bring their own packed lunch to school each day. **No fast food lunches may be brought** to the school for students. Students who wish to purchase the school lunches must bring their order and money on Monday mornings to their teachers. No child has permission to leave the school grounds during the lunch period.

BIRTHDAY PARTIES

Parents or students may **not bring a main dish or pizza** to school to celebrate birthdays. Parents who wish to send a treat, such as cupcakes or cookies, should discuss it with the child's teacher beforehand and bring in the treat before the beginning of the school day. The treat will be given during recess or at another appropriate interval during the day.

DISCIPLINE

Discipline at Christ the King School is considered an aspect of moral guidance. The purpose of discipline is:

- To promote good character training in each student.
- To provide a classroom setting which is conducive to learning.
- To create a school environment where there is mutual respect on the part of each student, staff, and faculty member.

Students are expected to be respectful toward others and follow school rules at all times. A student failing to respond to correction or showing disrespect will face disciplinary action. Frequent or grave infractions especially after warnings will result in detention. More serious violations will result in suspension or expulsion.

The following behaviors will be subject to disciplinary action:

- Behavior judged inappropriate by faculty and staff.
- Violating the dress code.
- Disrupting the learning environment.
- Chewing gum.
- Habitual tardies.
- Use of cell phone during school hours.
- Disrespect toward others.
- Aggressive behavior such as pushing, punching, fighting, kicking, shoving, or scratching.
- Use of profanity, abusive or foul language, curse words, or any other words determined to be derogatory by the principal.

DETENTION

A student violating school rules will receive a pink discipline form which will be sent home for the parent to sign. A student in detention will complete one hour of community service before or after school under the teacher or vice principal's supervision.

SUSPENSION

The administration will schedule a conference with the parents of any student who is suspended from school to discuss the matter. Two or more suspensions during the school year may be grounds for expulsion.

EXPULSION

Grounds for expulsion include, but are not limited to, the following offenses:

- Actions gravely detrimental to the moral or spiritual welfare of others.

- Habitual profanity, abusive language, curse words, vulgarity, or any other term determined to be derogatory to the school's administration.
- Assault, battery, or any threat of force or violence directed toward any school personnel or other student.
- Open, persistent defiance of authority.
- Continued willful disobedience and disrespect.
- Use, sale, or possession of narcotics or any alcoholic beverage.
- Smoking or possessing tobacco.
- Stealing.
- Willful cutting, defacing, or damaging property that is either personal or belonging to the school.
- Habitual truancy.
- Possession of harmful weapons or materials usable as weapons.
- Evidence of gang related activity, *i.e.* gang graffiti, wearing gang colors, gang or “street” accessories, participation in gang activities, or being considered as an “associate” of a gang.
- Dialing "911" as a prank.

STUDENT THREATS

Christ the King School has an obligation to keep our school safe for everyone. It will take seriously any threats that may inflict serious harm to self or others. The school will respond to any statements or behaviors of a threatening nature directed toward other students, faculty or staff. There is no tolerance for any kind of weapon possession or any kind of practical jokes or offhand comments that might pose a threat to another. We recognize the importance of investigating thoroughly all potential concerns. If you become aware of a threatening situation, you must immediately report it to a teacher or the principal.

CELL PHONES

Cell phones must be **turned off and kept in backpacks** between the hours of 8:00 a.m. and 3:30 p.m. and between 8:00 a.m. and 12:30 p.m. on Fridays. Students needing to contact parents before 3:30 need to do so in front of the office.

COMPUTERS

The use of computers at Christ the King School is primarily for educational purposes. All students using the computer lab must abide by the rules taught and posted in the room. Students who violate the rules will face serious consequences.

UNIFORMS

Uniforms are required at Christ the King School. We ask parent cooperation in seeing that their children come to school each day in complete uniform. If a child is unable to be in full uniform, a written note of explanation must be presented to the teacher at the beginning of the school day. Please see that all articles of clothing are labeled (or at least marked with permanent ink) and fit properly. All uniforms must be purchased from Dennis Uniform.

Our uniform supplier is:

Dennis Uniform Company
San Fernando Road
Los Angeles, CA 91502
Phone: 818-843-8306

BOYS' STANDARD UNIFORM

- Pants: Navy blue twill pants (no baggy pants will be permitted).
- Shirt: Blue polo pique shirt with Christ the King logo.
(Must be tucked inside the pants)
- Sweater: Navy cardigan or pullover with Christ the King logo.
- Jacket: Navy uniform jacket or hooded sweatshirt. (Outdoor wear only)
- Shorts: Navy blue uniform shorts.
- Socks: Black or white socks (no logos) must be worn and should be visible for at least five inches above the shoes.

- Belt: Required at all times (Grades 2-8).
- Shoes: Regular solid black athletic or leather shoes. Black laces.

GIRLS' STANDARD UNIFORM

- Jumper: Red, white, and navy plaid for Grades TK-5.
- Skirt: Red, white, and navy plaid for Grades 5-8.
Skirts and jumpers must reach the top of the kneecap.
- Blouse: White polo pique blouse with Christ the King logo.
- Sweater: Navy cardigan or pullover with Christ the King logo.
- Jacket: Navy uniform jacket or hooded sweatshirt. (Outdoor wear only)
- Shorts: Navy blue uniform shorts.
- Skorts: Red, white, and navy plaid.
- Pants: Navy twill pants (no baggy kind will be allowed).
- Socks: White or navy blue knee high socks.
White ankle socks must be visible for at least five inches above the shoes. Navy blue or white tights will be worn in cold weather.
- Shoes: Solid black athletic or leather shoes. Black laces.

BOYS' MANDATORY PHYSICAL EDUCATION UNIFORMS (Grades 1-8)

- Shorts /Pants: Nylon mesh shorts with Christ the King logo.
- T-Shirt: White t-shirt with Christ the King logo.

GIRLS' MANDATORY PHYSICAL EDUCATION UNIFORMS (Grades 1-8)

- Shorts/Pants: Nylon mesh shorts with Christ the King logo.
- T-Shirt: White t-shirt with Christ the King logo.

FIELD TRIP UNIFORMS

UNIFORM (teacher's discretion)

or

T-Shirt: Red CKS t-shirt.

Jeans/shorts: Full length blue jeans (not torn or baggy) or navy uniform walking shorts or school uniform pants.

SPECIAL RED T-SHIRT DAYS

On certain days throughout the school year, red t-shirts should be worn with blue jeans or the school uniform shorts or pants. Please note these days on your monthly calendars.

GROOMING CODE

The following is the grooming code at Christ the King School. Any form of appearance violating the basic norms of neatness and cleanliness is out of order and will be subject to consequences. The administration will be the final judge of what is or is not acceptable.

Hair: Hair should be clean, combed, and styled neatly.. Extreme styles, dyed or bleached hair are not allowed.

Jewelry: Jewelry that is appropriate for school is: a watch (no alarms or beepers), a ring, a small religious medal on a chain. Girls may wear one pair of studded earrings. Boys may not wear earrings. Other jewelry that distracts any student from his or her responsibilities is not permitted.

Nail Polish: Not permitted.

Make up: Not permitted.

Tattoos: Not permitted.

Uniform: Must always be neat and clean. No oversized or tightly fitted uniform is permitted.

Hygiene: Daily bath or shower required.

AWARDS

An awards assembly is held at the end of each trimester to recognize upper grade students' achievement:

- ◆ First Honor Roll (4.0 GPA – *A*s in all academic subjects as well as a grade of *O* or *G* in behavior and effort)
- ◆ Second Honor Roll (3.5 GPA – *A*s and *B*s in all academic subjects as well as a grade of *O* or *G* in behavior and effort)
- ◆ Merit (Grade of *A* in any academic subject)
- ◆ Improvement
- ◆ Perfect attendance and punctuality

ACADEMIC GRADING SYSTEM

The following grading system is used in grades 3-8.

A	96 - 100	A -	93 - 95		
B+	90 - 92	B	87 - 89	B -	85 - 86
C+	80 - 84	C	75 - 79	C -	70 - 74
D+	69	D	67 - 68	D -	65 - 66
		F	64 or below		

The following grading system is used: K–2nd Grade:

O	(Outstanding)	G	(Good)
S	(Satisfactory)	NI	(Needs Improvement)

Transitional Kindergarten

S	(Shows Expected Development)
N	(Needs More Time To Develop)

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TRUSTWORTHINESS

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At
our

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monthly school assemblies we honor a *Star of the Month* in each grade and recognize students who **excel** in the following areas:

September:	Trustworthiness
October:	Respect
November:	Responsibility
December:	Fairness & Good Sportsmanship
January:	Fairness & Good Sportsmanship
February:	Caring & Golden Rule
March:	Caring & Golden Rule
April:	Citizenship and Leadership
May:	Citizenship and Leadership

Sports awards are distributed at *Sports Night* at the end of the school year.

SPORTS PROGRAM

An extra-curricular sports program is provided after regular school hours. Christ the King school is a member of the Catholic Youth Organization (CYO) and participates in flag football, volleyball, basketball, soccer, track and field. Volunteers are always needed to drive to and from the games and help with supervision. Any student wishing to participate in after-school sports must complete a registration form and maintain a C average in academic subjects and a satisfactory grade for effort and behavior.

PERFORMING ARTS

Christ the King School is proud to offer several performing arts opportunities to students with a variety of interests and talents. Students learn music theory, music history, and basic ear-training as part of the academic curriculum. In addition, students may take individual or group lessons in piano, violin, and/or guitar. After school, students may join the *Pueri Cantores* choir, dance class, or drama workshop for those interested in acting. In addition, the school hosts an annual Talent Show held during the International Festival in May and a music recital at the end of the school year.

CATHOLIC SCHOOLS WEEK

Each year the Archdiocese of Los Angeles takes one week to promote awareness of the importance of Catholic Education at the elementary school level. This week generally falls at the end of January or the first week of February. To mark the beginning of Catholic Schools Week, Christ the King prepares an *Open House* which gives the parents and community the opportunity to visit our school. A *Science Fair* is held on this day with students' Science Fair Projects, Art, and schoolwork on display.

COMMUNICATION

The faculty and staff of Christ the King School is committed to excellence in education and believe that communication between parents, teachers, and administration is a vital component of students' success. Scheduled conferences are held each year in November. Informal conferences can be arranged with the students' teachers any time throughout the school year. The school uses *Gradelink* to inform parents of students' grades. Reports are sent home at the end of each trimester. Progress reports are sent home mid-trimester. The school uses *School Reach* (e-mail and phone broadcasts) and the *Family Envelope* to keep families informed of ongoing activities and events.

BACK-TO-SCHOOL ORIENTATION

Back-To-School Night, at the beginning of each school year, is an opportunity for parents and guardians to acquaint themselves with their children's teachers. This is a mandatory meeting for parents to attend.

PARENT ENTERING SCHOOL GROUNDS AND CLASSROOMS

If a parent needs to drop off an item for a student, he or she must first report to the school office. No parent may go into a classroom or on the school yard during school hours.

HARASSMENT POLICY

Christ the King School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes, or threatening words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberately blocking movement, or any intimidating interference with normal work or movement.

Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, and/or gestures.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
- Conduct which has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to

- Making unsolicited sexual advances and propositions.
- Using sexually degrading words to describe an individual or an individual's body.
- Displaying sexually suggestive objects or pictures.
- Telling inappropriate or sexually related jokes.
- Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Christ the King School to:

- Implement this policy through regular meetings with all administrators, including the pastor in the case of parish school, ensuring that they understand the policy and its importance.
- Make all faculty, staff, students and parents, aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

- Conduct himself or herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the principal; discontinue any actions perceived as discriminatory, intimidating or harassing.

COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

- The student may first choose to tell the individual causing the harassment that his or her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or to the regional supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same sex administrator if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
- Once the facts of the case have been gathered, the principal, in consultation with the regional supervisor, and, in the case of parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.

- If the complaint is against a non-employee or non-student such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

CHILD ABUSE POLICY

Section 11166 of the California Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency, who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency, immediately or as soon as practically possible, by telephone, and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. Christ the King adheres to the procedures for the implementation of the *Child Abuse Policy*.

NON-DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities, and the resources available to the school in meeting the student's needs.

CHRIST THE KING SCHOOL
 School Personnel
 2016- 2017

Father Don Woznicki	Pastor
Mrs. P. Hager
	Principal
Mrs. Lillian Kirchen.....	Vice Principal / Religion Coordinator
Ms. Shannon Holeva	Transitional Kindergarten Teacher
Mrs. Veronica Castillo.....	Kindergarten Teacher
Mrs. Rosalie Fuerte.....	1 st Grade Teacher
Ms. Dalia Rodriguez.....	2 nd Grade Teacher
Ms. Samantha Merevick.....	3 rd Grade Teacher
Miss Susan Alcantara.....	4 th Grade Teacher
Mrs. Julie Lim	5 th Grade Teacher
Ms. Caitlin Nicholas.....	6 th Grade Teacher
Ms. Andrea Fuentes.....	7 th Grade Teacher
Mrs. Nancy Chung.....	8 th Grade Teacher
Mrs. Kim Kum	Transitional Kindergarten Aide
Ms. Tina Escobar	Kindergarten Aide
Mrs. Gigi Rabo.....	Secretary
Mrs. Kum Kim.....	Recess Snacks
Mrs. Blanca Morales.....	Lunch Coordinator/After-School Supervisor
Ms. Tina Escobar.....	Yard/After-School Supervisor
Mrs. Ruth Barruga.....	After-School Supervisor (TK&K)
Mr. Francisco Resendiz.....	Maintenance Manager
Mr. Jonathan Bautista.....	Music Teacher/Decathlon Head Coach
Mr. Andre Brent.....	After-School Coach
Mr. Ernie Peraza.....	Assistant Sports Coach
Mrs. Ruth Barruga.....	Assistant Sports Coach
Mr. Francesco.....	Physical Education/Full Focus Teacher
Mrs. Ana Zelaya.....	Lunch Assistant
Ms. Sylvia Lim.....	Altar Server Coordinator
Ms. Jamie Cunanan	Music Educator
Mr. John Ferrara.....	Substitute/Volunteer