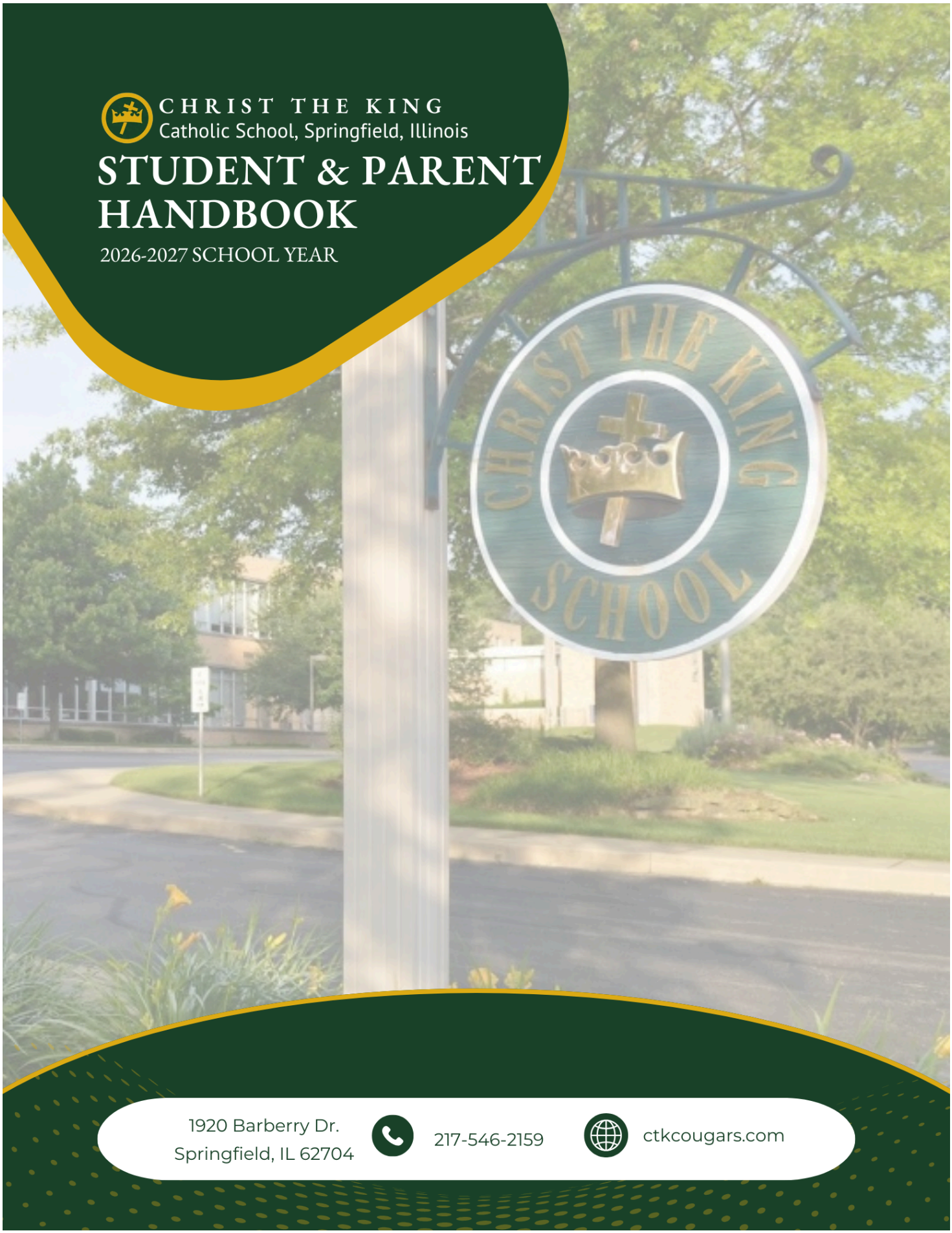
CHRIST THE KING
Catholic School, Springfield, Illinois

# STUDENT & PARENT HANDBOOK

2026-2027 SCHOOL YEAR

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# *Christ the King Student & Family Handbook*

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# *Welcome to Christ the King School*

Dear Families of Christ the King School,

It is with great joy and anticipation that I extend a warm and heartfelt greeting to both new and returning families. At Christ the King School, we are dedicated to fostering a nurturing and faith-filled environment where each child can grow spiritually, academically, and socially. Our mission at Christ the King School, in partnership with families, is to empower children in a Catholic faith journey, promote academic excellence, and inspire life-long service within a safe and loving parish community. We are committed to providing an education that not only challenges the mind but also nurtures the heart and spirit of each student.

As principal, I am honored to lead a community that prioritizes the holistic development of our students, rooted in the teachings of Jesus Christ. Our mission is to provide a rigorous academic curriculum while instilling the values of compassion, integrity, and service in our students. We believe that by working together—school staff, parents, and students—we can achieve excellence in education and faith formation.

Communication and collaboration between home and school are essential to the success of our students. We encourage parents to be actively involved in the school community through volunteer opportunities, attending school events, and engaging in open dialogue with teachers and staff. Together, we can create a positive and supportive environment that enhances the educational experience for all our students.

Please take the time to thoroughly review the student/parent handbook, as it contains important information about school policies, procedures, and expectations. Familiarizing yourself with this handbook will help ensure a smooth and successful school year for everyone.

As we embark on this new academic year, let us remember the words of St. John Paul II: "Do not be afraid. Open wide the doors for Christ." May we all strive to open our hearts to the love and guidance of Christ, and may His teachings inspire us in all our endeavors.

Thank you for choosing Christ the King School for your child's education. I look forward to a year filled with growth, learning, and faith. If you have any questions or need assistance, please do not hesitate to reach out to me or any member of our staff.

May God bless you and your family abundantly.

Blessings,

Mrs. Jill Seaton
Principal

# ***MISSION & EDUCATIONAL PHILOSOPHY***

**Vision Statement**

To form disciples who live the Cross and Crown - faithful in spirit, virtuous in leadership, and joyful in service to Christ our King.

**Mission Statement**

Christ the King School partners with families to form disciples of Jesus Christ our King, living the Cross and Crown through faith, virtue, and leadership.

**Our Philosophy**

At Christ the King School, we believe every child is a beloved gift from God, created in His image and called to grow in faith, virtue, and leadership.

Catholic education is a ministry of the Church. We support the development of the whole child, where faith and reason work together to form them spiritually, intellectually, morally, emotionally, socially, and physically.

Rooted in the Gospel, and united with our parish, we strive to create a culture of reverence, respect, and responsibility, the lived expression of our Cross & Crown pledge.

In positive partnerships with parents, the first educators of their children, we nurture hearts that love Christ, minds that seek truth, and hands that serve others.

**Our Core Values**

| **Core Value** | **What We Believe** |
|---|---|
| Faith | We worship the Holy Trinity, center all we do on the Eucharist, and seek daily encounters with Jesus Christ. |
| Formation | We form minds and hearts through truth, beauty, and goodness, helping each child discover their God-given gifts and purpose. |
| Fellowship | We build a Christ-centered community where every person is known, loved, and valued. |
| Stewardship | We use our gifts gratefully in service to God first to whom we serve, then others and care for God's creation. |
| Evangelization | We joyfully proclaim Christ through word and witness, inviting others into faith and friendship with Him. |

**Our Pillars**

| | |
|---|---|
| Live the Faith (The Cross) | Deepening our relationship with Jesus through prayer, worship, and the Sacraments. Living with integrity and compassion. Seeking holiness in choices and actions. |

| | |
|---|---|
| Lead with Virtue (The Crown) | Taking responsibility for our choices, leading through virtue, building unity, and striving for excellence in academics and character. |
| Serve with Joy (The Mission) | Bringing Christ's love to others through service, kindness, and witness. Strengthening community among school, parish, and families. |

# ***ADMISSION & ATTENDANCE POLICIES***

**Non-discrimination Policy**

Christ the King School admits students of any race, color, sex, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, athletics, or school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.
Furthermore, Christ the King School does not discriminate against immigrant students lacking in legal status as required by Plyler v. Doe.
The pastor and school administration will ensure that these policies are followed. Concerns will be addressed through the Grievance Procedure listed in the Discipline and Conduct section of this handbook.

**Admissions**

Acknowledgement Statement:
As a condition for enrolling or re-enrolling any child at Christ the King School, parents and guardians must sign and submit the Tuition/General Service Fee Payment Preference Plan.

Admissions:
Since Christ the King School is a parish school, preferential admission is given to baptized Catholic children who are members of Christ the King Parish whose parents are ACTIVE PARISH MEMBERS. (An ACTIVE PARISH MEMBER is one who is registered in the parish and shares time, talent, and treasure with the parish community.) However, consideration for admission may be given to children of parishioners of other Catholic parishes, children of non-parishioners, or non-Catholics at the discretion of the pastor and/or the principal. In determining admission, there will be a review of academic records, attendance, discipline and special services such as IEPs. This is to understand if the student is academically on track in order to ascertain if Christ the King School has the resources to meet academic needs. Rejection of the Catholic faith and its tenets shall be a reason to deny admittance to programs and activities. A child entering kindergarten must be five years of age on or before September 1 of that school year and complete a readiness test. Students entering first grade must be six years old on or before September 1 of the school year. Catholic students, unless baptized at Christ the King, must present a Certificate of Baptism. A certified copy of each student's birth certificate must be submitted to the school office within 30 days of student enrollment. Illinois state law requires a physical examination for each student upon entering kindergarten and sixth grade or into any grade if the student has not previously been examined as required by the State Code of Illinois. Students who transfer to Christ the King Catholic School should have their academic and health records forwarded from their previous schools. Transfer students may also be required to take a screening exam.

Christ the King Catholic School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance. *Present state statutes require that public school districts accept part-time attendance, via dual enrollment procedures, for students who are enrolled in non-public school. These students do not need to withdraw from the non-public school. Once enrolled part-time in the public school, they have all the rights, responsibilities, and privileges of special education and related services as any student in the public school.*

Transfer Students

The principal will review the suitability of all transfer students and submit a recommendation to the pastor as to whether the student should be admitted to the school. Transfer of students from one Springfield Catholic School to another must be approved by the principals and pastors at both schools. Transfer students will have a period of probation of two grading periods. Certified copies of transfer students' records must be requested within 14 days of enrollment; the school sends unofficial records of students transferring to other schools within 10 days of request.

Gender Identity

Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Daily attendance is required.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school administration, circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (gr 6-12 only), or other reason as approved by the principal.
Additionally, a student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. **A student and the student's parent or guardian are responsible for obtaining assignments from the student's teachers prior to any *excused* absences and for ensuring that such assignments are completed by the student prior to his or her return to school.**
All other absences are considered *unexcused*. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's

absence and will presume that an absence is unexcused unless families present the school office with documentation indicating otherwise.

Consistent attendance plays an integral part in the scholastic success of any child. If your child is going to be absent, please validate the absence by calling the school office as soon as possible. If a call is not received by 9:00 a.m., we will attempt to contact you so that no child is absent and unaccounted for. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Each student will be allowed 10 excused absences per school year on a parental excuse. These would include:

- Student illness, including mental or behavioral health
- Death in the immediate family or family emergency
- Situations beyond the control of the student
- Observation of a religious holiday
- Other circumstances that cause reasonable concern to parents for the health and safety of the student
- Family emergency and shall include such other situations beyond the control of the student, as determined by the school administration, or such other circumstances which cause reasonable concern to the parent

**Any absence after the 10 allotted excused absences will be considered *unexcused* unless a medical statement attesting to the student's illness by a physician is submitted upon the student's return. Any student who has used the allotted 10 absences will be considered *unexcused* without a doctor's note and, therefore, truant for each day.**

- When a student reaches this point, a meeting/interview will first be convened with parent(s) or guardian(s) and administration to determine/understand the reason for excessive absences. The student may or may not be included in the meeting as deemed appropriate.
- The administrative team and/or parents may choose to include others to participate in the meeting/interview to best ensure a successful plan to remediate the current course as it relates to attendance (CTK school counselor, and teachers). This includes any school officials who may have information about the reasons for the student's attendance problem.

At this time, students and their families will be made aware of the resources available to them to ensure timely and consistent school attendance as part of the process to remediate the issue:

- Conferences with administration and teachers (weekly, as needed)
- Counseling for student and/or daily check-in/check-out services
- Awareness of options for family counseling as kept on file with the school counselor
- Awareness of options for family and/or student support within the community: Catholic Charities, and community services list kept on file with the school counselor
- May include contact with a truancy case manager through the Regional Office of Education #51 for Sangamon and Menard County.

The administrative team will meet monthly to review attendance reports generated from FACTS, our student management system, specifically noting the reports for those students who are chronically absent, checking for progress and/or regression from the remediation process.

If a child missed more than 20 days per year due to illness, a meeting with the principal will be arranged. In persistent cases of absence or tardiness, the services of the truant officer, assigned to the local public school, shall be enlisted. **Excessive absence (30) days can be cause for a student to be retained in the current grade for another year or for a required summer program before being promoted to the next grade.**

- Students should be fever-free without fever-reducing medication for twenty-four hours before returning to school.
- If a child is to be dismissed for an appointment during the school day, the child is to bring a note or you may email the teacher, being sure to copy the office.
- Children returning to school after an appointment must report to the office. When a child is gone for less than 30 minutes, no absence is recorded; an absence of more than 30 minutes is recorded as a half-day absence.

Since tardiness interferes with a student's progress and is a disturbance to the other pupils and the teacher, the parents should make every effort to ensure that the student is at school on time. If a child is late for school for any reason, the child reports to the office before going to the classroom. Being late less than 30 minutes is recorded as tardy. Being late more than 30 minutes is recorded as a half-day absence. A tardy will be considered an excused tardy when accompanied by a doctor's excuse. Parents will be notified of students who are consistently tardy and a meeting will be scheduled with the principal.

For rules regarding attendance and participation in athletic events and practice, see section VIII, General Athletic Policies and the Athletic Handbook on the school website.

<u>Vacations</u>

The school calendar provides for extended weekends throughout the school year as well as holiday breaks. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Advanced written notice to the principal and teacher is required for extended absences. Schoolwork must be made up when the child(ren) returns to school. Missed assignments are the student's responsibility. Assignments can be checked online. **Assignments are not given before a child leaves for vacation.** Requests for advance make-up work will be denied for the following reasons:

1. In order to do future assignments, it is necessary for a student to experience the instructional period that preceded that work.

2. When a child is not present for instruction, the assignments are often misunderstood and cannot be properly completed.

3. Pacing of the instruction of new educational concepts is dependent upon how the majority of the class has grasped each day's lesson. Therefore, it is often impossible for the teacher to predict what future assignments will be. during the school year are discouraged. If a child is absent from school because of a vacation, he/she will be able to access homework through

FACTS Parent Portal or he/she will receive the work he/she has missed upon his/her return to school. Teachers do not give homework ahead of time for vacations.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

# *ACADEMICS & RECORDS*

**Books**

Students are responsible for the care of their textbooks and school library books. A fee will be charged for books that are lost or damaged. Books should be brought to and from school in a book bag. It is required that textbooks be covered to prevent damage.

**Catholic Instruction**

Christ the King Catholic School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, Christ the King Catholic School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

**Field Trips**

The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. Field trips are a privilege for students, not a right. Students must abide by all school policies during transportation and participation in all field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.

2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event.

## Grading, Promotion, and Retention

Grading Scale:

| | |
|---|---|
| A+ | 100-99 |
| A | 98-95 |
| A- | 94-93 |
| B+ | 92-91 |
| B | 90-87 |
| B- | 86-85 |
| C+ | 84-83 |
| C | 82-79 |
| C- | 78-77 |
| D+ | 76-75 |
| D | 74-72 |
| D- | 71-70 |
| F | Below 69 |

Promotion and Retention

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance. Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum,

attendance, performance based on the assessments required under Section 2-3.64a-5 of the Illinois compiled statutes, or other testing or any other criteria established by the school. Students who do not qualify for promotion to the next higher grade can seek assistance, which may include, but shall not be limited to, a summer bridge program, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade. The principal will be consulted for the final decision of retention in grade.

## Graduation Requirements

Christ the King Catholic School requires all students to be passing all major subject areas and have passed both the United States Constitution test and the Illinois Constitution test in order to graduate. Failure to comply will require summer school. All tuition and fees must be paid before graduation. Diplomas will be held for students who have a balance remaining.

## Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (please see Absences policy)

Teachers may assign long range assignments as appropriate. Parents are asked to make certain that students come to school prepared for class. Students are responsible for ALL missed assignments. Assignments can be found on Plus Portals. Grades 3-6, all assignments must be recorded in an assignment notebook. Grades 7-8 use Google Classroom to view and record assignments. Assignment notebooks are optional. The following rules regarding assignments will be enforced at the various levels.

- Grades K-2: Students will be expected to complete daily seatwork assignments. If work is not completed in school, it needs to be taken home to complete, and returned to school the following day. If the student consistently fails to meet these expectations, parents will be contacted by the teacher. Failure to improve will be reflected on the report card.
- Grade 3: Students will be expected to complete daily assignments. If work is not completed in school, it needs to be taken home to complete, and returned to school the following day. If the student consistently fails to meet these expectations, classroom consequences will occur. Failure to improve will be reflected on the report card.
- Grade 4: Students must turn in all assignments. If the assignment is not turned in when due, the parent will be notified and the assignment must be turned in the following day. Three missing assignments will result in a detention.
- Grade 5: Students must turn in all assignments. Any incomplete assignment not turned in on the due date will receive 20% off the grade as long as it is turned in completed the following day. If the assignment is not completed the following day, it receives zero credit.
- Grade 6: If an assignment is not turned in the day it is due, it can be turned in the next day for reduced credit. If it is not turned in on the second day, it is a zero.
- Grades 7 & 8: Students must turn in all assignments. If an assignment is not turned in when due, the student will receive a zero for that assignment. The exception will be for illness, when students will have one class day per day missed to make up all missed assignments.

## Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access. These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student's education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law.

Before information is released to these individuals, the parents or guardians or eligible student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information.**

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Flagging Records of Missing Children

The school checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records. Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

Non-Custodial Parents

The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Transfer of Records

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.

**Yearly Assessments**

Students and parents or guardians should be aware that the school requires students to take certain assessments, including the following: MAP Assessments for all students in grades K-8 three times per year and ACRE Testing for Religion in grades 5 & 8 only.

Parents or guardians are encouraged to cooperate in preparing students for the assessments because the quality of the education the school can provide is partially demonstrated through the school's ability to prove its success through these assessments. Parents or guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before assessments;
3. Ensure students eat well the morning of the assessments, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on assessments;
5. Ensure students are on time and prepared for assessments, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other assessments;
7. Encourage students to relax on assessment day.

**Students with Disabilities**

Christ the King School shall do all in its power to provide a Catholic education to students with disabilities. We have a resource program staffed by several qualified teachers. Students who qualify will receive special instruction with parental permission. Present state statutes allow our students to use the services of the public school that we are not able to provide. Parents may request a full case

study from District 186, which includes psychological and other comprehensive testing. Speech articulation services are also available through District 186. Parents must request this service directly from the public school district by calling the special education office at 525-3060.

**Service Requirements**

Parents are required to give twenty hours of service to the school or parish during each school year. These hours must be completed between *May 1, 2023 and April 30, 2024*. The sheets listing the hours of service must be turned into the school office by May 1. Once the required twenty hours have been reached, you do not need to keep track of the additional hours nor turn them in.

If parents choose not to do all or part of their service requirement, they must reimburse the school $25.00 for each hour of service not completed. Checks can be sent to school at any time and should be made out to the school. Otherwise, the remaining balance for service hours will be added to the next school year's FACTS payments.

If you are an eighth grade parent and this is your last child in our school, service hours and/or the required payment must be completed by *April 1, 2024*. If this obligation has not been resolved after meeting with the principal, the eighth grade diploma may not be issued.

# *BUILDING OPERATIONS*

**Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

**Arrival Procedures, Dismissal, and Parking Instructions**

Morning drop off begins at 7:45 at either the main entrance or gym entrance. Procedure details are shared through email. Students may be dropped off in the drop off lanes where patrols are assigned at either entrance only of the building. All students report to their classrooms. Preschool students dropped off in the gym will enter through the east door and will remain there with the preschool aides until 8:00. Preschool students may also be dropped off at their classrooms. All preschool students **must** always be escorted by a parent to the gym or classroom.

Dismissal is 3:00 PM, and all students are dismissed to the back parking lot if they are car riders. There is a process for parking, and details will be shared with you through email. We ask that you remain patient and follow the guidance of staff and patrols on duty in the parking lot to ensure the safety of all, especially our students. There are occasions when there are events and funerals taking place at the parish that change our dismissal procedures. These will be communicated to you in a timely manner via text message/email.

**Asbestos Abatement Plan**

Christ the King Catholic School has an Asbestos Management Plan, which is on file in the school office and is available during normal business hours in accordance with federal regulations. Asbestos is present in the school but contained, according to regulations.

**Building and Grounds Access Policy**

**Purpose of the Policy**

The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending Christ the King Catholic School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access for the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 5§800 *Diocesan, Parish, School, and Agency Facilities Use*.

**Access to and Security of the School Building**

On all school days provided by the academic calendar, the Christ the King Catholic School building shall be available for authorized access by parents and authorized visitors from 7:45 AM until thirty (30) minutes past the scheduled dismissal time. All parents and visitors to the school building must report to the school office for access during this period. Any parent or visitor to the school building shall obtain a badge, which shall be worn while in the school building and shall be returned to the school office upon leaving the school. Entry to the school building shall be through the front door of the school's main entrance on Barberry Drive.

**Access to and Security of the School Grounds**

On all school days provided by the academic calendar, Christ the King Catholic School grounds, including the school gymnasium, shall be available for authorized access by students, parents, faculty members, and authorized visitors from 7:45 AM until thirty (30) minutes past the scheduled dismissal time. Except for children enrolled in a before-school or after-school supplemental program, participants in school-sponsored extracurricular activities, or students engaged in other authorized school activities, no child shall be left unsupervised by a parent. Assigned staff members shall be available from 7:45 AM until the commencement of class and from the scheduled dismissal time until the completion of the dismissal process to supervise children present in the playground area at the rear of the school. Those staff members assigned shall station themselves so that all areas of the playground and the area between the Church and school building are observable by at least one staff member.

**Access to School Classrooms during Instructional Periods**

No parents or visitors shall be permitted in classrooms during instructional periods except as provided in this paragraph. Parents wishing to observe classroom instruction shall arrange a mutually convenient time and date with the classroom teacher. After such arrangements, the parents shall advise the school office of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as he or she deems necessary to maintain the normal educational process. Parents and authorized caregivers may be allowed access to classrooms for the purpose of picking up an ill child or one leaving school at other than the normal dismissal time. In all such cases, the adults picking up the child will report first to the school office upon arriving to campus.

**Parishioners on School Grounds during School Hours**

Parishioners who are not parents of currently enrolled school children are requested to avoid the school building and playground area during, before, and after school, during lunch hours, and during recess periods. The entrances to the parish hall and church are available during these periods for access to those facilities.

**Removal of Unauthorized Persons from School Grounds and Building**
Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

**Emergency School Closings**
In cases of bad weather and other local emergencies, Christ the King administration will send out a text and email alert to all parents. In addition, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, the same procedure applies. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If the school dismisses early for an emergency, all after-school functions are automatically canceled.

**Invitations and Gifts**
Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

**Treats and Snacks**
Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. No homemade treats or snacks are allowed at school. Acceptable treats and snacks should have a clearly printed list of ingredients on the packaging.

**Unauthorized Items**
Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, students are not to bring toys or unusual items to school unless they are intended for specific use in the classroom and the teacher's permission has been obtained.
Hand-held video games, portable speakers, laser pointers, etc. are not permitted at school (please see Building Conduct and Student Use of Cell Phones and Other Electronic Devices).

# *DISCIPLINE & CONDUCT*

**Statement of Respect for Dignity of All:**
*Parents, students, faculty, and staff make up the school community and are always representatives of Christ the King Catholic School. The school takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to always exemplify The Golden Rule and to actively advance the mission and philosophy of the school by displaying behaviors that foster pride, courtesy, and respect for the dignity of all as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the school community.*
*Enrollment at Christ the King Catholic School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the*

*school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this Handbook.*

**Building Conduct**

*The following actions and attitudes should characterize everyone studying at Christ the King Catholic School, and failure to abide by the expectations may result in discipline:*

- *Students arrive at school in the appropriate full and clean uniform. A student's personal presentation should reflect respect for others as well as respect for himself or herself.*
- *Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.*
- *When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.*
- *Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.*
- *Students are expected to act appropriately during class changes, both in the school buildings and across campus. Student conduct in the hallways will be appropriate and quiet. Students must walk—not run—to and from class.*
- *All students are expected to greet priests, school staff, parents, visitors, and fellow students politely and courteously.*
- *At lunch or at recess, each student is expected to act in a controlled and respectful manner while using the areas designated by school staff. Students are expected to keep the grounds neat and litter free.*
- *Each student should respect others and their property as the student would want to be respected.*
- *Personal belongings should be kept in good form.*
- *Standard cafeteria norms are to be practiced at all times according to the directives given by school staff. Good table manners, orderly cafeteria lines, respect for the cafeteria staff and supervisors, cleaning up after oneself, and leaving the cafeteria clean make for a pleasant lunch experience for all.*
- *When participating in school activities like playing on a team, participating in an academic competition, or performing in a choral activity, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.*
- *Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher (younger students typically have snack time in class). The only exception permitted to this policy is that students may, to ensure adequate hydration during the day, bring a water bottle to school, if it is shatter-proof (i.e., not glass) and has a threaded, non-spill cap. Nothing other than water is to be brought in the container. Chewing gum is not permitted during the academic day.*

**Prohibited Student Conduct**

Enrollment at Christ the King Catholic School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
    g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
    h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

    Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Firearms and Other Weapons Prohibition section of this Handbook.
5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, plagiarizing, giving or receiving unauthorized help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, yelling, screaming, profanity, coercion, threats, intimidation, stalking, harassment, sexual harassment, public humiliation, defamation, slander, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property (including any act of vandalism).
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on a website against a school employee, a student, or any school-related personnel if the website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties

who worked or studied within the school grounds at the time the threat was made, and the information could be reasonably interpreted as threatening the safety and security of the individual named because of his or her duties or employment status or status as a student inside the school.

21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

**When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

**Disciplinary Measures**

Christ the King Catholic School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. Christ the King Catholic School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the school in creating a safe, orderly, and positive atmosphere. As part of this process of formation, students are taught that poor choices result in consequences and that they must accept responsibility for their own behavior. Depending on the seriousness of the infraction, a range of disciplinary measures may be applied. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents or guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal of the student from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.

6. In-school suspension.
7. Before or after-school study or detention, provided the student's parent or guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
12. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and properly address the disruption is a suspension or expulsion.

**Suspension**

A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

**Expulsion**

The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator, or priest moderator. Situations meriting expulsion are published in the Handbook above (please see Conduct section). Serious violations which may result in expulsion include, but are not limited to, the following:

1. *A student engages in delinquency or immorality, which would merit criminal punishment or constitute a menace or danger to other persons.*
2. *A student engages in such chronic or incorrigible behavior, as defined in the Conduct and Discipline policy, which undermines classroom discipline and impedes the progress of the entire class.*

*When all other means have failed and expulsion is being considered, the following procedures are to be observed:*

1. *The student is to be suspended for a period not to exceed one week.*
2. *The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.*
3. *The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for the further education of their child.*

4. *If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if possible, that would accept the student on a probationary basis.*
5. *If expulsion is necessary, the date of withdrawal and the word "misconduct" are sufficient for the permanent records. (At the discretion of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record).*

**Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

**Bullying, Intimidation, and Harassment**

Because Christ the King Catholic School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

**Bullying** includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Cyberbullying** means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of the effects enumerated in the definition of bullying. This includes creating or sharing a "digital replica" (AI-generated, fake likeness) of a student without permission.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school, within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

**<u>Conflict Resolution</u>**

The faculty, administration, and school counselor teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. The school counselor may also assist with situations as appropriate. Parent or guardian contact will be made as necessary.

**Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

**Firearms and Other Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012. The expulsion period may be modified by the school administration or pastor on a case-by-case basis.

(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a "billy" club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement or period may be modified by the school administration or pastor on a case-by-case basis.

**Firearms, Drugs, Battery, and Student Information Reporting System**

Christ the King Catholic School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

**Gang Activity Prohibited**

A "gang" is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or

otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

**Grievance Procedure**

Complaints from students, parents, and other legitimate sources about the operation of the school, including complaints of discrimination and harassment, will be treated courteously (anonymous complaints will not be addressed). In order to help a parent or student resolve a grievance with a teacher, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The teacher involved; 2. The school principal; 3. The pastor. In fairness to both parties, the principal and/or pastor will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. The pastor's decision will be binding and final on all concerned.

**Harassment and Teen Dating Violence Prohibited**

Harassment Prohibited

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Principal, Assistant Principal, School

Counselor, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.
Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process
Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the school's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement
Any school employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any school student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the school in the context of the relationship of the third party to the school, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.
Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

**Isolated Time Out, Time Out, and Physical Restraint**
Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

**Lunch and Cafeteria Rules**
Students eat lunch in three different shifts. Students should enter the cafeteria in alphabetical order every time to assist the cafeteria director with check out procedures. Students should follow the code of conduct for the cafeteria keeping voice levels at a 2 and keeping their hands to themselves. Students should proceed through the cafeteria line displaying good manners and respectful behavior. Students should observe the following rules for the cafeteria:

- Be in alphabetical order in the lunch line upon arrival

- Be respectful to all cafeteria staff, school staff, and volunteers
- Remain in your seat at all times
- Raise your hand if you need assistance or need to get up from your seat
- Use a voice level 2
- During the last 5 minutes of lunch, students are called to voice level 0 (silence) to finish eating and get ready for prayer
- Everyone participates in prayer
- Clean up their space and food/trash around them and on the floor
- Walk at all times

**Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

**School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

**Student Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

**Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

**Questioning of Students Suspected of Committing Criminal Activity**

When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be

arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

**Student Appearance**

The dress code for Christ the King Catholic School contributes to the overall sense of unity as a school community. The dress code aims to guide our students to understand the importance of modesty, professionalism and respect for their appearance and provide a distraction free, faith-filled, academic learning environment.

A student's appearance, including dress and hygiene, must not disrupt the education process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity or hair texture, including but not limited to protective hairstyles such as braids, locks and twists.

CTK encourages its families to support our local community uniform sellers through their patronage. Luers Group located at 1520 MacArthur Blvd carries all components of CTK apparel.

Uniform Dress Code Guidelines

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| **Shirts** | K-8: White; Dark Green; Light Blue (Boys & Girls)<br>Collared short sleeved or long sleeved<br>In addition to plain colored polos, polos with CTK logos are acceptable<br>Tucked In at all times |
| **Sweaters** | Quarter Zip with Collar and CTK Logo- Grey or Green<br>Crew Neck Sweatshirt -White, Green or Grey- shirt collar must be visible outside of sweatshirt<br>Cardigan (girls only) - Navy<br>Sweater with CTK logo - green or navy<br>**CTK Hoodies only on Fridays** |
| **Bottoms** | Girls: Plaid Skirts or Jumpers or Navy Shorts or Pants (K-6); Khaki Skirts or Khaki Shorts or Navy Pants (7-8)<br>Boys: Shorts or Pants: Navy (K-6); Khaki (7-8)<br>Belts Required for Boys in grades 7-8: Brown or Black<br>Shorts & Skirts may not be shorter than 2 inch above knee*.<br>*3 violations for length will result in mandating wearing uniform pants |

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| | for the remainder of the year. |
| **Under Skirts** | Girls must wear full length tights or leggings under skirts or jumpers year round - black or navy |
| **Socks & Shoes** | Socks - White or Navy - logos okay<br>Shoes - closed toed and with full backs (not back straps, or clog style, no crocs)<br>Shoes with laces must be tied<br>Tennis shoes are to be worn on PE days<br>Additional discretion may be applied to footwear to ensure the safety of all students |
| **Make-Up, Jewelry, Hair** | No make up<br>Hair must be of natural color<br>Hair should be clean and combed/brushed<br>Religious jewelry and modest nail color allowed<br>Smart watches are not permitted to be worn during the school day |
| **Sports & Extra-curricular Apparel** | Students may wear the official CTK t-shirt or crew sweatshirt (no hoodies) from their school sponsored sports team or other extracurricular activity *only* on an in-season game day or otherwise approved day. If the shirt is sleeveless, a white t-shirt should be worn underneath. School activity apparel or spiritwear is not an approved part of the standard school uniform |
| **Non Uniform Days** | Non-uniform clothes should be modest and in good condition.<br>Unacceptable items include: short shorts/skirts, tight shorts, un-hemmed shorts, tank tops, sleeveless shirts, bare midriffs, halter tops, t-shirts with inappropriate messages, and clothes with holes, rips, or tears. |

Dress Code Violations

- First Offense: A written violation notice will be given - to be signed by the student's parent and returned the next day. Students may be expected to change into spare clothes kept in the office and/or have a parent bring alternative clothes to change.
- Second Offense – A second written violation will be given - to be signed by the student's parent and returned the next day. Students may be expected to change into spare clothes kept in the office and/or have a parent bring alternative clothes to change.
- Third Offense – A detention will be assigned. Students may be expected to change into spare clothes kept in the office and/or have a parent bring alternative clothes to change. If it is a skirt length violation, pants will be required to be worn instead of a skirt for the remainder of the school year.
- Fourth and subsequent offense - A detention will be assigned. The student will forfeit their right to participate in non-uniform days for the remainder of the school year. Students may be

expected to change into spare clothes kept in the office and/or have a parent bring alternative clothes to change. The student will also face consequences for insubordination.

**Uniform Dress Code**

All students are expected to wear the full, appropriate uniform each day and maintain it throughout the entire school day. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, blankets, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Skirts are not to be rolled.
- No make-up is allowed.
- Scout uniforms may be worn on the day of a scout meeting.

**Non-Uniform Days**

Non-uniform days may be allowed at the discretion of the principal. Non-uniform clothes should always be in good condition and appropriate. Unacceptable are short shorts, skin-tight shorts, un-hemmed shorts, tank tops, sleeveless shirts, midriffs, halters, t-shirts with inappropriate messages, and anything that offends modesty or good taste. No jeans with holes, rips, or tears. If a student is out of uniform when they are supposed to be in uniform, or if they repeatedly violate the uniform dress code, they are subject to being in uniform during the next out-of-uniform day.

**Video and Audio Monitoring Systems**

Video monitoring may be in use on campus and in certain public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

# *EXTRACURRICULAR & ATHLETIC ACTIVITIES*

**Activities Code of Conduct**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

**Athletic Programs**

Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the pastor and local school board as well as to the general administrative responsibilities of the principal of the school. Further, school-sponsored athletic programs shall be guided by the general

curriculum goals of the school and should in no way detract from the academic and religious goals of the school.

**Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within one year of participation. The preferred certificate of physical fitness is the IHSA's or IESA's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent or guardian.
3. Proof the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the school's policies and procedures on student athletic concussions and head injuries.

**Academic Eligibility**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association or Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA or IESA and this Code, the most stringent rule will be enforced.

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches. To be eligible to participate in extracurricular and athletic activities, a student must not drop below a "C-" in 2 classes, have one failing grade, or more than 1 missing assignment in any given class when eligibility is checked at noon on the last day of the week in which school is in session. A student must not have any major incidents of inappropriate conduct as determined by the School Principal. If a student does not maintain such grade and conduct level, he or she shall be ineligible to practice or participate in a particular extracurricular activity. Notification of ineligibility will be sent to the student's parents and coaches on Friday or the first day of the school week. The student will be ineligible from Monday through Sunday. The student shall be prohibited from practicing or participating in the particular extracurricular activity during the week of ineligibility.

**Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

**Athletic Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

**The student shall not:**

1. Violate the school rules and policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Violating the Code of Conduct**

If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

a. Sanctions for violations other than those related to drugs and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
   - A specified period of time or percentage of performances, activities or competitions;

- The remainder of the season or for the next season; or
- The remainder of the student's school career.

b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia, or any other illegal substance, will be based on the following:

**First Violation**

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

**Second Violation**

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

**Third Violation**

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee. All students remain subject to all the school's policies and the school's Student and Parent Handbook.

**Modification of Athletic or Team Uniform**

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

**School Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent or guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

**Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association or Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. Students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, signing the post-concussion consent form and the school's return-to-play and return-to-learn protocols. The school has a principal-appointed or approved concussion oversight team composed of at least one person who is not a coach, and administration or their designee must supervise the individual appointed to implement the return-to-play return-to-learn protocol.

# *FINANCIAL MATTERS*

## Tuition and Fees

**Family Registration Fee**

The Family Registration Fee comes directly to Christ the King School. This fee is non refundable.

**Payment**

Tuition payments shall be made through FACTS.

In order for eighth graders to receive a graduation diploma, all financial obligations to the school must be current. Tuition and fees are nonrefundable and are set by the finance council for an entire academic year of learning. If a student withdraws from school voluntarily, tuition will not be refunded. Only in extenuating circumstances at the discretion of the pastor and principal will consideration be made for a tuition refund, or if a family transfers to an out of state school prior to the end of the academic year.

**Service Requirement**

Parents are required to give twenty hours of service to the school or parish during each school year. These hours must be completed between May 1, 2026 and April 30, 2027. The sheets listing the hours of service must be turned into the school office by May 1. Once the required twenty hours have been reached, you do not need to keep track of the additional hours nor turn them in. If parents choose not to do all or part of their service requirement, they must reimburse the school $25.00 for each hour of service not completed. Checks can be sent to school at any time and should

be made out to the school. Otherwise, the remaining balance for service hours will be added to the next school year's FACTS payments. If you are an eighth grade parent and this is your last child in our school, service hours and/or the required payment must be completed by April 1, 2027. If this obligation has not been resolved after meeting with the principal, the eighth grade diploma may not be issued.

**Tuition**

**K-8 Non-Parishioner Tuition:** There is a $200 Registration Fee per family per year that is non-refundable. Students who are not parishioners of Christ the King pay the same tuition, fees, service hour requirement, and raffle ticket requirement as students who are parishioners. Additionally, there is a $1500 surcharge per family. This surcharge is billed to parishes *without* schools so long as the family is an active parishioner. Families belonging to parishes *with* schools that are not Christ the King OR that are of other faith traditions will have the surcharge automatically added to their tuition bill.

| NUMBER OF CHILDREN | Base Rate of Tuition | Practicing Parishioner Tuition rate | Family Registration Fee | SERVICE HOUR REQUIREMENT (Per Family) | RAFFLE TICKET SALE REQUIREMENT (Per Family) |
|---|---|---|---|---|---|
| 1 Child K-8 | $6540 | $5040 | $200 | 20 hours **or** $500 | 16 tickets sold **or** $400 |
| 2 Children K-8 | $9200 | $7700 | $200 | 20 hours **or** $500 | 16 tickets sold **or** $400 |
| 3+ Children K-8 | $11440 | $9940 | $200 | 20 hours **or** $500 | 16 tickets sold **or** $400 |

The parish subsidizes the difference between the cost of educating each child and the tuition collected from each family. Last year, each child in the school was given a parish scholarship to make up the difference. Raffle ticket sales are for preschool-8th grade families. A minimum of 16 tickets are to be sold per family, or $400 per family will be added to the total tuition due.

# *HEALTH & SAFETY*

**Anaphylaxis Prevention**

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the Building Principal.

*Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Accommodation Plan. Students who have a known allergy may carry an auto-injector prescribed for them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, Christ the King Catholic School will follow individual emergency plans, ensure staff members receive appropriate training, and provide annual notice to parents or guardians of all students to make them aware of this policy.*

**Communicable Diseases**

1. The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.
2. Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease.
3. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
4. The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease.
5. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

**Counseling and Guidance**

The school provides a guidance and counseling program for students. Students' needs for support services such as counseling and social work are evaluated when any school staff believes consideration is warranted, such as when there are changes in the student body or stresses within the surrounding community. The school's counselor is available to those students who require additional assistance.

**Diabetes Care for Students**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
c. Sign the Diabetes Care Plan.
d. Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

**Head Lice and Nits**

1. The school will observe the following procedures regarding head lice:
2. Parents are required to notify the school office or nurse if they suspect their child has head lice.
3. Infested students will be sent home following notification of the parent or guardian.
4. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
5. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school office staff or building principal and the child is determined to be free of the head lice and eggs (nits).

**Illness or Injury**

Students should stay home from school if they are experiencing the following symptoms:

- Fever of 100.4 or above
- Vomiting
- Diarrhea

Students need to be 24 hours fever free without the use of fever reducing medication and/or 24 hours without vomiting and/or diarrhea. If a student has been diagnosed by a physician with a

viral or bacterial illness, they should stay home until advised it is safe to return to school and with a doctor's note.

**Immunization and Health, Eye, and Dental Examinations**

**Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

**Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, empowers the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

**Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

**Exemptions**

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection;

- Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

**Insurance**

It is required that schools offer a student accident insurance plan. The school shall make certain that the parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

**Medication for Students**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

**Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.
The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

**Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. A parent or guardian or other designated caregiver is allowed to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. A school administrator may administer the product, and a student who is a registered qualifying patient may self-administer the product under the supervision of a school administrator, subject to the restrictions outlined in 105 ILCS 5/22-33. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

**Non-Prescription Medication**

Non-prescription medication will not be dispensed in our school. Christ the King School does not allow the administration of undesignated epinephrine injectors, opioid antagonist, asthma inhaler or Glucagon. The non-prescription medication includes aspirin, Tylenol, antacids, antihistamines, and any other medication. Topical application of alcohol, peroxide, calamine lotion, or any other medication may be used. If injury occurs, we will use soap and water and inform the parent if the child needs further treatment or needs to be sent home. If a child needs medication, their parent(s) will be called and they assume the responsibility to bring the child medication or take the child home.

**Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

**Pregnancy**

Christ the King Catholic School affirms the moral teaching of the Catholic Church including the teaching of holiness and giftedness of life. The school equally asserts the values of forgiveness and compassion. Believing that the truly Christian response to an adolescent boy or girl facing adult situations and decisions is focused on the person, the administration will deal with each boy or girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parents, the principal, and the pastor, to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being.

**Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent or guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

**Toxic Art Supplies and Required Eye Protection**

Toxic art supplies are not used in grades K-6. Art supplies containing toxic substances are not used in grades 7 through 12 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials.

# *MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS*

**All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies.*

**Acceptable Use of the School's Electronic Networks**

All use of the school's *electronic networks* shall be consistent with the school's mission and the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* includes all the school's technology resources, including, but not limited to:

1. The school's local-area and wide-area networks, including wireless networks (Wi-Fi), school-provided Wi-Fi hotspots, and any school servers or other networking infrastructure;
2. Access to the internet or other online resources via the school's networking infrastructure or to any school-issued online account from any computer or device, regardless of location;
3. School-owned and school-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use**

Access to the school's electronic networks must be: (a) for the purpose of education or research, and be consistent with the school's educational objectives, or (b) for legitimate business use.

**Privileges**

Use of the school's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use

The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by school or diocesan policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without his or her consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

**Network Etiquette**

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

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that the school's electronic networks are not private. People who operate school technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the networks in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via electronic networks to be private property.

**No Warranties**

The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification**

By using the school's electronic networks, the user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

**Security**

Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**Vandalism**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

**Telephone Charges**

The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules**

Copyright law and school policy prohibit the re-publishing of text or graphics found on the internet or on school websites or file servers or cloud storage without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent or guardian and student.

**Use of Email**

The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

a. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the school's internet gateway carry with them an identification of the user's internet *domain*. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
d. Any message received from an unknown sender via the internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
e. Use of the school's email system constitutes consent to these regulations.

**Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using school internet access to ensure that the students abide by the *Terms and Conditions* for internet access contained in these procedures.

Each school computer with internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the principal or designee.

The system administrator and Building Principal shall monitor student internet access. *Please keep in mind that it is impossible for school staff to maintain ubiquity in monitoring a student's use of electronics, including the content a student may access.* As digital citizens, students are responsible for their own actions at all times. The school responds to incidents as we become aware of them; however, we cannot offer perfect and complete supervision in this area, despite our consistent and conscientious vigilance.

Parents should speak with their son or daughter about appropriate conduct regarding the use of electronics and instruct him or her to inform a staff member if another student is using electronics

inappropriately or sharing material that is impure, inappropriate, or makes the student or others uncomfortable. Parents are solely responsible for monitoring their student's activity on social media platforms and should therefore maintain constant vigilance in reviewing what their child is posting online to avoid violation of school policies and/or state and federal laws, along with the possible disciplinary and legal consequences.

**Access to Student Social Networking Passwords and Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

**Student Photographs and Names**

Student photographs and names will be used by the school in the paper, on the internet, or where appropriate unless a written objection is received from the parent or legal guardian.

**Student Use of Cell Phones and Other Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watch, audio or video recording device, personal digital assistant (PDA), iPod©, iPad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and in backpacks in their lockers: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's accommodation plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school is not responsible for the loss, theft or damage to any electronic device brought to school. Students in violation of this policy are subject to the following consequences:

1. First Offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second Offense – The device will be confiscated. A detention will be assigned. The student's parent or guardian will be notified and required to pick up the device in the school office.

3. Third Offense – The device will be confiscated. A detention will be assigned. The student's parent or guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

## Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities
- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

# *PARENT COMMUNICATIONS & INFORMATION*

**Change of Address and Communication Records for the School**

It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. Please notify the school immediately of any such changes. The school must also have on file court papers of divorce decrees, custody decrees, and restraining orders to use as guidelines for communications between the school and the home. The principal should be notified when parents are divorcing or separating. Office forms can then be changed with new addresses and phone numbers for both parents. This may also enable the faculty and staff to better meet the student's needs at this transitional time.

**Communications**

Open communication between home and school is essential for a child's school success. Classroom teachers communicate through classroom newsletters, electronic messaging through the school database, emails and phone calls to parents. Administration and faculty will also contact you with questions and concerns. Please feel free to call upon your child's teachers using emails, or phone calls whenever you have any question or concern. Whenever a problem concerning your child arises, the first person to be contacted is the classroom teacher. If you need to speak with a teacher, please call ahead for an appointment so that you will know when the teacher will be available. Teachers are preparing for their day in the morning and often have meetings and scheduled appointments after school, so they cannot always be available on a "walk in" basis. After meeting with the teacher, if the difficulty persists or cannot be handled at this level, it should be presented to the principal. If the problem is still not resolved, contact the pastor. The school will strive to obtain information from all perspectives of disciplinary situations before determinations are made. In instances where conflicting versions of information arise, the adult's version will be taken as normative.

The administration will also keep parents informed of school news through a frequent newsletter that is sent home and in the Church bulletin during the school year. The newsletter and other flyers with pertinent information will be emailed to parents, or hard copies will be sent home with the youngest child in the family upon request. Additionally, the school "News You Can Use" is sent weekly via email.

At Christ the King Catholic School, the norms for communications are based on decorum and the Golden Rule. This is the frame for the messages we send out to our school families. We therefore aim to be honest and direct but consistently respectful, professional, and constructive in our messages to parents and guardians. For this reason, we also insist that messages sent to faculty and staff are likewise courteous, kind, and helpful. These norms are not only in keeping with our Christian character, but also are the basis for all effective communications since most problems do not get better through an adversarial approach.

**Parent Organizations**

All Christ the King parents are members of the Parent Teacher Organization (PTO). Its purpose is to foster a sense of community and fellowship between students and faculty, to enhance the school and its programs, to serve as a forum for communication between home and school, and to serve as an advisor to the school principal on issues related to its purpose.

## Policy Making

The policies of the administration and educational mission of Christ the King Catholic School are enacted and thereby formalized by the Pastor. The School Advisory Council is advised of the formation of such policies by the Principal, the Pastor, or other members of the council. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

## Responsibilities of School, Parents, and Students

Christ the King Catholic School commits itself to a number of responsibilities in the service of our families and students. We require that families and students likewise meet their responsibilities so that the vital process of teaching and learning can be conducted in a safe, healthy, and salutary environment for all.

## School Responsibilities

When enrolling your child in a Catholic school, the school accepts certain important responsibilities, including the following:

1. To have children receive an academically sound education in a Catholic environment
2. To communicate with parents and to have requests for meetings answered in a timely manner
3. To have students supervised in a safe and appropriate manner
4. To nurture the spiritual growth of students through Catholic traditions and rituals
5. To develop the social and emotional growth of students through various activities and opportunities

## Parent Responsibilities

When enrolling your child in a Catholic school, you agree to certain important responsibilities, including these:

1. To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services whenever possible.
2. To be a partner with the school in the education of your child
3. To consistently treat all school personnel with respect and courtesy
4. To work with the school in the administration of student discipline
5. To understand and support the religious nature of the school
6. To read all communications (newsletters, daily and weekly folders, planners, etc.) from the school and request clarification, when necessary
7. To know who your child's teachers are and to observe mandatory parent-teacher conference dates and any special requests for meetings
8. To discuss concerns and problems with the person(s) most directly involved before appealing to higher authorities; contact with teachers should be during school hours and not at home on teachers' personal time. However, if a parent who intends to speak first with a teacher about an issue finds that he or she is rather upset or agitated when they are preparing to establish contact, they should seek the assistance of the school administration for making a first inquiry. It is important that all communications in these matters be respectful, charitable, and fair as parents check their understanding, bearing in mind that a child's account of an event may not be either fully complete or wholly accurate
9. To be as actively involved as is feasible in the life of the school and to volunteer assistance when possible.
10. To promote Christ the King Catholic School and to speak well of it to others
11. To meet financial obligations in a timely manner
12. To support the fundraising efforts of the school when possible
13. To appreciate that Catholic education is a privilege that many persons do not have

**Student Responsibilities**

When enrolled in a Catholic school, students accept certain important responsibilities, including the following:

1. To abide by all school rules and guidelines
2. To keep the lines of communication open with one's parents, teachers, and other school personnel
3. To take responsibility for personal spiritual growth by participating in Christian traditions and rituals
4. To conduct oneself with dignity and to always show respect for all school personnel and students.

**Parish Advisory Council on Education**

This council has been established to promote the participation of members of Christ the King Parish and School in the educational mission of the Church, to advise the pastor, and to recommend to him policies on educational matters to ensure the mission, quality, and stability of Catholic education in the parish.

**School Visitation Rights**

The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

**Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents or guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges

- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

**Faith's Law Notification**

*Employee Conduct Standards*

Schools are required to include in their student handbook the school's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.

Christ the King School located in the Diocese of Springfield in Illinois will conduct business honestly and ethically at all times. We strive to improve the quality of our services provided to parishioners, students, and the greater community of the diocese and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound moral and ethical judgment that

reflect our faith and the teachings of the Catholic Church in conducting business. Our employees are expected to adhere to high standards of business and personal integrity as a representation of our parish and diocesan business practices, always consistent with their duty of loyalty to Christ the King School and to the Diocese of Springfield in Illinois.

Every employee of the Diocese and diocesan agencies shall act in an honest and forthright manner in all workplace concerns; treat co-workers, supervisors, volunteers, parishioners, students, and visitors with respect; and conduct themselves in a moral and ethical manner consistent with Catholic principles. Every employee, as a representative of the Catholic Church to the faithful and to the outside world, has a ministerial calling. For this reason, every position has a ministerial aspect. Personnel must, therefore, conduct themselves in a way that does not contradict the doctrine and moral teaching of the Catholic Church.

We expect that employees of Christ the King School will not knowingly misrepresent Christ the King School and will not speak on behalf of Christ the King School unless specifically authorized to do so. The confidentiality of proprietary information, and similar confidential and sensitive information (i.e. financial records and reports, or business strategies and plans, development, member, or donor lists) about Christ the King School or operations, or that of Christ the King School or members of Christ the King School, is to be treated with discretion and only disseminated on a need-to-know basis.

Violation of the Code of Professional Conduct can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

To better understand the Standards of Conduct, please refer to the Diocese of Springfield in Illinois §Policy 503: Standards of Conduct Book-II-503.Standards-of-Conduct.pdf (dio.org)

**Sexual Misconduct**

Christ the King School employees must follow the Illinois Code of Ethics for Illinois Educators. This provides a foundation for the responsibilities and commitments of educators within the State of Illinois. The following are the five core principles:

- Responsibility to Students
- Responsibility to Self
- Responsibility to Colleagues and the Profession
- Responsibility to Parents, Families and Communities
- Responsibility to the Illinois State Board of Education

The success of students in school relies on safe learning environments and healthy relationships with school personnel. It is important for staff to maintain a professional relationship with students at all times and to define staff-student boundaries to protect students from sexual misconduct by staff and staff from the appearance of impropriety. As bystanders, educators may have knowledge of concerning behaviors that no one else is aware of, so they need to understand the definition of “sexual misconduct.”

Sexual misconduct means any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee or agent of the Catholic school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:

- A sexual or romantic invitation.
- Dating or soliciting a date.
- Engaging in sexualized or romantic dialog.
- Making sexually suggestive comments that are directed toward or with a student.
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- A sexual, indecent, romantic, or erotic contact with the student.

"Grooming" as now defined in Section 11-25 of the Criminal Code is "when [a person] knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice a child, a child's guardian, or another person believed to be the person to be a child or a child's guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, 'child' means a person under 17 years of age."

All employees at Christ the King School must maintain professional relationships with students at all times and follow the expectations for staff-student boundaries. Employees must also follow the guidelines below:

1. Employees are representatives of the Catholic school at all times and will maintain professional relationships with students at all times, recognizing the age and developmental level of the students served. This includes meeting with a student or contacting a student outside of the employee's professional role.

2. While the Catholic school does not provide transportation on a regular basis, special circumstances (i.e. field trips) create the need for private transportation for students. While it is preferred to utilize volunteer adult chaperones to provide transportation for students, sometimes employees are also needed to provide this service. Employees are to follow the same guidelines as volunteer chaperones when transporting students, and it is recommended that an employee refrains from transporting a single student, and rather has a group of students, unless an emergency arises. In this case, the employee should notify the school office of the transportation needs before leaving.

3. In addition, employees will take particular care in taking or possessing a photo or a video of a student. Parents or guardians should first give permission for photos and videos to be taken by employees of the Catholic school. Photos and videos of students should serve an educational purpose, and the employee should only maintain those photos and videos for as long as the educational purpose requires. Once the purpose is met, the employee should no longer maintain the photos and videos.

All employees will receive required employee training that is related to child abuse and educator ethics that are applicable under State and federal law. Mandated reporters must notify DCFS **immediately** when a mandated reporter has reasonable cause to believe a child is an abused or neglected child under the Abused and Neglected Child Reporting Act (325 ILCS 5/3), including reasonable cause to believe that a child was a victim of grooming as defined by 720 ILCS 5/11-25.

The Catholic school will comply with all sexual misconduct allegation notification requirements under Section 22-85 of the School Code. A violation of the employee code of professional conduct may subject an employee to disciplinary action up to and including dismissal from employment. Failure of an employee to report a violation of the employee code of professional conduct policy by another employee may subject that employee to disciplinary action up to and including dismissal from employment. 105 ILCS 5/22-85.5(f).

If the report of sexual abuse involves Church Personnel as described in BK2§100 *Clerical Sexual Abuse of Minors: Policies for Education, Prevention, Assistance, and Determination of Fitness for Ministry*, the Principal-Minister and/or Teacher-Minister shall also report the incident or suspicion to the Facilitator as described in BK2§107.2 *Reporting Requirements* of the above-mentioned policy.

**Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

**Sexual Abuse Response and Prevention Resource Guide**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

**Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry,https://isp.illinois.gov/MVOAY/Disclaimer
Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

**Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building's main entrance on Barberry Drive and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school

property in accordance with State law. The person may also be subject to being denied admission to

school athletic or extracurricular events for up to one calendar year.

**Volunteers**

Volunteers represent and serve the Church and School. They are therefore expected to always show support for the school and its governing policies. Diocesan policies bind all volunteers with respect to confidentiality. School administration may remove any volunteer who fails to uphold the policies and procedures of the school, including those related to behavior, confidentiality, and attire. All comments and concerns regarding volunteers or volunteering at Christ the King Catholic School should be addressed to the administration.

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building office or principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination (please see Visitor policy).

# ***Student and Family Handbook Acknowledgement and Pledge***

Name of Student: _____

**Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student and Family Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and Diocesan rules, policies, and procedures.

I understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

_____ _____

Student Signature Date

**Parent or Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School/Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

_____ _____

Parent or Guardian Signature Date