

Anything highlighted in yellow are new additions to the Student/Parent Handbook made by Christ the King School.

Language highlighted in gray are new additions required by the Archdiocese of Oklahoma City.

# Christ the King Catholic School

## MISSION STATEMENT

Christ the King Catholic School is committed to upholding Catholic faith and tradition and, in partnership with their families, helping students develop academically for a life of faith, integrity and service.

## MOTTO

WHERE EVERYBODY IS SOMEBODY  
AND ALL LIVE FOR GOD

## CURRICULUM

Religious Education  
Visual Arts  
Computer Education  
Foreign Language  
Geography  
Language Arts  
(English, Reading, Writing, Phonics, Spelling)  
Library  
Liturgy  
Mathematics  
Music/Drama  
Physical Education  
Science  
Social Studies

## **Christ the King Catholic School Standards of Excellence**

The guiding principle governing the conduct of students, parents, and educators of the Christ the King Catholic community is the Greatest Commandment of our Lord: “You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind...and you shall love your neighbor as yourself.”

We, at Christ the King Catholic School, will reflect the teachings and moral standards of the Catholic Church through our actions and words.

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- 1. Courtesy:**  
We display good manners, are polite, and considerate of others.
- 2. Self Discipline:**  
We practice self-control in all situations, especially those areas that cause us problems.
- 3. Responsibility:**  
We are responsible for our actions and make the right choices.
- 4. Honesty:**  
We are truthful and refrain from cheating.
- 5. Integrity:**  
We do what is right, even if others are doing what is wrong.
- 6. Respect for self:**  
We respect ourselves, our bodies, minds, and souls, knowing we are the temple of the Holy Spirit and the creation of God.
- 7. Respect for others:**  
We respect others. We refrain from harming others in a physical manner, bullying others, criticizing or “putting down” others. We show respect to teachers and adults.
- 8. Respect for property:**  
We take care of school property and refrain from destructive behavior. We refrain from taking the property of others.
- 9. Education:**  
We focus on our academic best to pay attention, cooperate, and learn.
- 10. Help others:**  
We reach out to help others in need.

# **1 INTRODUCTION**

## **1.1 WELCOME**

Christ the King Catholic School -- your school -- welcomes you and your child. The Parent - Student Handbook has been prepared to serve as a guide and as a reference for information pertaining to student programs and activities.

You are joining with the total parish community in ensuring that Christ the King Catholic School continues to be Catholic, excellent and vital. By enrolling your child in this school, you are subscribing to the philosophy and agreeing to abide by the educational policies and regulations of the school and the Archdiocese of Oklahoma City. Everyone at CKCS must earnestly desire to make it a community of faith which is indeed "living, conscious, and active."

We expect parents to fully support and uphold the authority of the parish - school staff, and to become actively involved in the school and Church in order to reinforce the values and attitudes for living a genuine Christian life. It is our desire that Christ the King Catholic School become a true community of faith in which the formational efforts of Catholic families are complemented, reinforced, and extended.

## **1.2 MISSION INTEGRITY**

Christ the King School welcomes students of all faith backgrounds. Christ the King School takes seriously its responsibility to teach Catholic faith and morals in all fullness. Therefore, Christ the King School promotes and fosters the teaching and values of the Catholic Church as professed by the Magisterium of the Catholic Church and articulated in the Catechism of the Catholic Church, including teaching documents and guiding principles issued by the local ordinary. Catechism of the Catholic Church ([usccb.org](http://usccb.org)).

At times, parents, guardians, and students whose religious beliefs and practices run counter to Church teaching may experience possible conflicts, as Christ the King School maintains mission integrity. Sincere questions seeking deeper understanding of the Catholic faith in practice are welcome. Should a parent or student intentionally and knowingly choose not to adhere to these policies for any reason, including disagreement with Catholic faith and morals, they are effectively choosing not to fully embrace the promised school learning environment offered for all students and by that choice, freely made, they are choosing not to remain a part of the school community. School administration will respect that decision and act accordingly by withdrawing them from the school or decline to approve them for admission.

### **1.3 PHILOSOPHY**

Christ the King Catholic School exists primarily to participate in the educational mission of the Catholic Church and to respond to the mandate from Jesus Christ to teach all nations. The faculty forms a partnership with parents who are the first and foremost educators of their children.

Christ the King Catholic School is uniquely qualified to affect the lives of the young by:

- Integrating the Gospel message with all areas of knowledge;
- Striving to form a community of faith;
- Calling forth great personal commitment from all in the school community
- Faculty, students, parents, parishioners, and making prayer and liturgical celebration a regular part of schooling.

### **1.4 GOALS**

Christ the King School goals are:

- To teach the Catholic faith;
- To build a harmonious community;
- To serve the community in a Christian manner; and
- To prepare our students for the 21st century.

### **1.5 OBJECTIVES**

In order to meet the stated goals, Christ the King Catholic School will implement the following:

- Teach Catholic principles, provide opportunities for service and integrate Christian values in all appropriate areas of the curriculum;
- Offer experiences in Christian living and opportunities for personal commitment through the liturgy, sacramental life, prayer, guidance and example;
- Direct students to the deepening of their Catholic faith;
- Develop within the students a respect for the dignity of others;
- Expose students to values which teach moral behavior and the decision-making process based on Catholic beliefs;
- Encourage students' respect and understanding for people of all races, creeds, socioeconomic status, and cultural backgrounds;
- Guide students to accept responsibility for developing good habits of physical and mental health;
- Develop active parental and community involvement;
- Develop our students to be productive members of a global society who support the principles of American Democracy;
- Educate our students in preparation for success at the secondary level and for lifelong learning.

Christ the King Catholic School stands as a most powerful, visible sign of the future life and capability of our Catholic faith in general and our parish in particular.

## **1.6 NON-DISCRIMINATION POLICY and RESERVED RIGHTS**

Christ the King Catholic School admits and does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of our educational and admissions policies, scholarship programs, athletic and other school-administered programs, or access to all rights, privileges, programs and activities generally accorded or made available to students at our school. Our school reserves the rights and protections granted to it in the areas of admissions and educational policies, scholarship and loan programs, athletic and other school-administered programs, employment practices, and other areas of operations by applicable laws and constitutional provisions to act in furtherance of its religious identity and objectives. Students are expected to treat each member of our school community with respect, including, but not limited to, showing respect for their cultural, ethnic, and religious heritage. Any student who degrades, harasses, or insults another with ethnic, sexual or religious slurs, intimidation, gestures, language or comments will face appropriate consequences.

## **1.7 SCHOOL ADVISORY COUNCIL**

The School Advisory Council is responsible for approving school budgets and making recommendations to the Pastor and Principal concerning school policy. The members of the Council concentrate their efforts in six areas—budget and finance, curriculum, policy formulation and evaluation, communications, long range planning and selection and evaluation of the Principal. Council meetings are held the third Wednesday of each month and are open to the school community.

## **1.8 ACCREDITATION**

Christ the King Catholic School is a parochial school in the Archdiocese of Oklahoma City. It is accredited by the Oklahoma Conference of Catholic Schools Accrediting Association (O.C.C.S.A.A.) and the Oklahoma State Department of Education.

O.C.C.S.A.A. accreditation is recognized by the State of Oklahoma. In obtaining this special accreditation, we have exceeded the standards of the state. We are being recognized for our efforts to go above and beyond what is simply required and create a higher set of standards for our students within the Catholic schools of the Oklahoma City Archdiocese.

## **2 STUDENT ADMISSIONS**

### **2.1 APPLICATION FEE**

There is a non-refundable fee of \$25.00 for all students making application to Christ the King School. Students who are placed on a waiting list will be notified when there are available openings. The waiting list is updated on a regular basis. If a space is available and a family decides not to accept it, they will need to request to be kept on the list.

### **2.2 ADMISSION REQUIREMENTS**

It is the policy of the Catholic School Department of the Archdiocese of Oklahoma City to abide by the requirements established by the Board of Education of the State of Oklahoma.

#### **2.21 Age Requirements:** A birth certificate must be furnished for all students.

Preschool- A child must be at least 3-years old on or before September 1 and be completely potty-trained for placement in the 3-year old class. If the class is not full, consideration will be given to those turning 3-years old by the beginning of October.

All-Day Preschool – A child must be 4-years old on or before September 1 for placement in the all-day preschool class.

Kindergarten - A child must be 5-years old on or before September 1. The child must demonstrate appropriate developmental range as indicated by the Gesell Developmental Observation test administered during Kindergarten registration.

Grades 2-8 - A child will be placed in a grade according to the information from the last school he/she attended and based on pre-admission placement testing. If placement testing indicates that the student is not ready for the grade requested, placement into a lower grade is not guaranteed and contingent on space in that grade. Transfer documents or some other appropriate notification from the school previously attended and proof of grade must be furnished at the time of enrollment. Grade cards, check-out and withdrawal forms will usually satisfy the proof of grade requirement.

#### **2.22 Academic Requirements:**

At the time of registration, all new students seeking admission to Christ the King Catholic school are evaluated on the basis of current standardized

tests, grade-equivalent admissions tests and report cards. Requirements include the following:

- Verification of active parish affiliation (Catholic applicants only)
- Health records
- State Department of Health Birth Certificate (copy)
- Sacramental records-Baptism and Eucharist as appropriate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of Individual Educational Plan (IEP)

The above records will be reviewed to determine whether the program at Christ the King will meet the educational needs of the students. An interview with the student and parent is part of the admissions process.

All new students are accepted on a probationary status. This period is normally during the first quarter of school though the administration reserves the right to determine if more/less time is needed. If, during this period, the student is not successful and/or does not adjust well to the academic or social expectations, an alternative placement at another school will be required. Any medications/clinical testing reports must be disclosed.

#### **2.23 Academic Needs**

Christ the King Catholic School does not have a designated Special Education program. Students seeking admission to the school with Rehabilitation Act Section 504 documentation, IEP documentation, long term medical/health/behavioral documentation, or requests for special student accommodations that significantly alter the regular classroom process may undergo an application review with the assistance of the Office of Catholic Education of the Archdiocese of Oklahoma City. Relevant educational reports or records of diagnosis, where applicable, must be provided upon request. Student service plans cannot contain accommodations or modifications that are in opposition of Church teaching.

#### **2.24 Student Assistance Program**

Parents are an integral part of the Student Assistance Process at Christ the King Catholic School.

#### **2.25 Immunization Requirements**

Oklahoma state law requires parents/guardians to present proof of immunization for diphtheria, pertussis, mumps, tetanus, rubella, rubella, poliomyelitis and hepatitis A & B before a student is admitted or enrolled in any Oklahoma school. Students advancing, entering, or transferring into 7<sup>th</sup> grade will need proof of an adolescent whooping cough booster immunization

called “Tdap” to begin school. For more information, see the State Department of Health website at <http://imm.health.ok.gov>

A record provided by a licensed physician or public health authority must be presented that clearly indicates:

- Immunizations received;
- Dates they were administered.
- Signature or stamp of the physician or public health clinic that administered the immunizations or interpreted the child's immunization history.

### 2.26 Vision Screening:

Parents must submit records of:

- Vision screening for new incoming first and third graders. This must be provided within thirty days of the beginning of the school year.
- Vision screening for kindergarten students may be done during the school year.
- Students failing the vision screening will be referred for a comprehensive eye exam by an ophthalmologist or optometrist.
- A report of the eye exam will be forwarded to the student’s parents or guardian, school, and primary health care provider and shall include recommended educational adjustments.

## 2.3 ENTRANCE PRIORITIES

The following are guidelines for new admissions to Christ the King School based on available space within a classroom:

- \*1. Active parishioners with children currently enrolled in Christ the King School
- \*2. Active parishioners with school age children not presently enrolled in Christ the King School provided they have been on the waiting list prior to pre-registration.
3. Catholic families transferring into Christ the King parish with children presently enrolled in a Catholic school.
4. Non-parishioner from neighboring or other parish in the Oklahoma City Metropolitan Area with students currently enrolled at Christ the King.
5. Non-parishioner from neighboring or other parish in the Oklahoma City Metropolitan Area.
6. Non-Catholic family with students currently enrolled at Christ the King.
7. Other non-Catholic families.

\* In order to be given “active parishioner” status regarding tuition at Christ the King School, parents are required to be registered and practicing their faith here at Christ the King Parish for a minimum period of three months. "Practicing their faith" means simply that they are



baptized, confirmed, and married in accordance with the sacramental customs of the Roman Catholic Church; that they are committed stewards of time, talent, and treasure in their relationship to the Parish, the Archdiocese, and the Universal Church; that they participate in Sunday Eucharist and that they contribute to the church as designated in the tuition policy which is stated on the Pre-Enrollment form. All parishioners are required to complete a Parish Participation Form. Final determination will be made by the administration in coordination with the Pastor.

## **2.4 FINANCIAL OBLIGATIONS**

### **2.41 Registration**

A non-refundable registration fee of \$225.00 is due for each student at pre-registration time. This fee holds your child's enrollment for the coming year. All accounts must be current in order to register. **A \$50 late fee will apply after the close of pre-registration.**

### **2.42 Tuition**

Tuition is handled through FACTS tuition management program. Families must set up an account via the school website(ckschool.com) A late charge of **\$25** will be assessed if payment is not received by your selected time.

### **2.43 Outstanding Obligations**

Records, including report cards, will be withheld until payment is received from students with outstanding fees. Financial arrangements must be made with the pastor or the principal (in writing) for late tuition payments (3 months overdue, an immediate student suspension may result. All payments and fees must be current at the end of each quarter or report cards will be held and Ren-Web access denied. Pre-registration for the coming year will not be accepted until payments are made.t

## **3 STUDENT WITHDRAWAL FROM SCHOOL**

When withdrawing a student from the school you should notify the school office in ample time of departure. A written notification is needed for school records. Parents need to sign a records release form in order to release proper records from Christ the King School to the transfer school. The transfer school must request these records. Records are not transferred if monies are owed to the school. **The withdrawal agreement that parents sign during the pre-enrollment process provides that a portion of the tuition must be paid depending on the date on which the cancellation notification is received.**

Possible letters of recommendation or other forms will only be provided by administration for students wishing to transfer to another school with the exception of graduating eighth graders, or those moving out of the area.

## 4 UNIFORM POLICY

Uniforms are a tradition at Christ the King Catholic School with the exception of our three-year old part-time preschool students, who are not required to wear uniforms due to the short time they are here. The purpose is to maintain unity and pride in appearance while focusing on Catholic teachings and academics. In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students, staff and faculty must follow the dress code expectation of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times.

Uniforms are to be purchased at Land's End or Dennis Uniforms. All clothing must either have the CK logo or no logo. **No clothing with brand names or logos may be worn with the uniform. This does not include shoes.** The uniform should be clean with all buttons attached, hem intact, and be free of rips or holes. Faded or heavily soiled garments should not be worn. Periodic checks both announced and unannounced will be conducted. The uniform policy is as follows:

### 4.1 ALL STUDENTS (PK to 8)

#### 4.11 Pants: (PRE-K – 5 Navy Blue) (6 – 8 Khaki or Navy Blue)

- Are to be cotton or cotton blend with no contrasting stitching or colors.
- May have two side pockets and two back pockets only. Pant top will be located at the waist. Baggy, extremely tight, hip huggers, cargo pants/shorts, knit, nylon, or spandex pants, bell-bottoms, and pants with slits are not allowed.
- PRE-K to 5<sup>th</sup> grade students may wear pants with elastic waist; however, pants must adhere to the above traditional style.

#### 4.12 Shirts, Sweaters, and Jackets:

Please note: (Except for Preschool, all shirts must be long enough to be kept tucked in at all times, and not be inappropriately tight. The following are acceptable:

- (PK-8) White oxford cloth shirt with a button-down collar.
- (K-8) White, navy or maroon knit polo-style shirt (A solid white short-sleeved t-shirt can be worn under the regular uniform clothes for warmth. Printing on the t-shirt is not allowed.). Maroon and navy knit shirts must have school logo. (The maroon, navy or white shirts with logo must be purchased through Land's End or Dennis Uniform.)
- Dry-fit shirts may be worn.
- White turtlenecks.
- White, navy, or maroon cardigan sweaters may be worn over shirts or jumpers. (No oversized sweaters allowed)
- Navy pullover vests with the CK logo are allowed.
- Christ the King sweatshirts and 3 quarter zip-up shirts may be worn over the

uniform shirt after Fall Break. In the event of unseasonal weather the administration may adjust the start date. An end date for wearing sweatshirts and 3 quarter zip-up shirts will be determined by administration.

These items include:

- \* navy zippered and hooded sweatshirts with logo (Purchase through CK PTO)
- \* CK maroon, gray or navy hooded sweatshirts (Purchase through CK PTO)
- \* CK navy, gray, maroon crew sweatshirts with logo (Purchase through CK PTO)
- \* 3 quarter zip-up pullover with Logo (Purchase at Land's End)
- \* 3 quarter zip-up pullover sweatshirt (Purchase at Dennis)

(These items are always permissible as jackets for outside wear.) It is the only type of jacket approved for wearing indoors and in church.

\*\* Faculty and Administration reserve the right to ask a student to remove a sweatshirt or 3 quarter zip-up shirt if the article of clothing is causing disruption in the learning environment.

#### **4.13 Shorts: (PK – 5<sup>th</sup> grade Navy Blue) (6 – 8 Khaki or Navy Blue)**

-PLEASE DRESS YOUR CHILD APPROPRIATELY FOR THE WEATHER. Outdoor recess will be held in all weather conditions, except for dangerous temperatures or extremely wet conditions. Students will not be allowed to stay inside because they are not dressed appropriately.

- Cotton or cotton blend walking shorts with no contrasting stitching or colors and which touch no more than 3” above the top of the knee.
- May have two side pockets and two back pockets only. No cargo-style allowed.
- PRE-K to 5<sup>th</sup> grade students may wear shorts with elastic waist; however, pants must adhere to the above traditional style.
- Boys’ underwear or compression shorts should not be visible below the hem of the shorts.

#### **4.14 Belts:**

- Belts ARE mandatory. A solid black, brown, or navy belt must be worn.
- No design is allowed on the belt or on the buckle.

#### **4.15 Socks:**

- Solid white, black or navy socks.
- A small, single logo without writing is permissible on socks.
- Socks must be visible at all times.

#### **4.16 Shoes:**

- Black, brown or navy leather shoes. No boots are allowed.

- Sport shoes or tennis shoes are encouraged for daily wear and are required for PE class.
- “Toms” or topsiders are allowed if they are a solid color.
- “Vibram five-finger (toe)” shoes and Crocs are NOT permitted.
- All shoes must be non-marking and may not have permanent or removable wheels affixed to the bottom, such as roller shoes. Shoes that light up are not allowed.
- No open toed or open heeled shoes of any type are allowed.
- Shoelaces must be a solid color and correspond to the color of the shoe or else be white and must be tied.
- Boots are not allowed except on spirit or jeans days.

## 4.2.1 GIRLS

### 4.21 Additional uniform components for girls pre-k to 5<sup>th</sup> grade

- Plaid jumper, plaid skort, or navy skort (must touch no more than 3” above top of knee) as designated at Land’s End or Dennis Uniforms.
- Shorts must be worn under the jumper.
- Blouse worn with jumper must be plain white broadcloth or knit with a collar.
- Blouse may not have ruffles, contrasting stitching, or designs.
- Plain navy blue, black or white tights may be worn with the jumper.
- Solid navy blue or black leggings are allowed to be worn under jumper or skort and must be worn if the length of jumper or skort is not **uniform length appropriate. Leggings must continue to be worn until proper uniform length jumper/skort is produced.**

### 4.22 Additional uniform components for girls grades 6 to 8

- Navy blue, khaki or plaid skirt or skort designated at Dennis Uniforms or Land’s End
- Skirt hem must not be shorter than 3” above the top of the knee.
- Blouse, see paragraph 4.12.
- Shorts must be worn under the skirt.
- Plain navy, black, or white tights may be worn or cotton navy blue or black leggings are allowed with the **uniform length skirt** and must be worn with skirts and skorts if the length of skirt/skort is not **appropriate uniform length. Leggings must continue to be worn until proper uniform length skirt/skort is produced.**

## 4.3 PERSONAL APPEARANCE AND HAIRSTYLES

- Girls may only wear navy blue, white, maroon, gold, or uniform plaid hair accessories.
- No make-up or fake fingernails can be worn in Kindergarten through fifth grade. Grade 6 – 8 girls may not wear excessive make-up. Bringing make-up to school is not allowed.

- Extreme hairstyles and extreme hair coloring are not permitted. Natural human color allowed. Hair should always be out of the face. For boys, EYES and ears (bottom of ear lobe) need to be visible; hair should be tidy and not be longer than the bottom of shirt collar. For girls, eyes need to be visible at all times. If hair proves to be a distraction for learning, administration reserves the right to address the matter with student and family. Consequences may include loss of out-of-uniform privileges.
- Facial hair is not permitted.
- No tattoos of any kind (permanent or temporary). Writing on skin or on clothing is not permitted and would be considered a dress code violation.
- A chain with a single medal, charm or pendant and small rings and bracelets are the only acceptable jewelry. Girls may wear one pair of small earrings (should not extend beyond earlobe).
- NO Smartwatches allowed. The exception to this rule is if a smartwatch is needed for medical purposes. In this case, documentation must be provided by a medical professional.

#### **Preschool Dress Code:**

**Clothing** -This should be comfortable and washable. Students need to be able to easily unfasten/refasten when using the toilet. PLEASE LABEL EVERYTHING. You may wish to send a set of extra clothes in case your child has an accident. This should be sent in a labeled bag to be kept at school.

**Shoes**- must have backs (no flip-flops or sling style shoes). Students need to be able to navigate steps and run on the playground.

**Dresses/Girls** – In addition to the uniform options listed above, preschool girls may wear solid navy knit dresses.

#### **4.4 PHYSICAL EDUCATION UNIFORMS:**

- Students in grades 6-8 can change into a different shirt that they bring from home for PE class along with uniform bottoms. The shirt must be a CK one.
- Students in preschool-5<sup>th</sup> grade will wear their school uniforms for PE.

#### **4.5 SCOUT UNIFORMS:**

An official, complete scout uniform may be worn only on meeting days.

#### **4.6 SPIRIT/JEANS DAYS and all out of uniform days including field day (All Day Preschool through grade 8):**

##### **4.61 Jeans Day**

- First Friday of the month (unless it is a mass day)
- Any top and bottom that meets dress code guidelines (see below)

#### 4.62 Spirit Day

- Last Friday of each month (unless a mass day)
- CK T-shirt + dress code approved bottom (see below)
- Christ the King Catholic School T-shirts must be worn. (Past school T-shirts or new ones purchased through PTO qualify as school T-shirts).

#### 4.63 Auction Sportswear Day

- Purchased through PTO
- 2<sup>nd</sup> Monday of the month (unless a mass day)
- Any athletic top/bottom that meets dress code guidelines (see below)
- Leggings/jeggings may be worn with a top that is long enough to reach the student's fingertips when standing with arms by side.

#### 4.64 Dress Code Guidelines (All Dress-Out Days):

- Shoes must adhere to the uniform policy on dress-out days (no Crocs or open toed shoes); Boots are allowed on dress-out days.
- **Tops:**
  - Must be appropriate, not too form fitting and not display political or inappropriate images or messaging.
  - No spaghetti straps, strapless or crop tops allowed.
- **Bottoms:**
  - Skirts, skorts, non-athletic shorts/pants, and jeans are allowed.
  - Must meet the dress code guideline of 3" above the top of knee. If the short/skirt is not an appropriate length, leggings must be worn under the short/skirt. This rule applies to both boys and girls.
  - Distressed pants/jeans with skin showing through are not allowed.

\*Athletic shorts/joggers/leggings/skorts/skirts ARE allowed on all dress out days with purchase of Auction Sportswear Day pass, provided they meet the dress code requirements.

- Clothing must generally be appropriate for a school setting, not too form fitting, and not convey political or inappropriate messaging.
- Clothing intended to make a statement at odds with the teaching of the Catholic Church is not permitted.

Violations of the uniform policy will be documented. The third violation of the uniform dress code will result in that student being denied participation in the next out-of-uniform day. After the third violation, out-of-uniform privileges will continue to be withheld until appropriate uniform attire is produced. Continued violations will be viewed as blatant disrespect for school rules and will receive disciplinary action to be determined by the Administration.

At all times, the administration reserves the right to evaluate and correct an individual student's interpretation of the uniform policy as evidenced by his/her appearance.

## 4.7 Graduation Dress Code

Because Graduation takes place as part of Holy Mass, certain dress is required to show respect for the Blessed Sacrament.

**Mass Attire:** All students will wear red graduation gowns during the Mass. These will be provided for the students and will be collected following the event. A few common guidelines must be observed:

No flip-flops are allowed. Since this is a religious ceremony

appropriate attire should be worn that reflects modesty and respect. Generally speaking Gentlemen- a dress shirt and tie are worn with a sport jacket optional (but often desired for individual pictures).

Ladies- A dress, skirt and blouse outfit or dressy pants outfit are all options that can be worn.

## 4.8 Use of School Facilities

All students, staff, faculty and visitors are to observe modesty when using changing facilities and may only use facilities that conform to the individual's biological sex.

## 4.9 School Dances and School Sponsored Activities

In keeping with the Catholic mission and identity of Christ the King Catholic School, student dress and behavior is to conform with those characteristics of a virtuous and Christ-centered person at all times, including dances and social activities. Consistent with these expectations, students are to refrain from any sexually suggestive behavior both on and off the dance floor. Clothing worn to dances should be appropriate for the occasion, according to the standards of modesty that students are expected to maintain. In keeping with the Catholic Church's teachings on human sexuality, including its teaching in the Catechism of the Catholic Church #2357, advocating for, or expressing same-sex attractions, including same-sex couples at dances, is not permitted. If sexually suggestive or inappropriate behavior occurs, parents will be called, and the student(s) will be sent home. Students whose clothing violates standards of decency and modesty may be asked to change into something more appropriate. Clothing intended to convey a "gender identity" at odds with a student's sexual identity is not permitted, and parents will be called, and the student will be sent home to change. Guests of Christ the King Catholic School students are subject to the same Uniform Code, rules and regulations that govern the student body during the school day or at school-sponsored events both on and off the campus.

## 4.10 No rolling backpacks are allowed.

## 5 MEDICAL NEEDS

### 5.1 Health Care

The school does not have a resident nurse.

Parents/guardians should notify the school if their child has a temporary or permanent health problem. Parents/guardians are requested to inform the school of the condition after the advice of the family physician has been obtained. Please refrain from requesting that a student be kept indoors during recess, as it is difficult to supervise the student.

### 5.2 Contagious Illness

Any student who is liable to transmit a contagious disease through day-to-day contact (such as strep throat, measles, chicken pox, tuberculosis, pink eye, or head lice) shall not be permitted at school or school sponsored activities as long as the possibility of contagion exists. A doctor's note may be required for readmission to school.

Students who are ill should not be sent to school. Please keep your child home if:

- He/she has a fever or has had one during the past 24 hours.
- He/she has a heavy nasal discharge.
- He/she is tired, fussy or cranky-just not themselves.
- He/she has symptoms of communicable disease: reddened eyes, sore throat, headache, upset stomach, i.e. vomiting or diarrhea.

**Please notify us immediately if your child comes down with a communicable disease so that we may alert other parents and be alert ourselves.**

When a student has been ill with a fever, he/she shall not return to school until the body temperature has been normal for at least 24 hours (no fever reducing drug should need to be administered during this time). Students need to be on an antibiotic for a full 24 hours before returning to school from a contagious disease.

Administration reserves the right to call parents to come pick up their child when a child does not have a fever but is acting in an odd manner for that child and continues to inform the teacher that he/she does not feel well.

### 5.3 Illness at School

Should a student become ill during the day, the student's parent/guardian will be contacted. The parent/guardian will sign out the student for early dismissal in the main office. In some



specific health situations, (i.e. infectious diseases or head lice) the school may set criteria for return to school.

Parents **must** notify the school if head lice are discovered. When possible, as a courtesy to families, the school will have a health professional check all students in the affected class once lice are reported. If a parent wishes to “opt-out of this courtesy check, they must submit this request in writing. Parents will be notified when lice are found in the child’s classroom. Before any child who was prohibited from attending school due to head lice may re-enter school, certification from a health professional, as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Health Department, shall be presented to the appropriate school authorities, certifying that the child is no longer afflicted with head lice.

## **5.4 Medications**

If a child needs medication during school hours, any medicine or supplements must be dispensed from the school office, with the exception of inhalers and/or Epi-Pen/Auvi-Q. While a student can carry an Epi-Pen/Auvi-Q on his/her person, an adult will handle its administration. All medication must be sent to the school in the container from the pharmacy and must include the child’s name, doctor’s name, frequency, dose, and date. This includes minor medications such as over the counter medications (Tylenol, Benadryl, cough medicine, etc.). Students are not allowed to carry medication or supplements with them.

The appropriate forms must be completed and on file in the school office prior to medication being dispensed from the school office. The following procedures must be observed:

- The doctor's order must be on file in the school office. Doctor's orders do not carry over from one year to the next
- The school must be given written authorization from the parent/guardian to dispense the medicine to the student (upon written authorization by a physician).
- The parent/guardian may come to the office to administer the medication until such time as the written order is received from the doctor.
- The student must come to the school office to take the medication.

## **5.5 Marijuana Policy**

Any substances that are prohibited by federal law (not state law) are not allowed, will not be considered medication and are inadmissible for use by student even with a note from a medical professional. This policy is applicable to all student activities.

## **5.6 Emergency Care**

If a student becomes seriously ill or has an accident at school, school personnel will provide first aid and attempt to notify the parent/guardian as soon as possible. In an extreme emergency AND/OR if the school cannot reach the parent/guardian, EMSA or other

emergency medical services may be called. Expenses for emergency care will be directed to the parent/guardian if a student is seriously injured in an accident or becomes seriously ill at school. Parents/guardians should notify the school of work, home, and mobile telephone number changes to avoid delays in contacting them for emergencies.

Every student is required to have emergency information on file in the school office. This information should include parent/guardian work numbers, as well as the name, telephone number, and relationship of two people who can be contacted if the parent/guardian cannot be reached. It is the parent's/guardian's responsibility to keep this information updated.

## **5.7 ASTHMA/ALLERGIES**

Christ the King Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes pupils with asthma. This school encourages students with asthma to achieve their potential in all aspects of school life.

### **5.71 Asthma Medications:**

Immediate access to reliever inhalers is vital. Christ the King Catholic School requires that inhalers be kept with each student at all times and that they must be trained in their use and use them as needed. Parents are asked to provide the school with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name. In addition, parents must complete a form and return this to the homeroom teacher providing the type of asthma and frequency of use. If medication changes during the year, parents are to notify the school so that the school may effectively assist the student.

### **5.72 School Environment**

Christ the King Catholic School strives to ensure a school environment favorable to children with asthma. As far as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children are encouraged to leave the room and go to the office if particular fumes trigger their condition.

### **5.73 Students with Allergies**

It is the responsibility of the parent to inform the office of any allergies that a child has. The office should have written documentation of the allergy and the instructions of what a school personnel needs to do if an allergic reaction happens including any medications that need to be given.

### **5.74 Food Allergy Policy**

The school recognizes that life-threatening food allergies are an important condition affecting many school children and positively welcomes students with food allergies.

### **5.75 Training**

The School provides training and education for all pertinent school employees which includes (but is not limited to):

- Description/definition of common and severe allergies.
- The signs and symptoms of anaphylaxis.
- Location and correct use of an epinephrine auto-injector (Epi-Pen)
- Specific steps to follow in emergencies.

The policies and procedures will be reviewed annually. No employee will incur liability as a result of any self-administration of any medication

### **5.76 Classroom Procedures**

Information about student allergies will be kept in the classroom and in the substitute teacher folder, accessible by teachers, substitutes, and other responsible adults. A parent or guardian of a student with severe allergies is responsible for providing all required food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the Parent or guardian. Parent, teacher and administrator will meet to discuss any additional concerns or needs.

In the event of a suspected severe allergic reaction, where there is no known allergic history, emergency medical services will be called immediately.

## **5.8 Meningococcal Meningitis**

Meningococcal meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk. **Symptoms** include severe headache, high fever, stiff neck, nausea and vomiting, numbness and loss of feeling, light sensitivity, confusion, rash, and seizures. A person may not have all the symptoms or may not have them all at the same time. Meningitis can be **caused** by close contact with a person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat, but never become sick. Contact with these carriers can also cause someone to catch the disease. Risk factors for contact with the disease include living in close quarters, such as college dormitories, being in crowds for long periods of time, sharing drinking glasses, bottled water, or eating utensils, kissing, smoking or being exposed to smoke, being run-down due to staying up late or having irregular sleeping patterns. Meningitis may be **prevented** by avoiding the behaviors that spread it. There is also a vaccination that can help prevent it. Ask your child's health care provider about how to protect your child.

## **6. TELEPHONE**

In order to preserve the learning environment and maintain maximum time-on-task, classroom interruptions must be at a minimum and only for essential use. To use the telephone, students must present authorization from their teacher to the principal's office. The office telephone is a business phone and students are permitted to use it only in the case

of an emergency. Forgotten homework, textbooks, or athletic equipment, etc. do not constitute emergencies. Arrangement for after school visits with friends should be made at home and must be authorized with a note to the student's teacher.

Unless an emergency arises, neither students nor teachers may be called to the telephone during school hours. Students will not be allowed to use the telephone in other parish offices. **\*Please keep emergency phone numbers updated in the school office.**

## **6.1 Cell Phone Usage**

Although the school recognizes the value of cell phones for emergencies and transportation issues before and after school, **no cell phones are allowed to be carried by the student during the school day.** Therefore, cell phones should remain in student backpacks or lockers out of sight. Should these phones be visible, including during pick-up procedures, they will be confiscated, and a parent must come in and claim them. In addition, disciplinary action will be taken. Repeat incidents will result in the loss of cell phone. **This includes smart watches and Air Pods.** At no time should students be texting during the school day, nor should parents text their child during the school day. After school and during student pick-up, students may ask permission from a teacher to use their cell phone for transportation related concerns.

A parent-teacher-administrator conference will be requested should a student receive multiple violations of this policy.

## **7 LEGAL INFORMATION REGARDING STUDENTS**

### **7.1 STUDENT WELFARE (CHILD ABUSE)**

Christ the King Catholic School will comply with Oklahoma Statutes and Archdiocesan policy concerning child abuse. All persons within the school community are required by law to report suspected cases of child abuse to the Child Abuse Hotline. In all cases the school principal and the Superintendent of Schools shall also be notified. All volunteers, faculty, and staff must complete the Archdiocesan Application, complete the background check on-line, attend the Safe Environment training, and read the "Code of Conduct" and sign the statement of receipt. Registered sex offenders may only enter school grounds with prior notice to the principal to: enroll their children deliver or retrieve their child during normal school hours or from a school sponsored extracurricular activity. During this process, the offender may not exit his/her vehicle unless prior permission has been granted by the school principal. Communications with such a parent will be by phone, letter or email only."

### **7.2 STUDENT CARE RELEASE**

The staff of Christ the King Catholic School is concerned about the safety and welfare of all its students. A request for the release of a student from school will only be honored when the request can be verified as legitimate. Persons who are authorized to seek a student's release are the custodial parent/guardian, the noncustodial parent (who presents a certified copy of a legal document proving relationship to the student), or a designee with written authorization by the custodial parent/guardian that can be verified by the school. It is the responsibility of the custodial parent to notify the school of restrictions related to the release of a student.

### **7.3 PARENTAL CUSTODY**

If parents are divorced or separated, the school presumes that both parents have access to the children and their records unless one parent provide legal evidence that he or she has the sole right. Such evidence must be presented as a legal document to the principal.

### **7.4 STUDENT RECORDS**

Christ the King Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will only be sent directly to the new school. No records will be given to parents to transport to the new school. Requests for records/transcripts must be made in writing by the parent/guardian. Letters of recommendation to other schools may be written, at the discretion of the administration, for students wishing to transfer to another school.

Christ the King Catholic School shall respect parental and student rights to information and to confidentiality. This includes:

- Provide parents/guardians access to records directly related to the student (i.e.the cumulative record card, health records);
- Permit parents/guardians to challenge these records and to secure amendment, if any are inaccurate or misleading; and
- Obtain the written consent of parents/guardians before releasing personally identifiable information from students' records.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or a legally binding document relating to matters, such as divorce, separation, or custody, that specifically revokes these rights. It is the responsibility of the parent(s) to provide the school with any changes to the legal document in writing. **No records will be sent to another school if financial obligations have not been met.**

## 8 SCHOOL VISITORS

Visitors need to sign-in the school office before proceeding to the destination. All visitors must have received confirmation from the office and faculty member before entering a classroom.

Visitors who do not have a student in the school need to give advance warning and/or have their visit scheduled and approved by the school office or administration prior their visit.

## 9 STUDENT DROP OFF /AFTER SCHOOL PICK-UP

(No cell phone use during moving carpool)

**After 2:30 no cars should be parked in the yellow spaces in either the north or south lots to allow for carpool.**

**9.1 Part time Preschool students:** Please do not park on the street. Students should be picked up at the entrance designated by your child's teachers which include either the exterior door of the preschool hall or the main front door. As with all students, we must have written notification if someone other than those authorized by custodial parents will be picking them up from school. Please be on time or notify the school if you are delayed.

**All-day Preschool students:** Children will be picked up at the south preschool door at 2:45. Parents must park and walk up to the door to get their child. All parents are asked not to park on the street, but in the main parking lot when picking up their child. If the preschool child has an older sibling, the preschool child will wait until 3:00 and be dismissed from the building with the older sibling in the south parking lot.

### 9.2 BEFORE AND AFTER SCHOOL RESPONSIBILITY

Students of Christ the King Catholic School are professionally supervised outside the school day from 7:40 a.m. to 8:00 a.m. and from 3:00 p.m. to 3:15 p.m. Parents are expected to pick up their students before 3:15 p.m. Unattended children remaining on the school grounds after 3:15 will be sent to KIDS CLUB, the supervised after school program. Parents will be responsible for immediate payment to KIDS CLUB upon arrival.

### 9.3 CHANGE OF SCHEDULE/PLANS

It is the responsibility of the parent to contact carpool members, and/or Kids Club (or other care agencies) when a child is absent, leaves school early, or needs other arrangements to be made. **HOMEROOM TEACHERS SHOULD BE ADVISED IN WRITING WHEN A STUDENT IS TO GO HOME IN A DIFFERENT CARPOOL OR BY A DIFFERENT MEANS ON A GIVEN DAY. THERE WILL BE NO EXCEPTIONS.** Emails will be accepted when the following information is provided: Phone number where the parent can be reached that day, and parent signature.

Students are not permitted to return to the school building after 3:30 pm unless accompanied by a teacher.

## **10 STUDENT RESPONSIBILITIES**

### **10.1 ATTENDANCE FOR PART TIME PRESCHOOL STUDENTS**

Part Time Preschool class for the 3-day program begins at 8:15 a.m.

Tardiness is highly discouraged. Students who are tardy will not be allowed in their classroom without a tardy slip. Children who are tardy create a disruption to the whole class and can cause meaningful instruction to be halted. If a child has excessive tardies a conference with the parents, teacher and administration will be warranted.

#### **ATTENDANCE FOR STUDENTS IN PRESCHOOL THROUGH EIGHTH GRADE (THIS INCLUDES THE PART-TIME STUDENTS THAT ARE IN THE FULL DAY PRESCHOOL CLASS)**

Attendance and prompt arrival are essential for academic progress. **Christ the King School complies with the compulsory attendance regulations set by the state of Oklahoma including truancy referrals for 10 or more days or parts of days of unexcused absences per semester. A meeting between the parent(s)/caregivers and the administration will be scheduled after 10 unexcused student absences.**

**School begins at 8:00 AM.** Upon arriving, the students go to the gym until **7:50 AM** at which time teachers escort them to their classrooms. A student is tardy if they are not in their homeroom by 8:00 AM. If a child arrives after 8:05 his/her parent must sign the child in at the school office. The parent is not allowed to walk the child to class. If a child arrives between 8:00 and 8:05 that child may be dropped off under the portico at the front of the school. Students who are tardy must get a tardy slip before they can go to class. Tardiness is discouraged. It is disruptive to the classroom proceedings, the other students, the teacher, and the student who is tardy. After **three** accumulated tardies per semester, a student and his parents will be charged \$5.00 per tardy. Early checkout and extended lunch checkout will be treated the same as a tardy. Unexcused half day absences will be counted as a tardy for fee purposes. Junior high students will be counted tardy for arriving late to classes during the day. The second

semester allotment of 3 tardies may not be used to cover any first semester tardies. An automatic fee of \$20 will be assessed for late pick-up (after 3:15) when students are unable to be dropped off in KIDS CLUB (last day before holidays, school breaks, etc.)

An absence of more than two hours shall be recorded as one-half day absence. This pertains to either a two-hour late arrival or early departure. No student may leave the school grounds at any time during school hours without being checked out at the office. Please make all appointments (medical, dental, barber, etc.) outside the school day, if possible. If a tardy or absence is due to an appointment, a doctor/dentist note is required and must be turned in no later than the following day to be considered excused.

An absence or tardy is considered excused if it is based on illness or a death in the family. All other absences are considered unexcused. It is the parents' responsibility to notify the school when their child is absent. Parents need to complete the proper form when requesting an extended absence, whether the absence is excused or unexcused.

**Students who are absent without a valid excuse for ten (10) or more days or parts of days within a semester (Title 70, Section 10 of Oklahoma Statutes) are at risk of retention or may be required to attend summer school before being promoted. The principal and teachers will meet with the parents to evaluate the situation.** Factors, such as past attendance patterns, grades, and excused versus unexcused absences will be considered. **A medical excuse is necessary for absences greater than 10 days in a semester and must include an outline of activities allowed. This may or may not allow for the student to proceed to the next grade level as make-up work alone cannot replace presence in the classroom.**

When a student is absent from school, a parent should call the office by 9:00 a.m. each day of absence. Email to the office by this time is also acceptable providing it includes the child's name, grade and teacher. Since we are now required to submit a report on the number of influenza-type illnesses, please state a reason for the absence.

## **10.2 SNOW OR ICE DAYS**

Announcements regarding school cancellations are made on the major local television stations as well as through Ren-Web Alert and the school website. Classes are rarely dismissed early due to bad weather. However, parents may pick students up early in order to facilitate a safe return home.

## **10.3 CLASSWORK AND HOMEWORK**

Class work is defined as any assignment that is presented and worked on during class time. Homework consists of assignments that are not completed in class or work that is given as



reinforcement. Homework may also consist of projects to be completed within a specific time period.

Class work must be made up immediately following an absence. Students will usually be given the number of days that they were absent to make up work. For example, if a student is out two days she/he will get two days to make up her/his work. Students who are absent at the time classroom tests are given should expect to take the test when they return. Students in grades three through eight who are absent are responsible to talk to their teacher and/or check Google Classroom to get the work they missed. A parent may pick up her/his child's work after 3:15 by notifying the office by 12:00 noon and giving the teacher sufficient time to gather the work. Junior High work will be in the Junior High building.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation.

A Pupil's Report for Absence form needs to be completed if there is going to be an absence due to reasons other than sickness or a medical appointment. The form, which is available in the school office, needs to be submitted to Administration prior to the absence to be considered excused. Students will receive assignments that were missed only after the return from the absence.

(Each classroom teacher, with the Principal's approval, establishes a written procedure regarding student work. Parents will receive a copy of the procedure to read. Teachers will inform their students of the procedure and discuss it with them.)

## **10.4 CARE OF SCHOOL PROPERTY**

Students will be responsible for the proper use and care of school property such as textbooks, technology devices, desks, etc. Writing on desks, tables and/or walls is unacceptable behavior. The parent or legal guardian of a student is responsible for the replacement or repair of damaged school property when it is determined that the damage was committed by a student or as a result of negligence on the part of the student. Failure to meet financial obligations may result in the withholding of student records. Students are assigned either a locker or a cubby in which to store textbooks, technology devices and clothing. Because students and the school are co-tenants, the school has the right to inspect lockers, desks and personal belongings. Lockers may not be locked and should not be defaced inside or out.

## **10.5 CARE OF PERSONAL PROPERTY**

### **Students (Pre-K through grade 8)**

Students are responsible for the care and safety of their own personal property. iPods, Air Pods, Smart Watches, Kindles, Nooks, non-CK tablet formats, radios, videos and other electronic devices are not permitted at school. No toys of any kind (including sport or other

entertainment cards) should be brought to school except for special school-related projects. The school is not responsible for a student's lost, stolen or damaged personal property.

## **10.6 TEXTBOOK RESPONSIBILITY**

All students will be issued textbooks. Parents in grades 3-8 are required to provide a book cover for each book and books should remain covered at all times.

Each student should follow these simple procedures for good care and handling of books:

- No scribbling, drawing, etc. on the outside or inside of books.
- No writing in or on edges of non-consumable books.
- Turn pages correctly.
- Do not throw or deliberately drop books

Students and their parents are accountable for all issued textbooks and can be required to pay for lost or damaged books. Payment for destroyed property must be made by the end of the school year or report cards will not be released.

## **10.7 BICYCLE AND SCOOTER RULES**

Students may ride bicycles and/or scooters to and from school. Students are to park and lock their bikes as soon as they arrive at school. The school is not responsible for lost, stolen or damaged bicycles or scooters.

## **10.8 LOST AND FOUND**

Articles turned into the school office or the Lost and Found box will usually be disposed of at the end of each quarter. Parents are encouraged to mark the student's name on all articles of clothing and supplies. Students are reminded to check the Lost and Found box (located outside the east cafeteria door) every few weeks to see if their misplaced property has been placed there.

## **11. ASBESTOS**

In accordance with Asbestos Hazard Emergency Response ACT (AHERA) Christ the King Catholic School has been inspected and subsequently re-inspected for the presence of asbestos as required by law. A management plan was developed for the proper management and maintenance of all hazardous materials. The School employs individuals who have had training in the implementation of the Asbestos Management Plan. These documents are on file in the school office.

## 12. FIELD TRIPS

Students participating in a field trip or off-campus, class-related educational program are required to have parental permission and conform to the Christ the Catholic School Uniform Code. There are no exceptions to the written requirement.

Field trips are valuable educational activities that supplement and enhance classroom-learning activities; they are also privileges.

- Written permission by the parent or guardian is necessary for a student to participate in a field trip. Verbal permission cannot be accepted. A form will be sent home. This is the one and only format that may be used to allow a student to leave school during school hours.
- Teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or **lack of timely return of permission form.**
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and be marked absent for the day.
- Parents of students going on the field trip may be asked to transport and supervise students, so **no siblings are allowed on field trips.**

### 12.1 VOLUNTEER DRIVERS

Drivers are required to provide proof of auto insurance and a copy of their driver's license to the school, as well as completing the Archdiocesan Safe Environment program. They are responsible for all foreseeable risks and are required to use reasonable precautions to prevent injury to students, including having all passengers in the vehicle wear seat belts, driving the posted speed limit, and obeying all traffic laws. **Drivers on school trips should not make unauthorized extra stops or side trips.** As an agent of the school, they are responsible and liable for the students' welfare and are under the direction of the designated school authority. If a student is injured, get immediate emergency treatment for the student, and contact the school office and the parent.

**Drivers are expected to help with supervision of students at all times during the field trip. Drivers will not be allowed to make requests related to certain children riding in their car, with the exception of their own child. Teachers will assign students to cars.**

## 13. EXTRA-CURRICULAR /SPORTS ACTIVITIES

Extra-curricular sports activities are an important part of our school program. Sports activities are structured to encourage participation by all students and are designed to develop physical capabilities, maintain good health, and develop individual and team sportsmanship, good conduct and attitudes. Students only are eligible to participate on our school's athletic teams in a manner consistent with their biological sex.

### 13.1 School Dances and School Sponsored Activities

School parking/facilities should not be used for any non-school sponsored activity without the permission of the Administration.

## 14. PARTIES AND TREATS

1. Birthday treats can include the following:
  - Store bought cookies, crackers, pretzels, popcorn, chips, etc...
  - Prepackaged fruit such as apple slices
  - Fruit chews
  - Granola bars
  - Pre-packaged Crispy cereal treats
  - Donuts, Cookies & Cupcakes; Icing is discouraged; please check with your child's classroom teacher to determine if thin layer of icing is allowed.
2. **Pre-K through 5<sup>th</sup> grade** - Please send only enough for your child's class (not grade)
3. **Jr. High** – Students will distribute birthday treats to the whole grade during the lunch period
4. Due to permanent damage to carpets clear drinks or juice boxes are recommended. No colored drinks should be served.
5. **Gum is not allowed on school grounds.**

Holiday greeting cards may be distributed in school if all students in a class receive one. Birthday party invitations may be distributed in school if all classmates of the same gender are invited.

## **15 STUDENT EXPECTATIONS**

### **15.1 CURRICULUM**

The Archdiocesan curriculum guidelines, which are consistent and exceed guidelines set forth by the State of Oklahoma, are followed for the teaching of all subject areas.

### **15.2 ACADEMIC PERFORMANCE**

The primary purpose of Christ the King Catholic School is to prepare Catholic students to live effectively in the present as Christian young people, and in the future as Christian adults. Consequently, the academic and spiritual development of students takes the primary position in relation to all other school programs and activities.

#### **15.21 Academic Awards**

Students who take their academic responsibilities seriously and achieve superior grades will be recognized with appropriate awards and honors:

- Students (grades 4-5-6-7-8) who achieve all A's on their report cards will be placed on the "Pastor's Honor Roll."
- Students (grades 4-5-6-7-8) who achieve a combination of A's and B's on report card will be placed on the "Principal's Honor Roll."

#### **15.22 Non-fulfillment of academic expectations**

Students who choose not to fulfill the academic expectations of Christ the King School also choose consequences:

1. Academic misbehavior (i.e. failure to turn in homework, being unprepared for class, etc.) will be treated as an academic issue. Consequences will be appropriate to the conduct and will be determined and enforced by the teacher. Students and parents will be informed of academic expectations and the consequences of not meeting those expectations by the individual teachers.
2. Continued failure to perform academically will result in academic probation and may include principal, teacher, parent and student conference to determine action to help the student improve. Students may be asked to find another placement if progress is not reached. Eighth grade students who fail two or more classes for the year will not be allowed to receive a diploma but may participate in graduation activities. Students will need to contact their high school for remediation arrangements and may not return to Christ the King for another year.

## 15.3 STUDENT CONDUCT

Christ the King students are expected to conduct themselves as law abiding citizens of the community whether on school grounds or off. Any student who chooses to disregard the basic respect, dignity and rights of others in our larger community chooses also to accept possible disciplinary measures from the school administration. The principal has the sole authority to suspend or expel after consultation with the student's parents/guardians and teachers.

**15.31** Students who choose to violate school rules, and thus detract from the school community also choose to accept consequences.

**15.32** Minor infractions of school rules and regulations may result in, but are not limited to, the assignment of the following consequences:

- Mandatory restitution
- Time out
- School service
- Lunch detention
- After school detention
- In-school suspension.

**15.33** Major disciplinary issues will result in immediate referral to Administration, who will choose the appropriate consequences which could include automatic detention, suspension or expulsion. Major issues include, but are not limited to:

- Insubordination/disrespect/disobedience.
- Damage to or destruction of property, either that of the parish/school or that of another individual (student, teacher, neighbors, etc.).
- Disruptive classroom behavior of a major or recurring nature.
- Use of cell phone during the school day.
- Use or possession of drugs/alcohol/tobacco products including the use of an e-cigarette (vaping/juuling).
- Use of Social Media during the school day.
- Cheating
- Violence or threat of violence to others (i.e. fighting).
- Use or possession of a dangerous weapon or dangerous material of any kind.
- Hazing
- Harassment, including sexual harassment, bullying, etc.

In the event of a student's violation of local, state or federal law, the principal reserves the right to notify law enforcement authorities.

## 15.4 OFF-CAMPUS CONDUCT

#### **15. 41 Off Campus Online Activity**

Christ the King School has gone to great lengths to educate parents on the potential risks of children's access to social media/unfettered internet/gaming, as well as the benefits of delaying online access and/or installing parental controls on devices. School personnel cannot monitor the behavior and actions of students outside of the school. That is the responsibility of the parents/guardians. However, **if there is a direct reference to the school and/or faculty, or any conduct counter to the mission of Christ the King School and the Catholic Church (including inappropriate texts, viewing of inappropriate online materials, and posting messages, videos or images online that promote racism, sexism, violence, immoral or illegal activities), the matter will be addressed with the student and parent(s).** In partnership with parents, efforts will always be made to support, nurture, and help any student who is facing negative treatment due to on-line activity. **All matters that come to the school's attention that involve concerns of online behavior outside of school hours and off school grounds that do not involve the above exception, will be shared with parents/guardians for handling.**

### **15.5 CHEATING**

Cheating of any type will not be tolerated. Students who choose to cheat or assist others in cheating face a failing grade, detention, or suspension. Repeated incidents may lead to expulsion.

#### **15.6 USE OF AI (Artificial Intelligence) Technology:**

Use of Chat GPT and/or AI is strictly prohibited for assistance with school projects, homework, papers, etc. Violation of this policy will result in consequences determined by the administration, which may include zero credit for student work.

## **16 DISCIPLINE PLAN**

The classroom teacher has the responsibility of maintaining discipline in the classroom. Each teacher will set her/his own classroom rules and send the rules home with her/his students for parents to review and sign. The teacher's primary objective is to define and communicate expectations. The teacher will handle minor infractions of school rules. When necessary, the teacher may refer students to Administration.

### **16.1 DETENTION**

Detention may be issued for a breach of classroom and/or school rules. Parents will be notified by phone or in writing of a student's detention. The day, date and time of the

detention are at the discretion of the Administration. Detention takes precedence over appointments, practices, lessons, games, etc.

**16.11** After a student receives 3 detentions a meeting with the child/parent/faculty and possibly administration is scheduled. Continued infractions after 3 detentions will result in-school suspension (1<sup>st</sup> infraction), at-home suspension (2<sup>nd</sup> infraction), Behavior Contract (3<sup>rd</sup> infraction). Administration reserves the right to authorize in-school suspension, suspend a child or expel a student without following the above steps if the behavior of the child warrants such action.

Detentions that were the result of minor infractions will be dismissed at semester unless the minor infraction is an on-going problem ie; chewing gum, forgetting materials for class, etc.

Detentions based on infractions for items listed in 15.3 will not be dismissed and will continue to accumulate, triggering appropriate disciplinary action listed above.

**16.12** Teachers and Administration will determine if a student who receives 3 detentions will be allowed to participate in field trips throughout the year. This includes special end of the year events.

## **16.2 EXPULSION**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or others may be expelled from Christ the King Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission of the principal.

## **16.3 SCHOOL – HOME PARTNERSHIP**

Parents and teachers must be in a partnership for the school to successfully educate the students who are enrolled. Parents can expect to be treated with respect at all times and, when concerns arise, have access to teachers and administrators at mutually convenient times.

Teachers and administrators can expect to be treated with respect at all times and, when concerns arise, have access to parents at mutually convenient times. Emails and text messages written to teachers and administrators should have a respectful and professional tone. The school reserves the right to NOT respond to emails written in inflammatory and aggressive language. Should communication continue in this manner, the Administration will address the matter with parents/guardians and take appropriate action if necessary.

**Parents who have a concern should first contact the teacher directly.** If a satisfactory solution is not reached, then a three-way conference of parent-teacher-administrator will be



scheduled. The student will be involved in most conferences and problem-solving decisions. This will enable the student to take ownership of his/her education, conduct, and choices.

A strong, cooperative partnership between home and school is an essential ingredient in effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the community. As a partner in the process, the student is afforded the best possible educational experience.

Parents/guardians are the primary educators of their children, and Christ the King Catholic School is privileged to be a partner with them in the formation of their children. Mutual cooperation, trust and support are essential for the fulfillment of this responsibility. Students and parents/guardians are required to sign our Student-Parent Handbook acknowledgement form, indicating they have read the handbook, accept and support our philosophy, policies and procedures, and will comply with them.

Under usual circumstances, a child is not to be deprived of a Catholic education because of the attitude of a parent/guardian. However, a situation could arise whereby an uncooperative or destructive attitude of a student's family may diminish the school's effectiveness in acting in loco parentis, and the child's retention would be incompatible with the school's philosophy. If, in the school's judgment, such a situation is evident, the family will be asked to withdraw the student from Christ the King Catholic School. Parents/guardians must sign the Diocesan Memorandum of Understanding prior to their child's attendance.

Christ the King Catholic School recognizes the importance of the role of parents as the "first teachers" of their children. With this awareness, the relationship between student, parent and school is crucial. All parents, students and faculty members must sign the Code of Conduct found in the Appendix of this handbook.

## **17 TESTING**

### **17.1 STUDENT SERVICES**

Referral testing will be recommended for students who may be experiencing academic or emotional difficulties. This testing, done with parental permission, will help the school accommodate the needs of the student.

## **18 GRADING**

### **18.1 GRADING SCALE**

The following grading scale is used to identify student mastery levels of skills and knowledge. It has been adopted for grades 3-8 as a result of extensive involvement of the

principals and teachers throughout the Archdiocese of Oklahoma City. It is used on daily assignments, tests, and report cards beginning in the second semester of first grade through eighth grade.

A	(100% - 93%)	Excellent
B	(92% - 85%)	Achieving above the expected levels
C	(84% - 75%)	Performing at expected levels
D	(74% - 69%)	Performing below expected levels
F	(68% and below)	Unsatisfactory

Letter grades are not necessarily given on every assignment, but the percentages are computed according to the above scale.

Students in grades Preschool through 2<sup>nd</sup> grade receive a checklist of progress toward meeting various skills.

## **18 ACADEMIC COMMUNICATION**

### **18.1 PARENT-TEACHER CONFERENCES**

Conferences offer a major advantage over most written reports in that they make possible two and three-way communication. For K-8<sup>th</sup> grade students, conferences are held at the end of the first nine weeks of the school year to discuss the student's report card and general progress. Additional conferences may be scheduled on an individual basis by teachers or as a result of parent requests. Preschool conferences vary.

### **18.2 GRADES/REPORT CARDS**

Parents who have students in grades 3<sup>rd</sup> – 8<sup>th</sup> are encouraged to monitor progress regularly through Ren-Web. Teachers will be recording grades at least once a week after the first month of school. Report cards will be sent each quarter. These reports will be sent home with the students or mailed. Please note that mid-term reports will not be sent home since grades will be accessible on-line.

### **18.3 PROMOTION AND RETENTION**

A student shall be advanced to the next grade level at the discretion of the principal, in light of the teacher's recommendation based on a student's daily performance, test results, **attendance**, and the ability to complete work successfully on a more advanced level. Consultation with the parents/guardians and the student will take place, if appropriate. Such decisions shall be based on a total evaluation of a student's growth in all areas of development.

For retention of a student, three elements are necessary:

1. Recommendation of the teacher.

2. Approval of the principal.
3. Approval/consent of the parents/guardians.

If both principal and teacher feel that retention is appropriate, but the parents/guardians do not, then the student will be “transferred” to the next grade. However, the parents/guardians must state in writing that they do not accept the school's recommendation and that they accept responsibility for the outcome. The letter will be placed in the student's permanent file. Additional testing or evaluation may be suggested to assist with the decision. The Administration reserves the right to require placement in another school if deemed in the student's best interest. Should the same recommendation be made in any subsequent year, placement in another educational setting (in another school) will be required. **At the junior high level, retention will be recommended if a student fails two or more core subjects. At this age level, students who do not progress could be asked to find another school placement. Any eighth grade student who fails two or more core subjects will not receive a diploma.**

## **19 EIGHTH GRADE HONORS**

The Gerald K. Mayfield Memorial Award is also given to one boy and one girl “in recognition of outstanding Christian attitude and service.” The Pastor, Administration, and staff consider the Christian leadership and service given by the student throughout his/her school career at Christ the King.

## **20 SPECIAL PROGRAMS**

### **20.1 ACADEMIC COMPETITIONS**

Christ the King Catholic School participates in area academic competitions throughout the school year. These events have a teacher sponsor. Parents may be requested to accompany students to these events and to serve as additional sponsors. Events/competitions may include science fairs, spelling bees, geography bees, etc.

## **21 LIBRARY/MEDIA CENTER**

Christ the King School has a media center and collection of print and non-print instruction/learning materials. The print and non-print educational media materials are available to meet varied needs and to stimulate the interest of the students and staff of the school.

Library materials are to be returned on time and in good condition. The student must pay for damaged or lost books before any other material may be checked out. Students with lost or damaged books do not receive report cards until their account is cleared. Students are expected to adhere to all Library/Media Center rules and regulations. The library is a place of study and research, and as such, all users should be respectful of one another's time and work.

## 22 LUNCH PROGRAM

A balanced nutritious lunch is served daily in the cafeteria. All students may purchase lunch or bring lunch from home. **Additional items for purchase may be available for grade three through eighth grade students.**

A tray lunch consists of a main item such as a sandwich, fruit or vegetable, a drink, and a dessert.

The hot lunch tray and the lunch package are assigned a set price per meal. **If a student does not have money in their account, they will be allowed to call home.** Additional milk can be purchased. On Spirit or Jeans Day Fridays, all students may purchase ice cream except during Lent.

The following procedures and rules should be observed by all students:

- Parents can pay for meals online or at the school office
- Payments may not be made in the cafeteria line while meals are being served.
- No soda or carbonated drinks are to be brought into the cafeteria during the lunch period.
- NO GUM IS ALLOWED
- **Food brought in from fast food restaurants is prohibited.**
- Improper behavior, such as loud talking or laughing, running, crowding or pushing in the cafeteria is unacceptable.
- Students will clean their table and floor area before being dismissed.

We ask that lunches brought to school be well marked with the student's name and homeroom. If a lunch arrives late, please leave it at the table outside the front door of the school. We will retrieve it and get it to your child.

## 23 PARENT/COMMUNITY PROGRAMS AND ORGANIZATIONS

### 23.1 PARENT TEACHER ORGANIZATION

One of the primary purposes of the Parent Teacher Organization (PTO) is to provide a forum in which open communication within the school community can be fostered. The PTO offers parents an excellent opportunity to learn more about all phases of the curricular and extracurricular activities of Christ the King School. It is vital that all parents participate actively in this organization so that both home and school are united in their efforts to further the development of each individual student. **All parents are required to complete volunteer requirements as set by the Parent Teacher Organization (PTO).**

## 24. SCHOOL POLICIES

### 24.1 PORNOGRAPHIC MATERIALS

The possession or electronic accessing of pornographic, lewd, sexually explicit or obscene materials, photographs, journals, websites or other images is strictly prohibited in the school, on the parish grounds, or at any school function. **This policy is applicable to all who are on the school premises or attending any school function. The school will not handle matters related to inappropriate activity outside of school hours and off of school grounds. The school reserves the right to contact parents if they are notified of concerning activity outside of school hours and off of school grounds, so that parents can be aware of the situation.**

The Principal shall enforce the policy strictly, without tolerance for violation. In the case of violation by any student, the student will be subject to suspension, expulsion, or other discipline.

In the case of violation by any employee, the employee will be subject to immediate termination. In the case of violation by any other person, the Principal shall take such action as is considered necessary or appropriate. The decision of the Principal as to whether any materials or items are pornographic, lewd, sexually explicit, or obscene shall be final.

### 24.2 WEAPONS

The term “weapon” shall mean any instrument of offensive or defensive combat including, but not limited to, firearms and knives.

The possession or use of any weapon is not permitted in the school, on the school grounds, or at any student school function. Students who violate this policy will be subject, at the discretion of the principal, to suspension or expulsion. Any teacher, volunteer or school employee, who knows or suspects that a student is in possession of any weapon, must notify the principal immediately. **One exception to this is our School Resource Officer who is required to carry his service weapon**

Any employee or volunteer shall be eligible for dismissal if found in possession of any weapon on school grounds, at any school function or at any school sponsored activity.

### **24.3 HARASSMENT/BULLYING**

It is the policy of Christ the King Catholic School that harassment in any form including hazing of any type is prohibited towards any student or student group who attends Christ the King Catholic School. Harassment including hazing conducted by students, faculty, coaches, staff or parents may result in disciplinary actions or separation from the school.

Sexual harassment refers to unwelcome and offensive conduct of a sexual or gender based nature. Prohibited conduct includes requests for sexual favors and other physical or verbal conduct when submission to such conduct may be construed as a condition of employment or used as the basis of employment decisions affecting the individual. Prohibited conduct also includes conduct creating an intimidating, hostile, or offensive environment. This policy applies to activities that may occur either at school or a school-sponsored function. "Electronic communication" is defined as the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, a cellular telephone, or other wireless communication device or a computer. No person has the right to post or distribute pictures of the school setting without permission of the administration.

Any individual who believes she/he has been the victim of harassment by any person connected with Christ the King Catholic School should immediately report the matter to the Principal. The Principal will report the complaint to the Pastor immediately, and the Principal will promptly investigate the complaint. The person who believes she/he is the victim of sexual harassment will be asked, but not required, to document the specific conduct and witnesses, if any.

Christ the King Catholic School has the duty to discuss the charges with the alleged perpetrator as soon as possible after the complaint is made.

After investigating, the Principal will take prompt and appropriate action. Any teacher or staff employee who is determined to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination of employment. Any student who is determined to have engaged in sexual harassment will be subject to strong disciplinary action, up to and including expulsion from school. Any visitor or parent, determined to have engaged in sexual harassment may be prohibited from entering the school building and grounds in the future, and may be prohibited from participating or attending school activities.

The person accused of harassment is strictly prohibited from retaliating against the individual

who registered the complaint, whether or not harassment can be confirmed.

Harassment includes sexual harassment, intimidation and bullying. Any action based on lack of respect for others, including sexual and physical abuse, and the creation of a hostile environment by students, faculty, and/or staff is unacceptable. Harassment, intimidation, and bullying means **repeated use of** any gesture, written (including electronic messages) or verbal expression, or physical act that harms a student, damages another student's reputation or property, or places another student in reasonable fear of harm. Harassment includes insulting or demeaning any student or group of students in such a way as to interfere with the school's educational mission or the education of any student. Please see section 15.41 of the handbook for the school's policy regarding handling off campus, online activity, including harassment as well as negative on-line behavior toward others.

These include but are not limited to: religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristics. All such acts are not acceptable at school, on school grounds, school-sponsored activities, or at school-sanctioned events. All complaints will be investigated and appropriate action will be taken.

**Bullying** refers to a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or harm. Bullying will not be tolerated at CK and will be addressed by administration with the involved students, teachers, and parents if/when it is determined to have occurred. A **conflict** is a disagreement or argument. A **mean moment** is a single moment in time in which a harmful comment or action is taken. Conflicts and mean moments will be addressed directly with students involved and if ongoing, with parents as well.

## **24.4 ELECTRONIC RESOURCES - ACCEPTABLE USE POLICY**

### **24.41 PURPOSE**

Computers are valuable tools for education and one of this school's purposes is to encourage the proper use of computer related technology including the Internet. Students are not permitted to use school computers or devices to access websites or apps on or off campus that are not in keeping with Catholic values or mission of school. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below:

### **24.42 GOALS**

To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technologies.

To encourage critical thinking and problem solving skills (needed in an increasingly electronic and global society.)

#### **24.43 RESPONSIBILITIES OF USER**

With right of access to a resource comes the responsibility to use the resource both correctly and wisely. Along with access to computers and people all over the world, also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. Monitoring and controlling all such material is impossible. Christ the King School will instruct students on the proper use of the Internet for educational research. However, on a global network such as the Internet, it is impossible to control the content of all available materials, therefore:

- Any and all use of the network must be consistent with Christ the King Catholic School's purposes of supporting education and research.
- In addition to internal school regulations, there are federal and state laws that apply to such use. Christ the King Catholic School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility of users accidentally procuring material that is not consistent with the educational goals within our school. In addition, Christ the King Catholic School has installed a web-filtering product on its network to help ensure users do not gain access to inappropriate content.

#### **24.44 GENERAL GUIDELINES FOR USE OF THE INTERNET**

- All users are required to take simple Internet training (how to sign on, log off, etc.) from the computer coordinator or his/her designee.
- Only users who have completed training and have parental permission may use the school's computers to access the Internet.
- No user will trespass in another's folders, work, or files.
- Student use of the Internet is limited to those who have a clear need for research and upon teacher recommendation. Use may be limited, if necessary. Use of non-educational chatrooms and social networking sites are prohibited.
- Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this doesn't occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
- E-mail will be restricted to school-provided accounts only.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secure resources, is forbidden.
- School use of the Internet and network systems for commercial or personal gains or profit is not allowed.



- Users will not move, repair, reconfigure, modify, or attach external devices except flash drives to the systems.
- The system administrator, the principal, and faculty have the right to monitor all activities.
- Installation of freeware, shareware, or other software, including personal software is prohibited.
- Personal disks may not be used in school computers without the supervising teacher's permission.
- Additional rules and restrictions may be added at any time.
- Parents should be aware that most social networking sites do not permit participation at any time by any student under 13..

#### **24.45 USER NETIQUETTE**

- For reasons of personal safety, users will NEVER post or share with anyone, especially strangers, personal contact information about themselves or other people. This may include last name (student), address, telephone number, school address, etc.
- Users will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.
- Users will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
- Users will not use obscene, profane, lewd, vulgar, rude or threatening language, nor will they, through means of the Internet, harass or annoy any other users.
- Users will not knowingly or recklessly post false information about any person or organization.
- Users will not make deliberate attempts to disrupt computers or their systems, or destroy/modify data by spreading computer viruses or by any other means. These actions are illegal.
- The illegal downloading of copyrighted software for use on home and school computers is prohibited.

#### **24.46 ACCOUNTABILITY**

All users should be prepared to be held accountable for their actions and for the loss of privileges if the terms and conditions of acceptable use are violated. Consequences can include: restricted network access, loss of Internet use, loss of use of school computers, disciplinary or legal action including but not limited to suspension, expulsion, termination, and/or criminal prosecution by the school or other involved parties under appropriate state and federal laws.

Blogs/Instagram/Texting/Sexting/Snapchats/TikTok: Engagement in social media platforms may result in disciplinary action if the content of the student or parent post includes defamatory comments regarding the school or faculty. Students should at no time be involved in texting during the course of the school day **as phones are not allowed**. If this is not followed, students will face detention, suspension/and or expulsion. Students involved in the possession or transmission of inappropriate photos on their cell phones or other electronic devices also face detention, suspension/expulsion.

**See section 15.41 of the handbook for school policy regarding online behavior outside of school hours and off school property.**

**SPECIAL NOTE FOR JUNIOR HIGH STUDENTS USING SCHOOL-PROVIDED DEVICES: The use agreement to be signed by both student and parent are binding and become part of this handbook and therefore part of the parent contract.**

**24.47**

**Violation Of These Rules May Result In Any Of The Above Consequences.**

Christ the King School makes no warranties of any kind, whether expressed or implied, for Internet and technology service. Christ the King School will not be responsible for any damage suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at the user's risk. Christ the King School specifically denies any responsibility for the accuracy or quality of information obtained through its network services. Christ the King Advisory Council or the Archdiocese of Oklahoma reserves the right to amend this policy.

## **24.5 GRIEVANCE POLICY**

Any concerns should first be addressed with the teacher or person(s) involved. Only if this does not resolve the issue, the administration should be consulted. If the issue remains unresolved, the pastor may be consulted but his decision in the matter is binding.

See section 16.3 for policy related to grievances in writing. Suggestions for writing an email in a professional manner are as follows:

- Begin email with a greeting.
- Explain the situation/complaint in clear, non-emotional language.
- If the situation has been told to you by your child, ask for clarification from the teacher/administrator as elementary students may not understand/comprehend/include all pertinent details in their communication to parents.
- Clearly outline request for more information, clarification, and/or conference.

- Understand that email may not be answered for 24 hours.

## **25. CRISIS MANAGEMENT PLAN**

Christ the King Catholic School has a comprehensive plan to follow in the event of an emergency. Fire, tornado and lockdown drills are conducted during the course of the year in compliance with Archdiocesan requirements. Evacuation routes are posted in each classroom. Students are to move to the designated areas quickly but quietly and orderly. The tornado shelter is located in the basement of Christ the King Church. In the event of danger at dismissal time, students will not be released until the “all clear” signal is sounded.

## **26 RIGHT TO AMEND**

Christ the King School reserves the right to amend this Handbook. Notice of amendments will be sent via newsletters and will be posted at [www.ckschool.com](http://www.ckschool.com).

## **27 Christ the King Catholic School Code of Conduct**

This code is to be signed by all students, parents/guardians, staff, faculty, and administrators as an indication of their acceptance of and adherence to the contents written in the code and as a condition of admission to the School.

Students, parents/guardians, staff, faculty, and administrators are all members of the Christ the King Catholic School community. We base the development of our community on compassionate, fair, responsible, and respectful treatment of each community member. We are all members of one Body, the Body of Christ. It is essential that we live our motto “Where everybody is somebody and all live for God.”

Our Community should commit to the following ideals:

- Catholic schools are to be communities of love, freedom, and service.
- Catholic schools are to inspire hope by encouraging the growth and affirming the worth of each person.
- Catholic schools are to celebrate learning illuminated by faith and informed by Christian wisdom.

- Catholic schools are to assist students in interpreting social and human relationships in the light of the social teachings of the Church.
- Catholic schools are to encourage the spiritual growth of staff, faculty, and administrators and foster the gift of eternal spiritual youth.

Christ the King Catholic School is dedicated to providing and enhancing a Catholic community of learning in which students will be afforded reasonable opportunities to achieve their potential in spiritual, moral, academic, intellectual, physical, and social development. It is the community's expectation that all members will respond positively to this dedication and act accordingly.

Our Christ the King Catholic School Community has the following expectations:

#### For Students

- to attend school regularly and conform to the rules and policies of Christ the King Catholic School as listed in the Parent-Student Handbook,
- to participate willingly in their own learning,
- to respect other's safety, well-being, and property,
- to be accountable for their behavior and responsive to related consequences,
- to participate in creating a safe, positive environment conducive to learning.

#### For Parents/Guardians

- to support their child(ren) in regular and punctual attendance at school,
- to conform to the rules and policies of Christ the King Catholic School as listed in the Parent-Student Handbook,
- to participate in creating a safe, positive, learning environment at their school,
- to extend their exemplary Christian behavior to all off campus, extracurricular, school related activities such as, but not limited to, athletic events and field trips,
- to work and cooperate with the faculty member and administration to resolve concerns involving their child(ren),
- to satisfy all financial expectations to Christ the King Catholic School.

#### For Staff, Faculty, and Administrators

- to participate in creating a safe, positive environment conducive to learning,
- to conform to the rules and policies of Christ the King Catholic School as listed in the Parent-Student Handbook,
- to inform their students of classroom discipline practices which utilize reasonable, related, and respectful consequences,
- to model, teach, and reinforce appropriate behavior.

As the primary educators of their children, parents/guardians are models for the development of their child's life spiritually, morally, academically, intellectually, physically, and socially. By choosing Christ the King Catholic School you have shown a serious commitment to help your child recognize God as the greatest good in his/her life.

Neither parents nor teachers, as partners, can afford to doubt the sincerity of the efforts of their educational partner. Each partner should encourage the student to reach his/her

potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority.

If there is an incident at school involving your child(ren), parents/guardians must make investigation of the complete story their first step. This involves first contacting the teacher as part of the investigation. Evidence of mutual respect between parents and faculty will model positive, mature behavior and relationships. Students, parents/guardians, faculty, and administrators are strongly encouraged to invest themselves in collaborative approaches to the resolution of behavioral concerns.

Partners should protect people's good names. It is often too easy to mistake opinion for fact. Differences of opinion and personality clashes cannot be resolved by slander. To resolve an incident involving your child(ren), a parent/guardian must first contact the faculty member of record. A meeting, which includes the student, parent/guardian, and faculty member, will be arranged to present and settle the incident. A second meeting of all partners with the addition of the principal will be scheduled, if a solution is not reached. If a solution is unattainable after this meeting, the principal will make a decision to resolve the matter at his/her discretion. This decision is binding and may include, but is not limited to, removal of the student involved from the school. (See section 15.13 in the Parent-Student Handbook or see Section 15.13)

Students who make poor choices need both understanding and discipline. Discipline is a set of skills that allows for effective learning; it is not punishment. It enhances self-knowledge, self-esteem, and self-confidence. Discipline is part of the teaching-learning process which promotes the development of integrity, accountability, personal ethics, and self-management.

It is essential that a student take responsibility for the grade he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments as indicated in the Parent-Student Handbook. This responsibility also extends in time of absence.

Any conduct contradicting this code could result in the need for the party involved to reconsider their membership in the Christ the King Catholic School Community.

Contradiction of this code includes, but is not limited to, behaviors such as:

- Verbal, physical, or emotional abuse of faculty or administrators, students or other parents including via electronic media.
- Failure to comply with the rules and policies of Christ the King Catholic School as set forth in the Parent-Student Handbook.
- Failure by parents/guardians to meet financial obligations.

Parents/guardians and students who fail to follow the Code of Conduct for Christ the King Catholic School will be sent a letter from the principal documenting their failure of compliance. Any subsequent failure in compliance with the code will result in a meeting between the principal and parents/guardians. This meeting will outline potential consequences if further violations occur.

A third violation of the code dictates removal from the school at the discretion of the pastor

upon his notification by the principal. Other, more serious violations, can result in removal upon the first violation of the code due to the severity of the action (as indicated above and in the Parent-Student Handbook.

## **29 SUSTAINABILITY**

Christ the King School is committed to upholding our Catholic Social Teaching of Caring for God’s Creation. To that effect, Christ the King Catholic School has implemented several programs and formed various groups that enable the school to reduce its consumption and waste, support a more sustainable campus, and be good stewards of the earth. These include:

- Weekly recycling efforts of paper, glass, aluminum, plastic, and cardboard;
- Elimination of water bottle use in school cafeteria;
- Installation of on-site recycling dumpster;
- Replacement of lights with LED lights as bulbs burn out;
- Installation and maintenance of school gardens;
- Programming meant to educate students on environmental issues and sustainability;
- Free uniform donation and exchange program for CK families;
- Concerted efforts to “green” major school functions such as the CK Run, Auction, Street Party and Field Day;
- School-wide marker and crayon recycling;
- Establishment of Student Green Team club (called Knights of the Earth).

The school encourages parents, as first educators of their children, to embrace principles of Caring for God’s Creation. Simple and easy ways to do this include:

- Send a reusable water bottle with your student to school and athletic events;
- Avoid single-use plastic as much as possible;
- Water conservation efforts (use of water barrels, avoid dumping unused water down the drain; dump in a plant or garden instead);
- Think through the trash when party planning – use reusable or compostable materials when entertaining (especially when planning class parties both for students and adults).

## **30. ARCHDIOCESE OF OKLAHOMA CITY SEXUAL IDENTITY POLICY**

According to foundational principles of the Catholic Church’s teaching about human sexuality ,Christ the king Catholic School accepts the following definitions. “Sex” means the biological condition of being male or female as based upon physical differences from conception “Sexual identity” is a person’s identity as male or female, harmonious with one’s biological sex from conception (See Catechism of the Catholic Church #2333) Accordingly, Christ the King Catholic School will interact with students, faculty and staff according to their sexual identity as male or female from the point of conception.

As a Catholic school, Christ the King Catholic School understands some students experience distress or dissonance between their self-perception and what they understand as restrictive cultural norms or stereotypes. Christ the King Catholic School seeks to help all students understand their primary identity is a child of God (who is the source of their dignity) and that God creates each person as male or female with unique gifts and interests. In accord with Catholic Church teaching the sexed body is a gift from God which should be cherished. Therefore, Christ the King Catholic School can neither support nor facilitate a student rejecting his or her body by social transition (dressing and identifying as the opposite sex or as non-binary), medical transition (use of puberty blockers or cross sex hormones), or surgical transition (removal of sexual organs or of secondary sex characteristics, or surgeries designed to create secondary sex characteristics of the opposite sex). Because the process of a “gender transition” involves the rejection of the body as gift, the student who has begun to transition has chosen a path at odds with their integral human and God-given identity. Since the mission and identity of the Catholic school is to share and develop this holy and holistic view of the human persons, students and parents who profess or promote an alternate vision of the human person are choosing not to remain enrolled.

In accord with this sexual identity policy, school personnel will address students by the name with which the student is registered (or its common derivative) and pronouns correlating to the student’s sexual identity based on biological sex from conception. All other policies at this school will reflect the teaching of the Catholic Church concerning sexual identity.

**The Archdiocese of Oklahoma City Anti-Discrimination, Anti-Harassment,  
and Anti-Retaliation Policy  
And Grievance Procedure with Complaint Form**

This Policy and Grievance Procedure applies to all applicants for admission and employment, students, and employees. The Policy and Grievance Procedure will be disseminated to all such individuals, as well as parents and legal guardians of students.

Christ the King Catholic School (“school”) is a Catholic faith-based community providing students with exceptional Christ-centered Catholic formation and education. Rooted in the Catholic understanding of the human person and her or his relationship with God and neighbor, the school fully embraces the teachings of the Catholic Church’s Magisterium, and the School fully incorporates these into every aspect of the School, including but not limited to, its curriculum and co-curricular activities. The physical environment of the school has external signs of the Catholic tradition including images, symbols, icons, crucifixes in every classroom, liturgical celebrations, and other sacramental reminders of Catholic life. In short, every aspect of the school’s life reminds students, parents, faculty and staff to intentionally consider the implications Catholic teaching has for their lives and for the formation and education of the School’s students. This policy is not intended to conflict with any of the school’s religious tenants or teachings of the Catholic Church. This specifically includes Catholic teachings on modesty, sanctity of life, sanctity of marriage, the theology of the body, sexual orientation, and gender identity. The School will defer to the appropriate Catholic faith leaders, including the local ordinary, and teachings in implementing this policy and nothing in this policy is intended to conflict with those teachings.

A. Prohibited Discrimination, Harassment, and Retaliation of Students, Employees, and Others

The School is committed to providing a school environment that is free from unlawful discrimination, harassment, and retaliation. The School strictly prohibits and does not tolerate any discrimination, harassment, or retaliation that is inconsistent with Catholic teaching on the basis of a person’s race, color, national origin, disability, genetic information, sex, pregnancy, biological sex, age, military status, or any other protected classes recognized by applicable federal, state, or local law in its programs and activities. The School further prohibits discrimination on the basis of sex in the recruitment and admission of students, in its education programs and activities, and in all employment-related decisions, including recruitment, application, hiring, promotion, termination, and other employment actions.

The following persons have been designated as Coordinators to handle inquiries or complaints regarding the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy:

Name: Doella Gilmer  
Address: 1905 Elmhurst Ave.  
Telephone Number: 405-843-3909  
Email address: dgilmer@ckschool.com



Designated Coordinators will be responsible for:

- a. Ensuring compliance with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations in a manner consistent with Catholic teaching.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment, and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other School employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints.
- f. Referring all sexual assault or harassment complaints to designated external third-party investigator for investigation.
- g. Immediately informing the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor of all complaints of discrimination and keeping them informed of all developments in each case as well as final disposition of the case.
- h. Identifying and addressing patterns and/or systemic problems and reporting such patterns or systemic problems to the Principal, with a carbon copy to the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor.
- i. Reviewing all evidence in harassment or violence cases brought before the School's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- j. Ensuring that all investigations address whether students or employees other than the reporting student or employee may have been subjected to discrimination, harassment, or retaliation.
- k. Informing the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor of all instances in which a reasonable person in the Coordinator's position determines that School employees with knowledge of allegations of discrimination, harassment, or retaliation failed to carry out their duties in responding to and reporting the allegations to the designated compliance coordinator.
- l. Recommending changes to this policy and grievance procedure.
- m. Performing other duties as assigned.
- n. Removing oneself from the Compliance Team if a conflict of interest is discovered.

The designated Coordinators will not be assigned any additional job responsibilities that may create a conflict of interest with their Coordinator responsibilities.

The School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy is available on the ckschool.com website. Further, this policy is referenced in the in the School Handbook (i.e. both student and faculty handbooks), and is available in the administration office. The contact information for the designated Coordinators is also available on the School website, in the School Handbook, and in the administration office.

The School is committed to keeping all faculty, staff, and employees safe and the School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure is intended to be a guideline for an appropriate process in accomplishing that goal. The School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure is expressly not incorporated into any tuition, employment, or other contract and does not confer any statutory, common law, or contractual rights. The School reserves the right to amend the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure.

### 1. Anti-Harassment

Harassment is a form of discrimination, and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, disability, age, sex, or other protected category, that is objectively sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is objectively sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the objectively offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the School, whether those programs take place in School facilities, on a school bus, at a class or training program sponsored by the School at another location, or elsewhere. Programs and activities include all locations, events, or circumstances where the School exercises control over the individuals involved and the context of any alleged misconduct. The School's education programs and activities further include buildings or other locations that are part of the School's operations, including remote learning platforms, and off-campus settings if the School has substantial control over the individuals involved (e.g., a school field trip to a museum).

The following are examples of behavior that may constitute harassment:

- a. Ongoing name-calling
- b. Ongoing teasing or taunting
- c. Ongoing insults, slurs, epithets, or derogatory names or remarks

- d. Demeaning or inappropriate jokes
- e. Inappropriate gestures
- f. Graffiti or inappropriate written or electronic material
- g. Visual displays, such as cartoons, posters, or electronic images
- h. Threats or intimidating or hostile conduct
- i. Physical acts of aggression, assault, or violence
- j. Sexual advances, requests for sexual favors, or sexual jokes
- k. Offensive or obscene material
- l. Criminal offenses

This list is illustrative only, and not exhaustive. Harassment includes inappropriate conduct based upon any legally protected status. Harassment has no place at the School. It is expected that employees and students will treat one another with mutual respect and dignity. It is the responsibility of every student and employee to conduct themselves in a manner consistent with the School's policies, and to create an atmosphere free of discrimination and harassment.

Sexual harassment is also against the policy of the School. The School strictly prohibits any discrimination, harassment, or retaliation based upon an individual's sex. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex), as well as any unwelcome sexual advances, requests for sexual favors, or any other conduct of a sexual nature, when:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of an individual's employment, grades, academic status, or participation in the School's programs or activities;
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment or academic decisions affecting such individual, including the provision of an aid, benefit, or service;
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, access to School programs or activities, or creates an intimidating, hostile, or offensive environment for the individual or others; or
- The conduct constitutes sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

Please see Appendix A for additional detail on the definitions of sexual misconduct covered by this Policy.

The following are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions
- b. Intentional indecent exposure in any form
- c. Requests or pressure for sexual favors

- d. Unwelcome comments about an individual's body, sexual activity, or sexual attractiveness
- e. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body
- f. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol
- g. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.
- h. Sex-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving the conduct of a sexual nature
- i. Sexual harassment, sexual assault, stalking, dating violence, and domestic violence
- j. Strangulation

This list is illustrative only, and not exhaustive.

## 2. Anti-Retaliation

The School prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for the purpose of interfering with any rights under this Policy, including the right to oppose discrimination (including harassment), or for participating in the School's discrimination complaint process, making a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing related to such conduct. Retaliation is a form of discrimination. Reports made in good faith will not result in any discipline.

The School will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim, including the reporting individual. These steps will include but are not limited to: notifying students, employees, and others that they are protected from retaliation, ensuring that all involved individuals know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the School will take prompt and appropriate responsive action, including disciplinary action up to and including expulsion or termination, if applicable.

### B. Grievance Procedures

These Grievance Procedures are intended to provide for the prompt and equitable resolution of all student and employee complaints alleging any action that is prohibited by the School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy.

### Complaint

If you believe you are a victim of any conduct that is prohibited by this Policy, or if you believe this Policy has been violated in any way, you should immediately report it pursuant to this Policy and the School's Grievance Procedures. You can help the school prevent and correct alleged misconduct. Reports should be made to the school's designated coordinator. Complaints should be made in writing, when possible. The complaint can be made to the coordinator in person, by mail, or by electronic mail. Your complaint should be as detailed as possible, including the names of individual(s) involved, any witnesses, dates, times, and locations of all incidents, and a factual description of the incident(s).

As a condition of employment with the School, all School personnel and employees must immediately report alleged violations of this Policy, complaints or reports of violations of this policy, and all incidents of alleged discrimination to the school's designated Coordinator, even if doing so may result in duplicative efforts. All employees of the school are charged with this obligation. Failure of personnel/employees to abide by this requirement will result in disciplinary action, up to and including termination.

If the School has notice about possible discrimination, harassment, or retaliation, including violence, and any conduct that would violate this Policy, the School will conduct a prompt, thorough, and impartial investigation to determine whether unlawful conduct occurred (see the School's "Grievance Procedures"), and take appropriate interim measures, as necessary. The School may receive notice through an oral report, written report, personal observation by an employee, anonymous report, or other means. If the School determines that unlawful harassment occurred, the School will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, as appropriate. If harassment or violence that occurs off school property creates a hostile environment at School, the School will follow this Policy and Grievance Procedure.

### Supportive Measures

The coordinator may determine that supportive measures should be provided to the complainant, and if so, the coordinator will promptly contact the complainant to discuss the availability of such supportive measures and consider the complainant's wishes. Interim measures may also be appropriate for the respondent. For example, the Coordinator may determine that the respondent should (i) be removed on an emergency basis from education programs and activities based on a safety and risk analysis, or (ii) be placed on administrative leave during the pendency of the investigation and grievance process. Supportive measures are designed to: preserve access to the School's programs and activities; protect the safety of all parties; and deter further misconduct. Such supportive measures may include counseling, schedule adjustments, extensions of deadlines, escort services or additional supervision, no-contact orders, leaves of absence, and other similar measures. The implementation of supportive measures will remain confidential to the extent possible. The Coordinator is responsible for the effective implementation of supportive measures and may implement such measures where no formal complaint has been submitted to the School, or where the complainant does not wish to pursue to grievance process, if the circumstances warrant.

### Parents and Guardians

Consistent with applicable state and local law, a student's parent or guardian will be permitted to exercise the rights granted to their child under this School's policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process. A student's parent or guardian will also be permitted to accompany the student to meetings, interviews, and hearings, if applicable, during the grievance process in order to exercise rights on behalf of the student.

#### Notice of Receipt of Complaint

Once the School receives notice that discrimination, harassment, retaliation, or other misconduct under this Policy has occurred, the School will respond promptly and effectively. Upon receipt or submission of a written complaint, the Coordinator will provide written notice to the known parties of the following:

- (A) the School's Grievance Procedures;
- (B) the allegations constituting a potential violation of these Policies, including details of the identities of the parties, the alleged incident(s), and dates and locations of the alleged incident(s), if known;
- (C) the fact that the respondent is presumed not responsible for the allegations until a Determination is made at the conclusion of the grievance process;
- (D) the fact that a determination regarding responsibility will be made at the conclusion of the grievance process;
- (E) that the parties have the right to an advisor of their choice present at any meeting or proceeding, who may be, but is not required to be, an attorney; and
- (F) the parties' opportunity to request inspection and review of evidence obtained as part of the investigation.

During the course of the investigation, should the Coordinator discover allegations that were not included in the initial notice to the parties, the Coordinator may decide to investigate such allegations. If the Coordinator determines that additional allegations require investigation, the Coordinator will provide written notice of the additional allegations to the parties, if and when known.

#### Dismissal of Complaint

If at any time during the investigation it is determined that no violation of this Policy or no unlawful discrimination, harassment, or retaliation has occurred, the school will dismiss the complaint or any allegations in the complaint. However, it is possible that the alleged conduct may constitute a violation of other School policies, including the School's code of conduct, and as such may be further investigated under those policies. A complaint may also be dismissed if: (i) the complainant notifies the Coordinator in writing that he or she wishes to withdraw the complaint or any allegations therein; (ii) the respondent is no longer enrolled in or employed by the school; or (iii) specific circumstances prevent the school from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The School may nevertheless investigate if the Coordinator determines it is necessary in light

of a health or safety concern. If a complainant refuses to participate in the investigation after making a complaint, it may result in a dismissal of the complaint. However, the School may proceed with an investigation as the circumstances may allow.

### Investigation

Once the School receives a grievance, complaint, or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the School will conduct a prompt, thorough, and impartial investigation to determine whether unlawful conduct occurred. Throughout the investigation process, the School will undertake an objective evaluation of all relevant evidence, treat the parties equitably, ensure that investigators and decisionmakers are free from conflicts of interest or bias, and work through the grievance process with reasonably prompt time frames. The coordinator will conduct the investigation unless the Coordinator or the School determines that an outside, third-party should conduct the investigation. If necessary, the School will take immediate, interim action to provide Supportive Measures and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The Complainant will be notified of his or her options to avoid contact with the Respondent, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the school's investigation. The school will minimize any burden on the Complainant when taking interim measures to protect the Complainant.

The investigation may include gathering physical, electronic, and other evidence, and interviewing witnesses and parties. Individuals who are evasive, obstructionist, or who do not fully cooperate in the investigative process may be subject to disciplinary action, up to and including expulsion or termination. The parties will receive advance notice before they are interviewed for investigative purposes.

The parties may elect to have an advisor of their choice for purposes of the investigation and grievance proceedings. Advisors are welcome to attend meetings, interviews, and any grievance proceedings, but are not permitted to speak in place of the parties. The role of the advisor is narrow in scope: the advisor may attend any interview or meeting connected with the grievance process that the party whom they are advising is invited to attend, but the advisor may not actively participate or intervene in interviews or meetings and may not serve as a proxy for the party. In addition, while advisors may provide guidance and assistance throughout the investigation and grievance process, all written submissions must be authored by the student or employee.

The school will investigate all complaints received, even if an outside entity or law enforcement agency is also investigating a complaint involving the same facts and allegations. The School will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this Grievance Procedure. If the allegation(s) involve possible criminal conduct, the coordinator will notify the complainant of his or her right to file a criminal complaint. No School employee shall dissuade the complainant from filing a criminal complaint either during or after the school's investigation.

The School will attempt to complete its investigation within thirty (30) school days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses, witnesses refusal to cooperate, additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance Coordinator or investigator is unavailable, another Coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the timeframe to complete the investigation will be extended as needed, keeping in mind the goal of prompt and effective resolution. Periodic status updates will be given to the parties, if necessary.

### Informal Resolution

When a formal complaint has been filed, at any time during the investigation and grievance proceeding and prior to a determination regarding responsibility, the parties may agree to resolve the matter informally. The Coordinator or the School may facilitate an informal resolution process, subject to obtaining the parties' voluntary, written consent. In addition, although the parties may not contact one another for purposes of direct mediation, they may communicate through their advisors or through the Coordinator for purposes of reaching an informal resolution.

Informal resolution is not permitted in a situation where an employee is alleged to have sexually harassed a student or where an employee or student is alleged to have sexually assaulted another person.

If the parties consent to an informal resolution process, it will be facilitated through the Coordinator or an outside, third-party, free from conflicts of interest and bias. Each party will receive written notice prior to the informal proceeding, disclosing: (A) the allegations; and (B) the requirements of the informal resolution process. Informal resolution may involve pursuit of individual or community remedies, supported direct conversations, mediation, indirect action by the facilitator of the informal process, or other forms of resolution tailored to the needs of the parties. Informal resolution may also be used to reach agreed upon disciplinary sanctions.

If a resolution satisfactory to the parties is reached, through an informal resolution proceeding or otherwise, the Coordinator will prepare a written document indicating the resolution of the matter, to be signed by both parties, and the investigation and/or proceeding will then be closed. The written document indicating resolution will be maintained by the School as a confidential record.

### Preliminary Review Prior to Investigative Report

Prior to completion of the investigative report, the School will send to each party and the party's advisor, if any, all evidence subject to inspection and review in an electronic format or a hard



copy for review. The parties will have ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

### Investigative Report

The designated compliance Coordinator (or designated investigator) will complete an Investigative Report, which will fairly summarize all relevant evidence gathered during the investigation. If someone other than the designated compliance Coordinator conducted the investigation, the compliance Coordinator will review, approve, and sign the Investigative Report.

The Report will be sent to each party and the party's advisors, if any, for the party's review and written response. The parties will also be entitled to submit written, relevant questions that the party wants asked of any party or witness prior to any determination regarding responsibility, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The response to the Investigative Report and written questions, if any, must be sent to the coordinator or designated investigator within ten (10) calendar days of the party's receipt of the Investigative Report. The compliance Coordinator (or designated investigator) will have discretion on which additional information to provide and to determine which questions may be relevant and appropriate.

The school will maintain relevant evidence obtained during the investigation, including the Investigative Report, and any witness statements, interview summaries, and any transcripts or audio recordings pertaining to the investigation as required by any applicable law.

### Determination Regarding Responsibility

The school will utilize a "preponderance of the evidence" standard when determining whether any violation of this Policy occurred. The decision-maker, who will not be the same person as the Coordinator or the investigator, will issue a written determination regarding responsibility (the "Determination"). The written Determination will include:

- (A) identification of the allegations potentially constituting a violation of this Policy;
- (B) a description of the procedural steps taken from the receipt of the allegations or complaint throughout the entire investigation and grievance process;
- (C) findings of fact supporting the Determination;
- (D) conclusions regarding the application of the School's Policy or code of conduct;
- (E) a statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed, and whether any remedies designed to restore or preserve equal access to the school's education program or activity will be provided; and
- (F) the procedures and permissible bases for appeal.

The Determination will be provided to the parties at the same time. The Determination becomes final the date on which an appeal would no longer be considered timely, or upon the conclusion of an appeal with the issuance of the Decision on Appeal.

The coordinator will be responsible for implementing any remedies set forth in the Determination.

### Appeals

Both parties are entitled to appeal the Determination, including any sanctions, or the School's dismissal of a formal complaint or any allegation therein. Appeals must be made within ten (10) School days after the party receives the Determination or the dismissal.

The grounds for appeal are as follows:

- (A) Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the school's own procedures);
- (B) New evidence that was not reasonably available at the time the Determination regarding responsibility or dismissal was made that would affect the outcome of the matter; or
- (C) The coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

The submission of an appeal stays any sanctions for the pendency of the appeal. Supportive measures, including remote learning opportunities, remain available during the pendency of the appeal. If a party appeals a Determination, the School will notify the other party in writing of the appeal as soon as is practicable; however, the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal. The non-appealing party may submit a written response to the appeal within five (5) school days after receiving notice of the appeal. Appeals will be decided by the Appeals Team, who will be free of conflicts of interest and bias, and who have not and will not serve as investigator, Coordinator, or decision-maker in the same matter.

The Appeals Team will review the appeal, any written response thereto, all evidence gathered during the investigation, investigative documentation, and the Determination, and will conduct additional investigation, if necessary, at the Appeals Team's sole discretion. The Appeals Team will then issue a written Decision on Appeal within thirty (30) school days after receiving the appeal. The Decision on Appeal will describe the result of the appeal and the rationale for the result, and shall be sent to all parties at the same time. The Decision on Appeal is final. (If a member of the Appeals Team is the subject of the complaint or is involved in the investigation, a new member will be appointed.)

### Sanctions and Remedies.

*Sanctions.* Sanctions are imposed against the wrongdoer/harasser in an effort to stop and/or correct his/her conduct, prevent any recurrence of misconduct, deter any future misconduct, and remedy the effects of the misconduct.

Sanctions may include but are not limited to: any level of disciplinary action, such as a verbal warning, written warning, suspension, administrative leave, demotion, termination of employment, expulsion, suspension or dismissal from School, modification of schedule, reduction or elimination of financial or other benefits, and no-contact orders.

*Remedies.* Remedies are actions taken to overcome the effects of the misconduct. Remedies provided to the complainant are designed to restore or preserve that individual's educational or employment access and opportunities. Remedies may include the same individual services provided as Supportive Measures, or other, additional items. Other remedial measures may be taken to ensure learning and working environments that are free from misconduct, such as, but not limited to, training and counseling support services. Remedies will be prompt, age-appropriate, effective, tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the School's investigation, counseling, health, and mental health services, and other remedies, such as those listed below.

Remedies for an individual further include but are not limited to:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Providing academic support services, such as tutoring, if desired.
- d. Arranging for the complainant to retake a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The School may also provide Remedies for the School or broader student population, including, but not limited to:

- a. Providing resources to all students or employees affected by sexual harassment or sexual violence so that they can access comprehensive victim services, and notifying students and employees of community counseling, health, mental health, and other services.
- b. Providing additional training to the school's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- c. Informing students and employees of their options to notify law enforcement authorities, including school and local police, and the option to be assisted by School employees in notifying those authorities.
- d. Creating measures of feedback from students, employees, and School officials to identify strategies for ensuring that students and employees:

- i. Know and understand the school's prohibition against discrimination, harassment, and retaliation.
  - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
  - iii. Understand how to report any incidents of discrimination, and to whom they must be reported.
  - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
  - v. Feel comfortable that School officials will respond promptly and equitably to reports of discrimination, harassment (including violence), and retaliation.
- e. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the School's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- f. Conducting, in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the school is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the School.

### Confidentiality

The identity of the complainant will be kept confidential, to the extent that a fair and thorough investigation can be completed. The School will notify the complainant of the anti-retaliation provisions of applicable laws, and that the school will take steps to prevent retaliation and will take prompt and corrective responsive actions if retaliation occurs.

At the same time, the School will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students and employees. In some cases, the school may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the School may not be able to maintain the complainant's confidentiality. The School will inform the complainant that it cannot ensure confidentiality, if applicable.

If a complainant requests confidentiality or asks that the complaint not be pursued, the School will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the School from responding effectively to the harassment and preventing harassment of other students. In some instances, the school may pursue an investigation with a complaint signed by the coordinator. If a complainant or third party insists that his/her name or the complainant's name not be disclosed, the school will inform the complainant that its ability to respond may be limited. For example, the school would be unable to provide Supportive Measures without knowing the complainant's identity. Where a complainant desires Supportive Measures, the complainant's identity may be kept confidential unless disclosing the complainant's identity is necessary to provide Supportive Measures. Where a complainant desires to initiate a grievance process, the complainant cannot remain anonymous

or prevent the complainant's identity from being disclosed to the respondent. A respondent has the right to, and must be, notified of the complainant, complaint and details of the allegations, and the ensuing investigation in order to provide the respondent with an adequate opportunity to respond. Even if the school cannot take disciplinary action against the alleged harasser, the School will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

The duty of confidentiality has three exceptions: if disclosure is (1) permitted under FERPA, (2) required by law, or (3) necessary to carry out the purposes of this Policy and the grievance process.

### Privacy of Records

Any complaint, the allegations involving misconduct, the evidence gathered during the investigation, the witnesses interviewed, and any records, reports, or documents generated in the process of the investigation and grievance proceeding, including at the appeals levels, are all confidential, not open to the public, and must be maintained as confidential records by the School. Any breach of confidentiality is grounds for disciplinary action.

### Conflict of Interest or Bias

If at any point during the investigation or grievance process a party has concern about a conflict of interest or bias for or against any complainant or respondent, the party should report such concern to Mrs. Doella Gilmer. The School wants to ensure an impartial investigation and grievance process for all employees and students, and that all Coordinators, investigators, and decision-makers in the investigative and grievance process, including the Appeals Team, are unbiased and free from conflicts of interest. If any Coordinator, investigator, or decision-maker identifies his/her own conflict of interest or bias, they must immediately self-report the concern to Mrs. Doella Gilmer. Where concerns regarding conflicts or bias are validated, the School will remove the conflicted or biased individual from the matter, and appoint someone else.

### Training

The School will ensure that all employees, including but not limited to: officials, administrators, teachers, substitute teachers, counselors, coaches, assistant coaches, paraprofessionals, aides, bus drivers, school volunteers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate School officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and local laws and regulations, including the definitions of and several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.

- b. The School's current anti-discrimination, anti-harassment, and anti-retaliation notices, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the School's disciplinary procedures.
- c. Identification of the School's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate School officials or employees. In addition, the School will emphasize that employees, students, third parties, and others, should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the School's primary concern is student safety that any other rules violations will be addressed separately from the sexual violence allegation and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the School's anti-discrimination, anti-harassment, and antiretaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence and remedy its effects.
- g. A description of victim resources including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the School shall ensure that employees designated to address or investigate reports of discrimination, harassment, and retaliation, or carry out responsibilities under this Policy and Grievance Procedure, including designated compliance Coordinators, investigators, decision-makers, the Appeals Team, and any employee facilitating an informal resolution process, will receive additional specific training on the definitions of misconduct covered by this Policy and Grievance Procedure, the scope of the School's education programs and activities, how to promptly and effectively investigate, conduct a grievance process, and respond to complaints and reports of discrimination, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias, how to make decisions on issues of relevance regarding questions and evidence, how to fairly summarize relevant evidence, and to know the School's Grievance Procedures and the applicable confidentiality requirements.

### Preventive Measures

The school will publish and widely distribute on an ongoing basis a notice of nondiscrimination in electronic and printed formats, including prominently displaying the notice on the School's

website and posting the notice at each building in the school. The school also will designate an employee to coordinate compliance with anti-discrimination laws and widely publish and disseminate this grievance procedure, including prominently posting it on the school's website, at each building in the school, reprinting it in School publications, such as handbooks, and sending it electronically to members of the school community. The school will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The School also may distribute specific harassment and violence materials including a summary of the School's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

## Appendix A

### Definitions

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
  - a. an employee of the school/district, who
  - b. conditions the provision of an aid, benefit, or service of the school/district,
  - c. on an individual's participation in unwelcome sexual conduct.
2. Sexual Harassment:
  - a. unwelcome conduct,
  - b. determined by a reasonable person,
  - c. to be so severe, and
  - d. pervasive, and,
  - e. objectively offensive,
  - f. that it effectively denies a person equal access to the school's/district's education program or activity.
3. Sexual assault:
  - a. an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - b. This includes any sexual act, including rape, sodomy, sexual assault with an object, or fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
4. Non-Forcible Sex Offenses:
  - a. Incest:
    - i. Non-forcible sexual intercourse,
    - ii. between persons who are related to each other,
    - iii. within the degrees wherein marriage is prohibited by Oklahoma law.
  - b. Statutory Rape:
    - i. Non-forcible sexual intercourse,



- ii. with a person who is under the statutory age of consent of 16.
- c. Dating Violence:
  - i. Violence,
  - ii. committed by a person,
  - iii. who is in or has been in a social relationship of a romantic or intimate nature with the victim; and
  - iv. where the existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
  - v. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - vi. Dating violence does not include acts covered under the definition of domestic violence.
- d. Domestic Violence:
  - i. Felony or misdemeanor crimes of violence
  - ii. committed by a current or former spouse or intimate partner of the victim, or
  - iii. by a person with whom the victim shares a child in common, or
  - iv. by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or
  - v. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma or
  - vi. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.
- e. Stalking:
  - i. engaging in a course of conduct,
  - ii. directed at a specific person,
  - iii. that would cause a reasonable person to
    - 1. fear for the person's safety or the safety of others or
    - 2. Suffer substantial emotional distress.
  - iv. Stalking includes cyber-stalking.



**Anti-Discrimination, Anti-Harassment, and Anti-Retaliation  
Complaint Form**

**PURPOSE:** The purpose of this complaint form is to gather the essential basic facts of alleged actions or misconduct involving complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of the prohibitions in the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy. This form is use so any complaints can be resolved as expediently and appropriately as possible. This form only applies to complaints involving complaints of sex discrimination, including complaints of sexual harassment or sexual violence covered by the Anti-Discrimination, Anti-Harassment, Anti-Retaliation Policy and Grievance Procedure.

**INSTRUCTIONS:** Individuals alleging sex discrimination, including complaints of sexual harassment or sexual violence, or retaliation in violation of the Anti-Discrimination, Anti-Harassment, Anti-Retaliation Policy and Grievance Procedure and requesting review are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination or retaliation:

**Contact our Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy Coordinator:**

**Name: Doella Gilmer**

**Email: [dgilmer@ckschool.com](mailto:dgilmer@ckschool.com)**

**Phone: 405-843-3909**



*Go Make Disciples*

**CATHOLIC SCHOOLS**  
ARCHDIOCESE OF OKLAHOMA CITY

**1. Name of Complainant:**

Contact information:

Student Grade:

Employee Job Title and Office Location:

**2. Today's Date:** \_\_\_\_\_

**3. Nature of Grievance:**

Please describe the action you believe may be sex discrimination or retaliation, including complaints of sexual harassment or sexual violence, in violation of the Anti-Discrimination, Anti-Harassment, Anti-Retaliation Policy and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

**4. When did the actions described above occur?**

**5. Are there any witnesses to this matter? (Please circle) Yes No**

If yes, please identify the witnesses:

**6. Did you discuss this matter with any of the witnesses identified in Item 4?**

(Please circle) Yes No

If yes, please identify: Person to whom you have

spoken: \_\_\_\_\_ Date: \_\_\_\_\_

Method of communication:



**7. Have you spoken to any administrator(s) or other school employee(s) about this matter?** (Please circle) Yes No

If yes, please identify: Person to whom you have spoken: \_\_\_\_\_

Date: \_\_\_\_\_

Method of communication:

**8. Please describe the result of the discussion(s) identified in Item 6:**

PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date