

TABLE OF CONTENTS

GENERAL INFORMATION:

Table of Contents.....	1-2
Christ King Mission Statements -- Parish & School.....	3
Christ King Philosophy and Objectives	3
Christ King Faculty and Staff	4
School Phone, Address, Fax, Web site	4

SPECIFIC TOPICS OR INFORMATION:

Absence or Tardy	5
Accidents or Injuries	5
Articles Prohibited in School	5
Athletics & Description of Events and Expectations	6
Calls and Visits to School	7
Change of Address or Phone Numbers	7
Communication to and from the School	7
Emergency School Closings	7
Extra Curricular Activities and Expectations	8
Field Trips	8
Fire Drill and Tornado Drill	8
Fund Raisers for the Operating Budget	9
Homeroom Assignments	9
Homework Purpose and Time Frame.....	9
Home & School Association	9
Library	10
Lost Articles	10
Lunch	10
Medications and Needed Forms.	10
Milk Program.....	11
P.A. Announcements	11
Parking	11
Playground Equipment.....	16
Report Cards	11
Reserving rooms.....	16
Schedules -- Regular times, Early Dismissal & Liturgy	11-12
Religion with Father & Sacramental Confession.....	12
School Committee.....	12
School Planning and Accreditation (SPA)	12
Student Recognition -- Middle School	12-13
Student Service Projects -- Parish, School, Classrooms	13-14
Special Needs (At Risk and Gifted/Talented)	14-15
Standardized Testing	15
Transfer of Student Records	15
Transportation of Students	15
Web site.....	16
Wednesday Wireless	16

POLICIES AND PRODEDURES:

Administration of the School..... 17
Acceptable Use Policy for the
Use of Computers and Telecommunications.....18-19
Admission to the School & Non-Catholic Students20
Discipline and Academic Probation21-26
Probation, Suspension and Expulsion.....28-29
Codes of Conduct for Students30-31
Grievance Procedures for Parents29
Harassment and Reporting Procedures27
Pets32
Retention of Students.....33
Transportation of Students34
Uniforms, School Attire and Consequences35-37
Wellness, Health and Safety . School Nutrition38
Volunteer Hours38

CURRICULUM:

Art39
Computer39
Language Arts40
Mathematics41
Music.....42
Religion, Human Sexuality and Safeguarding God’s Children43
Physical Education44
Spanish44
Science45
Social Studies.....46

APPENDIX:

Medication forms:
Medication Consent Form 5140.2a47
Prescription - Physician 5140.2b48
Inhaler Usage 5140.2c.....49

Parking:
Morning Drop Off50
Afternoon Pick up.....51

CHRIST KING PARISH STATEMENT

As we build a welcoming faith community, our mission is to answer the call of Christ the King through:

Worship in the Catholic sacramental tradition.

Service to those in need, especially the poor.

Faith development throughout life; and

Generous **stewardship** of God's many blessings.

CHRIST KING SCHOOL MISSION STATEMENT

We believe the mission of Christ King School is to be a witness of Christ, as we educate our children to recognize, accept and respect Jesus in ourselves and others through:

- ◆ **MESSAGE**
Teaching the Gospels, Catholic Church Doctrines, and traditions as guidelines for living. These permeate our curriculum and environment.
- ◆ **COMMUNITY**
Instilling respect and responsibility to live as Catholic / Christians in our world.
- ◆ **PRAYER/WORSHIP**
Participating in diverse religious experiences, which enable everyone to develop a loving relationship with God.
- ◆ **SERVICE**
Committing ourselves to know, love and serve God by reaching out to others.

CHRIST KING SCHOOL PHILOSOPHY

Christ King School encompasses the education of the total child.

OBJECTIVES

SPIRITUAL

To guide the children to recognize, accept and respect Jesus in themselves and others.

INTELLECTUAL

To establish a foundation for continued academic growth by:

- a) Meeting individual needs
- b) Stimulating intellectual curiosity
- c) Motivating critical thinking
- d) Promoting the development of each child's potential

PERSONAL GROWTH

To nurture:

- a) A positive self – image
- b) The development of self – discipline
- c) Emotional maturity
- d) Each person's unique gifts

COMMUNITY

To prepare the children to become responsible citizens in the changing world using Christian values as guidelines.

PHYSICAL

To meet the physical needs of the students by providing an appropriate program of physical fitness, wellness and health education in a safe environment.

CHRIST KING SCHOOL FACULTY --- 2010 - 2011

Pastor:	Very Rev. T.George Gajdos	Rectory
Principal:	Mr. Greg Meuler	Main Office
Secretary:	Mrs. Wendi Gaspar	Main Office
Receptionist	Mrs. Laura Fahey	Main Office
K4 Teacher	Miss Mary Phillips	Room 102
K4 Paraprofessional	Mrs. Patricia Buffone	Room 102, 105,107
K5A	Mrs. Lynn Lesko	Room 105
K5B	Mrs. Suzzanne Schueller	Room 107
Grade 1A	Mrs. Nicole Kuehne	Room 01
Grade 1B	Mrs. Diana Barkow	Room 105
Grade 2A	Sister Beth Schmitz, OSF	Room 109
Grade 2B	Mrs. Carol Machulak	Room 113
Grade 3A	Mrs. Susan Hafemann	Room 118
Grade 3B	Mrs. Kristina Lesner/Snyder	Room 119
Grade 4A	Mr. Ken Kloser	Room 202
Grade 4B	Ms. Amy Mikec	Room 201
Grade 5A	Ms.Heidi Heyrman	Room 205
Grade 5B	Ms. Catherine Wettstein	Room 206
M. S. Social Studies	Mr. James Heck	Room 207
M. S. Religion	Mr. Jeff Cain	Room 212
M. S. Math	Ms. Renae Burley	Room 213
M. S. Science	Mrs. Betty Olszewski	Room 216
M. S. English	Mrs. Lynne Green	Room 218
M. S. Literature	Mrs. Linda Simko	Room 219
Art K4-8	Mrs. Carrie Dykstra	Room 31
Computer K4-8	Mrs. Jenny Trimberger	Room 208
Library & Resource	Mrs. Cheryl Harvey	Room 14
Music K4-8	Mrs. Gerry Klein	South Hall Kitchen
Phys. Ed. & Vice Principal K4-8	Miss Fran Stavropoulos	Room 117 (Gym)
Spanish K4-8	Mrs. Myriam McClellan	Room 209

SCHOOL INFORMATION

Christ King School
2646 N. Swan Blvd.
Wauwatosa, WI 53226
Website www.christkingschool.org

Phone: 414-258-4160
Fax: 414-258-0916
E-Mail: principal@christkingschool.org

Absence or Tardy:

All students must be in their desk when the 7:45 A.M. bell rings or the Kindergarten teacher is ready to begin at 11:50 AM.

If a child is absent for any reason, parents are requested to call the school by 8:00 AM for the day for morning class or by 12:00 for the afternoon session. Students are considered absent if they are not in the building. Students arriving after 9:30 AM or leave before 1:30 PM will be considered absent for that half of the day. Students will not be marked absent while they are at a doctor or dental appointments if they are within the aforementioned time limits. The school secretary will call all families if an absence is not reported.

- ◆ Students are considered tardy if they are not seated in their place when the 7:45 AM bell rings or have not returned at either 12:10 or 12:35 if they go home for lunch.
- ◆ Students who go to a doctor or a dentist will be excused if a note accompanies the student upon his or her return.
- ◆ School related appointments (M-Team evaluations or speech class are considered excused.)
- ◆ Visitation to a high school is limited to 8th grade students only during the first semester. Students are considered absent when they shadow.

Students will not be permitted to leave the school before regular dismissal without a written note from the parent or unless the parent has been called due to illness. Parents should pick up their child/ren in the main office. **When a child is absent, the homework may be given to a sibling, a friend, or a parent may pick up the homework in the office at dismissal time. Teachers are not to be interrupted or asked during class time to put homework together. All homework is to be picked up at 3:00.**

Accidents or Injuries

For the protection of students and teachers, every accident on the grounds or at a school-sponsored event must be reported immediately to the person in charge of the activity. This person or a designee will notify the school office who in turn will contact the parents using the emergency information provided. When emergency transportation to the hospital is required, parents or guardians will be informed where to meet the child and medical personnel. Parents are responsible for payment of the ambulance transportation.

Articles Prohibited in School

Any articles which are or may be hazardous to the safety of oneself or others are prohibited on the school premises, such as knives, guns, drugs, alcohol, toy guns, water pistols, bean shooters, lasers, matches or lighters, etc. Books, magazines and pictures of questionable nature will be confiscated. If any of these articles are brought to school, they will be given to the principal. Parents must come to claim whatever was confiscated by the principal. Students bringing weapons onto the school grounds will be faced with the appropriate school disciplinary actions -- such as suspension and / or expulsion. Students in possession of weapons or drugs will also be referred to the police.

Unless specifically requested by a teacher, students may not bring boom boxes, radios, CD/Tape recorders, headsets, beepers, iPods, mp3 players, hand-held video games and any other electronic device to school. If a cell phone is brought to school, it may not be used during the day. Cell phones must be turned off and kept out of sight all day.

The school will not be held responsible for breakage or theft of such articles. If any student is seen using a cell phone or any other device listed above, during school hours, the device will be given to the principal. Parents will need to claim the item after school from the principal.

Athletics-Description of events and academic expectations

Christ King provides children in the Grades 5 through 8 with a sports program that includes volleyball, basketball, softball and track . The program is designed to teach the fundamentals of sports, develop self-worth, sportsmanship, discipline, sound judgment and physical well-being.

Programs Offered: **Volleyball:**

Grades: 5 - 8, Girls and Boys
Season: August-November
Team Size: 7-14 players

Softball:

Grades: 5 - 8, Girls and Boys
Season: April-May

Basketball:

Grades: 5 - 8, Girls and Boys
Season: November-March
Team Size: 6-13 players

Track:

Grades 5- 8 Girls and Boys
Season: April - May

For more detailed information and who to contact please go to the Christ King School Web Page at www.christkingschool.org and select the "ATHLETICS" link. In addition to the rules in the Christ King Athletic Handbook (available on the web page), Christ King is also governed by the regulations set by the Archdiocese of Milwaukee.

For a copy of these athletic regulations go to the archdiocese website at www.archmil.org/resources/userfiles/2005-06_Athletics_Policy_Manual.pdf.

Academic Expectations for Athletes and Extra Curricular Activities

- ◆ A student must maintain a 2.0 or higher GPA on a 4.0 GPA Scale (or the equivalent of a 2.0 or higher on a different GPA Scale.)
- ◆ A student may not have any failing grade on a report card. A failing grade is identified as any grade below a D or the equivalent under a different grading scale.
- ◆ A student must continually give good effort in all classes.
- ◆ A student failing to satisfy any of the foregoing conditions will be placed on academic probation for two weeks during which improvement must be seen by all involved teachers.
- ◆ If placed on academic probation, a student will be given a note by the principal (to be signed by parent(s) and returned to the Principal) indicating that s/he has been placed on academic probation. The note will also identify the school's expectations of improvement during the two week probationary period, as well as the consequences for failing to improve during such period.
- ◆ Prior to the first extracurricular event following the distribution of the above described notice of academic probation, a school representative (e.g., the principal and the adult overseeing the student's participation in the extracurricular activity, (e.g., head coach, moderator of the event) will meet with the student and his or her parent(s) to underscore the importance of excelling in both school work and in extra curricular activities.
- ◆ During the academic probation period, the student may continue to participate in all aspects of the extra curricular activity (e.g., practices, games, meets, classes).
- ◆ If, at the conclusion of the academic probation period, school administration and staff conclude that the student has shown adequate improvement, the student will be removed from academic probation and a note will be sent home (to be signed by parent(s) and returned to the Principal) indicating the same. If there has been insufficient improvement, the student may not participate in any aspect of the extra curricular activity for no less than one week, and until improvement is demonstrated. Again, a note will be sent home (to be signed by parent(s) and returned to the Principal) indicating continued academic probation.
- ◆ Any student who has been placed on academic probation three times during the academic year will be ineligible to participate in extra curricular activities for the remainder of the academic year.
- ◆ Appropriate notice will be given to parents.
- ◆ Exceptions to the enforcement of these eligibility standards may be granted at the sole discretion of the School Principal, after consultation with the adult responsible for the specific extra curricular (e.g. Chair of Athletics, Moderator of the event etc...).
- ◆ Students in extra curricular activities or parish events are subject to the guidelines as outlined in the stride program. See the revised STRIDE policy,

Calls/Visits

All visitors, including parents, are required to report to the school office, sign in and then wear a name tag. Please use the center alcove doors off 91st Street only upon entering the building. Parents are to leave all forgotten items in the school office and not disturb the classroom teacher with those items. Neither teachers nor children are called from a class to answer the telephone. The telephone is for business use only. Students' use of the phone is limited to emergencies only.

Forgotten items are not considered emergencies. Please try to help your children come to school fully prepared so that non-emergency calls are not needed. Parents and visitors are welcome to tour the school, but as a courtesy to the teachers and classes, such visits should be cleared through the office at least one day prior to the visit. Parents who wish to observe a classroom must clear the observation with the teacher and the principal.

Change of Address/Phone Numbers

Please inform the school office, as soon as possible, if you are moving, changing your address, e-mail or telephone numbers at home, at work or have a new cell number. In an emergency this information is crucial. Changes can be e-mailed to principal@christkingschool.org.

Communication

Parents are the first teachers of their children and are the ones to whom they look to bear witness of the fruits of religious and academic training. Therefore, teachers and parents/guardians must cooperate as partners. Good communication between the family and school is essential. This can be accomplished through several means:

- Parent-Teacher-Student Conferences - twice yearly
- Other scheduled conferences by appointment
- Wednesday Wireless Folders
- Family Folders --- work folders
- Home and School or School Committee Meetings
- Teacher web page and e-mails
- Assignment notebook notes
- Web grader and Report Cards
- Open Houses and Homeroom activities
- E-Mail lastnamefirstinitial@christkiingschool.org

Emergency School Closing

When there is a question of school closing or of an early dismissal due to severe, inclement weather, announcements will be carried by the local radio and television stations:

Watch FOX6 Wake Up News from 5:30 to 9:00 A.M.

Watch WTMJ4 from 5:30 A.M. and reports throughout the day

Listen to 620 AM - WTMJ - Information Station

Christ King School is closed when either of the following systems close: Wauwatosa Public Schools.

PLEASE DO NOT CALL THE RECTORY FOR THIS INFORMATION.

If school is canceled, this means that all after-school activities are also canceled. If any of the above systems makes a late day cancellation of after-school activities, this applies as well (i.e. sports, scouts, etc).

If any of the above systems close during the day while students are in school, Christ King will remain open but parents may come to pick up their children at any time after the cancellation is announced. In the event that we would close during the day, parents would receive a phone call from the room parent phone chain or the school directly. Children should not be using cell phones to call their parents.

Extra-Curricular Activities

THE PRINCIPAL IS RESPONSIBLE FOR THE ENTIRE EDUCATIONAL PROGRAM, CURRICULAR AS WELL AS, EXTRA-CURRICULAR ACTIVITIES. All outside activities are to be coordinated through the school office. A copy of all correspondence sent out should also be given to the principal. Leaders of after-school activities are responsible for all members of their group and must remain with the children until the last child has left the premises.

Extra-curricular activities are important to the growth and development of the "whole child." However, it must be remembered that such activities are "extra." The primary responsibility of students is the regular school curriculum. If, during an extended time period, extra-curricular activities impede normal academic progress, students, parents and teachers may need to have a conference to set priorities.

Activities available to the students are:

Basketball	Servers	Chess
Softball	Scouts	Art Classes
Volleyball	Forensics	Band/Music Lessons
Science classes	Track	Various clubs

Students in any of the above activities must maintain a 2.0 or higher and not be failing in any grade. Refer to the Academic Expectations on Page 5 under Athletics.

Field Trips

Field trips, which correlate with student activities and/or opportunities for enrichment, are planned at the discretion of the teacher. The purpose of these trips is educational not recreational, although the latter may enter in.

Parents pay bus and entrance fees. Parental written permission to participate in out-of-school trips is **required, as well as any medical information. Please make all checks payable to: Christ King School.** If a financial need exists, please contact the principal as no student will be denied field trips due to financial need.

Students will be transported by bus unless the group of students would be too small to warrant a bus. In that case, parents who are driving will be asked to complete an insurance verification. Parents must abide by the state standards for child restraints. For the safety of the children who are being chaperoned, the parent-chaperone may not bring pre-school children on the field trip. See policy on transportation.

Fire Drill/Tornado Drill

Fire drills are held monthly in accordance with State Regulations.

A tornado drill is also held at least once per year. Should the weather threaten to be severe, the school bell will ring in short consecutive sounds. Students should move to the basement of the school. When all is clear, the school bell will ring, at which time, students may proceed back to their classrooms.

In case of any other emergency situation that may arise, an announcement will be made over the P.A. system giving teachers and students directions for evacuating the building. Specific guidelines are in the faculty handbook for teachers.

Fund Raisers

The Home and School Association organizes the Magazine Sale and Gift Wrap at the start of the year. Proceeds of these sales go directly into the school's operating budget. Parents are asked to participate as time and money allows. On open house day, parents will submit a check of \$150.00. If parents raise a profit of \$100.00, the check is returned. Otherwise the check will be kept as a donation or a portion returned for the part that was raised toward the goal. No other new fundraisers may be held during the year that benefit the students, teachers and parents of the school.

Homeroom Assignments

Students are assigned to a classroom based on a number of variables including class size, boy /girl numbers, student compatibility, group dynamics, and teacher insights. Parent requests for a specific teacher cannot be honored except in a rare case at the discretion of the Principal. Teachers may have varying teaching styles; however the content and exit expectations of each class are the same and need to be met by the end of the year. Should a homeroom change be made, it must be in writing from the parents. The transfer shall occur at the close of the school year and classroom placement shall be at the discretion of the principal and the teachers.

Homework

The primary purpose of homework is to reinforce skills taught in school or to prepare for tests. For older students, homework provides an opportunity for research and independent study.

Parents can assist by:

1. Helping and encouraging, BUT NOT DOING THE CHILD'S WORK.
2. Checking that the homework is completed and neatly done.
3. Asking to see the corrected papers and tests that have been returned to the child.
4. Supporting their child's responsibility to return their homework and requested materials.

Homework assignments can vary in kind:

1. Those that are due the following day.
2. Those that are long term. This type of work gives the child the opportunity to learn to plan ahead and develop discipline in working at a task in an organized manner.
3. At times, assignments may carry over to the weekend for completion; however, new homework will not be given over weekends or holidays.
4. Norms governing the suggested maximum time for homework is:
Kindergarten 15 minutes
Primary 15-30 minutes
Intermediate 30-60 minutes
Middle School 60-90 minutes

Plagiarism is not allowed and doing so will result in a zero or lowered grade.

It is difficult to project what homework will be given for an extended vacation. If a child will be out of school for a reason other than illness, it is the parents' responsibility to see that their child/ren understands all material covered during the absence. Teachers are not required or expected to provide the child with assignments covering the absence before the child leaves school. All assignments missed must be turned in to the teacher/s within an agreed upon time.

In Middle School, if a student is sick, they should concentrate on healing. Teachers DO NOT expect students who are ill to have their homework finished the day that they return. Each teacher will have a suitable time frame for receiving the missing work. If a child is absent for more than a day, parents may pick up the homework for the student after 3:00 in the school office.

Home and School Association

The Home and School Association serves as a group of dedicated parents who meet formally three times a year for a social gathering and to hear an informational speaker. Parents sign up at the Open House at the start of the school year for various volunteer opportunities. The Executive Committee meets monthly to make decisions regarding any concerns that may have surfaced during that month or to plan future meetings. They prepare a yearly budget and assist the principal in any way needed during the year.

Library

K4 to Grade 5 classes are scheduled on a regular basis to visit the library. Grades 6-8 use the library mainly for resource materials. Students and faculty are encouraged to use/borrow materials outside of regularly scheduled times. The library is open from the start of the day until 3:00PM daily.

Books/materials are due 1 week after they are withdrawn. There is a one week grace period before fines begin. The overdue fine is 2 cents per item per school day excluding weekends and vacation. If a student has been ill for an extended period, no charge is made. If books are damaged or lost, this is to be reported to the librarian. The replacement cost will be determined by the condition of the book as listed in the Books in Print. If the book is found, remuneration will be made.

Lost Articles

All students' belongings should be clearly labeled with permanent ink or fabric marker. Items that become lost will be placed in the lost and found box found in North Hall. Athletic items that are lost can be claimed on the gym stage area. Articles not claimed over a period of time will be taken to Goodwill, St. Vincent de Paul or sold at the uniform resale time.

Lunch

The students are to bring bag lunches to school unless a hot lunch has been ordered for that specific day. Exact dates and lunches are listed on the monthly calendar. Order forms are sent home mid month and are due two to three days later. Lunch menus are announced monthly beginning in August. 4 Peas in a Pod lunches need to be preordered by the month..

Medications

Parents who find it is necessary for their child to take ANY form of medication during the school day must send the medication to the school office according to the following:

1. All medication must be clearly labeled with the name of the medication, prescribed dosage, reason for this medication, and the name of the student.
2. A written permission from the doctor and/or the parent must accompany the prescribed medication including specific directions for administering the medication.

It is recommended that whenever possible, parents make every effort to regulate the dispensing of medication so that school hours are avoided. If medication is dispensed in school, it must be done in the school office. Medical request forms must be used when medication is to be taken at school. Forms can be downloaded from the internet, found in the appendix or are available in the school office.

- Parent request to take over the counter medication
- Prescription request needs to be completed by the physician
- Inhaler request
- Allergy information

EXCEPTIONS:

1. Students may carry cough drops if accompanied by a note from the parent.
2. Students requiring the use of an inhaler may keep it on his/her person provided there is an annual note from the physician on file in the school office.

State Law mandates that a physician's signature is required on all medication consent forms. School personnel are not authorized to dispense medication without the written permission of the parent for over the counter medication. The prescribed medication shall be kept in a locked file in the main office. The label on the bottle shall contain the name and telephone number of the pharmacy, the student's name, the name of the health care provider, name of the drugs, and the dosage to be given. Non-prescription medication must be in a non-expired original bottle. (No temporary containers may be used to hold medication.)

Milk Program

Milk at lunch is available for purchase at the beginning of the year. The government milk program is offered. We operate in accordance with U.S.D.A. policy that does not permit discrimination because of race, color, sex, age, handicap, or national origin. Chocolate, 2% white or white skim milk is available daily. Extra cartons of milk will not be sold on a daily basis. The cost of milk for the school year is finalized in August and is included in the Family Packets.

P.A. Announcements

Prayer and announcements are made at the start of each day. Persons requesting announcements concerning an activity must have them in writing in the office by 7:40 am. Announcements during the day are generally not made unless there is a need to do so.

Parking – Drop off

Parents are asked to park in the yellow marked areas on the north playground to drop off or pick up their children and walk them to the cones. Enter the parking lot by way of Swan Blvd. only. The gate on Swan Blvd will close at 8:00A.M. and open again at 2:50P.M.

There is one way driving south to drop off students on 91st Street at dismissal time. Do not double park so that other cars cannot drive through on 91st Street. If just dropping off the children, you can also use the drive through lane on the parking lot and exit unto 91st Street. During the day parking is allowed on the south part of the parking lot or on neighboring streets. Avoid the handicapped places and save those for the handicapped who may need those during the day.

Report Cards

Report cards are distributed quarterly. A mandatory parent/teacher/student conference is held at the end of the first quarter. Students must attend with their parent(s) in grades 3 through 8. Grade K through 2 students may attend if requested to do so. Additional conferences may be arranged when necessary by the parent, the teacher, or the principal.

Parents may contact a teacher by sending a note, e-mailing the teacher or calling the office to relay a message to return a call. Parents are expected to speak FIRST with the child's teacher. If a satisfactory solution cannot be reached, then the principal and finally the pastor may be contacted. See discipline policy and grievance procedures.

Parents are asked not to call the teachers at home unless the teacher has freely given out his or her number. If the parent contacts the school, a message will be given to the teacher to return a call.

Daily Schedule

7:35	First Bell - Students enter building
7:40	Second Bell - Warning
7:45	Third Bell - Announcements / Classes Begin
10:00 - 10:15	Recess (Grades 3, 4, 5)
10:15 - 10:30	Recess (Grades K5, 1, 2)
11:20 - 11:40	Lunch (Grades 6 - 8)
11:40 - 12:10	Recess (Grades 6 - 8)
11:45 - 12:05	Lunch (Grades 3, 4, 5)
12:05 - 12:35	Recess (Grades 3, 4, 5)
12:10 – 12:30	Lunch (Grades K5, 1, 2)
12:30 – 12:50	Recess (Grades K5, 1, 2)
2:00	Dismissal on Wednesday
3:00	Dismissal (Monday, Tuesday, Thursday, Friday)

K4 Regular Schedule – Monday, Tuesday, Thursday, Friday

7:45 - 11:00 Morning Kindergarten
11:50 - 3:00 Afternoon Kindergarten (may arrive at 11:40)

K4 Early Dismissal days – Wednesdays only

7:45 - 10:30 Morning session
11:15 - 2:00 Afternoon session

Note: Half-day K4 through Grade 8 hours are from 7:35 to 12:00 Noon.

Liturgy and Prayer Services

All School Liturgies are scheduled on designated Fridays at 8:00 AM. See the monthly calendar for dates and times of additional or special Masses.

Religion Schedule with Father

Father comes to each classroom periodically. In addition Father provides an opportunity for the sacrament of Reconciliation twice a year for the students in Grades 3 to 8.

School Committee

Christ King School Committee, a subcommittee of the Parish Council, accepts the tasks of working with the Principal by offering pertinent information in an advisory capacity. Issues requiring school community input or specific expertise will be brought before the committee for their advice and research. The committee works with the principal in gathering data and presenting it for discussion and evaluation. The committee is not charged with policy-making tasks. Membership shall be limited to six (6) adults determined by discernment, five of who must be active members of the parish. One member may be, but need not be, a non-parishioner. Membership is a three-year term, renewable once. Ex-officio members include the Pastor or his designee, a parish council representative, the principal and a faculty member. The committee meets monthly on the third Thursday usually at 6:30 PM. Open forum items need to be submitted in writing to the chairperson or principal at least a week in advance of the meeting.

School Planning and Accreditation Program

Elementary Schools of the Milwaukee Archdiocese must be accredited with the Archdiocese Office for Schools and the State of Wisconsin Religious Independent Schools Association. Accreditation is based upon compliance with basic standards that are considered preconditions for an effective Catholic Elementary School. The standards incorporate the Mission of the School, School Climate, Home & School, School Community, Faculty and Staff Policies, Curriculum and Student Programs, Finances and Marketing. Our school was visited and accredited in November of 2008.

Student Recognition

An **Honor Roll** focuses on academic achievement in Grades 6 to 8. Students in grades 6 to 8 earning a GPA of 3.333 to 4.0 qualify for the Academic Honor Roll. Any student having a U or D or F on the report card will not be placed on the academic honor roll.

In all grades we look at students having one of four mastery levels in each subject:

Advanced = Students have an understanding of the content and would be able to teach it to someone.

Proficient = Students can say that they understand the content with ease.

Basic = Students have the required knowledge of the exit expectations of that grade.

Minimal = Students still have some difficulties on some of the exit expectations.

An **Effort Honor Roll** is established for Middle School Students. Criteria will consist of the following:

Homework: = Submits work on time, completes high quality work, content and appearance are done according to each student's ability. Also no numbers 14 through 26 on the report card

Participation = Work is done on time and students participate in class discussions.

Behavior = No demerits given during the quarter

Since specialty classes meet less often than the major subjects, they are weighted accordingly. The value is indicated in parentheses.

Religion (5/5)	English (5/5)	Art (2/5)	Spanish (2/5)
Math (5/5)	Reading/Literature (5/5)	Gym (2/5)	
Science (5/5)	Social Studies (5/5)	Music (1/5)	

Grade Point Averages are figured in the following manner:

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.7	B - = 2.7	C- = 1.7	D- = 0.7	

Awards at the Other Grade Levels

Teachers in Grades K4 through Grade 5 give out rewards and prizes at various times throughout the year. They are not necessarily tied in with the report cards but may be.

Service Projects

Schools have a three-fold mission which includes revealing the **message** of God; **fellowship** with the community; and **service** to others. Service is provided both during school hours and at home. Service projects may be planned in conjunction with some parish programs. Service is not only collecting money for different groups but also doing something for others without being paid to do the work involved.

We encourage student involvement in the following parish programs:

- Food drives during Advent, Lent and any other time as announced.
- Rice Bowl during Lent
- Prayer cards in the bulletin at Thanksgiving
- Participating in a special way through ushering, serving or participating in the choir.
- Helping in church decorations, parish celebrations etc.

Students are involved in the following school projects:

- Mardi Gras celebration (The money collected is given to yearly designated charity.)
- Collection of books, toy clothing etc. during the year
- Any other projects mentioned as part of the school

Individual classrooms are each asked to choose one service project each year. This may be subject related or age appropriate for the various groups. Some examples are:

- Make cards and send to the elderly of the parish for various holidays. (K5, 1A, 1B)
- Entertain at the Young at Heart dinners several times during the year. (2A, 2B)
- Care for the outdoor garden by weeding, picking up sticks etc. (3A, 3B)
- Gather recycling paper from all the classrooms weekly (5A & 5B)
- Serve at the St. Ben's or St. Vincent de Paul meal sites.
- Make scarves or blankets for a poor.

Special Recognition at Graduation:

Students who provide service consistently during grades 5 through 8 may receive special recognition at graduation. This is judged mainly on the number of hours that are given outside of the regular school day or the regular Mass attendance on weekend duties. Students who provide at least 40 hours yearly, outside of the school or parish activities shall be recognized for their accomplishments. See suggestions below under community.

Service to others --- this would be asked of students in grades 5-8 and shall be part of the religion grade.

Students in grades 5-8 are asked to choose a variety of service projects throughout their last four years of school at Christ King. Students should keep a portfolio of service that they have given in various categories during each year. The Knights of Columbus offer a competition in 8th grade and the winning student is offered a computer. It is recommended that over the four years at least four different kinds of service are performed. Ideas of service could be:

School

Safety Cadets
Girl Scout programs and service
Boy Scout programs and service
Athletic concessions and clean up
Market Day student helpers
Volunteer for school projects
Pick up papers, etc. on the floor
Care for the outdoor garden

Parish

Altar servers on a regular basis
Serving for funerals or weddings
Singing in the Choir
Being a cantor for Sunday or school liturgies
Assisting as an usher or handing out bulletins
Pick up papers in the pews once a month
Wash the kneelers
Helping with the Coffee Connection

Family

Doing something for the family without being asked.
Assuming one family job and sticking to it.
Visit or call a grandparent
Let someone else choose a TV program or video.
Read to your younger brother or sister.
Wash the family car.
Help clean out a room that needs cleaning.
Tutoring
Raking or shoveling snow
Baby-sitting without being paid

Community

Raking or shoveling for a neighbor
Baby-sitting for a friend or neighbor.
Volunteer at a nursing home to visit patients
Assist at your parents' place of work.
Find a community project to work at--KC's,
St. Ben's, St. Vincent de Paul, Delphi House,
Ronald McDonald, Prince of Peace
Sit with an elderly neighbor or relative

Once a quarter, each teacher will have one class in which the students share what they have done as service for others. This will give meaning to what the students are doing and also stimulate ideas for other students for service projects. A summary of service hours will be collected quarterly. Students in grades 5 to 8 will receive a grade in religion for any service that they have done. The grade will be determined by the principal. Ideally a minimum of 5 hours per quarter is expected with a total of 20 per year. Extra credit is given to any student who exceeds the minimum per grading period.

Special needs (At-Risk and Gifted and Talented)

Students, who show that they have difficulty in class, especially in Kindergarten through Grade three, are referred to the Resource teacher and/ or Supportive Consultant at Christ King School. This teacher will work closely with the classroom teacher to diagnose the learning needs of the student. If testing needs to be done, she will administer some testing through the Supportive Consultant Program and conference with the parent and principal.

If she feels that there are deeper problems that we cannot meet at Christ King School either she or the classroom teacher will make a referral to the Wauwatosa School District. The student is screened by the Wauwatosa School District in order to obtain further information as to how learning can be accommodated for this child. After consultation with the principal, other teachers, parents, and Wauwatosa professionals, recommendations are implemented. Periodic reports are maintained to ensure the growth of the child. Students identified as having behavior problems are given assistance after consultation with the principal. Such programs include increased parental involvement, specialized behavior skills, or weekly evaluation tools. Christ King School recognizes that it is not always equipped to handle students with Exceptional Educational Needs.

The Resource teacher is also available to assist teachers in the classroom as time allows with individual lessons or testing. If students require enrichment activities, the Resource Teacher will also work with the classroom teacher to provide for those opportunities. As the need arises, she may direct a small class for advanced students and assist with challenging them in their regular assignments.

Speech screening is also available through the Wauwatosa School District system.

An IEP (Individual Educational Program) is available from the Wauwatosa School District. These are free services and must be applied for either through the school and/or parental contact with the school district offices. The screening takes place in cooperation with Christ King School. There is a 90-day timeline for the completion of the evaluation process, which begins upon receipt of the referral.

An academic lab will be started this year and be staffed by volunteer parents who will work with the teachers in grades 5 through 8. Days and times will vary according to the need.

Standardized Tests

Students in Grades 3, 5 and 7 are given the IOWA Tests of Basic Skills and the Cognitive Abilities Tests in March as required by the Archdiocese. A religion test is also given at this time to these students.

Student Records

When a student transfers from one school to another, the receiving school will request the records of the students. We will then mail the records to the new school. According to Archdiocesan regulation 5125.2 schools may withhold the transfer of records because of nonpayment of tuition or fees. This applies to graduates going to High School also. Report cards are also withheld for any students where financial obligations are not met prior to the end of the year.

Transportation

School bus service is not available to the students at Christ King School. Bicycles may be driven to school and placed in the bike racks. The school and parish cannot take responsibility for theft or damage done to bicycles. Skateboards, scooters, and roller blades are not allowed as a means of transportation.

Safety cadets monitor street crossings at intersections where they are needed. They also patrol the school playground exits. Safety cadets patrol the playground at 7:30 A.M. and again at 3:00PM. Parents are asked not to bring children to school before that time as there is no supervision. Children are to respect directives given by cadets who help fulfill school safety rules. Eighth-graders are eligible to become safety cadets and seventh graders assume responsibility during the second semester.

Children who walk to school should cross at the street corners and enter the school lot nearest the 91st church entrance or the walker designated entry way. Parents who bring their children to school or pick them up should observe the regulation under parking. (See Appendix)

Parents dropping off K4 students at 11:45 are to park outside the fence or drive through the south lot to park on the lot.

When dropping students off on 91st street, do not leave cars unattended or double parked in the street. Leave as quickly as possible once students leave the car. Drive south only to drop off or pick up students.

Students are to leave school immediately and not congregate at the school corners before going home. Doing so may or could cause a problem where cadets are trying to cross younger children. Street corners are for waiting to be crossed and not as corners to gather with friends before going home.

Web Site

Christ King School has an inclusive web site located at www.christkingschool.org. This site contains information such as the athletic information, the school calendar, curriculum exit expectations, staff information and web pages, fund raising information, and many other items of interest.

Wednesday Wireless

The Wednesday Wireless is a weekly publication available to school families for the purpose of communicating information on events and activities. This is posted on the web each Wednesday by 3:00. Since the Wireless is on the web, only attachments will be sent home on Wednesday in the Wednesday folder.

If you wish to place an item in the Wednesday Wireless, the information must be e-mailed to the principal by Friday noon of the week before you wish the notice to appear. All flyer announcements need to be e-mailed to principal@christkingschool.org that they can be scanned and sent out with the Wireless via e-mail. Materials must be submitted by Friday noon of the week preceding the actual announcement. Again, any items going home or being put on the teacher's shelves need to be cleared from the principal before distribution. Please keep information short and to the point. Articles may be edited if they are too long.

Reserving rooms in the school:

If you need to reserve a room in the school during school time you contact the school office to do so. After school hours needs to be cleared with the parish secretary. If you need to reserve a room in the Parish Center, you will need to contact the rectory Secretary for this purpose.

Playground Equipment:

Thanks to the parents and staff who assisted in building the playground structure. Also thanks to all who gave financially to make this a success. For the safety of all students before and after school please help your child/ren to follow these times of play:

- Before School --- The playground structure is off limits because of safety issues.
- After School --- The playground structure is off limits until after 3:15 due to safety issues. After that time, teachers will no longer be available on the playground to be sure that students are picked up. If children are on the playground structure after 3:15, they must be supervised by an adult.
- Supervision by an adult is required at all times when children are on the structure.
- The safety issue that is referred to above is the fact that children would have to cross over a traffic pattern to get to the structure. After 3:15 all cars would need to exit off the playground via 92nd Street (Swan Blvd.)

POLICIES AND PROCEDURES

Administration

The Pastor is ex-officio and administrator of the school. The specific direction of the school is delegated to the Principal. Classroom teachers are responsible for maintaining control in the classrooms. .

If difficulties or problems arise, these situations should be solved through communication between the Parties involved. Indeed, the Gospels challenge us to resolve all differences by going to the individual involved.

If an individual student is experiencing a problem, the proper procedure is for the parent to first consult with the TEACHER. If the problem is not resolved at that level after reasonable time, the parent may make an appointment with the PRINCIPAL to discuss the problem. If this does not appear to alleviate the problem, the PASTOR is consulted. If the problem is not resolved with the Pastor, the parent may initiate an appeal to the local grievance committee and finally the Archdiocese Conciliation committee.

Archdiocese Policy #1312a, 4135.4

Acceptable Use Policy for the Use of Computers and Telecommunications at Christ King School

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of this institution. Although the Internet offers limitless resources indispensable for education and research, it also lays claim to a widespread collection of inappropriate materials. While there is no solution that categorically denies access to such sites, Internet filtering can reduce access to them. Internet Filtering is the process by which requests for sites on the Internet are inspected and then allowed or denied based upon a set of "filtering" criteria. Filtering can either take place at the client or server level. WiscNet offers a server-based solution from the X-Stop Company. The name of their product is X-Stop Content Filtering. The Internet is filtered before it gets to the user, not at the workstation level. Because X-Stop operates at the server-level, the end user won't "see" a difference in their Internet use unless they try to access an "inappropriate site," at which point an "Access denied" web page will appear on their screen. Cyber Patrol or other suitable software limits access to some of the material available on the Internet. Christ King School provides computing and network resources for the use of students, employees, and others affiliated with the parish/school. The equipment, software, and network capacities provided through school/parish computer services are and remain the property of Christ King Parish. All users are expected to conduct their on-line activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world events.
-
- Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those
 - uses that violate the law, the rules of the network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:
 - Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret.
 - The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited.
 - As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
 - The use of computers for personal financial or commercial gain, product advertisement, political lobbying, or sending of unsolicited junk mail, or chain letters is prohibited.
 - Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network, Internet.
 - Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
 - The creation, propagation, and/or use of computer viruses are prohibited.
 - The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
 - Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.

- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages that have the capacity to overload the computer resources.
- Discipline may be imposed for intentional overloading of the school's/parish's computer resources.
- Sending time-sensitive, critical, or student-related messages through e-mail is not acceptable. This type of communication needs to be through spoken conversations. Teachers are not required to access their e-mail on a regular basis.

Access to the school's e-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications.

Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, E-mail or computer address to send e-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school/parish cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via e-mail.
- The school reserves the right to access e-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or misinformation to law enforcement authorities.
- Any information contained on the school's / parish's computer's hard drive or computer disks, which are purchased by the school, are considered the property of Christ King Parish.

Some of our students' activity pictures may be posted to the school's website so you can see what they are doing in school. In addition we may publish their work on the World Wide Web. This gives families and others the chance to see what is going on at our school. We are concerned with the privacy and safety of our students. Because of this, we will honor any limitations that you may place on this consent to publish. **Parents will be requested yearly to indicate the information that may be published on the school's web site.**

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school/parish disciplinary action, and/or appropriate legal action may be taken. The decision of the principal/pastor regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.

Archdiocesan Policy 6161.2: Computers and Telecommunications

Admission

Christ King School does not discriminate in its admission policy on the basis of race, creed, sex, or national origin.

Children registering for the first grade must be 6 years of age on or before September 1 in the year of enrollment. Children registering for the K4 or K5 must be 4 or 5 years of age, respectively, on or before September 1 in the year of enrollment. A birth certificate, baptismal certificate, and immunization record are required at the time of registration.

In determining the priority for school admission, parish membership is evidenced and determined by (1) the parish registration date and (2) active membership in parish stewardship of time, talent, and treasure.

Non-parish member families evidence their active participation by stewardship of time, talent, and treasure in school-related activities.

In the admission of students to Christ King School, consideration shall be given in the following order for students from 4K through Grade 8:

1. To all students currently enrolled.
2. To children of active parishioner families and active non-parish member families with siblings currently enrolled in Christ King School.
3. To children of active parishioner members.
4. To children of Christ King teachers and parish staff.
5. To children of active parish member families of other Catholic parishes.
6. To children of non-parish member families.
7. Early-age (children reaching the age of six between September 1 and October 1 in the year of enrollment) admission will be considered on a space-available basis.

Open registration will be held each year commencing in January and continuing for the subsequent two week period. **Final determination of acceptance will occur after the open period of registration has ended.** Class size shall be consistent with the Archdiocese of Milwaukee's recommendations regarding class size.

Archdiocesan Policy # 5110
Approved by Parish Council: May, 1994
Revised: 01/97 Revised 3/15/06

Students transferring from another school need to provide a report card of the previous year and the most recent ITBS scores if applicable. Transfer students are also asked to provide the administration with two or three letters of recommendation from previous teachers or the principal. Students entering kindergarten or first grade are administered a placement test.

All new students are on probation for the first semester to determine if the needs of the students can be met as well as no discipline problems have surfaced during that time.

Non-Catholic Students

Non-Catholic students are welcomed for enrollment at Christ King School. Religion is taught daily as Catholic values are incorporated into all aspects of the curriculum. Students are expected to attend Mass and all liturgical celebrations, study Scripture, and become involved in outreach programs. All students attending Christ King School participate in religion classes, complete homework and have parental involvement. Non Catholic students are encouraged to participate to the extent to which they are allowed by the Catholic religion and their own faith.

Christ King School Discipline Policy

General School Statement of Discipline:

We believe that Christ King School is committed to excellence in its school programs and also considers discipline an essential part of the whole educational process to fully form a Christ-centered child. Within this context, the Gospel values of respect, responsibility, and right relationships are expected and developed. In order to provide each student with the opportunity to fully develop his or her potential, the Administration and Faculty of Christ King School believe:

- The ultimate goal of both the home and the school, in regard to discipline, is to guide the children into habits of self –discipline. Good behavior begins in the home and habits of good conduct are to be carried over into the school setting.
- To experience a strong sense of belonging, each student must feel capable of completing tasks in a manner that meets the standards of the school. Students need to believe that they must communicate in a respectful manner with teachers and classmates.
- High standards of discipline are necessary for providing an atmosphere conducive to learning.
- Consequences of behavior, rather than punishment, will be the norm of disciplinary actions.
- Parents are to be informed of student behaviors that are not conducive to a pleasant learning atmosphere or are disrespectful of others.

Procedures:

Our school discipline policy exists in order for parents, students and teachers to work together more effectively as a team. In order to accomplish this, we have set forth the following procedures and guidelines to be followed:

Teachers will:

1. Formulate and discuss classroom and school rules.
2. Remind students of the rules as the need occurs.
3. Enforce all school and classrooms rules in a consistent manner.
4. Issue warnings, give demerits etc. as needed.
5. Contact the parents as necessary either through written note, e-mail or phone.
6. Send an e-mail to the principal with any concerns about individual students.

Parents will follow these steps when they have a concern:

1. Review the child's behavior or Middle School Behavior Card on a consistent, regular basis.
2. Encourage the child to follow the school rules and regulations.
3. Contact the teacher immediately by written note, phone or e-mail to discuss any student behavior or academic concern.
4. Arrange for a conference with the teacher if there is little or no improvement in a child's behavior or attitude.
5. Contact the principal only after having a conference with the teacher if the matter is still not resolved.

Students will:

1. Help formulate and understand the meaning of all classroom and school rules.
2. Follow classroom and school rules everyday.
3. Be responsible for one's own actions and accept the consequences without arguing.
4. Present the true circumstances of events to both parents and teachers.

ALL SCHOOL RULES: --- GIVE ME FIVE!

1. Make God the center of my life by treating everyone with respect and kindness.
2. Be a good listener and follow the teacher's directions the first time.
3. Raise my hand and wait to be called on to speak.
4. Keep my hands, feet, and all objects to myself.
5. Always try to be and do my best.

LEVEL PROCEDURES FOR CONDUCT AND BEHAVIOR:

Grades K4, K5 Grade 1, and Grade 2 Classroom Procedures and Consequences:

- Teachers will formulate and discuss classroom and school rules and procedures with the students. [This is redundant to what came before in the "Teacher's will" section.]
- All students will have some visual in the room indicating their conduct during the day.
- All students will begin each day on Level 1.
- At Level 2, an individual student will receive a warning but still receive a stamp for the day.
- At Level 3, the student will miss 5 minutes of recess, receive no stamp for the day and take a warning notice home for a signature from the parent
- At Level 4, the student will miss 15 minutes of recess; receive no stamp and a behavior notice will be sent home to be signed by a parent.
- Each notice needs to be signed and returned to school when the child starts a new school day.

NOTE: Grade two students will begin using the Homework Assignment Missing forms (HAM) around the 3rd or 4th week of school. (See explanation under Grade 3, 4, & 5 Procedures.)

Grades 3, 4, and 5 Classroom Procedures and Consequences:

- Teachers will formulate and discuss classroom and school rules and regulations with the students at the beginning of the school year. [This is redundant to what came before in the "Teachers will" section above.]
- A RIB (Report on Intermediate Behavior) will be issued when a student's behavior is consistently inappropriate.

3rd Grade: Two verbal warnings will be given before a RIB is issued. Each day the students will start with a clean slate.

4th Grade: Two verbal warnings will be given before a RIB is issued. A recess will also be taken away at that time. Each day the student will start with a clean slate.

5th Grade: One verbal warning will be given for the first offense. A recess will be taken away for a second offense. A RIB will be issued and a second recess will be taken away for a third offense. Each week the student will start with clean slate.

- The RIB form will be in triplicate. After the student completes the form, copies will be distributed to the parents, teacher, and the principal. The form going to the parent must be signed and returned the next school day.
- At the end of each quarter, those students who have not received any RIB's will receive an incentive as decided by each classroom. At the end of the year, those students who have never received a RIB will have a RIB special luncheon party/special lunch with teachers to celebrate their outstanding behavior.

- HAM – Homework Assignment Missing:
 - When a student comes to school with an incomplete homework assignment, a HAM form will be issued. The student will complete the HAM form in complete sentences and the teacher will sign it that day. Before the next school day, the student will have a parent sign the form as well as complete the missing work. The student will then turn in the completed assignment along with the HAM form to the teacher. If the student does not complete the assignment by the next day, he/she will stay in from recess to complete the work. No grade will be given on the assignment until the HAM form is signed and returned to the teacher.
 - At the beginning of the year, each child will receive one homework pass. Each student is responsible for writing his/her name in ink on this pass. No substitutes will be issued for lost or misplaced passes. This pass may be used at any point throughout the year in place of one daily homework assignment. Teachers will clearly communicate those assignments for which a homework pass is not acceptable (projects, larger assignments etc.) At the end of each academic quarter, if a student did not receive any HAMs, he / she will receive another homework pass as an incentive for completing all work on time. A student may earn up to four homework passes in a year and may use them for daily assignments at any point throughout the year.

Middle School Classroom Procedures and Consequences:

All students need to be aware of the rules and regulations of Christ King School. These rules apply during the school day, in the classrooms and hallways, on the playground, in the lunchroom and during all school - related events, either on or off campus, including all sporting events.

- A Behavior Card will be used to note infractions for any inappropriate behavior and / or for missing work.
- The teacher who issues a behavior demerit will initial the Behavior Card and will indicate the offense and date.
- Failure to complete homework on time can warrant a homework demerit at the discretion of the teacher. The accumulation of 6 homework demerits in one Behavior Card period (every 4 – 5 weeks) will warrant a detention to be served, during which time the student will work on his/her homework after school. At the discretion of the teacher, the student may also be required to stay in at recess to complete missing homework.
- If a student loses or damages the Behavior Card, or if a teacher confiscates the card, it is the responsibility of the student to either find it again or get it back from the teacher the same day. If the student does not have his/her card for more than one day, it is his/her responsibility to pick up a new card from the homeroom teacher.
- Failure to pick up a new card may result in an additional demerit if a member of the administration, staff or supervising adult requests the Behavior Card.

Quarterly Recognition: Recognition will be offered at the end of each quarter to those students who have demonstrated responsible behavior with no behavior and / or homework demerits. Every 4-5 weeks the students will receive a fresh start by being issued a new Behavior Card for homework violations. However, behavior demerits are cumulative throughout the academic quarter. At the end of every academic quarter, the students receive a fresh start in behavior demerits also.

As a student at Christ King Middle School, the student will:

- Take responsibility for his/her actions.
- Respect the rights and the property of others and of the school.
- Use appropriate language at all times.
- Listen and follow directions given by all supervising adults.
- Be a faithful friend and a good sport in all activities.
- Be a good role model for others, especially younger students.
- Come prepared for class with both homework and all class materials.
- Follow all school, playground and lunchroom rules.
- When snow is present, stay off any snow banks and not throw snow anywhere on or near the school grounds.
- Understand that the following objects are never permissible in school: roller blades, laser lights, hardballs, (NOTE COMMA) skateboards, scooters, all electronic equipment such as pagers, CD players, tape recorders, MP-3 players, I-Pods, etc.

NOTE: Possessing a cell phone is allowed in school, provided it is turned off and kept out of sight during the school day. Cell phones used during the day for calls /texting will be confiscated by the teacher. The phone will be given to the principal. Parents will need to see the principal to reclaim the phone.

- Be responsible for all items that are brought to school from home.
- Understand that the following behaviors are not permissible in school. Depending upon the severity of the infraction, a student may be issued a verbal warning, demerit(s), detention, probation, (NOTE COMMA) suspension (in or out of school) or expulsion. In keeping with our Catholic teachings, our students are also expected to apologize for their misbehavior to the appropriate person(s).

Choosing these behaviors will be grounds for at least one behavior demerit:

- Breaking a classroom, playground, lunchroom or school rule
- Using inappropriate language
- Rough-housing, fighting, or teasing another student or lying (especially to a teacher)
- Not possessing the required materials for a class
- Chewing gum
- Eating anywhere that is not allowed
- Being without the Student Behavior Card when issued a demerit or intentionally altering this card
- Violating the uniform code
- Being late for a class without a good reason or excuse
- Moving anywhere in the building in a disorderly or loud fashion
- Bringing to school certain items that are not allowed
- Throwing objects in a classroom, hallway, stairwell or the lunchroom
- Vandalizing or stealing another student's property
- Cheating or plagiarizing any schoolwork
- Texting or in any way using a cell phone during the school day
- Being late for any classes, including arriving in school after 7:45AM or 12:00PM more than three times without a good reason
- Harassing another student in any way (See the section on the harassment/bullying code that follows)

Choosing the following behaviors will warrant at least two behavior demerits for a single offense:

- Disrespecting any teacher or supervising adult, especially a substitute teacher
- Behaving uncooperatively or displaying unsportsmanlike conduct
- Throwing any object that could harm another person
- Using profanity – verbal or visual
- Gambling of any nature

Choosing the following behaviors will warrant three or more behavior demerits for a single offense:

- Injury of another student or an adult with physical violence
- Any act of destroying property
- Possessing any type of alcohol, tobacco or drug of any kind, lighter, controlled substance, weapon explosive or any other dangerous object in school

Middle School Consequences of Misbehavior:

Infractions of any rule for student behavior and their consequences are spelled out in a logical and progressive order below.

1st or 2nd behavior demerits: The student will be issued a written demerit on the student Behavior Card.

3rd behavior demerit: The demerit is written on the Behavior Card. A written warning will be also given to the student by the homeroom teacher. This warning must be reviewed and signed by the parent and student and returned the next school morning.

4th and 5th behavior demerit: The teacher who issues the 4th and/or 5th demerit(s) on a student's Behavior Card will collect the student's card and submit it to the homeroom teacher. A written notification will be given to the student by the homeroom teacher, indicating that the student will be required to serve a detention at a designated time. This notification must be signed by the student, homeroom teacher and the parent and returned to the homeroom teacher the next school morning. The parent is responsible for transportation of the student home from school after the detention has been served. The student possibly may not be allowed to participate in special activities that quarter, included but not limited to field trips, classroom parties, and other special school activities.

6th behavior demerit: The teacher issuing this demerit will collect the Behavior Card and submit it to the homeroom teacher who will show it to the principal. Direct intervention by the principal will occur. The student's parents will be called by the principal to arrange for a conference to discuss his/ her behavior. The student will be required to attend the conference. He or she will be placed on a three - week probation in which improved behavior and/or attitude will be expected from the student. During this three week probation time, the student will not be able to participate in any of the activities as listed under infraction 4 & 5. Communication with coaches and Scout [Note capitalization] leaders will also be initiated by the principal.

7th behavior demerit: The teacher issuing this demerit will collect the Behavior Card and submit it to the principal. A written notification will be given to the student by the principal wherein the student will be required to serve a one-day in-school suspension the next day. In the event of a suspension, the student will also be excluded from all extra curricular school activities as listed above for that quarter or for at least three weeks. He or she will be suspended from all sports practices and games for one week. For an 8th grader the Washington D.C. trip and some graduation activities may be forfeited.

8th behavior demerit: The teacher issuing this demerit will collect and submit the Behavior Card to the principal. Direct intervention by the principal will occur. The student will serve a three day in- school suspension. This could lead to expulsion from the school. All participation in extracurricular school activities will cease, including participation in all school sporting events. Other consequences may also be imposed as deemed necessary by the principal (such as participation in 8th grade sponsored events leading up to and /or including graduation.)

Detention:

Students will be expected to serve their detention during one of the following times: before or after school, during lunch, or at recess. The parents will be informed about a child serving a detention after the 4th infraction. Some behaviors may warrant immediate detention.

Probation:

A student may be placed on probation for a trial period by the school principal for academic or conduct reasons. After the conferences is held with the student, parents and relevant school personnel, the principal will establish a "Behavior Contract" which sets conditions for release of probation.

Bullying / Harassment Policy

Definition of Bullying / Harassment:

Respect for the dignity of each person is essential to Catholic tradition. Therefore it is imperative that a positive educational environment is evident at all times. Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to the following:

- Threatening behavior, whether it is verbal or non-verbal
- Any sexual advances or touching, including sexual comments, jokes or gestures
- Racial insults or derogatory ethnic slurs
- Physical, mental or verbal abuse in any form
- Derogatory comments toward any other individual

Staff and volunteers will do the following things to help prevent bullying / harassment and make students feel safe at school:

- Closely supervise students to the best of their ability in all areas of the school and playground whenever possible.
- Watch for signs of bullying and stop the behavior when it occurs.
- Respond quickly and sensitively to bullying reports.
- Take seriously family concerns about bullying.
- Look into all reported bullying incidents.
- Provide immediate and appropriate consequences for retaliation against students who report bullying.
- Model positive behavior by treating everyone with respect and kindness.

Students at our school will do the following things to help prevent bullying:

- Treat everyone with respect and kindness.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to laugh or join in when someone else is being bullied.
- Try to include everyone in play.
- Report bullying to an adult at school and at home.
- Follow these rules at school and all school-sponsored events.

Notification of Bullying / Harassment

1. The student who has harassed another student will complete the Note of Concern and return it to the principal.
2. Principal will notify appropriate staff/adults of situation.
3. After notification of the staff by the principal, the staff will be aware of the student(s) being bullied and those doing the bullying. If the teacher notices any bullying occurring, he or she will alert the principal of the situation.
4. The principal will address the bullying / harassment with all parties involved.
 - a) 1st Action: A Student Action Form will be filled out by the offending student with positive behavior change(s) to be put into action. Both student and parent/s will sign the form and return it to the principal the next school day.
 - b) 2nd Action: A Student Action Form will be filled out by the offending student with positive behavior change(s) to be put into action. Again both the student and the parent/s will sign and return it to the principal the next school day. A detention will be served the following school day during which the student will write a reflection of his/her actions.
 - c) 3rd Action: A student will serve a detention and a conference with the administration, the offending student, and his or her parents(s) will take place to determine appropriate consequences of continued bullying.

ARCHDIOCESAN POLICIES:

Probation, Suspension, Expulsion

The classroom teachers shall handle minor offenses. Repeated offenses of a more serious nature shall be referred to the Principal. Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. Archdiocesan Policy #5144

Such action may be of three kinds:

1. Probation
2. Suspension
3. Expulsion

Probation

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

Suspension

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension.
3. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
4. In-School Suspension can be directed for varying lengths of time as decided by the principal but should not exceed five days. In school suspension conditions are to be determined by the building principal. In school suspension students remain the responsibility of the school.
5. Out-of-School Suspension is considered a rarity and is the responsibility of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the principal immediately following the serious disciplinary offense. Such a suspension is for investigative purposes.

Expulsion

Expulsion is considered a termination of enrollment, permanently or for an extended time period and shall be considered a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or conduct that endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion. Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well articulated in the student handbook.

Expulsion Procedures

1. The actions and procedures for probation, suspension or expulsion shall be published in the school handbook.
2. Actions taken to suspend or expel a student shall be preceded by internal school procedures and supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least 5 days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The hearing committee composition should be such as to insure objectivity and procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the school pastor. The recommendation will be to :
 - Expel
 - Suggest other disciplinary actions in lieu of expulsion
 - Exonerate the student of any wrong doing.
5. Before the hearing is held, the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
6. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

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

Appeals

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

Archdiocese of Milwaukee Policy #5144

Eighth Graders:

Eighth Grade students who are involved in serious or repeated second semester behavior problems may not be allowed to participate in special activities including but not limited to field trips, parties, end of the year activities and all graduation events, including the graduation ceremony itself.

Codes of Conduct:

Christ King Primary Character Code

I believe in myself and my ability to do my best at all times.
Because I am responsible for my life and for all of my actions:
I will say my prayers
I will listen to others,
I will see what needs to be done,
I will speak kindly to others,
I will be kind to others,
I will think before talking,
I will reason thing out before acting,
I will read things thoughtfully,
I will write in my best penmanship,
I will do all these things with one purpose in mind:
To do my best and not to waste this day for this day will come no more.

Christ King Intermediate Character Code

I am somebody.
The me I see is the me I'll be.
I can be respectful, responsible and resourceful.
I can succeed.

I promise to pray to God every day.
I am in school to learn.
I will follow the direction of my teachers.
I will not say unkind things to others.
I will report problems to the teachers.
I will try my very best.
I am in school to learn.

I make mistakes so I can learn.
I learn so I can succeed.
I succeed so I can help others.

I pledge to show my respect
by listening to others,
using my hands for helping,
caring about others feeling,
and being responsible for what I say and do.

Christ King Middle School Character Code

As a student in the Middle School at Christ King School, I, along with my parents, realize that I have a responsibility to act as a strong role model for both my fellow classmates and for the younger students at Christ King School.

I understand that my principal and my teachers feel that being a good person is the most important element of being a successful Christ King student, more important than the grades I get or the sports that I play. This is why I am being asked to take on the responsibility of being a strong role model.

It is also clear to me that I cannot be a good person simply by behaving well while at school. I know that this is a full-time job, one that I must do twenty-four hours a day. I am beginning to understand that to be a good person means having outstanding character, and that my character is particularly tested when nobody is watching me and when I am the only one who really knows what I have done or not done. I have been told that it is virtuous character, not outstanding academic success that will lead to happiness and success here at Christ King and later on in my life.

I must commit to my faith by asking myself, "What would Jesus do?" I can become a better person by showing kindness to others, respecting myself and others, celebrating differences in others, finding healing ways to resolve conflict and by practicing tolerance.

Accordingly, I know that my school, Christ King, has the expectation that I will not be involved in cheating on tests, quizzes, or homework; that I will not lie to my teachers; that I will not plagiarize; that I will not misbehave; that I will try my best to show my strong character at all times. I also know that the school expects my best effort in these areas but that it does not expect perfection.

I further appreciate that I am a representative of Christ King when I am off-campus and that my actions or inactions reflect upon the school, either positively or negatively. With this in mind, I know that I have the obligation to avoid poor behavior including: smoking, drinking, drug use, stealing, prank calls, and making fun of others when I am away from school.

Finally, I realize that all of my teachers and my principal are behind me in my efforts to be a good person by following this Character Code. Because this is so important to the school, my parents, and myself, I agree to follow it this year in order to make my school, Christ King, the best possible place for me and my fellow students.

Pets

For health and safety reasons, family/household pets are not allowed in the school building at Christ King School. We also are not allowing pets to be walked to school along with the child at arrival or dismissal times. If, for some special reason, a pet needs to be brought to school for show and tell, a request in writing must be given to the school principal at least two days prior to bringing the pet to school.

Archdiocese Policy # 5140.3

Retention

Students will usually be placed on a grade level with other children of similar chronological age and progress annually from level to level. In the best interest of a child, retention may be necessary. Retention of a student will be done judiciously after considering grade standards, as well as the many factors affecting retention. Students shall not be retained for more than one (1) school year during the elementary school years. Final decisions on retention will rest with the local school authorities.

Archdiocesan Policy # 5123

Guidelines for Considering Retention of Students

- Chronological Age - The student who is in the younger half of the class is less likely to be penalized by adding a year to his/her academic life.
- Intellectual Ability - The academically challenged student (I.Q. 70-90) may achieve below grade level and retention will only temporarily alleviate this discrepancy. In addition, the academically challenged student often drops out of school because of increased chronological age.
- Physical Size - The early maturing student, already larger than his or her peers, might well suffer indignities if placed with smaller students or may inflict such indignities on others.
- Present Grade Placement - Retention should normally take place during kindergarten, first, or second grade. Retention beyond this point usually compounds the student's problems.
- Siblings - Family difficulties often arise when retention causes the placement of siblings in the same grade.
- Peer Relationships - Retention may adversely affect the relationship of the student within the community/neighborhood group with which he or she closely identifies.
- Group Decision - The school principal, teachers, school support personnel, and parents should be involved in a decision to retain the student.
- Child's Attitude - Ideally the student should be a partner in the group decision for retention or promotion. When the student is part of the planning a more favorable attitude results.
- Parental Involvement - When retention is being considered parents are to be contacted several times during the year to be appraised of the student's progress and needs.
- The school must ascertain whether the retention will help or hinder the learning deficit.
 - A. Procedural Step I (End of first nine week marking period) - Teachers should discuss extreme learning difficulties exhibited by students with the school principal to develop a program for remedial action prior to considering retention.
 - B. Procedural Step II (End of second nine week marking period) - The principal or the teacher with the principal's approval should discuss the retention possibility with the parent.
 - Conferences with parents should include the reasons for the recommendations plus samples of the student's work, test scores, and individual student assessments.
 - Conference objectives should aim toward a mutual decision between the parents and the school, recognizing that the final decision rests with the principal.
 - C. Procedural Step III (May 1 - 15) - A conference will be held with the parent, principal and teacher to inform the parents of the school's final decision.

Transportation of Students

As stated earlier, students shall be transported by bus to field trips unless such arrangement cannot be made due to the small number of students attending an outing.

1. The school shall provide transportation by bus to and from sponsored events during the school day for those students required to attend any events, such as field trips, school picnics, etc.
2. The school shall provide transportation for teams, clubs and other groups, who are required to participate in activities that take place outside the metropolitan area during non-school hours. In instances where activities take place in the city or the surrounding area, parents may provide transportation for their children.
3. Parents have the option of allowing a son / daughter to transport himself / herself to a scheduled event, or the parent may choose to transport his / her child.
4. Parents must be alerted to the liability they assume in providing transportation for students other than their own.
5. When private cars are used in the transportation of students to school events, insurance coverage carried by the school / parish is excess to the insurance carried by the car owner. Volunteer drivers should have adequate liability coverage in the amount of \$300,000.00 but not less than \$100,000.00 to protect themselves and their occupants. The parish insurance program included non-owned automobile coverage with sufficient limits to protect those parties not responsible for the accident.
6. If a van or other vehicle accommodating nine passengers plus the driver is used for transportation of pupils, seat belts or child booster seats must be used by all passengers as appropriate. Use of private vehicles for school activities require that the passengers be belted and / or in booster seats as prescribed by law.
7. Use of 10 to 15 passenger vans for the transportation of children and youth involved in any parish or school sponsored activity is forbidden.
8. The school assumes no liability at any time for students driving other students to and from scheduled and unscheduled events.
9. The driver must be 21 years of age or older.
10. The driver must have a valid, non-probationary driver's license and no physical disability that could in anyway, impair his / her ability to drive the vehicle safely.
11. The vehicle must have a valid and current registration and valid and current license plates.

Archdiocese 3541(a) and 6153

Note: If the school or the person in charge of an activity (Scouts, Athletics etc.) assigns students to a specific vehicle, the school is responsible for the transportation of the student.

If parents voluntarily arrange with other parents who they will take in their car, the parents are responsible, as then the parents are making the decision as to who goes with who.

Christ King Uniform Policy

The purpose of the school uniform policy is to encourage our students:

- to experience a greater sense of school identity and belonging
- to improve student behavior
- to focus on what school is about rather than how they look
- to expand academic excellence
- to reduce school clothing costs

“Your individual expression should come from your personality and your achievements, not from what you’re wearing.” ~ Jane Schulz, owner of The Uniform Place and graduate of DSHA. (Taken from the April 4, 2006 Milwaukee Journal-Sentinel)

Uniform Purchases

The Uniform Place
811 N. 68th Street
Milwaukee, WI 53213
414-258-7888

Uniform clothing may be purchased elsewhere (with the exception of the jumper, skirt, and leggings); however, the clothing should be of the same **style** and **quality** as one would find at the Uniform Place.

*** Anything not listed in the Uniform Policy will not be allowed.**

Girls Uniform

- ✓ Christ King jumper (K4-Grade 5) or Christ King skirt (Gr. 6-8) worn no higher than 2. above the knee. Skirts may not be rolled or unzipped. (Both are available at The Uniform Place or Christ King Uniform Re-Sale.)
- ✓ Navy blue tailored dress pants may be worn in lieu of the jumper or skirt during the months of November, December, January, February, March, and April (Washed out blue, gray, or black pants are not acceptable.)
- ✓ Navy blue tailored shorts no higher than 3 inches above the knee may be worn during the months of August, September, October, May and June. (No CK logo shorts)
- ✓ Plain red, white, or navy collared shirt, blouse, or turtleneck - plain or CK logo only allowed.
- ✓ One plain white t-shirt may be worn under the uniform shirt as long as it does not show past the sleeves or hem of the uniform shirt. (No logos or writing allowed.)
- ✓ Plain red, white, or navy sweater vest or cardigan sweater with a uniform shirt underneath. (No hoods)
- ✓ Christ King red or navy crew sweatshirt with a uniform shirt underneath. (No hoods)
- ✓ Socks, in red, white, or navy must cover the ankle bone and be worn at all times. Small logos are permitted.
- ✓ Knee-highs or tights are to be solid red, white, or navy, if worn with the uniform.
- ✓ Leggings must be solid navy blue and purchased at the Uniform Place.
- ✓ Non-uniform pants may be worn to and from school and during recess periods. They must be removed before class begins.
- ✓ Shorts may be worn underneath the jumper or skirt as long as they are not visible when the student stands.

Boys Uniform

- ✓ Navy blue tailored dress pants (Washed out blue, gray, or black pants are not acceptable.)
- ✓ Navy blue tailored shorts no higher than 3. above the knee may be worn during the months of August, September, October, May and June. (No CK logo shorts)
- ✓ Red, white, or navy collared shirt or turtleneck - plain or CK logo only allowed.
- ✓ One plain white t-shirt may be worn under the uniform shirt as long as it does not show past the sleeves or hem of the uniform shirt.
- ✓ Plain red, white, or navy sweater vest or cardigan sweater with a uniform shirt underneath. (No hoods)
- ✓ Christ King red or navy crew sweatshirt with a uniform shirt underneath. (No hoods)
- ✓ Socks, in red, white, or navy must cover the ankle bone and be worn at all times. Small logos are permitted.

Additional Expectations and Requirements

- ✓ Hair should be neat and clean. Hairdos and/or haircuts that are unique or bordering on the extreme (to be determined by the principal) are not permitted for either boys or girls.
- ✓ Only stud earrings are allowed. Excessive jewelry, unusual nail polish and body writing/piercing are not allowed.
- ✓ No makeup is allowed.
- ✓ Shirts may be un-tucked as long as the shirt length is not longer than the student's wrist when arms are hanging at sides. Shirts with lengths longer than the wrist must be tucked.
- ✓ Shoes must be closed toe and closed heel. Fashion or dress boots are not allowed during the day.

Scout Uniform Policy

- ✓ Students are encouraged to wear their Scout uniforms on meeting days. If only the top part of the uniform (scout uniform top, vest, or sash) is worn to school, students are required to wear the rest of their Christ King uniform; jumper/skirt, pants, or shorts (depending on the month) and blouse/shirt.

Out of Uniform Days

- ✓ Students may be out of uniform on their birthday or half birthday.
- ✓ Students with a pass, or classes may be out of uniform if they have won a prize.
- ✓ Out of uniform days will be announced each month. Students may elect to wear their uniform on out of uniform days if they so choose.
- ✓ On out of uniform days, students may wear appropriate school clothing that is modest, and becoming for their age.
- ✓ Shirts and blouses must cover the waistline at all times.
- ✓ On field trip days, the students must come in uniform unless the trip warrants other clothing as announced by the individual teacher.
- ✓ The Additional Uniform Requirements will be enforced on out of uniform days.

Gym Clothing

- ✓ All students must wear gym shoes during gym class.
- ✓ Students in Grades 6-8 need gym shorts of appropriate length, t-shirts, and roll-on/stick deodorant. (No aerosol cans.)

Winter Weather

When snow is on the ground or predicted for the school day, students are expected to wear boots. If the playground is cleaned off then they do not have to wear boots. It is too difficult to maintain the cleanliness of the building when the same shoes are worn outside and then worn inside. If students do not wear boots when there is snow on the playground, they will be required to stand against the wall at recess time.

*** Anything not listed in the Uniform Policy will not be allowed.**

Consequences of Violating the Uniform Policy

- 1st offense: Student sent to principal. Written warning sent home with a copy of the Uniform Policy. Needs to be signed by parent and returned to principal on the next school day.
- 2nd offense: Student sent to principal. Phone call by the child to parent/guardian to remedy the situation.
- 3rd offense: Student sent to principal. Phone call by the child to parent/guardian to remedy the situation, and a conference with child, parent(s)/guardian(s), homeroom teacher, and principal.

Welfare, Health and Safety School Wellness Policy

School Nutrition Guidelines

Nutrition influences a child's development, health, well - being and potential for learning. To afford the students the opportunity to fully participate in the educational process, student must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

The policy of Christ King School is to:

1. Provide a positive environment and appropriate knowledge regarding food.
 - Ensure that all student have access to healthy food choices during school and at school functions. (This includes healthy snacks from home.)
 - Provide a pleasant eating environment for students and staff.
 - Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area.
 - Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
 - Provide instruction to all students regarding the food pyramid.
2. When using food as a part of class or student incentive program, staff and students are encouraged to utilize healthy, nutritious food choices. (This would discourage sending soda and high sugar content treats for birthdays.)
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutritional choices whenever appropriate.
4. Allow water bottles to be carried and used by the students in all of their classes.
5. Health and wellness also will be stressed in the physical education program through age appropriate exercise skills and workouts.
6. The school encourages parents, faculty, and students to serve as role models in practicing healthy eating habits and being physically active both in school and at home.

The principal shall be responsible for ensuring that the school wellness policy is implemented and that there are measurable goals.

Volunteer Hours

Many volunteers are needed to make all of the school activities run smoothly. In an effort to spread the responsibility equally, all families are required to donate at least 40 hours of service during the school year. Any family not meeting the 40 hour requirement will be assessed a fee of \$10.00 for every hour that you are short If you need help in finding work please call the school office and suggestions will be given.

Please note: Coaching for Athletics or being a lead scout leader qualify for 40 hours. Being on a school or parish committee, volunteering at the Auction or Festival also qualifies for service hours. Additional sign up sheets will be available on registration day.

CURRICULUM

Art

We believe that Art Education is a creative, dynamic process including.

- Making art.
- Perceiving and analyzing art
- Understanding the multi-cultural and historic contexts of art.
- We believe that the curriculum should include opportunities to.
- Make art based on ideas, feelings, memories and attitudes.
- Think critically and creatively about their work and that of others.
- Learn that all creatures of our world made art throughout time and art is mirror of life.
- We believe that the instruction should include opportunities for.
- Exploring new problem solving strategies.
- Exploring a variety of materials and techniques for making art.
- Integrating the purpose and values of art, past and present.
- Integrating the art of their culture and the cultures of others.
- Constructive criticism and support for all efforts of the students.

We believe that realistic assessment should involve.

- Students. self-assessment.
- Assessing directly what the student has done.
- Collecting work generated by both student and teacher.
- Teaching process assessment.
- Family members
- Data about the artist, opinions of the artist and the work of the artist.

Computer

We believe that technology:

- Is a vehicle for information, not a method for automation.
- Is a tool to amplify the intelligence of the user.
- Is for insight, not just numbers.
- Achieves its maximum potential and is fully integrated in learning when it becomes a transparent part of the learning process.
- Encompasses an ever increasing array of tools to extend and enhance understanding and productivity.

We believe that the technology curriculum:

- Is integrated within the curriculum of each academic area.
- Serves all persons by meeting each individual at his / her level.
- Will have students learning to work with each other to solve problems.

We believe that technology instruction:

- Will lead to an elevation of their self .esteem because they can do it.
- Is not instruction but guided exploration
- Is experienced in many environments, including at home and at play.
- Is an active experience for learners under the guidance of facilitators.
- Provides learners with new opportunities, processes and products.

We believe that assessment of technology competency should:

- Occur naturally through the completion of assignments and projects in the host curricular area.
- Incorporate student's use of technology to complete real tasks and solve real problems.
- Provide a variety of techniques to reflect on the development of literacy for the Technology Integrated Learning.

Language Arts

Language Arts is a broad field that includes reading, writing, speaking, listening and research standards. At each grade level the students will work at these areas under the direction and guidance of the teachers.

ORAL STANDARDS:

The students will:

- Critically organize ideas and gather supportive information prior to verbal expression.
- Express themselves with ease and confidence in responding to reading and writing activities.
- Demonstrate an ability to explain themselves in class or personal discussions.
- Speak formally displaying knowledge and competence of proper grammar.

READING STANDARDS: Students will:

- Present orally, listen effectively and interact in collaborative learning activities in regard to the various kinds of literature.
- Recall and interpret literal facts in various kinds of literature including stories, novels, poetry, drama, newspapers and periodicals.
- Apply critical, higher order thinking skills, explore selection ideas and link personal experiences to the concepts presented.
- Understand and apply the elements of theme, plot, tone, mood, characterization, symbolism and form to a work or literature.

LANGUAGE ARTS STANDARDS: Students will:

- Understand the power of words to create vivid images, clarify ideas and express themselves in a precise and persuasive manner as modeled by their instructors.
- Demonstrate knowledge of sentence structure and apply this knowledge in writing by using varied types of compositions with correct syntax, parallelism, punctuation, modifiers and spelling.
- Possess clear understanding of grammatical terms through discussion and analysis writing.
- Properly select, use, command, and expand their vocabulary in order to express themselves through the spoken and written word.

WRITING STANDARDS: Students will:

- Demonstrate knowledge and age appropriate use of the English Grammar and syntax by using varied media to present information.
- Write from their own experience in order to identify and analyze a specific theme in a work of literature.
- Decipher proofs, examples and quotations from the text and class discussions and organize these according to appropriate prewriting stages and a final composition.

RESEARCH STANDARDS: Students will:

- Develop their ability to formulate open ended questions in preparation of writing narrative, persuasive and comparison /contrast compositions.
- Gather data relevant to their composition through library, field and technological research to fit into their reports.
- Document information as they summarize, paraphrase and quote accurately in order to define a central proposition.
- Integrate data into their thesis development with appropriate documentation and acknowledgements through footnotes and bibliographies.

TECHNOLOGY STANDARDS: Students will:

- Demonstrate ability to use and access applicable information and process information.
- Use age appropriate software, word processing techniques and various interface devices to produce written documents.
- Legally and ethically access the internet to facilitate research and gather data in connection with literary studies and composition development.
- Accumulate a personal, technological library listing sites integral to their ongoing understanding and study of literature based on Internet research.

Mathematics:

We believe that all students must become mathematically literate and be able to:

- Value mathematics.
- Be confident in their ability to do mathematics.
- Become mathematical problem solvers.
- Communicate and reason mathematically.
- Incorporate real world context into their understanding and work.

We believe that curriculum should be developmentally appropriate and provide exposure to a variety of mathematical ideas in a way that promotes the enjoyment of and curiosity about mathematics through:

- Engaging the student's interest and involvement.
- Providing a comprehensive study of concepts and content along with their uses in today's world.
- Promoting investigation and growth of mathematical ideas.
- Shifting toward more active involvement and the use of technology and other tools for problem solving.
- Providing critical thinking experiences requiring a variety of problem solving strategies.

We believe that instruction should include authentic application to all subject areas at all grade levels.

Teachers shall create stimulating learning environments that provide:

- Collaborative and cooperative learning experiences, including hands on activities.
- Strategy instruction and application in meaningful contexts.
- Teacher modeling of good mathematical attitudes and strategies.
- Guided opportunities for students to study important ideas in mathematics.

We believe that assessment should be closely aligned with the way instruction is delivered, and ultimately improve instructional decision making and student learning.

Authentic assessment should:

- Emphasize process as well as product.
- Allow for the use of current technology and other mathematical tools.
- Involve self assessment by the student.
- Occur in a variety of contexts and be ongoing, continuous and multi-faceted.
- Include a variety of methods, including portfolios, discussions, presentations, projects, quizzes and tests.

NOTE: At the end of the sixth and seventh grade years, students are given a placement test for the following year's instructional groups. This test, along with their marks in math for the present year (these must be an A or B for all 4 quarters), recommendation from the Middle School Teachers and principal input are what determines their grouping. Seventh grade has a regular math group and an accelerated group. Eighth grade has a pre-algebra and an algebra group.

Music

We believe that musical learning reflects the belief that:

- Music is an academic which helps develop our youth into productive citizens.
- All children have musical potential.
- Children bring their own unique interests and abilities to the music learning environment
- Music reinforces other academic areas.
- Music fosters life-long enjoyment, exploration and creativity.
- Children need effective adult models.
- Children's play is they work.

We believe that the music curriculum should:

- Provide opportunities to express themselves through singing, movement, listening, playing instruments and creating original works.
- Develop a workable knowledge of music reading, writing, listening, and playing music that complements and encourages outside musical experiences.
- Integrates with other areas, i.e., social studies, science language arts and art.
- Develop their unique, innate sense of aesthetic beauty and artistic sensitivity.
- Utilize high quality music literature that has lasting value, including traditional child songs, folk songs. Classical music and music from a variety of cultures, styles and time periods.

We believe that music instruction should:

- Support the child's total development – physical, emotional, social and cognitive.
- Recognize the wide range of normal development and the need to differentiate instruction.
- Facilitate learning through active interaction with other children as well as with musical materials
- Consist of learning activities and materials that are concrete and relevant.
- Provide opportunities for children to choose from a variety of music activities, materials and equipment of varying degrees of difficulty.
- Allow children time to explore music through active involvement.

We believe that methods to assess music knowledge, skills and growth include:

- Observation
- Audiotaping and videotaping samples of children's musical behavior
- Written assignments and tests
- Performance
- Self assessment

Religion

CREEDAL CHURCH

We believe that the doctrine of the Church is articulated in its creeds. These truths we profess as Catholic Christians flow from the first followers of Jesus. The tradition is God's revelation through time. An understanding of these beliefs provides the foundation of a faith development for children.

Students will:

- Articulate basic beliefs of the Catholic faith.
- Know the history of the Catholic Church.
- Integrate knowledge of the communion of saints through understanding of Mary and the saints.
- Understand that the Church is a community of believers into which they are baptized and called to discipleship.

LITURGY AND THE SACRAMENTS

We believe as Catholic Christians that the Liturgical Year with its seasons and feasts celebrates God's presence in the cycle of human life. As a community of faith we are invited into the liturgies and this sacramental life of the church.

Students will:

- Understand and live the communal nature of church by participating in Sunday Eucharist.
- Participate in the sacraments meaningfully and freely.
- Recognize and celebrate the liturgical seasons and feasts.

MORAL LIFE

We believe we are called to a moral life that embodies Jesus Christ's example of faithfulness, forgiveness, compassion, justice and service.

Students will:

- Make moral choices guided by the Commandments and the Beatitudes.
- Develop a conscience informed by knowledge of Scripture and the Tradition of the church.
- Be grounded in an understanding of the Catholic Social Teachings.
- Grow in appreciation of the divinity of humankind recognizing all persons are made in the image and likeness of God.

PRAYER

We believe prayer is integral to the Christian life. It sustains and nurtures our relationship with God, enlightens our relationships with others and provides a greater sense of well being.

Students will:

- Express their innermost thoughts and feelings through prayer, both formal and informal.
- Value private and communal prayer

As part of our religion curriculum, we also include information on Human Sexuality, as well as basic concepts of the Safeguarding All God's Children Program at all grade levels. Basic concepts here include but are not limited to: Relating with God, Relating with others, Knowing one's physical . sexual development, Identifying one's identity and Developing one's Values. Children in 5th grade participate in a parent/child session on "A Person of Worth."

Catholic Social teachings are also part of our curriculum and we try to incorporate these in all of our curricular areas. These include but are not limited to:

- Life and Dignity of the Human Person
- Call to Family
- Rights and Responsibilities of the Human Person
- Option for the Poor and the Vulnerable
- Dignity of Work and the Rights of workers
- Solidarity of the Human Family
- Care of God's Creation

Physical Education

We believe that Physical Education should:

- Promote and develop positive lifelong physical fitness attitudes and recreational interests for each student. Students have structured activities twice a week.
- Include opportunities to discover, reflect on, and experiment with one's physical strengths and dexterity. Activities should balance individual and collaborative growth equally for boys and girls.
- Strengthen the sports skills and sportsmanship, as well as improve self-esteem of each student.
- Involves gathering data to describe the students' achievements toward personal, authentic goals for physical development.

Our program teaches students motor skills necessary to participate in a wide variety of physical activities. It also helps students to link physical activity with good health and exercise. By following the standards of the Wisconsin Physical Education Program as well as the model set by the Archdiocese of Milwaukee, we have established the foundation to build a meaningful physical education experience for all students here at Christ King.

Spanish

Learning Spanish necessitates the direct involvement of the student with other speakers, non-native and enabling the student to progress from limited to complex functioning in the language. We believe learning Spanish involves the development of:

- Proficiency in speaking, listening, reading and writing.
- Knowledge of and appreciation for the target culture
- A fluency in the language with additional years of study.

The Spanish Curriculum should be developed to expose students to functional vocabulary and grammar which will in turn be reinforced with practice. We believe the curriculum should include opportunities to:

- Speak, listen to, read, and write Spanish in the context of the culture of that language.
- Experience first hand events, celebrations, and customs of the target language community.
- Develop vocabulary to be able to express personal experiences, ideas and needs in Spanish.
- Provide for the development of skills that will enable the student to continue to develop knowledge and proficiency in Spanish.

Proficiency based, instructional model is needed at each level for expansion of previously learned knowledge and skills. We believe that instruction should include:

- Use of Spanish in the classroom to provide an immersion experience for the students in that language.
- Use of tapes, CDs in the absence of the native speakers as models of the language.
- Student generated expressions that begin as simple words and become more complex as the students progress in the development of the foreign language skills.

We believe that realistic assessment should.

- Occur in a variety of contexts.
- Involve speaking, listening, reading, writing exposure to culture.
- Involve student self- assessment through productions of tapes, writing, art work etc.

All that is taught in this subject follows the state and Archdiocese guidelines of the curriculum.

Science

Our Science content goals are fivefold.

Students will develop curiosity and enthusiasm for learning science by:

- Becoming real scientists doing authentic experiments investigating our world.
- Actively participating in labs, lessons and activities that utilize their input.
- Engaging in science activities that are relevant to their life experience and age level.
- Seeing and interacting with science teachers who are enthusiastic learners themselves.
- Experiencing the role of teacher and collaborator as well as learner.

Students will develop the ability to carry out the processes of science appropriate to their age level by

- Predicting, inferring, hypothesis testing and hypothesizing.
- Identifying and controlling variables.
- Collecting, presenting and interpreting data.
- Building and evaluating models.
- Designing devices and experiments.
- Identifying and minimizing sources of experimental error.
- Communicating results orally, in writing, graphically and mathematically.

Students will develop a well organized body of science knowledge (concepts and principles) appropriate to their age level and relevant to their experimental work.

Students will develop the science literacy required to make informal decisions on the ethical and moral dimensions of technological developments.

Students will continue to develop the ability to enlist technology, mathematics, and language as important tools in the doing, the analyzing and the communicating of science.

Note:

- Students in Grades K through 5 have a textbook that covers topics to a greater depth each year
- Lab work is a great part of the Middle School Science program.

Social Studies

We believe that all students must become socially literate and will learn to:

- Value social studies tools.
- Become morally responsible problem solvers and decision makers.
- Appreciate and respect diversity among cultures
- Relate to their world through the application of core knowledge.

We believe that curriculum should be developmentally appropriate and provide exposure to a variety of Social Studies ideas in a way to promote the enjoyment of and curiosity about Social Studies through:

- Engaging the student's interest and intellect.
- Providing a balanced focus on the past, present, and the emerging future.
- Reflecting the multicultural and global nature of society.
- Providing a deeper study of concepts in relation to today's world.
- Shifting toward a more active involvement in Social Studies and the use of technology.

We believe that instruction should be interdisciplinary at all grade levels and should create a stimulating learning environment that provides:

- Individual, collaborative and cooperative learning experiences.
- An emphasis on activities that engage students in inquiry and problem solving about significant human issues.
- A balance of core knowledge, skills, and the application of values.

We believe that assessment should be closely aligned with instruction, and ultimately improve instructional decision making and student learning. Authentic assessment should:

- Involve further learning and promote responsible citizenship and open expression of ideas.
- Include a variety of methods, such as portfolios, discussions, presentations, projects and tests.
- Involve self-assessment by the students.
- Allow for the use of current technology and other tools.

The major thrusts for each grade may include but are not limited to:

K4 & K5	Holidays and Heroes	Gr. 5	United States History. First Exposure
Gr. 1	Family	Gr. 6	World History
Gr. 2	Neighborhood	Gr. 7	Geography by regions
Gr. 3	Communities	Gr. 8	United States History
Gr. 4	Wisconsin		

TO BE FILLED OUT BY PHYSICIAN

Dear _____

(Individual(s) Administering Medication)

Please administer the following medication(s) to:

Name of Student _____ Address _____

Student Telephone No. _____ School _____ Grade _____

Diagnosis _____

Physician Medication Orders _____

Medicine	Route	Dose	Frequency	Duration	Direct contact shall be made with me should the student receiving the medication develop any of the following conditions or reactions to the medication: (if none, so state).
				From: To:	
				From: To:	
				From: To:	

PRN MEDICATIONS (as is needed)

Medicine	Route	Dose	Frequency	Duration	Condition under which medication should be given	Direct contact shall be made with me should the student receiving the medication develop any of the following conditions or reactions to the medication: (if none, so state).
				From: To:		
				From: To:		

I agree to retain the power to direct, supervise, decide, inspect, and oversee the administration of such medication(s). Direct contact shall be made with me at any time should you have any questions.

Hospital/Clinic/Office _____ Phone: _____

Address: _____

Physician's Signature: _____ Date: _____

Form
5140.2(c)

Archdiocese of Milwaukee
Release Form For Student Inhaler Use

Parents:

Please ensure that all signatures necessary to implement this "Inhaler Use" form are in place on this form before submitting it to the school office.

Date: _____

_____ has been instructed in the proper use of the
below

listed inhaler: _____

We, _____ and _____ request
(Physician) (Parent/Legal Guardian)

That (Child's Name:) _____ be permitted to carry the
inhaler on his/her person, or to keep same in his/her classroom or locker, as we consider this
student to be responsible. He/she has been instructed in, and understands the purpose and
appropriate method and frequency of use of the inhaler.

We, the undersigned physician and parent/legal guardian absolve the school and its employees,
agents, and officers of any responsibility in safeguarding our child's inhaler.

(Physician's Signature)

(Parent/Legal Guardian's Signature)

(School Principal's Signature)

(Homeroom Teacher's Signature)

After School Pick-up Information

