

# Christ the King Catholic School



As a united family at Christ the King Catholic School,  
we strive to promote Catholic values,  
academic achievement, and life skills to develop  
responsible Christians on their lifelong journeys.

## Family/Student Handbook

2024-2025

# TABLE OF CONTENTS

<i>2024-2025 SCHOOL CALENDER</i> .....	5
<i>ABSENCE</i> .....	11
<i>ABSENCES –EXCUSED</i> .....	11
<i>ABSENCES–UNEXCUSED</i> .....	11
<i>ACCREDITATION</i> .....	9
<i>ADMISSION</i> .....	9
<i>AFTER SCHOOL PICK-UP</i> .....	11
<i>AMENDING THE HANDBOOK</i> .....	<a href="#">433</a>
<i>ANNUAL REGISTRATION</i> .....	9
<i>ANTI-BULLYING</i> .....	25
<i>ARRIVAL</i> .....	10
<i>ASBESTOS NOTICE</i> .....	20
<i>ATTENDANCE</i> .....	10
<i>BOARD OF EDUCATION</i> .....	21
<i>BOOKS</i> .....	21
<i>BUSING STUDENT TRANSPORTATION POLICY</i> .....	22
<i>CELL PHONES</i> .....	28
<i>COMMUNICATION</i> .....	23
<a href="#"><u><i>COMMUNICATIONS WITH PARENTS/GUARDIANS</i></u></a> .....	<a href="#">41</a>
<a href="#"><u><i>CONCERN RESPONSE FORM</i></u></a> .....	<a href="#">44</a>
<i>CONFERENCES</i> .....	33
<i>CONFIDENTIALITY</i> .....	23
<i>CRIMINAL HISTORY BACKGROUND CHECKS</i> .....	18
<i>CRISIS PLAN</i> .....	17
<i>CURRICULUM</i> .....	12
<i>CUSTODY</i> .....	23
<i>DISCIPLINE</i> .....	24
<i>DISMISSAL</i> .....	12
<i>DRESS FOR PHYSICAL EDUCATION</i> .....	36
<i>EARLY DISMISSAL DUE TO WEATHER</i> .....	12
<i>EARLY DISMISSAL</i> .....	12

EMERGENCY DRILLS .....	18
ENROLLMENT AGREEMENT.....	45
FAMILY COOPERATION.....	34
FIELD TRIPS .....	28
HARRASSMENT OF/BY STUDENTS.....	39
HEALTH PROGRAM.....	28
HOME & SCHOOL ORGANIZATION .....	30
HOMEWORK.....	30
ILLNESS.....	11
IMMUNIZATIONS.....	29
<u><a href="#">INFORMATION UPDATE.....</a></u>	<u>40</u>
INSURANCE.....	31
INTERNET .....	17
INTERRUPTIONS .....	23
LATE START .....	12
LEAD NOTICE.....	20
LIBRARY .....	17
LOST AND FOUND.....	21
LUNCH .....	32
LUNCHROOM .....	32
MEDICATIONS.....	29
MISSION STATEMENT.....	6
OPEN HOUSE.....	32
OUTDOOR PLAY / PLAYGROUND.....	32
PESTICIDES NOTICE/CHEMICAL LAWN APPLICATION .....	20
PETS & OTHER VISITORS.....	31
PHILOSOPHY .....	6
PROCEDURE FOR RESOLVING COMPLAINTS AND GRIEVANCES.....	34
PROGRESS REPORTS.....	33
PROMOTION AND RETENTION .....	34
PUPIL INFORMATION.....	10
RELIGIOUS EDUCATION.....	15
RESTROOMS.....	35

RETREATS.....	16
SCHEDULES .....	35
SCHOOL ATTIRE.....	35
SCHOOL DAY.....	10
<u>SCHOOL DIRECTORY.....</u>	<u>8</u>
SCHOOL IMPROVEMENT PLAN .....	7
SCHOOL OFFICE HOURS.....	36
<u>SCHOOL SUPPLY LIST.....</u>	<u>37</u>
<u>SEXUAL HARASSMENT.....</u>	<u>38</u>
SMOKE/TOBACCO FREE ENVIRONMENT .....	20
SPECIAL SERVICES .....	36
STATE AND FEDERAL AID PROGRAMS .....	17
<u>STUDENT RECORDS.....</u>	<u>39</u>
STUDENT RELOCATION .....	17
<u>STUDY HABITS.....</u>	<u>39</u>
<u>SUPERVISION.....</u>	<u>40</u>
TARDINESS.....	10
<u>TELEPHONE.....</u>	<u>40</u>
<u>TESTING PROGRAM.....</u>	<u>40</u>
TRUANCY .....	12
VALUABLES.....	21
VISITATION.....	41
<u>VOLUNTEER PROGRAM.....</u>	<u>41</u>
WEAPONS.....	28
<u>WELLNESS POLICY.....</u>	<u>41</u>

# Christ the King Catholic School

## School Calendar 2024-2025

August 19 (Monday)  
 August 20 (Tuesday)  
 August 21 (Wednesday)

Faculty Workshop-Alexandria  
 Faculty Workshop-CTK  
 Meal, Home & School Meeting, Open House 5:00

### FIRST QUARTER

August 26 (Monday)  
 Aug. 30-Sept. 2 (Friday-Monday)  
 September 27 (Friday)  
 October 11 (Friday)  
 October 16 (Wednesday)  
 October 17-18 (Thursday-Friday)  
 November 1 (Friday)

School Begins  
 Labor Day Weekend-No School  
 Mid-term  
 Marathon for Non-Public Education  
 Faculty Workshop-School is Closed  
 Fall Holiday – School is closed  
 End of Quarter 1 (46 days)

### SECOND QUARTER

November 14 (Thursday)  
 November 15 (Friday)  
 November 27 (Wednesday)  
 November 28-29 (Thursday-Friday)  
 December 6 (Friday)  
 December 13 (Friday)  
 December 20 (Friday)  
 December 21 (Saturday) thru January 5 (Sunday)  
 January 6 (Monday)  
 January 17 (Friday)

School Dismissed at 12:15 p.m.  
 School is closed  
 School Dismissed at 12:15 p.m.  
 Thanksgiving Vacation – School is closed  
 Mid-term  
 Christmas Concert 1:00  
 School is Closed  
 Christmas Vacation – School is closed  
 School Resumes  
 End of Semester/Quarter 2 (42 days)

### THIRD QUARTER

January 16 (Thursday)  
 January 20 (Monday)  
 January 26 thru January 31  
 January 29 (Wednesday)  
 February 14 (Friday)  
 February 17 (Monday)  
 March 19 (Wednesday)  
 March 21 (Friday)

Home and School Meeting @ 6:30 p.m.  
 Faculty Workshop –School is closed  
 Catholic Schools Week  
 School Dismissed at 12:15 p.m.  
 School Dismissed at 12:15 p.m. (Mid-Term)  
 School is closed  
 School Dismissed at 12:15 p.m.  
 End of Quarter 3

(43 days)

### FOURTH QUARTER

April 10 (Thursday)  
 April 17 (Thursday)  
 April 18 (Friday) thru April 21 (Monday)  
 May 14 (Wednesday)  
 May 21 (Wednesday)

Home and School Meeting @ 6:30 p.m.  
 Faculty Workshop-School is closed  
 Easter Vacation-School is closed  
 6<sup>th</sup> Grade Graduation (11:00 a.m.)  
 Last Day of School-School Dismissed at 12:15  
 End of Semester/Quarter 4 (41 days)

May 22 (Thursday)

Faculty Workshop

Total student days – 172    Total Faculty Days – 178  
 Report Cards: November 6, January 22, March 26, & May 23

***CHRIST THE KING  
CATHOLIC SCHOOL  
Browerville, Minnesota***

**MISSION STATEMENT**

As a united family at Christ the King Catholic School, we strive to promote Catholic values, academic achievement, and life skills to develop responsible Christians on their lifelong journeys.

**PHILOSOPHY**

We promote education directed to the whole child. Our curriculum is designed to meet the child's spiritual, academic, physical, emotional, and social growth, so the student may experience learning, living, and being fully integrated in the light of faith.

September 2017

**Christ the King Catholic School  
SCHOOL IMPROVEMENT PLAN**

**Christ the King Catholic School**

Browerville, MN

Updated August 2024

*\*The full report is available in the office to read.*

\*Christ the King Catholic School completed Accreditation during the 2018-2019 school year. We will be further implementing the strategic plan.

# SCHOOL DIRECTORY

School ..... 320-594-6114  
Rectory ..... 320-594-2291  
Fax ..... 320-594-6313  
E-Mail ..... info@ctk6.org  
Address ..... PO Box 186 – 750 North Main Street  
Browerville, MN 56438  
Web Address..... <http://www.christthekingschool.org/>

## Staff

Fr. Joseph Herzing.....Pastor  
Fr. Gabriel Walz.....Parochial Vicar  
Ms. Cindy Iten.....Principal  
Mrs. Sarah Becker.....Dean of Students  
Mrs. Pam Trutwin.....Preschool  
Mrs. Kristie Johnson.....Preschool Aide  
Ms. Samantha Middendorf.....Pre-K/Kindergarten  
Mrs. Kasandra Hatchard .....Grade One/Grade Two  
Mrs. Angie Perish..... Grade Three / Grade Four  
Mrs. Sarah Becker.....Grade Five / Grade Six  
Mr. Matt Doss ..... Physical Education  
Ms. Brianna Robertson .....Music  
Mr. Charlie Stier.....Band  
Mr. Matt Doss..... Title I  
Mrs. Sonja Toews.....Speech  
Mrs. Chris Petron ..... School Secretary / Bookkeeper  
Mr. Mike Jeziorski... ..Maintenance Engineer  
Mrs. Sara Michaelson.....Director of Catholic Education Ministries  
Mrs. Beverly Geraets .....Director of Faith Formation

## Board of Education

Ryan Baron.....320-760-4236  
Sarah Plumski (Secretary).....320-470-0266  
Wendy Schultz (Vice Chair).....218-639-3235  
Anna Spandl (Chair).....320-815-2828  
Michelle Dotzler.....320-304-4716  
Janessa Harren.....218-838-5118  
Kyle Pesta.....320-815-2952

## Home & School

Sarah Plumski, Chair .....320-470-0266  
Open, Co-Chair  
Cheryl Biegler.....320-305-3100



# POLICIES AND PROCEDURES

## ACCREDITATION

Christ the King Catholic School is fully accredited by Minnesota Nonpublic School Accrediting Association (MNSAA). Reports are submitted annually to MNSAA in order to meet their standards of excellence.



The last MNSAA Accreditation Visitation was completed November 15-16, 2018. It is available for review.

The renewal process occurs every seven years and includes an intensive self-study and the development of a strategic improvement plan and concludes with a two day onsite visitation conducted by a team of education professionals approved by MNSAA.

In November of 2018, the MNSAA Board of Directors renewed the seven-year accreditation eligibility status for Christ the King Catholic School. The Board commended the school on the excellence demonstrated throughout the accreditation process. It was evident that CTK School is committed to on-going improvement and education excellence. A copy of the full report is available in the Principal's Office.

## ADMISSION

Core curriculum shall include instruction in subject and in a manner generally consistent with the compulsory instruction report issued by the Minnesota Department of Education; Christ the King Catholic School shall maintain a policy for the enrollment of students without regard to race, faith, color, gender, national and ethnic origin. We hire faculty and staff without regard to race, faith (except to the extent based on a bona fide occupational qualification), color, gender, national and ethnic origin. Christ the King Catholic School shall not require students to participate in religious services and shall not impose any qualifications related to religious beliefs on any of its staff or students. We shall not consider an applicant's religious beliefs when hiring staff (except to the extent based on a bona fide occupational qualification).

## ANNUAL REGISTRATION

Annual registration for children already attending Christ the King Catholic School will be held in the spring. New families who wish to enroll their children in Christ the King Catholic School must contact the school office. New students are asked to present a copy of their immunization record or opt out and the academic records (sign a release form) from the previous school if applicable.

## PUPIL INFORMATION

It is a requirement that all student records reflect the child's legal name. If your last name, street address, or telephone number changes at any time during the year, please notify the office. This is very important in keeping records up to date and also being able to contact a parent/guardian in the case of an emergency.

## SCHOOL DAY

Daily Schedule      8:00 a.m. School Begins  
                             8:20 a.m. Classes Begin  
                             11:40 a.m. - 12:00 p.m. Lunch  
                             12:00 p.m. - 12:30 p.m. Recess  
                             2:50 p.m. Dismissal

Mass Schedule – 10:45 a.m. on Wednesday (K-6)  
                             -8:30 a.m. on Friday (5/6)

Students should arrive at school after 8:00 a.m. and should be picked up between 2:50 p.m.-3:00 p.m. Tardiness is marked after 8:30 a.m.



## ATTENDANCE

Daily attendance is taken at 8:30 a.m. To assure a continuous education growth, Christ the King Catholic School strongly urges regular attendance.

## ARRIVAL

Students are to arrive at school between 8:00 – 8:15 a.m. unless a written request is made and approved by the principal. Upon arrival, students go directly into the building. The playground is unsupervised. Students should remain in the gym until the teacher arrives. Students should use the extra time for studying or preparation for class. Please note that exterior doors will be locked when students are present.

## TARDINESS

A student is considered tardy for class when absent by 8:30 a.m. for opening prayers and roll call (unless the bus is late). **The child is expected to have a note signed by the family explaining the reason for the tardiness.**

### \*Guidelines

- 8:30-9:30=Tardy
- Absences totaling 3 hours = 1/2 day
- 6.5 hours= 1 day

## ABSENCE

It is important students are in school on a regular basis. Families should try to arrange for all doctor and dental appointments on free days, before or after school, or during holiday vacation. However, if this is impossible, a child will be excused to keep a short appointment, but should be in attendance the rest of the day.

If a child is absent, the family is asked to call the school office in the morning to state the reason for absence; a log is kept stating date, child's name and reason for absence. (If no call is received, a reasonable effort to reach the family will be made.) A written excuse stating the nature of illness or reason for absence should accompany the child upon their return to school. If absences are excessive, verification from a physician will be required. If you plan to be gone, let the teacher know in writing in advance so work can be planned.

If a child must be absent due to illness, accident, or family crisis, the teacher will help as much as possible. School work can be sent home with a brother or sister, or arrangements can be made to have it picked up at school.



## ILLNESS

Refrain from sending a child to school when he or she is ill. A child should remain at home for 24 hours after: onset of a fever, vomiting, and/or starting antibiotics. If a child becomes sick, shows symptoms of communicable disease, or is seriously injured while at school, the family will be contacted and asked to come for the child. For this reason, it is necessary to have an emergency number in case parents can't be reached.

## ABSENCES –EXCUSED

Illness of the student, medical appointments, or emergencies in the family are considered excused absences. The student should request make-up work from such absences.

## ABSENCES-UNEXCUSED

Babysitting, shopping, visiting, helping at home, etc. are examples of unexcused absences.

## AFTER SCHOOL PICK-UP

Send a written note with your student to indicate a change in transportation. If a change happens when the child is already in attendance, a phone call is necessary to the office. Teachers may not see a text message or email in time. Notification must be made or the student will be directed by staff to take their normal way home. Please park behind the school when picking up students. This eliminates children having to cross the street.

## DISMISSAL

Classes are dismissed at 2:50 p.m. Students must go home after school before returning to the playground.

## TRUANCY

Christ the King Catholic School adheres to the State of Minnesota's regulations concerning school attendance. Under Minnesota law, a student will be considered "*continually truant*" when an elementary student misses three full school days without a valid excuse. Under Minnesota law, a student will be considered "*habitually truant*" when an elementary student misses seven full school days without a valid excuse.

## EARLY DISMISSAL

For the safety of your child, a WRITTEN REQUEST from parents or guardians is required for a pupil to leave school before the regular time of dismissal. The request must state the reason for early dismissal and should be presented to the teacher or principal. **The person calling for the child must come to the school office for the child.**

## LATE START

During inclement weather, an Instant Alert from the Browerville Public School will be sent out to all families. Due to shared transportation, Christ the King Catholic School follows the Browerville Public School's decision to terminate the school session.



## EARLY DISMISSAL DUE TO WEATHER

In the event that bad weather forces the closure of school early, children will be sent home via normal routes unless families contact the school office. Christ the King Catholic School will close on the Browerville Public School's decision to close school.

## CURRICULUM

Christ the King Catholic School strives to have an up-dated curriculum in all areas. Performance – Based Learning Standards are upheld with Ten Sigma (by Wessels, Birkholz, and Scott-Thomas, 1997) added to these are unique standards created by Christ the King Catholic School and cross referenced by the MN State Standards.

A. RELIGION

"Blest are We" by RCL Benziger, 2010

"Blessed" by Dynamic Catholic, 2017

"God's Plan in Scripture" by Ascension Press, 2020

B. READING/LANGUAGE

"Wonders" McGraw-Hill, 2017

C. MATH

"Sadlier Math" by Sadlier School, 2019

D. SOCIAL STUDIES

"TimeLinks" by MacMillan/McGraw – Hill, 2009

E. SCIENCE

"A Closer Look" by Macmillan/McGraw-Hill, 2008

F. HEALTH

"Health & Wellness" by Macmillan/McGraw-Hill, 2008

G. TECHNOLOGY

St. Cloud Diocese/State of MN Standards

H. HANDWRITING

"A Reason for Handwriting" The Concerned Group, 2010

"Handwriting Without Tears" by Learning Without Tears, 2018

I. PHYSICAL EDUCATION – Taught by Shared Time with Public School.

Areas covered are perceptual motor development, developmental motor skills, rhythms and dances, individual and dual sports, recreation, and team sports/group activities/recreation.

J. MUSIC – Taught by Shared Time with Public School.

Band lessons are offered to 6<sup>th</sup> grade students free of cost, but the student must have their own instrument unless otherwise arranged. The lessons are provided by the public school band director.

K. ART – "The Art Image Series" by Art Image Publication, Inc., 1988

Art Adventure through the Minneapolis Institute of Arts "Family, Friends, and Foes"

# Christ the King Catholic School

## Curriculum Review Plan

<i>Curriculum</i>	<i>2023-24</i>	<i>2024-25</i>	<i>2025-26</i>	<i>2026-27</i>	<i>2027-28</i>	<i>2028-29</i>
Religion	Monitor	Review/Adjust	Maintain	Evaluate	Research/Review Adopt	Implement <b>Budget Year</b>
Language Arts/Reading	Implement <b>Budget Year</b>	Monitor	Review/Adjust	Maintain	Evaluate	Research/Review Adopt
Science/Health	Research/Review Adopt	Implement <b>Budget Year</b>	Monitor	Review/Adjust	Maintain	Evaluate
Social Studies	Evaluate	Research/Review Adopt	Implement <b>Budget Year</b>	Monitor	Review/Adjust	Maintain
Art	Maintain	Evaluate	Research/Review Adopt	Implement <b>Budget Year</b>	Monitor	Review/Adjust
Math	Review/Adjust	Maintain	Evaluate	Research/Review Adopt	Implement <b>Budget Year</b>	Monitor

Updated 7-2023

## RELIGIOUS EDUCATION

The formal study of the Catholic faith, as well as a curriculum that reflects Catholic values and traditions are integral parts of our total education. Through religious instruction, students are given a firm foundation in Catholicism. Religious values and concepts are also integrated into every curriculum area.

### *Daily Prayer and Weekly Worship*

The teachers pray with their students in the morning, before lunch, and before the dismissal of the day. Any visitor present in the building during this time are invited to participate.

Students attend Mass weekly on Wednesday at 10:45 a.m., Holy Days of Obligation, and other special Feast Days. Students and faculty celebrate the various seasons of the liturgical calendar as a Christian community. 5<sup>th</sup> & 6<sup>th</sup> graders attend Mass on Friday mornings as well.

Students participate in the school Mass and other special Mass services throughout the year. Participation in Mass is planned by both the students and staff. The Mass is both a faith experience for the children now and a preparation into a faith-oriented life.

### *Song Practice*

On Tuesday mornings, students in Grades 1-6 gather in the church to practice the songs that will be sung at the upcoming Children's Mass. They are also given the opportunity to sing some of their favorite hymns.

### *Christmas and Spring Program*

All students participate in the annual Christmas and Spring Programs. The 5<sup>th</sup> and 6<sup>th</sup> grade students are assigned the main parts of the chosen play and students in the other grades help with other parts and with singing. There is a Friday, 1:00 p.m. performance of each program at Christ the King Catholic School.

### *Sacramental Preparation*

Preparation for and participation in the sacraments of First Reconciliation and First Eucharist are an integral feature of the religious curriculum. The formal preparation for First Reconciliation and First Eucharist takes place in second grade.

### *Catholic Schools Week*

Unless there are unforeseen circumstances, Catholic School's Week begins the last Sunday in January. This is our chance to celebrate Catholic education. We start the week with a Kick-Off Mass on Sunday. Events are planned for the students during the week including the Alumni Mass and Olympic Fun Day.

## *Reconciliation*

The Sacrament of Reconciliation is a celebration of God's merciful love. Students prepare and receive this sacrament with their class three times per year.

## *The Rosary*

On school days during the months of October and May, the students and their teachers pray the rosary together.

## *Stewardship*

Students and staff believe that Christ the King Catholic School is a vital part of parish life. Stewardship will be shown in the following ways: Altar Serving, Preparation of Liturgies, leading Stations of the Cross, collecting trash on the parish grounds, and changing Missals in pews.



## *Service Opportunities*

Christ the King Catholic School believes that service learning is a method of instruction in which classroom learning is enriched and applied through service to others. Christ the King Catholic School practices Catholic Social Teachings by striving to reach out to the community beyond our school in various ways throughout the year. The following is a list of the Service Projects, which students at Christ the King Catholic School, will complete during the year:

### SERVICE PROJECTS

### CATHOLIC SOCIAL TEACHING

### CURRICULUM AREA OF STUDY

#### **World Level**

Rice Bowls  
World Mission Rosary

Option for the Poor & Vulnerable  
Solidarity

Social Studies, Math, Religion, Reading  
Social Studies, Math, Religion, Reading

#### **National Level**

Veterans' Day Cards/Placemats  
Martin Luther King, Jr. Day

Dignity of Work & Rights of Worker  
Solidarity

Social Studies, Religion, Reading  
Social Studies, Religion, Reading

#### **Local Level**

Food Shelf Collection (Nov. & March)  
Trash is collected  
Outdoor Classroom  
Christmas and Spring Concerts  
Cards of Support

Option for the Poor & Vulnerable  
Care for God's Creation  
Care for God's Creation  
Call to Family, Community & Participation  
Call to Family, Community & Participation

Health, Math, Religion  
Science, Math, Religion  
Science, Math, Religion  
Religion, Music, Arts, Health  
Religion, Music, Arts, Health

## **RETREATS**

Second graders will attend a First Reconciliation and First Communion Retreat.

Fifth and Sixth grade students will attend Long Lake Conservation Center every other year.

Students may attend other retreat days as they arise especially during Advent and Lent seasons. Should a request be made that a child not participate in the retreat; a written notice will be required.



## INTERNET

Students will be allowed to access the Internet when supervised and monitored by an adult. The Student Internet Contract must be signed by both family and student. All computers equipped with Internet access and available for student use at Christ the King Catholic School are equipped to restrict, by use of software filtering technology, all student access to materials that are reasonably believed to be obscene, contain child pornography, or are harmful to minors under state or federal law. For student and school safety, computers with Internet accessibility are filtered.

## LIBRARY

The library is available for the use of students. Two books may be checked out for a period of one week. It is possible to renew the book(s) for another week. Two books is the maximum number to be checked out at any time. Any library book lost or damaged will be charged a fine. Library time is to be used for quiet reading and research. Respect the volunteers working in the library.

## STATE AND FEDERAL AID PROGRAMS

The following are the funding programs in which students of Christ the King Catholic School are available to receive: Educational Aids (Health, Textbooks, and Instructional Materials), Free and Reduced Lunch Program, State Income Tax Deductions and Credits, Transportation (Must live within district boundaries), Special Education, Title 1 (for reading and math students "at risk"), Title IV (Drug and Safety Education), and Title VI (Block Grant for School Improvement).

## CRISIS PLAN

A crisis plan is found in every classroom. The following items are found in the crisis plan:

Emergency Phone Numbers, Referrals, Staff Responsibilities – Any Disaster, Fire, Hazardous Materials, Severe Weather, Medical Emergency, Fight/Disturbance, Assault, Intruder, Weapons, Shooting, Hostage, Chemical or Biological Threat, Demonstration, Suicide, Lockdown Procedures, Shelter-In-Place Procedures, Evacuation/Relocation, Media Procedures, Post-Crisis Intervention Procedures, School Emergency, & Response Team.

## STUDENT RELOCATION

In the event that the students are evacuated, students will be relocated to:

Primary Relocation Center: Browerville Public School (320-594-2272)

Secondary Relocation Center: Browerville City Hall (320-594-2201)

Should an emergency situation arise while Christ the King Catholic School is in session, we want you to be aware the school has made preparations to respond effectively and appropriately to such situations. Christ the King Catholic School has a detailed, all-hazards emergency plan that has been formulated to provide direction to its staff and students during such an incident.

In the event of an emergency, we ask for your cooperation in the following procedures:

1. **Please do not telephone the school.** Telephone lines must be kept available for emergency communication.
2. **Please do not come to the school** unless requested to pick up your child.

3. *In the event of an emergency that requires us to evacuate and relocate*, students may be picked up at a designated location by an identified, responsible adult who has been identified on the student's emergency card. Emergency cards must be filled out by parents/guardians at the beginning of every school year and kept updated as needed.

When authorizing another person to pick up your child, please consider the following requirements:

- ◊ He/she is at least 18 years of age.
- ◊ He/she is usually available during the day.
- ◊ He/she could walk to school if necessary.
- ◊ He/she is known to your child.
- ◊ He/she is both aware of and able to assume this responsibility.

4. **You can expect Christ the King Catholic School** to respond in the following manner:

Information is made available via: *Instant Alert System from the Browerville Public School*

5. **Please impress upon your children** the need for them to follow the directions of any school personnel in times of an emergency.

We sincerely appreciate your cooperation in helping us respond to an emergency situation and providing a safe and healthy learning environment for your child.

## CRIMINAL HISTORY BACKGROUND CHECKS

All employees, as well as all school volunteers, who have regular or unsupervised contact with minors are subject to criminal background checks and go through Safe Environment training every five years. Christ the King Catholic School may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors. If a background check is not completed, then the adult will always be in sight of a supervising teacher. The following positions are subject to a mandatory background check: teachers, substitute teachers, food service personnel, janitorial service personnel, and school and classroom volunteers with regular and unsupervised student contact.

## EMERGENCY DRILLS

The following drills are to take place on a regular basis to be in compliance the Minnesota State Session Laws Requirements for private educational institutions.

### A. Fire Drills

Fire drills are to be held 5 times each year. The principal and the custodian are in charge of these drills. Fire Drill rules:

1. Children should start out without being told as soon as they hear the bell.
2. Children should walk with hands at their sides. (Running and pushing cause confusion.)
3. KEEP SILENCE. The fire drill takes place during school time. In case of a real fire, you may need to listen to directions.
4. Teachers follow at the end of the class. Take a head count to see if all are present.

5. Alert students to fire exits as posted in classrooms.

## B. Tornado Drill

A Tornado drill is to be held 1 time a year in the early spring. Tornado Drill Rules:

1. Signal is a beeping fire drill as opposed to a constant alarm.
2. Turn out lights.
3. Walk quietly in single file to the Relocation Area in the school basement.
4. Get into crouched position on floor, covering head with books.
5. Teachers follow at the end of the class.

## C. Lockdown Drills

Lockdown drills are to be held at least 5 times during the year. Lockdown procedures are as follows:

### LOCKDOWN PROCEDURES

One means of securing the school is to implement lockdown procedures.

These procedures may be called for in the following instances:

1. "Soft Lockdown" – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
2. "Lockdown with Intruder" – The threat/intruder is inside the building.
3. "Lockdown with In-school Evacuation"

## E. Hazardous Spills

Procedures will be followed according to guidelines set by the Institute for Environmental Assessment. These procedures were developed in compliance with the 1983 Minnesota Employee Right to Know Act.

## **SMOKE/TOBACCO FREE ENVIRONMENT**

Christ the King Catholic School is a smoke free environment. This includes the school building, grounds, and school-owned vehicles. Possession of tobacco products by minor students on school property is prohibited.

## **ASBESTOS NOTICE**

The Federal Asbestos Hazardous Emergency Response Act (AHERA) requires all school facilities to receive an intensive inspection to locate, identify, and deal appropriately with the various types of asbestos that may have been used in the construction of the buildings.

On October 20, 2020, Christ the King Catholic School underwent an extensive inspection where Asbestos Containing Materials (ACM) were located and documented in a "Management Plan." The school is re-inspected every three years. This plan identifies and describes the appropriate methods of handling and maintaining any ACM that was found in the school building. A copy of the Management Plan is located in the office of the school. It is available for review by students, staff members, and the public.

**The mere presence of ACM does not represent a health hazard. Asbestos presents a health hazard only when the fibers become airborne (friable asbestos).**

Any insulation that contained ACM and was in areas of direct access by students and staff has been removed or encapsulated a number of years ago. Other areas containing asbestos where there is no student or staff exposure is monitored according to code requirements for damage and repaired or removed as necessary.

Our maintenance and custodial staff have been trained to identify ACM and are taking special precautions during their work to guard against disturbing the material.

Christ the King Catholic School has maintained an asbestos management plan and is committed to protecting the health and welfare of our students, staff, and all those who use our facilities.

## **LEAD NOTICE**

All drinking fountains at Christ the King Catholic School are continually inspected and if needed, they have been corrected for traces of lead content.

## **PESTICIDES NOTICE/CHEMICAL LAWN APPLICATION**

A Minnesota state law went into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Christ the King Catholic School periodically applies pesticides and/or other chemicals to lawn areas after school hours or on the weekends. In this case, you will be notified about the pesticide used. For more information, please contact the school.

## BOARD OF EDUCATION

Christ the King Parish Board of Education is the policy making, regulatory body operating the educational facilities for Christ the King Parish. There are seven selected members on the Board who each serve a three-year term and are limited to two consecutive 3-year terms. The Board of Education meets monthly (August – June) on the 2<sup>nd</sup> Wednesday at 7:00 p.m. Meetings are open to the public.

## BOOKS

Books for all classes are provided. It is the child's responsibility to take good care of them. Books are to be transported in a book bag of some kind. The child will be required to pay a fine or the cost of the book if the book is damaged or lost.



## LOST AND FOUND

Please mark your child's clothing and supplies with his or her name on the inside. Lost items will be kept in a lost and found area. Students should check with their teacher or the school secretary when something is missing. Items unclaimed at the end of the school year will be washed and kept for

student use or donated to charity.

## VALUABLES

The school does not assume responsibility for damage to or loss of personal possessions. Items brought to school should fit the classroom curriculum, not used as toys (such as: Pokemon cards, matchbox cars, cell phones, and handheld games). Items not meeting this requirement will not be replaced for their value.

## FINES

Fines will be assessed according to the damage done to books or property. Fines for loss of textbooks, library books, IT equipment, or flash drives will be the replacement cost.

## BUSING STUDENT TRANSPORTATION POLICY

The Browerville Public School is pleased to offer transportation to and from school for the students of the district. It is our desire to provide the best possible transportation program possible. The following information will assist us in making this a reality. Please share this information with your child prior to the start of the school year.



School Bus Safety Week is scheduled for the second week of school. During School Bus Safety Week students will be provided training of safe and proper behavior on the school buses.

## PROPER CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

**RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.** Students are expected to follow the same behavior standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop.

### A. School Bus and Bus Stop Rules

The school district bus safety rules are to be posted on every bus. It is the school bus driver's responsibility to report unacceptable behavior to the school districts transportation office.

### B. Rules at the Bus Stop

1. Get to your bus stop five (5) minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Keep your arms, legs, and belongings away from where the bus stops.
3. Use appropriate language.
4. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus comes to a complete stop before approaching the bus.
5. After getting off the bus, move away from the bus.
6. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
7. No fighting, harassment, intimidation, or horseplay.
8. No use of alcohol, tobacco, or drugs.

### C. Bussing Consequences

Consequences for school bus/bus stop misconduct will apply to all regular routes. Decisions regarding a student's ability to ride the bus in connection with field trips will be in the sole discretion of Christ the King Catholic School. Parents and guardians will be notified of any suspension of bus privileges.

2<sup>nd</sup> Offense- 3 school day suspension from riding the bus.

3<sup>rd</sup> Offense- 5 school day suspension from riding the bus.

4<sup>th</sup> Offense-10 school day suspension from riding the bus and a meeting with parents.

\*\*Further Offense-individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

## **INTERRUPTIONS**

Ideal classes have few interruptions. In justice to the pupils entrusted to the school, it is necessary that all school time be devoted to instructional purposes. Therefore, arrange all meetings and telephone calls with teachers outside of regular school hours UNLESS IT IS AN EMERGENCY. If it is an emergency, notify the office to ensure your message is received. Instruction hours begin at 8:30 a.m. and end at 2:50 p.m. If your schedule changes contact the office to be sure the message is received.

## **COMMUNICATION**

Should a situation arise which requires communication between home/teacher or home/administration, every effort will be made to return calls or obtain the desired information within 48 hours. Weekly Folders are sent home every Wednesday with the oldest student per family. A School Bulletin and other pertinent information is included in the folder. The Weekly Folder is to be returned to school the following day.

## **CONFIDENTIALITY**

Teachers will keep student confidences unless health, life, or safety is involved. Teachers must report such confidences to the appropriate parties. Information read in student journals or revealed in conversation is subject to be reported to appropriate sources. All assignments required to be written, must be read by the teacher. Staff members are required to keep all school matters regarding students confidential. Student Data Files must be signed, dated, and purpose of inspection noted before student records are to be released for examination.

## **CUSTODY**

This school abides by the provisions of the Buckley Amendment with respect to the rights on non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

## DISCIPLINE

The School Discipline Policy was adopted in 2018 with input from staff and students. It states four simple rules:

- (1) Be Kind
- (2) Be Safe
- (3) Include Everyone
- (4) Have a Christian Attitude

Do for others what you want them to do for you. Jesus  
Matthew 7:12

A standard of Christ the King Catholic School is to help students mature into responsible, self-directed persons given the freedom in which to make choices. Practice in self-discipline and encouragement in self-awareness is a necessary part of a school curriculum and a Christian way of life. Our goal is that all students follow the example of Jesus Christ.

Discipline means "making disciples of." This means respect for self and for others. Students are encouraged to be courteous, respectful, and charitable. This is manifested not only in action, but also in words, gestures, attitudes, etc.

### Rules of Conduct and Disciplinary Action:

In the event of gross misbehavior or disregard for others, the following procedures will be used:

1. Infraction: Gross disrespect of rules, gross disrespect of a staff member, repeated disturbance of class.

#### Procedure:

- a. Staff member and Administrator decide on action deemed necessary, the family is contacted. Period of time set aside by agreement of Administrator, staff, and families as a time of improvement for student.
- b. As a last resort, repeated infraction may result in school suspension up to 5 days with readmission plan.
- c. Expulsion if necessary. This decision will be made after all other alternative plans have been tried. The Administrator and pastor have the authority to take this action. The Board of Education is notified if a student is expelled. The family of an expelled student have appeal rights with the Board.

2. Infraction: Abusive, profane, obscene language either oral, written, or gestured by a student toward a staff member or another student.

#### Procedure:

- a. Removal of student from class and Administrator notified. Conference between Administrator designee and student; family contacted.



- b. Families are involved in the decision of how to proceed if this infraction is repeated.
- c. Suspension in extreme cases.

3. Infraction: Theft or property damage.

Procedure:

- a. Staff member and Administrator decide on action deemed necessary. Parents contacted.
- b. Property returned, repaired, or paid for.
- c. Suspension in extreme cases.

4. Infraction: Possession of alcohol, tobacco, drugs, or articles that may cause harm to others.

Procedure:

- a. Families are contacted immediately and student may be suspended from class up to 5 days as determined by administration.
- b. A statement will be given to police if deemed necessary by administration. (Possession of a weapon requires reporting to authorities.)

If the family feels a problem exists, they should consult with the teacher. If issues should continue, consultation between teacher, administration, and the family may be conducted. If necessary to continue resolving of issues, the pastor and school board should be contacted using the procedures for resolving complaints and grievances.

Classroom rules will be established at the start of each school year. Students should help set those rules, understand those rules, and follow them.

## ANTI-BULLYING (Policy S525)

### Introduction / Principles

Christ the King Catholic School is a faith filled environment where each individual can learn and grow academically, spiritually, and socially. It's our belief that life and dignity of the human person is the foundation of Catholic Social Teaching. Everyone at Christ the King Catholic School is to be treated with dignity and respect.

Christ the King Catholic School students are entitled to a quality education that will help them become self-directed, lifelong learners who can create a positive future for themselves. Any inappropriate behavior that negatively affects the well being of students and their ability to achieve cannot be accepted.

### Definition:

Bullying is intentional, repeated, behavior by an individual or group that is intended to cause the victim to feel frightened, threatened, intimidated, humiliated, ostracized or physically abused. Bullying involves the abuse of power in relationships and can be verbal, physical, social

or psychological.

### **Scope:**

Christ the King Catholic School has an enduring interest in the welfare and conduct of its pupils and therefore will respond to bullying that takes place on the school grounds, at school sponsored activities and on school sponsored transportation. The school will also respond positively to any information it receives about bullying outside the school. This policy applies to students who engage in bullying and to students who support or appear to condone acts of bullying.

### **Prevention:**

Christ the King Catholic School will ensure that its anti bullying policy is applied rigorously. All staff involved in the teaching and/or supervision of students will take responsibility for addressing incidents which fall within the definition of bullying. The victim will receive the support needed; the bully will be informed of the unacceptability of his/her behavior and a record will be made of the incident.

### **Family Involvement:**

Christ the King Catholic School will work in partnership with the families (of both the victim and bully) and believes the best outcomes emerge when the school and families are able to work to prevent bullying and promote change.

### **Reporting:**

- a. Any person who believes he or she has been the victim of bullying or any person with knowledge of bullying shall report the alleged incident to the administration.
- b. Employees of Christ the King Catholic School shall pay particular attention to possible situations, circumstances, or events that might include bullying. Any such person who receives a report, observes, or has knowledge of this conduct shall inform the office immediately.
- c. Reports of bullying are classified as private educational and will not be disclosed except as permitted by law.
- d. Submission of good faith complaint or report of bullying will not affect the reporter's future employment, grades, or educational/work environment.
- e. Christ the King Catholic School respects the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible and complying with any legal disclosures.

### **Actions:**

- a. Upon receipt of complaint the administration will investigate the incident in a timely manner.
- b. The building Administrator will take immediate steps at his/her discretion to protect the complaint, reporter and others while involved in the investigation of the incident.
- c. Upon completion, the Administration will take the appropriate action consistent with the age of the child, circumstances involved, past incidents, and context of the incident.

# Rules of Conduct & Disciplinary Action

## ANTI-BULLYING RUBRIC-Policy 5525

	Type of Behavior	First Incident	Second Incident	Third Incident
<b>Verbal</b>	<ul style="list-style-type: none"> <li>◊Name Calling</li> <li>◊Teasing</li> <li>◊Angry Language</li> <li>◊Inappropriate Language</li> <li>◊Insults</li> <li>◊Physical Comments</li> <li>◊Threats</li> </ul>	*Conference w/Administration	*Conference w/Administration  *Notify Family	*Conference w/Administration  *Family Meeting w/Administration
<b>Emotional</b>	<ul style="list-style-type: none"> <li>◊Gestures</li> <li>◊Rumors</li> <li>◊Exclusions</li> <li>◊Humiliation</li> </ul>	*Conference w/Administration	*Conference w/Administration  *Notify Family	*Conference w/Administration  *Family Meeting w/Administration
<b>Physical</b>	<ul style="list-style-type: none"> <li>◊Pushing</li> <li>◊Scratching</li> <li>◊Hitting</li> <li>◊Throwing rocks, snow, ice, or food</li> <li>◊Taking others belongings</li> <li>◊Pinching</li> <li>◊Pulling Hair</li> </ul>	*Conference w/Administration	*Conference w/Administration  *Notify Family	*Conference w/Administration  *Family Meeting w/Administration
<b>Severe Physical</b>	<ul style="list-style-type: none"> <li>◊Choking</li> <li>◊Punching</li> <li>◊Kicking</li> <li>◊Biting</li> <li>◊Any excessive behavior that inflicts bodily harm</li> </ul>	*Conference w/Administration	*Conference w/Administration  *Notify Family	*Conference w/Administration  *Family Meeting w/Administration

**\*\*Consequences for inappropriate behavior will be age appropriate and determined by the Administration with input from the family. Detention and suspension are possible actions.**

Name: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_ Incident #: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Parent/Guardian Signature

\* Families, please return this copy to school after signing.

## WEAPONS

Possession of a weapon by a student or adult other than a safety officer, in educational and parish faith formation facilities or other designated areas, is prohibited.

Definition:

“Possession” refers to having a weapon on one’s person or in educational areas. “Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Examples of weapons are: guns (including pellet guns, BB guns, look-alike guns, and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, numchucks, throwing stars, explosives, stun guns, ammunition, or any type of bomb or explosive device.



## FIELD TRIPS

When appropriate, field trips will be arranged for students. These are privileges – not rights. “Appropriate” school behavior allows students to attend. Field trips are learning opportunities, not just fun outings! A signed written permission slip is required for each trip. Any trips within town will be covered by a permission slip that is good for an entire year. Permission can be granted by telephone if heard by two staff members.

During the trip, safety rules for transportation are to be closely followed. At the location of the visit, students are to remain with the teacher or adult chaperone at all times. Follow all special rules given by the teacher.

## CELL PHONES

Christ the King Catholic School prohibits the use of cellular phones. All cell phones should be turned off during the instructional school day and stored in their backpack, if this becomes a problem they will be stored in the office. Such devices shall not be on their person and shall remain turned off during the instructional school day.

## HEALTH PROGRAM

Each child should have a check-up at least once a year. Families should try to arrange for all appointments on free days or during holiday vacation. However, if this is impossible, a child will be excused to keep a short appointment, but should be in attendance the rest of the day.

At the beginning of the school year, a form is sent home requesting information concerning who to call in case of illness or emergency. Families will be contacted first, but a second emergency number must be filled out in case the family can’t be reached.

Vision and hearing screenings will be conducted during the school year for kindergarten–6<sup>th</sup> Grade students. If there is a problem with the student's screening, the family will be notified and be expected to take the student to the appropriate health care provider for a professional evaluation. Please notify the office on the evaluation's outcome.

If a student sustains an injury while at school, he/she will be taken to the office with assistance, if needed, for immediate evaluation. In the case of major injuries such as fractures, large lacerations, severe contusions, or eye injury, the family will be notified immediately, and emergency measures will be taken. Minor injuries such as abrasions, small cuts, nosebleeds, etc., are treated, and the family will be notified if necessary.

## **MEDICATIONS**

Medication can be administered to a student if: the family has written a note requesting this; the note indicated all the directions for giving it; it is prescribed by the doctor or a note from a doctor; it is administered by the secretary and Administrator and a record is kept of date, time, and amount given; the medication is stored in the school office.

Physician prescribed medications that are required to be given on a daily basis while the student is at school will be given by the school nurse (or designated staff). The medication **MUST** be in the original prescription bottle with the student's name, correct date, dosage requirements, and name of medication. The "Medication Dispensation in School" permission slip should be signed once yearly and kept on file in the office.

## **IMMUNIZATIONS**

Minnesota law requires that all children entering a Minnesota public, private, or parochial school for the first time must be immunized against diphtheria, tetanus, pertussis, polio, hepatitis B, Varicella, measles, mumps, and rubella. (Note: children immunized for measles before 12 months old need a booster before entering school.) A medical exemption or conscientious exemption may be signed in lieu of immunizations.

Failure of the student's parent/guardian to submit proof by September 30<sup>th</sup> of mandatory vaccinations, or a doctor's medical exemption, or signing an affidavit of conscientious objector, or providing written permission for the school nursing staff to administer required vaccinations, will result in the student's exclusion from school as directed by the school principal. Upon the principal's notification from the district school nurse that a student is not in compliance with the state's requirements, the following will occur: One week prior to implementation, the school principal will send a registered letter to the parent/guardian requesting a conference with the family, school nurse, and principal. New students will be given thirty (30) school days in which to submit complete immunization proof. If not received within this timeline, they will be excluded from school. Students who are completing a series of immunizations will be given fifteen (15) school days to complete the immunization series. If documentation is not received with proof of completion in the specified timeline, they will be excluded from school.

## HOME & SCHOOL ORGANIZATION

The goal of Christ the King Home and School Association is mutual cooperation between families and teachers in promoting sound Catholic education and more effective communication between home and school. Much of this is through fund raising efforts.

The membership in this association consists of the priest, school staff, parents, and/or guardians of children currently attending Christ the King Catholic School. Any other person interested in the goals of Christ the King Catholic School is encouraged to attend and participate. Voting privileges are extended to parents and guardians of students in attendance at Christ the King Catholic School.

### Meetings:

1. Three regular meetings will be held in September, January, and April. Special meetings may be called as deemed necessary by the Executive Board.
2. Regular and special meetings shall be convened after they have been duly announced in the parish bulletin the Sunday preceding the meeting date. They are also announced in weekly newsletters.

### Standing Rules:

1. Personal grievances shall not be brought to the floor of the meeting. Complaints of that nature should be taken to the Board of Education after meeting with administration.
2. The Home and school shall not become a pressure group which interferes with and/or dictates to the school.
3. Home and School shall adhere to its goals as an educational organization designed to promote cooperation between family and school.



## HOMEWORK

Assignments which follow classroom instruction are given at the discretion of your child's teacher. Homework will be appropriate to the child's grade level and conducive to learning. Set aside time and a quiet place to complete assigned tasks. Families are asked to monitor the completion of homework. Students will have approximately 30 minutes of homework. Papers lost or forgotten will have to be redone. Families are asked to notify the teacher if the child is using their time well in school and at home and is still spending an excessive amount of time on homework.

### *Homework Responsibilities of Student*

- \*Know and understand the purpose of the homework assignment.
- \*Be responsible for understanding directions, knowing what is required to complete the assignment, and turning the assignment in on time.
- \*Complete assignments neatly and do quality work.
- \*Complete all work missed during an absence.

### *Homework Responsibilities of Parents and Guardians*

- \*Maintain a positive attitude toward learning and the value of homework.
- \*Be aware of the homework policy and individual teacher requirements.
- \*Help your child find a study area that is quiet and relatively free of directions.
- \*Be patient with your child and praise him/her for any effort made.
- \*Help your child with explanations if he/she has trouble understanding directions.

#### **DO NOT DO HOMEWORK FOR YOUR CHILD.**

- \*Look over the assignments for completeness and quality. Praise your child!
- \*Notify the office as to who will pick up homework when your child is absent.

### *Homework Responsibilities of Teachers*

- \*Communicate homework goals and expectations to students and parents and guardians.
- \*Set clear and concise expectations concerning assigning, returning, and evaluating homework.
- \*Coordinate homework assignments with other teachers whom students work with and who may assign homework.
- \*In the case of an absence, have homework ready for pickup when requested.

## **INSURANCE**

All students are enrolled in the Student Assurance Services Insurance Program, which has limitations. If you wish more protection, you must seek out your own personal coverage. For more information, please contact the school or visit the policy on the following web page:

<http://www.sas-mn.com/k12/pdf/k12master/mn/v503mnmmp.pdf>

## **PETS & OTHER VISITORS**

**Please allow a 24-hour notice** if you or your child plans to bring a pet or other visitor to school. Please provide a written notice to the classroom teacher stating the type of animal and the time that it will be at school. Each family must take complete responsibility for the "special guest" and any damages which occur during its visit. Due to allergies, pets need to remain on the playground unless the animal is of a service nature.

## LUNCH

Full pay lunches are \$2.75 per day for students. Not enrolled students pay \$3.25 per lunch and adults pay \$4.95. It is \$0.40 per extra milk.



Lunch money is due to the Browerville Public School. Statements are mailed to families. Accounts are available online. Parents may contact Browerville Public School for a password.

Adults are welcome to join their children. We will need to know well in advance if you plan to eat with your child. You will be charged the cost of an adult lunch, which is \$4.95.

When applying for free lunches, remember each family must have an application on file at the Browerville Public School.

Lunches will be transported daily from the Browerville Public School.

## LUNCHROOM

Students are expected to conduct themselves with courtesy in the lunchroom. They may talk with one another in a conversational tone. Inside voices are permitted. They are to remain seated until they are given permission to leave the cafeteria. Chairs must be pushed in and all items picked up before leaving. Trays are cleaned off in the area provided. Students walk outside to the school or playground as directed, by the supervising teacher.

## MASS

The Eucharistic celebration is the high point of Catholic worship. What a wonderful way to praise God in the Mass which is Christ's perfect act of worship. Students at Christ the King Catholic School plan, participate, and/or attend Mass at least once a week; Wednesday at 10:45 a.m. and/or Fridays at 8:30 a.m. Families are encouraged to join in this celebration.

## OPEN HOUSE

Open House is held at the beginning of the school year. Families are always welcome and encouraged to visit the school. We ask, however, that you arrange with the teacher if visiting other than by special invitation so classes have few interruptions. At times you may receive a special invitation from your child to visit their class. It is important that your child knows you are interested in their education. This promotes their positive attitude toward school and learning.

## OUTDOOR PLAY / PLAYGROUND

Children are encouraged to play outdoors when weather permits. Students will remain inside if temperatures are 0 degrees F or colder (including wind chill). Fresh air and exercise are essential to maintain good health. If a child is well enough to attend school they should be well enough to go outside for recess. If, in extreme cases, you wish to have your child remain



inside due to health reasons, kindly send a note to the teacher, stating the reason why the child may not play outdoors. If a note is missing, they will be sent outside. Children who remain in will complete assignments or read during recess. Dress appropriately for the weather. Outdoor wear, including boots, caps, mittens, and snow pants are required when snow is on the ground or when temperatures warrant. This is for the health of the child. If a student is missing the appropriate wear that will keep them safe and warm enough will be given clothing items in our "spare wear" to provide needed protection.

\*Playground equipment must be used appropriately for the sport it was intentionally designed for. Students who take the equipment out need to return all playground equipment to the blue tubs in an orderly fashion.

\*Students must show respect for the playground supervisors, whether staff or volunteer, at all times.

\*Play is permitted in areas designated for that purpose only.

\*Throwing stones, snowballs, and other harmful object, as well as taking caps or other articles of clothing is forbidden on the playground.

\*Playground games which involves tackling, jumping on another's back, knocking others down, kicking, and hitting are prohibited.

\*Playing on snowbanks near the sidewalks or buildings is prohibited during the winter.

## PROGRESS REPORTS

Keeping families informed as to their child's progress is an important aspect of Catholic education. Each child, being unique and having his/her own talents must be treated as such. A child should be praised for working up to his/her ability and capacities.

The school year is divided into four grading periods. Report cards are given out on the Wednesday, via the Brown Folder or mailed, following the end of the grading period.

A student must be present one day more than half of a reporting period to receive a report card for that quarter. An exception to this rule exists if, after and extended illness, the student has made up all his/her work before the end of the six weeks.

## CONFERENCES

Conferences are held yearly. Early conferences can be set up starting in October. If you are to be absent from a scheduled conference, it is your responsibility to make arrangements with your child's teacher to meet at



both of your conveniences. Every family is given the opportunity to meet with his/her child's teacher. It is desirable that families and teachers arrange additional conferences whenever it is necessary.

Phoning or coming to see a teacher during school hours interrupts the learning process. Appointments should be made for personal conferences so that it is convenient for both the family and the teacher. In cases of emergency, contact the office.

### **PROMOTION AND RETENTION**

Families will be notified in a timely manner, in writing, if retention is being considered. Families will be included in the on-going remediation efforts prior to and after formal notification of the possibility of retention.

The final decision for retention is made by the Administrator, families, and teachers.

In the event the family refuses retention, there shall be signed documentation in the student's permanent file.

### **FAMILY COOPERATION**

The education of a student is a partnership between the family and the school. Just as the family has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that it is in the best interest of the child.

### **PROCEDURE FOR RESOLVING COMPLAINTS AND GRIEVANCES**

Since this is a Catholic school, we would hope that any differences or complaints could be solved on an informal level as soon as possible.

If a complaint arises, the following steps should be followed:

1. When a problem, disagreement, or question arises, go immediately to the person(s) involved to obtain a clear understanding of the situation and possible solution. Please keep concerns to yourself. Families who have neither the authority nor information to solve the problem should not be consulted. This only creates rumors which are unchristian and can become detrimental to another person, class, or the school.

2. If concerns still arise after speaking to a teacher, the complaint should be brought to the administrator. After hearing the complaint, the administrator will take proper steps to correct the situation or bring together all involved persons to achieve more understanding and a proper solution.

3. If resolution is not reached within five days after the oral discussion, either of the complaining parties may appeal for a hearing by the local board or pastor. The appeal is delivered in writing using the Concern Response Form (see page 47) through the administrator to the board. The board hears the complaint in executive session with the parties and delivers its decision on open meeting. The decision of the board is final. If the complaint is brought by the board against the administrator, the board may establish an appeal group to render judgment.

## RESTROOMS

Restrooms are meant to be used as such. Students are to quietly attend to business and return to their classroom. Leave the restroom in neat order with all paper in the waste basket. Please use hand towel paper wisely – do not waste it.

## SCHEDULES

Christ the King Catholic School follows quite closely the school calendar determined by the Browerville Public School. Since bussing is provided for all students in the district, it is easier when the schools are open on the same days and have identical vacations, but at times this may not be possible. You will be notified in advance if changes are to be made. Yearly schedules are sent out at the beginning of the school term in the fall.

Teachers will be in the building from 7:45 a.m. through 3:30 p.m. The faculty meets on Thursdays after school at 3:00 for meetings. We appreciate you respecting this time for us. If families wish to contact teachers they are asked to do so during non-instruction time or leave a message and the teacher can return your call.

## SCHOOL ATTIRE

Good taste in dress is an important part of a wholesome classroom environment. To aid in the promotion of the learning atmosphere in school, families are asked to see that their children wear proper clothing.

Clothing should be clean, modest, and properly fitted. If there is a message on clothing, it must be appropriate for a Catholic school. No violent pictures or language, advertising of alcohol or drugs, pictures or language contrary to Christian behavior, or graphics or lettering allowed on the buttocks.

Shorts are acceptable only when the temperature is forecasted to reach 65 degrees. Shorts are not to be worn to Mass. Shorts, skirts, dresses, or skorts should come within no shorter than 3 inches above the knee.

Tank tops or midriff tops cannot be worn in school. Shirts and tops must have a 2-inch wide (or wider) shoulder strap. No under garments can be showing. Necklines are to be no lower than 2 inches below the neck. We ask that torn jeans not be worn to school.

Hats are not to be worn inside the school building or church unless designated by a special day, i.e. "Caps for Kids."

No footwear heels taller than 2 inches. Flip flops and crocs are not recommended. All children are required to have a pair of tennis shoes for physical education, recess, and walking to Browerville Public School. Boots are required to be worn during the winter months.

On days we celebrate our school liturgies, we expect that students dress up to distinguish this day as special. During the year it is nice to have a sweater or long sleeved shirt left at school for extra warmth especially when going outside to the church building.

To enforce the dress code, a staff member may need to speak to your child, or a note or call will be made to the family, or school staff may require immediate action by the family to bring a change of clothing to school. We believe it is the responsibility of the family to see that their children are neat, clean, well-groomed, modest, and tastefully clothed when attending Christ the King Catholic School.

### **DRESS FOR PHYSICAL EDUCATION**

Students participate in 150 minutes of physical education per week. Clothing that the child can run in, exercise in, and be comfortable in is necessary for physical education class. Gym shoes or tennis shoes are required both for the child's comfort and safety. An extra set of clothes may be brought to or kept in school and used when the child's school clothes for the day are not appropriate to wear for physical education classes (when wearing "good" clothes or dresses or shoes that cannot be worn for physical education class).

- Required:
1. Tennis Shoes – No flip flops or crocs
  2. Sweatshirt or T-Shirt (depending on the season)
  3. Sweatpants, jeans, etc.

### **SPECIAL SERVICES**

In conjunction with the Browerville Public Schools, special services are available to students at Christ the King Catholic School. These services include Speech Therapy and Special Education programs. A Title I teacher also assists our students who may need tutoring in reading and/or math. Title I students receive services at Christ the King Catholic School.

### **SCHOOL OFFICE HOURS**

Christ the King Catholic School office hours are from 8:00 a.m. to 3:30 p.m. Monday through Friday during the regular school year. Voice mail is available for messages before and after school hours. If you leave a message, someone will contact you as soon as possible. Important messages regarding absences, homework, changes in transposition home, etc. should be directed to the school office.

# Christ the King Catholic School

## SCHOOL SUPPLY LIST 2024-2025

There will be a \$25 fee per student Kindergarten-6<sup>th</sup> grade for their school supplies. The Preschool and Pre-K supply fee is \$15. Staff will purchase the supplies except for those listed here. Supplies will then be used in a communal manner during the school year. Please send your money to the office marked clearly for "2024 School Supplies." Thank you!

Supplies that Families will need to provide:

### Preschool/Pre-K

Backpack  
Change of clothing (Full set)  
Water Bottle

### Kindergarten

Tennis shoes-a must for phy-ed  
Backpack  
Water Bottle

### Grades 1 & 2

Rosary  
Tennis shoes-a must for phy-ed  
Backpack  
Water Bottle

### Grades 3 & 4

1 Scissor  
1 Calculator  
Paint shirt  
Rosary  
Tennis shoes-a must for phy-ed  
Backpack  
Water Bottle

### Grades 5 & 6

1 Scissor  
1 Calculator  
Paint shirt  
Rosary  
Tennis shoes-a must for phy-ed  
Backpack  
Water Bottle

## SEXUAL HARASSMENT

### General Statement of Policy:

Sexual harassment is a form of sex discrimination. Sexual harassment consists of unwelcome sexual advances, sexually motivated, physical conduct or other verbal or physical conduct or communication. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

- - It shall be a violation of this policy for any student or employee to harass a student or employee through conduct or communication of a sexual manner.
- - It shall be a violation of this policy for any student or employee to sexually violate a student or employee.

### Procedure:

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or employee of the school should report the alleged acts immediately to an appropriate school official (Principal).

1. The appropriate school authority shall confer with the complainant in order to obtain a clear understanding of the complaint.
2. The complainant alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The appropriate school authority shall then meet with the charged party in order to obtain a response to the complaint. The charged party shall be directed not to communicate with the complainant with regard to any of the charges, nor to associate with the complainant any time without supervision until the complaint is resolved. If appropriate, alleged harasser will be placed on paid administrative leave during the course of a investigation.
4. The appropriate school authority may meet with any other person believed to have relevant knowledge concerning the complaint, including other complainants of similar conduct.
5. At the request of the person interviewed, and with his/her consent, an adult of the same gender shall conduct the interview, or shall be present during the interview. In the case of interviews with students, this shall be mandatory.
6. Giving due and reasonable consideration to all factual information and the totality of the circumstances (including the nature of the complaint and the context in which the alleged conduct occurred), the appropriate school authority may:
  - a. attempt to resolve the matter informally through conciliation; however, at no time shall a student be required to resolve the complaint directly with the person against whom the complaint is lodged.
  - b. impose any discipline deemed appropriate, including recommendation for termination or expulsion.
7. If harassment occurred, the appropriate school authority shall take reasonable steps to protect the complainant and others from retaliation or further harassment.
8. All information relevant to the complaint and its resolution shall be confidential except:
  - a. if discipline is imposed, the complainant should be informed of the fact but not necessarily the nature of the discipline; and / or

b. if the complainant is a minor student the parents or guardian may be informed at the discretion of the appropriate school authority

In any case, the complainant will be advised that harassment is a serious matter, that neither harassment nor malicious or spurious complaints shall be tolerated.

## HARRASSMENT OF/BY STUDENTS

Christ the King Catholic School does not tolerate the harassment of any person by any student and shall insist that all persons are treated with dignity and respect. Harassment is unacceptable conduct that is severe, pervasive, and deliberate.

Any student found guilty of harassment shall be subject to appropriate discipline including suspension and/or expulsion.

Any student who feels that he/she is a victim of harassment should immediately report the matter to the appropriate school authority. Every reported incident of harassment shall be thoroughly and promptly investigated in a way which reasonable ensures the privacy of all parties concerned.

## STUDY HABITS

Orderliness and control are essential in a school if learning is to take place. Staying on task during academic learning time is vital. Students should practice the following study habits at school and home:

- Be a good listener.
- Keep a neat, clean desk and locker. Do not make extra drawings and markings on notebooks.
- Follow direction carefully.
- Talk at the proper times.
- Continue working when a visitor comes into the room.
- Have necessary supplies such as a pencil, paper, and books.
- Always do your homework, and return it at the assigned time.
- Do your memory work at home.
- Read at every opportunity, and remember to write in your journal.
- Practice math facts.

## STUDENT RECORDS

Federal and state law safeguards student records from unauthorized inspection or use and provides parents and "eligible" students certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of post secondary education.

A cumulative record is maintained for each student from the time the student enters Christ the King Catholic School until the time the student graduates or withdraws. This information contains an educational record and includes: the student's name, address, telephone number, date and place of birth, and attendance record.

The administration is the custodian of all records for currently enrolled students at the assigned school. A family may review and inspect their student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights as stated by Family Education Rights and Privacy Act (FERPA).

Cumulative folders, test results, and other information about your children is always available to you upon request from the school office.

Families have the right to challenge the accuracy of the child's record. If information is disputed, a meeting will be set with families, teachers, and administration.

Before records can be released to another school, families must complete and sign a release form. No records will be given to a third party without your permission.

### **INFORMATION UPDATE**

It is important that the data from the registration form be kept current. It is the responsibility of the parent or guardian to update the school immediately of any change of phone number, address, alternate contact persons, emergency dismissal instructions, or student medical conditions. This is particularly of concern with regard to contacting you in case of an emergency.

### **SUPERVISION**

Teachers, aides, or volunteers are on duty in the classroom, lunchroom, and on the playground during recess. Teachers accompany their classes throughout the day and are with their classes until they board the bus, car, or walk in order to go home.

### **TELEPHONE**

We ask that students use the phone only in an emergency. Families should not be called to bring forgotten items to school. Hopefully transportation details that differ from the daily routine could be settled ahead of time.

### **TESTING PROGRAM**

Students in grades K-6 will be tested in September to determine a baseline, then again in January, and once again in April to monitor growth and improvement in Reading and Math. The programs used are: Star Reading & Math and Fastbridge.



## VOLUNTEER PROGRAM

We are most grateful to the many families who have given, and will give, their time in some way in the volunteer programs during the school year. Fundraising plays an important role in our school and helps keep our school costs down during the year.



A letter regarding fundraising will be presented at the time of registration. Each family will be responsible for helping with the Home & School Organization by volunteering for at least two fundraising activities per year.

The Home and School Association has determined one family will be assigned to chair an event and another to co-chair and chair the following year. You will be given the opportunity to choose the one you want at the time of registration by checking your choice on the Volunteer Form.

The Diocese of St. Cloud mandates that all volunteers who have any contact with students attend Safe Environment Training, read and sign the Diocesan Sexual Misconduct, and Ethics and Integrity Policy before volunteering in the activities that directly involve student contact. A Criminal Background Check and Safe Environment are also required every 5 years.

## VISITATION

Visiting friends and relatives of students need the Administrator's and teacher's permission. Teachers are responsible for their assigned students only. **Please note:** If families are at a school social function, they are responsible for supervision of their child or children. Students must be accompanied by a responsible adult at school events outside the scheduled school day.

## WELLNESS POLICY

A Wellness Policy was adopted in 2015 by the Board of Education. The purpose is as follows: "The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity." Please contact your child's teacher or the office if you have any questions about this policy.

## COMMUNICATIONS WITH PARENTS/GUARDIANS

Communications between the school and families is very important. Christ the King Catholic School continues to improve communication with the family and strives to provide information in multiple ways. Communication is a two-way process, and parents and guardians are asked for full cooperation.

### *School Responsibilities*

- School Handbook: The CTK School Handbook contains important information about Christ the King Catholic School and is issued to each family at the beginning of the school year.
- Weekly CTK School Newsletter: A school newsletter with school news and upcoming events is sent home with students every week through the Brown Folder. Families are encouraged to read the newsletter and note dates of upcoming events.
- Church Bulletin: Announcements are periodically announced in the church bulletin.
- Facebook Page: Christ the King Catholic School
- Website: The school website is: <http://www.christthekingschool.org/>
- Faculty: Teachers are available during their preparation time for consultation with parents on progress, problems, or difficulties a student may be experiencing. Families are urged to make use of this opportunity. Please try to set up meeting with your child's teacher in advance.
- Open House: Families and the public will be given a special opportunity to visit the classrooms prior to the new school year. An open house is held prior to school starting.
- Progress Reports and Conferences: Progress reports and conferences are one of the principle means of communication a parent has with the teacher. Conferences usually result in a better understanding and an improved relationship between the home and school.

### *Family Responsibilities*

The CTK School Handbook includes information regarding policies and procedures of the school, curriculum, and school organizations, in assisting your child; we ask that families and guardians do the following:

- Meet admission requirements.
- Be familiar with information contained in the CTK School Handbook and with other communications from the school.
- Comply with policies and procedures/regulations in the CTK School Handbook.
- Meet financial obligations of tuition, fundraising, fees, lunch accounts, or other accounts.
- Inform the school in writing of:
  - \*Student illness or absence

- \*Change in parental status or custodial status
- \*Change in transportation routine
- \*Change of address, telephone number, emergency contact, childcare, etc.
- \*Situations that might affect communication with the school

### **AMENDING THE HANDBOOK**

The school has the right to amend the handbook for just cause. Households will be promptly notified if changes are made.

**CHRIST THE KING CATHOLIC SCHOOL**  
**BROWERVILLE, MN 56438**  
**CONCERN RESPONSE FORM**

DATE: \_\_\_\_\_

Concern Voiced: \_\_\_\_\_

Person voicing concern: \_\_\_\_\_

Person/s affected by concern: \_\_\_\_\_

Method of Solution:

\_\_\_\_\_ discussion between parent/guardian and teacher  
(summary to be placed on file)

\_\_\_\_\_ discussion between teacher and administration  
(summary to be placed on file)

\_\_\_\_\_ discussion between parent/guardian, teacher, and administration  
(summary to be placed on file)

\_\_\_\_\_ phone call

\_\_\_\_\_ written communication (copy to be kept on file)

\_\_\_\_\_ other (explanation): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conclusion: \_\_\_\_\_

Signatures: \_\_\_\_\_  
\_\_\_\_\_

Reviewed on \_\_\_\_\_

Reviewed by Board of Education: \_\_\_\_\_

Findings at time of review:

# ENROLLMENT AGREEMENT

402a

Christ the King Catholic School strives to provide the children of our Parish with quality education based upon Gospel values and Catholic teachings. In order to foster this endeavor and meet the rising costs of parochial education, the Education Board of Christ the King Catholic School adopts the following policy.

1. Each family with children enrolled at Christ the King Catholic School will be required to comply with the enrollment agreement.
2. Each year the tuition rates for the next school year will be established by the Education Board prior to the registration period for that school year. Rates will be based upon projected budget and enrollment.
3. Enrollment agreement may be paid in the following manner:
  - a. In full in September
  - b. Two payments due September and February
  - c. Nine monthly equal installments, beginning by Sept. 20 - ending May 20.
  - d. Quarterly-with payments due November, January, March, & May
  - e. Financial payment plan made with Pastor or Administration
4. We welcome all families to Christ the King Catholic School. If a family cannot meet the minimum monetary pledge, it is advised that the family meet and discuss with the Administrator or Pastor.
5. The Administrator will monitor this policy and payment of the agreement and will contact parents.

Christ the King Parish Board of Education  
Browerville, Minnesota

Policy Adopted: September 9, 2004

Revised: June 12, 2018

Revised: July 20, 2022