

Christ the King Catholic School
Mind~Body~Spirit



Parent and Student Handbook
2024–2025

Christ the King Catholic School
Mind~Body~Spirit

Dear Parents of Christ the King Catholic School,

Welcome to the 2024–2025 school year.

The faculty, staff, and I are pleased to have the opportunity to work with you and your children to create an enriching Christ-focused learning environment.

This handbook is designed to assist you in understanding the policies and guidelines used at Christ the King Catholic School. Please read this handbook carefully and discuss appropriate items with your child(ren). Your family’s knowledge of the school’s general rules, expectations, procedures, and policies is beneficial.

Use this Handbook as a reference throughout the year. Should there be any amendments necessary during the school year, parents will be given prompt notification.

It is an honor to be in partnership with you in the formation and education of your children. Sending your child(ren) to Christ the King Catholic School implies your acceptance of and agreement with the policies, procedures, and expectations outlined within.

Please don’t hesitate to contact me should you have additional questions or concerns.

Blessings,

Kristine Peugh
Principal
Christ the King Catholic School
kpeugh@ckschool.net

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Welcome

The administration, teachers, and staff would like to take this opportunity to welcome you to Christ the King Catholic School (CKCS). The information in this handbook was carefully prepared to help you succeed at our school. Please read it carefully.

History

CKCS was founded in 1955 as a school designed to meet the needs of the fast-growing “atomic city.” On Sunday, October 2, 1955, Bishop Joseph P. Dougherty declared the \$900,000 school should be a recreation, entertainment, and social center as well as a school. It was filled with the caring spirit of the Sisters of the Holy Names, who trusted in God and relied upon their own strengths and talents to educate the whole child. The CKCS of today continues to build upon the heritage and traditions of the past.

Mission Statement

The Mission of Christ the King Catholic School is to embrace and form the whole child: mind, body, and spirit. In partnership with parents and the parish community, faculty and staff challenge students to grow in virtue and confidence, think critically, strive for academic excellence, deepen their faith, and serve with compassion.

Philosophy

We believe in:

- Developing the whole child: body, mind, and spirit.
- Partnering with parents who are the primary educators of their children.
- Providing rigorous academics to prepare students for high school and beyond.
- Fostering a service-oriented spirit through Gospel values and faith formation.

CKCS Points of Contact

Name	Role	Contact Information	When to Contact
Monsignor Thomas Champoux	Pastor of Christ the King Catholic Church	(509) 946-1675, ext. 241 FrTom@ckparish.org	Concerns about the principal if efforts to resolve concerns with the principal are unsuccessful.
Kristine Peugh	Principal	(509) 946-6158 kpeugh@ckschool.net	School and teacher concerns and issues, and safety concerns.
Courtney George	Dean of Students	(509) 946-6158 cgeorge@ckschool.net	Student learning, social/emotional support, and discipline.
Brenda Manthei	Office Manager	(509) 946-6158 bmanthei@ckschool.net	Registration, school records, general information, and payments.
Stefanie Monroe 7:30-11:00: M-TH 8:00-2:00PM: Fri	Receptionist	(509) 946-6158 smonroe@ckschool.net	General information, attendance, lunch payments, students leaving school early or returning to school.
Kendra Nies	Finance Manager	(509) 946-6158 knies@ckschoo.net	Budget planning, financial reports, bank reconciliation, lead school finance meetings.
Courtney Costinett	Accounts Payable	(509) 946-6158	Accounts payable, reimbursement requests, payroll.
Usa Sondag *Remote-email best contact	Accounts Receivable	(509) 946-6158 usondag@ckschool.net	Tuition payments, financial assistance questions, all balance, fines and fee questions.
Caitlin Elder	Advancement	celder@ckschool.net	Volunteer application and opportunities, developing new programs or clubs, Sausage Fest, the Auction, and Bridge the Gap.
Theresa Woehle	Advancement	twhoehle@ckschool.net	Volunteer application and opportunities, developing new programs or clubs, Sausage Fest, the Auction, and Bridge the Gap.

Schoolwide Learning Expectations

At Christ the King, our goal as Catholic educators is to help students become capable, responsible, and conscientious members of their local community, nation, and the World. We measure those qualities through our Schoolwide Learning Expectations (SLEs) in the areas of Community, Academics, Faith, and Virtues.

In their Community,

Christ the King Catholic School students will . . .

- **Respect all people**
- **Respond compassionately to the needs and rights of others**
- **Collaborate positively with peers and work toward a common goal**
- **Serve our community through works of love and active service**

In their Academics,

Christ the King Catholic School students will . . .

- **Strive to achieve Washington state and diocesan learning standards**
- **Set reasonable goals and persevere in working toward them**
- **Articulate ideas clearly and competently through oral, written, and visual methods**
- **Demonstrate content knowledge through research, reasoning, and critical thinking**
- **Utilize technology and the creative arts to enhance communication and presentation**

In their Faith,

Christ the King Catholic School students will . . .

- **Show reverence for the sacredness of life and the dignity of all human beings**
- **Participate in liturgical traditions, sacraments, and prayer of the Catholic faith**
- **Grow in knowledge of Scripture, Catholic Tradition, and Church Teachings**
- **Practice strategies for moral and ethical decision making grounded in Catholic virtues**

In living Virtues,

Christ the King Catholic School students will . . .

- **Reflect Christ's example by cultivating virtue in self and others**
- **Apply the Catholic virtues of hope, justice, and humility when facing challenges**
- **Develop a sense of self-discipline and temperance to support personal well-being.**

Academic Honesty

High standards and expectations are set for all students, with provisions for their individual learning styles. A climate of trust and respect is essential for an effective learning environment. We expect students to always represent their own work honestly and accurately. The well-being of the school community depends on each student accepting responsibility for his or her personal conduct in social and academic endeavors.

Students are expected to attend CKCS ready to learn and demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success. Academic honesty requires that students produce work that is their own. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge, skills, or both, that he or she does not possess.

Academic dishonesty includes, but is not limited to, the following types of misconduct:

- Copying from or allowing another student to copy from a test, homework, paper, project, lab report, or other course work that is not intended to be collaborative in nature.
- Sharing papers with another student.
- Looking at another student's test, answer sheet, or other materials.
- Using unauthorized material including textbooks, notes, calculators, computer programs, or outside help during an examination or other assignment.
- Using writings, passages, or ideas of others and passing them off as the student's own (including faxing, duplicating, file sharing, or transmitting using any technology).
- Sabotaging or destroying the work of others.
- Illegal or unauthorized entry into school computer programs.
- Submitting material that was written or designed by someone else without citing the source (e.g., plagiarizing or submitting work created by family, friends, or tutors).

Cheating and Plagiarism

Plagiarism is taking the specific or general substance of another person's work, and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page, or paraphrasing an author without giving credit to that author for use of his or her ideas. This includes the use of AI software.

Disciplinary Action

Occurrences of academic dishonesty will be addressed and may include input from the dean of students and/or the principal. The first instance of academic dishonesty will result in parent notification and reduced or modified credit on the assignment. The second instance of academic dishonesty will result in parent notification, conference, or both, and loss of credit on the assignment.

Academic Probation

CKCS has a deep commitment to helping children attain our high academic standards. It is our goal that every child will flourish and excel. However, when a student in 5th–8th grade is in danger of failing the same subject during the following quarter, the student will be put on academic probation. Academic probation begins with a meeting between parents, teachers, the student, and the principal or dean of students.

A plan will be developed to support the student in making the necessary changes to promote success.

Admissions

CKCS welcomes applications of all students, regardless of race, color, national origin, or ethnic origin and does not discriminate in the administration of its education policies, admission policies, athletic policies, or other school-administered programs.

The priority for consideration of applicants is siblings of school families first, parish families second, and non-parish families by date of application. Registration of students already enrolled at CKCS will begin in early February 2025. In mid-February 2025, registration will be open to the parish. Out-of-parish registration begins at the end of February 2025. Note: Accounts must be current and registration fees are required for registration.

Enrollment Renewal

Notice for enrollment renewal is first announced in the weekly bulletin. Enrollment renewal forms are available in the school office, school website, along with a physical copy going home with the youngest student. All volunteer hours must be fulfilled, or paid at \$40.00 per unfulfilled hour by June 30, 2025. If there is a balance on the account after June 30, 2025 families will be informed that their registration for the following school year is not complete, and their child(ren) will not be placed in a class until it is complete.

Tuition and Fees

Parish-enrolled Families: Parish-enrolled families are those registered in the parish at the time of school registration, and contribute financial support to the parish.

To qualify for our in-parish tuition discount, families must meet the following expectations:

- Families must be registered with Christ the King parish
- Families must attend a weekend mass
- Families must contribute financial support to the parish

Tuition costs for parish-enrolled families:

Number of Children	Yearly Tuition	Cost per Month (Sept–June)
One	6,160.00	616.00
Two	11,090.00	1,109.00
Three	14,830.00	1,483.00
Four	17,270.00	1,727.00
Five	19,350.00	1,935.00

Sixth child attends free of charge. All children must be enrolled at the same time.

Tuition costs for non-parish-enrolled families:

Number of Children	Yearly Tuition	Cost per Month (Sept–June)
One	8,160.00	816.00
Two	15,100.00	1,510.00
Three	20,010.00	2,001.00
Four	22,860.00	2,286.00
Five	25,700.00	2,570.00

Sixth child attends free of charge. All children must be enrolled at the same time.

Note: Children enrolled in our preschool are not considered toward the multi-student discount.

Tuition Assistance

Families requesting tuition assistance should request a tuition assistance application on the enrollment agreement.

Tuition Delinquency Policy

The business end of CKCS depends on paying tuition on time. Please be respectful of this fact and honor your commitment as signed on your enrollment agreement. If tuition is not paid, the finance office will request a meeting with the family and principal to develop a plan to resolve the issue.

Failure to meet or to resolve the issue will result in the family being asked to remove their children from school. Families are strongly encouraged to speak to the principal or bookkeeper if they begin to experience any financial difficulties or changes in their financial status.

Assessment of Student Learning

Student assessments are administered for several purposes:

- To maintain frequent insights into students' learning
- To guide instructional decisions

Assessments are valid tools to demonstrate student learning and to offer insights to students, teachers, and parents.

Beyond formative and summative classroom assessments, CKCS uses i-Ready to assess student growth in reading, language usage, and math for kindergarten through 8th grade.

Attendance

Attendance can affect students' success at CKCS. Studies have shown a direct correlation between a child's attendance and academic achievement. Therefore, it is important that parents, students, and school staff work together to maximize student attendance.

Important routines and learning take place at the beginning of the school day. Late students often feel frustrated and behind when they miss valuable information. Please make every effort to have your children in their classroom by 8:25AM. Your cooperation is appreciated and essential to your child's academic success.

Attendance Definitions

Attendance is based on the following definitions:

- A student is tardy when they arrive at school after the bell at 8:25AM.
- A half-day absence is when a student misses 1.5 hours of school at any time during the day.
- A full-day absence is when a student does not attend school at all during a school day.

Students are expected to attend all assigned classes each day.

Attendance Rules

All students are to arrive to class by 8:25AM (zero hour by 7:30AM).

Parents can call the school at 509-946-6158 and leave a voice message to report their child's absence.

You can also email the office at smonroe@ckschool.net to report an absence. This lets us know your child is safe. If we have not heard from the parent or guardian regarding an absent student, we will email to verify the child's absence.

If it is necessary to have your child excused during the school hours, we request that an email be sent to the office and classroom teachers stating the reason and time for the early dismissal. Please make every attempt to schedule appointments outside of school hours. Students and parents shall assume the responsibility to make up missed assignments for all absences.

Virtual Instruction

When the environment or school conditions make it unsafe or unreasonable for students to attend in person instruction, students will attend class virtually. This is communicated through the school office via email, Facebook, and Flash Alert. Students are expected to be engaged in class assignments and meetings as directed by their teachers. The level of engagement will vary depending on grade level. Teachers provide the level of virtual instruction that has been deemed appropriate for the grade level they teach. Please contact your child's teacher with any questions regarding virtual instruction.

Absenteeism and Tardiness

Excused Absences and Excused Tardies: Illness, family trauma, and medical appointments are excused. If a parent or guardian wants to request a pre-arranged absence for a family, business, or educational trip, they must do so in writing to the principal at least one week in advance. If the request is approved by the principal, the absence will be excused. Make-up schoolwork, assignments and assessments will be addressed after students return to school. Teachers will not prepare instructional materials prior to an arranged absence.

Unexcused Absences and Unexcused Tardies: Activities such as hair appointments, recreation activities, oversleeping, or running errands are not excused absences.

If a request for an excused absence is denied and the absence is taken, the absence is unexcused and daily assignments will follow the late daily work policy (see the Elementary or the Middle School Late Work Policy). It is important children attend classes regularly to avoid interruptions in their learning.

Announcements start right at 8:25AM. Once announcements start, your child is considered tardy. They will wait until announcements are over to get a tardy slip. Students must present their teacher with a tardy slip when they get to their classroom.

Attendance Consequences: A conference is scheduled with the parent, teacher, and a school administrator to devise a plan for improved attendance when a student is tardy or absent 10 or more times a quarter.

Awards

Awards are presented to qualifying Middle School students at the half-year and end-of-year awards assemblies.

Other Awards

Other awards (and their criteria) students are eligible to receive include:

- **Pastor's Award:** at least a 3.8 GPA overall and all individual grades are at least an A– for each quarter in the school year.
- **Principal's Award:** at least a 3.6 GPA overall and all individual grades are at least a B– for each quarter in the school year.
- **Honor Roll:** at least a 3.2 GPA overall and all individual grades are at least C or above for each quarter in the school year.
- **The Wadhwa Award** is given to middle school students who achieve the academic excellence of a 4.0 GPA overall during the entire school year. The Wadhwa Award for each middle school grade is:
 - o 6th grade – \$50.00
 - o 7th grade – \$75.00
 - o 8th grade – \$100.00

When determining the honor roll awards students must be working at grade level. Each class grade is considered equally; this also applies for specials and electives.

After School Care

CKCS offers after school care Monday–Thursday from 3:00–6:00PM and on Friday from 1:45–5:00PM. On 11:30AM dismissal days, care is available from 11:30–3:30PM. There is a non-refundable registration fee of \$50.00 per family. Details can be found in the CKCS After School Care Admission Application packet which is located in the school office and on the school website.

Students going to After School Care must report to ASC immediately following dismissal. They are not dismissed prior to 3:00PM. Younger students are escorted to ASC by an adult. ASC staff will be in the cafeteria to sign students in. Students not picked up by 3:15PM will be automatically signed in to ASC, and families will be billed at the daily rate of \$20.00.

Bulletin

The Tuesday school bulletin is how CKCS communicates weekly with families. The bulletin is emailed and contains important information from the principal along with other updates.

Cafeteria-Hot Lunch

Students can buy hot lunch or bring their own lunch. Hot lunch is provided each day and includes a carton of milk. The monthly hot lunch menu is in the weekly bulletin and on the school website. Guests are welcome to join students for lunch on occasion. If guests would like to enjoy the school lunch, order through the school office by 9:30AM the day of the visit.

Hot lunch is a prepaid account. Lunch money is applied to your account through ACH withdrawal or by a check payable CKCS. No lunch money is collected in the lunch line. You will receive a statement if you have a balance. Cold lunch students can purchase milk. This payment goes directly to the cafeteria. An educational assistant (EA) will help them purchase milk, and set up the punch card.

Each morning teachers ask students if they are having a hot or cold lunch. Please remind your child of their choice each day. It is the responsibility of the student to tell the teacher. Hot lunch orders are placed by 9:30AM. If you arrive after 9:30AM, notify the teacher or office before 9:30AM that you need a hot lunch.

Cost of hot lunch per day:

K–8th grade: \$5.00 Adult: \$5.50 Milk: \$.50 a milk or \$5.00 for a punch card for 10 milks

Reduced priced lunch is available. Please contact the school principal, kpeugh@ckschool.net, if you need to request the reduced price.

Behavior in the Cafeteria

Appropriate behavior and manners are expected. Students must be respectful in the lunch line, using the words please and thank you to the adults working in the kitchen.

In the cafeteria, students may not save places, run, play with food or paper products, or throw food. While eating lunch, students shall remove their coats, jackets, hoodies, and sweaters. Students are expected to leave the table, seat, and floor where they have eaten clean and orderly.

Food Allergy Policy

If your child has a food allergy, it is important that you list it on their Health Form. Also, include a copy of pertinent health history papers and health care plans. The name of each student with a food allergy (including gluten and food dye allergies) and its associated medical accommodations is put into an emergency binder. A copy of the emergency binder is given to every teacher, the principal, and the cafeteria manager.

The cafeteria manager can provide nutrition information (e.g., carbohydrates, sugars) upon request.

Wellness Policy

It is recognized at CKCS that proper nutrition and physical activity are important. Food and beverages provided at school promote healthy eating and teach positive behaviors. Physical activities endorse an active lifestyle.

To provide a comprehensive wellness atmosphere, CKCS set these goals:

- Provide students access to nutritious foods and education on a well-balanced diet.
- Provide opportunities for physical activity and developmentally appropriate exercise.
- Provide school-based activities that promote wellness.
- Provide access for all students to our lunch program.

For CKCS to meet these goals, we affirm that:

- At least 90% of all fruits and vegetables served are fresh.
- Educational posters are visible in the cafeteria area.
- All students receive at least the minimum required 100 minutes each week of physical activity.
- We provide reduced-price lunch and milk for students, as needed.

The food service director strives to meet or exceed state and federal requirements by maintaining high nutrition standards and regulating portions. They ensure a variety of healthy foods are available.

Clubs

Clubs such as Math Club, Art Club, and Chess Club are available as volunteer staffing allows. Written parental permission is required for student participation. If disruptive behaviors are exhibited, students forfeit the privilege to attend these clubs.

Communication with Staff Members

Parents, guardians, and students, are asked to communicate with staff through school email accounts or classroom apps (e.g., Remind).

Community Service Projects

Each class, as an outgrowth of religious education, participates in a community service project. Classes may be involved in a food drive for the needy, visiting the elderly, or caring for the garden.

Conferences

Conferences are in November and March. Progress reports may be issued between report cards. Teachers communicate progress in K–8th through conferences and written summaries.

A conference can be requested any time by the parent or the teacher. If you want to conference with a teacher or the principal, call the school office to schedule.

Conflict Mediation

Constructive criticism of the school is welcome when motivated by sincere desire to improve the

quality of the instructional program and to assist the school in accomplishing its mission most effectively.

Concerns about school staff should first be directed to that staff member. If resolution does not occur, the principal should be consulted. The responsibility for personnel issues lies with the principal. If resolution is not attained, the pastor may be consulted. Concerns about the principal should be addressed directly with the principal. If the matter is not resolved, then the pastor may be consulted.

Daily Schedule

Monday–Thursday school hours are 8:25AM–3:00PM. Friday school hours are 8:25AM–1:45PM. Sometimes Friday is an 11:30AM dismissal. Please reference the school calendar and the school website for these dates. Individual class schedules are available from classroom teachers.

Dress Code

All students at CKCS are required to adhere to the dress code. Students must always meet the dress code during the school day. Please assist the school by assuring that children arrive in the appropriate uniform attire everyday.

Uniform Closet

The uniform closet is available to all CK families. Parents can take what they need for their children. You can donate outgrown clothing to the closet. Please make sure items are stain free and in good condition. Volunteers keep the closet up to date, so please be respectful when using this resource.

Clothing Rules

Neatness, modesty, and good taste must be observed. All clothing must be the correct size for the student, in good repair, and clean. Underclothing must not be visible. Approved CKCS colors are white, navy blue, khaki, maize (permitted for sweaters and cardigans only), and Hunter/Classic Navy Plaid. Refer to the Lands’ End brand for examples of the correct shades of navy blue, khaki, and maize. The approved plaid pattern is available from: Lands’ End: Hunter/Classic Navy Plaid (<https://www.landsend.com>).

Spiritwear, uniform shirts, and school swag are available through the school website: ckschool.net.

The CKCS logo is optional, but encouraged, on all shirts, sweaters, and jumpers. Lands’ End will apply the official school logo for an additional fee.

On Mass days, Liturgy Services, or special events in the church, students should wear their best dress code policy items in a respectful manner and all shirts must be tucked in.

Dress Code Specifics

Category	Grade	Girls	Boys
Accessories	All	Accessory pins are not allowed. Scarves are considered outerwear, and must be removed while in the classroom. Ties are optional.	Accessory pins are not allowed. Scarves are considered outerwear, and must be removed while in the classroom. Ties are optional.
Belts	All	Black, brown, tan (khaki), and navy blue, leather or canvas belts are allowed.	Black, brown, tan (khaki), and navy blue, leather or canvas belts are allowed.
Blazers	All	Blazers are optional. They must be navy blue. Blazers may be worn in the classroom.	Blazers are optional. They must be navy blue. Blazers may be worn in the classroom.
Bows and Headbands	All	Bows must not exceed three inches in length or width, and project no more than one inch above the hairline. Headbands must be plain with no adornments (large bow, cat ears), and project no more than one inch above the hairline.	NA
Dresses	All	Navy blue polo dresses are allowed. They must be no shorter than 3 inches above the knee. Solid navy blue, black, or white bike shorts, tights, or leggings must be worn under dresses unless shorts are built in.	NA
Hair	All	Hair should not be distracting.	Hair should not be distracting.
Jewelry	All	Simple jewelry is acceptable. It should not be distracting.	Simple jewelry is acceptable. It should not be distracting.
Jumpers	All	Pleated and scoop neck jumpers in khaki, navy blue or the CKCS plaid are allowed. They	

Category	Grade	Girls	Boys
Jumpers, continued	All	<p>must be no shorter than 3 inches above the knee.</p> <p>Solid navy blue, black, or white bike shorts, tights, or leggings must be worn under jumpers unless shorts are built in.</p> <p>CKCS logo is optional, and no other logos are allowed.</p>	NA
Makeup	Kindergarten –5th Grade	Makeup is not allowed.	NA
Makeup	6th–8th	Makeup is allowed, but not encouraged. It must be lightly applied and natural looking.	NA
Mass Day	All	<p>Shirts must be tucked in.</p> <p>Ties are optional.</p> <p>Pride Wear is not allowed.</p>	<p>Shirts must be tucked in.</p> <p>Ties are optional.</p> <p>Pride Wear is not allowed.</p>
Outerwear	All	<p>Outerwear should be appropriate for temperatures and conditions.</p> <p>Outerwear, except approved sweaters and sweatshirts, must be removed in the classroom.</p> <p>Hats are not allowed in class, except on theme days.</p>	<p>Outerwear should be appropriate for temperatures and conditions.</p> <p>Outerwear, except approved sweaters and sweatshirts, must be removed in the classroom.</p> <p>Hats are not allowed in class, except on theme days.</p>
Pants	All	<p>Pleated or plain front straight legged cotton twill pants in navy blue or khaki.</p> <p>Pleated or plain front straight legged cloth pants (not jersey, nylon, or knit) that are elasticized at the ankle. These pants must not taper or be form fitting.</p> <p>Five pocket style pants are acceptable.</p>	<p>Pleated or plain front straight legged cotton twill pants in navy blue or khaki.</p> <p>Pleated or plain front straight legged cloth pants (not jersey, nylon, or knit) that are elasticized at the ankle. These pants must not taper or be form fitting.</p> <p>Five pocket style pants are acceptable.</p>

Category	Grade	Girls	Boys
Pants, continued	All	<p>Pants must be modest and neat.</p> <p>Denim, skinny jeans, leggings and cargo pants cannot be worn as dress code pants.</p> <p>Pants must have no embellishments or designs.</p> <p>No cuffs or rolling.</p> <p>Underclothes must not be visible.</p>	<p>Pants must be modest and neat.</p> <p>Denim, skinny jeans, leggings and cargo pants cannot be worn as dress code pants.</p> <p>Pants must have no embellishments or designs.</p> <p>No cuffs or rolling.</p> <p>Underclothes must not be visible.</p>
Physical Education	Kindergarten-5th Grade	A pair of non-marking shoes must be kept in the classroom for gym use.	A pair of non-marking shoes must be kept in the classroom for gym use.
Physical Education	6th–8th	<p>Pride Wear may be worn for PE.</p> <p>A pair of non-marking shoes must be kept in the classroom for gym use.</p>	<p>Pride Wear may be worn for PE.</p> <p>A pair of non-marking shoes must be kept in the classroom for gym use.</p>
Shirts	All	<p>Solid white or navy collared button-up, polo, or turtleneck.</p> <p>Collars can be standard or rounded (peter pan style).</p> <p>Sleeves must have cap sleeves or standard short sleeves or longer.</p> <p>Non-CKCS logos are allowed if smaller than a quarter.</p> <p>Undershirts must be white.</p> <p>Underclothes must not be visible</p>	<p>Solid white or navy collared button-up, polo, or turtleneck.</p> <p>Collars are standard style.</p> <p>Sleeves must have standard short sleeves or longer.</p> <p>Non-CKCS logos are allowed if smaller than a quarter.</p> <p>Undershirts must be white.</p> <p>Underclothes must not be visible</p>
Shoes	All	<p>Closed toe shoes with backs are required.</p> <p>Straps do not count as the back of a shoe.</p>	<p>Closed toe shoes with backs are required.</p> <p>Straps do not count as the back of a shoe.</p>

Category	Grade	Girls	Boys
Shoes, continued	All	<p>Shoes must fit and allow for active participation at recess and PE.</p> <p>If rain or snow boots are worn to school, regular shoes must still be worn in the classroom.</p> <p>No heels higher than 1 inch allowed.</p> <p>Sandals, slippers, moccasins, and crocs are not allowed.</p>	<p>Shoes must fit and allow for active participation at recess and PE.</p> <p>If rain or snow boots are worn to school, regular shoes must still be worn in the classroom.</p> <p>No heels higher than 1 inch allowed.</p> <p>Sandals, slippers, moccasins, and crocs are not allowed.</p>
Shorts	All	<p>Pleated or plain front-straight legged cotton twill shorts in navy blue or khaki.</p> <p>Cargo shorts are not allowed.</p> <p>Shorts must be no shorter than two inches above the knee.</p> <p>Capris in navy blue or khaki are allowed.</p>	<p>Pleated or plain front-straight legged cotton twill shorts in navy blue or khaki.</p> <p>Cargo shorts are not allowed.</p> <p>Shorts must be no shorter than two inches above the knee.</p>
Skirts, Skorts, and Scooters	All	<p>Pleated skirt, skort, or scooter in navy blue, khaki or CKCS plaid. They must be no shorter than 3 inches above the knee.</p> <p>Solid navy blue, black, or white bike shorts, tights, or leggings must be worn under jumpers unless shorts are built in.</p> <p>Skorts must appear as skirts from the front and back.</p>	NA
Socks, Tights, and Leggings	All	<p>Socks, leggings, or tights must be worn.</p> <p>Navy blue, black, or white socks, tights or leggings are acceptable. No boot-cut yoga pants.</p>	<p>Socks must be worn.</p> <p>Navy blue, black or white socks are acceptable.</p> <p>Colored patterns are not acceptable.</p>

Category	Grade	Girls	Boys
Socks, Tights, and Leggings, continued	All	<p>Colored patterns are not acceptable.</p> <p>Navy blue, black, or white tights with the same color woven texture (winter tights) are acceptable.</p> <p>Leggings may be worn as tights.</p> <p>Socks must be worn under pants and not with pants tucked into socks.</p> <p>Note: Socks will only be monitored if visible when the student is standing.</p>	<p>Socks must be worn under pants and not with pants tucked into socks.</p> <p>Note: Socks will only be monitored if visible when the student is standing.</p>
Sweaters and Sweatshirts	All	<p>Scoop or V-neck sweaters and cardigans (zip or button) in solid white, navy blue, or maize.</p> <p>CKCS logo is optional and no other logos are allowed.</p> <p>Navy blue crewneck sweatshirts may be worn if they have the CKCS logo.</p> <p>Only Pride Wear hoodies may be worn in class, without the hood up. All other hoodies must be removed while in the classroom.</p>	<p>Scoop or V-neck sweaters and cardigans (zip or button) in solid white, navy blue, or maize.</p> <p>CKCS logo is optional and no other logos are allowed.</p> <p>Navy blue crewneck sweatshirts may be worn if they have the CKCS logo.</p> <p>Only Pride Wear hoodies may be worn in class, without the hood up. All other hoodies must be removed while in the classroom.</p>
Ties	All	<p>Ties are optional. If a tie is worn, it must be with a dress shirt, and a belt.</p> <p>The only acceptable tie patterns are CKCS Plaid and navy blue.</p>	<p>Ties are optional. If a tie is worn, it must be with a dress shirt and a belt.</p> <p>The only acceptable tie patterns are CKCS Plaid and navy blue.</p>

In the event of conflicting opinions among parents, students, or faculty as to the correct interpretation of the dress code, the decision will be made by the CKCS principal and will be final and binding.

If a uniform accommodation needs to be considered, a note from your medical provider must be issued to the office.

Free Dress Policy

Free dress days are on the last Thursday of each month. On this day and other free dress days (Spirit Week, theme days) students may wear clothing other than the dress code.

On free dress or theme days, students may wear non-dress code clothes. The material, color, and pattern are their choice, if they are appropriate for school and offer the same modesty level and coverage as the dress code regarding shorts, skirt, and sleeve lengths.

These rules apply to all Free Dress, Spirit Week, and theme day clothing:

- Closed toed shoes with a back are required. No crocs, etc.
- Excessively tight, excessively loose, saggy, and gang-related clothing or accessories are not allowed.
- Underclothes must not be visible.
- T-shirts may be worn, but they must fit and have appropriate messages. No images of weapons, or anything that alludes to drugs, foul language, and inappropriate gestures or behavior, are allowed.
- There will be no cropped tops, tank tops, sleeveless t-shirts, or low-cut tops.
- Jeans with holes/frays, cutoffs, spandex, bike shorts, track shorts are not acceptable.
- Leggings/yoga pants may **only** be worn with a dress or tunic-style shirt that must end no shorter than mid-thigh.
- No pajama pants unless it's a specified pajama day.
- Shorts must be walking shorts and follow the dress code guidelines for length and size.
- Skirts and dresses must be no higher than three inches above the knee.
- Costumes cannot be worn on free dress or theme days.

Spiritwear Policy

Each Thursday, students are permitted to wear a Pride Wear top (t-shirt or sweatshirt from any year) with school appropriate blue denim jeans (not frayed/no holes) or dress code bottoms. Hoods must be worn down while in class. Spiritwear includes Sausage Fest shirts, STEAM shirts, club or Crusader Theater shirts.

Dress Code Policy Enforcement

Teachers, educational assistants, and administrators are responsible for enforcing the dress code.

Dress Code Policy Consequences

Students out of compliance at drop-off are sent immediately to the office to call home, or to the uniform closet to find appropriate clothing.

If a student repeatedly violates the dress code policy they may lose their free dress day privileges. Continued violations of the dress code will be referred to the school administration for intervention.

Note: Parents will be asked to bring the proper clothes to school if the student cannot find appropriate attire in the uniform exchange closet.

Drop-off and Pick-up

Drop-off procedures: Supervision on the playground starts at 7:50AM. Please do not drop children off before 7:50AM. You are putting your children at risk if they are left on the playground without supervision. Students dropped off at the Long Avenue entrance before 8:15AM will be sent to the playground.

Drive-thru option 7:50–8:15AM: Vehicles enter the lower parking lot at the North entrance on Stevens Drive and proceed to the drop-off area in front of the school cafeteria. Staff are present to assist with unloading students. Vehicles should then exit the parking lot via the North entrance onto Stevens Drive.

Park and walk option 7:50–8:15AM: Vehicles enter through the South entrance on Stevens Drive. Park in the lower parking lot and walk your student up to the playground. Please do not let students walk through the parking lot unattended.

Walkers/Bikers: Students who walk or bike to school must cross at the designated crossing on Long or Stevens Avenue. They proceed to the playground for teacher pick up at 8:15AM.

Note: Parking in the upper parking lot is reserved for CKCS staff and early Mass parishioners. If you need to go to the school office, park in the visitor's parking lot across the street from the main entrance to the school on Long Avenue.

Pick-up Procedures 3:00–3:10PM: Please communicate to your teacher what your student will do after school (drive thru, park and walk, after school care, school club, etc). Any time pick up deviates from the established routine, the teacher and school office must be made aware as soon as possible.

Drive-thru option 3:00–3:10PM: Vehicles enter the lower parking lot at the North entrance on Stevens Drive and line up no sooner than 2:55PM. Classes will line up between the parking lot and the blacktop. Staff are present to assist with loading students. After picking up, exit the parking lot through the North entrance on Stevens Drive.

Park and walk option 3:00–3:10PM: Vehicles enter through the South entrance on Stevens Drive. Park in the lower parking lot and walk to the blacktop. Students will be lined up by grade level for pick-up.

IMPORTANT: DO NOT STOP AND PICK UP YOUR STUDENTS IN FRONT OF THE STAIRS THAT LEAD FROM THE LOWER PARKING LOT TO THE UPPER PARKING LOT. THIS IS A HIGH-VOLUME PEDESTRIAN AREA.

PLEASE DO NOT LEAVE YOUR STUDENTS UNATTENDED IN THE PARKING LOT.

Middle School Pick-Up Options

6th–8th Grade: Teachers will escort students to the assigned exit on Long Avenue for pick up.

Dismissal instructions for students in 6th–8th grade with siblings in other grades must be clarified with classroom teachers and then adhered to throughout the school year. There are options for pick up on Long Avenue or downstairs through Park and Walk or Drive Thru.

Those crossing Long Avenue to either walk/bike home or meet drivers off campus, must cross at the crosswalk on the corner of Putnam and Long. A crossing guard will be positioned there to ensure that students get across Long Avenue safely. If your Middle School child is not in attendance, your K–5 student is NOT allowed to be picked up on Long Avenue.

School Tripper–Public Transportation

There is usually a BFT bus available that runs a South Richland Route. Contact Robin Wojtanik (robin36@gmail.com) or take a look at Route 123 S on the Ben Franklin Transit website (www.bft.org) for more information on routes, schedules, and bus fares.

Emergency Drills

Emergency drills take place monthly using the Crisis Response plans as a guide. Drills include evacuation from the playground, fire drills, modified lockdowns (referred to as Secure and Teach), and full lockdowns.

FACTS (aka RenWeb)

FACTS allows parents to view their child's grades, attendance, homework, and conduct, along with school information like the calendar, directory, and resource documents through a private portal.

To create a FACTS account:

1. Go to <https://factsmgmt.com/> and select the Family Log in button.
2. Select FACTS Family Portal (ParentsWeb).
3. Select the Create New ParentsWeb Account link.
4. Search for Christ the King Catholic School
5. Enter the District Code as CK-WA.
6. Enter your email address.
7. Select the Create New ParentsWeb Account link.
8. When you receive an email from Customer Support, select the Click to create your ParentsWeb login link. Note: The link to create your username and password is active for six hours. If you miss this window, you will have to resubmit your request by returning to step 1.

9. A new browser window will display, showing information or text boxes for Name, Person ID, Username, Password, and Confirm. Make sure your Username is correct, enter a password, and confirm your password.
10. Select the Save Username and/or Password button.
11. This message will display: Username/Password successfully updated. You can now log into the FACTS Parent Login using your new username and password.

If you have any problems registering, call the school office to verify that your email address is registered in the FACTS system.

Flash Alert

Christ the King School uses FlashAlert to communicate unexpected school closures, delays, and emergency information. To receive these announcements, create an account:

<http://flashalert.net/id/cks>. Additionally, you can download the Flash Alert Messenger App. Make sure you select the right school! We are Christ the King School in Richland, WA. If you have an account, please make sure contact information is current: <https://www.flashalert.net/login/>.

The office will run a Flash Alert test every 90 days.

Health Room

The health room is staffed by a registered nurse. The school nurse will monitor acute and chronic health concerns.

The school nurse is available to meet with parents to discuss and develop care plans for student health care needs while at school. In accordance with Washington State law, vision and hearing screenings are done yearly.

Illness: If a child has a fever (99 degrees or higher), or vomits at school, they must stay home for at least 24 hours after symptoms resolve. Parents will be called and are expected to pick up the student in a timely manner.

If your child is ill, keep them home. Giving your child medication at home to help them make it through the day is not acceptable. According to the Department of Public Health, a child must be fever and symptom free for 24 hours before returning to school.

COVID Expectation: If you have reason to believe your child has contracted Covid you must comply with BFHD testing and quarantine guidelines. Please notify the school with questions or concerns.

Immunizations: Students are required to meet state immunization standards. A student who does not have proof of the required immunizations will be refused admission, as per state requirements.

Injuries: Minor injuries at school are treated in a manner in accordance with Washington State laws. School personnel will clean or assist in the cleaning of minor abrasions and cuts, apply an appropriate bandage, and provide an ice pack as needed.

A record of all injuries and subsequent treatment is kept in the health room.

For major injuries, appropriate first aid is given, parents are contacted, and if necessary, the emergency response service is contacted.

For head injuries, the health room will notify the student's teacher and parents.

Medicine: State law dictates, all medications, prescription and over-the-counter, must be administered by trained school personnel and only after a medication form is completed by the parent and the health care provider. This includes antibacterial ointments, aspirin, and cough drops. The medicine must be brought to school in the original container.

All medicine is kept in the health room and dispensed from there. It is unlawful for any child to have medicine on his or her person except for prescription-required asthma inhalers and epinephrine auto-injectors (EpiPens). In those cases, an emergency care plan is developed with the school nurse.

Families are encouraged to discuss their student's asthma and diabetes care plans with health room personnel.

Homework

See the table below for the maximum suggested time per night for homework:

- 1st grade–2nd grade: 10 to 20 minutes
- 3rd grade–5th grade: 30 to 50 minutes
- 6th grade–8th grade: 50-90 minutes

When long-range projects are given, the details of the assignment and suggested timeline are explained to the students, and posted on Google Classroom. Budgeting time on lengthy assignments is one of the most valuable skills we can help students learn.

Parents are notified within one week if homework is not being submitted by a student. Middle school staff will discuss pink slips.

CKCS is committed to helping students succeed. If your child is consistently spending more than the suggested time on homework, adjustments can be made to differentiate the assignments. Please communicate with your students' classroom teacher regarding homework concerns.

5-8 Late Work: It is expected that all assignments (homework, daily assignments, and projects) are completed and turned in as assigned. A good practice is to establish a specific location in your home and time for students to complete their daily homework.

Consequences for late work will be addressed by the classroom teacher at the appropriate grade level. Failure to complete and turn in assignments on time will impact grades.

Library

Lost or Damaged Books: If a book is damaged or lost, notify the librarian. A fine will be charged and a bill will be sent home. The student will not be allowed to check out books until the fine is paid.

Lost and Found

We strongly recommend that parents label their children's clothing with the child's name. Lost and found articles are put in the lost and found area outside of the cafeteria. At the end of each quarter, remaining items are donated.

Athletics

CKCS is a member of the Washington Interscholastic Activities Association (WIAA) and offers sports for students in 7th grade and 8th grade. The offerings include co-ed soccer and tennis, boys and girls basketball, and girls volleyball.

Some sports may be open to 6th graders.

Students who wish to participate in school sports must maintain a grade point average of 2.5 or higher with no failing grade in any subject.

Lockers

Each student in 6th–8th grade is assigned a locker. All students are expected to keep their lockers clean. Lockers are the property and responsibility of the school. The school reserves the right to search any or all lockers at any time, with or without the student's knowledge or presence.

Middle School Youth Group

Middle school students are invited to join Middle School Youth Group (MSYG) activities, which include Bible studies, social activities, and service projects. Bible studies are designed to meet the

unique needs of middle school students. All 6th graders are invited to participate in the Encounter: Experiencing God section in the Everyday Bible Study. All 7th and 8th graders select topics related to faith formation including the Mass, prayer, social issues, the Tradition of the Catholic Church, and current events.

Each quarter MSYG has an evening activity that is led by a select group of high school students whose job is to minister to youth. There is also a monthly social youth group featuring events like bowling nights, dinners, and holiday parties.

The MSYG landmark event, the Building Bridges Middle School Rally, brings together middle school-aged Catholics from all over the diocese for a two-day event filled with live music, activities, and prayer. For information about MSYG, contact the Middle School Youth Minister at ck.msyg@gmail.com.

Special Celebrations

Classroom Birthdays and Special Celebrations: All treats brought to school must be the same.

Outside Food: If you plan to bring in a special lunch for your child, for example Jimmy John's, please bring it just for your child, or the entire class, not two or three students in the class.

Off Campus Parties: You may not distribute invites at school unless the entire class is included or all students of the same gender within their class or grade are included. This policy is in place to reduce the exclusion of students and eliminate hurt feelings of those who did not receive an invitation. Invitations to students in other classrooms must be mailed.

Parent Teacher Organization

The CKCS Parent-Teacher Organization (PTO) focuses on community building and promoting school spirit. There is no fee to join the CKCS PTO. All parents/guardians are automatically members of the PTO. PTO offers the opportunity to use your strengths to help with PTO events. You also meet new people and learn more about our school. Visit the PTO Facebook page at <https://www.facebook.com/ChristTheKingPto/> to read about scheduled events. If you are interested in learning more about some of the events hosted by the PTO, email the PTO staff at Christthekingpto@gmail.com.

Religious Statement

The formation of a Christian community is paramount at CKCS. There is an emphasis on prayer, respect, and the development of Christian moral behavior. Religion is taught each day at each grade level and will be attended by all students. Catholic textbooks and supplementary material for these classes are approved by the Diocese of Yakima and the Council of Bishops.

Teachers are sensitive to the students who are not of the Catholic faith and respect the fact that their beliefs may be different from the Catholic Church. However, all students are to respectfully participate in religion classes, Liturgies, and prayer services.

School Liturgies are set on our calendar and are celebrated in the church every Friday at 9:45AM. The Liturgies are hosted by students and staff. Students sing in the choir, lead in the Readings, Responsorial Psalms, and Prayers of the Faithful. Additionally, our school conducts prayer services and other special events following the Liturgical calendar. Parents are invited, and encouraged, to attend school Liturgies and prayer services. These are announced in the Tuesday bulletin.

Second grade students are prepared for the reception of the Sacrament of Reconciliation and First Communion by their teachers and parents.

Formation for the sacrament of Confirmation starts in the seventh grade and is received in 8th grade. Formation happens in the classroom and on Super Sundays; students are prepared by teachers, parents, and catechists.

Report Card Periods and Progress Reports

Report cards for K–8 are issued at the end of each quarter. Progress reports are issued at mid-quarter for 4–8th grade.

Students in K–4th grade adhere to the following assessment scale:

Grade	Definition
4	Exceeds standards
3	Meets standards
2	Working toward standard
1	Needs Improvement
X	Not assessed

Students in 5th–8th grade adhere to the following grading scale:

Grade	Numeric Value	Grade	Numeric Value
A	100–94.0	C	77.99–73.0
A-	93.99–91.0	C–	72.99–70.0
B+	90.99–88.0	D+	69.99–67.0
B	87.99–85.0	D	66.99–64.0
B-	84.99–82.0	D–	63.99–61.0
C+	81.99–78.0	F	60.99 & below

Retention

CKCS exercises the option of not promoting a student when the teacher(s) and administration believe it is to the student’s benefit. Discussion with parents will always precede this decision. It is the student’s responsibility to apply consistent effort toward the learning experience. When considering retention, academic achievement, emotional and social maturity, and other factors are to be carefully considered. Retention shall occur only after all interventions have been implemented.

If a student is doing poorly, and the teacher is considering retaining them, the following procedures will be followed:

1. The problem is discussed with the principal at the first sign of concern.
2. Parents are notified and a conference is held.
3. Parents are informed well in advance that the child is being considered for retention.
4. A request for assessment of the student will be made to their home school district when warranted.
5. A written record will be put in the student’s permanent record stating the reason for the retention.

School Advisory Commission

The responsibilities of the School Advisory Commission (SAC), in cooperation with the pastor and principal, provide support which includes recommending a mission statement for the school grounded in Catholic faith tradition, recommending policy, setting long-range goals for the school, developing means to finance the school (to include tuition structures, financial development, and fundraising), promoting communications, public relations, and evaluating the school’s goals and plans.

SAC has power to act as a commission only when in session. Any parent or teacher wishing to speak with SAC may do so at regular or special meetings, but shall have the approval of the president prior to the meeting. If there is a specific topic to discuss, it must be submitted to the SAC president at least 24 hours in advance.

During most months, SAC meets on the last Thursday of each month at 5:30PM in the school's multi-purpose room.

School Closures

Lockdown: In the event of a lockdown, do not call the school office as telephone lines need to be kept open. CKCS takes instruction from the Richland Police Department if there is an event in the vicinity that could compromise the safety of people on campus.

There are two degrees of lockdown: Full Lockdown and Secure and Teach. When a FlashAlert message is sent, CKCS will clarify which type of lockdown is imposed.

- Full Lockdown means that all students and staff must be secured in a room, and silence is required.
- A Secure and Teach lockdown means that all school doors are locked, teachers may continue to teach, and silence is not required.

Weather and Adverse Environmental Conditions: CKCS typically follows the Richland School District's lead on school closure due to adverse road conditions. However, there may be variances given the fact that our population also draws from Pasco and Kennewick. If there is a delay or school closes, you will be notified through FlashAlert.

Student Telephone Use and Student Cell Phones

Student Telephone Use: Students may ask permission to go to the office to call a parent. To use the telephone the student must present a phone pass from their teacher, and show it to the office staff prior to using the telephone.

Student Cell Phones, and Smart Watches: Student cell phones, and smart watches will be turned off and remain in the student's locker while inside the building. Contact the school office if you need to get a message to your child(ren).

Technology

CKCS is committed to using available technology to communicate with and educate members of the school community. It recognizes an expanding reliance on computers among students, faculty, staff, and administration due to the convenience, speed, cost effectiveness, and environmental advantages it provides. All students are taught the Digital Citizenship curriculum published by Neptune Navigate.

Students in 4th–8th grade are issued a Chromebook™ at the beginning of each school year. This is used solely for school work. They are responsible for their ethical and educational use of the technology resources at CKCS.

Students are educated on how to use a Chromebook™ by their teachers.

Parents and students must sign and return the following forms before the student is permitted to use a school computer or have a Chromebook™ issued to them:

- Technology Use Agreement (2024–2025); parent signature is required at time of school registration.
- Student Technology Code of Conduct: K–3rd grade (2024–2025); student signature is required in the fall.
- Student Technology Code of Conduct: 4th–8th grade (2024–2025); student signature is required in the fall.

The Technology Use Agreement is posted on the school website. Refer to it for information about technology use at CKCS. It includes the process for receiving a school-issued Chromebook™ for your student who is in 4th–8th grade.

Consequences: Each student is expected to use their Chromebook™. Non-compliance with the Technology Use Agreement will result in disciplinary action as outlined by the discipline, academic honesty, or other school policies for the user unless there is proof that another is responsible.

Network usage and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The school cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.

For CKCS students, the Internet is used for scholarly research and as a means of obtaining needed information. Accessing inappropriate materials, vulgarity, gambling, militant material, extremist material, or anything not in line with the teachings of the Catholic Church is prohibited.

Technology Use Agreement: ALL students and parents are required to follow the rules of the Technology Use Agreement and the Student Technology Code of Conduct.

Virtue Based Restorative Discipline

Purpose: CKCS uses the Virtue Based Restorative Discipline (VBRD) program. This program is led by Lynne Lang, Director of School Climate with the Archdiocese of St. Louis. This program is discussed in its entirety in the book *Virtue-Based Restorative Discipline: Comprehensive Guide-A Catholic Response to Bullying Behavior*.

The program is described as: “Virtue-Based Restorative Discipline offers teachers, parents, students, and schools a way to cultivate virtue while repairing harm from bullying and other hurtful behaviors.”

The essence of Christian discipline is formation in virtue. According to the Catechism of the Catholic Church: “The goal of a virtuous life is to become like God.” (CCC 1803)

The purpose of VBRD is twofold:

- 1) increase our knowledge of virtuous behavior.
- 2) help us to live the virtues daily and recognize when we need virtue.

When harm occurs, restorative discipline seeks to determine:

1. What happened? Establish the injustice or harm that occurred.
2. What needs to be done? Restore equity, repair harm to property, and restore relationships, and establish appropriate future intentions (How can we guarantee a better future?)
3. What can be expected? Establish appropriate future intentions.

VBRD Guiding Principles

The CKCS pledge: As a Christ the King Catholic School Crusader, I dedicate myself and support others in living virtue. I commit to constructive thoughts, words, and deeds, and when faced with challenges or conflict, I will find solutions that cultivate virtue.

1. **We will dedicate ourselves to living virtue.** Catholic virtues will be taught from Scripture and Catechism, and we will prayerfully discern which virtues to work on as a school community each year.
2. **We will support others in living virtue.** We will share what we learn freely with others and offer encouragement by acknowledging the good.
3. **We will commit to constructive thoughts, words, and deeds.** We will refrain from gossip, rumors, criticizing, and judgment, as these attempts to detract from the good name we are given by God. We will train our thoughts to be kind, be prudent in our speech, and temperate our actions to achieve personal holiness within the community.

4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another. As we prayerfully attend to conflict, we will uphold the human dignity assigned by God when dealing with one another. Virtues will be expressed and practiced in identifying injustice, restoring equity, and working to reach common agreements that promote peace and restore harmony.

Response to Harm Restorative Discipline strategies provide a framework for collaboration in setting norms and expectations founded on the belief that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to them or for them.

Therefore, at CKCS, we approach discipline and consequences as formative rather than punitive.

When harm occurs, parents are informed. With mid-and high-level incidents, parent involvement in formal restorative conferences may be required to determine how to repair harm and restore relationships. Formation and service are integrated into restorative discipline as much as possible.

Meetings and Community Circles: As a key strategy for setting norms for school culture, adults and students participate in community circles. Classroom community circles and meetings offer a platform for virtue education, discussing classroom behavior, building community, and strengthening interpersonal skills to prevent and reduce harmful interactions. Parents are given resources and encouraged to provide this opportunity at home.

General Rules and Guidelines for Expected Behavior

As Christian individuals in a Catholic Christian school, students have an obligation to respect the rights, property, and opinion of others. Any behavior violating the rules of common sense and safety are not acceptable even though such behavior may not be specifically stated in this handbook.

Bullying: Bullying is defined as unprovoked and deliberate actions intended to hurt, isolate, or humiliate another individual. Typical peer conflict versus bullying will be determined by the following criteria:

- Intent to harm.
- Repeated and escalating.
- Imbalance of power.

All adults (teachers, parents, etc.) and students are responsible for reporting bullying behaviors. If a situation is determined to be bullying behavior, the dean of students, the principal, or both will use VBRD practices to repair harm and restore the relationship. There may be times when harm to students, staff, and the parent community is significant, and restoration is not possible. Such cases

require special attention, and solutions may require time away from the school community. In serious cases, these steps may be taken before VBRD practices are begun.

Chewing Gum: Under no circumstances is chewing gum permitted on school property during school hours. This includes field trips.

Criminal Activity: Any CKCS student accused of a criminal offense may be subject to suspension, expulsion, or home study until the matter is resolved by a court of law.

Dangerous Weapons (Including Toy Weapons): A person is guilty of unlawful possession of a weapon (objects capable of causing injury to the individual or others) on school property when they knowingly deposit, possess, or carry, whether openly or concealed, for purposes other than instructional or school sanctioned purposes. This includes any firearm or other deadly weapon, destructive device, or booby trap device (matches, lighters, knives). Should a student be found in violation of the dangerous weapon policy, the following steps will be taken:

1. The parent or guardian is contacted.
2. The student is dismissed from school.
3. The police are called.
4. The superintendent (Director of Schools, Yakima Diocese) is notified.
5. The reason for dismissal is noted on the student's permanent record.

Drugs: Students' use of intoxicants, including but not limited to, non-prescription drugs or other controlled substances, alcohol, or inhalants, is prohibited. Any student choosing to use such may be subject to suspension or expulsion.

Hallways and Bathrooms: Appropriate behavior in the halls and restrooms includes walking quietly, treating others kindly and respectfully, no roughhousing at the lockers, and avoiding boisterous conversations while in the restrooms or at a drinking fountain. All individuals are to be treated with dignity and respect. Harassment of any kind is prohibited.

Physical Harassment: Physical harassment includes:

- Unwanted physical contact.
- Assault.
- Deliberately impeding or blocking the movements of an individual.
- Intimidating interference with normal work or movement.

Physical Expressions of Affection: Inappropriate hugging, handholding, and kissing among students is not acceptable on school property or school sponsored events.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly; 2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual ; or 3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile, or offensive learning or working environment.

Verbal Harassment: Verbal harassment includes derogatory comments, jokes, slurs, and belligerent or threatening words spoken to another individual.

Visual Harassment: Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

Honesty: All students are expected to be honest.

Smoking: Smoking and vaping on school grounds, or while on field trips is prohibited. Any student caught smoking or vaping will be suspended.

Symbols: Any symbols or gestures (written, spoken, worn) that could be associated with gangs, hate groups, and anti-Christian beliefs will not be tolerated at CKCS. Students participating in these behaviors will be subject to disciplinary action.

Threatening Behavior: Threatening behavior is defined as intentional statements, gestures, or actions meant to intimidate, cause harm to another or damage to property. School officials may consider the following factors in determining whether behavior is threatening:

- History of inappropriate behavior.
- Circumstances surrounding the behavior.
- Nature of statements, gestures, actions, development stage of the student, and other relevant information.

Any behavior deemed threatening by school officials will result in disciplinary action.

Toys: Dolls, electronic games, trucks, laser lights, etc. should not be brought to school without the expressed permission of the teacher for a school-related activity. If these items are brought to school without permission, they will be confiscated for the day and returned at the end of the day to take home.

Vandalism and Burglary: Any student caught vandalizing or burglarizing the school will result in suspension or expulsion (as determined by the administration), and will be required to make restitution for all damages.

Special Circumstances: There may be times when harm to students, staff, and the parent community is significant, and restoration is not possible. Such cases require special attention, and solutions may require time away from the school community. In serious cases, the following steps may be taken before VBRD practices are begun.

1. The student may be sent home to prevent further harm.
2. The police may be called.
3. The student may be required to meet with a counselor and acceptable assurances given from the counselor to the principal that the child is not a danger to other members of the school community before the child may reenter school.
4. A satisfactory Formal Conference must be held with the parents, administrators, and student, outlining the harm done and mutual agreement on the specific actions that will be taken to repair the harm.
5. A probationary period may be required before a child may return to school.
6. Student(s) may be asked to withdraw for cause.

Student Discipline Appeal Process: If parents wish to appeal a disciplinary consequence, they should first contact the CKCS principal, then the Pastor of Christ the King Catholic Church. If unsatisfied with the outcome with the Pastor, parents may contact the Director of Schools for the Yakima Diocese.

Visitors to CKCS

CKCS welcomes visitors. Parents must request permission from the classroom teacher if applicable and the principal at least one day prior.

Parking: You can park in the lot across from the front of the school on Long Avenue, on the street on Long Avenue, or in the lower parking lot in the back of the school. You may want to leave valuables, such as a purse, locked in your vehicle as we have no place in the school to secure them.

Sign-in and Sign-out: Sign in at the office, provide your name, arrival time, and the location you will be at in the school.

You must wear a visitor badge on campus or on field trips.

When you leave, sign out at the office, enter your departure time, and return your visitor badge.

Volunteerism

The staff and students of CKCS welcomes active involvement in the life of our school. CKCS believes that the education of students requires a partnership with families, and encourages family involvement through volunteering to help meet this goal. Volunteerism enriches the learning environment of our children.

If you are unable to fulfill your volunteer hours by the end of June, you will be billed for your volunteer hours at a rate of \$40.00 per hour. This payment is not tax deductible, but it does fulfill your volunteer hours contractual obligation.

Tuition and fees do not cover the full cost of educating students at CKCS. The difference is made up by various fundraising and volunteer activities. Families, alumni, friends, and parishioners are welcome to volunteer for the variety of CKCS activities. Volunteers must be Virtue trained and have background checks on file.