

# Christ the King Catholic School

*Crusaders for Academic Excellence and Social Justice*



Parent and Student Handbook

2020-2021



Dear Parents of Christ the King Catholic School,

Welcome to the 2019-2020 school year.

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

***Due to the Covid-19 Pandemic, 20/21 will be an unusual school year. In addition to physical distancing measures, mandatory mask wearing, and limited visitation during school operation hours, CKCS has implemented a blended instructional model that allows for virtual learning options.***

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



## Table of Contents

Welcome .....	8
History .....	8
Mission Statement .....	8
Philosophy .....	8
Religious Statement.....	8
Schoolwide Learning Expectations .....	9
School Pledge.....	9
Communication with Staff Members .....	9
Conflict Mediation .....	9
Academic Honesty .....	10
Cheating and Plagiarism.....	10
Disciplinary Action .....	11
Admissions.....	11
Enrollment Renewal .....	11
New Applicants .....	11
Tuition and Fees .....	11
Parish-enrolled Families .....	11
Non-parish-Enrolled Families.....	12
Tuition Assistance .....	12
Tuition Delinquency Policy.....	12
Assessment of Student Learning.....	13
Attendance .....	13
Attendance Definitions.....	14
Attendance Rules.....	14
Excused Absences .....	15
Unexcused Absences.....	15
Attendance Consequences.....	16
Awards .....	16
Citizenship Award.....	16
Effort Award .....	16
Other Awards .....	16
Before and After School Care .....	17
Bulletin.....	17
Cafeteria.....	17
Behavior in the Cafeteria.....	18
Food Allergy Policy .....	18
Wellness Policy .....	18



Clubs .....	19
Community Service Projects.....	20
Counseling .....	21
Daily Schedule .....	21
Early Dismissal .....	21
Dress Code.....	22
Purpose.....	22
Dress Code Policy .....	22
Clothing Rules .....	22
Dress Code Specifics .....	23
Free Dress Policy.....	32
Pride Wear Policy.....	32
School Concerts, Field Trips, and Programs.....	32
Dress Code Policy Enforcement.....	32
Dress Code Policy Consequences .....	32
Drop-off, Pick-up, and Bus Procedures .....	34
Drop-off Procedures .....	34
Pick-up Procedures.....	35
Bus.....	35
Elementary School.....	36
Communication with Staff Members .....	36
Conferences.....	36
Grading.....	36
Homework Policy.....	37
Late Work Policy.....	37
Progress Report and Report Card Periods.....	38
Emergency Drills .....	38
FACTS (formerly known as RenWeb) .....	38
FACTS .....	38
Health Policies .....	39
Health Room .....	39
Illness .....	39
Immunizations.....	39
Injuries.....	39
Medicine.....	40
Library and Media Center.....	40
Programs.....	40
Lost or Damaged Books .....	40



Technology .....	40
Chromebook™ Loaner Program .....	41
Consequences .....	41
Technology Use Agreement .....	42
Liturgies .....	42
Lost and Found .....	42
Middle School .....	42
Academic Probation .....	42
Athletics .....	43
Communication with Staff Members .....	43
Conferences .....	43
Grading .....	44
Homework Policy .....	44
Late Work Policy .....	45
Lockers .....	45
Middle School Youth Group .....	45
Progress Report and Report Card Periods .....	46
Music .....	46
Parties .....	46
Parent Teacher Organization .....	47
RenWeb .....	47
Retention .....	47
School Advisory Commission .....	48
School Closures .....	48
FlashAlert .....	48
Lockdown .....	49
Weather .....	49
Student Telephone Use and Student Cell Phones .....	49
Student Telephone Use .....	49
Student Cell Phones and Smart Watches .....	49
Virtue Based Restorative Discipline .....	49
Purpose .....	50
VBRD Guiding Principles .....	50
Meetings and Circles .....	51
General Rules and Guidelines for Expected Behavior .....	51
Bullying .....	51
Chewing Gum, Candy, Specialty Drinks .....	51
Criminal Activity .....	52
Dangerous Weapons .....	52



Drugs.....	52
Hallways and Bathrooms .....	52
Harassment.....	52
Honesty .....	53
Rough Contact.....	53
Smoking .....	53
Symbols.....	53
Threatening Behavior.....	53
Toys.....	54
Vandalism and Burglary .....	54
Special Circumstances.....	54
Tiered Discipline Process.....	55
Tier 1 – Low-level Incidents or First-time Incidents .....	55
Tier 2 – Mid-level Incidents or Repeated Minor Disruptions.....	55
Tier 3 – High-level Incidents - Where There is Serious Harm .....	55
Student Discipline Appeal Process.....	56
Visitors to CKCS .....	56
Parking .....	56
Sign-in and Sign-out.....	56
Volunteer Policy .....	56
Responsibilities .....	57
Requirements for Volunteering at CKCS.....	57
Volunteer Hours Policies.....	58
Documenting Hours .....	58
Participants.....	58
Volunteer Hours Opportunities.....	58
Sausage Fest Support .....	60
Auction Support .....	60
Volunteer Hours Buyout Option.....	60
Penalty Buyout for Non-completion of Volunteer Hours .....	60
Field Trips .....	61
Health and Safety .....	61
Accident or Injury .....	61
Medication Procedures.....	61
Volunteer Instructions.....	62
Parking .....	62
Sign-in and Sign-out .....	62
Volunteer Duties.....	62
Volunteer Code of Ethics .....	63



Confidentiality .....	63
Communication.....	63
Quality Work.....	63
Dependability .....	63
Respect for Others.....	63
Role.....	63
Volunteer Activities and Programs .....	63
CKCS Points of Contact .....	67
Appendix A – Breakdown of Three Tiers for Discipline .....	68
Three Tiers for Discipline in Kindergarten – 5th Grade .....	68
Three Tiers for Discipline in 6th Grade – 8th Grade .....	70
Appendix B – Technology Use Forms.....	72
Technology Use Agreement.....	72
Student Technology Code of Conduct: – Kindergarten – 3rd Grade .....	73
Student Technology Code of Conduct – 4th Grade – 8th Grade.....	74
Appendix C – Volunteer Hours Report .....	75



## 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

CKCS exists as a center of learning where individuals’ values are recognized, and their God-given talents and powers are given responsible direction. Our goals are growth in faith, excellence in education, and development of the unique potentials of each student.

### 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.

### 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 and recommended 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 8:45 a.m. The Liturgies are prepared by the individual homerooms. Students, with the help of their religion teachers, 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 electronic bulletin.





Second grade students are prepared for the reception of the Sacrament of Reconciliation and First Communion by their teachers and parents. Every family must meet with the pastor during this preparation time.

### Schoolwide Learning Expectations

Graduating students of CKCS will:

<b>Community</b>	Demonstrate peace-keeping strategies to resolve conflicts. Serve others through words and actions.
<b>Academics</b>	Use a variety of strategies to solve problems. Be accountable and responsible for personal growth. Communicate ideas clearly and confidently.
<b>Faith</b>	Grow in knowledge of the Bible and the teaching of the Catholic Church. Practice prayer and living Gospel values.
<b>Values</b>	Apply Catholic values of compassion, tolerance, justice, and respect for the dignity of life.

### School Pledge

The CKCS pledge is:

*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.*

### Communication with Staff Members

Parents, students, and other primary caregivers are asked to communicate with teachers and support staff through their school email accounts or via classroom-used apps (e.g., ClassDojo). Teachers and support staff should not be called or texted on his or her personal cell phone.

### Conflict Mediation

*If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. Matthew 18:15-16*



Constructive criticism of the school is welcome when it is motivated by sincere desire to improve the quality of the education program and to assist the school to perform its task more effectively.

Concerns regarding individual school staff members should first be directed to that staff member. If resolution does not occur at the staff level, 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.

---

## 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 program, or outside help during an examination or other assignment.
- Using writings, passages, or ideas of others and passing them off as your own (including, but not limited to faxing, duplicating, file sharing, or transmittal 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.

### Disciplinary Action

The first instance of academic dishonesty will result in parent notification and loss of 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.

---

## 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 February 8, 2021. On February 15, 2021, registration will be open to the parish. Out of parish registration begins on February 22, 2021.

**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 or printed from RenWeb.

### New Applicants

Applications for new enrollment are available on the school website (<http://ckschoolrichland.org/admissions/>).

### Tuition and Fees

#### *Parish-enrolled Families*

Parish-enrolled families are those who are registered in the parish at the time of school registration, have provided a copy of the students' Baptismal certificate at registration, and contribute financial support to the parish.



Tuition costs for parish-enrolled families:

Number of Children	Yearly Tuition	Cost per Month (Sept. – June)
One	5,040.00	504.00
Two	9,080.00	908.00
Three	12,140.00	1,214.00
Four	14,160.00	1,416.00
Five	15,850.00	1,585.00
Sixth child attends free of charge. All children must be enrolled at the same time.		

### *Non-parish-Enrolled Families*

Tuition costs for non-parish-enrolled families:

Number of Children	Yearly Tuition	Cost per Month (Sept. – June)
One	6,740.00	674.00
Two	12,470.00	1,247.00
Three	16,530.00	1,653.00
Four	18,880.00	1,888.00
Five	21,240.00	2,124.00
Sixth child attends free of charge. All children must be enrolled at the same time.		

**Note:** Preschool is an institution separate from CKCS. A family’s student(s) in preschool are not considered towards the multi-student discount.

### *Tuition Assistance*

Families requesting tuition assistance should inquire with the CKCS principal.

### *Tuition Delinquency Policy*

The business end of CKCS depends upon parents paying their tuition on time. Please be respectful of this fact and honor your commitment as signed on your promissory note. If tuition



is not paid as expected, 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 determine how students in the diocesan schools compare to other students in their community, state, and nation.
- To maintain frequent insights into students' learning.
- To guide instructional decisions.

All assessments shall be valid tools to demonstrate student learning and to offer insights to students, teachers, and parents.

Beyond formative and summative classroom assessments, CKCS uses the Northwest Evaluation Association (NWEA) Measurement of Academic Progress (MAP) to assess student growth in reading, language usage, math, and science for 2nd grade through 8th grade. The Standardized Test for the Assessment of Reading (STAR) Early Literacy is used to assess student growth in kindergarten and 1st grade.

---

## **Attendance**

---

Attendance can affect students' grades 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.

Many important routines and learning activities take place at the beginning of the school day. Often, students who are late to school feel frustrated and behind while missing out on valuable information. Please make every effort to see that your child arrives to school each day in time to walk in the classroom by 8:25 a.m. Your cooperation is appreciated and essential to your child's academic success.

This policy is designed to promote regular attendance, academic achievement, and safety for all CKCS students.



## Attendance Definitions

Attendance is based on the following definitions:

- A student is tardy when he or she arrives to class after the bell at 8:25 a.m.
- A half-day absence is when a student misses one and one-half (1.5) hours or more in either the morning or afternoon.
- 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. Teachers shall keep a record of absences and tardies and submit them daily to the school office.

## Attendance Rules

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

Parents can call the school office 24 hours a day at 509-946-6158 and leave a voice message to report your student's absence for the day (by 8:30 a.m.). This call lets us know your child is safe. If we have not heard from the parent or guardian regarding an absent student, we will call the home or workplace to verify the child's absence.

If it is necessary to have your child excused during the school hours, we request that a note be sent to the office, stating the reason and time for the early dismissal.

Please make every attempt to schedule appointments outside of school hours. Student and parent shall assume the responsibility to arrange with each teacher to make up missed assignments for all absences.

To avoid an absence students can participate in virtual instruction when they cannot attend in-person.

## Attendance for Students Receiving Virtual Instruction

If parents have communicated that their children will be attending school virtually, AND students are meeting all requirements for virtual instruction for their class, they will be counted as present on school days. If assignments are not turned in on time, and/or students are not present for scheduled meets, students will be marked as absent. If a student is traveling and not available for the meets and/or to turn in assignments on time, they will be counted as absent (excused if parents have indicated beforehand).

When environmental or school conditions make it unsafe or unreasonable for students to attend in-person instruction, all students will attend class virtually. This will be communicated through the school office via email, Facebook, and Flash Alert. Students will be expected to be engaged in class assignments and meetings as directed by their teachers. This level of engagement will vary depending on grade level. Teachers will be expected to 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.



### Excused Absences

Illness, family trauma, and medical appointments are excused.

If a parent or guardian would like to request a pre-arranged absence for a family, business, or educational trip, he or she must do so in writing at least one week in advance. The written request should be sent to the school principal. If the request is approved by the principal, the absence will count as excused.

### Unexcused Absences

Activities such as hair appointments, recreation activities, oversleeping, or running errands will not be excused absences.

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



## Attendance Consequences

A conference will be scheduled with the parent, teacher, and a school administrator to devise a plan for improved attendance when a student has:

- Four absences during a quarter for middle school or four absences during a trimester for elementary school.
- Fifteen absences during the school year.
- Four excused or unexcused tardies during a quarter for middle school or four excused or unexcused tardies during a trimester for elementary school.

If a student exceeds more than 12 absences within a quarter for middle school, or trimester for elementary, they risk receiving failing grades in all subjects for that quarter.

---

## Awards

---

Award certificates are presented to qualifying students at the half-year awards assembly and the end-of-the-year awards assembly. Each teacher presents no more than two Effort Awards and no more than two Citizenship Awards to students in kindergarten through 8th grade.

### Citizenship Award

Criteria for the Citizenship Awards is:

- School spirit.
- Christian behavior.
- Sensitive to other students.
- Models school rules.

### Effort Award

Criteria for the Effort Awards is:

- Consistency.
- No late assignments.
- Positive attitude.
- Works to ability.

### Other Awards

Other awards (and their criteria) that students are eligible to be awarded 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 only to middle school students who achieve the academic excellence of a 4.0 GPA overall during the entire school year for two consecutive years. The award for each middle school grade is:
  - 6th grade – \$50.
  - 7th grade – \$100.
  - 8th grade – \$150.

When determining the honor roll awards, each class grade is considered equally; this also applies for specials and electives.

---

## After School Care

---

Christ The King After School Care will be available on school days for after school care only. Care will not be provided on Fridays as well as any holidays or school breaks. The program will be running from 3:00pm-6:00pm, Monday-Thursday for \$20.00 a day. Because this program will only be available to a limited number of children, weekly rates will be charged regardless of attendance in order to reserve a child's spot. When the time comes where we can safely expand our services, we will, but unfortunately for the time being this is how things will look.

We are making every effort in creating a positive, safe and supervised space for your children.

Both staff and children in this program will be required to wear face coverings while in our care. Children may remove their face coverings to eat and drink as well as when they are outdoors.

We will be striving to maintain social distancing of six feet between groups and children at all times. While indoors children will have their own assigned seating to help prevent cross-contamination. Children will be allowed to play with one another while outdoors, but they must remain six feet apart. This should be an easier transition for them as they will already be doing so during school hours. For their greater safety, families will be asked to bring their own after school snacks, toys, games, and outdoor equipment that can be kept at their child's desk and will be used only by them.

---

## Bulletin

---

The Tuesday school bulletin is the instrument CKCS uses for weekly communications with families. The bulletin arrives electronically via RenWeb and contains an informational letter from the principal along with other correspondence for families.

---

## Cafeteria

---

Students have the option of buying a hot lunch from school or bringing their own lunch to the cafeteria. Hot lunch is provided in the cafeteria each day, to include a carton of milk. Students may purchase milk separately from the beverage table in the cafeteria.

The monthly hot lunch menu is included in the weekly bulletin and is posted on the school's website.



Payments for lunch should be made ahead-of-time through the school bookkeeper. You have the option to have money for lunch applied to your account through ACH withdrawal (along with your tuition payment) or by taking a check made out to CKCS Cafeteria to the school bookkeeper. No money is collected in the lunch line and lunch costs cannot be billed to your school account.

The costs of a hot lunch at the CKCS cafeteria are:

- Kindergarten – 8th grade: \$4.00.
- Adult: \$4.50.
- Milk: .50 per item or \$5 for a punch card for 10 items.

Reduced priced lunch is available for \$1.00/meal please contact the school if you need to request the reduced price.

### Behavior in the Cafeteria

***Until further notice lunch will be eaten in classrooms!***

Appropriate behavior and manners are expected always. Students are to move respectfully through 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.

Elementary school students may not share food. Middle school students may share 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.

Lunch food and beverages are not permitted outside the cafeteria.

### Food Allergy Policy

If your child has a food allergy, it is important that you list it on his or her completed Mandatory Health Form. Include a copy of pertinent health history papers and health care plans.

The name of each student with a food allergy – to include gluten allergies 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, every specials teacher, the principal, and the cafeteria manager.

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

Refer to the Health Policies [Health Room](#) section and [Medicine](#) section for more information.

### Wellness Policy

It is recognized at CKCS that proper nutrition and physical activity at all grade levels are important. All staff members strive to enhance the well-being of our students, while providing the best environment in which to learn. Food and beverages provided at school promote healthy



eating and teach positive behaviors that should be maintained throughout life. Physical activities are offered to endorse an active lifestyle.

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

- Provide students access to nutritious foods and education on what is a well-balanced diet, per government guidelines.
- Provide opportunities for physical activity and developmentally appropriate exercise.
- Provide school-based activities that promote wellness.
- Provide information to the public about this Wellness Policy.
- 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 offer after-school programs and activities that focus on overall health and wellness.
- Student reward celebrations are not food-focused.
- There is no student store that sells food with little to no nutritional value.
- Student fundraising is not food-driven (i.e., no bake sales).
- A comprehensive STEAM program – an educational community activity providing opportunities for students to incorporate science, technology, engineering, arts, and mathematics into all aspects of learning – is implemented.
- This Wellness Policy is sent to our school’s families and made available to the public at the beginning of each school year.
- We provide reduced-price lunch and milk for students, as needed.

At CKCS, the food service director ensures that the school’s food service operation exceeds all state and federal requirements by maintaining high nutrition standards and regulating portions, while ensuring that a variety of healthy food choices are available.

Complementing our school’s food service operation, CKCS staff supports a comprehensive curriculum that includes health, fitness, and nutrition. Anyone affiliated with CKCS is welcome to participate on the Wellness Policy Committee. Meetings are held every two months, beginning in September of each school year.

---

## Clubs

---

***Until further notice clubs will not be offered due to Covid-19.***

After-school clubs such as Math Club, Art Club, and Chess Club may be available to students as volunteer staffing allows. Written parental permission will be required for student participation.

If disruptive behaviors are exhibited, students forfeit the privilege to attend these clubs.



---

## **Community Service Projects**

---

***For the 20-21 school year, community outreach and school service will be modified to comply with local and state health recommendations.***

Each class, as an outgrowth of religious education, will participate in a community service project. Student participation is vital. Classes may be involved in such projects as gathering food for the needy, visiting the elderly in retirement homes, caring for the garden outside the church, or fall and spring yard work for elderly neighbors.



---

## Counseling

---

Will be addressed during classroom instruction. Referrals may be made by Dean of Students for additional counseling needs.

---

## Daily Schedule

---

Parents should drop off students at the designated student drop-off zone during designated time frames.

The first bell rings at 8:15 a.m. Students should proceed to class at that time. At 8:20 a.m. the warning bell rings. The final bell rings at 8:25 a.m. All students should be in their classrooms by 8:25 a.m.

On regular school days (Mondays through Thursdays), afternoon prayer is said over the intercom at 2:40 p.m. Students need to be on their way home by 3:00 p.m. Students left after 3:15 p.m. should call their parent or guardian.

***All Students will remain home on Fridays for either teacher-directed or virtual instruction.***

Arrangements may be made with a student's homeroom teacher for a student to stay after school for extra assistance, work on assignments or projects, or to take a make-up exam, for a maximum of 45 minutes. If such arrangements are made, the student must stay in the teacher's classroom until he or she is picked up.

Students are not allowed to be outside nor in any of the school buildings after school without direct supervision by a parent, guardian, or staff member.

### Early Dismissal

When a parent picks up a student earlier than dismissal time, the parent is to pick up their student from the school office, not the classroom. Children will be called to the office for pick-up.

Students must be signed out in the office, either by the parent, teacher, or office staff. The date, name of student, reason for absence, time of day, and to whom the student is released are to be noted on the early dismissal form in the office.

No child is ever to leave school without permission from the office.



## Dress Code

---

### Purpose

All students at CKCS are required to adhere to the dress code. A firm dress code teaches students to dress appropriately and to take pride in their appearance. It enables students to create an identity for their school in the community, a sense of belonging, and lessens the burden of peer pressure. An established dress code is known to reduce distraction, sharpen focus on schoolwork, and make the classroom a more serious environment, which allows students to perform better academically.

CKCS students are encouraged to express themselves academically, socially, spiritually, and emotionally. Self-expression should not be with superficial clothing, but through a student's words, actions, and how they interact with others.

Students must always meet the dress code during the school day and are expected to leave school within the dress code.

### Dress Code Policy

#### *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.

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>).

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*

<b>Category</b>	<b>Applicable Grades</b>	<b>Girls</b>	<b>Boys</b>
Accessories	All	<p>Accessory pins (e.g., campaign-style buttons, brooches) of any type are not allowed, to include on outerwear.</p> <p>Scarves (including fashion scarves) are considered outerwear and must be removed before entering the classroom.</p> <p>Ties are optional. Refer to the <a href="#">Ties</a> section.</p>	<p>Accessory pins (e.g., campaign-style buttons, brooches) of any type are not allowed, to include on outerwear.</p> <p>Scarves (including fashion scarves) are considered outerwear and must be removed before entering the classroom.</p> <p>Ties are optional. Refer to the <a href="#">Ties</a> section.</p>
Belts	All	<p>Only leather or canvas belts that are black, brown, tan (khaki-color), or navy blue can be worn.</p> <p>If a belt is worn, it must be through pant loops and not with pants that have an elastic waist.</p> <p>Refer to the Mass Day section for Mass day dress code rules.</p>	<p>Only leather or canvas belts that are black, brown, tan (khaki color), or navy blue can be worn.</p> <p>If a belt is worn, it must be through pant loops and not with pants that have an elastic waist.</p> <p>Refer to the Mass Day section for Mass day dress code rules.</p>
Blazers	All	<p>Blazers are optional. If a blazer is worn, it must be navy blue.</p> <p>Blazers may be worn in class.</p>	<p>Blazers are optional. If a blazer is worn, it must be navy blue.</p> <p>Blazers may be worn in class.</p>
Bows and Headbands	All	<p>Headbands must be plain with no adornments (e.g., large bows, cat ears) and project no more than one inch above the hairline.</p> <p>Hair bows must not exceed three inches in length or width and must not project more than one inch above the hairline.</p>	Not applicable.



Category	Applicable Grades	Girls	Boys
Dresses	All	<p>Navy blue polo dresses are allowed.</p> <p>Length will be no shorter than two inches above the knee.</p> <p>Solid color navy blue, black, or white bike shorts, tights, or leggings must be worn under dresses (unless shorts are built-in).</p> <p>Refer to the <a href="#">Socks, Tights, and Leggings</a> section.</p>	Not applicable.
Hair	All	Hair should not be distracting or extreme.	Hair should not be distracting or extreme.
Jewelry	All	<p>Simple jewelry is acceptable.</p> <p>Jewelry should not be distracting or extreme.</p>	<p>Simple jewelry is acceptable.</p> <p>Jewelry should not be distracting or extreme.</p>
Jumpers	Kindergarten – 5th grade	<p>Pleated and scoop neck style jumpers in khaki, navy blue, or the CKCS Hunter/Classic Navy Plaid.</p> <p>Length will be no shorter than two inches above the knee.</p> <p>Solid color navy blue, black, or white bike shorts, tights, or leggings must be worn under jumpers (unless shorts are built-in).</p> <p>The CKCS logo is optional, but no other logos are allowed.</p> <p>Refer to the <a href="#">Socks, Tights, and Leggings</a> section.</p>	Not applicable.





Category	Applicable Grades	Girls	Boys
	6th grade – 8th grade	<p>Pleated and scoop neck style jumpers in khaki, navy blue, or the CKCS Hunter/Classic Navy Plaid.</p> <p>Length will be no shorter than two inches above the knee.</p> <p>The CKCS logo is optional, but no other logos are allowed.</p> <p>Refer to the <a href="#">Socks, Tights, and Leggings</a> section.</p>	Not applicable.
Makeup	Kindergarten – 5th grade	Makeup is not allowed.	Not applicable.
	6th grade – 8th grade	<p>Makeup is optional, but it is not encouraged.</p> <p>Makeup must be lightly applied.</p> <p>Makeup should be natural looking.</p>	Not applicable.
Mass Day	Kindergarten – 3rd grade	<p>Shirts must be tucked in.</p> <p>Ties are optional. Refer to the <a href="#">Ties</a> section.</p> <p>Pants with belt loops are not required.</p> <p>Belts are not required.</p>	<p>Shirts must be tucked in.</p> <p>Ties are optional. Refer to the <a href="#">Ties</a> section.</p> <p>Pants with belt loops are not required.</p> <p>Belts are not required.</p>
	4th grade – 8th grade	<p>Shirts must be tucked in.</p> <p>Ties are optional. Refer to the <a href="#">Ties</a> section.</p> <p>If pants are worn, they must have belt loops (not elastic waists).</p> <p>Belts are required. Refer to the <a href="#">Belts</a> section.</p> <p>Pride Wear may not be worn during Mass.</p>	<p>Shirts must be tucked in.</p> <p>Ties are optional. Refer to the <a href="#">Ties</a> section.</p> <p>Pants with belt loops (not elastic waists) are required.</p> <p>Belts are required. Refer to the <a href="#">Belts</a> section.</p> <p>Pride Wear may not be worn during Mass.</p>



Category	Applicable Grades	Girls	Boys
Outerwear	All	<p>Outerwear should be appropriate for seasonal temperatures and conditions.</p> <p>No specific style or manufacturer is required.</p> <p>All outwear, except approved sweaters and sweatshirts, must be removed in the building and put away as instructed by the teacher.</p> <p>Only Pride Wear hoodies may be worn in class, but not with the hood up. All other hoodies must be removed while in classrooms.</p> <p>No hats are allowed in the classroom, except on school-approved theme days.</p>	<p>Outerwear should be appropriate for seasonal temperatures and conditions.</p> <p>No specific style or manufacturer is required.</p> <p>All outwear, except approved sweaters and sweatshirts, must be removed in the building and put away as instructed by the teacher.</p> <p>Only Pride Wear hoodies may be worn in class, but not with the hood up. All other hoodies must be removed while in classrooms.</p> <p>No hats are allowed in the classroom, except on school-approved theme days.</p>



Category	Applicable Grades	Girls	Boys
Pants	All	<p>Pleated or plain-front straight-leg cotton twill pants in navy blue or khaki.</p> <p>Pleated or plain-front straight-leg cloth pants (not jersey, nylon, or knit material) that are elasticized at the ankle (i.e., jogger-style pants). These pants must not taper or be form-fitting.</p> <p>Five-pocket style pants are acceptable (two pockets in the back and two pockets in the front with one change pocket).</p> <p>Pants must be modest and neat.</p> <p>Denim, form-fitting pants with tapered legs (i.e., skinny pants), leggings, or cargo pants cannot be worn as dress code pants.</p> <p>Pants must have no embellishments or designs.</p> <p>Straps and waistbands (underclothes) must not be visible through clothing.</p> <p>No cuffs or rolling.</p> <p>Socks must be worn underneath pants and not with pants tucked into the socks.</p>	<p>Pleated or plain-front straight-leg cotton twill pants in navy blue or khaki.</p> <p>Pleated or plain-front straight-leg cloth pants (not jersey or nylon material) that are elasticized at the ankle (i.e., jogger-style pants). These pants must not taper or be form-fitting.</p> <p>Five-pocket style pants are acceptable (two pockets in the back and two pockets in the front with one change pocket).</p> <p>Pants must be modest and neat.</p> <p>Denim, form-fitting pants with tapered legs (i.e., skinny pants), leggings, or cargo pants cannot be worn as dress code pants.</p> <p>Pants must have no embellishments or designs.</p> <p>Straps and waistbands (underclothes) must not be visible through clothing.</p> <p>No cuffs or rolling.</p> <p>Socks must be worn underneath pants and not with pants tucked into the socks.</p>
Physical Education	Kindergarten – 5th grade	<p>The elementary school dress for physical education is the regular school dress code.</p> <p>A pair of rubber-soled tennis shoes or sneakers with non-marking soles must be kept in the classroom for gym use.</p>	<p>The elementary school dress for physical education is the regular school dress code.</p> <p>A pair of rubber-soled tennis shoes or sneakers with non-marking soles must be kept in the classroom for gym use.</p>



Category	Applicable Grades	Girls	Boys
	6th grade – 8th grade	<p>Official Pride Wear may be worn for physical education.</p> <p>A pair of rubber-soled tennis shoes or sneakers with non-marking soles must be kept in the classroom for gym use.</p>	<p>Official Pride Wear may be worn for physical education.</p> <p>A pair of rubber-soled tennis shoes or sneakers with non-marking soles must be kept in the classroom for gym use.</p>
Shirts	All	<p>Solid white or navy blue collared button-up shirt, polo shirt, or turtleneck.</p> <p>Collars should be standard or rounded (i.e., Peter Pan-style).</p> <p>Sleeves must have cap sleeves or standard short sleeves or longer (not sleeveless).</p> <p>Non-CKCS logos are allowed only if they are smaller than a quarter.</p> <p>If undershirts or camisoles are worn under a school dress shirt, they must be solid white with a simple banded neckline.</p> <p>Straps and waistbands (underclothes) must not be visible through clothing.</p>	<p>Solid white or navy blue collared button-up shirt, polo shirt, or turtleneck.</p> <p>Collars should be standard.</p> <p>Sleeves must have standard short sleeves or longer (not sleeveless).</p> <p>Non-CKCS logos are allowed only if they are smaller than a quarter.</p> <p>If undershirts are worn under a school dress shirt, they must be solid white with a simple banded neckline.</p> <p>Straps and waistbands (underclothes) must not be visible through clothing.</p>



Category	Applicable Grades	Girls	Boys
Shoes	All	<p>Closed-toe shoes with backs are required.</p> <p>Straps do not count as the back of a shoe.</p> <p>Shoes must fit securely and snugly and allow for active participation at recess and physical education.</p> <p>A pair of rubber-soled tennis shoes or sneakers with non-marking soles must be kept in the classroom for gym use.</p> <p>If rain or snow boots are worn to school, regular shoes should be brought to wear in the classroom.</p> <p>No heels higher than one-inch are allowed.</p> <p>Sandals, slippers, moccasins, and croc sandals are not allowed.</p>	<p>Closed-toe shoes with backs are required.</p> <p>Straps do not count as the back of a shoe.</p> <p>Shoes must fit securely and snugly and allow for active participation at recess and physical education.</p> <p>A pair of rubber-soled tennis shoes or sneakers with non-marking soles must be kept in the classroom for gym use.</p> <p>If rain or snow boots are worn to school, regular shoes should be brought to wear in the classroom.</p> <p>No heels higher than one-inch are allowed.</p> <p>Sandals, slippers, moccasins, and croc sandals are not allowed.</p>
Shorts	All	<p>Pleated or plain-front straight-leg cotton twill shorts in navy blue or khaki.</p> <p>Cargo shorts are not allowed.</p> <p>Length will 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-leg cotton twill shorts in navy blue or khaki.</p> <p>Cargo shorts are not allowed.</p> <p>Length will be no shorter than two inches above the knee.</p>



Category	Applicable Grades	Girls	Boys
Skirts, Skorts, and Scooters	Kindergarten – 5th grade	<p>Pleated skirt, skort or scooter in navy blue, khaki, or CKCS Hunter/Classic Navy Plaid.</p> <p>Length will be no shorter than two inches above the knee.</p> <p>Solid-color navy blue, black, or white bike shorts, tights, or leggings must be worn under skirts (unless shorts are built-in).</p> <p>Skorts must appear as skirts from the front and back.</p> <p>Refer to the <a href="#">Socks, Tights, and Leggings</a>.</p>	Not applicable.
	6th grade – 8th grade	<p>Pleated skirt, skort or scooter in navy blue, khaki, or CKCS Hunter/Classic Navy Plaid.</p> <p>Length will be no shorter than two inches above the knee.</p> <p>Skorts must appear as skirts from the front and back.</p> <p>Refer to the <a href="#">Socks, Tights, and Leggings</a> section.</p>	Not applicable.
Socks, Tights, and Leggings	All	<p>Socks, leggings, or tights must be worn always.</p> <p>Navy blue, black, or white socks, tights, and leggings are the only acceptable colors.</p> <p>Colored patterns of any kind are not acceptable.</p> <p>Navy blue, black, or white tights with a same-color woven texture (i.e., winter tights) are acceptable.</p> <p>Leggings may be worn as tights or layered over tights.</p> <p><b>Note:</b> Socks will only be monitored if they are visible when the student is standing.</p>	<p>Socks must be worn always.</p> <p>Navy blue, black, or white socks are the only acceptable colors.</p> <p>Colored patterns of any kind are not acceptable.</p> <p><b>Note:</b> Socks will only be monitored if they are visible when the student is standing.</p>



Category	Applicable Grades	Girls	Boys
Sweaters and Sweatshirts	All	<p>Fine gauge drifter scoop or V-neck sweaters or cardigans (zip or button) in solid white, navy blue, or maize.</p> <p>The CKCS logo is optional. No logo besides the CKCS logo is allowed.</p> <p>A navy blue crewneck sweater, fleece jacket or vest may be worn only if it has the CKCS logo.</p> <p>Only Pride Wear hoodies may be worn in class, but not with the hood up. All other hoodies must be removed while in classrooms.</p>	<p>Fine gauge drifter scoop or V-neck sweaters or cardigans (zip or button) in solid white, navy blue, or maize.</p> <p>The CKCS logo is optional. No logo besides the CKCS logo is allowed.</p> <p>A navy blue crewneck sweater, fleece jacket or vest may be worn only if it has the CKCS logo.</p> <p>Only Pride Wear hoodies may be worn in class, but not with the hood up. All other hoodies must be removed while in classrooms.</p>
Ties	All	<p>Ties are optional. If a tie is worn, it must be with a dress shirt, tucked in, and with a belt.</p> <p>The only acceptable tie pattern is the CKCS Hunter/Classic Navy Plaid or solid navy blue.</p>	<p>Ties are optional. If a tie is worn, it must be with a dress shirt, tucked in, and with a belt.</p> <p>The only acceptable tie pattern is the CKCS Hunter/Classic Navy Plaid or solid 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.

Call the school office if you have questions on the dress code.

### Free Dress Policy

Free dress days are on the last Thursday of each month. On this day and other special free dress days (e.g., 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 tops and bottoms of their choice; girls can wear dresses. 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:

- Excessively tight clothing, excessively loose clothing, saggy clothing, 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 message and pictures on them.
- There will be no cropped tops, tank tops, sleeveless t-shirts, or low-cut tops.
- Frayed jeans, skinny pants, cutoffs, spandex, bike shorts, track shorts, and yoga pants are not acceptable.
- Leggings may only be worn with a dress or tunic-style shirt that must end no shorter than mid-thigh.
- Shorts must be walking shorts and follow the dress code guidelines for length and size.
- Skirts and dresses must be no higher than two inches above the knee.

### Pride Wear Policy

On each Thursday except for the last Thursday of each month, students are permitted to wear a Pride Wear top (t-shirt or sweatshirt from any year) with dress code bottoms. Hoods may not be worn up while in class.

Pride Wear does not include Sausage Fest shirts, STEAM shirts, or Crusader Theater shirts.

Pride Wear is available for purchase with shipment directly to your home from [ckinggear.com](http://ckinggear.com).

### School Concerts, Field Trips, and Programs

The style and color of clothing will be specified by the teacher. If dresses are permitted, sleeves and tank-style straps are allowed. Spaghetti straps are allowed only with a sweater or shrug over them.

### Dress Code Policy Enforcement

Teachers, educational assistants, and administrators are responsible for enforcing the dress code guidelines in this handbook.

### Dress Code Policy Consequences

The first time a student is not in compliance with the dress code, he or she will be sent to the Dress Code Closet to find appropriate clothing. A Dress Code Violation Form will be emailed to their parents or caregivers.

A second violation of the dress code will result in the student being sent to the Dress Code Closet to find appropriate clothing. The student will have to call his or her parents or caregiver – with a school administrator present – to report this second violation. A Dress Code Violation Form will be emailed to the parents or caregivers.





Additional violations of the dress code will result in the student being sent to the Dress Code Closet to find appropriate clothing. He or she will have to call his or her parents or caregiver – with a school administrator present – to report this continued violation. A Dress Code Violation Form will also be emailed to the parents or caregivers and the student will also lose the next free dress day privilege.

Continued violations of the dress code will be referred to 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 dress code closet.



## Drop-off, Pick-up, and Bus Procedures

### Drop-off Procedures

**Please refer to revised drop-off and pick-up plans for 20-21.**

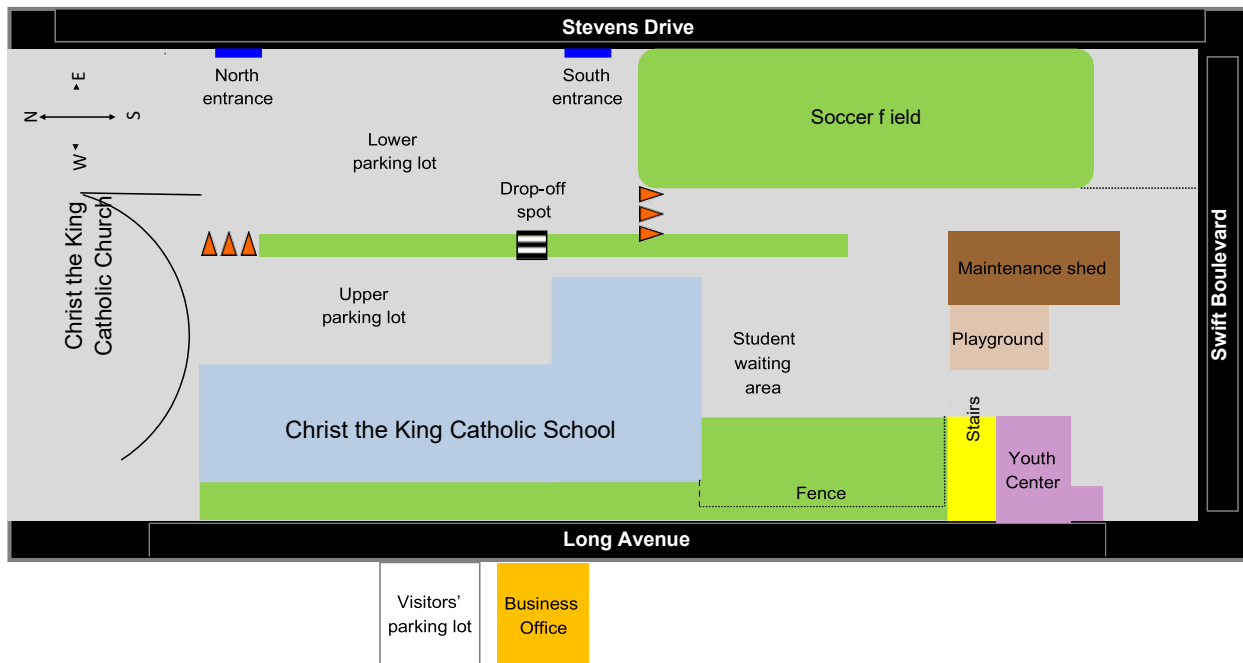
When dropping off students for school in the morning, vehicles should enter the lower parking lot through the north entrance on Stevens Drive and proceed to the drop-off spot that is in front of the stairs that lead from the lower parking lot to the upper parking. Vehicles should then exit the parking lot via the south entrance onto Stevens Drive.

If you are not using the drop-off spot, vehicles should enter through the north entrance on Stevens Drive and park in the lower parking lot.

**Note:** 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 entrance to the school on Long Avenue.

**IMPORTANT:** Under no circumstances should students be dropped-off at school on Long Avenue (the front of the school). This is an extremely hazardous area with a high number of pedestrians, traffic, and buses.





## Pick-up Procedures

When picking-up students after school in the afternoon, vehicles should enter through the north entrance on Stevens Drive and park in the lower parking lot. After picking-up your student(s), exit the parking lot through the south entrance on Stevens Drive.

Students are dismissed to these locations:

- Kindergarten, 1st grade, and the 2A classroom are dismissed through their classroom doors in the upper parking lot.
- The 2B classroom, 3rd grade classrooms, and 4th grade classrooms are dismissed to the student waiting area by the playground.
- The 5th grade through 8th grade classrooms are dismissed through the cafeteria doors to the upper parking lot.

**IMPORTANT:** Refrain from stopping and picking up your students in front of the stairs that lead from the lower parking lot to the upper parking. This is a high-volume pedestrian area.

All vehicles should exit through the south entrance.

**IMPORTANT:** Under no circumstances should students be picked-up at school on Long Avenue (the front of the school). This is an extremely hazardous area with a high number of pedestrians, traffic, and buses.

If you need to go to the school office, park in the visitor's parking lot across the street from the entrance to the school on Long Avenue.

## Bus

The following rules are intended to enable Ben Franklin Transit to provide students with a safe ride to and from school. Students are asked to cooperate and always follow these rules:

- When boarding, have your bus pass ready for inspection or cash ready to pay.
- Respect your bus operator and follow his or her instructions.
- Only classroom behavior and ordinary tone of voice is acceptable while riding the bus.
- Keep your arms and hands inside the bus always when windows are open.
- After you have boarded and seated yourself, do not move around.
- Ben Franklin Transit does not allow eating, drinking, or smoking on board.
- Vandalism is not tolerated. Violators will subject themselves to suspended riding privileges and their parents will be responsible for the cost of repairs.
- In the event a student becomes unruly, the bus operator has the authority to assign them to specific areas.
- When you exit via the front door, you must never cross directly in front of the bus.
- Whenever possible, exit via the rear door.

Go to the Ben Franklin Transit website ([www.bft.org](http://www.bft.org)) for more information on routes, schedules, and bus fares.



---

## Elementary School

---

During the formative elementary years, the curriculum is designed to help children develop intellectually, socially, physically, emotionally, and spiritually. The foundation is laid to ensure a successful middle school and high school experience. Specific programs are available to encourage and understand each child's uniqueness, help build self-esteem, self-discipline, and mutual respect.

### Communication with Staff Members

Families – to include students – are asked to communicate with teachers and support staff through their school email accounts or via classroom-used apps (e.g., ClassDojo). Teachers and support staff should not be called or texted on his or her personal cell phone.

### Conferences

A conference may be requested at any time by the parent or the teacher. Parents and guardians are asked to respect the teacher's need for organizational time before school and need for nourishment at lunchtime. If you would like to have a conference with a teacher or the principal, call the school office and the office staff will make every effort to schedule the conference at a time convenient to all.

Parent conferences are held in November and March as noted on the school calendar. Progress reports may be issued between report card periods. Teachers evaluate students in kindergarten – 3rd grade through conferences and written summaries.

### Grading

Students in kindergarten through 3rd grade adhere to the following assessment scale:

Grade	Definition
S	Solid
P	Progressing
N	Needs Improvement
X	Not assessed at this time



Students in 4th grade and 5th grade adhere to the following grading scale:

Grade	Numeric Value	Grade	Numeric Value
A	94 – 100	C+	78 – 79
A-	90 – 93	C	74 – 77
B+	88 – 89	C-	70 – 73
B	84 – 87	D	64 – 69
B-	80 – 83	F	0 – 63

Report cards are sent at the end of each trimester. Progress reports are sent after six weeks. If you have a question about a grade, please contact the teacher for that subject.

### Homework Policy

The maximum suggested time per night for homework is:

- 1st grade – 2nd grade: 15 to 30 minutes
- 3rd grade – 5th grade: 30 to 60 minutes

When a long-range project is given, the details of the assignment and a suggested timeline will be explained to the students. A copy of this will be given to the student and posted on Google Classroom. Budgeting time on lengthy assignments is one of the most valuable skills we can help students learn.

Parents will be notified within one week if homework is not being submitted by a student.

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.

### Late Work Policy

First and foremost, it is expected that all assignments (homework, daily assignments, and projects) are completed and turned in as assigned. This pertains to the homework folders given in kindergarten through 5th grade. A good practice is to establish a specific location in your home and time for students to complete their daily homework.

All schoolwork missed because of an unexcused absence is considered late. Assignments that are late because of an excused absence may be made up. Students will be allowed the numbers of days absent plus one extra day to complete and turn in their missed assignments. It is the student's responsibility to meet with their teacher(s) to get their missing assignments. If a child is sick, parents may contact the office to arrange to pick up homework materials from the homeroom teacher.



## Progress Report and Report Card Periods

Report cards are by trimester for kindergarten through 5th grade. Progress reports are issued at mid quarter for 4th grade through 8th grade.

Parent–teacher conferences are scheduled in the fall for all students. Parents or teachers may request a conference as needed at any time during the year, for academic concerns, behavioral concerns, or both.

---

## 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, and full lockdowns.

Refer to the [School Closures](#) section for more information.

---

## FACTS (formerly known as RenWeb)

---

### FACTS

FACTS is a web portal that allows parents to view their child’s grades, attendance, homework, and conduct, as well as other helpful school information such as the calendar, directory, and resource documents.

The steps to create a FACTS account are:

1. Go to <https://factsmgmt.com/> and select the **Parent Log in** button.
2. Select **FACTS Family Portal (ParentsWeb)**.
3. Select the *Create New ParentsWeb Account* link.
4. Enter the *District Code* as **CK-WA**.
5. Enter your email address.
6. Select the **Create New ParentsWeb Account** link.
7. 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 only active for six hours. If you do not create your login credentials by that time, you will have to resubmit your request by returning to step 1.
8. 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.
9. Select the **Save Username and/or Password** button.
10. This message will display: **Username/Password successfully updated.**

You can now log into the FACTS Parent Log in using your new username and password.

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



The RenWeb app is still operational. If any changes are made to the RenWeb app or if a new FACTS app becomes available, this will be communication to all CKCS families.

---

## Health Policies

---

### Health Room

The health room is staffed by a registered nurse, licensed practical nurse, or a health aide. They monitor acute and chronic health concerns.

The health room staff member 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, he or she must go 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, please keep him or her home, as we do not want to risk infecting others. Giving a child medication at home in hopes that he or she can make it through the day is not acceptable. According to the Department of Public Health, a child must be fever-free for at least 24 hours before returning to school.

### Immunizations

When students enroll at CKCS, they 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

Students who receive minor injuries while at school will be treated in a manner that is approved by Washington State laws. Faculty and staff may not administer over-the-counter medications to students without written documentation from the student's physician and permission from the student's parents. This includes anti-bacterial ointments, aspirin, and cough drops.

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 will be given, and parents will be contacted. If necessary, the emergency response service will be contacted.

For head injuries, the health room will notify the student's teacher and parents. A complete head injury form is completed.



## Medicine

By state law, 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. The medicine must be brought to school in the original container.

All medicines must be 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 will be developed with the school nurse.

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

---

## Library and Media Center

---

### Programs

***Library and media skills will be taught virtually until further notice.***

The library program at CKCS includes a story time for students in kindergarten through 1st grade and a library skills program for students in 2nd grade through 6th grade.

The library staff assists students and teachers in the implementation of the Accelerated Reader (AR) program for kindergarten through 6th grade students.

Students in kindergarten through 8th grade can check out books from the 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 with the student. The student will not be allowed to check out books until the fine is paid. A student's report card will be held until the fine has been paid.

### 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.

Students in 4th grade – 8th grade are issued a Chromebook™ at the beginning of each school year. Students are responsible for their ethical and educational use of the technology resources of 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 her or him:

- Technology Use Agreement (2019-2020); parent signature is required at time of school registration.
- Student Technology Code of Conduct: kindergarten – 3rd Grade (2019-2020); student signature is required in the fall.
- Student Technology Code of Conduct: 4th Grade – 8th Grade (2019-2020); student signature is required in the fall.

Refer to Appendix B – Technology Use Forms to see a copy of these forms.

Students have access to many forms of media and communication which is in support of education and research associated with the educational goals and objectives at CKCS.

Refer to the Technology Use Agreement (2019-2020) handbook for the complete set of information about technology use at CKCS, to include the process for receiving a school-issued Chromebook™ for your student who is in 4th grade through 8th grade.

### *Chromebook™ Loaner Program*

The use of technology in a classroom setting provides many challenges for the teacher and the student. The CKCS Chromebook™ Loaner Program was developed with that in mind. It is recognized that for the implementation of 1:1 technology to be successful, it is imperative that all parties involved have a Chromebook™.

The Chromebook™ Loaner Program is available for any CKCS-owned device as well as any family-owned device.

### *Consequences*

Each student is always responsible for the appropriate use of their Chromebook™. Non-compliance with the policies of the Technology Use Agreement will result in disciplinary action as outlined by the discipline policies, academic honesty policy, 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 in accordance with school discipline policy.

The Internet will be 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

Each employee, student, and parent are required to follow the rules of the Technology Use Agreement and the Student Technology Code of Conduct.

---

## Liturgies

---

***These Liturgies will be virtual until further notice.***

School Liturgies are celebrated in Christ the King Catholic Church on most Fridays and Holy Days at 8:45 a.m.

---

## 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, items are put on display in the gym for students to look for their lost items. The remaining items will be donated.

---

## Middle School

---

Middle school builds on the success of the elementary years and prepares students for a successful high school experience. Middle school is designed to meet the specific intellectual, physical, social, and spiritual needs of the student during the critical transition from childhood to adolescence.

In addition to preparing students for the academic challenges of high school, students are also learning and developing skills that will help them make wise choices and serve others. Daily Prayer at the beginning and ending of the school day, and the Sacraments give strength, depth, and scope as well as practical guidelines for behavior; these guidelines will serve the students through their young adult years. CKCS is a Catholic school that truly cares about each child. The faculty and staff are committed to ensuring that each child is appreciated for his or her uniqueness.

### 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 child is in danger of failing the same subject during the following quarter, the student will be put on academic probation. Academic probation will begin with a meeting between parents, teachers, the student, and the principal or dean of students.



During the academic probation period, a student must comply with the following supportive measures and requirements:

1. Have his or her academic planner signed each Friday by each academic teacher involved, documenting that the student correctly completed their agenda and turned in their work that week.
2. Meet with the Dean of Students once each week to review completed work and grades.
3. Turn in all assignments (in-class and homework) on time.
4. Improve all grades to at least a 70% by the end of the current quarter.

## Athletics

***The CKCS Athletic Program has been cancelled for 20-21 until further notice.***

CKCS is a member of the Washington Interscholastic Activities Association (WIAA) and offers sports for students in 7th grade and 8th grade.

Sports for girls include volleyball, basketball, soccer, and tennis.

Sports for boys include soccer, basketball, baseball, and tennis.

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.

## Communication with Staff Members

Families – to include students – are asked to communicate with teachers and support staff through their school email accounts or via classroom-used apps (e.g., ClassDojo). Teachers and support staff should not be called or texted on his or her personal cell phone.

## Conferences

A conference may be requested at any time by the parent or the teacher. Parents and guardians are asked to respect the teacher's need for organizational time before school and need for nourishment at lunchtime. If you would like to have a conference with a teacher or the principal, call the school office and the office staff will make every effort to schedule the conference at a time convenient to all.

Parent conferences are held in November and March as noted on the school calendar. Progress reports may be issued between report card periods. Teachers evaluate students in 6th grade through 8th grade using a letter grade report with explanations of the grades shown on the report card.



## Grading

Students in 6th grade through 8th grade adhere to the following grading scale:

Grade	Grade Point Average	Numeric Value
A	4.0	96-100
A-	3.7	94-95
B+	3.4	90-93
B	3.0	86-89
B-	2.7	83-85
C+	2.4	80-82
C	2.0	75-79
C-	1.5	70-74
D	1.0	65-69
F	0.0	64-0

## Homework Policy

Teachers consider homework as a valued extension of learning. The maximum suggested time per night for homework for students in 6th grade – 8th grade is 120 minutes. Some students might take longer to do the homework depending on their learning style.

When a long-range project is given, the details of the assignment and a suggested timeline will be explained to the students. A copy of this will be given to the student and posted on Google Classroom. Budgeting time on lengthy assignments is one of the most valuable skills we can help students learn.

Teachers have regularly scheduled assignments throughout the school year, which are exempt from these guidelines.

Parents will be notified within one week if homework is not being submitted by a student.

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.



## Late Work Policy

First and foremost, it is expected that all assignments (homework, daily assignments, and projects) are completed and turned in as assigned. This pertains to homework, daily assignments, and projects. A good practice is to establish a specific location in your home and time for students to complete their daily homework.

If students do not fulfill this expectation, teachers will, at a minimum, institute the Late Work Policy grading for the late assignments.

**Note:** Teachers may institute additional consequences to students submitting late work.

The minimum consequences of late work include:

- Assignments that are one day late will receive a grade that is 70% of the earned grade.
- Assignments that are more than one day late will receive a grade that is 50% of the earned grade.

Students will not have the opportunity to complete extra credit until all missing work is completed and turned in prior to mid-quarter or two days before the end of the quarter.

All schoolwork missed because of an unexcused absence is considered late. Assignments that are late because of an excused absence may be made up. Students will be allowed the numbers of days absent plus one extra day to complete and turn in their missed assignments. It is the student's responsibility to meet with their teacher(s) to get their missing assignments. If a child is sick, parents may contact the office to arrange to pick up homework materials from the homeroom teacher.

## Lockers

Each student in 6th grade through 8th grade is assigned a locker in school. All students are expected to keep their lockers neat and orderly. 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.

The active, discussion-based 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.

Once 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 more information about MSYG, contact the Middle School Youth Minister at [ck.msyg@gmail.com](mailto:ck.msyg@gmail.com).

### Progress Report and Report Card Periods

Report cards are given quarterly for middle school. Progress reports are issued at mid quarter for 4th grade through 8th grade.

Parent-teacher conferences are scheduled in the fall for all students. Parents or teachers may request a conference as needed at any time during the year, for academic concerns, behavioral concerns, or both.

A student will receive failing quarter grades in each subject if he or she is absent for more than 12 days in a quarter. If a student earns a failing grade (F) in the same subject in two or more quarters he or she will fail that subject for the year. Any student who fails a subject will not be eligible for promotion to the next grade level at CKCS. Students may be placed on academic probation if they risk failing a second quarter.

---

## Music

---

Music classes are intended to introduce students to many aspects of musicianship. Singing and folk dancing are the starting point for beginning the fundamentals of music. Students then advance to playing on instruments, reading and writing music, and performing.

Each grade level participates in singing at school Masses. Throughout the year, the school presents programs for parents that allow students to demonstrate some of the skills they have learned.

Music classes are intended to enhance other learning.

---

## Parties

---

Invitations for private parties may not be distributed at school unless the entire class is included or all students of the same gender within their class or grade.

This policy is in place to reduce the exclusion of students and eliminate possible hurt feelings by 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 are members of the PTO in whatever capacity they choose, just by being a parent at the school.

PTO offers the opportunity to use your strengths (e.g., leadership, organization, crafting) and expand your skill set. There is also the opportunity to meet new people and learn more about our school.

During most months, PTO meets virtually on the last Monday of each month at 9:30 a.m., and 7:30 p.m.

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, e-mail the PTO staff at [Christthekingpto@gmail.com](mailto:Christthekingpto@gmail.com).

---

## RenWeb

---

RenWeb is transitioning to the FACTS system. Refer to the [FACTS \(formerly known as RenWeb\)](#) section for more information.

---

## Retention

---

CKCS exercises the option of not promoting a student when the teacher(s) and principal believe it is to the student's benefit. Discussion with parents will always precede this decision. Even if parents do not wish their child to be retained, at CKCS the child will not be promoted to the next grade level.

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. Interventions shall include, but not be limited to:

- Evaluation by the student's teacher and school counselor.
- Study of student's vision and medical history with parents.
- Referral and assessment of the child by the home school district.

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. Written notification is presented to the principal.



2. Parents are notified and a conference is held.
3. Parents are informed well in advance of the last quarter that the child is being considered for retention.
4. A request for assessment of the student will be made to their home school district by February 15.
5. A written record will be put in the student's permanent record stating the reason for the retention. The word *retained* may be put on the report card.

---

## School Advisory Commission

---

The responsibilities of the School Advisory Commission (SAC), in cooperation with the pastor and principal, include 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.

During most months, SAC meets virtually on the last Thursday of each month at 5:30 p.m. on zoom.

Visitors are welcome to attend SAC meetings. If a visitor has a specific topic to discuss, it must be submitted to the SAC president at least 24 hours in advance. Links for monthly meetings will be provided in the school newsletter.

---

## School Closures

---

### FlashAlert

Parents, parishioners, staff, and students wishing to receive CKCS weather closure and delay announcements via email, text message, or push notifications can sign up by going to the FlashAlert website at <http://flashalert.net/id/cks>. You must create an account and you will be able to add up to two additional email addresses or mobile numbers. Each new entry will require you to launch a test message to that address which will contain a two-letter code. That code must then be entered back onto your account page to ensure the email address(es) or mobile numbers valid, or by selecting the link in the message.

**Note:** You must renew your FlashAlert account each year.





## Lockdown

In the event of a school lockdown, do not call the school office as telephone lines need to be kept open.

CKCS takes guidance from the Richland Police Department if there is an event in the local vicinity that could compromise the safety of students and staff.

There are two degrees of lockdown – full lockdown and modified lockdown. 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 modified lockdown means that all school doors are locked, teachers may continue to teach, and silence is not required.

## Weather

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 the school closes, you will be notified through FlashAlert.

---

## Student Telephone Use and Student Cell Phones

---

### Student Telephone Use

Students may ask permission from their teacher to go to the office to call a parent. To use the telephone the student must receive written permission from their teacher and show it to the secretary prior to using the telephone.

### Student Cell Phones and Smart Watches

Unless specifically being used as part of the curriculum, student cell phones shall be turned off and must always remain in the student’s locker while inside the building. Student smart watches can be worn but the telephone and text functions cannot be used during school hours.

---

## Virtue Based Restorative Discipline

---

### Purpose

CKCS adopted 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*, which was written by Lynne Lane. 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 faith practices; 2) reduce, prevent, or both antisocial behaviors.

This school-wide initiative includes these components:

- Staff, parent, and student spiritual formation in practical application of virtue is defined by students as: Holy habits that imitate God.
- Training in restorative practices, which hold relationships as the highest priority, assuring high responsibility and high accountability for repairing harm to relationships and property when such harm occurs.

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

1. We will dedicate ourselves to living virtue.
  - a. 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.
  - a. 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.
  - a. We will refrain from gossip, rumors, criticizing and judgement, as these attempts to detract from the good name we are given by God.
  - b. 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.
  - a. 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 the 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 for them.



Therefore, at CKCS, we do not put students on the playground curb as a form of discipline. Students may be given a brief time-out to calm down or think about their actions before engaging in a circle – but this is not to take place on the playground curb.

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

### Meetings and Circles

As a key strategy for setting norms for the school culture, adults and students will participate in conversation circles. Classroom circles and meetings also offer a platform for virtue education, discussing classroom behavior, building community, and strengthening interpersonal skills to prevent and reduce harmful interactions. Parents are also 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. The dean of students, the principal, or both will meet with each class within the first three weeks of school to advise students on the appropriate method 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 (when possible) and the student who was identified as the bully will be put through the school discipline system.

### Chewing Gum, Candy, Specialty Drinks

Under no circumstances are chewing gum and candy permitted on school property during school hours. This includes field trips. Chewing gum and candy tends to find its way into books, clothing, and desks, causing damage to school property.

Specialty drinks such as frozen coffees are prohibited to students during school hours.



Students who choose to disregard these expectations will receive an initial warning and the first offense will be documented as Tier 1.

### *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*

A person is guilty of unlawful possession of a weapon (i.e., objects capable of causing injury to the individual or others) on school property when he or she knowingly deposits, possesses, or carries, whether openly or concealed, for purposes other than instructional or school sanctioned purpose. This includes any firearm or other deadly weapon, destructive device, or booby trap device (e.g., matches, lighters, knives). Should a student be found in violation of the deadly 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 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*

Students are expected to respect the physical and emotional learning environment of their fellow schoolmates by maintaining appropriate behavior. Appropriate behavior in the halls and restrooms includes walking quietly, avoiding teasing others, and rough-housing at the lockers and avoiding boisterous conversations while in the restrooms or at a drinking fountain.

### *Harassment*

The Diocese of Yakima does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment of any kind is prohibited. The prohibition against acts of harassment applies to all individuals associated with CKCS.

### *Physical Harassment*

Physical harassment includes unwanted physical contact, assault, deliberately impeding or blocking the movements of an individual, or any intimidating interference with normal work or movement.

### *Physical Expressions of Affection*

Inappropriate hugging and kissing among students is not acceptable on school property.



### 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; especially during homework, test taking, etc.

### Rough Contact

Any activity that could result in injury is not permitted at any time on school grounds. This includes tackling, pushing, keep away, etc.

### Smoking

Smoking on school grounds or while on a field trip is prohibited. Any student caught smoking may be suspended.

### Symbols

Any symbols (written, spoken, worn, etc.) that could be associated with gangs, hate groups, and anti-Christian beliefs will not be tolerated at CKCS.

### Threatening Behavior

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to another, damage to property, or both. 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 is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Parent or guardian is notified.
3. Student is suspended from school and may not attend any school activity or be present on school grounds.
4. School officials apprise the pastor.
5. Should the threat involve death or serious injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property or involves the use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual, who has been threatened, along with parents or guardians, are notified as soon as possible.
6. The parent or guardian of the student is required to seek and secure a mental health assessment conducted by an appropriately licensed mental health professional.
7. Mental health assessment results and recommendations are shared with the principal so that a final decision can be made as to when the student can return to school. Before a final decision is made, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Furthermore, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow-up.

#### False Threats

Any student that falsely reports threatening behavior is subject to disciplinary action which may include suspension or dismissal from school as well as notifying the local authorities of the false threat.

#### Toys

Dolls, electronic games, trucks, laser lights, etc. are inappropriate for school and are not allowed to be brought to school without the express permission of the teacher for the purposes of a school-related activity. If these items are brought to school without permission, they will be confiscated.

#### Vandalism and Burglary

Any student caught vandalizing or burglarizing the school will result in suspension or expulsion (as determined by the Pastor) and will be required to make restitution for all damages. Additionally, the police will be notified.

#### 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 students, 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

### Tiered Discipline Process

A tiered matrix will ensure a clear and consistent response to misbehavior. Tier 1 and Tier 2 incidents that occur on the playground will be dealt with on the playground, using restorative circles. Blue Tickets, listing the virtues of the year, will be used for Tier 2 and Tier 3 incidents. Tier 3 incidents on the playground will be brought to the office. Refer to [Appendix A – Breakdown of Three Tiers for Discipline](#) for a more detailed matrix.

#### *Tier 1 – Low-level Incidents or First-time Incidents*

This is less formal for minor disruptions, and is free from harsh judgement or criticism, and can easily redirect behavior such as, but not limited to, name-calling and unintentional harm that is not repetitive. When simple statements have not stopped the behavior, or there is a new, more escalated behavior, students will be asked to explain their behavior, and redirect their actions to reflect positive interactions.

#### *Tier 2 – Mid-level Incidents or Repeated Minor Disruptions*

##### Small Impromptu Conference Group or Circle

Students and adults will seek understanding of the cause for disruption or harm and will work together with those involved to restore relationships. This may involve parents of those harmed and those responsible for the harm.

#### *Tier 3 – High-level Incidents - Where There is Serious Harm*

##### Formal Conference

When student behavior requires a teacher or other adult to stop and address harm immediately, examples include, but are not limited to, physical harm, repeated obscenities, name-calling, or repeated refusal to comply with expected behavior. Parents of all involved parties will meet to establish what harm has been done, who is responsible, and how it will be repaired. Follow-up conferences can assure safety has been restored for all parties.



## Student Discipline Appeal Process

If parents wish to appeal a major 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

---

If a student wishes to bring a visitor to school, they or their parents must request permission from the principal at least one day prior to the visit.

### Parking

You may 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 wish 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, providing your name, arrival time, location you will be within the school, and badge number.

You must wear a visitor badge always on campus or with a field trip.

When your volunteer work is complete, sign-out at the office, entering your departure time; return your visitor badge.

---

## Volunteer Policy

---

The staff and students of CKCS welcome active caregiver 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 these goals. Volunteerism enriches the learning environment of our children and the lives of those donating their time.

Tuition and fees do not cover the full cost of educating students at CKCS. The difference is made up by financial assistance contributed by various fundraising and volunteer activities. Families, alumni, friends, and parishioners are welcome to volunteer for the variety of CKCS activities. This policy is pertinent to CKCS in keeping the cost of education to a minimum.

The goals of our volunteer policy are to have:

- Teachers welcoming caregivers as valued partners in extending and enriching the educational program.
- Caregivers knowing that they make a difference through contributions of time and talent.
- Family involvement allowing staff to draw upon supplemental and often unique adult resources and expertise.





We look forward to your continued interest, support, and involvement in our school community. Enjoy your time with us and do not hesitate to share your insights, questions, and concerns. We rely on your feedback for the continued improvement of our volunteer program.

## Responsibilities

CKCS administration is committed to:

- Facilitating volunteer relationships between caregivers and our school.
- Monitoring volunteer activities to make sure best practices are followed.
- Evaluating volunteer activities to make sure school needs are met as efficiently as possible.
- Providing continuity for the success of the volunteer program.

CKCS staff are committed to:

- Welcoming volunteers.
- Informing volunteers about their tasks.
- Providing materials needed for volunteer efforts.
- Encouraging volunteer initiatives and celebrating their efforts.

CKCS volunteers are committed to:

- Respecting school rules and procedures.
- Performing assigned tasks to the best of their ability.
- Working cooperatively with all staff and seeking clarification when necessary.

## Requirements for Volunteering at CKCS

At CKCS the overall safety of our students is important to all of us. Each year, every volunteer is asked to:

- Sign a Confidentiality Pledge form.
- Review the entire Volunteer Policy.

In order to assist in an ongoing basis in any capacity that involves direct contact with students (e.g., classroom volunteer, coach, field trip volunteer, driving to an event or activity, etc.), volunteers must meet the following requirements:

- Become a registered volunteer with [VirtusOnline.org](http://VirtusOnline.org) and pass a volunteer background check.
- Attend a free three-hour Safe Environment training program, “Protecting God’s Children for Adults,” that is held in locations throughout the Yakima Archdiocese. Register online at [VirtusOnline.org](http://VirtusOnline.org); send a copy of your certificate of completion to the school office.
- Complete all Virtus training bulletin reports.

All forms are available from the school office.

For questions about volunteer requirements, contact the school secretary at (509) 946-6158.



For questions about volunteer opportunities, contact the volunteer coordinator at [ckvolunteercoord@gmail.com](mailto:ckvolunteercoord@gmail.com).

### Volunteer Hours Policies

***Due to Covid-19 recommendations and restrictions volunteer hours will not be mandated for 2020-21. Parents are still highly encouraged to volunteer and support CKCS to their greatest extent possible.***

CKCS requires that all school families complete and report a minimum of 25 volunteer hours each school year. Twelve of these volunteer hours must be on a fundraising activity such as Sausage Fest or the school auction.

A school year is considered to be the first day of summer break until the last day of the next school year (for example, June 8 2019 until June 6, 2020) and will include time spent on school-related matters, regardless of where or how the volunteerism is provided (i.e., home, school, field trips, or fund-raising support). Volunteer hours are only applied to the family doing the service and are non-transferable.

Refer to the [Documenting Hours](#) section for instruction on documenting your family's volunteer hours.

Volunteer hours must be submitted no later than the last day of each school year.

### *Documenting Hours*

Volunteer hours must be logged and recorded every month by submitting a completed and signed Volunteer Hours Form. Refer to [Appendix C](#) for an example of a completed Volunteer Hours Form.

Families must submit their completed Volunteer Hours Forms by the last day of each school year. Be sure to track any volunteer hours you contribute over the summer break. For example, families participating as ambassadors for incoming students will receive credit for the hours they spend during the summer months working with their assigned families.

Volunteer Hours Forms are available on the carousel outside the school office, from the Resource Documents section in RenWeb, or by emailing the CKCS volunteer coordinator at [ckvolunteercoord@gmail.com](mailto:ckvolunteercoord@gmail.com).

**Note:** In the event that the Submit Form button does not automatically send your completed Volunteers Hours Form (not all platforms support this electronic form), email it directly to [ckvolunteercoord@gmail.com](mailto:ckvolunteercoord@gmail.com).

### *Participants*

Anyone may complete service hours for a family (e.g., grandparents, cousins, family friends). All volunteers must be at least 11 years old or in 6th grade in order to count towards a family's total volunteer hours.

### *Volunteer Hours Opportunities*

It is your responsibility to volunteer for the activities of your choice. Families are encouraged to become involved in the CKCS community according to their interests and talents.



Only service hours that directly benefit the school will count towards your family's volunteer hours. Community service hours to other non-profit organizations outside of CKCS (e.g., ECRE



[Sunday School], Cub Scouts), while charitable, do not count toward your family's volunteer hours.

Refer to the [Volunteer](#) Activities and Programs section for a list of some of the many volunteer opportunities available. In addition, you will receive emails via [signup.com](#) asking you to commit to things that require immediate help.

### *Sausage Fest Support*

Sausage Fest is an annual school event held in cooperation with school families and the Church community. The proceeds from Sausage Fest go into the school's annual operating budget to lower the cost of a CKCS education.

Volunteer opportunities exist in the weeks prior to the Sausage Fest, during the set up and break down of the event, and during the actual event. Sausage Fest typically takes place during the third weekend in September.

### *Auction Support*

As our second largest fundraiser, the school auction contributes significantly to the operating budget and technology needs of the school. School administration, SAC, and an ad hoc community service committee established a firm foundation that includes processes allowing the school auction to be self-sustaining.

It was determined that having one grade level to focus on procurement was the most sensible approach to developing such a foundation. It was established that third grade families lead procurement for the auction.

All time spent on auction procurement by a third-grade family will count towards that family's 25-hour volunteer hours obligation and toward the 12-hour fundraiser obligation.

Third grade families do not have to supply a classroom art project or baskets for the auction.

### *Volunteer Hours Buyout Option*

If you cannot fulfill your volunteer hours, you may choose to make a cash payment of **\$800.00 per family**. This is the dollar amount generated per student from Sausage Fest and Auction.

This payment is not a donation and is not tax deductible, but it does fulfill your volunteer hours contractual obligation. **This payment must be paid by the first day of the school year.**

If a family pays the volunteer hours buyout option, but then does volunteer at CKCS, no refund will be given for the volunteer hours given.

### *Penalty Buyout for Non-completion of Volunteer Hours*

Families that do not pay for the Volunteer Hours Buyout Option by the first day of school and do not fulfill their volunteer hours requirement (25 hours per family per school year, as evidenced in that family's Volunteer Hours Forms) will be billed at the rate of \$40 for each of the 25 volunteer hours not met. For example, if you only complete 15 hours of your 25 hours requirement, you would owe \$400. This amount must be paid before the last day of school. Children cannot begin school the following year unless this amount is paid in full.



**Note:** If your family experiences an extreme hardship in the course of a school year (e.g., life-threatening illness, incapacitated due to a new illness), and you will not be able to meet your volunteer hours commitment, inform school administrators who will review your situation and make an exemption determination.

## Field Trips

All field trips have the purpose to enrich the curriculum and are carefully planned as an extension of the classroom experience. The following rules apply to all field trip volunteers:

- Chaperones wanting to bring siblings on the field trip must get prior approval from the teacher and principal.
- All drivers must follow the teacher-provided directions and drive directly to and from the field trip destination. It is very important to meet at designated times and locations, as directed.
- The following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:
  - The driver must be at least 21 years old.
  - The driver must submit to a background check and show no felony, DUI, or reckless driving convictions.
  - The driver must be a CKCS registered volunteer, pass a volunteer background check, and attend the Safe Environment training program (refer to the Requirements for Volunteering at CKCS section).
  - The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company.
  - Students less than 8 years old must be secured in some form of child safety system unless the child is 4 feet 9 inches or taller and the seat belt fits correctly.
  - Students older than 8 years old or taller than 4 feet 9 inches must ride with a secure seat belt. If the seat belt does not fit correctly the child must remain in a child restraint regardless of height or weight.
  - Children under 13 years old must ride in the back seat of the vehicle.

## Health and Safety

### *Accident or Injury*

Any student accident or injury must be reported to the caregiver by the designated person representing the school. The volunteer should also report to the teacher or administrator, giving details of how the accident occurred and filling out an accident report form.

Do not leave an injured child to seek assistance; send a child or another adult to report you need assistance.

### *Medication Procedures*

The administration of medications at school is allowed only with written request of the caregiver and a health care provider. A volunteer may **NEVER** administer any medication (over-the-



counter or prescribed) to a student unless the volunteer is trained, approved, and supervised by the school nurse or principal.

### Volunteer Instructions

Everyone must adhere to this guidance in order to volunteer at CKCS. Also, call (509) 946-6158 to inform the office staff if you cannot arrive at your scheduled volunteer time.

#### *Parking*

You may 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 wish 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*

All volunteers must sign-in at the office, providing your name, arrival time, location you will be within the school, and badge number.

You must always wear a visitor badge on campus or with a field trip.

When your volunteer work is complete, sign-out at the office entering your departure time; return your visitor badge.

### Volunteer Duties

Work routines will be explained by the school staff and on-the-job-training will be provided. In addition, you must adhere to the following protocol:

- Familiarize yourself with the rules and routines of the school and classroom. Please ask questions if unsure about a direction or routine.
- Respect the teaching learning process by not using your volunteer time for an informal parent–teacher conference.
- Be aware that the staff room is often a workroom for teachers and children are not allowed in this area.
- When volunteering in classrooms or on field trips, make other arrangements for siblings.

Be open and honest in your communication to the staff and administration. If you feel a problem exists, help to identify the problem and communicate your concern directly to a staff member.

As a volunteer, you are not expected to be responsible for the actions of the children or for administering discipline. If a student is disruptive, seek assistance from the teacher or administrator.



## Volunteer Code of Ethics

### *Confidentiality*

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between caregivers, teachers, and students.

During your volunteer work at our school, you may learn confidential information about students, parents, or teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected.

There are times when student confidences cannot be kept. If a student confides a desire to commit suicide or self-harm, that must be reported. If a child reports any type of abuse to the volunteer, it must be reported to the administration, who may ask you for a statement to be forwarded to Child Protective Services. Any information which, if shared with a caregiver or administrator, may save someone from harm so it must be shared.

### *Communication*

Always direct other caregivers' concerns to the classroom teacher. Written notes and comments are most helpful to teachers. It is the school's responsibility to inform caregivers of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the administrative team.

### *Quality Work*

If you don't think you can do a specific volunteer task, please talk to the staff member involved. If directions need clarity, please ask.

### *Dependability*

The school relies on your support. Follow through on tasks by attending to scheduled times and give notice of absence whenever possible. If your schedule changes throughout the year, just let us know.

### *Respect for Others*

Children learn from watching you. Practice patience and understanding toward the children and staff which helps learners value and apply these qualities.

### *Role*

At all times, a volunteer supports the needs of the teachers, students, or program. Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher's request.

## Volunteer Activities and Programs

This section contains a list of some CKCS volunteer opportunities.

**Note:** This is not a comprehensive list, nor may each opportunity be available in each classroom.



If you need help finding a volunteer opportunity, contact the CKCS volunteer coordinator at [ckvolunteercoord@gmail.com](mailto:ckvolunteercoord@gmail.com).

- Auction
  - Class auction baskets chairperson
  - Classroom auction project chairperson
  - Clean-up
  - Data entry
  - Decorations
  - Dessert Dash
  - During auction
    - Database (checking people in and out)
    - Game support
    - Supporting live auction
    - Supporting silent auction
    - Wine grab
  - Leadership positions
  - Procurement
  - Selling tickets
  - Set up
- Book Fairs
  - Set up book fair
  - Assist students during book fair
  - Break down the book fair
- Bridge the Gap Annual Appeal
  - Call Night volunteers
  - Chairperson
  - Envelope stuffing
- Classroom help
  - Assist class in library
  - Assist with a hobby experience
  - Classroom parent
  - Computer lab support
  - Decorating bulletin boards and doors
  - Document dictated stories
  - Filing and paperwork
  - Help with costumes, set up, and clean-up for class performances
  - Monitor students working on assignments
  - Participate in or teach new games in classroom and play yard
  - Read stories
  - Reviewing work with students





- Supporting art projects
- Teaching an area of skill (for example, art, music, speech)
- Tutoring
- Coaching a CKCS team or club
- Drama
  - Choreography
  - Costumes
  - Makeup
- General school opportunities
  - Maintenance support
  - Work parties (e.g., grounds keeping, painting)
- Health room
  - Hearing testing
  - Vision testing
- Parent Teacher Organization (PTO)
  - Book Fair chairperson
  - Box Tops chairperson
  - Dr. Seuss Hat sales chairperson
  - Grandparents Day chairperson
  - Hospitality support at grade-specific musical performances (serving refreshments)
  - Leadership positions
    - Coordinators
    - Secretary
  - Lenten soup supper chairperson
  - New family ambassadors
  - New family orientation chairperson
  - Pride Wear chairperson
  - Staff Appreciation chairperson
  - Supper and Supplies event support
  - Trunk-or-Treat chairperson
  - Welcome coffee for kindergarten families
- Sausage Fest
  - Activities that occur before Sausage Fest
    - Booth set up and painting
    - Food and kitchen prep
    - Granny's Attic prep
    - Soliciting volunteers
    - Stuffing envelopes



- Activities that occur during Sausage Fest weekend:
  - Set up
  - Shift work
  - Take down
- Leadership positions; these positions start planning towards the beginning of the calendar year for the following year's Fest.
  - Assistant general chair; this is a three-year position. The first year you serve as assistant general chair and support the general chair(s). The second year, you serve as the general chair. The third year, you support the new general chair and plan the Sausage Fest volunteer workers' party.
  - Food booth chair and co-chair
  - Game booth chair and co-chair
  - Game prizes chair and co-chair
  - General chair
  - Manpower chair and co-chair
- School Advisory Committee (SAC)
  - Chief financial officer (CFO)
  - CFO-in-training
  - Development and foundation
  - Facilities chairperson
  - Middle School Enrichment
  - Policies and procedures
  - Public relations and recruitment
  - President
  - Secretary
  - Vice president
- School Mass help
  - Eucharistic minister
- Supervision
  - Accompany groups on field trips
- Volunteer coordinator
  - Data entry
  - Help families find volunteer opportunities
  - Reporting to administration
- Yearbook
  - Assist with yearbook sales (collecting forms and payments)
  - Delivering yearbooks



- Prepping yearbooks for delivery
- Reviewing yearbook for accuracy and aesthetics
- Taking photographs of students and staff

---

## CKCS Points of Contact

---

<b>Name</b>	<b>Role</b>	<b>Contact Information</b>	<b>When to Contact</b>
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.
Gail Armstrong	Dean of Students	(509) 946-6158 garmstrong@ckschool.net	Student issues, safety concerns, and discipline issues.
Brenda Manthei	Administrative Assistant	(509) 946-6158 bmanthei@ckschool.net	Registration, school records, general information, and payments.
Ann Oehmen	Attendance Secretary	(509) 946-6158 aoehmen@ckschool.net	General information, attendance, lunch payments, athletic issues, students leaving school early or returning to school.
Usa Sondag	Accounts Receivable	(509) 946-6158 usondag@ckschool.net	Tuition payments, financial assistance questions, lunch payments and balance questions, yearbook payments, and library book fines.



## Appendix A – Breakdown of Three Tiers for Discipline

### Three Tiers for Discipline in Kindergarten – 5th Grade

Tier	Consequences and Protocol
<p><b>Tier 1</b></p> <p>Interferes with the learning of self or others.</p> <p>Disruptive – interrupts teaching</p> <p>Unsafe “play”</p>	<p>Doesn't stop teaching</p> <p>Deal within the classroom</p> <p>Redirect</p> <p>Relocate</p> <p>Prayer Table</p> <p>One-to-one conversation with student when time allows</p> <p>Document and track frequency in RenWeb</p> <p>Share with a colleague</p>
<p><b>Tier 2</b></p> <p>Tier 1 behavior that has not stopped</p> <p>Using foul language</p> <p>Threatening aggressive behavior</p> <p>Intentional breaking of school agreements</p> <p>Cheating</p> <p>Verbal put-downs</p> <p>Repetitive dress code violations</p>	<p>Student visits Buddy Room and completes a Stop and Think sheet</p> <p>Student visits Counselor or Principal</p> <p>Teacher or student contacts parent</p> <p>Teacher documents in RenWeb</p> <p>Initiate a Behavior Plan</p> <p>Gain input from peers at monthly department meetings</p> <p>Restorative Circle</p>
<p><b>Tier 3</b></p> <p>Impulsive behavior that results in a student going to the principal's office (e.g., pulling a chair out from under someone as a “joke,” using racially charged language when joking)</p> <p>Aggressive behavior that harms another person or school property (e.g., flooding a toilet, climbing over bathroom stalls)</p> <p>Repetitive Tier 2</p> <p>Swearing at someone</p>	<p>Visit to the principal</p> <p>After school clean-up or other service aimed at service to make amends and restore the relationship</p> <p>Principal or student contact parent</p> <p>Student and parent conference with principal</p> <p>Restorative Circle</p>



Non-negotiables:

- Possessing alcohol, illicit drugs, or both.
- Fighting
- Threatening someone's life
- Continued and persistent bullying

Non-negotiable behavior will result in in-school suspension.

- First offense – one day of in-school suspension
- Second offense – two days of in-school suspension
- Third offense – three days of in-school suspension



Three Tiers for Discipline in 6th Grade – 8th Grade

Tier	Consequences and Protocol
Tier 1 Interfering with the learning of self or others Disruptive behavior Leaving class without permission Negative outbursts (e.g., "That's so stupid!") Using foul language School dress code policy violations	Provide redirection and warning Document and track frequency
Tier 2 Repetitive Tier 1 Cheating Intentional breaking of school agreements Put-downs and insults Swearing at someone Repetitive school dress code policy violations	Student visits Buddy Room and completes a Refocus Form; student may complete the Refocus Form at another location Student visits Counselor or Principal Teacher or student contacts parent Teacher documents in RenWeb Initiate a Behavior Plan Restorative Circle
Tier 3 Aggressive behavior Malicious use of language (suggest providing examples) Bullying Negative comments based on one's gender or race Public displays of affection (PDA)	After school clean-up or other service aimed at service to make amends and restore the relationship Restorative Circle Meeting with parents or guardians Student signs a Code of Conduct Agreement



Non-negotiables:

- Possessing alcohol, illicit drugs, or both.
- Fighting
- Threatening someone's life

Continued and persistent bullying

- Non-negotiable behavior will result in in-school suspension.
- First offense – one day of in-school suspension
- Second offense – two days of in-school suspension
- Third offense – three days of in-school suspension



---

## Appendix B – Technology Use Forms

---

### Technology Use Agreement

A copy of the current school year Christ the King Catholic School Technology Use Agreement is shown in this section.

#### Technology Use Agreement (2020-2021)

In consideration of the privileges and opportunities afforded to using the Christ the King Catholic School technology and computer resources, I hereby release Christ the King Catholic School from all claims arising from my student's use or inability to use the Christ the King Catholic School technology and computer resources.

I acknowledge that I will be charged for any Chromebook damage that is a result of misuse or abusive handling. I read and agree to the policies in the Christ the King Catholic School Technology Use Agreement (2020-2021). The Christ the King Catholic School Use Agreement 2020-2021 is on the school website within the School Life tab (<https://ckschoolrichland.org/wp-content/uploads/2020/01/CK-Technology-Use-Agreement-2020-2021-Rev.-1.pdf>)

I promise to support the Christ the King Catholic School administration and faculty in developing students who accept responsibility for their own learning and actions.

Student Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Name Printed: \_\_\_\_\_





Student Technology Code of Conduct: – Kindergarten – 3rd Grade

A copy of the current school year Christ the King Catholic School Student Technology Code of Conduct: Kindergarten – 3rd Grade is shown in this section.

**Student Technology Code of Conduct: Kindergarten-3rd Grade (2020-2021)**

As a responsible student, I agree to:

- Treat computers with respect and be careful not to damage the hardware.
- Use only the webpage and computer programs that my teacher tells me to use.
- Ask for help if I don't know what to do.
- Tell an adult if I see or read something on the computer that is not appropriate.
- NEVER use a computer to hurt, frighten, or bully others.
- Use only MY username and password.

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

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

Student Name Printed \_\_\_\_\_

Classroom: \_\_\_\_\_



## Student Technology Code of Conduct – 4th Grade – 8th Grade

A copy of the current school year Christ the King Catholic School Student Technology Code of Conduct: 4th Grade – 8th Grade is shown in this section.

### Student Technology Code of Conduct: 4<sup>th</sup> Grade – 8<sup>th</sup> Grade (2020-2021)

#### Student Agreement

I, \_\_\_\_\_, recognize the technical sophistication and expense of the equipment I am being entrusted to operate in the Christ the King Catholic School Chromebook One-to-One Program. I acknowledge that it is a privilege. I agree that there is a shared trust among all of us to protect the hardware and software.

My signature on this form constitutes my pledge that I will not damage or disable the hardware or software entrusted to me or behave in a manner which might lead to accidental damage to the equipment or injury to others or myself. My signature acknowledges that I have read and understand the regulations in the Christ the King Catholic School Technology Use Agreement (2020-2021), including those concerning acceptable and unacceptable use and computer security.

I also understand that I may be prevented from working with technology resources located at Christ the King Catholic School if I violate my pledge and fail to abide by the school rules and regulations governing the use of technology at Christ the King Catholic School.

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

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


Student Name Printed \_\_\_\_\_

Homeroom: \_\_\_\_\_



## Appendix C – Volunteer Hours Report

A sample completed Volunteer Hours Report is shown in this section.



Christ the King Catholic School  
*Crusaders for Academic Excellence and Social Justice*

### Volunteer Hours Report 2019-2020

First and Last Name of Youngest Student:

Classroom:

Month:

Volunteer Name	Volunteer Activity	No. of Regular Volunteer Hours	No. of Fundraiser Volunteer Hours
John Justice	Classroom centers	2	
June Justice	Prepared supplies for a craft activity	3	
June Justice	Flying Chicken game booth at Sausage Fest		2
John Justice	Shucked corn for Sausage Fest		4
<b>Total Volunteer Hours Reported:</b>	<input type="text" value="11.00"/>	<b>Subtotal Volunteer Hours Reported:</b>	<input type="text" value="5.00"/> <input type="text" value="6.00"/>