Christ the King Catholic School
Mind~Body~Spirit

Parent and Student Handbook

2022-2023

Dear Parents of Christ the King Catholic School,

Welcome to the 2022-2023 school year.

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

This handbook is designed to assist you in understanding the policies and guidelines used at Christ the King Catholic School. Please read this handbook 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

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Welcome

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

History

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

Mission Statement

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

Philosophy

We believe in:

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

CKCS Points of Contact

Name	Role	Contact Information	When to Contact
Monsignor Thomas Champoux	Pastor of Christ the King Catholic Church	(509) 946-1675, ext. 241 FrTom@ckparish.org	Concerns about the principal if efforts to resolve concerns with the principal are unsuccessful.
Kristine Peugh	Principal	(509) 946-6158 kpeugh@ckschool.net	School and teacher concerns and issues, and safety concerns.
Courtney George	Dean of Students	(509) 946-6158 cgeorge@ckschool.net	Student learning, social/emotional support, and discipline.
Brenda Manthei	Office Manager	(509) 946-6158 bmanthei@ckschool.net	Registration, school records, general information, and payments.
Stefanie Monroe (7:30am-12:00pm)	Receptionist	(509) 946-6158 smonroe@ckschool.net	General information, attendance, lunch payments, 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.

Schoolwide Learning Expectations

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

In their Community,
Christ the King Catholic School students will . . .
- Respect all people
- Respond compassionately to the needs and rights of others
- Collaborate positively with peers and work to a common goal
- Serve our community through works of love and active service

In their Academics,
Christ the King Catholic School students will . . .
- Strive to achieve Washington state and diocesan learning standards
- Set reasonable goals and persevere in working towards them
- Articulate ideas clearly and competently through oral, written, and visual methods
- Demonstrate content knowledge through research, reasoning, and critical thinking
- Utilize technology and the creative arts to enhance communication and presentation

In their Faith,
Christ the King Catholic School students will . . .
- Show reverence for the sacredness of life and the dignity of all human beings
- Participate in liturgical traditions, sacraments, and prayer of the Catholic faith
- Grow in knowledge of Scripture, Catholic Tradition, and Church Teachings
- Practice strategies for moral and ethical decision making grounded in Catholic virtues

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

Academic Honesty

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

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

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

• Copying from or allowing another student to copy from a test, homework, paper, project, lab report, or other course work that is not intended to be collaborative in nature.

• Sharing papers with another student.
• Looking at another student's test, answer sheet, or other materials.
• Using unauthorized material including textbooks, notes, calculators, computer programs, or outside help during an examination or other assignment.
• Using writings, passages, or ideas of others and passing them off as 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

Occurrences of academic dishonesty will be addressed and may include input from the dean of students and/or the principal.

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

Academic Probation

CKCS has a deep commitment to helping children attain our high academic standards. It is our goal that every child will flourish and excel. However, when a student in 5th - 8th grade is in danger of failing the same subject during the following quarter, the student will be put on academic probation. Academic probation 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.

Admissions

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

The priority for consideration of applicants is siblings of school families first, parish families second, and non-parish families by date of application. Registration of students already enrolled at CKCS will begin in early February 2023. In mid-February 2023, registration will be open to the parish. Out of parish registration begins at the end of February 2023.

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	5,510	551.00
Two	9,930.00	993.00
Three	13,270.00	1,327.00
Four	15,450.00	1,545.00
Five	17,320.00	1,732.00
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	7,300.00	730.00
Two	13,510.00	1,351.00
Three	17,890.00	1,789.00
Four	20,440.00	2,044.00
Five	22,990.00	2,299.00
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 request a tuition assistance application on the registration form.

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 maintain frequent insights into students' learning
- To guide instructional decisions
- To determine how students in the diocesan schools compare to other students in their community, state, and nation

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 kindergarten through 8th grade. The Standardized Test for the Assessment of Reading (STAR) Early Literacy may also be used to assess student growth in kindergarten and 1st grade.

Attendance

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

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 start their day at 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 and classroom teachers 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.

Attendance and Virtual Instruction

When the environment 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 and Excused Tardies

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. Make-up schoolwork, assignments and assessments will be addressed after students return to school. Teacher will not be preparing instructional materials prior to an arranged absence.

Unexcused Absences and Unexcused Tardies
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 10 or more absences or tardies within a quarter.

Awards

Award certificates are presented to qualifying students at the half-year awards assembly and the end-of-the-year awards assembly.

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.
> > The Wadhwa Award for each middle school grade is:
>
> > > o 6th grade – $50.
> > > o 7th grade – $100.
> > > o 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 Catholic School offers after school care Monday - Thursday from 3-6pm and on Friday from 1:45 - 5:00 pm. On days when there is an 11:30 dismissal, care is available from 11:30 - 3:30 pm. There is a non-refundable registration fee of $50 per family. More details can be found in the CKCS After School Care Admission Application packet which is located in the school office.

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-Hot Lunch

Students have the option to buy hot lunch or bring their own lunch to the cafeteria. Hot lunch is provided in the cafeteria each day, and includes a carton of milk. The monthly hot lunch menu is in the weekly bulletin and posted on the school's website.

Hot lunch is prepaid, and not a charge account. You can have lunch money applied to your account through ACH withdrawal, or by taking a check made out to CKCS to the school office. No lunch money is collected in the lunch line. You will receive a statement if you have a balance.

Students can purchase milk separately. They bring payment directly to the cafeteria. An EA will help them purchase milk, and set up the card.

Each morning teachers ask students to indicate if they are having a hot or cold lunch. Please remind your child of their choice each day. It is the responsibility of the student to let the teacher know. This information is passed along to the cafeteria. Orders for hot lunch must be

complete by 9:30am. If you are coming in after 9:30am, please notify the teacher or office if you need a hot lunch.

The costs of hot lunch are:

- Kindergarten – 8th grade: $4.50
- Adult: $5.00
- Milk: .50 per item or $5.00 for a punch card for 10 items

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

Behavior in the Cafeteria

Appropriate behavior and manners are expected 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.

While eating lunch, students shall remove their coats, jackets, hoodies, and sweaters. Students are expected to leave the table, seat, and floor where they have eaten clean and orderly.

Food Allergy Policy

If your child has a food allergy, it is important that you list it on 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 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.
- There is no student store that sells food with little to no nutritional value.
- 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.

Clubs

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.

Communication with Staff Members

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

Community Service Projects

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.

Conferences

Parent conferences are held in November and March as noted on the school calendar. Progress reports may be issued between report card periods. Teachers communicate student progress in Kindergarten – 8th grade through conferences and/or written summaries.

A conference may be requested at any time by the parent or the teacher. 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.

Conflict Mediation

Constructive criticism of the school is welcome when it is motivated by sincere desire to improve the quality of the instructional program and to assist the school in accomplishing its mission most 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.

Daily Schedule

The school day begins at 8:25 and ends at 3:00. Individual class schedules are available from classroom teachers.

Dress Code

All students at CKCS are required to adhere to the dress code.

Students must always meet the dress code during the school day. **Please assist the school by assuring that children arrive in the appropriate uniform attire everyday.**

Clothing Rules

Neatness, modesty, and good taste must be observed. All clothing must be the correct size for the student, in good repair, and clean. Underclothing must not be visible.

Approved CKCS colors are white, navy blue, khaki, maize (permitted for sweaters and cardigans only), and Hunter/Classic Navy Plaid. Refer to the Lands' End brand for examples of the correct shades of navy blue, khaki, and maize. The approved plaid pattern is available from:

> • Lands' End: Hunter/Classic Navy Plaid (https://www.landsend.com).

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

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

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

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

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

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

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

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

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

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

Category	Applicable Grades	Girls	Boys
Skirts, Skorts, and Scooters	Kindergarten – 5th grade	Pleated skirt, skort or scooter in navy blue, khaki, or CKCS Hunter/Classic Navy Plaid. Length will be no shorter than three inches above the knee. *We recognize that body shape can impact the fit of skirts, skorts, and scooters. Administration can make exceptions to ensure that skirts fit comfortably.* Solid-color navy blue, black, or white bike shorts, tights, or leggings must be worn under skirts (unless shorts are built-in). Skorts must appear as skirts from the front and back. Refer to the Socks, Tights, and Leggings.	Not applicable.
	6th grade – 8th grade	Pleated skirt, skort or scooter in navy blue, khaki, or CKCS Hunter/Classic Navy Plaid. Length will be no shorter than three inches above the knee. Skorts must appear as skirts from the front and back. Refer to the Socks, Tights, and Leggings section.	Not applicable.
Socks, Tights, and Leggings	All	Socks, leggings, or tights must be worn always. Navy blue, black, or white socks, tights, and leggings are the only acceptable colors. Colored patterns of any kind are not acceptable. Navy blue, black, or white tights with a same-color woven texture (i.e., winter tights) are acceptable. Leggings may be worn as tights or layered over tights. Socks must be worn underneath pants and not with pants tucked into the socks.	Socks must be worn always. Navy blue, black, or white socks are the only acceptable colors. Colored patterns of any kind are not acceptable. **Note:** Socks will only be monitored if they are visible when the student is standing.

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

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 messages and pictures on them.
- There will be no cropped tops, tank tops, sleeveless t-shirts, or low-cut tops.
- Jeans with holes/frays, cutoffs, spandex, bike shorts, track shorts, 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 three 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 school appropriate blue denim jeans (not frayed/no holes) or dress code bottoms. Hoods must be worn down while in class.

Pride Wear includes Sausage Fest shirts, STEAM shirts, club or Crusader Theater shirts.

Dress Code Policy Enforcement

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

Dress Code Policy Consequences

Students not in compliance with the dress code will be sent to the office to call home or to the uniform exchange closet to find more appropriate clothing.

If a student repeatedly violates the dress code policy they may lose their free dress day privileges.

Continued violations of the dress code will be referred to the school administration for intervention.

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

Drop-off, Pick-up, and Bus Procedures

Drop-off Procedures
Students may be on the playground after 7:50am. Please do not drop children off before 7:50 (unless they are enrolled in foreign language classes). When children are on the playground before supervision is provided, you are putting your children at risk.

DRIVE THRU OPTION - 7:50am - 8:15am
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 area that is in front of the school cafeteria. Staff will be present to assist with unloading students. Vehicles should then exit the parking lot via the **North** entrance onto Stevens Drive.

PARK AND WALK - 7:50am - 8:10am
If you are not using the drive thru, vehicles should enter through the **South** entrance on Stevens Drive and park in the lower parking lot and walk your student up to the playground. Please do not let students walk through the parking lot unattended.

WALKERS/BIKERS
Students who walk or bike to school from their homes must cross at the designated crossing on Long or Stevens Ave. They will proceed to the playground for teacher pick up at 8:15 am.

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

Pick-up Procedures
3:00 - 3:10 pm
Please communicate to your teacher what your student will be doing after school (drive thru, park and walk, after school care, school club etc)

DRIVE THRU OPTIONS - 3:00pm-3:10pm
When picking-up students after school in the afternoon, vehicles should enter through the **North** entrance on Stevens Drive and line up no sooner than 2:55pm. Classes will be lined up between the parking lot and the blacktop. Staff will be there to gather up and load students into cars. After picking-up your student(s), exit the parking lot through the **North** entrance on Stevens Drive.

PARK AND WALK - 3:00pm-3:10pm
If you are not using the drive thru but will be picking up your students from the black top, you must enter and exit from the **South** gate on Stevens Ave. Students not getting picked up in the drive thru will be lined up and waiting for parents on the blacktop.

MIDDLE SCHOOL PICK-UP OPTIONS

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

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

Those crossing Long Avenue to either walk/bike home or meet drivers off campus, must cross at the crosswalk on the corner of Thayer and Long. A crossing guard will be positioned there to ensure that students get across Long Avenue safely.

AFTER SCHOOL CARE

Students going to After School Care must report to ASC immediately following dismissal. They are not to be dismissed prior to 3:00. Younger students should be escorted to ASC by an adult. ASC staff will be in the cafeteria to sign students in.

WALKERS/BIKERS

Walkers and bikers will be dismissed from Long Ave. and cross at the appropriate cross walks on Stevens or Long.
*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.

SCHOOL TRIPPER

There is usually a BFT bus available that runs a South Richland Route. More details are coming, but if you have questions until then, you can contact Robin Wojtanik (robin36@gmail.com) or take a look at Route 123 S on the Ben Franklin Transit website (www.bft.org) for more information on routes, schedules, and bus fares.

Emergency Drills

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

Refer to the School Closures section for more information.

FACTS (also known as RenWeb)

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://factsmgt.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 Login 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.

Health Room

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

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

Illness

If a child has a fever (99 degrees or higher) or vomits at school, 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.

COVID Expectation

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

Immunizations

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.

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.

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. This includes antibacterial ointments, aspirin, and cough drops. 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.

Homework

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

- 1st grade - 2nd grade: 15 to 30 minutes
- 3rd grade - 5th grade: 30 to 60 minutes
- 6th grade - 8th grade: 120 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. Middle school staff will discuss pink slips.

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

Late Work

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.

Consequences for late work will be addressed by the classroom teacher at the appropriate grade level.

Library

The library program at CKCS is a great resource for students and faculty by providing books, online resources and knowledgeable staff. Students have library class weekly where they work on library, technology, and literacy skills. The curriculum's intent is to support students with skills that will further their success in school.

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.

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.

Athletics

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

The following offerings include co-ed soccer and tennis, boys and girls basketball and girls volleyball

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

Sports for boys include soccer, basketball, 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.

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.

Music

Developing the potential and faith of each student at Christ the King Catholic School with a well-rounded, enriching education along with unique opportunities.

We believe that appreciation and experience in the fine arts is an essential aspect in the education of the whole child in addition to enhancing other learning and promoting the spirit of our children and community.

Music Ministry**:**

Our entire Student Body applies their learned musicianship skills to lead our Christ the King Music Ministry. Each grade level studies liturgical music, church history and sings/plays for school masses.

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 on the last Monday of each month.

Visit the PTO Facebook page at https://www.facebook.com/ChristTheKingPto/ to read about scheduled events. If you are interested in learning more about some of the events hosted by the PTO, email the PTO staff at Christthekingpto@gmail.com.

Religious Statement

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

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

School Liturgies are set on our calendar and are celebrated in the church every Friday at 9:45 a.m. The Liturgies are hosted by students and staff. Students sing in the choir, lead in the

Readings, Responsorial Psalms, and Prayers of the Faithful. Additionally, our school conducts prayer services and other special events following the Liturgical calendar. Parents are invited and encouraged to attend school Liturgies and prayer services. These are announced in the Tuesday 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.

Report Card Periods and Progress Reports

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

Reporting Student Progress

Students in Kindergarten through 4th grade adhere to the following assessment scale:

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

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

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

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

Retention

CKCS exercises the option of not promoting a student when the teacher(s) and administration believe it is to the student's benefit. Discussion with parents will always precede this decision.

It is the student's responsibility to apply consistent effort toward the learning experience. When considering retention, academic achievement, emotional and social maturity, and other factors are to be carefully considered. Retention shall occur only after all interventions have been implemented.

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

1. The problem is discussed with the principal at the first sign of concern.

2. Parents are notified and a conference is held.
3. Parents are informed well in advance that the child is being considered for retention.
4. A request for assessment of the student will be made to their home school district when warranted.
5. A written record will be put in the student's permanent record stating the reason for the retention.

School Advisory Commission

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

SAC has power to act as a commission only when in session. Any parent or teacher wishing to speak with SAC may do so at regular or special meetings but shall have the approval of the president prior to the meeting.

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

Visitors and parents are welcomed and encouraged to attend SAC meetings. If there is a specific topic to discuss, it must be submitted to the SAC president at least 24 hours in advance.

School Closures

FlashAlert

CK uses FlashAlert to communicate unexpected school closures and delays.

Parents and staff 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 are 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 Secure and Teach. When a FlashAlert message is sent, CKCS will clarify which type of lockdown is imposed.

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

Weather and Adverse Environmental Conditions

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

Student Telephone Use and Student Cell Phones

Student Telephone Use

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

Student Cell Phones and Smart Watches

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, text, and internet functions cannot be used during school hours. This includes recesses and other breaks throughout the day. Please do not attempt to call students directly between the hours of 8:15 and 3:00 if they are at school. Contact the school office if you need to get a message to your child/ren.

Technology

CKCS is committed to using available technology to communicate with and educate members of the school community. It recognizes an expanding reliance on computers among students, faculty, staff, and administration due to the convenience, speed, cost effectiveness, and environmental advantages it provides. All students in K - 8th grade will be taught the Digital Citizenship curriculum published by Common Sense Media.

Students in 4th grade – 8th grade are issued a Chromebook™ at the beginning of each school year.

This is to be used solely for school work. They are responsible for their ethical and educational use of the technology resources at CKCS.

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

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

- Technology Use Agreement (2022-2023); parent signature is required at time of school registration.
- Student Technology Code of Conduct: kindergarten – 3rd Grade (2022-2023); student signature is required in the fall.
- Student Technology Code of Conduct: 4th Grade – 8th Grade (2022-2023); 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 in the 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.

Consequences

Each student is expected to use 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.

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

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

Virtue Based Restorative Discipline

Purpose

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

When harm occurs, restorative discipline seeks to determine:

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

VBRD Guiding Principles

The CKCS pledge:

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

1. **We will dedicate ourselves to living virtue.**

    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 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 approach discipline and consequences as formative rather than punitive.

When harm occurs, parents will be informed. With mid- and high-level incidents, parent involvement in formal restorative conferences 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 Community Circles

As a key strategy for setting norms for the school culture, adults and students will participate in community circles. Classroom community 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.

If a situation is determined to be bullying behavior, the dean of students, the principal, or both will use VBRD practices to repair harm and restore the relationship. There may be times when harm to students, staff, and the parent community is significant, and restoration is not possible. Such cases require special attention, and solutions may require time away from the school community. In serious cases, these steps may be taken before VBRD practices are begun.

Chewing Gum

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

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 (Director of Schools, Yakima Diocese) is notified.
5. The reason for dismissal is noted on the student's permanent record.

Drugs

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

Hallways and Bathrooms

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

Physical Harassment

Physical harassment includes:

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

Physical Expressions of Affection

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

Sexual Harassment

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

Verbal Harassment

Verbal harassment includes derogatory comments, jokes, slurs, and belligerent or threatening

words spoken to another individual.

Visual Harassment

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

Honesty

All students are expected to be honest

Smoking

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

Symbols

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

Threatening Behavior

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

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

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

Toys

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

Vandalism and Burglary

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

Special Circumstances

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

1. The student may be sent home to prevent further harm.
2. The police may be called.
3. The student may be required to meet with a counselor and acceptable assurances given from the counselor to the principal that the child is not a danger to other members of the school community before the child may reenter school.

4. A satisfactory Formal Conference must be held with the parents, administrators and 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

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

CKCS welcomes visitors. Parents must request permission from the classroom teacher if applicable and the principal at least one day prior. At this point in time, per the CDC and state requirements, all visitors must wear face masks while in the school regardless of vaccination status.

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 on a field trip.

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

Volunteerism

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 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. **(refer to Appendix C)**

All volunteers who are working inside around students are required to be vaccinated against Covid. Those volunteers who are on-going or will work with students unsupervised, must be Virtues trained and have background checks completed.

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.

Christ the King Catholic School
Technology Use Agreement
2022-2023

Technology Agreement

General Guidelines

- Students will have access to multiple types of technology which are in support of the educational goals and objectives at Christ the King Catholic School. Access to technology beyond these specific uses will not be supported or allowed.
- Students are responsible for using technology in an ethical manner and only in support of the educational objectives of Christ the King Catholic School.
- Access to Christ the King Catholic School technology resources is a privilege and not a right. **Each employee, student, and/or parent will be required to follow the rules of the Technology Use Agreement.** Violations of these rules may result in the loss of privileges as well as other disciplinary action as defined by the Technology Use Agreement, or other school and, or diocesan policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following:
    - confidential information
    - copyrighted material
    - threatening or obscene material
    - computer viruses.
- 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.
- All users of the school's technology resources and/or school network must sign the Technology Use Agreement and abide by the rules defined in the document.
- Students are prohibited from playing nonacademic games during the instructional day, unless the game is directly related to a school assignment or activity and approved by the teacher. During non-school hours, school issued chromebooks may not be used for playing nonacademic games or engaging in personal communication. The school owned chromebook is an academic tool and is to be treated as such whether at school or at home.
- Viewing music and videos is allowed only for academic purposes.
- Students may not download illegal content such as pirated music, videos, games, etc. onto the Chromebook™.
- Students may not stream music, video, or any other type of files at any time while on school

property, unless directed to do so by a teacher. This slows the network. These types of files are very resource intensive and will reduce responsiveness of the device as well as the school's network.

- The Internet is to be used for scholarly research and as a means of obtaining needed information. Accessing inappropriate materials, vulgarity, gambling, militant/extremist material, or anything not in line with the teachings of the Catholic Church, etc. is prohibited.
- Email (or any other communication) should be used only for legitimate and responsible communication between students and faculty.
- Rude, abusive, threatening, or otherwise inappropriate language is not permitted.

Privacy and Safety

- Students are allowed to access only those files that belong to them, which they have permission to use or which have been shared with them, e.g., via Google Drive.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal private information such as your full name, birthdate, telephone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the Technology Use Agreement.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. **This is not merely a request. It is a responsibility.**
- If you share or display content that is disruptive, consequences will result which include informing your parents of your actions.
- Students may never share their password with another student. Passwords should always be kept confidential.
- If a password is compromised or lost, parents and/or guardians should immediately report the incident in writing to the school.
- Students should never share personal information about themselves or others while using the Internet or email.
- Students may not bypass the school's network at any time while on school property. Use of outside proxy servers, wireless connections, or other means to circumvent the school's network and filtering controls is prohibited.
- Each Chromebook™ is the responsibility of an individual student. Students should never "swap" or "share" their Chromebook™ with another student.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your classroom teacher or the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Christ the King Catholic School discipline and honor code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.

Consequences

- Each student is responsible at all times 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 and/or honor code and/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, or federal officials in any investigation concerning or relating to violations of computer crime laws.

As a responsible student I agree to:
1. Treat the computer with respect and be careful not to damage the hardware.
2. Use only the webpages and computer programs that my teacher tells me to use.
3. Ask for help if I don't know what to do.
4. Tell an adult if I see or read something on the computer that is not appropriate.
5. NEVER use the computer to hurt, frighten or bully others.
6. Print only when I have permission.
7. Use only **my** user-name and password.
8. Use my own thoughts and ideas. I will not copy from books or the Internet.
9. As a responsible student, I agree **NOT** to:
   - Log-in as another student
   - Attempt to gain access to unauthorized programs
   - Use computer systems to harass or disturb other computer users
   - Use inappropriate language in any communications
   - Change system settings

1. Digital Citizenship

Students should know how to use technology appropriately. When working in a digital and collaborative environment, students must do the following:

1. **Respect and Protect Yourself** by carefully considering what personal information is used in the digital world.
2. **Respect and Protect Others** by not bullying, or harassing others online.
3. **Respect and Protect Intellectual property**, or copyright material by acknowledging all sources of information, and requesting to use software, pictures, music, and other media someone else produces.

While at Christ the King Catholic School, all students will be given instruction in Digital Citizenship to help form students as moral and ethical users of the internet.

2. Chromebook™s General (All Students)

2.1. Purpose

Christ the King Catholic School 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 the administration due to the convenience, speed, cost effectiveness, and environmental advantages it provides. The Christ the King Catholic School Technology Use Agreement must be signed by one parent or guardian. The following policy will define the proper use of the Chromebook™ as part of the educational plan at Christ the King Catholic School.

2.2. Applicability of Other School Rules and Policies

Christ the King Catholic School only authorizes the use of Chromebook™ computers in a manner consistent with established instructional and administrative objectives of the school. Accordingly, Christ the King Catholic School does not discriminate in its policies and practices because of an individual's race, religion, sex, national origin, height, weight, marital status, political belief, handicap, or disability.

The policies, procedures, and information within this document apply to all CK students using a Chromebook™, as well as any other device the Administration determines to include under this policy. Teachers may set additional requirements for Chromebook™ use in their classroom.

CK maintains the Technology Use Agreement to provide the most up-to-date information on the policies of the technology program, and reserves the right to update and modify it at the discretion of the school.

2.3.   Using your Chromebook™

Student Training

Students will be trained on how to use a Chromebook™ by their teachers.

At School

The Chromebook™ is intended for use at school each and every day. Students are responsible for bringing their Chromebook™s to all classes charged and ready for use, unless specifically advised not to do so by their teacher.

Students must handle the Chromebook™ computers with care, and keep it in its case unless it is being used. The use of Chromebook™s is not permitted in the cafeteria during lunch time in order to prevent any accidental spills.

At Home

All students are required to take their Chromebook™ home each night throughout the school year. Students must charge their Chromebook™s each evening. ***Chromebook™s must be brought to school each day, in a fully charged condition.*** If students leave their Chromebook™ at home, they must immediately contact their teacher. Repeated violations of this policy will result in referral to the school administration, and the subsequent contact of a parent.

It is recommended that students leave the AC power adapter cord / charger at home. If fully charged at home, the battery will last throughout the day.

Internet Access

The Chromebook™s have wireless capability. While on campus, students will access the school's servers and the Internet using this wireless infrastructure. For home use, if there is a wireless system, students can take advantage of this capability. However, it is not required that home environments offer wireless access. Chromebook™s can be plugged into a cable modem or router with a USB adapter and utilize the family's existing Internet access. **Christ the King Catholic School is not responsible for home Internet connectivity issues.**

Students receive instruction on internet safety and using online resources appropriately. Student internet use is filtered and monitored by commercial products (e.g., Hapara) while on campus.

Students may not bypass the school's network at any time while on school property. Use of VPN, outside proxy servers, or wireless connections is prohibited. Students are to ONLY use the Christ the King Catholic School wireless network for connecting to the Internet while at school. (NO Wireless Air Cards, cell phone tethering, or MiFi, etc.)

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional

purposes. Headphones/earbuds should be brought in at the beginning of the year, and left in their Chromebook™ case. Headphones/earbuds are prohibited except when allowed by teachers in class.

Printing at School

Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

Printing at Home

The Chromebook™ will not support a direct physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service (http://google.com/cloudprint), in which case a wireless home network is required.

For many classes, printing at home will not be required, as teaching strategies will facilitate digital preparation, and submission of homework, unless otherwise designated by the teacher. Students will be encouraged to practice "responsible printing" to avoid unnecessary waste and expense.

2.4. Protecting and Storing Your Chromebook™

Storing Your Chromebook™

The Chromebook™ should be in a student's possession, or secured in a designated secure area at all times. When students are not monitoring their Chromebook™, they should be stored in their classroom per their teacher's instructions. Nothing should be placed on top of the Chromebook™ when stored. Students need to take their Chromebook™ home with them every night and ensure they are properly secured in the evening to prevent loss or theft. The Chromebook™ is not to be stored in their lockers or anywhere else at school outside of school hours. Chromebook™s should *never* be stored in a vehicle.

Chromebook™s Left in Unsupervised / Unsecured Areas

Under no circumstances should a Chromebook™ be stored in unsupervised areas. Unsupervised areas include the school grounds and campus (including the cafeteria, library, unlocked classrooms and bathrooms), in a car or any other entity that is not securely locked, or in which there is no adult supervision.

Unsupervised Chromebook™s will be confiscated by staff and taken to the Principal's office. Parents will be contacted if a student repeatedly leaves a Chromebook™ in an unsupervised location.

Whether the Chromebook™ is family-owned or CK owned, each Chromebook™ is the responsibility of an individual student. Students should never "swap" or "share" their Chromebook™ with another student.

Loss or Theft

In the event of loss or theft:

1. Students and parents are responsible for notifying their teacher and the school.

2. In case of theft outside of school, families should file a police report
   a. For family-owned Chromebook™s, a claim under their homeowner's or renter's insurance if applicable.
3. In case of theft in school, staff must be notified immediately.

Managing your Files and Saving your Work

Students may save documents to their Google Drive for the ckschool.net domain. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work as Drive will save each keystroke as the work is being completed, as long as the device is connected to the internet.

Students are allowed to access only those files that belong to them, which they have permission to use or which have been shared with them via Google Drive. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. It will be the responsibility of the student to maintain the integrity of their files. Students will be trained on proper file management procedures.

Personalizing your Chromebook™

Chromebook™s must remain free of any decorative writing, drawing, paint, tape or labels. Random spot checks for compliance will be done by teachers.

Power Conservation

Power conservation must be practiced by closing the lid when the Chromebook™ is not in use. Teachers will determine whether or not the Chromebook™ should be opened or closed each class period.

2.5. Software on Chromebook™s

Originally Installed Software

Chromebook™ software is delivered via the Chrome Web Store. Students will not be able to download their own apps. Enabled software will be web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook™ must remain on the Chromebook™ in usable condition and easily accessible at all times.

All Chromebook™s are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. To initiate a manual update, a small update notification symbol appears in the right corner of the lower toolbar. Once this symbol is pressed, a prompt to update the Chromebook™ will appear. In order to complete the update a restart of the Chromebook™ is required.

From time to time, the school may add software applications for use in a particular course. This process

will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school.

It is not permissible to add or change the hardware (memory, storage, etc.) or software under any circumstances.

Virus Protection

Additional virus protection is unnecessary on the Chromebook™ due to the nature of its design.

Additional Software

Students are unable to install additional software on their Chromebook™ other than what has been installed by CK.

Filtering Software

CK will provide web-filtering software for each Chromebook™. This protects your student from inappropriate web content at school.

Inspection

All Chromebook™s are subject to random check-ups, or inspection, to check for proper care, use, maintenance and to ensure they do not contain any unapproved software or files. Internet histories may also be checked.

2.6. Privacy

All communications and information transmitted by, received from, stored within, or that passes through Christ the King Catholic School's facilities may be archived, deleted, monitored and reviewed for content or usage at any time by Christ the King Catholic School. Students do not have a right to personal or confidential electronic information or communications that are exempt from this guide. Christ the King Catholic School also reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources.

2.7. Liability

Students are responsible for all material sent by and/or stored on the Chromebook™ computer. Students accept responsibility for keeping their Chromebook™ computer free from any inappropriate material including but not limited to text, image, audio, and video files, or files dangerous to the integrity of the Christ the King Catholic School network, equipment, or software.

Christ the King Catholic School is not responsible for any non-school related material sent from and/or stored on Chromebook™ computers.

2.8. Disciplinary Measures

Noncompliance with the Christ the King Catholic School Technology Use Agreement may result in temporary termination of privileges. Repeated or severe infractions may result in permanent termination

of privileges.

Christ the King Catholic School employs a three level disciplinary program for technology violations. The classroom teacher who witnesses the infraction makes the determination as to which infraction level has occurred. Each level represents an increase in the severity of the infraction resulting in consequences that reflect an appropriate response to the violation. The levels are:

Level 1: Student fills out <u>Violation of Chromebook</u> form and parents are informed via email/phone. This event is documented in RenWeb. The chromebook will be held by the teacher or in the school office and kept for one day. The form, which will list the chromebook discipline as determined by the teacher and administration, needs to be returned with the parent's signature. Examples of this infraction include, but are not limited to:

- Going onto websites that are "educational" but not when requested
- Playing/looking at device while teacher is talking
- Having the screen open at inappropriate times
- Being off-task (general)

Level 2: Student fills out <u>Violation of Chromebook</u> form and parents are informed via email/phone. This event is documented in RenWeb. The chromebook will be held by the teacher or in the school office and kept for two days. The form, which will list the chromebook discipline as determined by the teacher and administration, needs to be returned with the parent's signature. Examples of this infraction includes, but are not limited to:

- A repeat of a Level 1 violation.
- Using email unrelated to school work (emailing friends during class).
- Going onto any website not instructed to be on (playing games).

Level 3: Student fills out <u>Violation of Chromebook</u> form and a meeting occurs involving the administration, teacher, parents, and student as soon as possible. Punishment will be discussed within this meeting. This infraction is recorded in Renweb.

Absolutes:

- Bullying
- Sexual harassment

Students violating any part of this policy may face additional disciplinary actions deemed appropriate by school administrators in keeping with the disciplinary policies and guidelines of Christ the King Catholic School.

2.9. Chromebook™ "Loaner" Program

The use of technology in the classroom setting provides many challenges for both the teacher and the student. The Christ the King Chromebook™ "Loaner" Program was developed with that in mind. It is recognized that in order for the implementation of 1:1 technology to be successful, it is imperative that all parties involved have working Chromebook™s. All Chromebook™s currently in use by the students of Christ the King Catholic School are owned by Christ the King Catholic School.

Loaner Specifics

- The purpose of the loaner program is to provide students with temporary replacements for their Chromebook™ when they are experiencing technical challenges with their devices. Recognizing the necessity to have a functioning Chromebook™ available to each student, Chromebook™s will be provided to students when their Chromebook™ is left at home or brought to school not charged only when requested by their teacher. Students are expected to bring their charged Chromebook™s to school every day. The use of a loaner is not intended to be used as a long term solution and it is expected that every effort will be made to resolve all technical issues as quickly as possible.
- Students must pick up Chromebook™s for the day first thing in the morning. (When the Librarian is busy with a class, she is not available to check out a loaner.) If a Chromebook™ needs to be checked out after this time, the Librarian will make every effort to fulfill the request in a timely fashion.
- When possible, those using CTL Chromebook™s will be provided with a CTL loaner.
- **Any damage to or loss of a loaner Chromebook™ is the financial responsibility of the student who has checked it out.** Charges for the repair or replacement of the Chromebook™ will be the actual cost incurred by the school.
- Students must take broken CK owned Chromebook™s to the Library or Computer Lab to be eligible to receive a loaner that they can take home. Loaner Chromebook™s are checked out through the Library.

3. Receiving and Returning Your Chromebook™
 This section contains valuable information and should be reviewed by all students concerning the care of their Chromebook™.

3.1. Receiving your Chromebook™
Parents and students must sign and return the following documents before the Chromebook™ can be issued to the student:

1. Technology Use Agreement (Parent signature required at time of registration)

2. Student Technology Code of Conduct (Student signature required in the fall)

A Chromebook™, power adapter and case will be provided by CK. Students may not provide their own Chromebook™, and accessories (power adapter, battery, and case).

Identifying Your Chromebook™

Chromebook™s will be labeled in the manner specified by the school. Each Chromebook™ can be identified in the following ways:

1. Unique barcode number and device name on the Chromebook™
2. Chromebook™ model and serial number on inventory sheet maintained by the Library
3. Checked out to the student through the Destiny catalogue system maintained by the Library

Under no circumstances are students to modify, remove, or destroy identification labels.

3.2. Returning Your Chromebook™

Summer Return
Student Chromebook™s, and accessories (power adapter and case) will be collected at the end of each school year for maintenance, and loss prevention over summer vacation. Students will retain their original Chromebook™ each year while enrolled at CK.

Transfer Return
Any student who transfers out of Christ the King Catholic School will be required to return their Chromebook™, and accessories. If a Chromebook™, and its accessories are not returned, the parent / guardian will be responsible for payment in full for the total replacement fee.

3.3. Caring for your Chromebook™
Students are responsible for the general care of their Chromebook™, which they have been issued by CK. Chromebook™s that are broken, or fail to work properly must be taken to the Library or Computer Lab. If a loaner Chromebook™ is needed, one will be issued to the student until their Chromebook™ can be repaired or replaced.

General Precautions
- No food or drink is allowed next to your Chromebook™ while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook™.
- Students should never carry their Chromebook™ while the screen is open.
- Chromebook™s should be shut down when not in use to conserve battery life.
- Chromebook™s should never be shoved into a locker or wedged into a bookbag as this may break the screen.
- Chromebook™s are not to be exposed to extreme temperatures or direct sunlight for extended

periods of time (e.g. leave on car seat on a hot day, etc.). Extreme heat or cold may cause damage to the laptop (remember to bring it to room temperature before turning it on).

Carrying the Chromebook™

The protective shell of the Chromebook™ will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook™ in a padded backpack or padded book bag will help to minimize any damage if such bag is handled with care. For example, you should not toss the bag or drop the bag if your Chromebook™ is inside.

Screen Care
The Chromebook™ screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook™.
- Do not place anything near the Chromebook™ that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook™. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

3.4. Troubleshooting the Chrome OS
If technical difficulties occur, the technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook™ will be restored to factory defaults. In a one-to-one environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it.

All student created files on the Google drive will not be affected. All files saved on the Chromebook™ that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory* that has *NOT* been synced will not be restored.

3.5. Repairing or Replacing Your Chromebook™

Chromebook™s Undergoing Repair
- Loaner Chromebook™s may be issued to students when they leave their school owned Chromebook™ for repair at the Library.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook™.
- Repaired Chromebook™s will end up with the original factory condition as first received. It is

important that students keep their school data synced to cloud drives so documents, and class projects will not be lost.

- **Any damage to or loss of a school owned Chromebook™ is the financial responsibility of the student who has checked it out.** Charges for the repair or replacement of the Chromebook™ will be the actual cost incurred by the school.

Manufacturer Warranty

The manufacturer warrants the Chromebook™ from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook™. The warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook™ problems to the Tech Team.

Chromebook™ Technical Support

The Tech Team will be the first point of contact for repair of the Chromebook™s. Services provided by the Tech Team include:

- Password reset
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebook™s (distributed from the Library)
- Operating system or software configuration support
- Restoring Chromebook™ to factory default
- System software updates

4. General Care Procedures

1. Students are expected to treat their Chromebook™ with care and respect.
2. When transporting the Chromebook™ to and from school, students should always be sure it is placed in its protective case.
3. Students should protect their Chromebook™ from extreme heat or cold. Chromebook™s should not be left in a car even if the car is locked. Heat will damage the Chromebook™.
4. If the Chromebook™ has been in a cold car, allow several minutes for it to warm to room temperature before use.
5. Do not leave the Chromebook™ exposed to direct sunlight or near any heat or moisture sources for extended periods of time. Chromebook™s should be protected from weather, water or other liquid, food and pets.
7. Students should never eat or drink (including water) while using their Chromebook™, or use their Chromebook™ near others that are eating or drinking.
8. No object should ever be placed or stacked on top of your Chromebook™. This includes books, musical

instruments, sports equipment, etc.

9. Students should use care when plugging in their power cords. If you trip over it, this may break it and you will need to replace the cord and power supply.

10. Any inappropriate or careless use of a Chromebook™ should be reported to a teacher or other staff member immediately.

11. Power cords are very fragile. They should be safely secured and balanced so that the weight of the cord is not dangling. Care should be taken when walking or moving around areas where Chromebook™ cords are plugged in.

12. Do not use it on a bed or soft surface that could interfere with the cooling system.

Cleaning your Chromebook™

Dust, pet hair, and other particles can accumulate on or inside the Chromebook™. When this happens, they form a layer of grime that can scratch or shorten the life of hardware components by causing overheating. Cleaning the Chromebook™ can extend its life by getting rid of this potentially damaging buildup.

To clean the display or keyboard use these guidelines below.

Clean the Display

Turn off the Chromebook™. Dampen a clean, soft, lint free cloth. Wipe the screen. Do not spray liquid directly on the screen. Most office supply stores sell cleaning kits specifically designed for this purpose.

Clean the Keyboard

If a small vacuum cleaner with a brush attachment is available, use it to clean the keyboard of debris.

Christ the King Catholic School
Chromebook™ Student Pledge

5. Student Pledge

- I acknowledge that the Chromebook™ issued to me is the property of Christ the King Catholic School.
- I will take good care of my Chromebook™ and know that I will be issued the same Chromebook™ each year.
- I will never leave my Chromebook™ unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook™ to other individuals.
- I will know where my Chromebook™ is at all times.
- I will charge my Chromebook™'s battery to full capacity each night.
- I will keep food and beverages away from my Chromebook™ since they may cause damage to the device.
- I will not disassemble any part of my Chromebook™ or attempt any repairs.
- I will protect my Chromebook™ by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook™ in ways that are appropriate for education.
- I understand that the Chromebook™ I am issued is subject to inspection at any time without notice and remains the property of Christ the King Catholic School.
- I will follow the policies outlined in the Technology Use Agreement while at school as well as outside the school day.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook™, and/or power cord/charger in the event that any of these items are lost or damaged.
- I agree to return the Chromebook™ and power cord/charger in good working condition at the end of each school year.

6. What is a Chromebook™?

Q. What is a Chromebook™?
A. "Chromebook™s are mobile devices designed specifically for people who use the web. With a comfortable, full sized keyboard, large display and clickable trackpad, all day battery life, lightweight and built in ability to connect to Wifi the Chromebook™ is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who use the web, without all the time consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook™ run?
A. "Chromebook™s run millions of web based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web based applications managed?
A. Each Chromebook™ is a under a three year agreement with Google and during
that time will be a managed device. Christ the King Catholic School maintains devices through their Student G Suite for Education account. As such, the school can preinstall web applications as well as block specific web applications from a centralized management console.

Q. What if I need to use traditional software applications?
A.Christ the King School has a Windows based Computer Lab that students can access if necessary.

Q. What devices can I connect to a Chromebook™?
A. Chromebook™s can connect to:
● USB storage, mice and keyboards
● SD cards
● External monitors and projectors
● Headsets, earsets, microphones

Q. Can the Chromebook™ be used anywhere at any time?
A. Yes, as long as you have a WiFi signal to access the web.

Q. Do Chromebook™s come with Internet Filtering Software?
A. No. Chromebook™s do not come with internet filtering software. However, while on campus Chromebook™s will use the School's WiFi to access the internet which is filtered. While at home, the Chromebook™s will be filtered based on the protection provided by your home WiFi system. Christ the King Catholic School recommends OpenDNS as an excellent solution for filtering the internet at home.

Q. Is there antivirus built into it?
A. It is not necessary to have antivirus software on Chromebook™s because there are no running programs for viruses to infect.

Q. How much do they weigh?
A. Chromebook™s weigh 3.2 lbs compared to:
● an iPad2 weighing 1.33 lbs

- a Macbook Air weighing 2.96 lbs
- a Lenovo x220 Tablet weighing 3.9 lbs
- a Macbook Pro weighing 5.6 lbs
- the average weight of a textbook at 3.5 lbs

Q. Battery life?
A. Chromebook™s have a rated battery life of 8.5 hours. However, we do recommend that students charge them each evening to ensure maximum performance during the school day.
Adapted from Google @ Ravenscroft Blog

7. Chromebook™: Educational Value

Q. What is the educational value of students having Chromebook™s?
A. By providing students with mobile devices that are instant on, with quick access to both the Internet and the School's Student G Suite for Education accounts, we are not only able to alleviate space and availability issues with our more traditional labs but we now have the ability to turn any space into a technology rich learning environment within seconds.

Q. Will teachers get Chromebook™s?
A. All teachers were issued Chromebook™s.

Q. Will students use their Chromebook™ in every class?
A. Chromebook™s are a great device for accessing the web, typing notes, doing research, and a host of other tasks. However, in classes like Math, the Chromebook™s may not be used in the same manner as they would be in other classes.

Q. Can students take all their notes on a Chromebook™?
A. Yes. Students can take notes using Google Docs and as we transition to G Suite for Education our teachers will work within individual class timelines to help students transition to this format as part of this program.

Q. Will textbooks be available for download onto the Chromebook™s?
A. The world of publishing is quickly changing with college textbooks and secondary textbooks becoming a large focus for both major publishers and entrepreneurs seeking to get them into the hands of students. We will be watching carefully what is being offered in this realm.

Q. Will Chromebook™s change what students are currently learning or just how they learn it?
A. We believe that the curriculum will be enhanced by extending learning opportunities both inside and outside of our classrooms. While the content of what is taught by our faculty will not change, Christ the King School now has an opportunity to further explore how that content is delivered, how we engage our students in their learning, and how we teach problem solving, collaboration, and creativity
Adapted from Google @ Ravenscroft Blog

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.

Christ the King Catholic School
Student Technology Code of Conduct (Grades K-8)
2022-2023

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 below 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 on the line below acknowledges that I understand the regulations in the Christ the King Technology Acceptable Use Agreement, including those concerning acceptable and unacceptable use and computer security. I further 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 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

The goals of our volunteer policy are to have:

- Teachers welcome caregivers as valued partners in extending and enriching the educational program.
- Caregivers know that they make a difference through contributions of time and talent.
- Family involvement allows 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 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; 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.

Volunteer Hours Policies

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

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 **$1,000.00 per family ($40 x 25 hours)**. 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:
  - o The driver must be at least 21 years old.
  - o The driver must submit to a background check and show no felony, DUI, or reckless driving convictions.
  - o 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).
  - o The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company.
  - o 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. o 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.
  - o 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 a 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.

- 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

- o Teaching an area of skill (for example, art, music, speech)
- o Tutoring

• Coaching a CKCS team or club

• Drama

- o Choreography
- o Costumes
- o Makeup

• General school opportunities

- o Maintenance support
- o Work parties (e.g., grounds keeping, painting)

• Health room

- o Hearing testing
- o Vision testing

• Parent Teacher Organization (PTO)

- o Book Fair chairperson
- o Box Tops chairperson
- o Dr. Seuss Hat sales chairperson
- o Grandparents Day chairperson
- o Hospitality support at grade-specific musical performances (serving refreshments)
- o Leadership positions

   - ▪ Coordinators
   - ▪ Secretary

- o Lenten soup supper chairperson
- o New family ambassadors
- o New family orientation chairperson
- o Pride Wear chairperson
- o Staff Appreciation chairperson
- o Supper and Supplies event support
- o Trunk-or-Treat chairperson
- o Welcome coffee for kindergarten families

• Sausage Fest

- o Activities that occur before Sausage Fest

   - ▪ Booth set up and painting
   - ▪ Food and kitchen prep
   - ▪ Granny's Attic prep
   - ▪ Soliciting volunteers
   - ▪ Stuffing envelopes

- o 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