

Christ the King Catholic School Handbook



CHRIST *the* KING CATHOLIC SCHOOL

Parent/Guardian/Student Handbook Grades K–8

2019-2020

Christ the King Catholic School

Embracing Diversity

Fostering Faith

Advancing Achievement

Celebrating Community

Living Service

Witness the Difference!

Christ the King Catholic School Handbook

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History of the School

Christ the King Parish was founded in 1927. Archbishop John Glennon (who later became a Cardinal) asked Father Daniel J. Ryan to head up the new parish.

Father Ryan offered the first Mass on Easter Sunday, April 27 in his apartment at 7317 Amherst. A month later, property was purchased on Balson Avenue for what would be a combined church and school. The two-story brick building was dedicated that fall.

Father Ryan wanted the Sisters of Mercy, well-known as educators, to staff the new school. The school opened in 1928 with 48 children enrolled in grades one to six. Just eight years later, the staff doubled (from three to six sisters) and enrollment increased to 182 pupils.

By the mid-fifties, with the post-war baby boom, Christ the King Catholic School enrolled 285 students, taught by five Sisters of Mercy, including Sister Mary Rosella, our principal of 35 years, and six lay teachers.

Times were changing, and it was time for a new school building. Located on the playground of the original school, the new building opened in 1966 and featured spacious classrooms with large windows, extra rooms for special purposes such as a library and a large cafeteria with an up-to-date kitchen. The new gymnasium gave parish teams their first opportunity to practice and play on a home court and the Msgr. Ryan Center provided space for meeting and social events.

Technology hit the classroom in the Eighties when the first computers were installed, in many cases before students had them in their own homes. All students studied Spanish, and specialists taught art, music and gym. Students who needed extra help could visit the new resource room. An increasing number of teachers had master's degrees.

The tradition of good old-fashioned hard work, discipline, courtesy and moral values continued as it always had. Sister Rosella never forgot the enjoyable events that break the routine and delight children, from making your own sundae on the last day of school before Christmas vacation to letting the teachers dress in school uniforms during Catholic Schools Week. Bigger events include a Field Day and Mission Carnival, still highlights of each year.

In the mid-nineties, serious efforts began to market the school in a professional way. The goal was to have tuition cover all expenses so there would be no need to ask the parish for support. The marketing campaign brought in students from more ZIP codes and enriched the school with additional diversity.

A preschool with extended hours was opened in 2002 to help boost future K-8 enrollment and to meet the needs of contemporary families.

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Sister Rosella, the only remaining religious sister at Christ the King School, retired following the 2005-2006 school year. Principal, Mrs. Susan Hooker now leads a faculty

of enthusiastic and skilled teachers, assisted by parent/guardians and other volunteers. Our school reflects this diversity and also attracts students of other faiths.

Mission Statement

WE are a Catholic educational community focused on developing life-long learners.

WE provide a rigorous, relevant curriculum.

WE embrace diversity.

WE live Gospel values.

WE serve our community.

WE celebrate stewardship.

WE are Christ the King Catholic School!

(Approved Board of Education May 2018)

Philosophy

The distinct purpose of Christ the King Catholic School is to create a Christian educational community where students, teachers, and parent/guardians, in a spirit of love, share knowledge and life experiences, enlightened and enlivened by faith.

The staff of Christ the King School focuses on the individual needs of our children by helping them to know themselves, their human family, and their faith. Since education is the formation of the whole child, our school places proper emphasis upon spiritual, intellectual, cultural, social, and physical values, as appropriate for children of different ages and developmental needs. While Christ the King School emphasizes personal responsibility for learning, we accommodate the individual learning style of each child. We provide co-curricular experiences to support opportunities for successful learning. To develop mature Catholic citizens, dedicated to their family, Church, and world, we provide opportunities for students to help plan and participate in many school-sponsored events, including liturgies, art and science fairs, fund-raisers, mission programs, and field days.

Christ the King School advocates the role of parent/guardians as the primary educators of their children. Because parent/guardian support and guidance are essential for a child's success in our school, we seek to support parent/guardians in their role as primary educators by encouraging consistent involvement in our school's educational, spiritual, and social activities. The children witnessing our community of parent/guardians, both devoted to and involved in their child's Catholic education is an integral part of Christ the King School.

Located in the geographical center of University City, Christ the King School both reflects and values the ethnic and economic diversity of our community. Daily living and learning with children and teachers of diverse backgrounds exhibit Christ's global message. We are a parish-based school and rely on the parish community for support. Our school's commitment to sustaining a diverse student body involves welcoming children of other faiths to share in our educational mission. For this mission to succeed, we expect those

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who join our school community to participate in the school's program, both academic and religious, and abide by all policies and regulations.

Christ the King School operates in a fiscally responsible manner to provide an excellent and affordable education. We challenge the creative imaginations, critical minds, and compassionate hearts of our students with the pursuit of wisdom in the vision and values of Jesus Christ.

School Contact Information

Mrs. Susan Hooker, Principal	314.725.5855 Ext. 221
Mrs. Hooker's e-mail: See <i>Fast Direct</i>	
If outside of <i>Fast Direct</i>	susanehookerprincipal@gmail.com
Ms. Caroline McCarthy, Assistant Principal	cmccarthy@ctks.net
Mrs. Rita Feeney, Administrative Assistant	314.725.5855 Ext. 222
Mrs. Feeney's e-mail: See <i>Fast Direct</i>	

School Website: www.ckstl.com

Faculty and Staff

School Principal	Mrs. Susan Hooker
Assistant Principal	Ms. Caroline McCarthy
Administrative Assistant	Mrs. Rita Feeney
Preschool Teacher, Director	Mrs. Diane Davi
Preschool Teacher	Mrs. Linda Chandler
Kindergarten Teacher	Mrs. Beth Strange
Teacher's Aides	Mrs. Sue Huelsing Mr. David Farel Ms. Becky Haukap
Grade One Homeroom Teacher	Ms. Claire Juodis
Grade Two Homeroom Teacher	Mrs. Dawn Duncan
Grade Three Homeroom Teacher	Mrs. Tara Murphey

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Grade Four Homeroom Teacher	Mrs. Christie Schneider
Grade Five Homeroom Teacher	Mrs. Peggy Shanks
Grade Six Homeroom Teacher	Mr. Jim Conway
Grade Seven Homeroom Teacher	Mrs. Laura Kent
Grade Eight Homeroom Teacher	Mr. Mike Bettonville
Learning Consultant	Mrs. Krista Luedeka
Art Teachers	Mrs. Jamie Seamands, K-3; Mr. Jim Conway, 4-8
Technology Teacher	Mrs. Sibyl Banks
Technology Support	Mr. Larry Westhoff
Music Teacher	Mrs. Kathy Frank
Physical Education Teacher	Mrs. Kathy Michalak
Spanish Teacher	Ms. Catherine Attewell
Maintenance Supervisor	Mr. Doug Sunshine
Custodian	Mr. James Winston

Parent/Guardian/Student Handbook

This Parent/Guardian/Student Handbook contains established policies and procedures for the 2019-2020 School Year at Christ the King Catholic School. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents/guardians and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

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Policies and Procedures

Admissions/Registration

Policy of Non-Discrimination

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships, athletic and other school administered programs. (*Archdiocesan Policy #4101*)

Requirements for Admission

Catholic schools are unique expressions of the Church's effort to achieve the purposes of Catholic education among the young. Academic excellence and a disciplined formation will always be the desired goals of the Catholic school. Central to the school, however, is the understanding of the Catholic tradition and growth in faith.

Parent/guardians/guardians wishing to enroll their child(ren) in a Catholic school must understand and agree to the purposes of Catholic schools.

Admission to a Catholic elementary school is contingent upon:

the family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school. (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school). Evidence of any family's desire to be a part of this school includes:

- a. support of the concepts upheld in the Witness Statement (*Appendix 2: Witness Statement for Those Whose Children Attend Catholic Education Programs* and *Appendix 3: Witness Statement Called to Be Catholic For Students Who Attend Catholic Schools*);
 - b. agreement to follow the policies and procedures of the school;
 - c. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
2. the child's fulfillment of the age requirements listed below:
 - a. for admission to Kindergarten, the child is to be five years of age before August 1.
 - b. for admission to first grade, the child is to be six years of age before August 1.
 3. the school's ability to meet the student's educational needs
 4. the parent/guardian's/guardian's willingness to accept the financial responsibilities of attending the school.

(*Archdiocesan Policy #4102.1*)

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Christ the King Admissions Policy

Christ the King School follows the policies of the Archdiocese of St. Louis. The faculty and staff of Christ the King School are committed to meeting the needs of children who truly benefit from the education provided by the school. If the school cannot meet the needs of a child, the school will make recommendations to assist families in placing the child in the best educational environment. The final decision concerning admission of a student to Christ the King School is handled by the Principal in consultation with the Pastor of Christ the King Church. Nothing contained in this policy shall preclude a recommendation by the Principal or Pastor that a student enroll elsewhere in the event of special needs or circumstances.

Children entering kindergarten must be five years of age prior to August 1st. In addition, children entering kindergarten must take a screening test, such as Missouri Kids or DIAL-IV, to be administered by Christ the King faculty. Children who meet the age requirement for kindergarten, but who are found lacking in developmental readiness or maturity, may not be admitted or may be conditionally admitted. In such cases, the school is willing to recommend readiness activities for further development of the child.

As a condition to admission to Christ the King School, all financial accounts must be current prior to registration for the next school year. Parent/guardians of children enrolled in the school shall fully abide by the regulations and spirit of the school, cooperating with the teachers and administration in the development of the child(ren). Each parent/guardian shall agree to abide by the policies, procedures and financial obligations as outlined in the School Handbook. Parent/guardians of Christ the King students are expected to participate in school sponsored programs.

Priority for Admission to Christ the King School

Children will be accepted into Christ the King School in the following order of preference. A child's priority shall be determined based on his or her status as of January 10th each year.

- (1) Current enrollees of Christ the King School
- (2) Sibling(s) of presently enrolled students of Christ the King School
- (3) Children of parishioners of Christ the King and St. Rita parishes
- (4) Children currently enrolled in Mercy pre-school
- (5) Catholic children from parishes other than those listed in line (3) above
- (6) Non-Catholic children whose families hold values consistent with Catholic/Christian education, upon approval of the Pastor and Principal

Transferring from Another Catholic School

A student transferring from one Catholic school in the Archdiocese to another for reasons other than geographical relocation may be accepted after the parish/school in which the parent/guardians wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. The parent/guardians are responsible for obtaining the permission of the pastor. In addition, the requirements for admission would apply at any transfer point. (*Archdiocesan Policy #4102.2*)

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Transferring from a Merged/Consolidated Catholic School

Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school. If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated school, the parent/guardians may register only after receiving permission from the pastor of the current parish. (*Archdiocesan Policy #4102.3*)

Transferring from a Non-Catholic School

A student transferring from a public or private school may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. Normally the family would apply to the school sponsored by the parish in which the family resides. In addition, the requirements for admission would apply at any transfer point. (*Archdiocesan Policy #4102.4*)

Transferring from a School District under Court Ordered Desegregation Plan

Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Catholic schools. (*Archdiocesan Policy #4102.5*)

Admission of Students under Special Circumstances

All new children admitted to the school shall be subject to a one year provisional period to determine if the school can satisfy the individual needs of the student and if the student complies with the school's rules and procedures.

Should an incoming Catholic student have no prior formal Catholic formation, he/she must make arrangements for religious instruction so as to receive the sacraments of the Church.

Admission of Student on a Conditional Basis

If a student is accepted on a conditional basis, following a thorough review of the student's previous school records and all records relating to the student's special needs, if any, the school will communicate the conditions of acceptance in writing. (*Archdiocesan Policy #4102.61*)

Admission of Home-Schooled Students

Prior to accepting a student who has been home schooled the parent/guardians/guardians must provide evidence that the student has been receiving regular instruction by providing the following records as required by state law:

- a. a plan book, diary, or other written record indicating subjects taught and activities engaged in;
- b. a portfolio of samples of the student's academic work;
- c. a record of evaluation of the student's academic progress;
- d. other written or credible evidence to the points listed.
- e. evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours in reading, language arts, math, social studies and science, consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home location.

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- f. provide evidence of religious education and sacramental preparation that have been provided, along with parish records of preparation in first sacraments, if applicable.

The student's placement shall be determined by review of the above records and student work samples. If records are not sufficient to determine placement, the student will be given appropriate end of grade assessments. (*Archdiocesan Policy #4102.62*)

Admission of Students from Other Countries

Schools of the Archdiocese may enroll or allow the attendance of foreign-born non-immigrant students, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Students must contact the Catholic Education Office before making an admission decision and must follow designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws. (*Archdiocesan Policy #4102.63*)

Registration Process

The principal, according to admissions policies established by the pastor and the Board of Education, will register students to the school according to norms set by the Board of Education, the Archdiocesan Board of Education, and accepted educational procedures.

To register a child for Christ the King School, parent/guardian(s) must provide the following listed below. Upon completion of the registration process, a student will be notified of his or her acceptance into Christ the King School by the Principal. Within two (2) weeks of acceptance into Christ the King School, all families who are new to Christ the King School shall make a deposit of \$200. This deposit shall be non-refundable, absent extraordinary circumstances, and shall be applied to tuition for the family in the following school year.

The registration process includes:

- Completion of the registration form;
- Payment of the Home and School Activity Fee (*Appendix 1: Tuition and Fees*);
- Provision of a birth certificate for each child;
- Provision of a baptismal certificate for each child;
- Verification of the dates of other sacramental celebrations;
- In cases where the parent/guardians of the student(s) are divorced, provision of a copy of the portion of the dissolution decree which verifies the custody arrangements relating to the child(ren) enrolled in the school (*Archdiocesan Policy # 4103*);
- For transfer students; provision of report cards, standardized test scores and other education records from all previous schools;
- For new students and those entering grades three (3) and six (6); provision, prior to the first day of school, of proof of a physical examination (within the previous 12 months) and up-to-date immunization records; and

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Provision of a copy of the child's social security card.

Registration Procedures

From January 15 through January 31 each year, the following students may apply for admission to Christ the King School:

- (A) Students currently enrolled at Christ the King School who will be returning;
- (B) Prospective students who will be new to Christ the King School and who have siblings currently attending Christ the King School;
- (C) Students who will be new to Christ the King School and who do not have siblings currently attending Christ the King School, but whose parent/guardian(s) are registered parishioners of Christ the King or St. Rita parishes; and
- (D) Students who are currently enrolled in Christ the King Mercy Preschool and who will be eligible to enter kindergarten the following school year.

During the second week of February each year, on a date to be set by the Board of Education, Christ the King School will hold a registration night, at which time all students who have not enrolled on or before January 31 will be eligible to enroll. Beginning with the registration night, applications will be evaluated in the order that they are received, and students who satisfy the requirements for admission set forth in this policy will be admitted on a first-come, first served basis. Thus, a student from category D (Mercy pre-school) who applies on March 1 will have priority over a student from category B (siblings) who applies on March 3.

After School Child Care Program

Christ the King Catholic School offers an optional after school hours' child care program for currently enrolled students. The program is sponsored, staffed, and administered by the school.

The purpose of the program is to assist families by providing a safe and caring place for our children until they can be taken home.

The program consists of time for study and homework and supervised play time. A snack is served each day.

Registration forms are available in the school office or may be downloaded from the school's website: www.ckstl.com. Registration fee for After Care is \$5 per child and is due at the start of the school year, or whatever time your situation demands the need. The cost is \$10 per child per day, \$15 if 2 children per family, \$20 for 3 or more. Payment should be paid directly to the teacher in charge on the final day of the month that your child will attend. After school care is available from 3-6 p.m. each school day and on most early dismissal days. (exception, the early dismissal day that begins Christmas Break, 2017). After Care is supervised by CKS teachers. After Care is held in the School's Cafeteria on the school's lower level. If a parent arrives after 6 PM, the late charge is an additional \$5 a minute.

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There will be no child care available when school is not in session on a given day.
(Appendix 1: Tuition and Fees)

After Care is a school-sponsored program and school rules are to be followed while attending After Care. A child who consistently fails to follow teacher directives while in the After Care Program risks being permanently dismissed from the program.

In a situation where the adult picking up the child appears incapable of driving and/or caring for the child, the child will not be released to them. Staff will contact other authorized persons to pick up the child.

The Missouri Division of Social Services has approved the program.

Arrival and Dismissal

Students may arrive as early as 7:15 AM and will be granted supervision in the school building. It is discouraged to arrive before 7:15 AM. Prior to a 7:30 arrival, any student will be allowed to wait in the school's gathering area, outside the office. At 7:30 AM, students who have entered the building will be escorted to stand outside on the Balson parking lot, in line according to their grade, with a teacher on duty. They will remain outside until the 7:45 AM entry bell rings, upon which time, the teacher on duty will allow each grade to enter the building quietly. In the event of inclement weather, students will be escorted to the School's Cafeteria, where they will sit with the teacher on duty until the 7:45 AM entry bell rings. Students who arrive in their homeroom after the 7:50 AM start bell will be marked tardy.

Dismissal is at 3:00 PM.

The safety of our children on their way to and from school is of great concern to us. In a situation where the adult picking up the child appears incapable of driving and/or caring for the child, the child will not be released to them. Staff will contact other authorized persons to pick up the child.

The following procedures are in place to protect the children and to create an efficient and consistent drop-off and pick-up procedure.

Arrival

Car Riders

The arrival procedure at Christ the King is to drop your children off curbside on the south side of Balson (school side). To do so, get into the drop off line on Balson, heading east from the circle by Jackson Park/University City High School. Pull up to the curb and let your children out on the curbside. There will be faculty members there to greet and help your child out of the car. The children will walk through the gates up to the school's front (Balson) entrance and stand in line with their class until a faculty member tells them it is time to enter the building.

Once your children exit the car, please proceed forward. Do not stay in the drop off lane and watch

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your children walk into the building. Do not park in the drop off lane and walk your children to the entrance.

Parents who would like to accompany their children to the front (Balson) entrance or watch their children walk into the building should park on Purdue or Dartmouth and walk your children to the front (Balson) entrance to stand in line with their class.

Do not park in the back (Dartmouth) parking lot. Children who walk and ride bikes to school use that parking lot. Having multiple cars coming in and out of the Dartmouth parking lot creates a hazard for students who walk or ride their bikes.

Parking in the middle section of Balson is absolutely prohibited, even if the parents escort their children across the street. Pulling through the middle section of Balson to turn around and pull into the drop off lane is also absolutely prohibited.

Balson is a very busy street at drop off time and doing either of these activities places the children and CKS families in a dangerous situation.

****During inclement weather, drivers must pull into the Balson parking lot to drop students off at the front door. Form a single line when dropping off and let your children out on the school side of the car. Do not allow children to cross in front of other cars. DURING INCLEMENT WEATHER, when cars are pulling onto the lot, do not drop your children off curbside on Balson because that creates a hazard for the children walking to the front of the school and impedes the flow of traffic out of the parking lot. To help you determine when to pull into the parking lot for drop off, a green flag will be displayed by the front doors.**

You are responsible for making sure that any person dropping off your children at CKS is fully aware of and has agreed to follow the procedures set forth above.

Bike Riders

Children who ride their bicycles to school should walk their bikes across school grounds and lock their bikes to the rack located on the front school parking lot or lock bikes onto the railing between the Rectory and the School. The school accepts no responsibility for missing bicycles or bicycle parts or property left with bicycle. Riding double on a bicycle is not permitted. Bicyclists will be dismissed from the front exit. Bicyclists are to walk their bikes on school property when arriving and dismissing from school. All bike riders are *strongly encouraged* to wear a bicycle helmet.

Walkers

Children who walk to school must walk to the front school entry and join the line for their classroom upon arrival.

Dismissal

Car Riders

All students being driven home will be dismissed from the Balson Avenue doors only and must be picked up on the Balson Avenue parking lot. Children are not permitted to walk to cars parked on Balson, even when accompanied by a parent/guardian who is parked on the street. Only walkers are to dismiss to Dartmouth. All car riders should be picked up on our Balson lot for the safety of our students. **Disregarding this procedure is an**

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infraction that our students are aware of and confuses them with a mixed message between home and school.

At the end of the school day, drivers picking up their children should pull into the parking lot and form six lanes of traffic, the first lane being closest to the front doors. This is a first come, first served system. If the first lane is full, please start a new lane parallel to the first lane. All vehicles' engines are to have turned off when parked. All vehicles left unattended by driver shall be turned off when parked.

At 3:00 p.m., children are to walk directly to the cars in which they will ride. At approximately 3:05 p.m., a hand-bell will ring, and the cars will be directed off the lot under the supervision and direction of a safety patrol member who is in charge of the lot on that day. Once the hand-bell has rung, all drivers should return to their cars. Cars will be dismissed starting with the first lane closest to the doors. If you do not have your child yet, please pull up to the fence between school and church and wait until all other cars have been dismissed. Always stay in the same lane unless the safety patrol has asked you to change lanes.

Cars that have come in after the hand-bell is rung should pull around into the first lane. **From and after the time the bell has rung, no child is to walk across the lot, even if accompanied by an adult. We ask that no one risk moving between rows of cars with traffic starting to move.**

After the first lane has been dismissed, cars that are parked behind the cone in the first lane will then be allowed to pull up and pick up their child. Children will only be permitted to get in cars that have pulled into the first lane under the supervision of the teacher that is on parking lot duty that day. Due to the safety of all students, no child will be allowed to go to cars parked in other lanes after the hand-bell has been rung.

Safety patrol members direct the traffic at school dismissal. All drivers should follow their requests and directives to ensure the safety of the children.

You are responsible for making sure that any person picking up your child from Christ the King Catholic School is fully aware of and has agreed to follow the dismissal procedures set out above.

Bike Riders

At dismissal time, bicyclists should walk their bikes along school sidewalks. Bicyclists will be dismissed from the front exit. Again, all bike riders are *strongly encouraged* to wear a bicycle helmet.

Walkers

Students who walk home will be dismissed from the back exit on Dartmouth. Walkers are to appear at this exit immediately following school.

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Early Dismissal

General Policy

Students are not permitted to leave the school during class or at any time without permission from the principal. Students who need to leave school for any reason during the day must bring a note before school to the Principal's office in order to be excused from class at the appropriate time. Parent/guardians must pick up their child in the school office and sign them out. Students returning to school on the same day need to check in at the school office before returning to class. Students may only be released to a parent/guardian or guardian or to a person indicated on their emergency form.

If a child becomes ill or injured at school the school secretary or principal will notify you or your emergency contact if parent/guardian/guardian can not be reached. Emergency information needs to be current and accurate. It is imperative that we have this information on the first day of school.

The dates of early dismissal days are listed on the school calendar. On these days, all students will be dismissed at 11:45 a.m., with the exception of the final day of school; dismissal at 10:30 a.m. **There is After Care available on early dismissal days. Lunches will not be served on early dismissal days. Students are to bring a sack lunch.**

Kindergarten Early Dismissal Option, Mondays and Fridays

Parent/guardians with children in our Kindergarten program have the option to dismiss at 11:45 AM on Mondays and/or Fridays. Parent/guardians are to state their preference to the Kindergarten teacher the first week of school. Should this preference change at any time, a schedule change must be shared with the Kindergarten teacher.

Students dismissing at 11:45 AM will be escorted by the Kindergarten teacher's aide to the gymnasium door at the back or Dartmouth parking lot along with Preschoolers dismissing at 11:45 AM. Drivers are to create a large counterclockwise loop into the back parking lot, pulling around to the door at dismissal and exiting after pickup. The

Kindergarten child will come down the steps from the gymnasium door and enter the vehicle. It is necessary to communicate with the Kindergarten teachers concerning adult(s) responsible for pick-up at dismissal.

Kindergarten students dismissing at 3:00 PM will be escorted by the Kindergarten teacher out the front or Balson parking lot doors. Adults responsible for pickup of the Kindergarten child are to leave their vehicle on front lot to pickup child from teacher. Older siblings may escort child to vehicle or walk home. Walkers are to exit through school doors on Dartmouth side.

Kindergarten students staying for After Care are dismissed by After Care teacher in the school cafeteria.

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Faculty Meetings

During the school year, most often, faculty meetings are held on the first Friday of the month, following 11:45 dismissal from school. After Care is offered on these days, from early dismissal, 11:45 - 6 PM. Your student will need to bring a sack lunch.

Attendance

Absences

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written note should be sent to the school in advance by a parent/guardian/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. (*Archdiocesan Policy # 4201*)

When your child is absent because of illness or for another reason, a parent/guardian/ is expected to call the office between 8:00 and 9:00 a.m. After morning attendance records are checked, and your child is on the absence list without a

telephone call, the school's secretary will call to verify your child's absence. If your child is absent for more than one day you must call the office each day of the prolonged absence.

Release from School

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted. **Records containing the names of persons to contact if a parent/guardian cannot be reached are to be on file with the school.** Parents/guardians are responsible for providing transportation for the student to leave. (*Archdiocesan Policy #4203.1*)

The school administration has the responsibility to send home any student who shows signs of carrying a communicable disease. The student may be readmitted upon written verification from a qualified health professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

If a student has been absent due to a contagious disease, a doctor's written release must be presented on returning to school. The release must state that they are free of illness and may return to school. A student will not be admitted to class without this written release.

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General Attendance

It is impossible for satisfactory learning to take place if a student is not present on a regular basis in the classroom. Recognizing the importance of daily attendance, a very good reason must exist anytime a student is absent.

Removing students from school for a family vacation is discouraged. Teachers should not be expected to provide work in advance for students who miss school for this reason.

Students who participate in events such as “Take Your Child to Work Day” and “High School Visitation Day” will be marked absent.

Tardiness

Chronic tardiness has a detrimental effect on the student, the class, and the teacher. It is important that each student arrive at school by the 7:45 a.m. entry bell. Any student who is not in their classroom by 7:50 a.m. will be marked tardy.

If inclement weather is causing a number of families a late start, the school principal will make the call as for a later tardy time, and express this time to all teachers. This happens most often when cars are lined up to get into the front lot for drop-off.

If a student arrives at school after 10:00 a.m. they will be marked a half-day absent.

Truancy

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. (*Archdiocesan Policy #4201.1*)

Truancy is a serious offense. Consequences will include a conference with parent/guardian/guardian and probationary status will be established. Repeated truancies could result in dismissal from the school.

Dual Enrollment

Dual Enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics service. (*Archdiocesan Policy #4204*)

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Birthday Celebrations

Students' birthdays are recognized at Christ the King School either on the school day prior to their birthday if on a day not in school, on the child's birthday, or his/her half-birthday if their birthday is in the summer months when school is not in session. The student is invited to dress-out of uniform on his/her birthday, alerting all in the school to his/her birthday, and a happy birthday wish will be mentioned in our morning announcements, CKS Channel 70 Morning News, as well as published in our weekly school newsletter.

When announcement of the child's birthday is announced in the morning, the student is invited to the office for a small birthday gift.

Parents are welcome to eat lunch with their child on the day of their birthday.

****Students should not bring a treat to share with his/her classmates on his/her birthday/half-birthday. This includes any food or drink or small gift. We appreciate that our parents/guardians honor this policy in all cases.**

Bullying

Bullying is synonymous with fear and anxiety. Bullying tactics can take on different forms: intentionally inflicting injury or discomfort upon another or more subtle forms of abuse through the use of verbal or written messages, threatening or intimidating gestures. Bullying is unacceptable at Christ the King Catholic School, and bullying types of behaviors will be addressed by teachers and administration. *(Also see Harassment)*

Cafeteria and Hot-Lunch Program

General Policy

Children have the option to bring a lunch from home or purchase a hot lunch through our CKS lunch program.

Christ the King School family is happy to have joined a new collaborative with Food Service Consultants, offering "Healthy Habits". serving nearly half of our parish schools and several of the Catholic High Schools in the St. Louis Archdiocese.

Because this meal program is new to CKS for the 2017-2018 school year, the process is new to all of us. We assure you, the transition will run smoothly and will be a great addition to our school day! More information will come to you through FAST DIRECT, our school's communication system, with our Newsletter. But here is a snapshot of just how our lunch program will work:

A meal card is not mandatory but recommended, allowing the system to work most efficiently, so your student has the most time to eat and enjoy lunch. The system is fully computerized and accountable. Keep in mind, you may still send money with your child to pay by day, or bring a lunch from home.

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A meal card account is set up for every student attending Christ the King School, Preschool – Grade 8. If you choose to participate, you will need to make an initial deposit which will be credited to your child's account. The meal card for your child will be kept by the homeroom teacher so that the card is not misplaced. When your child makes a purchase in the cafeteria, their card will pass through a scanner and the amount of the transaction will be deducted from the balance on the account. The meal card system records all deposits and purchases on your child's account and tracks the balance on a daily basis.

It is recommended that the initial deposit should be a minimum of \$25-\$50. You may find however, the need to add additional funds during the year. If you have more than one child attending Christ the King School, **Food Service Consultants can set you up with a “family account card”**, where you only need to write one check for your children. **Checks for deposit are to be sent to the school office marked “FSC” (Food Service Consultants).** To help us get started, we would appreciate getting advance deposits before school starts. By doing so, we can set up your child's account, so it is ready to use the first day of school! **Please know that if your meal card account should run low, we will be sending weekly letters to remind you.** Mrs. Feeney, our school secretary, will email you to let you know that this letter is in your child's backpack!

If your child's account does run out of funds, we will make sure no one goes hungry. After a day or two, your child will then be given a cheese sandwich until their account is brought current.

The cost of this program will be \$2.50/Preschooler, \$3.75 /Kindergarten – Grade 3, \$4.00 Grade 4- Grade 8. The student will have the following options: when placing an order:

- a hot lunch (most days there is an alternate entree)
- a “grab 'n go” sack lunch
- a boxed salad
- **NOTE: Milk comes with any of these orders as part of the meal.**

Every day “bringers” may also purchase milk through Food Service Consultants, and they too, should set up an account and will receive a card.

Food Service Consultants will prepare a menu each month. Every student will receive an actual, paper copy, and it will be posted on FAST DIRECT under Cafeteria. It will be listed as well as an attachment with principal, Susan Hooker's Newsletter, found on our school secretary's FAST DIRECT Bulletin Board (icon – planner) throughout a given month. This menu will be given out and posted the final Wednesday of every month.

Important to note: Food Service Consultants are in consultation with dietetic consultants and the lunch program meets the standards of the wellness program at Christ the King School under the supervision of the Archdiocese of St. Louis.

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Soda is not permitted at lunch. “Fast food” items are not permitted as a sack lunch. Gum is never allowed at school.

Lunch Prices

Due to the flexibility of food costs the actual lunch price will be noted at the beginning of each school year and is subject to change. (*Appendix 1: Tuition and Fees*)

The Lunch Schedule is as follows:

Grades 4-8	11:45 AM – 12:05 PM	Followed by lunch recess 12:05 – 12:25 PM
Grades K-3	12:05 – 12:30 PM	Preceded by lunch recess 11:45 AM – 12:05 PM

Cell Phones and Other Electronic Devices

Cell Phones and Apple watches used by Christ the King students on Christ the King School and Parish premises during school hours is prohibited (See E-Reader Policy.) Cell phone use is limited to school office only. Student is only allowed to use a cell phone in the school office with an administrator, teacher or faculty member monitoring.

If a student brings a cell phone or Apple Watch to school, the device must remain in the designated holder in their homeroom. The phone is to stay in the holder unless until dismissal and authorized by a teacher. This is for middle school only. The school phones are available for a student to use if permitted by administrator, teacher or faculty member. (See E-Reader Policy.)

If a cell phone or other electronic device is found in the student’s possession, outside of the phone holder during the school day, the phone/device will be taken away from the student and will be kept in the school office until the parent/guardian comes to get it. (See E-Reader Policy.)

Students may not use any electronic device unrelated to instruction unless authorized by school personnel. This applies to all school environments including field trips.

Cell phones are not to be used during After-Care or other afterschool activities.

Change of Address and/or Contact Information

A change of address, telephone numbers, or emergency telephone numbers should be reported immediately to the school office. This is necessary for emergency situations as well as updating school records.

Chaperone Responsibilities

At all school-sponsored events, whether at school or away from school, chaperones may not smoke or consume alcohol.

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Child Abuse

Christ the King Catholic School is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. Christ the King Catholic School is also committed to complying with legal requirements for reporting child abuse to the Division of Family Services.

For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means by those responsible for the child's care, custody and control, or from persons who are agents or employees of Christ the King Catholic School. All employees, volunteers, religious and priests working in the school and/or parish are expected to support this policy.

Class Size

At Christ the King School, class sizes are limited to 30 students in Grades Kindergarten through Grade Eight. Should class size exceed 20 students in Kindergarten, and 25 students in First or Second Grade, a part-time Teacher's Aide will be employed to work alongside the classroom teacher.

Should enrollment exceed the class size limit of 30 in any grade, the Principal and Pastor will engage members of the Board of Education and the Financial Board to evaluate the situation as to policy, the feasibility of opening a second classroom, creating a waiting list, etc.

Communications

Communication Methods from School to Families

- A calendar of school events is posted on the school's website prior to the beginning of the school year. It contains information on early dismissal days, holidays, major school events, and other important dates.
- A more detailed calendar is available to each family at the beginning of each month, posted on both the schools' website and *Fast Direct*.
- Christ the King School Newsletter will be posted each Wednesday during the school year on both the school's website and *Fast Direct*, Tuesday if preceding a holiday. Many weekly newsletters have additional information, attachments accompanying the newsletter. These too will be posted on *Fast Direct*. It is important that parents/guardians read this communication.
- It is recommended that parents/guardians encourage students to check backpacks daily for additional information that may come home throughout the week from individual teachers.
- Students publish a quarterly student newspaper. The newspaper contains information about what's happening at the school, along with special articles and interviews written by the students. This newsletter is not posted on the school's website as it contains student photographs.

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Communication Methods from Families to School

We ask that you honor the “hierarchy” of good communication while at Christ the King School. Address questions and concerns concerning your child with the appropriate teacher. If further assistance is needed, address the school principal, but only after addressing the teacher. If still further assistance is necessary, address the pastor, but only after addressing the teacher and the principal.

Always make an appointment to have your questions or concerns with teacher, principal or pastor addressed. Your questions and concerns are important enough to allow for adequate time together.

Contacting Students

Parents/guardians are requested not to disturb classes during school hours. Any items clearly marked with the student's name or a message may be delivered to the school office. The item will be given to the student as soon as possible.

Students will not be allowed to accept telephone calls unless an emergency. Messages may be left for the school staff to relay to a student. A message for a student should be delivered prior to 2:50 p.m. to ensure that the child will receive the message. All transportation arrangements and other such messages should be made known to your child prior to arriving at school if possible.

Custody

School administration should be informed of custody arrangements affecting their students. Documentation of this must be provided to administration.

Discipline

POLICY

Excellence in education requires a variety of disciplines. Parent/guardians/guardians choose Christ the King Catholic School knowing that the education we offer is built upon the teachings of Jesus Christ. In our dealings with students, parent/guardians, and faculty members, the dominant virtue binding us together is that we are called to care for and respect one another.

As our children grow through Catholic education, we seek to develop the values which build in each child a responsibility for the choices they make. We strive to teach self-discipline along with respect for self and others. We seek to help children understand the consequences of their actions.

These goals will continue to guide the implementation of these procedures. These procedures allow us to support a child in developing responsible, respectful behavior. Successful implementation relies on collaborative parent/guardian support.

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Christ the King School reserves the right to review any student's individual performance at any time and determine if the student and the school can continue to benefit from the student's continued attendance.

DISCIPLINARY PROCEDURES

Each teacher sets disciplinary parameters in his/her own classroom. Should a discipline expectation be violated, the teacher is called to instruct the student as to expected behavior and issue an appropriate consequence, which may include giving the child a demerit on their Disciplinary Card, as described below, and may involve a more serious consequence in accordance with this policy. The teacher's consequence will be followed by the school's disciplinary procedures.

If a student is sent to the Principal's office for violating the discipline expectations of Christ the King School, the principal will discuss the violation with the student, documenting the incident and outcome.

Issues concerning DISRESPECT, VIOLENCE, or CHEATING will result in a parent/guardian(s)/teacher or principal conference so as to facilitate a plan-of-action to support the student in redirecting behavior. At a minimum, the child will be required to serve detention in such instances. Repeated violations involving disrespect, violence, or cheating are serious acts of misconduct and may result in school suspension, out of school suspension, or possible expulsion from the school.

A student is required to notify his/her parent/guardian(s) when he/she is to serve detention. A teacher or staff member will also notify a parent when a child has earned a detention. Detention is held the next school day.

A student serving detention will spend 45 minutes from 7am-7:45am in a designated classroom with an administrator or teacher. Depending on the violation, the student may serve detention completing community service in our school. The teacher and administrative team, along with the student, will judge the appropriate consequence, whether classroom detention or community service. The faculty and administrative staff have outlined approved service activities.

If sent to serve detention in a classroom, while in detention, students will be directed to write a 3-5 paragraph paper reflecting on their actions, entitled, "THE CHOICE I MADE", or will be directed to write responses to reflection questions, guiding the student to understand how his/her choices affect others, as well as him/herself. The detention facilitator will lead the student to reflect on the fact that as members of Christ the King School Family we have RIGHTS and we have RESPONSIBILITIES. The essays/reflections will be turned in to the principal following detention, so as to allow for additional support as needed to examine if the student is learning from his/her consequences. Student's reflection will guide the principal in determining how to deal with each individual and the disciplinary procedures that will most appropriately aid the individual in redirecting behavior.

DISCIPLINE CARDS

Each student at Christ the King School in Fourth through Eighth Grade is issued a Discipline Card each quarter of the school year. This card serves as a reminder of the

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school's disciplinary policies and a record of the student's demerits. Students receive a new Discipline Card at the start of each academic quarter and in doing so, receive "a clean slate" for the next quarter. Discipline Cards from a previous quarter will be sent home at the end of each quarter. These Discipline Cards are to be signed by parent/guardian(s) / guardian and returned to homeroom teacher with signed report card following the 1st, 2nd and 3rd quarters.

The following depicts the student discipline card:

DISCIPLINE CARD

Name:

Grade:

Quarter 1

Any combination of 3 points = detention

Automatic Detention (3 point violations)

- a. Cheating
- b. Violence

Two-point Violations

- c. Wandering
- d. Excessive interruption in class (after 2 individual reminders)
- e. Disrespect to adult or peer

One Point Violations

- f. Dress Code
- g. Running in hallway
- h. Talking in no talking zone
- i. Lunchroom/Assembly violation
- j. Food + Gum

Some violations are not listed above, but will be enforced at the discretion of the administration.

SUSPENSION

In the event of a severe infraction of anyone's rights or responsibilities, such as an injustice against another, an action that is harmful to oneself or any other person, or a blatant disrespect for property, the Principal may invoke an in-school suspension or home suspension. Harmful actions may include, but are not limited to the following: cheating, fighting, use of profane language, harassment of another, stealing, truancy or vandalism.

WITHDRAWAL FOR CAUSE

The decision for withdrawal for cause is made at the local level by the pastor of the parish with recommendation of the principal. A student may be dismissed permanently for a serious infraction or repetition of infractions. Immediate withdrawal for cause may result in cases including but not limited to: possession/distribution/use of drugs, possession/distribution of pornography or possession/use of a weapon

Drug, Alcohol, Substance Use and Abuse

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The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and other hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved. (*Archdiocesan Policy #4303.2*)

Tobacco

As educational institutions dedicated to the promotion of the growth and well being of every aspect of a student's life, Christ the King School prohibits tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, Christ the King School declares itself a smoke free environment.

It is important that parent/guardians and other adults be examples to our students of responsible behavior. Alcoholic beverages shall not be served or distributed at events sponsored by Christ the King Catholic School, the Home and School Committee, the Athletic Committee or the School Board when students are present. Adults are to refrain from tobacco use in these same venues when students are present.

Emergency Guidelines

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. Should we have a major disaster during school hours, your student(s) will be cared for at this school. We have a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at school or moved to a safer location, until they are picked up by an identified, responsible adult. If the
3. situation outside of the school is deemed to be dangerous, students may not be released.
4. Please be sure to consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school if necessary.
 - He/she is known to your child.

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- He/she is both aware and able to assume the responsibility.
- 5. Turn your radios on for emergency announcements. If students are to be temporarily kept at school, local media will be notified.
- 6. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parent/guardians and persons designated by parents/guardians. During an extreme emergency, students will be released at designated reunion gates located on the school's campus. Please instruct your student to remain at school until you or a designee arrives.

Please discuss these matters with your immediate family. Planning ahead will alleviate concern during emergencies.

Emergency Situations

General Responsibilities

Students should familiarize themselves with the following emergency procedures and exits throughout the school campus. Students should be prepared to assess situations quickly and use common sense in determining a course of action. All students should be able to execute Facility Evacuation, Severe Weather Shelter, and Emergency Lockdown safety procedures.

Facility Evacuation

Facility evacuations are executed when a fire or some other emergency situation exists in a building and an orderly exit from the building is the safest course of action. Our teachers are familiar with the exit routes and assembly areas for their classrooms. Upon learning of the need to evacuate the building, specific information may be communicated by intercom. Students are to execute the following procedures:

- Listen and obey the instructions of your teacher.
- No talking is allowed.
- Remain calm and in line.
- Walk quickly without pushing or running.
- Proceed to designated gathering area for your class.

Special Notes:

- Never assume that the sounding of an alarm is a false alarm.
- If you are outdoors, stay outdoors until given directions from school personnel. You will be directed to the designated gathering area.
- If in the school hallway or restroom, then proceed to the nearest safe exit and you will be directed to the designated gathering area.
- After you have evacuated to a safe area, and the entire school has been safely evacuated, but you are not in your normal designated gathering area, you may be instructed to report to your normal designated evacuation area.

Conditions calling for Reverse Evacuation would be in the case of potential danger in the area outside of the school building. The children outside of the school building are called to re-enter the school building calmly and quietly to a designated area dependent on the potential danger.

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Severe Weather Shelter

Severe weather shelter procedures are executed when a severe weather warning is issued for the area. Upon the issuance of a warning, an announcement will be made informing everyone to move to a shelter location.

Teachers are familiar with severe weather shelter procedures and the special steps that may be required. Students are to execute the following procedures:

- Listen and obey the instructions of your teacher.
- Depending on the emergency situation and your location, you may be instructed to move to a shelter location.
- If relocation is required, walk quickly without pushing or running to the designated gathering area for your class.
- Move away from windows or other line of sight.
- No talking is allowed.
- Remain calm.

Special Notes:

- Never assume a weather siren or announcement for shelter in place is a false alarm or test.
- If you are not in a classroom, and are outdoors, immediately re-enter the facility and request assistance in locating a shelter location.
- If in a hallway or restroom, enter the nearest occupied location.

Emergency Lockdown

Emergency lockdown safety procedures are executed when there is danger outside, on, or near campus grounds, or if there is a danger in the school hallways. An intercom announcement will inform everyone, through an emergency code the teachers understand, of the need to execute an emergency lockdown and specific information will be communicated by intercom as it becomes available.

Some emergency lockdowns will require the closing and locking of doors and having persons clear out of open areas that cannot be secured; such as cafeteria or hallways.

Emergency situations that are due to an exterior threat may still allow for free movement within the school building.

Our teachers are familiar with emergency lockdown procedures and the special steps that may be required. Students are to execute the following procedures:

- Listen and obey the instructions of you teacher.
- Depending on the emergency situation and your location, you may be instructed to move to another area.
- If relocation is required, walk quickly without pushing or running to the designated area for your class.
- Move away from windows and other lines of sight.
- No talking is allowed.
- Remain calm.

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Special Notes:

- Never assume the call for lockdown is a drill and not an emergency.
- If you are not in a classroom, and are outdoors, do not enter the facility unless specifically instructed to do so by a teacher or school staff person.
- If in a hallway or restroom, seek safety in the nearest classroom with the door closed behind you, and remain away from windows and other lines of sight

Electronic Readers

Electronic Readers, commonly called “E-Readers”, are digital devices that can store books, periodicals, magazines and other electronic media. E-Readers, such as Amazon’s Kindle, Barnes and Noble’s Nook and Apple’s iTouch and iPad, are quickly becoming common place in our digital culture. Christ the King Catholic School strives to maintain technological relevance in education and provide the opportunity for students to use these devices in accordance with all applicable policies. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parent/guardians.

In contrast to school-owned technology assets, such as computers, the wide variety of hardware and software capabilities of available E-Readers makes them challenging to monitor and control in a school environment. Therefore, a clear and specific policy to govern the use of E-Readers is essential. Any student who violates any portion of the E-Reader Acceptable Use Policy may immediately lose the privilege to use his or her E-Reader at school for a length of time commensurate with the nature of the violation.

E-Reader Acceptable Use Policy

All E-Readers must be registered with Christ the King’s Technology Teacher and accompanied by an Acceptable Use Agreement Form signed by both the parent/guardians and the student. All E-Readers must be labeled with the name of the owner of the device.

E-Readers that are brought to school are to be used only for the reading of school approved material (e.g., books) and not for other purposes such as communication, entertainment, music, gaming, etc. All material on a student’s E-Reader must comply with the letter and spirit of the policies of Christ the King Catholic School as set forth in the Parent/guardian-Student Handbook. All E-Readers must have cellular and network capabilities disabled (turned off) while the device is at school. Under no circumstances shall any student utilize an E-Reader to obtain access to the internet while at school.

E-Readers may only be used at appropriate times in accordance with teacher instructions. The E-Reader must not be a distraction for the student using it, nor should it be a source of disruption to the classroom.

E-Readers are not to be used during lunch, school breaks, or playground/recess time.

The student is responsible for knowing how to properly and effectively use his or her E-Reader and such use should not be a burden for the teachers.

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Students are responsible for the safety and security of their E-Readers. Christ the King School will not be responsible for any loss of, or damage to, the E-Reader of any student.

Extracurricular/Afterschool Activities

All extra-curricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. A member of the faculty or a qualified/responsible adult acts as moderator of the activity and is present at all times during the activity. Parent/guardians/guardians permission must be obtained for a student to participate in extracurricular activities. (*Archdiocesan Policy #5202.10*) Christ the King School encourages its students to complement their classroom education through a variety of extracurricular activities. Whether sports, scouting, or drama, participation will help them become better students, citizens and friends.

Activities Offered 2019-2020 (After hours activities will vary year to year):

Art Club (Imagine Art Academy)
Band/Piano
Bellarmine Speech
Brickz for Kids – LEGO Club
Chess Club
Children's Choir
Chinese Club
Equations Math Club
Girls on the Run
Little Medical School
Little Nursing School
Little Pharmacy School
Little Veterinarian School
Mad Science
Mini-Vinnies ~ a Service Club
Scouting
CYC Sports
Student Council
Student Newspaper
Tae Kwon Do
Violin/Viola - Strings Program
Yoga

The teacher / director of each event will communicate to students involved, the days and times of meetings.

In addition to the above-mentioned activities outside of school hours, Christ the King School offers students in grades 3-8 the opportunity to play in our Christ the King School Band, as well as the opportunity to play in our Christ the King School Strings Program in grades Kindergarten – 8. Whether a novice, or an experienced musician, our band and strings program will accommodate any skills level. Band and strings classes are held during the school day. Yearly demonstration assemblies for students and sign-ups for

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parents, take place in August, following the start of a new school year. There is an additional fee for band and instrument rental.

Grading and Testing

Report Card:

Report cards are issued at the end of each grading period to inform students and parent/guardians/guardians of progress. Report Cards are to be retrieved by our CKS families through *Fast Direct*. The final report card of the school year will be mailed as well as posted on *Fast Direct*. The academic year is divided into four quarters. The report card includes a summary of academic achievement, conduct, effort, punctuality and attendance of the student for each grading period.

Kindergarten and Grade 1 children receive their first report card at the second quarter.

The school may withhold reports of student progress if financial obligations of the parent/guardians/guardians have not been fulfilled.

Grade Calculation:

The quarter grade is the average of homework, class work, classroom observations, participation, projects, presentations, quizzes, and test grades. Information on interpretation of grades, method of calculating grades and method of weighting grades can be supplied by each teacher.

Cumulative exams are given at the end of the semesters to students in our middle school or upper grades; grades six, seven and eight. Semester evaluations are given to determine the effectiveness of the learning process, and to assess student achievement, but to also assist the elementary age student in preparing for and taking cumulative exams prior to the high school experience.

Final grades, an average of the four quarters for all subjects are transcribed onto the student's permanent transcript.

Parent/Guardian/Teacher Conferences:

Parent/Guardian/Teacher conferences are held when the first quarter report cards are issued. All parents/guardians are strongly encouraged to attend this conference.

Kindergarten and Grade 1 teachers will hold conferences with parents/guardians, although report cards are not issued until the second quarter.

Parents/Guardians/Teachers' Conferences may be held at any time of the school year at request of either parent/guardian or teacher.

Standardized Testing:

An Archdiocesan-wide, standardized achievement test is given to students in grades third through eighth grade in the Fall of each school year. The children are given the Iowa Assessment). (IA) The test measures reading, writing, language, math, social studies, and science

Harassment

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Catholic Schools shall maintain a learning environment that is free from all forms of harassment. No student or staff member in the school shall be subjected to any type of harassment. Catholic schools' forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with one's performance or creates an intimidating, hostile, or offensive environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken. (*Archdiocesan Policy #4303.7*)

Christ the King expressly prohibits any form of harassment of students or staff based on their race, religion, color, gender, national origin, ancestry, handicap or disability. Christ the King prohibits such harassment of students or staff, whether that harassment comes from students, Christ the King employees, or other third parties. A student or employee who harasses any student or staff member is subject to discipline, up to and including expulsion or termination (as appropriate). Christ the King will not tolerate harassment from anyone that results in a pattern of intimidating and threatening behavior, which creates a hostile or offensive academic and social environment. (*also see Bullying*)

Health Policies

Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists or following doctor's recommendation. Please do not send your child to school with a fever. A student needs to be fever free without the use of fever reducing medicine for 24 hours before returning to school. A student needs to be free of vomiting and diarrhea for 24 hours since last incident before returning to school. A parent/guardian will be called when a child has a fever of over 99 degrees and the student will be sent home.

It is prudent that all students follow the guidelines below to ensure a healthy atmosphere at school. Respiratory etiquette should be followed:

- **Wash your hands often with soap and water for 20-30 seconds.**
- Cover your nose and mouth when coughing or sneezing; try not to touch your eyes, nose, or mouth, and stay away (6 feet) from people who are sick.
- Students should not share food at school.

Students are to participate in the PE classes, however, a student may be excused from physical participation in PE with a parent/guardian's or doctor's note. For extended periods of non-participation (more than one week), a doctor's excuse is required. Either

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note must be turned in to the classroom teacher who will send it to the office for recording and forwarding to the PE teacher.

Since infections can be transmitted by blood and body fluids, our routine procedure for handling blood or body fluids (urine, stool, vomit) is outlined below:

- Good hand washing after exposure to blood or body fluids should be observed.
- Soiled surfaces should be promptly cleaned with a disinfectant (1 part household bleach to 10 parts of water is acceptable).
- Disposable towels or tissues are used whenever possible.
- Soiled disposable materials are discarded in plastic bags.
- Mops are rinsed in disinfectant after cleaning floor.

Please report to the school office if your child is ill with a virus. We need to have this information so as to safeguard all in our school family.

Communicable Diseases

Christ the King Catholic School follows the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

The following indicates the rules for school attendance for the particular diseases:

Chicken Pox	exclusion for seven days after rash appears
Measles	exclusion during “cold” symptoms and until seven days after rash appears
Mumps	exclusion for nine days following onset of swelling
Strep Throat	exclusion for seven days or until clinical recovery, whichever is longer; provided, however, that children may return to school 24 hours after antibiotic treatment is begun if treatment is continued for 10 days
Whooping Cough	must be excluded from school three weeks from onset of the paroxysmal cough
Rubella	exclusion for five days after rash appears (German Measles)
Impetigo	must be excluded from school until sores are completely healed – is very important that sores are <i>completely</i> healed
Head Lice	exclusion until effective insecticide of scalp, skin, and clothing. Student will be examined by office personnel upon return to school.
Conjunctivitis	exclusion until diagnosis confirmed and effective treatment has begun

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Health Record

1. All students new to Christ the King School, and students entering Kindergarten, 3rd grade and 6th grade, must have on file by the first day of school, of the current year, a completed written health exam by a physician, current within the past 12 months. Any child not in compliance with the health exam may be asked to remain at home until this exam is administered.
2. Immunization records must be current and on file with the school.
3. It is the parent/guardian's responsibility to inform the school of any physical abnormalities, i.e. birth defects, allergies, epilepsy, diabetes, etc.

Immunizations

All students must be in compliance with Missouri state law regulations concerning immunizations. State health regulations dictate that students cannot attend school unless they are properly immunized and can provide satisfactory evidence of the immunization, unless they are exempted. For school attendance, children should be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and hepatitis B. Varicella is required for kindergarteners and first graders.

Parent/guardians are required to provide documentation of the month, day and year of vaccine administration. Any child who is not in compliance by the first day of school of the current school year may be asked to remain at home until he/she has the proper immunizations.

Immunizations are provided by County Health Departments if the parent/guardians so desire.

Categories of immunizations not mentioned here are:

Unprotected and In-Compliance

Unprotected and in Noncompliance

These previous categories will be dealt with by school officials on an individual basis.

ANY exceptions to the previously outlined immunization schedule **MUST** be presented in written form from a physician, health department or health care provider.

Home and School Association Activity Fee

Each family will pay a \$125 annual fee at registration to cover activities sponsored by the Home & School Association such as (but not limited to) buses for field trips, Grandparents/Special Guest Day, Field Day, Catholic Schools' Week, and Black History Month. (*Appendix 1: Tuition and Fees*) **This activity fee is paid directly to Christ the King Home & School Association.** This fee is in place of required fundraising initiatives.

Homework

Homework Definition

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Homework is defined as any written, reading, or study task assigned by a teacher. Assignments, both daily and long range, will be suited to the grade level and geared to individual need and ability.

Parent/guardian Involvement

In cooperation with the school, parent/guardians should emphasize the importance of meeting homework responsibilities. **Parent/guardians can also be of invaluable assistance by:**

- **Setting aside a suitable time and place for the child to do homework in a quiet, well-lighted area free from the distractions of television, radio, telephone, and other noises is recommended for most children.**
- **Showing a willingness to listen to any oral or memorization assignment.**
- **Reviewing - not doing - the assignment with your child, checking for comprehension, completeness, and neatness.**
- **It is highly recommended that all students spend some time reading silently or orally each evening. Parent/Guardian involvement will enhance the child's interest and enjoyment of reading and learning.**
- **DAILY REVIEW STRENGTHENS MEMORY. Spending even 5 minutes reviewing, reciting, re-reading, re-teaching what was covered in class that day is most beneficial to understanding, application and retention.**

General Considerations

Incomplete homework assignments must be made up.

If a child consistently states that they have no homework, or has completed it at school, please check with the teacher. Children often do not consider assignments to be homework unless it is to be written. Important study and research assignments are often neglected.

Written homework is not usually assigned to be completed over the weekend, however, there are situations where this is necessary, such as long-term assignments with due dates fast approaching.

Homework Assignments While Absent

In the event of excused absences, the student is held accountable for all assignments that are missed. It is the responsibility of the student to find out what has been missed and to make up the work. Students are accountable for missed classwork (such as notes given, handouts distributed, missed quizzes and tests) as well as missed homework. It is important that the student touch base with his/her teacher(s) as to missed work, and not expect that a "homework buddy" is responsible for all that was missed.

Students are given one school day for each school day absent to complete missed work, unless other arrangements have been made between teacher/parent/guardian and student.

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If a student wishes to work on assignments while at home, the parent/guardians need to notify the office by 9:00 AM. The assignments will be available in the school office after 3:00 PM the same day. They must be picked up no later than 3:30 PM.

Inclement Weather

School Cancellation

If it is necessary to cancel school for the day, the school closure will be announced on the radio station KMOX 1120 AM and TV Station Fox 2 News Snow Watch, Channel 4 Warn Snow Alert, Channel 5 Storm Watch, posted on FAST DIRECT, as well as a prerecorded phone message to your home from our school's administrative assistant through a service we employ - SchoolReach. Please do not phone the rectory or school to find out if school has been canceled. Your cooperation in this matter will be greatly appreciated.

Instruction

Kindergarten Program

Kindergarten is an all-day program with the option of half days Monday and Friday. The self-contained class approach provides the students with the security and stability needed in their new educational adventure.

Primary Program (Grades 1 – 4)

Christ the King Catholic School has an academic program which stresses the basic skills and the individual talents and gifts of each student. The Primary classes are taught according to a child's individual rate of progress. Our desire is that each person achieve their fullest potential.

Departmental Program (Grades 5 – 8)

Students receive instruction from specialized subject-area teachers in the departmental program. The subject areas are Religion, Language Arts/English, Reading/Literature, Mathematics, Social Studies, Science, Spanish, Art, Music, Computer and Physical Education. Grades 5 is semi-departmental, while Grades 6-8 are fully departmentalized.

Art

The children from Kindergarten through eighth grade participate in art classes. Grades K-3 attend Art once a week for 45 minutes. Grades 4-8 attend Art once a week for 60 minutes.

Computer

The children from Kindergarten through eighth grade participate in computer classes. Grades Kindergarten-Grade 8 attend Computer twice a week. All computer classes are 45 minutes long. Larger classes attend computer as a split class. Students may also utilize IPADS on occasion will in their computer class.

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Music

The children from Kindergarten through 8th grade participate in general music classes. Kindergarten and Grade 1 attend once a week for 45 minutes. Grades 2, 3 and 4 attend music for 30 minutes twice a week, Grades 6-8 attend music twice a week for 45 minutes.

Physical Education

The children from Kindergarten through 8th grade participate in physical education classes twice a week. Kindergarten - Grade 4 attend PE twice a week for 30 minute classes. Grades 5 - 8 attend twice a week for 45 minute classes. Children are required to wear the Christ the King PE uniform when participating. There is leniency on this rule the first few weeks of a new school year.

A child can be excused from PE with a doctor's release.

Spanish

The children from Kindergarten through 8th grade participate in Spanish classes. Students in Kindergarten – Grade 8 have Spanish twice a week. Kindergarten - Grade 3 classes are 30 minutes each. Grades 4-8 attend Spanish for 45 minutes twice a week.

Religious Activities

During the school year appropriate liturgical and prayer services are held in accordance with the church seasons. This includes weekly All-School Mass.

Sacramental Program

The students in Grade 2 will be prepared to receive the Sacraments of Reconciliation and Holy Eucharist. Currently, Confirmation is administered every other year for students in Grades 7 and 8. The next reception of this sacrament will be in the Spring of 2020. Parent/guardians will be asked to assist in preparing their children for the sacraments.

Instructional Use of Copyrighted Materials

Christ the King School adheres to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted material in any form are made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others use any form or unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations. (*Archdiocesan Policy #5202.6*)

Internet and Electronic Communications Conduct

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A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depiction which violate the privacy, safety, or good name of other are inconsistent with that goal.

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community, or (3) in the principal's discretion, cause harm to the school or the school community (collectively referred to as "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause. Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (Archdiocesan Policy #4303.4)

The Christ the King Catholic School Handbook contains guidelines for student behavior. Just as there are consequences for students who do not follow the rules for acceptable behavior within our school, there are consequences for students who do not follow the rules governing their use of the Internet.

Internet/Technology/Computer Acceptable Use Policy

Christ the King values the role technology has in our world and recognizes that learning to use technology in a moral and ethical way is crucial to our students' education and development. The internet, PCs, TVs, iPads, smart boards, cameras etc. ("school owned technology") are provided to enhance the students' educational process. Christ the King acknowledges the risks associated with these tools and established these procedures to protect our children. With the privilege of using this technology comes the responsibility to use it ethically and morally.

This policy is to be interpreted and implemented in conjunction with the Christ the King Internet Policy.

1. School owned technology will be used for educational purposes, to enrich and expand the classroom curriculum. School owned technology will be used under the supervision of the computer teacher or other designated teacher.
2. Students will use school owned technology only for school activities prepared and developed by teachers. Students will follow teacher rules, guidelines and instructions as they use the technology.
3. Students will not share their login information or passwords with others nor will they ask others to share their log in information or passwords with them.
4. Students will not view, use or copy passwords, data or networks to which they are not

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authorized. Students will use only assigned accounts. Students will observe all network security practices, as posted.

5. Students will not distribute private information about others or themselves. No personal addresses, phone numbers or last names of students may be published on the internet.

6. Students will communicate on-line in ways that are respectful and kind. Students will not create, post or distribute any false accounts about themselves or other Christ the King students or staff members. Students will not create, post or distribute any information about other Christ the King students or staff members.

7. Students will not trespass on others' files and folders by copying, changing or deleting them without permission. Students will not claim another student's work as their own nor alter or change it in any way.

8. To avoid plagiarism, when using the works of others, students will cite original sources. Students will follow copyright laws.

9. Students will not seek out inappropriate material and will notify a teacher of inappropriate materials found or accessed on school technology. Students will report threatening or discomfoting materials to a teacher.

10. Students will not intentionally access, transmit, copy or create material that violates the school's code of conduct (ie: pornographic, threatening, rude, discriminatory or harassing messages) or that is illegal.

11. Students will care for the school hardware and technology. They will not be wasteful with use of paper, storage and network bandwidth. They will not be destructive or careless with the devices.

12. Students will not destroy or damage data, networks or other resources that do not belong to them. Students will not alter the operating system, preferences or network settings of the school owned technology. Students will not make use of software or devices that bypass the school's internet filter or network security.

13. Students will not use school owned technology to log into personal accounts including email accounts, social media accounts, application specific accounts and/or any other account that is not issued and monitored by Christ the King. Students will not connect any personal device to a Christ the King network, hard wired or Wi-Fi without the express written consent of the computer teacher.

14. Students will use school owned technology inside and outside of school in ways that do not negatively impact the school, the parish, other students, school staff, and/or others in the school/parish community.

15. Students will recognize that being issued a specific school owned device for his/her use is a privilege. Students will honor this privilege by attending carefully to and caring for the school owned and issued device.

16. Students' access to a school owned device will be allowed once both they and their

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parent/guardian have signed the appropriate form and the form is returned to the school office.

Failure to follow these guidelines may result in loss of privilege to use school owned technology for the remainder of the academic quarter. Final determination of penalty will be at the discretion of the principal. It will be based on the severity of the infraction and the intent of the student. Other factors may be considered if applicable. If it is determined the student deliberately violated this policy, the use of school owned technology will be revoked immediately.

Liturgy

Most weeks the liturgy schedule is as follows:

All-School Mass, Grades K-8 , Friday, 8:00 AM

Any change in this weekly schedule is noted in the school calendar. Schedule is set so as to celebrate important feast days with our students.

Students in Grades 4-8 are encouraged to participate in the Mass as lector, bearer of gifts, and in Grs. 3-8, as cantor or in children's choir. Catholic students in Grade 5-8 may train and participate as servers.

Parents/Guardians are encouraged to attend liturgical services.

Lost and Found

In order to return lost items to their rightful owners, parent/guardians should inscribe their child's names in their belongings. Lost articles will be kept for approximately one month at the entry into the school's Cafeteria, after which time they will be given to local organizations or kept in the school for future families.

Media and the School

Members of the media should be on school property only as invited guests, and are not allowed to interview or photograph students without approval of administration and verification that the student's parent/guardian has signed the Permission Form for Student Involved in Media/Marketing Materials.

In the event that media should contact the school, access would be provided if appropriate and denied when not in the school or student's best interest. School administration would delegate in consultation with the Director of Community Relations at the Catholic Education Office as to any statements shared with the media.

Medication and Medical Conditions

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Administration of Medication

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place: (required forms available on website: www.ckstl.com)

- The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.)
- Written consent of the parent/guardian/guardian for school personnel to administer the medication.
- The medication in the original container.
- Proper training of personnel on medication administration.

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the only exception being inhalers. It is recommended by Archdiocesan nursing staff that all inhalers should remain in the school office, to be readily available to a student throughout the day, i.e., Recess and PE. Therefore, it is recommended that an inhaler remain at school, and one remain in the home. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

Students are not to have medicinal cough drops at school without a Parent Consent for Medication Administration to Their Child form - AS NEEDED Form on CKS Website. If student brings NON-medicinal throat lozenges to school, he/she is to give them to his/her teacher for administration as needed.

Only physicians, physician's assistants and nurse practitioner have prescriptive rights. A parent/guardian/guardian cannot prescribe a medication for the school to administer to their child, even non-prescription; nor may the parent/guardian/guardian authorize changes in the medication administration. Non-medical personnel cannot administer medication without proper training by a registered nurse. (*Archdiocesan Policy # 4401.4*)

Students with Significant Medical Conditions

A student enrolled in a Catholic school whom has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. (*Archdiocesan Policy #4401.6*)

Non-Custodial Parent/Guardian

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This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents/guardians. In the absence of a court order to the contrary, a school will provide the non-custodial parent/guardian with access to the academic records and to other school-related information regarding the child. **If there is a court order specifying there is to be no information furnished, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order.**

Notes Required from Home

The following circumstances require notes from home:

Notes to be given to the school office:

- To be excused from a given class, such as PE
- When a student is not in full uniform
- Appointments outside of school

Notes to be given to the classroom teacher:

- Notes pertaining to homework or absences

Party Invitations + Gifts

Invitations or gifts handed out at school must include the entire class or all girls/boys. No student is allowed to bring in Christmas gifts for just some of the students.

Parent/Guardian Meetings

While enrolled in Christ the King Catholic School, many meetings will be presented throughout the school year to inform and support the parent/guardians of our students. Some of these include New Parent/Guardian Orientation, Back to School Night, Eighth Grade Parent/Guardian Meeting, Sacramental Meetings, and Home and School Sponsored Meetings. Attendance at these meetings is very beneficial to our school parents/guardians.

Christ the King School also participates in the Archdiocesan-wide Elementary School Parent/Guardian Support meetings, (formally known as Coalition), required of parents/guardians with Kindergarten and Sixth Grade students.

Kindergarten parents/guardians currently participate in the Kindergarten Parent/Guardian Support Program while attending the annual Kindergarten Ice Cream Social in August.

Parents/Guardians of Sixth Grade students attend a Parent/Guardian Support Meeting at Christ the King School. The Sixth Grade Parent/Guardian Support Meeting is held in Late Fall.

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Parents/guardians receive information concerning the required meeting, as well as reminders through Christ the King School Newsletter and FAST DIRECT. The purpose of the required Parent/Guardian Support Meetings is to assist our parents/guardians in raising children throughout these milestone ages. This opportunity is meant to empower parents/guardians, teachers and administrators to best serve the needs of our children, and to enhance a collaborative effort in our support of their social, emotional and academic concerns.

Photographs

A class picture is taken of each of our students by a professional photographer with Interstate Studios each Fall. The school uses the photographs for the school's yearbook and for a composite photo of the entire student body which hangs in the main school hallway. A pricing package is sent home prior to picture day. Parents/guardians may choose whether or not to purchase photographs.

Playground Rules

The following rules and regulations have been put in place to protect the safety of the school children:

- Children must treat all others and all playground equipment respectfully during their play.
- The faculty supervises the playground. Children must respect the judgment of the teacher on duty.
- If the ball goes outside the playground, students are to report it to the teacher on duty. The teacher on duty will determine the best way to retrieve the ball.
- No cell phones or other electronic devices are allowed on the playground during school hours.
- Recess is a time for physical activity. Books, notebooks, textbooks are not allowed on the playground during recess. Students are encouraged to utilize this time with physical activity, whether engaged in active play or simply walking about the playground.
- Students are to line up promptly at the main doors when the bell rings or the teacher on duty signals the end of recess. Students are to wait outside the doors quietly until the teacher on duty escorts them into the building to the cafeteria or classroom.
- A note is required if a child is to remain inside during a recess period.

Political Activities in the School Setting

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Catholic schools are important settings for communicating the Church teachings on civic responsibility and social issues. Catholic schools should educate students about the moral principles involved in key political issues and develop their abilities to analyze issues from a moral perspective. However, as Church organizations, and as tax exempt organizations, we do not participate in any activity on behalf of or in opposition of any particular candidate for office or any specific political party.

Privacy Policy

Christ the King understands that students, parents/guardians, faculty and staff have access to technology which enables them to record, both visually and audibly, students of the school and members of the school faculty and staff. Parents/guardians, students, faculty and staff shall exercise restraint, discretion and good judgment in the photographing, videotaping or other recording of any student, faculty or staff member of Christ the King.

Out of respect for the students, faculty and staff of Christ the King, students, parents/guardians, faculty and staff are prohibited from publicly posting any videos, photographs or audio recordings which depict any student or member of the faculty or staff unless Christ the King School and individual(s) to be depicted have given express, written permission allowing such publication. This includes, but is not limited to, posting videos and photographs to YouTube, Facebook or similar on-line applications.

Students and parents/guardians are prohibited from recording classroom lessons and discussions without the express, written permission from the teacher of the classroom and to be recorded with school administration.

Parents/guardians, students, faculty and staff shall be sensitive to the feelings and reputation of other students, parents/guardians, faculty and staff members which may be impacted by the posting on-line of any recording, photograph, video or written statement. Any derogatory or disparaging images or remarks pertaining to any student, faculty or staff member posted on-line by a student or parent/guardian shall be deemed a violation of this policy.

Questioning of Students

Except at the direction of a caseworker from the Division of Social Services, no student should be questioned by law enforcement authorities or officials of other public agencies unless a parent/guardian or school administrator is present. Every effort will be made to contact a parent/guardian and provide them the opportunity to be present.

(Archdiocesan Policy #4402.2)

Law enforcement authorities may question students only with a parent/guardian or deputy juvenile officer present. The principal will make every effort to notify the parent/guardians

and arrange for them to be present during the questioning. If they are unable to be present, the principal and another school staff member should be present during the entire questioning.

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Students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse "hot line" report. In these cases, investigations are conducted primarily by the DSS caseworker. Permission to contact parent/guardian will be requested. If denied, permission for school personnel to be present for questioning will be requested. Based on the nature of the investigation either or both could be denied.

Law enforcement authorities may remove students from school property only upon presentation of a valid arrest warrant or upon probable cause that the student committed a crime. The proper place for questioning a student who is considered a witness to a crime is the student's home with parent/guardian present. In such cases, school officials are not required to allow law enforcement authorities to question the student at school.

Search and Seizure

School officials, with sufficient reasons to do so, may search a student's locker or desk without prior notice to parent/guardian or student. Likewise, with good reason, school officials could request that a student empty the contents of pockets, purse, or backpack. If the student refuses, disciplinary action such as suspension could be taken on that refusal. (*Archdiocesan Policy #4303.5*)

Special Needs

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met. (*Archdiocesan Policy #5204*)

Special Needs Records

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with

appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

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(Archdiocesan Policy #5204.1)

Student Accident

All student accidents, injuries, or illness on school/parish property during educational activities shall be reported to the school administrator or a properly designated authority as soon as possible. It will be the responsibility of the staff member to whom the student was assigned at the time of the accident to report the accident/injury to the school office.

When faced with the decision whether to report an accident to the school administrator, the staff member should consider anything unusual. For example, any bleeding, swelling, dizziness, acute pain should indicate that a serious injury may have occurred, and the student should be brought to the office or emergency help should be called to the scene. A written account of student office visits for any health-related issue that is necessary to address will be recorded.

The school office will make every effort to contact the parent/guardian for information or instructions concerning health-related incidents of a serious nature. If the parent/guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge should arrange for the student to be taken to a doctor or hospital for medical treatment.

School personnel will not administer medication to an injured student unless he/she is acting under a direct order from a parent/guardian or physician.

Student Records

Access to Student Records

Parents/guardians have the right to inspect and review the official active file of their child(ren).

In the event the parents/guardians are separated, or divorced with joint legal custody of the student, or divorced parent/guardian having visitation rights, both parents/guardians are entitled access to their child's records and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

In the event that the payment of tuition is shared financial responsibility between the parents/guardians, the school may share information about the timely payment of tuition and fees by one parent/guardian with the other parent/guardian. The failure of one parent/guardian to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent/guardian needs to know the status of payments in arrears in the event that the parent/guardian wishes to make the payments, preventing a disruption in the student's education.

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In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent/guardian.

In the event that a child is living with grandparents/guardians, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent/guardian.

A non-custodial parent/guardian who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent/guardian who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent/guardian or the child. (*Archdiocesan Policy #4601.2*)

Transfer of Records

There should be no release of student records to other schools, institutions, agencies, or individuals without the written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents/guardians or students but are transferred directly from the school to the institution designated to receive them. (*Archdiocesan Policy #4601.4*)

Release of Student Discipline Information

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parent/guardian authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent/guardian. This applies to providing both written and/or oral information. (*Archdiocesan Policy #4601.6*)

Transportation of Students

Our school takes appropriate measures to ensure the safety of our students when they are being transported for educational field trips and other off-campus school activities. Whenever possible, we will use bus transportation by an insured carrier for off-campus school events. There are circumstances when it may be determined that transportation in private passenger vehicles is appropriate, such as a small number of students involved in the activity and the cost of commercial transportation. If a private vehicle is used, we require the following criteria:

- drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;

- the vehicle must have a valid registration and meet state safety requirements;

- the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;

- drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;

- every person in the private vehicle must wear a seat belt.

(Children younger than four years of age, regardless of weight are

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required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and weigh at least 40 pounds but less than 80 pounds are less than four feet nine inches tall must be secured in a child passenger restraint system appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt.)

adults are not to smoke in the vehicle while transporting students. Volunteers are expected to abide by the criteria above. Drivers are to provide to the school *copies* of a valid driver's license and proof of insurance coverage. The school maintains a record of each event where students are transported, including when volunteer drivers transport students. Volunteer drivers are expected to have attended *Protecting God's Children for Adults* program and to read and sign the *Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors*.

Tuition and Fees

Catholic education plays a key role in assuring the continuation of the Faith. This benefits both the families that participate in Catholic education, as well as the parish community.

The financial and spiritual support of Christ the King Catholic School is the responsibility of both the families of the students that attend the school and the parishes of Christ the King, and St. Rita. As part of the registration process, all parent/guardians must agree to share in the financial responsibility for the cost of operations of the school and parish in cooperation with the Parish Finance Committee.

Every year the Parish Finance Committee will develop a proposed school budget, based upon expected cost of operations. The budget and proposed tuition will be presented to the Parish Council, Board of Education, Pastor and Principal by the end of February for the following school year. After approval of the budget, tuition fees will be established and included in the contract signed by every family at the time of registration.

No student will be deprived of a Catholic education because of real financial need when it is the family's desire for Catholic teaching and moral formation. However, this need can only be determined after discussion of a family's desire for what Catholic education offers and discussion of finances with the Pastor and a designated member of the Parish Financial Committee.

Tuition and Fees

All families pay an annual, non-refundable book fee that covers books and certain supplies at either time of registration, or the option of rolling the book fee into the tuition payments. (*Appendix 1: Tuition and Fees*)

Families who are members of St. Rita's Parish need to contact the Pastor of St. Rita's to make necessary arrangements concerning financial obligations and additional requirements.

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The school board has selected the FACTS Tuition Management Company to handle the collection of tuition for all families paying monthly. A Contract and Payment Schedule form must be signed at the time of registration.

Student families, other than St. Rita's Parishioners, must select one of the following tuition payment options.

Option 1: Pay the total amount of your family's tuition directly to Christ the King Catholic School due July 31st and receive a discount. See Appendix 1 for the discount amount. A late payment is not eligible for discount. Book fees are not eligible for discount.

Option 2: Pay your family's tuition directly to Christ the King in two installments with one-half due July 31st and the second half due December 31st for discount. See Appendix 1 for the discount amount. A late payment is not eligible for discount. Book fees are not eligible for discount.

Option 3: Pay your family's tuition monthly using the automatic checking or savings deduction services provided by FACTS. The deductions will be made in ten monthly installments beginning in August. You may choose to have payments withdrawn from your account on the 5th or 20th of each month. Each family must complete a FACTS enrollment form. **The parish will cover the administrative fee charged by FACTS.**

Tuition Payment Policies

It is the responsibility of each school family to inform the Pastor or Principal of a need to change their tuition payment plan or adjustment in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

1. **Monthly Payments:** School families who choose a monthly payment plan, then miss a monthly payment due to insufficient funds, will be assessed a late fee by FACTS. See Appendix 1 for fee. A fee from their own financial institution may also be incurred. FACTS will send a reminder notice and attempt to deduct the missed payment directly from the bank account within 20 days of the first attempt.

For the sake of the family's security and peace of mind, and for the general financial stability of our school, we encourage parent/guardians to contact the parish as soon as possible when experiencing economic difficulties that will lead to delinquent financial obligations to the school.

All financial obligations to the school must be satisfied before a student will be issued a report card, and permanent records will not be released at the end of a school year for a transferring or graduating student until financial obligations are met.

Delinquent Tuition from Previous Year

All previously unpaid tuition from the prior year must be paid before the first day of a new school year for a student to be readmitted for a new school year. Payments

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are to be made directly to the parish. If payment is not possible, suitable arrangements must be made with the pastor.

Financial Assistance

We recognize that some families attending our school may need assistance in paying school tuition. An assigned member of the Parish Finance Committee will evaluate a family's request for financial aid and recommend appropriate tuition reductions to the Pastor.

A limited amount of tuition assistance is available to families who pay tuition to Christ the King parish. Families wishing to apply for tuition assistance must complete the school registration process and a financial aid application. Members of the school board and rectory office will be available to help families with the financial aid process.

Alive in Christ and Beyond Sunday Scholarship Programs, administered by the Today and Tomorrow Educational Foundation, are available for families desiring a Catholic elementary school education for their child(ren).

Any NEW student entering Kindergarten through 4th grade, and any CATHOLIC student CURRENTLY ATTENDING A CATHOLIC ELEMENTARY SCHOOL is eligible for Alive in Christ.

Visit the website to learn more about TTEF newest scholarship, Beyond Sunday.

Contact the school for an application or access the application at www.archstl.org/ttef Applications are awarded based on a first come, first serve basis. Certain eligibility requirements must be met.

Financial Requirements and Graduation

Payment in full must be made for all financial obligations to the school before the days of graduation. Within 10 days prior to graduation, the local administration has the right to require a specific method of payment. (*Archdiocesan Policy #4502.1*)

Uniform and Dress Code

When parents/guardians send their children to Christ the King Catholic School, it is understood that they agree to uphold the policy governing the use of uniforms. Students need to be fully dressed and in compliance with the Christ the King dress code upon arrival. If it is necessary to send a child to school out of uniform, a note from the parent/guardian is required. The administration reserves the right to determine if a student is dressed or groomed appropriately. Parent/guardians will be contacted if we find these standards not being upheld.

Expected Conduct and the Uniform

While children are dressed in the school uniform, we expect conduct and language in public places to be in keeping with the standards of the school. This means around the neighborhood and while walking home from school you are expected to live up to the good name associated with our school's rich history.

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Dress and Grooming

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed. (*Archdiocesan Policy #4303.6*)

General Uniform Dress Code Guidelines

- Students need to be following the Christ the King dress code upon arrival.
- Unusual or extreme hairstyles and colors are not permitted. No bleaching, dying or spraying the hair with non-traditional colors.
- All hair should be clean, neat and combed. Hair is not to cover the eyes.
- Boys' hair should not be longer than shirt collar length.
- Shoestrings are to be the same color as the shoe base color or accent color. Shoes should be tied or fastened at all times.
- All uniform pieces should not be wrinkled, stained or torn.
- Undershirts worn should not be colored or have logos.
- If it is necessary to send a child to school out of uniform, a note from the parent/guardian is required.
- Snow or rain boots may be worn to school during inclement weather but must be removed while inside during the school day. The student must bring a pair of school shoes to change into.
- All shirts are to be tucked in at all times.
- Belts must be worn with shorts or pants with belt loops. All belts must be solid navy, brown or black with a traditional buckle. Magnetic buckles are appropriate for kids in grades K-2.

Gym Uniform Requirements

Navy shorts with CKS logo

Gray short-sleeved shirt with CKS logo

Navy track pants with CKS logo

Green sweatpants with CKS logo

Uniform athletic shoes

Uniform socks

Students in grades K-4 are to wear their gym uniform on gym days and are not required to change.

Students in grades 5-8 are required to change in and out of their gym uniform. If PE falls on the first or final period of the day, adjustments can be made at the discretion of the teacher.

Girls Uniform Requirements

Clothing	Options and requirements
Shirt	All white polo shirt with long or short sleeves.

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	All white oxford button down with long or short sleeves.
Shorts	Navy blue shorts.
Skorts	Navy blue plain-front skorts. The skort should be twill fabric with no cargo pockets. The skorts can be no more than 3 inches above the knee crease.
Leggings	Navy or black basic leggings. ONLY 2019 school logo on leggings
Skirt (6-8)	Blue/Green Plaid skirt. The skirt can be no shorter than 3 inches above the knee crease.
Pants	Plain navy uniform long pants. No extra pockets (such as cargo pants) are permitted.
Jumper	Blue/Green Plaid Jumper with school logo patch. The jumper can be no shorter than 3 inches above the knee crease.
Socks	White, black, or navy socks. Socks must be seen above top of shoe, and may be as long as knee socks or anything in between. They may have a simple logo, such as the Nike "swish". Any logo is to be white, black or navy. Socks may have a colored band around the top of the sock, but white, black or navy stripe only.
Shoes	Casual or dress shoe or athletic shoe. Casual or dress shoe in leather, suede or canvas, basic black, navy, tan or brown with non-marking soles. Any accent color is to be small and simple, so as not to overtake the basic color of the shoe. Please make sure your child can tie their own shoes. If choosing an athletic shoe as your uniform shoe, the shoe is to be a basic color, solid, or with a simple color accent, not multi-colored. The shoe laces must match the shoe. Velcro or zippers are acceptable. Shoes are to have a back. Shoes must be tied and have a proper fit. Shoes should have no wheels, no light-ups, no manufactured sounds.
Sweater/ Sweatshirt	<ul style="list-style-type: none"> • green school logo sweatshirt • gray school sweatshirt with school logo • gray full zip fleece with school logo • NEW gray half zip with 2019 school logo • NEW gray crewneck sweatshirt with 2019 logo <p>8th grade can wear the 8th grade spirit sweatshirt with polo or appropriate spirit wear underneath.</p>
Jewelry	Only one pair small post earrings. Dangling or hoop earrings are not allowed. A gold or silver necklace with small cross or medal may be worn. One watch and one ring are also allowed.
Makeup	No makeup is allowed.
Nail Polish	Only clear, light pink or pastel neutral colors. No chipped nail polish.

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Boys Uniform Requirement

Clothing	Description and Requirements
Shirt	All white polo shirt with long or short sleeves. All white oxford button down with long or short sleeves.
Shorts	Navy uniform shorts. No cargo pockets.
Socks	White, black or navy. Socks must be seen above top of shoe, and may be as long as knee socks or anything in between. They may have a simple logo, such as the Nike "swish". Any logo is to be white, black or navy. Socks may have a colored band around the top of the sock, but white, black or navy stripe only.
Pants	Plain navy uniform long pants. No cargo pockets are permitted.
Shoes	Casual or dress shoe or athletic shoe. Casual or dress shoe in leather, suede or canvas, basic black, navy, tan or brown with non-marking soles. Any accent color is to be small and simple, so as not to overtake the basic color of the shoe. Keep in mind if your child is good at tying shoes when choosing school shoes. When choosing an athletic shoe, the shoe is to be a basic color, solid, or with a simple color accent, not multi-colored. They may have colored shoe strings, or fasten with Velcro or zipper. Shoes are to have a back. Shoes must be tied and have a proper fit. Shoes should have no wheels, no light-ups, no manufactured sounds.
Sweater/ Sweatshirt	<ul style="list-style-type: none">• green school logo sweatshirt• gray school sweatshirt with school logo• gray full zip fleece with school logo• NEW gray half zip with 2019 school logo• NEW gray crewneck with 2019 logo 8th grade can wear the 8 th grade spirit sweatshirt with polo or appropriate spirit wear underneath.
Jewelry	One watch and one ring are permitted. A gold or silver necklace with small cross or medal may be worn. No earrings are allowed at school or church functions. No bracelets are permitted.

Uniform Store Name, Address & Telephone

Just Me Apparel
232 Old Sulphur Springs Road
Manchester, MO 63021
(636) 391-3551

Helpful Hints

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- Pants and shorts from the uniform store are made of heavy fabric that does not easily fade or tear. The boy's pants also have reinforced knees. Although the uniform store may cost more, they last longer than most pants and should only require a single purchase.
- The plain white polo shirts can be purchased at many locations.
- The plain white, button-down shirts can be purchased at many locations. Shirts that are less than 100% cotton are easier to care for.
- The girl's plaid uniform items are only available at the uniform store.
- CKS navy logo track pants are only available at the uniform store.
- The uniform store carries a magnetic buckle belt, which is easier for the younger children to use.
- The CKS logo gym clothes, navy short and grey t-shirt are available through the uniform store.

"Dress Out" of Uniform Guidelines

There are occasions during the school year when students are allowed a "Dress Out" of Uniform Day. Students dress out in honor of their birthdays, school picture day, and when we celebrate some holidays and "spirit days" with a particular theme for dress out.

On these days, uniform clothing is not required; however, the following guidelines for dress out of uniform are to be adhered to.

Shorts: No Spandex shorts/volleyball shorts are permitted. All shorts need to be visible. Shorts should not be covered by a top.

Pants: Jeans and track pants are acceptable. Girls' "yoga pants" are acceptable. Undergarments should not be visible. Final decision of appropriateness is up to the discretion of school administration.

Shirts: Shirts are to be appropriate for Christian School environment. Such shirts that advertise tobacco, alcohol or any inappropriate message to the values we are about is unacceptable. Girl's shirts without sleeves in the warmer weather must have wide shoulder straps. "Spaghetti" straps are not acceptable, not even if another shirt is layered underneath. No crop tops. The shirt needs to cover the waistband when the student is seated. Boys' shirts must have sleeves. Final decision of appropriateness is up to the discretion of school administration.

Skirts: All skirts including "skorts" and "culottes" are to be between mid-thigh and bottom of the knee cap, no matter the student's height, or length of inseam – exception is when girls' have on leggings underneath. Skirts may not be frayed at the hem or have holes in them, even if purchased as such. Final decision of appropriateness is up to the discretion of school administration.

Shoes: A tie, Velcro or buckle shoe with non-marking soles are acceptable. A slip-on is acceptable if the entire foot is enclosed. "Roller" shoes are not acceptable. Tie shoes must be tied correctly.

Note: Hats or bandannas (head scarves) are not to be worn unless on specified occasions, (i.e., Field Day, Cardinal Day, "Crazy Hat" Day!) Hats are to be worn with the

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hair facing forward and never in Church or in the Cafeteria at lunch time. Facial make-up, "tattoos", and sprayed hair are not acceptable on any occasion. Stickers or pins are not to be worn on clothing (or stickers on body) unless given to by staff member or approved by administration. Girls may wear colored nail polish on dress out days. The guidelines concerning earrings on the lobe of the ear only, apply even on dress out days, as well as guidelines concerning bracelets and necklaces. This is a safety issue for our students.

All clothing is to always reflect modesty which is appropriate to a Christian learning environment. Final decision of appropriateness is up the discretion of school administration.

Violence and Threat of Violence

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession, and/or use of a weapon; and theft or vandalism of property. (*Archdiocesan Policy # 4303.3*)

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted. (*Archdiocesan Policy # 4303.3*)

All reports or observed instances of threatened or actual violence will be addressed by school administration. Appropriate actions will include parent/guardian/guardian conferences, and may include mandatory counseling, suspension, withdrawal for cause, and/or legal action depending upon the severity of the incident.

Visitor Policy

Visitors are welcome on school property, provided their presence will not be disruptive. For safety purposes, all school doors are locked at 8 AM. **Parents/guardians and**

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visitors who come to school during the day must enter the school through the main entrance at the front of the school building and report to the front office.

- **All visitors must sign in and out on the visitor registration form.**
- **All visitors must wear a visitor's tag provided by the school.**

Whenever possible, visitors should obtain authorization from the principal in advance. The school principal has the authority to deny a visitor access to the school or to set any appropriate conditions on the nature and extent of the visit.

Parents/guardians and visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from the visitor registration.

Any person wishing to confer with a staff member must contact that staff member to make an appointment.

All school visitors must comply at all time with Board of Education policies, administrative rules and school regulations.

Volunteers

In order to volunteer in the school or for other activities involving the children, the Archdiocese of St. Louis has mandated the following requirements:

- Volunteers must undergo a complete background check. Forms may be obtained from the school office or rectory.
- Volunteers must also take a mandatory three-hour adult program "protecting God's children". Please contact the Rectory for more information about dates and times. Proof must be furnished to the school office that a volunteer has completed this requirement.
- Volunteers must read the Archdiocesan Code of Conduct Handbook and complete the "Commitment" form. These booklets are available at the rectory.
- Any volunteer who does not go through the background check, attend the "Protecting God's Children" workshop, read the Ethical Conduct Handbook, and sign the Commitment form, will not be allowed to volunteers his/her time at the school.
- Volunteers must sign in at the school office and receive a badge before going into classrooms, playground, cafeteria, etc.

Water Bottles

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Students in grades K-8 are allowed to keep a water bottle with a secure lid in the classroom. Water bottles will be kept in a location that is made by the teacher. The water bottles will be filled once in the morning and at the discretion of the teacher.

Weapons Prohibition

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Christ the King is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

(Archdiocesan Policy #6202.1)

Appendix 1

Tuition and Fees 2019-2020 School Year

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Tuition:	
1 child enrolled	\$5,800.00
2 children enrolled	\$9,800.00
3 children enrolled	\$13,200.00
4+ children enrolled	\$14,175.00
Late Fee by FACTS	\$30 for insufficient funds
Tuition Discount – Pay in one Payment	2%
Tuition Discount – Pay in two Payments	1%
Annual Book Fee	\$ 275 per child - Due by July 31
Annual Activity Fee	\$ 125 per family - Due at registration
After Care Program:	
Registration Fee	\$ 5.00 per child
Daily Fee per Child/ Paid Monthly	\$ 10.00 a day for 1 child \$15.00 a day for 2 children \$20.00 a day for 3+ children
Late Fee per minute	\$ 5.00 per child
Lunch Program:	
Daily meal	PK \$2.50, K-3 \$3.75, 4-8 \$4.00
Low-Fat Milk	Included with meal - for "Bringers" \$.11
Monthly lunch	Cost varies depending on the number of lunches ordered.

Appendix 2

WITNESS STATEMENT

For Those Whose Children Attend Catholic Education Programs

Christ the King Catholic School Handbook

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parent/guardians who have a primary right and duty to educate their children in the practice of their faith. Parent/guardians carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parent/guardians receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord..

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parent/guardians are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parent/guardians in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parent/guardian call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- **regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family;**
- **commit to speak more with my children about God and to include prayer in our daily home life;**
- **participate in and cooperate with School or Parish School of Religion programs that enable me as a parent/guardian to take an active role in the religious education of my children, including sacramental preparation for Catholic children;**
- **support the moral and social teachings of the Catholic Church to ensure consistency between home and school;**
- **teach my children by word and example to have a love and concern for the needs of others;**
- **meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.**

Appendix 3

Christ the King Catholic School Handbook

WITNESS STATEMENT: CALLED TO BE CATHOLIC ***For students who attend Catholic Schools and Parish Schools of Religion***

PRE-KINDERGARTEN AND KINDERGARTEN

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

**GOD LOVES ME.
I LOVE GOD.**

**GOD MADE EVERYTHING GOOD.
I WILL PRAISE AND THANK GOD.**

**GOD MADE ME SPECIAL.
I WILL ACT AS A CHILD OF GOD.**

**GOD MADE ME PART OF HIS FAMILY.
I WILL BE KIND TO ALL OF GOD'S FAMILY.**

GRADES 1-2

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

**GOD LOVES ME.
I PROMISE TO LOVE GOD BY:**

- LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
- PRAYING EVERY DAY.
- SPEAKING GOD'S NAME WITH RESPECT.

**GOD CREATED ME.
I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- OBEYING MY PARENT/GUARDIANS/GUARDIANS AND TEACHERS.
- BEING HONEST AND TRUTHFUL.
- DOING WHAT IS RIGHT.

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GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- BEING RESPECTFUL OF OTHERS.
- HELPING OTHERS IN NEED.
- BEING KIND AND INCLUDING OTHERS WHEN I PLAY.

GRADES 3-4-5

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- RESPECTING GOD'S NAME AND HIS CHURCH.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD.
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENT/GUARDIANS/GUARDIANS, TEACHERS AND CHURCH.
- BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.

GRADES 6-7-8

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Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
- FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
- TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
- VALUING MY SELF AND DEVELOPING MY GIFTS.
- LIVING THE GIFTS OF THE HOLY SPIRIT.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
- RESPECTING ALL PERSONS, PLACES *AND* THINGS AS GIFTS FROM GOD.
- GROWING IN COMPASSION BY SERVING THOSE IN NEED.
- BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- WORKING WITH OTHERS TO HELP MAKE (*School/PSR*) AND PARISH A BETTER PLACE.