

11/9/2015



PARENT / STUDENT HANDBOOK  
2015-2016

Christ the King Catholic School

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Theme for 2015-2016 – *All Are Welcome*

Dear Parents and Students,

Welcome to Christ the King Catholic School and to the promise that our 2015-2016 school year holds for each of us. 2015 marks our 76th year and as the year's theme reflects we celebrate God calling us to welcome one another with a spirit of mutual respect and appreciation for one another's gifts. Our reputation for empowering young learners remains steadfast and the mission that we share will continue to guide us in the coming important work. We are called to renew our commitment to one another and to continue making CKS the enduring and vibrant community that it is.

The Parent/Student Handbook is the document of policies and procedures at Christ the King that affect every student and parent. The School Commission has reviewed the document. The document is to be read by you and your student(s) as is grade appropriate before school begins. Please assure that the signed agreement is returned by the second day of school.

You will find the signature agreement on the last page. Please return the signed form to the school office by the second day of school. This agreement states that you intend to abide by the policies of CKS during the 2015-16 school year.

The faculty and staff look forward to working with you to promote spiritual development and academic excellence in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion.  
God bless you.

Joanne Cecchini  
Principal

## **MISSION STATEMENTS**

### *Mission Statement of the Archdiocese of Seattle Catholic Schools*

The schools of the Archdiocese of Seattle, in communion with the Archbishop, in collaboration with parents, parish leadership, and the community, and in the service of teaching Gospel values and the faith of the Catholic Church, educate students in grades K to 12 for leadership and service to the church and society through excellent religious, academic, and co-curricular programs that strive to be accessible to all.

### *Mission Statement of Christ the King Parish*

We, the Catholic community of Christ the King, are a neighborhood parish composed of a people of faith, rich in diverse cultures, who pledge our time, talent, and treasure to proclaim, live, and share the Gospel of Jesus Christ.

### *Mission Statement of Christ the King Catholic School*

With Jesus as our teacher, we are Christ the King Catholic School, a faith-inspired community striving for excellence in heart, mind, and spirit.

## **PHILOSOPHY**

Christ the King is a Catholic Parish school dedicated to providing an educational foundation and community experience based on Gospel Values and academic excellence.

We recognize the parents as the primary educators of their children.

In partnership with the parents and parish community, we prepare students to be respectful, caring members of our diverse world.

By fostering the discovery of each child's unique gifts, we encourage students to actively share them in a creative and resourceful way.

We are committed to nurturing each child's sense of self-worth, spirit of discovery and inquiry, and enthusiasm for life-long learning.

## **Student Learning Expectations**

Parents, teachers, administrators and members of the parish collaborated to create our Student Learning Expectations (SLEs) which were revised on 02/11.

### **Christ the King Catholic School Student Learning Expectations**

**Graduates of Christ the King School are students who:**

- 1. Act with integrity as faith-inspired Catholics by...**
  - a. being honest, compassionate, welcoming, and respectful.
  - b. actively celebrating the traditions and beliefs of the Catholic faith through study and experience.
  - c. developing moral and ethical decision making skills.
  
- 2. Strive for excellence in all learning by...**
  - a. developing a strong work ethic of goal setting, study habits, time management, and organizational skills
  - b. meeting or exceeding national standards while establishing a solid academic foundation
  - c. demonstrating critical thinking and independent problem-solving.
  
- 3. Communicate effectively by...**
  - a. listening actively
  - b. using clear, confident, and skillful techniques of speaking and writing.
  - c. demonstrating proper use of technology and the creative arts as tools for learning and expression.
  
- 4. Participate in responsible global citizenship by...**
  - a. working to understand and practice the principles of Catholic social teaching in daily life.
  - b. demonstrating respect for the diversity of all God's children.
  - c. serving others through good stewardship.

## **Parents As Partners**

As partners in the educational process at CKS, we ask parents:

- To set rules, times, and limits, so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the uniform policy;
  - Completes assignments on time; and
  - Eats a nutritional lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

## **Parents' Role in Education**

We at CKS consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role model for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of CKS involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian/Faith-based morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at CKS, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that the child take responsibility for grades he/she has earned and is accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

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## 1. ADMISSIONS

### A. ADMISSIONS POLICY:

1. Christ the King Catholic School (CKS) exists primarily to educate those Parish children whose families are committed to the Catholic faith and Catholic education. Further, the child must meet the acceptable academic standards for each grade level as determined by the principal and teacher. For students transferring to CKS in grades 1 through 8, report cards and standardized test results are reviewed in the process of making the academic standards assessment.
2. It is the policy of CKS to not discriminate based upon race, color, national origin, religion, sex, familial status and/or handicap (disability) in its admissions policies, scholarship and financial assistance program, educational policies, athletic, and other school-administered programs.
3. A child shall be 5 years of age on or before August 31 for entrance into kindergarten.
4. A child shall be 6 years of age on or before August 31 for entrance into 1<sup>st</sup> grade.
5. All new applicants shall be interviewed and/or evaluated by the principal/teacher prior to their acceptance into the school. Admission is also contingent upon receipt and review of prior school records.
6. Determination of active participation in the parish is based on the following criteria:
  - a. History of regular/weekly attendance at Sunday Mass. Examples of measurement include physical presence at Mass and other parish celebrations and use of weekly tithing envelopes or demonstrating a history of continual online giving. Regardless of the amount you contribute, the presence of your tithing envelope may be used as an indication of your participation in Sunday Mass.
  - b. History of financial support to the parish. Parish registration card and sacrificial giving card must be on file at the parish office.
  - c. Involvement in other aspects of parish and school life. Examples of measurement include: volunteer work for school/parish functions, working on fund raising committees, serving on boards, and volunteering for outreach programs.
7. Once a student is accepted in the school and is in good standing, he/she shall retain his/her eligibility for continued enrollment. If a

parent chooses to withdraw a student from the school mid-year, it will be at the school's discretion as to whether the child is readmitted. As openings occur for each grade level, applications and registrations will be considered on the following priority basis:

- a. Children of Christ the King parishioners who have siblings presently enrolled in the school and who are current in tuition and fees (this includes incoming siblings for Kindergarten).
  - b. Children of non-parishioners who have siblings presently enrolled in the school and who are current in tuition and fees (this includes incoming siblings for Kindergarten).
  - c. Children of parishioners who are registered in and supportive of Christ the King Parish. (See Admissions section 1.A.6 a, b, & c)
  - d. Children of families who are registered in other Catholic parishes with first preference given to registered Catholic families. \*
  - e. Children of non-parishioner families.
8. Final acceptance is based upon completion of registration forms and payment of fees.
  9. Students admitted in grades K through 8 are to be accepted on a 6-week probationary basis dependent upon their ability to maintain the academic and behavioral standards of CKS. If necessary, this trial period may be extended.

\* Families registered in another parish will be considered out of parish for purposes of determining tuition rates.

## **B. REGISTRATION**

Registration is held each year beginning in January. Notification of the time will be given in the Parish bulletin and by newsletter to parents with children enrolled in the school. Failure to return registration fees and papers on time could result in a family losing their child(ren)'s places at CKS. Registration is complete when the school has received:

### From all families:

- The family registration contract
- The payment options form
- Registration Fee
- Health forms as required
- Transcripts from all prior schools
- Standardized test results

Individualized Education Plan (IEP or SDI), if applicable

All financial responsibilities for the prior year must be current before a student can be registered for the following school year. Registration packets will not be sent to the families in violation of Section 1E, paragraph 3 of the Parent/Student Handbook. Final report cards, diplomas, records, and transcripts will be withheld until all tuition and fees are paid.

In the case of emergencies or financial delinquencies, student class placement will be saved if the family has made arrangements in agreement with the principal. Negligence in the agreed-upon timeline nullifies holding the place in the particular class.

In addition, families of new students must provide:

1. Immunization forms (WAC 180-38-045).
2. Release of records form (transcripts, testing).
3. Student information sheet.

### **C. FEES & TUITION RATES**

1. The principal, in consultation with the school commission, is responsible for setting the non-refundable registration fee, as well as tuition rates.
2. Parishioner rate of tuition applies only to those families who are considered to be active parishioners (see Admissions, section 1.A.6 a, b, c).
3. Non-parishioner rate of tuition applies to those families and individuals who do not meet the criteria of being a parishioner.
4. Fees: See Registration Packet

### **D. QUALIFICATION AS A PARISHIONER**

New families who do not presently qualify for the parishioner tuition rate will qualify for the parishioner tuition rate if they have a current "Sacrificial Giving" pledge card on file and meet one of the following criteria:

1. Provide a written statement from their previous pastor about worship and Sunday envelope commitment that is satisfactory; or,
2. The family has been registered in the Parish for 6 months and meets the criteria to determine parishioners (see Admissions, section 1.A.6 a, b, c).

If the family satisfies the conditions set forth in section #1 above, they shall immediately qualify for the parishioner tuition rate.

If the family satisfies the conditions in section #2, they shall qualify for the parishioner tuition rate on the first day of the seventh month in which these

conditions are satisfied. The family is responsible to notify the school office regarding the new tuition status.

### **E. PAST DUE FINANCIAL RESPONSIBILITIES**

Tuition for the school year is processed through the FACTS tuition management system. Families have the option of paying three ways:

- 1) Payment in full due August 1st
- 2) Two payments – one in August and one in January
- 3) 11 monthly payments beginning in August.

All payments will be processed by FACTS and can be made on the 1st, 5th, or 20th of the month. FACTS processes payments using automatic bank payments, or by using Visa, MC, Discover or American Express. Credit card payments have a 2.75% convenience fee.

Summer Withdrawal – If a family withdraws between July 1st and July 30th, the family owes one month's tuition. If a family withdraws between August 1st and July 30th, the family owes one month's tuition. If the family withdraws between August 1st and August 31st, the family owes two months tuition.

Families delinquent on their FACTS account will receive written notification of their financial obligation. Families are to contact the principal/pastor within (5) days so that an equitable payment solution may be arranged.

If a tuition account remains overdue for more than 60 days, a certified letter will be sent to the parent/guardian requesting that the parent/guardian contact the principal or the pastor within (5) days so that an equitable payment solution may be arranged. If the parent/guardian does not contact the principal or pastor OR an equitable solution cannot be arranged, the student(s) enrollment is jeopardized. The student(s) will finish the current trimester/semester and will withdraw from the school at this time. All student report cards and records will be withheld until the account is made current. Any amount remaining on the unpaid tuition, including late fees may be turned over to a collection agency for collection.

### **F. FINANCIAL ASSISTANCE**

A limited amount of financial assistance is available for families who are unable to meet the full cost of tuition and fees. Those seeking financial assistance must apply the winter before the next school year or as early in the school year as possible or when an emergency arises. The following criteria must be met in order to be eligible to receive financial assistance:

1. Parents/guardians will be required to apply for aid from the Fulcrum Foundation first (please consult CKS website for most current posting of dates and process) and then from the CKS Scholarship Fund.
2. The application for tuition assistance is considered complete when the applicant's current year's income tax return is on file.
3. The principal/and or pastor will consider applications for tuition assistance.

4. The applicant must notify the principal in writing as soon as any financial change occurs.

The Catholic Schools Office sends notifications from the Fulcrum Foundation in May. CKS scholarships are distributed by the end of June for the upcoming school year.

Instead of applying for financial assistance, application for an extension of time to pay required tuition and fees may be appropriate. It is the responsibility of parents/guardians to contact the principal to make the necessary arrangements. In all cases, all accounts should be cleared by June 15th.

**If there are tuition payment problems the most important thing to do is contact the principal right away.**

## **2. GENERAL POLICY**

### **A. ATTENDANCE**

#### **1. Absences**

It is necessary for students to be actively participating in class activities and discussions for maximum learning to occur. Absences negatively impact student learning. Parents and students are expected to make every effort to ensure punctual and consistent attendance at school.

An absence can be categorized as excused or unexcused. An absence due to personal illness or injury, medical/dental appointment, a funeral, or a special circumstance recognized by the principal is considered an excused absence. All other absences are considered unexcused (see Family Vacations below). Teachers will work with parents to help children complete missed work and provide extra help for the child to learn concepts covered during the time missed for an excused absence. Classroom teachers will explain to parents and students the procedure for obtaining and completing missed class work and homework due to an excused absence. Due to varied expectations in the different grade levels, each teacher will communicate classroom procedures for make-up work, including times he/she is available to meet with students and or parents to discuss missed work.

Missed class work and homework, due to an unexcused absence, is considered late. In such a case, parents and students must assume the responsibility of completing and turning in missed work. Be aware that this may require a commitment of extra time spent studying and practicing curriculum content (see Family Vacations below).

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Excessive absences, even if excused, will cause a student's grade to drop. **If the absences are due to a medical concern contact the principal for a case-by-case consideration. Any student who is absent and/or tardy for fifteen days of school during one trimester will be subject to a grade drop and/or extra work to receive the trimester's final grade in each class.** This may include, but is not limited to, required tutoring, summer school or possible retention.

When a student misses more than one and a half hours (90 minutes) during the beginning, middle or end of a school day, he/she will be considered absent for a half day. Please keep all medical and dental appointments for before or after school if possible.

## **2. Family Vacations**

Parents are asked to avoid deviating from the school calendar or daily instructional schedule for the convenience of family vacations. Unscheduled days off from school for family vacations cause students to miss valuable instruction for which teachers will not provide a special studies program. Teachers will not normally give out work in advance due to a vacation. Parents and students will need to assume responsibility for completing all missed class work and homework. Parents and students most likely will need to devote additional time to ensure that students understand the content taught during the absence due to a vacation. In most cases, absences due to family vacations are not considered excused.

Parents should make every effort not to plan appointments or vacations during the time students are taking the IOWA standardized test. Test dates will be published in the family newsletter early in the fall.

## **3. Procedure for Absences**

**When a student is absent from school, the parent/guardian should call the school office (206-364-6890) by 8:30 AM each day of the absence.** If the office does not receive a call, a parent/guardian will be contacted. This policy is for the protection of the CKS students.

**Students should be fever-free for 24 hours before returning to school.**

A written statement giving reasons for the absence or tardiness **must** be brought to the student's homeroom or advisory teacher upon the student's return. These notes/letters will be retained in the office for one year. If a written excuse is not presented, the child will not be readmitted and the parents will be called. The child will be readmitted when the parents present a written excuse. Should absence for any reason other than illness seem imperative, parents are

requested to consult with the principal/teacher and present a written reason for the absence.

Early dismissals are discouraged. If an early dismissal is absolutely necessary it must be arranged in writing through a note to the homeroom or advisory teacher or to the school office. When a student must be excused early, parents are required to come to the office to pick up their child and sign her/him out. **Parents should not report to the child's classroom.** If the child returns to school during the same school day, he/she must be signed back into school in the office.

#### **4. Tardiness**

All students from K-8 are expected to arrive at school between 8:10-8:20 under the covered area. All teachers will pick up and admit students only to the classrooms at 8:20. **Parents should not report to the child's classroom.** Students are not considered tardy if arriving before 8:30 into the classroom. Students arriving at 8:30 or after are to go to the office **with their parent** to receive a tardy admittance slip. Please schedule doctor, dentist, and other appointments before or after school hours. Only "tardy times" related to personal illness or injury, limited medical/dental appointment or funerals are considered excused. **Any student who is absent and/or tardy for fifteen days of school during one trimester will be subject to a grade drop and/or extra work to receive the trimester's final grade in each class.** The report card will note the number of tardies.

#### **B. ARRIVAL OF STUDENTS**

Students should not arrive at school before 8:10 a.m. unless they have a class or authorized activity. Supervision is not provided on the playground before or after school. Any student arriving before 8:10 a.m. or lingering more than fifteen (15) minutes after the scheduled daily dismissal will be enrolled in the Extended Day program. Parents/guardians will be billed for supervision. Fees for such services must be paid monthly. Students and parents are asked to leave the grounds including the playground equipment at least fifteen minutes after dismissal.

#### **C. PARENT/STUDENT/TEACHER CONFERENCES**

CKS operates on a trimester basis. Parent/teacher/student conferences are scheduled during the first trimester. These conferences are required. We encourage open, on-going communication between school and home. If parents have a concern, they should contact the teacher involved for a conference at any time during the school year.

#### **D. SCHOOL - HOME COMMUNICATION**

In the interest of communication from school reaching your home in a timely manner, CKS uses a "Tuesday Packet" online communication system. The Tuesday Online System contains a weekly newsletter that includes information and a wide range of news-related topics to inform parents and students of goings-on at the school as well as extracurricular activities. The packet may also

include a limited number of special-topic flyers. A folder containing a copy of all online correspondence is sent home on Tuesdays with the oldest CKS student in each family if the family does not have a computer connected to the Internet. Each week the Tuesday Packet Folder is sent home with item(s) that cannot be put online. The folder is to be returned by the student to the classroom/homeroom teacher the following day.

Periodic newsletters from your students' teachers will also be included in the packet and/or sent by e-mail or posted on-line at the school website.

For communication regarding homework and on-line grades, see section 6A Curriculum.

### **E. INSURANCE**

The school does not carry accident/medical insurance for students. The school is not liable in any way for personal injuries to the student while on school property, or during other activities under school authorization.

### **F. Christ the King Catholic School – Uniform Policy**

CKS has an official school uniform, consistent with our intent to maintain an atmosphere that is conducive to learning. The students' dress and appearance should always reflect neatness, cleanliness, modesty and good taste. Parents are expected to understand, support and enforce the uniform policy and should help their children make good choices about appropriate attire. Our uniform provider is Dennis Uniform located in Tukwila, WA. Their website is [www.dennisuniform.com](http://www.dennisuniform.com).

Please remember to label your child's clothing with his/her name, especially sweatshirts and jackets.

#### **Dress Uniform**

All students must have the dress uniform. Dress uniform is required for Mass and other specified days. Please make sure your child has at least the basic dress uniform for the first day of school.

#### **Christ the King Catholic School – Dress Uniform**

<b>BOYS: Preschool - 5<sup>th</sup> Grade</b>	<b>GIRLS: Preschool - 5<sup>th</sup> Grade</b>
White Polo Shirt (long or short sleeve)	White Polo Shirt (long or short sleeve)
Navy Pants	Navy Pants - or – Kirk Plaid Jumper
CKS Royal Blue Sweatshirt or Sweater	CKS Royal Blue Sweatshirt or Sweater

<b>BOYS: 6<sup>th</sup> - 8<sup>th</sup> Grade</b>	<b>GIRLS: 6<sup>th</sup> - 8<sup>th</sup> Grade</b>
White Polo Shirt	White Polo Shirt



Navy Pants	Navy Pants - or – Kirk Plaid Skirt
CKS Hunter Green Sweatshirt	CKS Hunter Green Sweatshirt

**Christ the King Catholic School – Approved Alternative Uniform Choices**

<b>BOYS: Preschool - 8<sup>th</sup> Grade</b>	<b>GIRLS: Preschool - 8<sup>th</sup> Grade</b>
Dennis Hunter Green Polo Shirt	Dennis Hunter Green Polo Shirt
Navy Walking Shorts	Navy Walking Shorts
	Dennis Kirk Plaid Skort
	Dennis Navy Skort

**Christ the King Catholic School – Approved Accessory Choices**

<b>BOYS: Preschool - 8<sup>th</sup> Grade</b>	<b>GIRLS: Preschool - 8<sup>th</sup> Grade</b>
White or Navy Socks – logo free	White or Navy Socks – logo free
	White Socks w/ plaid trim – Dennis only
Shoes must have velcro or tie-closure	White or Navy Tights – no pattern
	White or Navy Hair Accessories
	Kirk Plaid Hair Accessories – Dennis only
	Shoes must have velcro or tie-closure

Green polos, navy skorts, plaid items and ALL sweaters and sweatshirts MUST be purchased at Dennis Uniform in order to maintain uniform consistency. Navy pants and white polo shirts can be purchased from any vendor including Dennis Uniform. Navy pants must be plain twill – no cargo styles. Walking shorts are allowed until October 31<sup>st</sup> and then from April 1<sup>st</sup> through the end of school. NO SHORTS ON MASS DAYS. Boots are for recess only. No boots in the classroom.

In emergencies, when it is not possible for a student to come in uniform, a parent must send a note with a valid reason to the school office.

**Students will receive a uniform compliance slip if they are found to be out of compliance and may forfeit future privilege and/or free dress opportunities.**

**“Theme” or “Privilege Dress” Days:**

At various times during the year students may be given a chance to dress according to a particular theme (e.g. Mariners Day, or green for St. Patrick’s Day). Certainly it is not our expectation that students buy clothes to fit the exact

theme; you should help your child approximate the theme. Students who choose not to participate in the theme day should wear their school uniforms.

There are days when Privilege dress is permitted. As the name implies, this is a privilege and not a right. The CKS Privilege Dress Code is based on modesty, neatness, cleanliness, and good taste. Students are to be noticeably better dressed for school than for play. Students may wear jeans on Privilege dress days, however jeans or any pants with holes or graffiti or ones that are too baggy, sagging, or too tight are never allowed.

On spirit or special theme days, students are asked to wear specific theme clothes that are appropriate for school. Any exceptions to the regular dress code allowed on theme days, such as sandals, hats, dyed hair, etc., will be announced prior to the theme day.

### **Theme or Privilege Dress Expectations:**

#### **Skirt or Skort:**

Should be no shorter than three inches from the mid-knee.

#### **Dresses:**

Must have sleeves or be covered by a sweater and be no shorter than three inches from the mid-knee.

#### **Shirt:**

Clothing may not refer to alcohol, alcohol-related establishments, tobacco, drugs or anything in poor taste. Shirts with inappropriate words, slogans, or art, and ones that are oversized or too tight are never allowed. All shirts must have sleeves and be up on the shoulders. No skin or underwear is to be showing at the waist when sitting or standing. Any tops that do not cover the waist or reveal your waist when arms are raised are not allowed. Shirts that are oversized, halter-tops, and spaghetti straps are not allowed.

#### **Pants/Shorts:**

Pants and shorts are to be in good condition, hemmed and without holes. Cutoffs are unacceptable even when rolled. Shorts must be dressy in nature with an inseam of at least 5 inches. Any pants or shorts that look like warm-ups, sweats, Spandex, leather, or pleather are unacceptable.

#### **Boys' pants and shorts:**

These must have a front fly with zipper/button/snap closure and belt loops. All pants and shorts are to be worn at the normal waist. Baggy pants are unacceptable. Pants must not sag and underwear must never show.

**Shoes:** On Privilege Dress and theme days, boots and slip-on shoes may be worn.

**Jackets:**

These garments may not be worn indoors.

**Accessories:**

Hats, ski headbands, head-coverings, hoods, headphones, bandanas, sunglasses, heavy chains are not to be worn. Fashion hair bands are acceptable with the exception of bandanas. Bizarre and distracting make-up is not permitted. Tattooing, branding, and body piercing are not permitted. Piercing of anything other than ear lobes is not allowed.

Current trends and fads will be addressed as they arise.

**Additional attire and appearance expectations:**

- Only white T-shirts may be worn under uniform blouses or shirt
- All uniform shirts are expected to be tucked in.
- Hats may not be worn inside. The only exception to this policy is on special spirit or theme days. Hats should not to be worn in the church.
- Jewelry: Students may not wear jewelry that is considered unsafe or distracting. Students may not wear more than two earrings on one ear. Any other body piercing or tattoos are not allowed.
- Make-up: Girls in grades K-5 may not wear make-up. Girls in grades 6, 7 & 8 may wear light make-up if it is simple and appropriate. If it is noticeable, it's probably too much. Boys may not wear make-up.
- Hair Styles: Hairstyles or colors that create a disruption, such as shaved, spiked, multi-colored, Mohawks, unusually dyed, tinted, bleached, or streaked hair are not allowed. Hair color must be of a natural hue and neatly groomed. Hair length should be such that eyes can be easily seen, which means that if bangs are long the hair must be held away from the eyes by a hair clip, head band or some other means. It should not be necessary for the student to have to repeatedly pull his/her bangs to the side in order for him/her to see or for his/her face to be seen by others. This applies regardless of age or gender. Boys are to be clean-shaven. Hair length should be above a crew-neck collar, and eyes should be easily seen.

**Failure to adhere to the uniform policy:**

It is the intent of the school commission, the administration, and the staff to support strict enforcement of the Uniform Policy. In order for this to happen, we need support and cooperation from all of our parents and students. Any student not adhering to the uniform policy or not dressing in appropriate clothing will receive a consequence.

## G. STUDENT CONDUCT

### i. ANTI-BULLYING POLICY

**Our school does not tolerate bullying in any form.** CKS strives to provide a safe environment for all individuals. All members of the school community are committed to striving for a physically and emotionally safe environment for work and play. We believe that safe, kind, respectful, and responsible behaviors are essential to living a Christ-centered life in community and can be learned by all students. Parents, teachers, and students working together will nurture these behaviors through modeling, instruction, and appropriate consequences. We strive to value the rights of all people to learn without fear.

Bullying is any repeated, intentional act by a more powerful person that causes others embarrassment, pain, or discomfort.

- Bullying can take a number of forms, including physical, verbal and emotional.
- Bullying is an abuse of power.
- Bullying shows disrespect for the worth of others.
- Bullying can be perpetrated by individuals or groups.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. **Students making such threats, whether seriously or in jest, in person or online, face detention, suspension, and/or expulsion.**

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### ii. DISCIPLINE POLICY

Central to the mission of CKS as a parish Catholic school is the maintenance of a learning environment that upholds the dignity of all individuals through faith, justice, and love. Each of us has dignity because others recognize and respect our rights. Others have that same right to dignity through the recognition of their rights. The goal we strive to reach which will empower this peace-filled environment is to have each child become a successful self-manager. To attain this, each child needs to know what is expected of him/her in terms of behavior. The principal is the final recourse in discipline situations and reserves the right to waive any and all regulations for just cause at his/her discretion.

CKS does all it can to ensure that every child is provided an appropriate and effective learning environment. We have the following disciplinary principles:

- Through their cooperation, attentiveness and behavior in class, students will:
- allow teachers to teach.
  - respect their own and other's right to learn.

- behave in ways that support the best interests of the class and school.

Student positive behavior may be recognized and reinforced through:

- verbal praise.
- gaining special additional privileges and awards.
- special recognition assemblies.
- published recognition in both the classroom and the wider community.

We believe that each person has the right to be respected and has the responsibility to respect others. We know that conflicts are inevitable. Because of our desire for a peaceful environment where the dignity of each person is preserved, we value peaceful resolution of conflict. The ***Second Step, Steps to Respect Program, and the Notre Dame Program, Peace Be with You*** for conflict resolution will be taught in all religion classes. ***Second Step, Steps to Respect, Peace Be with You, and many religion lessons*** give children the capability to solve problems and conflicts by themselves at their own level.

### **EXPULSION/SUSPENSION**

In the event of a situation where several efforts have been made to resolve serious misbehavior and in the opinion of the school authorities, suspension and/or expulsion would occur when the student would not gain by continuing in the school and/or the student's continued presence would be detrimental to the good of the school community.

**Other reasons for suspension and/or expulsion** include:

- 1) repeat offences following suspension;
- 2) an action or actions that result in the student posing a clear and present danger to the safety and well-being of others.

Examples of actions that might result in suspension or expulsion are: cheating, conduct harmful to the school's reputation, forging signatures, forming cliques or excluding others, bullying, going off grounds, mis-use of technology at school or at home if it harms a CKS student, lying, repeated disrespectful or rude behavior, smoking, spreading rumors, stealing, vandalism, destroying another person's reputation, extortion of money from another student, harassment, lying or misleading adults in disciplinary matters, major vandalism or destruction, possession of handguns, rifles, shotguns, knives, possession or use of alcohol or drugs or related paraphernalia, behavior that harms the community, skipping school.

### **SUSPENSION**

In the event of serious infractions of school rules, procedures and expectations, the student's family will be contacted immediately. A student who is suspended shall remain at home or school in a supervised environment for a short-term suspension period from one to ten days or in a long-term suspension period from ten days to the remainder of either the end of the trimester or the end of the

school year. He/She will be allowed to make-up work missed and will not be academically penalized. Suspension would occur only after consultation between the student, teacher(s), principal, the pastor if necessary, and the parent(s) or guardian(s).

**PROCEDURE FOR SUSPENSION OR EXPULSION:**

1. Parents will be notified; a conference will be arranged at the earliest date possible.
2. Agreed upon terms will be specified for resolution of the situation.
3. The principal shall record all parts of the agreement in writing.
4. Suspension will depend on either the outcome of meeting and/ or inability to meet the terms of the agreement within a time frame.
5. In cases of expulsion, an appeal may be made to the pastor/administrator, who will consult with all concerned before rendering a decision.
6. Should a course of action be needed due to unacceptable behavior, the class and school-wide discipline procedures will be followed.
7. In certain circumstances, immediate suspension or expulsion may take place at the discretion of the principal.

**Online Social Communication**

Engagement in online social communication such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook® Twitter, texting, YouTube® and email etc. may result in disciplinary actions if the content of the student's communication includes defamatory comments regarding the school, the faculty, other students, or the parish. This applies to out of school social media use.

**Off-Campus Behavior**

The administration of CKS reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying, alcohol, drug, and substance use, and mis-use of social media.

**Behavioral Contract**

A management plan is developed jointly by the student, teacher, and parent consisting of expectations of performance and provisions for periodic evaluation by all parties. The contract is positive, image-affirming, and includes an expiration clause. In extreme cases the school retains the right to require third party professional intervention (counseling, etc.) as a provision of continued enrollment.

**iii. RECESS GUIDELINES**

1. Children are expected to always be respectful to supervisor and each other.

2. Bad language, fighting, harassment of another child, or disobeying a playground supervisor are not allowed.
3. Children are not to reenter the classrooms during recess.
4. No food or drink is allowed on the playground. The exception is a slow eater at lunch who may be directed to finish lunch on the bench.
5. Students are expected to ask permission to use the restroom during recess, and a hall pass is required.
6. If a ball goes out of the playground, children may not retrieve it.
7. No strangers of any age are to be on the playground at any time. If this should happen, please approach him/her and ask if you may be of help, or ask him/her to please leave the grounds. Watch to see that the above happens.
8. If someone is picking up a child he/she should go first to the office to sign out the child.
9. No iPods, cell phones, electronic games or devices are allowed on the playground during recess.

UNDER THE PAVILION:

- Children are not to stand or jump from the pavilion pillar bases.
- Children are not to kick or throw balls under the Pavilion. No hard balls or bats may be used. Balls may be thrown or kicked against the south wall of the gym.
- During Primary Recess (K-5) ask children to play away from the middle school doors and out from under the pavilion near the classrooms unless it is raining. During 2<sup>nd</sup> Recess (6-8) ask students to play away from the Primary classroom windows.

PLAYGROUND EQUIPMENT:

- Rings and ladders are to be used hand-over-hand only. Sitting on the top of the ladder, swinging or hanging by legs, and standing or jumping from the top bar are not acceptable.
- Students are to slide down the slide only. They may not climb on the outside cover of the slide.

- Bark throwing is not allowed. No bark is allowed out of the playground area.
- Bats and balls are not allowed inside the playground area.
- Playing in puddles is not allowed.

CKS has a Playground Referral Procedure for poor choices made by students on the playground. The playground supervisor clipboards contain playground referral slips. These are to be filled out when a playground supervisor witnesses behavior that needs to be addressed by a classroom teacher and/or the principal. These referrals slips are to be delivered directly to the classroom teacher and to the principal. When it is deemed necessary students are sent directly to the principal.

## **H. DUE PROCESS**

CKS, as part of Christ the King Parish and the Archdiocese of Seattle, is committed to encourage an open and honest atmosphere in its relationship with students and parents of those students. Any problem, complaint, suggestion, grievance, or question will be answered as quickly and satisfactorily as our resources permit. A Due Process procedure is helpful in those occasional situations when ordinary means of communication are not sufficient.

### **Informal Grievance:**

For reconciliation between a parent and a teacher or employee of the school:

The aggrieved parent or guardian shall first talk directly and privately to the employee with whom he/she has a grievance. If she/he is still dissatisfied, he/she may then talk to the principal.

For reconciliation between a parent or guardian and the principal:

The aggrieved parent or guardian shall first talk directly and privately to the principal.

### **Formal Grievance:**

All parties for future reference shall keep documentation from this point on. If the parent or guardian is still dissatisfied, she/he may send a formal letter to the principal stating the grievance. The principal shall respond by return letter within a reasonable time, usually considered to be no more than seven (7) working days. If the aggrieved party is still dissatisfied, he/she may seek recourse from the pastor.

### **Informal Pastoral Intervention:**

After following the process stated above the parent or guardian shall first talk directly and privately with the pastor about her/his concern.



### **Formal Pastoral Intervention:**

If the parent or guardian is still dissatisfied, he/she may send a formal letter to the pastor stating the grievance. Within twenty one (21) days of receiving the letter from the parent or guardian, the pastor will respond to the employee by return mail, review Archdiocesan and school policy, gather all relevant facts, and hold a formal hearing with the parent or guardian and other affected parties present to hear each other's position. The pastor, through written letter, will notify the parent or guardian, the affected party or parties and the principal of the decision on the matter.

If the parent or guardian is still dissatisfied, he/she may seek recourse from the Due Process of the Archdiocese. This is initiated by contacting the Personnel Consultant of the Catholic Schools Office if all other people and processes have been worked with first.

<http://www.seattlearch.org/ArchdioceseWorking/>

### **I. DISASTER/CRISIS PLAN**

The CKS Disaster Plan is available in the school office. Administration, faculty and staff review the disaster plan annually to keep the plan up to date and keep participants informed regarding their respective roles in the plan.

CKS has implemented both lockdown and Shelter-in-Place emergency procedures. All teachers and staff are aware of these procedures.

Fire, Earthquake, Lock Down and/or Shelter in Place:

CKS has established procedures and uses periodic training and drills. In the event of such an emergency, circumstances permitting, the buildings will be evacuated and students will be moved to the downfield area for taking of roll. Disaster preparedness supplies are re-stocked for each school year and maintained on site. (e.g. food, water, and other emergency supplies). In the event of a school closure or emergency situation, via Alert Solutions® CKS may send messages via text, email and voicemail to all parents.

### **J. SAFE ENVIRONMENT TRAINING**

The Archdiocese requires Safe Environment training for all parish and school administration, faculty, staff, and those volunteers who will supervise or support activities at which children are present. School administration will do its best to define and execute measures to affect such training. The training includes policies and procedures related to child supervision. A training schedule is published each fall.

## K. STUDENT RECORDS / PRIVACY POLICY

CKS adheres to the The Family Educational Rights and Privacy Act (FERPA), dated 12/9/08, regarding access to student records. *For the 12/9/08 version of the rule (The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99), see the following website:*  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations give a five school-day advance notice to the CKS school office. All forms should be submitted to the CKS school office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will be required, and all postal fees will be paid by the parents.

All information relating to CKS students is held in strict confidence and will not be released to any person other than parents. Parents may request to see their child(ren)'s files that are maintained and kept in the school office. For our records to be truly helpful, parents are asked to inform the school and parish of any change of address, phone numbers, at home and workplace, and marital status, etc. The school will release student information to non-custodial parents unless the court has ruled otherwise and a copy of the document stating that information is given to the school.

**No records of students whose financial commitment is in arrears will be sent to transferring schools.**

## 3. STUDENT DAILY PROCEDURES

### A. SCHOOL SCHEDULE

#### Before School and Start of School

7:00 a.m. to 8:20 a.m.	Before-School Care
8:20 a.m.	First Bell Rings; doors open
8:30 a.m.	Final Bell Rings; classes begin-students arrive after 8:30 will be marked Tardy.

#### Morning Recess

<b>10:05 – 10:25 A.M.</b>	<b>All school grades</b>
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#### Lunch and Lunch Recess

11:30 A.M. – Noon.	Kindergarten lunch
Noon – 12:30 P.M.	Kindergarten lunch recess
11:40 A.M. – Noon	Grades 1-5 lunch
Noon – 12:30 P.M.	Grades 1-5 lunch recess

11:55 A.M. – 12:10 P.M.

Grades 6, 7 & 8 lunch

12:10 – 12:40 P.M.

Grades 6, 7 & 8 lunch recess

### **Dismissal**

3:00 P.M. (2:15 P.M. on Wed.) School Dismissal

All students and parents will clear the campus within 15 minutes after scheduled dismissal. This includes the playground equipment.

## **B. ARRIVAL AND DISMISSAL OF STUDENTS**

**All students from kindergarten-grade 8 are to be driven to the back parking lot off of 115<sup>th</sup> for drop off and pick up. Please do not drop off or pick up in the front of the school. This is for Caritas and the EEC preschools only.** There is adult supervision provided on the school grounds in the morning from 8:10-8:20 before school or 3:00-3:15 after school. Students should arrive as close to 8:10 A.M. to 8:20 A.M. as possible and leave the school grounds right after dismissal at 3:00 P.M. (2:15 P.M. on Wednesdays). **Students will be sent to after-school care 15 minutes after dismissal unless they are involved in supervised work with a staff member. All students and parents are to be off the grounds 15 minutes after dismissal.** On Wednesdays students will be dismissed at 2:15 P.M. due to staff meetings and in-service. Drop-off and pick-up traffic pattern can be found in section 3E Traffic Safety of the handbook. Please follow this traffic pattern carefully. No dogs are permitted on campus during school hours, drop-off or pick-up.

## **C. LIBRARY**

Students are encouraged to make full use of the school library. Books are checked out for a period of two (2) weeks and may be renewed. Full cost of the book will be charged for lost or damaged books. Each trimester, report cards will be held until books are returned or paid for.

## **D. SAFETY PATROL**

Safety patrol is essential to the safety of our students. Parents are asked to stress the importance of traffic safety to their children. Sixth, Seventh, and Eighth grade students are expected to serve on the Safety Patrol. A member of the school staff is responsible for organizing and overseeing the student patrols. Parents are asked to remind their children to be responsible by arriving on time for their duty. Questions regarding the safety patrol program should be directed to the school office or teacher in charge. The daily patrol schedule is Monday through Friday 8:10 to 8:35 A.M. and 3:00 to 3:15 P.M.. (Wednesday afternoons from 2:15 to 2:30 P.M.).

## **E. TRAFFIC SAFETY – DROP OFF AND PICK UP PATTERN**

CKS works hard to protect the safety of our children and reduce congestion during the busy drop-off and pick-up times. It is imperative that we all follow the CKS traffic flow rules.

**All students in K-8 are to be dropped off and picked up in the back parking lot off of 115<sup>th</sup> Street. Only preschool students may be dropped off and picked up in front of the school on 117<sup>th</sup>.**

**Morning and Afternoon Drop-Off and Pick-Up** – Enter the lower playfield through the South Gate on 115<sup>th</sup> Street. There are two drop-off areas in the lower playfield:

- 1) **“Drop and Go”** utilizes lanes on the East side of the playfield (right side as you face the school) in which drivers remain in the car; in the Drop and Go lanes, pull up until your car is the first in line before letting students out of your vehicle. Drivers are not to leave their car while in the Drop and Go lanes
- 2) **“Park and Escort”** utilizes static lanes on the west side of the playfield (left side as you face the school) from which drivers and occupants walk onto campus. Pull forward as far as possible to the front, facing the school.
- 3) Drive Through lanes are indicated by arrows. It is critical that everyone leave these lanes free because they are required for emergency vehicles.

Crossing guards will assist students across the driveway. After crossing guards have safely cleared the driveway, you may exit by turning right and proceeding through the East Gate to Dayton.

Gates on the lower field are closed and locked following morning drop-off.

**EEC Drop-Off:** Parents bringing students to EEC may walk them from the front of the school on 117<sup>th</sup>.

**Late Drop-Off** – Students arriving after 8:30 A.M. should be dropped off in front of the school on 117<sup>th</sup> St. and accompanied by the parent to the school office.

**Early Pick-Up** – Parents picking up students early should park on 117<sup>th</sup> St.

**JAYWALKING UNDER ANY CIRCUMSTANCES IS UNACCEPTABLE.  
STUDENTS ARE NEVER TO BE DROPPED OFF ON PHINNEY AVE.**

## **F. USE OF SCHOOL GROUNDS**

We are not responsible for any accidents occurring on the grounds on weekends, during vacation times, or before and after school.

## **G. VISITORS' IDENTIFICATION**

All parents, volunteers, or other visitors who are visiting or working at school must report to the office. They must sign in, pick up AND wear a CKS volunteer identification badge, and then sign out when their volunteer activities have been completed. This includes parents who volunteer in the school on a regular basis and for any purpose. This policy is for everyone's safety and will be strictly enforced.

## **H. VOLUNTEERS**

The teachers and office welcome volunteer help. It is an opportunity to get involved in your child's school. Some teachers may have sign-up sheets available at Curriculum Night in early September. All volunteers working with students are required to complete an Archdiocesan volunteer background check. In addition, volunteers who supervise or support school activities involving students are required to complete Safe Environment training through VIRTUS® as defined by the Archdiocese. See section 2 J, Safe Environment Training.

There will be opportunities for parents to volunteer on the playground, to help out in the classrooms, the library, the computer lab, in the school office, as well as work on projects at home. All volunteers who are visiting or working at school must stop by the office for a CKS volunteer identification badge.

When parents come to work in the classrooms or drive on field trips, we ask that they **not** bring younger siblings with them. This helps to maintain a focused classroom-learning environment and is supportive of our desire for safe and well-supervised field trips.

# **4. STUDENT HEALTH**

## **A. HEALTH ROOM**

The health room is located adjoining the main office. There is a cot for students who become ill or are injured during the school day. If a student has a simple scratch or scrape, office personnel, the teacher, or health room volunteers may treat it (wash and cover). Rubber gloves are worn when treating a student with a wound that is bleeding. When a student is seriously injured or is too ill to remain in school, parents are phoned. If a student is unconscious and/or may have broken bones or internal injuries, the student will not be moved; 911 will be called, and the parent and administration or pastor will be notified immediately. All staff and playground personnel attend periodic in-services regarding first aid and blood-borne pathogens.

## **B. IMMUNIZATIONS**

Washington State Law (RCW 28A.210.160) requires that all children have a completed Certificate of Immunization Status on file at the school. Children entering Kindergarten or sixth grade must update their immunization status form in order to be in compliance with Washington State law. Students should receive their shots before starting school in September. Parents should consult with their family doctor to determine required and recommended immunizations.

## **C. LICE POLICY**

It is necessary that efforts be made to effectively control head lice as soon as it becomes evident that a student may be infested. In order to keep a simple case of pediculosis (head lice) from turning into a wide spread problem, there is a need for individuals to work together to eradicate the problem. School personnel and medical personnel must work cooperatively with students and parents to initiate the steps necessary to treat and eliminate head lice. Classroom teachers should report all suspected infestations to the principal. Control depends on prompt detection followed by effective treatment. The procedures that must be followed when lice have been detected on a student and a treatment checklist for head lice are available in the school office.

## **5. ACTIVITIES/ORGANIZATIONS**

### **A. BEFORE AND AFTER SCHOOL CARE**

The CKS Extended Day programs provide supervision, homework help, recreation and enrichment activities for K-8 students of CKS. It serves families who desire before and/or after school care in a Christian environment for their children enrolled at CKS. All Extended Day parents and students are asked to read and follow the Extended Day Handbook. To get further information, parents may contact the Extended Day program director at the school office.

### **B. CATHOLIC YOUTH ORGANIZATION (CYO)**

CYO provides a Christian-oriented view towards sports activities for parish and school children, grades K-8. For further information please contact the Christ the King CYO director. Participation in CYO soccer and all other sports is encouraged.

### **C. FIELD TRIPS**

During the year, teachers will plan field trips that support their curriculum. Parents are asked to note carefully all arrangements for field trips. Written permission is absolutely necessary for any student to participate in the field trip. If a child fails to bring in the school-authorized signed permission slip, she/he must remain at school on the day of the field trip. Permission may not be given to the teacher or administrative assistant over the telephone. Each driver is

responsible for the students assigned to their car. Students must leave and return in the same car. Each student must wear a seatbelt at all times. For each child required by Washington State law to be in a booster seat, a booster seat must accompany the child to the field trip driver's automobile. See section entitled "Booster Seat Law" below. Please note that effective June 1, 2007 Washington State law requires a child who is less than 8 years of age or 4'9" tall (which ever comes first) be properly restrained in a child booster seat when both lap and shoulder belts are available. Drivers may not stop to purchase treats for the students in their car. Students are not allowed to chew gum or use electronic devices on field trips. Drivers must complete required forms in September, which will be kept on file in the school office.

Exceptions to the uniform policy may be made for some field trips, depending on the nature of the trip. Examples of such trips include out-of-doors activities such as beach walks or agricultural visits. Students are expected to wear uniforms on field trips to plays, museums, and other indoor types of activities. The principal and parents must be informed in advance if an exception has been made and students are allowed privilege dress. Students must adhere to the policy for privilege dress days when wearing privilege dress on a field trip. Students may not bring any electronic devices on field trips. All rules printed in the handbooks or posted in the classrooms must be followed on field trips. The school does not carry liability insurance for injuries. Field trips are privileges, not rights. Younger siblings may not go on field trips of other classrooms. Students can be excluded from participation in field trips for academic and/or disciplinary reasons.

### **Booster Seat Law:**

The Washington State Patrol (WSP) includes on their website a summary of the law(s) regarding use of car seats and boosters. This information can be presently be found under the heading "*When should I use a booster seat?*" at <http://www.wsp.wa.gov/newsfaqs/faqs.htm#seatbelt>. The WSP website notes that more information regarding the seat belt laws can be found in [RCW 46.61.687](#) (effective June 1, 2007). Here are a few excerpts of what appeared at the WSP website as of August 5, 2007:

#### **When should I use a booster seat?**

Washington law requires a child who is less than 8 years of age or 4'9" tall (which ever comes first) be properly restrained in a child booster seat when both lap and shoulder belts are available. The American Academy of Pediatrics recommends booster seats, used in conjunction with lap/shoulder belts, be used until the child is 8 years old unless the child is 4'9".

If you answer "NO" to any of the following questions, your child is safer in a booster seat:

1. Do the child's knees bend comfortably at the edge of the auto seat?
2. Does the child sit with hips all the way back against the auto seat?
3. Is the lap belt on the top part of the thighs?
4. Is the shoulder belt centered on the shoulder and chest?
5. Can the child stay seated like this for the whole trip?

**Are children under the age of 13 required to ride in the back seat?**

Yes, the driver of a vehicle transporting a child who is under thirteen years old shall transport the child in the back seat positions in the vehicle where it is practical to do so. According to the American Academy of Pediatrics, children under 12 are safer in the back seat regardless of the presence of a passenger side air bag.

If a car does not have shoulder belts, do not use booster seats. Parents must provide the booster seat for their child on the day of the field trip. School buses, public buses, and for-hire bus transportation companies are not required to provide booster chairs. Booster chairs should not be used on them unless the buses are equipped with shoulder restraint devices.

#### **D. PARENTS CLUB**

Research has shown a high correlation between parental involvement in a school and the level of success their children attain in the education process. Many programs at CKS would be seriously curtailed or totally eliminated without the volunteer services of the school families. The mission of Parents Club is to promote a sense of community, sharing and caring by supporting the school's mission to provide quality Catholic education at an affordable price. All Parents/Guardians of children at the school are members of the Parents Club. The Parents Club typically meets once each month, though the frequency of meetings can be adjusted based on the judgment of the Parents Club leader and/or the principal. Dates and times for meetings will be published on the school calendar, on the website, and announced in weekly bulletins.

#### **CKS Volunteer Hours Policy**

CKS is part of a very active parish community, and both the school and parish need volunteers to complete many tasks throughout the year. Background checks are required to be on file for all volunteers as well as the completion of the Safe Environment protection program and renewed each year. These must be on file in the School Office.

The Volunteer Hours Program is an effort to:

- Build and foster community
- Keep tuition/fees as affordable as possible
- Encourage Patents/Guardians to become involved in their child's education

Parents/Guardians will be provided with a list of the majority of volunteer positions needed for the school year. There are many volunteer opportunities available. The Parents Club Volunteer Chairperson is available to answer any inquiries about the Volunteer Hours Policy. All families are required to commit Twenty Five (25) hours of service per parent/guardian to the parish and/or school during the school year.



Volunteer hours are accumulated from July 1<sup>st</sup> through June 30<sup>th</sup>. Parents/Guardians confirm their volunteer participation online at [www.ckseattle.org/volunteering](http://www.ckseattle.org/volunteering). Volunteers hours will be tallied each trimester and each family will receive a report indicating their volunteer hours status. All CKS families (K-8) are required to volunteer 30 hours per school year with five hours dedicated to either the auction or the musical. Single families and 8th grade-only families are required to volunteer 15 hours per school year. Parents/guardians who are unable to fulfill their volunteer hour commitment will be billed at the rate of \$20/hr. Unfulfilled hours will be billed to the FACTS account.

## **E. SCHOOL COMMISSION**

CKS has an active school commission. Seven members of the school and/or parish community, as well as possible members from the broader community, are appointed to the commission for two or three-year terms, with new commission members discerning for membership yearly in the spring. In addition to the appointed members, principal and pastor, there is also representation at school commission meetings by the following:

- Teacher Representative
- Pastoral Assistant for Administration (including Finance/Budgets)
- Development Director
- Parents Club Chairperson

Commission meetings are typically held monthly during the school year. In general, meetings are open to all school parents/guardians, staff or parishioners as meeting guests for observation (listening). Guests may be invited by members to attend a meeting to speak on a particular subject. Meeting guests may be asked by commission members to share their views on matters under discussion. On occasion the school commission may choose to restrict portions of meeting discussions to commission members only. Individuals wishing to bring a topic to the commission for discussion should contact the principal and/or school commission chairperson two weeks in advance of the next meeting to request being added to the agenda for an upcoming meeting.

The primary purpose of the school commission is to advise and support the pastor and the principal in the formation of a strategic plan for CKS. School commission responsibilities include:

- Support of the mission and philosophy statements of the school.
- Strategic planning, including long-range goals for the school (e.g. CKS Strategic Plan released in May, 2013 uniform policy and accreditation documents in 2011)
- Developing means to finance the school and its programs. Discussing budget options, agreeing upon budget. (State of the School Parent Budget Presentation, 2015)
- Promoting communication.

## **F. COMMUNICATIONS, POSTINGS, AND FUNDRAISING AUTHORIZATION**

All communications that are sent to the school community must pass through the school office for administrative approval. This includes e-mails, web site, letters and on-campus postings. E-mail addresses that are made available in the school directory are to be utilized strictly for school-related business unless the sender has consent from the receiver for use on non-school-related e-mail topics. Head Room Parents may develop and use e-mail distribution lists for topics related to coordination of activities within the class for which they serve as Head Room Parent. Such inter-class communication, coordinated in conjunction with the teacher, does not need to be approved by the school office. All communication must be kept positive and in the school's best interest at the discretion of the principal, or a family's enrollment status at the school could be in jeopardy.

Authorization to conduct fundraising activity must be obtained in advance from the principal. This will help to ensure that our community maintains focus on our principal school fundraisers: Annual Fund and Auction.

## **6. ACADEMICS**

### **A. CURRICULUM**

CKS is committed to high academic standards, which include the responsibility to provide every student with a sound educational background and a firm foundation in faith and value formation. It is our hope to recognize and develop the uniqueness of each child by providing a program which includes classes in the following subjects: religion, social studies, language arts, reading, science, math, art, health, physical education, music, Spanish language, library skills, and technology. CKS utilizes the textbook recommendations provided by the Archdiocesan Office of Education. The faculty makes use of a wide variety of teaching materials and experiences in addition to the basic text.

Homework:

Homework assignments are available on the school website, found at the Class Page for your respective classroom. All students are asked to access the class pages and/or their completed school planner for homework assignments on a Mon.-Thurs. basis of each school week.

### Grades and Report Cards:

On-line grades are available through the PowerGrade® system. You will be provided confidential login instructions for your student. Presently grades 3 through 8 use the PowerGrade® system. Students in grades 3-8 are asked to access their online grades at least three times a week.

Report cards are released three times each school year following the end of each trimester. No student will be given a report card if tuition is in arrears.

In addition, mid-term progress reports are released during each trimester.

### **B. ACADEMIC PROBATION**

Students in grades 4 to 8 who have a failing grade (63% or below) in any core subject may be placed on academic probation. A conference with the parents will be held and a contract established which could include any or all of the following:

1. A schedule for making up missed work
2. A plan for retaking tests
3. Arranging for outside tutoring

Every effort will be made by the school to help the child succeed. However, if at the end of the year the grades are not passing, the student may be retained or asked to leave CKS.

## **5. MISCELLANEOUS**

### **A. EMERGENCY WEATHER PROCEDURE**

Announcements will be made on KOMO (1000 AM) and KIRO (710 AM) radio stations and KING (5), KOMO (4), and KIRO (7) television stations and their associated websites. A robo telephone call will be made to your home. Links to these websites may be provided on the CKS website ([www.ckseattle.org](http://www.ckseattle.org)). Every effort is made to have the announcements broadcast by 6:30 A.M. If a late start is announced it means that school will begin at 10:00 A.M. This means that children should not be dropped off at school until 10:00 A.M.

In the event of a school closure due to snow CKS through Alert Solutions® will send messages via text, email and voicemail to all parents.

Parents must complete an Emergency Form at the beginning of the school year. This form is kept on file in the school office. If it is necessary to close school prior to dismissal time, the principal or his/her delegates will remain at the school until all children have left the campus.

## **B. OFFICE TELEPHONE USE**

The office telephone is available for use in emergency situations. A student requires staff authorization to make emergency telephone calls. Students are only to use telephones in the classroom when the classroom teacher directs and supervises them.

## **C. CELL PHONE POLICY**

**All electronics and phones are to be shut off from 8:00 to 3:30 PM** and will be checked in with one's classroom teacher (if in grades K – 5) or with one's advisor (if in grades 6 – 8) upon arrival at school and handed back at the closing of the school day. There will be a designated place in the classroom where students may check their phones for any important messages from parents at the end of the school day. No electronics or phones are to be used on campus before or after school.

**Christ the King Catholic School is not responsible for the loss or damage of any electronic device.**

CONSEQUENCES FOR CELL PHONE VIOLATIONS: In the event of violation of this cell phone policy, the phone will be confiscated and turned over to the principal. A parent or guardian **MUST** retrieve the phone. Repeated violations may result in more serious consequences being enforced, such as a ban of cell phone possession at school for the remainder of the year.

## **D. TECHNOLOGY USE AGREEMENT**

*Adapted from NCEA's From the Chalkboard to the Chatroom*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending CKS:

1. I recognize that all technology users have the same right to use the equipment; therefore, I will not use the technology resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am working with technology, I will talk softly and work in ways that will not disturb other users. I will keep my technology work area clean and will not eat or drink when using a computer.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for technology equipment; I will not use technology systems to disturb or harass other technology users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or technology resources must comply with the appropriate rules for that network or resource. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school technology and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of school technology is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

## **E. STUDENT-SPECIFIC USE POLICY FOR CKS TECHNOLOGY**

1. General settings on the technology must remain the same. Do not change backgrounds, move icons, change the names of the icons, delete icons or mute the sound.
2. You may only access your own folder. A teacher will never give permission for you to open another student's folder. The teacher may at any time open any student's folder.
3. Be very judicious in your use of paper. Please conserve.
4. Always know which printer you are using before you launch a print job.
5. You may go to a web browser to type in what you need. Be sure to read the comments before you click to open the Website you are requesting.
6. READ all message boxes while on the Internet. Never randomly click yes/no/download, etc. Pay attention and know what you're clicking. When in doubt, always ask an adult.
7. Permission will never be given to open personal email accounts on school computers.....yahoo-mail, g-mail, hot-mail, etc.
8. The technology at CKS are for **educational** purposes only. Games will never be accessed on school technology unless they are for educational purposes. If an activity does not relate to the curriculum, you may not open it. When in doubt, ask the teacher.
9. Chat rooms, blogs, and social networking sites are forbidden on school computers.

## **8. RIGHT TO AMEND**

CKS reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Tuesday Packet.

***PHOTO-VIDEO RELEASE FORM***

To whom it may concern:

I hereby give permission for my son(s)/daughter(s):

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Grade(s) \_\_\_\_\_

to be photographed or videotaped at CKS and at associated school-related events. I realize that the images may be published in the newspaper, a magazine, the school website, CKS Facebook or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at CKS as well as posted to the school Facebook page or to be used in a Youtube video such as but not limited to: excerpt from the middle school musical. No names will be associated with any images without an additional consent form.

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

Please return to the school office along with the signed CKS Parent/Student Family Handbook Acknowledgement Form (next page)

### Acknowledgment Form

I understand I am responsible for reading the most current CKS Parent/Student Handbook available on the school's website and agree to follow the policies and procedures as stated.

**Student(s) Name(s):** \_\_\_\_\_

**Signature of parent(s) and/or guardian(s):**

  X   \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

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

\_\_\_\_\_  
(Print Name)

**Signature(s) of students:**

  X   \_\_\_\_\_ Date: \_\_\_\_\_

  X   \_\_\_\_\_ Date: \_\_\_\_\_

  X   \_\_\_\_\_ Date: \_\_\_\_\_

*For the 2015-2016 school year, signed forms are due by the second day of school, September 1, 2015.*