

# **Christ the King Catholic School**

**Crusaders for Academic Excellence and Social Justice**



## **Parent-Student Handbook**

**2016 - 2017**

Dear Parents:

As you know knowledge and information are invaluable. With this in mind, I invite you to carefully read our school's Parent/Student Handbook with your child. Your family's knowledge of the school's general rules, expectations and procedures will be beneficial.

Keep the handbook for your reference throughout the year. The school or principal retains the right to amend the handbook for just cause. Parents will be given prompt notification through the Tuesday bulletin, if any changes are made. Sending your child to school at Christ the King signifies your acceptance of and agreement to comply with these policies and procedures.

Thank you,

Sheila LaSalle

Principal

Christ the King Catholic School

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## **Welcome**

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

### **Our Mission Statement**

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

Education at Christ the King is an endeavor which involves the students, parents, teachers, and priests in the total development of each child.

Emphasis is placed upon a strong academic program that is integrated with the teaching of Jesus. Each child will be recognized and encouraged in keeping with his/her own personal talents and abilities with opportunities available for special programs and tutoring.

### **Religious Statement**

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

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

School Liturgies are set on our calendar and are celebrated in the church every Thursday at 8:45 a.m. The Liturgies are prepared by the individual homerooms. Students, with the help of their religion teachers, sing in the choir, lead us in the Readings, Responsorial Psalms, and Prayers of the Faithful. Additionally, our school conducts prayer services, and other special events following the Liturgical calendar. Parents are invited and encouraged to attend school Liturgies and prayer services. These are announced in the Tuesday electronic mail.

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

## **Our History**

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

### **The Elementary School**

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

### **The Middle School**

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

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

### **School Advisory Commission**

The School Advisory Commission formulates and adopts policies pertaining to the welfare of the school. It has power to act only as a Commission when SAC is in session. Any parent or teacher wishing to speak with the school advisory commission may do so at regular or special meetings but shall have the approval of the president prior to the meeting. The School Advisory Commission meets at 7:00 p.m. on the fourth Tuesday of each month except for the months of December and July.

## Academic Honesty

High standards and expectations are set for all students, with provisions for their individual learning styles. A climate of trust and respect is essential for an effective learning environment. We expect students to represent their own work honestly and accurately at all times.

The well-being of the school community depends on each student accepting responsibility for his or her personal conduct in both social and academic endeavors. Students are expected to attend CK ready to learn and demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success. Academic honesty requires that students produce work that is their own. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess.

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

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

### Cheating/Plagiarism

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

### Disciplinary Action

1. Parent notification, loss of credit on the assignment
2. Parent notification and/or conference, loss of credit on the assignment

## Admissions

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

The priority for consideration of applicants is siblings of school families first, parish families second, and non-parish families by date of application. Registration of students already enrolled will begin February 6th . As of February 13th, registration will be open to the parish. Out of parish opens February 24th.

**Past accounts must be current and registration fees are required for registration.**

## Attendance and Tardies

### Attendance can affect students' grades at Christ the King Catholic School.

Studies have shown a direct correlation between a child's attendance and academic achievement. Therefore, it is important that parents, students, and the school work together to maximize student attendance. The following policy is designed to promote regular attendance, academic achievement and safety for all Christ the King students:

- Students are expected to attend all assigned classes each day. Teachers shall keep a record of absences and tardies and submit these daily to the school office.
  - Tardies: arriving to class after the bell at 8:25 a.m.
  - Half-Day Absence: missing 1.5 hours or more in a.m. or p.m.
  - Full Day Absence: missing all day
- All students are to arrive to class by 8:25 a.m. (zero hour by 7:55 a.m.). Students may arrive anytime after 8:00 a.m. **There is no adult supervision before 8:00 a.m.**
- Please call the school office 24 hours a day at 946-6158 & leave a voice message by 8:30 a.m. to report your student's absence for the day. This call lets us know your child is safe.
- If we have not heard from the parent/guardian regarding an absent student, we will call the home or office to verify the child's absence.
- Please make every attempt to schedule appointments outside the school day. The student and parent shall assume the responsibility to make arrangements with each teacher to make up missed assignments for all absences.

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

- 4 absences in a quarter
- 15 absences in the school year
- 4 excused or unexcused tardies in a quarter

ILLNESS, FAMILY TRAUMA, and/or MEDICAL APPOINTMENTS shall be considered as excused absence (see below for excused absence statement). **If a parent/guardian would like to request a pre-arranged absence for a family, business, and/or educational trip, he/she must do so in writing at least one week in advance. The written request can be sent or given to the school principal. If the request is approved by the principal, the absence will count as excused. The regular daily assignment policy will be in effect (see an explanation of policy below). If the request is denied and the leave is taken, the absence will be considered unexcused and daily assignments will follow the late daily work policy (see an explanation of policy below).** Educational and family trips are permitted – please pre-arrange these types of trips. If it is necessary to have your child excused during the school hours, we request that a note be sent to the office, stating the reason and time for the early dismissal. It is very important that children attend classes regularly to avoid interruptions in their learning. Please note, if a student exceeds more than 12 absences within a quarter for middle school, or trimester for elementary they will receive failing grades in all subjects for that quarter. Many important routines and learning activities take place at the beginning of the school day. Often, students who are late to school feel frustrated and behind while missing out on valuable information. Please make every effort to see that your child arrives to school each day in time to walk in the classroom by 8:25 a.m. Your cooperation is appreciated and essential to your child's academic success.

- 5 excused or unexcused tardies =**
  - 1 day of Lunch detention (K-3)

1 day of After School Detention (4-8)

**10 excused or unexcused tardies =**

2 days of Lunch detention (K-3)

2 days of After School Detention (4-8)

**15 excused or unexcused tardies =**

3 days of Lunch detention (K-3)

3 days of After School Detention (4-8)

### **Bullying**

Christ the King School is committed to making our school a safe and caring environment for all students. Bullying is unfair and one-sided treatment of another that hurts, frightens, threatens, or intentionally leaves someone out. Bullying behaviors include

- hitting, tripping, kicking, or pushing
- stealing or damaging another person's things
- ganging up on someone
- teasing someone in a hurtful way
- using put-downs, such as insulting someone's race or making fun of someone for being a boy or girl
- spreading rumors or untruths about someone
- leaving someone out on purpose, or trying to get other kids not to play with someone

Depending on the severity and nature of the incident, Christ the King School will redirect or refer to the discipline policy.

### **Bus**

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

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

### **Cafeteria**

Appropriate behavior and manners are expected at all times. In the cafeteria, students may not save places, run, play with food or paper products, throw food, or share food. Middle School students may share food. While eating lunch, students shall remove their coats/jackets/hoodie sweaters. Students are expected to leave the table, seat, and floor where they have eaten clean and orderly. Lunch food and beverages are not permitted outside the cafeteria.



### **Closure of School, Weather, or Emergencies**

Abnormal weather or other emergency conditions could cause closure of late start of school operations during the school year. We will follow the Richland School District policy for closures due to adverse weather. Local radio and television stations will announce delays or closures, but the best way to receive instant notification is through FlashAlert.

### **Clubs**

After school clubs such as Math Club, Art Club, Chess Club, etc. may be available to students as volunteer staffing permits. Written parental permission will be required for student participation. Students will forfeit the privilege to attend these clubs for disruptive behaviors.

### **Community Service Projects**

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

### **Cell Phones**

Unless specifically being used as part of the curriculum, student cell phones shall be turned off inside the building.

### **Conferences**

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

Parent conferences are held in November and March as noted on the calendar. Progress reports may be issued between report card periods. PreK-3 will evaluate students through conferences and written summaries. Grades 4-8 will use a letter grade report with explanations of the grades shown on the report card.

### **Counseling**

Christ the King School has entered into a contractual agreement with a certified counselor to provide counseling for our students. Skills such as friend making, decision making, and handling difficult situations are included in the program. Parents may contact the school for permission forms.

## **Daily Schedule**

Students may be on the playground after 8:00 a.m. Students are encouraged to attend the 8:00 a.m. Mass. Parents should drop off students at the designated student drop zone, adjacent to the playground. If parents choose not to use the morning drop off, children must be escorted to the playground by an adult. During adverse weather conditions, students will be supervised in the cafeteria before school. The first bell rings at 8:15. a.m. Students should proceed to class at that time. At 8:20 a.m. the warning bell rings. The final bell rings at 8:25 a.m. All students should be in their classrooms by 8:25 a.m. Our dismissal time is 2:55 p.m. Students need to be on their way home by 3:00 p.m. Early dismissal will be at 1:25 each Thursday.

## **Dismissal, Afternoon**

Afternoon prayer will be said over the intercom at 2:50 p.m. and dismissed at 2:55 p.m. All students should be on their way home by 3:05 p.m. Students left after 3:10 should call home. Students are expected to be picked up within 15 minutes of school dismissal. Arrangements may be made with a student's homeroom teacher for a student to stay after school for extra assistance, work on assignments/projects, take make-up exams, etc. for a maximum of 45 minutes. If such arrangements are made, the student must stay in the teacher's classroom until he/she is picked up. Students are not allowed to be outside nor in any of the school buildings after school without direct supervision by a parent, guardian or staff member.

## **Dismissal, Early Student**

When the parent is picking up the student earlier than dismissal time, the parent is to pick/her up from the school office, not the classroom. Children will be called to the office for pick-up. Students **MUST** be signed out in the office, either by the parent, teacher, or office staff. The date, name of student, reason for absence, time of day, and to whom the student is released are to be noted on the early dismissal form in the office. No child is ever to leave school without permission from the office.

## **Dress, Guidelines**

With the exception of Pride Wear days and Free Dress days, students are required to wear uniforms. Students are also expected to adhere to the CK dress code--a separate publication. Students not in compliance with the dress code will be written up using the Dress Code Notification Form. Any further violations will result in students contacting their parents by phone and loss of the next "free dress" days. Parents will be asked to bring the proper clothes to school on the 3rd violation and thereafter.

## **Excused Absences**

Excused absences typically are a result of: illness, medical appointments, death in family, funerals, accidents, family emergency, etc. (ETC. does not have a very wide in scope and does NOT include hair appointments, skiing, concerts, errands, oversleeping, photo sessions, or school visits)

## **Free Dress Policy**

Free dress days are the first Friday of each month. On this day and other special free dress days students may wear clothing other than their uniforms or dress code. Pants and shorts MUST be free of patches, holes, frays, tears, etc. Shorts must be walking shorts and follow the dress code guidelines for length and size.

Athletic shorts (soccer, basketball, running, swimming, etc.), sweat pants, yoga pants of any kind are not permitted. Clothing must be the correct size for the student, it should not be form fitting, clingy, too tight or too loose. T-shirts, sweatshirts or sweaters may be any color. All writing, pictures, or printing on clothing must be appropriate for school. Skirts and dresses must follow the dress code length and size.

## **Health Room**

The health room is staffed by a registered nurse or licensed practical nurse. Student medications are administered as prescribed by the student's health care practitioner and they monitor acute and chronic health concerns. The school nurse is available to meet with parents to discuss and develop care plans for student health care needs while at school.

## **Illness**

If a child has a fever (99 degrees or higher) or vomits at school, they must go home. Parents will be called and are expected to pick up the student in a timely manner. If your child is ill, please keep him/her home, as we do not want to risk infecting others. Giving a child medication at home in hopes that he/she "can make it through the day" is not acceptable. According the Department of Public Health, a child must be "fever-free" for 24 hours before returning to school.

## **Immunization**

When students enroll, they will be required to meet state immunization standards. A student who does not have proof of the required immunizations will be refused admission, as per state requirements.

## **Injuries**

Students who receive minor injuries while at school will be treated in a manner that is approved by Washington State Laws. (Faculty and staff may not administer over the counter medications to students without written documentation from the student's physician and permission from the student's parents. This includes anti-bacterial ointments, aspirin, cough drops, etc.). School personnel will clean or assist in the cleaning of minor abrasions and cuts, apply an appropriate bandage, and/or provide an ice pack as needed. A record of all injuries and subsequent treatment is kept in the school office. For major injuries, appropriate First Aid will be applied, parents will be contacted, and if necessary the emergency response service will be contacted. Head injuries: The office staff will notify the student's teacher, the parents, and complete a head injury form.

## **Late Work Policy**

First and foremost, it is expected that all assignments (homework, daily assignments, projects, etc) are completed and turned in as assigned. This pertains to the homework folders given in the early grades as well as

the daily assignments/projects given in middle school. A good practice is to establish a specific location in your home and time for students to complete their daily homework. In the event that students do not fulfill this expectation, teachers (grades 4 to 8) will, at a minimum institute the Late Work Policy for the late assignments. Please note that teachers may apply additional penalties to the students.

**\*Late daily work policy:** listed below is the **minimum** and teachers may institute additional expectations.

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

Students will not have the opportunity to complete extra credit until all missing work has been completed and turned in prior to mid-quarter or two days before the end of the quarter. All work missed as a result of an unexcused absences will be considered late. Assignments that are late as a result of an excused absence may be made up. Students will be allowed the numbers of days absent plus one (1) extra day to complete and turn in their missed assignments. It is the student's responsibility to meet with their teacher(s) to get their missing assignments. If a child is sick, parents may contact the office to make arrangements to pick up homework materials from the homeroom teachers.

### **Library and Media Center**

The library program at Christ the King School includes a story time for students in grades PreK-1, and a library skills program for students in grades 2-6. The library staff assists students and teachers in the implementation of the Accelerated Reader program for our K-6th grade students.

Students in grades K-8 have the opportunity to check out books from the library. If a book is damaged or lost please notify the librarian. A fine will be charged and a bill will be sent home with the student. A student will not be able to check out books until the fine is paid. A student's report card will be held until the fine has been paid.

### **Lockers**

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

### **Lost and Found**

We strongly recommend that parents mark their children's clothing with their name. Lost and found articles are put in lost and found. . At the end of each quarter, items will put on display in the gym for students to 'shop' for their lost items. The remaining items will be donated.

### **Lunch**

Hot lunch is provided each day. Students have the option of buying a hot lunch from school or bringing their own lunch. Students may also order milk separately. The monthly menu is included in the Tuesday e-velope and posted on the school's website. Payments for lunch should be made by check made out to CK Cafeteria and be delivered to the office. No money is collected in the lunch line. Free and reduced lunch applications may be obtained from the main office or the bookkeeper.

## Medicines

By state law all medications (prescription and over the counter) must be administered by trained school personnel and only after a medication form has been completed and on file in Christ the King health room. All medicines must be kept in the health room and dispensed from there. It is unlawful for any child to carry medicine on his/her person with the exception of prescription required asthma inhalers and EPI pens. In this case, an emergency care plan will be developed through the school nurse.

## Middle School Athletics

Our school is a member of the WIAA and offers sports for students in grades 7 and 8. Sports for girls include volleyball, basketball, soccer, and tennis. Sports for boys include soccer, basketball, baseball and tennis. Students who wish to participate in school sports must maintain a grade point average of 2.5 or higher with no failing grade in any subject.

## Middle School Homework Policy

The teachers see homework as a valued extension of learning. Your student should not be getting more than 1 ½ hours of homework per night on average. Teachers attempt to schedule tests so that students do not have more than two tests in one day. Teachers will avoid scheduling tests after a game day or other school sponsored activities. Teachers will also avoid having more than one major project due on any given week. Teachers do have regularly scheduled assignments throughout the school year, which are exempt from these guidelines. Some students might take longer to do the homework depending on their learning style.

## Music

Music classes are intended to introduce students to many aspects of musicianship. Singing and folk dancing are the starting point for beginning the basic fundamentals of music. Students then advance to playing on instruments, reading and writing music, and performing. Music classes are intended to enhance other learning. Each grade level participates in singing at school Masses. Throughout the year, the school presents programs for parents that allow students to demonstrate some of the skills they have learned.

## Parties

Invitations for private parties may not be distributed at school **unless the entire class is included** or **all the girls or all the boys from the student's class or grade**. This policy is in place to reduce the exclusion of students and eliminate possible hurt feelings by those who did not receive an invitation. Invitations to students in other classrooms must be mailed.

## Report Periods/Conferences

Report cards are given quarterly for Middle School and by Trimester for PreK-5. Progress reports are issued at mid quarter for grades 4 - 8. Parent-teacher conferences are scheduled in the fall for all students. Parents or teachers may request a conference as needed at any time during the year, for academic and/or behavioral concerns. A student will receive failing quarter grades in each subject if he/she is absent for more than 12 days in a quarter. If a student earns a failing grade (F) in the same subject in two or more quarters he/she will fail that subject for the year. Any student who fails a subject will not be eligible for promotion to the next grade level at our school.

## **Retention**

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

## **School Visitors**

A visitor or volunteer must sign in at the office upon arrival at the school. They will receive a visitor or volunteer pass that shall be clearly displayed while on campus. The visitor or volunteer must sign out and return their pass in the same office. Parent volunteers who may have unsupervised access to students are required, by the Diocese of Yakima, to pass the Diocese background check and take the Virtus safety training. To get an approved background check volunteers must complete a "Permission to Procure a Background Check" form and have it submitted to the Diocese. If a student wishes to bring a visitor, they or their parents must request permission from the principal at least one day prior to the visit.

## **Student Discipline**

**General Policies:** Each classroom teacher develops a classroom environment that is warm, welcoming and conducive to learning. Within each classroom, systems of management are in place designed to help students learn to take responsibility for their actions. Students are expected to manage themselves in a manner that shows respect for their teacher, classmates, and reflects the teachings of Jesus. In the event that a child steps outside these expectations a teacher will follow their classroom management protocol which may include but may not be limited to a verbal warning, personal conference, contacting parents, letters home, loss of free time, removal from the room, etc. If a child is sent to the principal's office for being disruptive, disrespectful, or some other behavior deemed inappropriate, the following steps will be followed:

### **Rules**

1. Chewing gum is not allowed at school or during any school related functions.
2. Students are to sit in their chairs as designed (no tipping for safety reasons).
3. Students are to use their desks as designed (sitting on desk tops is not allowed)
4. **Electronic devices such as games, music players, cell phones, iPad, etc. are to be used during school hours and adhere to the Electronic Device Policy.**
5. Students should not bring personal toys, balls, collectables, etc. to school for play at recess.
6. Because of the configuration and structure of the playground it is very important that students follow all of the safety rules. **ACTIONS PROHIBITED:** Throwing of rocks, gravel, snowballs, ice, etc., wrestling; playing tackle football, walking on the tops of bars, hanging upside down on the bars, going up the slide, leaving the school grounds, throwing balls against the school buildings, playing tag/chase, throwing balls at other students and any other behaviors or activities deemed unsafe to students by the playground supervisors and/or administration.
7. All directions given to a student(s) by any playground supervisor must be followed.
8. Entrance into the buildings:
  - a. **BEFORE SCHOOL**
    - Students will line up in designated areas at the 8:15 a.m. bell. Students who arrive after the 8:15 bell and before the 8:25 bell may go directly to their classroom. Students arriving after the 8:25 bell students must get a tardy slip from the office.

- Students may ask permission from the playground supervisor to enter a building to use the restroom, get a drink, go to the office, get playground equipment, or go to the classroom.

b. RECESS

- Students must get a pass from the playground supervisor to enter the building.

9. Students shall never leave the playground or the school without permission from a school adult.

The principal will call the parents for a conference whenever a student is involved in a serious disciplinary issue. The student may be asked to be present for the conference. Teachers and other staff involved with the student's action and behavior may be asked to be present for the conference.

**Major Offences:** In some situations, a student's behavior and/or actions go beyond those of regular discipline actions. In such circumstances, the student may face more severe consequences such as probation or suspension. Under extreme conditions, a student may be denied the privilege of continuing to attend Christ the King Catholic School (expulsion). Parents will be called for a conference when a child is involved in a major offense. The types of misconduct which make students liable for probation, in-school suspension, suspension or expulsion include but are not limited to:

1. Actions detrimental to the moral and spiritual welfare of other students or faculty.
2. Visiting inappropriate internet websites.
3. Open and persistent defiance of authority.
4. Fighting with or hitting, kicking, biting another student.
5. Continued and willful disobedience, disruptive conduct or habitual truancy.
6. Bullying other students.

Bullying is willful and conscious behavior that is hurtful to others. The behavior may be delivered directly (physically, electronically, verbally and/or in writing) or indirectly (through rumors, social manipulation, writing or exclusion).

7. Continuous refusal to accomplish and/or complete school assignments.
8. Using or exhibiting abusive, obscene or vulgar language, writing, pictures, signs or acts.
9. Leaving school grounds without permission.
10. Use or possession of any dangerous object, i.e. gun, knife, explosives, etc. (toy look-a-likes are included).
11. Making threats of violence or harm towards students and/or staff.
12. Defacing or destroying property belonging to another student, the school or others.
13. Stealing: The act of dishonestly acquiring the property of the school or property of other students,
14. Forgery: The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses or other data on school forms.
15. Alcohol-Drugs: Students shall not possess or use alcohol, drugs, or drug paraphernalia on school property or at a school activity.
16. Absolutely Forbidden: Gang related clothing, signs, or graffiti. If these are discovered, suspension is immediate until a parent conference is set. Depending on the seriousness - expulsion may result.

### Descriptions of Major Offense Consequences

**Probation:** A student may be put on probation by the principal for a specified period of time for relatively serious or continued misconduct, which does not require immediate suspension or expulsion. Parents and student will be made aware of the reason for the probation. During the time of probation, a student must

demonstrate in behavior, cooperation, effort and attitude that he/she will comply with the requirements of the school. Failure of the student to comply with the probation conditions may result in suspension or expulsion from the school.

**Out of School Suspension:** If a student receives out of school suspension, the student will not be allowed to attend school for a predetermined number of days. All assignments missed will not be allowed to be made up, but the student will be responsible for all material covered in class during his/her absence.

**Expulsion:** Means that the student will be expelled from the school for the remainder of the school year.

**THE ADMINISTRATION RESERVES THE RIGHT TO SET CONSEQUENCES AS DEEMED APPROPRIATE**

**Student Discipline Appeal Process**

If parents wish to appeal a major disciplinary consequence they should first contact the school principal, then the Pastor of Christ the King. If unsatisfied with the outcome with the Pastor, parents may contact the Director of Schools for the Yakima Diocese

**Student Telephone Use**

Students may ask permission from their teacher go to the office to contact parents. To use the phone the student must receive written permission from their teacher and show it to the secretary prior to using the phone.

**Technology**

Students in grades 4-8 will adhere to the Christ the King One-to-One Chromebook Acceptable Use Agreement.

**Tuition Delinquency Policy**

The business end of Christ the King School depends upon parents paying their tuition on time. Please be respectful of this fact and honor your commitment as signed on your promissory note. In the event that tuition is not paid as expected, the finance office will request a meeting with the family and principal to develop a plan to resolve the issue. Failure to meet or to resolve the issue will result in the family being asked to remove their children from school. Families are strongly encouraged to speak to the principal and/or bookkeeper if/when they begin to experience any financial difficulties or changes in their financial status.

**Tuesday E-velope**

The Tuesday E-velope is the instrument the school uses for weekly communications with families. The E-velope will arrive via Renweb and will contain an informational letter from the principal along with various flyers, fundraiser sign-up sheets and other correspondence for parents.



## Volunteer Hours

It is a diocesan policy that all volunteers attend Virtus (Safe Environment) Training. A volunteer policy is currently under construction. Parents are encouraged to sign-up to volunteer for projects and/or fundraisers and may log their volunteer hours in Renweb or SignUp.com.

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We make every effort to include as much helpful information within this handbook; unfortunately, we are unable to include every rule or policy of Christ the King School. If you have questions, concerns, or recommendations regarding the content of this handbook please contact Sheila LaSalle at 946-1685 or by e-mail at [slasalle@ckschool.net](mailto:slasalle@ckschool.net)

### WHO DO I SEE:

Fr. Tom Champoux    Pastor of Christ the King

Sheila LaSalle:    Principal –  
School concerns and issues, teacher concerns, safety concerns,  
discipline issues, etc.

Sarah Smith :    Dean of Students-- student issues, safety concerns, discipline issues, etc.

Cheryl Riddelle:    Office Manager--Registration, school records, general information, volunteer hour slips.

Brenda Manthei:    Receptionist –  
General information, lunch payments, school forms, informational flyers, volunteer hour  
slips, student issues (illnesses, medications, leaving early and returning to school), etc.

Melissa Slahtasky: Bookkeeper –Tuition payments, financial assistance questions, lunch payments and balance questions, yearbook payments, book fines, etc.

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A student's continued enrollment in Christ the King School hereby acknowledges agreement to the policies and procedures described within this 2016-2017 Parent-Student Handbook