

CHRIST THE KING CATHOLIC SCHOOL

STUDENT HANDBOOK



Fr. Tony Lackland
PASTER

Fr. Ryan Hiaeshutter
PAROCHIAL VICAR



Dr. Patrick O'Sullivan
PRESIDENT

Dr. Lisa Bosco
PRINCIPAL

Mrs. Rosemary Kohut
ASST. PRINCIPAL



Dear Families of Christ the King Catholic School:

Welcome to Christ the King Catholic School! In choosing Christ the King Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Christ the King School for the 2022-2023 school year. Please read this document carefully and sign the electronic agreement. The agreement states that you intend to abide by the policies of Christ the King Catholic School during the 2022-2023 school year. This handbook has been prepared as an initial source of information, as well as communication between home and school. It is hoped that by means of this handbook, parent teacher meetings, other communications, and personal contact throughout the year, you, as parents, will be drawn into an awareness of your initial and appreciated role of partnership, support, encouragement, and participation.

Our church documents provide great reminders of supporting our Catholic school mission. Canon Law 796 asks “parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty teachers are to collaborate closely with parents and Gravissimum, 8 asks parents “to give Catholic schools all the support in their power, and to cooperate with them in their work for the good of all their children.”

The faculty and staff of Christ the King Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. We look forward to working together and supporting each other. Please contact us for an appointment if we can help in any way or if you have any concerns. It is essential that our policies be supported by you.

Sincerely,

Dr. Patrick O’Sullivan
President

Dr. Lisa Bosco
Principal

Rosemary Kohut
Assistant Principal

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Handbook Organization

This Handbook contains information needed by both students and parents during the school year. The information is organized alphabetically. The term “parent” refers to the student’s parent or legal guardian. The information in the Handbook reflects the requirements, policies, and procedures that are in effect as of the printing date. The school reserves the right to institute changes that alter any of the information. If the school makes changes to any of the requirements, procedures, or policies set forth in this Handbook, the changes will be published in the CKS Administrative News and will be effective immediately.

Thank you for spending time reading and sharing the contents of this Handbook. Each parent and student must sign the Handbook Covenant and Release agreements which is located in your Family Portal. **The signed Handbook Covenant and the Activity Participation and Release Form must be signed electronically before the start of school.**

The Handbook and or any school directory is confidential and should not be used for any promotional purposes.

Right of Amendment: Please note that Christ the King Catholic School reserves the right to amend this Handbook at any time during the school year. Any changes will be communicated to parents through e-mail.

Introduction to Christ the King Catholic School

History of Parish/School

Our long-standing commitment to the Dallas community and its citizens is evident in part by our longevity. The church was founded in 1941 by Bishop Lynch with a membership of 250 families. Christ the King Catholic School opened in 1947 and has responded consistently to the growing needs of its parish community over the years. Buildings have been added to the complex, including a media center, computerized library, writing/research lab, a science/technology center which houses a science laboratory, and a fine arts classroom. Over the course of more than sixty years, the initiative and enthusiasm of the school administration, parish priests, faculty, and staff have contributed to the formation of a state-of-the-art school site where students may learn in the comfort and knowledge that their education is a top priority. The success of our school is due in large part to the special relationship that has always existed between the parish and school community. The Ursuline Sisters taught here followed by the Bernardine Sisters who were committed to the administration of Christ the King Catholic School until 1991, when lay professionals took up the work of these wonderful servant leaders. We are truly a faith community who continues to respond to the needs of its members by providing quality Catholic education to our students. We are a parish, who pray and play together, who willingly provide our time and talents to ensure the spiritual and academic growth of our students. Such commitment of faculty, staff, administration, parents, parish priests, and members has been proven through the years by steady growth in enrollment, by dedicated faculty, and by the parish's continuing visible role in support of our mission. Former students now choose to educate their own children here because of the positive teaching environment which Christ the King Catholic School espouses.

Blue Ribbon School Status/Accreditation

Christ the King Catholic School was named as an Exemplary High Performing Blue Ribbon School of Excellence by the U.S. Department of Education in 2021, 2015, and 1994. This program identifies and awards national recognition to a diverse group of public and private schools that are unusually effective in meeting local, state, and national goals.

The characteristics which singled out Christ the King Catholic School as a leader among schools include strong leadership, a clear vision and sense of mission shared by all connected with the school, high-quality teaching, appropriate up-to-date curriculum, policies and practices that ensure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps all students achieve, regardless of their ability level. Such a mix of high standards, family involvement, and an emphasis on achievement by the students, faculty, and school leadership continues to be a top priority as we prepare our students to become our leaders in the 21st century.

Christ the King Catholic School was the recipient of an Innovative Technology Award in 1997. This award was given to twelve outstanding schools in the nation. Christ the King Catholic School was reaccredited by the Texas Catholic Conference Education Association in October 2007 and received Exemplary Status for the second time in all facets of the CKS faith community. In 2013, Christ the King Catholic School received accreditation from Advanced/Southern Association of Colleges and Schools.

Mission Statement

As members of the Christ the King Catholic School, we will reverence Christ, respect others, and educate our hearts, minds, and spirits to become future servant leaders.

CKS Oath

As members of the faith community of Christ the King Catholic School, we will reverence Christ so that all may grow in faith and love, respect others and ourselves so that all may live in dignity, and take responsibility for the spiritual, intellectual, and physical growth and well-being of all members of our community.

The mission of Christ the King Catholic School has as its primary goal the continuous formation of the Christian person. It aims at the individual's spiritual, moral, intellectual, social, cultural, and physical development. As an education ministry, Christ the King Catholic School must respond to the need of the whole person with qualitative and effective experiences for learning.

The spiritual dimension is integrated in the fourfold responsibility of proclaiming the message revealed by God in word and deed, of manifesting through worship an outward sign of Christian unity, of building community through fulfilling the gospel call to fellowship and social justice, of giving service to all persons through sharing spiritual and temporal goods with those in need.

The physical dimension is met through programs that prepare the student to acquire the knowledge and understanding of his or her physical and psychological structure and the environmental concerns that affect one's being.

Philosophy and Goals

Conscious of the dignity of each student created in God's image, the primary concern of Christ the King Catholic School is the integrated development of the child. In *To Teach as Jesus Did*, the United States Bishop's state: "Educational programs for the young must strive to teach doctrine, to do so within the experience of Christian community, and to prepare individuals for Christian witness and service to others." With this in mind, the school endeavors to provide every opportunity for the child to grow spiritually, intellectually, physically, and emotionally so each person can take a place as a responsible member of the Church, the family, and society. Christ the King Catholic School strives to promote these ideals:

- To teach the Catholic faith and traditions as a way of life and as the necessary ingredient to living an authentic life;
- To provide a curriculum that challenges each student to develop his intellectual powers according to his individual needs and capabilities;
- To develop school spirit, civic pride, good sportsmanship, and leadership qualities through co-curricular programs;
- To develop physical well-being through health programs, physical education classes, and athletics;
- To promote creativity and aesthetic values through music, literature, drama, and art;
- To establish harmony between school and home through frequent communications;
- To cultivate a spirit of consideration, courtesy, and refinement to prepare each student to assume his or her place in society.

School Colors

Red and Gold

School Mascot

Crusaders

School Song

Christ the King, raise your banner! Raise it high for all to see. Striving students reach their goals; we know what we want to be. Teachers helping, students learning, education every day; God is with us, caring, loving, guiding each step of our way.

Academic Life

Conferences

Parent-Teacher conferences are held twice a year. Notices are sent to parents in advance of the conference. Additional conferences may be scheduled according to need. Special conferences are necessary when a student's work and/or behavior deteriorate to the extent that his/her welfare and that of his/her classmates suffer. Strategic Intervention Team (SIT) meetings and Response to Intervention (RTI) meetings are available throughout the year as needed to help students to succeed.

Curriculum

The development of a child is multifaceted; the intellectual, emotional, physical, and spiritual areas all require care and nurturing for the formation of a healthy child of God. We, at Christ the King Catholic School, recognize this process by utilizing appropriate teaching practices designed to address the age group served, with attention to the Diocesan Curriculum Guide containing National Education Standards. Basic to the curriculum is the study of Religion, language arts, mathematics, science, social studies, computer science, fine arts, physical education, and foreign language. Subjects considered in the “core curriculum” are Religion, mathematics, reading/literature, English/ language arts, science, and social studies.

Accelerated Reader Program

Christ the King Catholic School’s Accelerated Reader Program is a Literature-Based Reading Computerized Program. The purpose of the program is to motivate students to read more and choose better books, to improve reading scores, to build higher-order thinking skills, and to foster a lifelong love of reading. Each quarter students have an opportunity to come to the “AR Store” to spend points that they earn.

Saint Advisory Program

The purpose of the advisory program is to build a stronger faith community in which both students and faculty encourage each other in growth in Christ and in the practice of Theological and Cardinal virtues. The Saint Advisory Program for students in Christ the King’s Upper School is designed to give students more opportunities to share and develop their faith in a context where they work closely with faculty/mentors and students of other grade levels.

The Saint Advisory Program is part of a systematic effort at Christ the King to provide a Catholic learning environment in which students live and study in a community based on the ideals of Jesus. As part of this program, the student body is divided into four “Houses” named after: St. Benedict, St. Dominic, St. Francis and St. Clare, and St. John Paul II. As students engage in the activities of each House, they learn about the lives of their patron saints and the religious practices and traditions that developed from their spiritual teachings.

S.O.A.R.

Students with **Outstanding Ability in Reading** (and Math) is an enrichment program designed to serve academically talented students in grades 3-5. Recognizing that all children are uniquely endowed, Christ the King Catholic School is committed to an educational program that meet the needs of every student. S.O.A.R. is a program designed to meet the needs of those students with high intellectual ability and specific academic aptitude. Through a qualitatively differentiated curriculum, the students will be challenged with a variety of enrichment activities. The ultimate goal is to instill in each student a desire for excellence and to develop a student who functions independently at the level of his or her potential.

Student achievement scores are used to determine eligibility into the program.

- *Iowa/CogAT*: Students must score 95% or higher in three of four areas (Reading, Math, Science, & CogAT), while not scoring below 92%.
- *ERB CTP V*: Students must have attained a score of at least 95% in one area (Reading Comprehension & Mathematics (Part1 & Part 2), while not below 92% in the other.
- *WISC-V* and/or *Stanford Binet Test* (130)

Academics

Homework

CKS makes every effort to balance homework with family life, school life, and extra-curricular activities. Formal home-study is assigned to help students become self-reliant and self-directed. Homework assignments are given to students to review and practice concepts and skills, to prepare for future lessons, to explore topics in depth, to reflect on prior learning, and enhance learning. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. In the event the amount of time your child spends on homework is a concern, communicating with the teacher is the most efficient way to alleviate a problem.

- Homework is a necessary part of serious academic study and should be completed on time every day.
- No tests, quizzes, or projects will be due on Monday or the first day of school of the week.

- Students will receive extra time to complete homework due to illness.
- All assignments received after they are due will receive a maximum grade of 80% if turned in the next school day. Assignments received any later than a week from the original due date will receive a zero in the grade book.

Mid-term/Final Exams

Students in grades 4-8 will take mid-term and final exams. Tests will be administered to assess student learning.

Academic Responsibility

As parents and educators, we are dedicated to helping children to become responsible citizens. Students must learn not only responsible conduct behavior but also responsible academic behavior. To this end, students especially Upper School students, are ultimately responsible for completing their own assignments and homework, and for remembering to bring their own books, homework, assignments, and materials to class.

Students should make arrangements with teachers for extra help if further academic assistance is needed. At the beginning of the year, teachers will send home their tutoring schedule.

Family Portal

Christ the King Catholic School posts grades of students in grades 1 through 8. Facts Family Portal is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework, and conduct, as well as other useful school information. You can communicate with teachers and other school staff online. All that is needed is an Internet-capable computer. Here's how to access the Parents Web:

- Ensure that the school has your email address
- Go to www.factsmgt.com and click the blue family log in button
- Click Facts Family Portal
- Type the school's District Code- CK-TX
- Type your user name and password
- Click the log-in button
- After logging in, you should have access to your Family Portal

The school tab of Family Portal will allow you to view calendar, directory, classes, web forms, and surveys. The student tab of Family Portal will allow you to view all pertinent information regarding your student.

Parental Access to Student Records (from CSO Handbook)

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee. In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a person may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed.

Revised July 1, 2021, 79- The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders. (See #4 in Appendix I titled: "Reimbursement for School Costs and Attorney's Fees" for additional information regarding school involvement in family custody disputes). Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for: a) School officials with legitimate educational interest; b) Other schools to which a student is transferring; c) Specified officials for audit or evaluation purposes; d) Appropriate parties in connection with financial aid to a student; e) Organizations conducting certain studies for or on behalf of the school; f) Accrediting organizations; g) To comply with a judicial order or

lawfully issued subpoena; h) Appropriate officials in cases of health and safety emergencies; and i) State and local authorities, within a juvenile justice system, pursuant to specific State law. If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

Report Cards

Report cards inform parents of a student's progress in academics and the development of Christian values and character. The grades earned are the result of the student's cumulative markings in each subject during that quarter.

Report cards are issued at the end of each quarter. A copy of the student's final report card remains in the student's permanent file.

Parents are asked to review the report card with their son or daughter. Discussions of strengths, opportunities for growth, and goal-setting motivate the student. Talking with a student about the report card demonstrates parental interest and support.

The school uses the Diocesan grading system. The coding is as follows:

4K/DK/Kindergarten

Achievement Codes

M-Mastered

P- Progressing

NI- Needs Improvement

Conduct Codes

E- Excellent

G- Good

S- Satisfactory

N- Needs Improvement

U- Unsatisfactory

Grades 1 and 2

Achievement Codes

E- Excellent 100-94

G- Good 93-85

S- Satisfactory 84-76

N- Needs Improvement 75-70

U- Unsatisfactory Below 70

Grades 3-8

Achievement Codes

A= 100-94

B= 93-85

C= 84-76

D= 75-70

F= Below 70

Honor Roll

The criteria for the first and second semester honor rolls for grades 3-8 are as follows:

Principal's Honor

Students that have achieved a grade of 95 and above in all classes will be eligible for the Principal's Honor Roll.

A/B Honors

Students that have achieved grades of 84.5 and at least one grade of 95 or above will be eligible for the A/B Honor Roll.

Honors Classes for Grades 6-8

The Upper School English Language Arts and Math Programs offer both a grade level and an honors class. Placement of students in these classes is determined by classroom performance, achievement test scores, grades, teacher recommendations, and administration. All placements will be evaluated annually.

Promotion and Progression Through Grades

Whenever deemed necessary, there will be a meeting between the parents and the administration.

Graduation

All requirements set forth in the accreditation handbook for the Texas Catholic Accreditation Commission must be fulfilled by each student before the formal status of graduation is conferred. The requirements are consistent with the State of Texas standards. Upon fulfillment of those requirements, the school and parish communities give thanks for the success of these students. A Baccalaureate Mass is celebrated for the students, their families and friends., At the Graduation Ceremony, the students receive diplomas and various awards.

Achievement Tests

Students in the first through the eighth grades are given nationally standardized achievement tests. In October, the students take the Iowa Assessments and the Cognitive Abilities Test (CoGAT) as authorized by the Diocesan Education Office. In May, Christ the King Catholic School administers the CTP V ERB to grades 2-7.

Evaluation and Testing for Learning Differences

All reports, evaluations, and testing information provided by educational professionals off-campus should be sent to the Principal.

If the administration of CKA has recommended an educational evaluation for a student, the administration reserves the right to ask parents to withdraw the student from enrollment from CKS if the recommendations are not followed.

Admissions

Admission to Christ the King Catholic School or participation in school programs is not denied to students on the basis of race, color, ethnic or national origin. Admission shall not be denied because of any handicapping condition unless it is clear that the staff, due to inadequate professional training, and/or the school's program will not be able to meet the student's needs.

Admission/Denial of Admission to Christ the King Catholic School shall be determined by the Principal after consideration of the following:

- Christ the King Catholic School Placement Test Information regarding academic development and/or behavioral information collected;
- Academic, developmental, behavioral and/or psychological information from previous schools as evidenced by records and/or communication.
- All immunizations are up to date.

Every effort shall be made to admit students that have a reasonable chance to perform as a successful student at Christ the King Catholic School.

After a student meets the admission requirements, admission of new students to Christ the King Catholic School is determined by the following factors in order of priority:

- Parishioner sibling currently enrolled at CKS
 - Note: If older sibling leaves CKS to enroll at another school, the younger child is no longer considered a CKS sibling on the waiting list.
- Parishioner
- Non-Parishioner Sibling
- Non-Parishioner

Re-enrollment

Re-enrollment at Christ the King Catholic School is not automatically extended to every student. This privilege is reserved for those students for whom Christ the King has the most appropriate program and whose academic progress and behavior/attitude indicate a willingness to engage cooperatively in spiritual and academic growth. Students may be denied enrollment at any time during the school year if attitude, behavior, and academics become negative. Parents are expected to be supportive of the school's philosophy and the educational efforts put forth by the teachers, administration, councils, and pastor. The attitude and behavior of parents and their willingness to follow school procedures and requests are also a consideration for re-enrollment of their children.

Parental Cooperation

Parental cooperation is required for continued enrollment. Parents are expected to cooperate in good faith with the implementation and enforcement of all Christ the King policies and procedures as stated in the Handbook and requested by the Principal. When so advised by the administration, parents will seek special testing, counseling, or other special services within a set period of time. Parent will support discipline consequences. Parental behavior or failure to cooperate shall be grounds for removal of any student from the school. Additionally, parents are expected to speak and act in a Christian, positive manner. Disrespectful behavior, vulgar language, verbal or physical abuse may cause a situation where a family may be required to withdraw their child(ren) from the school, or a family may not be invited to return the following year.

Re-registration of Existing Students

Students in all grades will re-register for the following year in January. A non-refundable re-registration fee is required at that time. The administration reserves the right to review each re-registration and, with due consideration, welcome back students or refuse readmission.

To qualify for re-registration in January the following conditions must be met:

- Tuition payments must be current through December 31;
- CTK Parishioner Status-Must be a parishioner in Good Standing, in order to qualify for the rate.

Registration of New Students

Registration of new students will be held in March of each year. Applicants must present the following:

- Official state birth certificate
- Official baptismal certificate (does not apply to non-Catholics)
- Health certificate, signed by a physician, reflecting compliance with state law regarding immunizations. All Immunizations must be current.
- Payment of registration fee
- A child entering Kindergarten must be five years old on or before September 1
- A child entering Pre-Kindergarten must be four years old on or before September 1

Tuition

The Christ the King Catholic School Advisory Council determines the Christ the King Catholic School tuition policy. Copies are provided in the registration packets. Tuition for the preceding school year must be paid in full by February 28 in order for a student to re-enroll the following August. Previously paid registration fees are not refundable if one does not qualify for re-registration.

Tuition Rates and Parish Status Policy

There are two different tuition rates at Christ the King Catholic School; Parishioner and Non-Parishioner. The tuition rate for each family will be determined at the time of registration and re-registration.

Supportive status will be assigned by verifying the following:

- The child's baptism in the Catholic Church;
- The family's registration in Christ the King Parish;
- Attendance at Sunday Mass on a regular basis at Christ the King;
- Families who apply for in-parish tuition shall support the parish. Support of the parish shall be established by the use of the parish envelope system or by check. No minimum contribution is specified. You must be registered in the church office for twelve months (January 1-December 31).
- Those that do not qualify for this status will pay tuition at the non-parishioner rate.
- Tuition –paying status will be set each January for the upcoming school year and adjusted each January thereafter.

Non-Parishioner status will be assigned to Catholic families who do not contribute to Christ the King Church through the use of Sunday envelopes, checks, or those who have identified their membership in another parish.

Parents may choose any of the following methods of payment. However, once a decision is made, the parent will be expected to fulfill that choice for the school year. **Tuition is non-refundable. Parents are still obligated to finish paying out FACTS and second ½ payments even if student(s) leave(s). Choice of tuition payment may be changed each year, as desired by the parent, but only at the time of re-registration.**

Tuition Payments

Tuition payments start in May for the following school year. All payments for tuition will be collected through FACTS. These payments may be made in two equal semester payments, May and November, or in ten monthly payments, May through February. In order to use FACTS, a FACTS Form, available online, needs to be filled out at the time of re-registration in January. No student will be registered or re-registered without submitting a completed FACTS Form. The fee for using FACTS is approximately \$41.00 per family per year.

Any student whose 2021-22 tuition is not paid in total by April 15, 2022, will not be placed on the 2022-23 student roll. May, June, and July payments for the upcoming year must be paid up-to-date before students return in August.

Scholarships and Financial Aid

Christ the King Catholic School has scholarship/financial aid available to children of eligible parishioners., Christ the King Catholic School grants scholarships on a year-to-year basis. Scholarships and Financial Aid for eligible students is available only after the student has completed one full year at CKS. Students must be in good standing academically and behaviorally. Any scholarship monies awarded will be deducted from the end months of tuition.

FACTS Grant and Aid

Facts Grant and Aid conducts financial need analysis for Christ the King Catholic School for the upcoming school year. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant and Aid Assessment by April 20, 2023. Applicants can apply online beginning March 10, 2023, at www.factstuitionaid.com. The following information is required in order for FACTS to process your application:

- Submit a completed online application. Faxed or copied applications will not be accepted. Please do not submit multiple applications. FACTS will process one application per household.
- Payment of the \$20 nonrefundable application fee.
- Copies of your 2020 IRS Federal Form 1040, 1040A or 1040EZ U.S. Individual Income Tax Return (2 pages), including all supporting tax Schedules C or C-EZ, Schedule E, Schedule F, Depreciation Form 4562, S Corporation Form 1120S (4 pages) & Schedule K-1 and Form 8825, Partnership Form 1065 (4 pages) & Schedule K-1 and Form 8825, Estates and Trusts Form 1041 & Schedule K.
 - If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- Copies of all 2020 W-2 Wage and Tax Statements for both you and your spouse.
- Copies of all supporting documentation for household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).

Please allow three to four weeks for your application to be processed. If you have provided an e-mail address, make sure to check the primary e-mail address regularly for notices sent by FACTS indicating missing information or tax documents.

If you have any questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 1-866-315-9262.

After School Care Programs

Christ the King Catholic School After School Program is for enrolled CKS students only and is through the YMCA.

The following Enrichment classes will be offered after school for the students as well during the 2022-23 school year: Icode, Chess, Drama.

Asbestos

Christ the King Catholic School has been inspected for the presence of asbestos-containing building materials as required under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). Whereas the inspection did find asbestos-containing materials in our school, these materials did not then nor do they now pose a threat to anyone occupying our buildings. We have implemented a pro-active program of managing our asbestos-containing materials, checking them every six months for any changes in their condition. We also comply with the Federal Law in having our school periodically re-inspected by a certified/licensed Inspector to ensure our Asbestos Management Program is doing its job. A copy of the Asbestos Management Plan is available for examination in the Principal's office.

Attendance and Absences

Students are expected to be present and on time every day. Permission for "special absence" (short or long) must be prearranged. Parents may call or email a note to the principal explaining the situation beforehand. A student is responsible for work missed because of absences. Parents are encouraged to schedule vacations during regular school breaks. Missing several days of classes is determined even to the strongest student and causes additional hardship to the teacher.

A student will not be given credit for a class or the school year if he/she has been absent more than 10% of the school year, which is 19 or more absences of the required 180 school days. For a student in Upper School, 19 or more absences of a specific class will prevent that student from receiving passing credit for that class. Repeated unexcused absences may be considered grounds for summer school, suspension, retention, or even dismissal.

A student who is in attendance for at least four hours of a school day is considered present for the day and is not assessed an absence.

Absence and Extracurricular Activities

Students who are absent may not participate in that day's extracurricular activities including: athletic games, competitions, sport practices.

Bicycles/Walking

The school accepts no responsibility for bikes parked on campus. Any student leaving campus on bicycle or walking, without being accompanied by a parent, must have a parent permission form on file.

- See 2022-23 Walker Form attached

Carpool Procedures

- [See Carpool Map attached](#)

Cell Phones and Electronic Devices

Students are prohibited to use cell phones anywhere on campus during the school day. Cell phones must be turned off and remain in their backpacks so that they are neither visible nor audible. Parents who need to send a message to a student should contact the student through the school office. Christ the King Catholic School assumes no liability for lost or broken cell phones.

Change of Address or Telephone Numbers

Send any update regarding change of address or telephone number, home or work, to Mr. Hudson at rhudson@cks.org.

Communication

- Teachers' school email addresses are listed on the Christ the King Catholic School website. Allow twenty-four to forty-eight hours for teachers to respond.
- The school office will be open daily from 7:30-4:00.
- The CKS Administrative News will be emailed weekly.
- All pertinent information will be located on the school website at cks.org.

Computers

CKS is a 1 to 1 technology campus. All students in grades five to eight are responsible to have a personal laptop for school. Students in grades five through eight will receive an email address to be used for teacher communication. Christ the King accepts no responsibility for personal computers in regard, but not limited to, theft or vandalism.

Computer Ethics for all Students

Christ the King Catholic School is proud to offer all student' access to our school's computer networks and the Internet. The Internet is provided for academic pursuit for students to conduct research. Access to these network services is given to students who agree to act in a considerate and responsible manner. This access is a privilege.

Students are responsible for good behavior on school computer networks just a they are in a classroom or a school hallway. General school rules for behavior and communications apply. The following are not permitted at any time:

- Using the network or Internet to harass, insult, or attack other- see section on Cyberbullying
- Accessing another student's work; altering, moving, or deleting another student's work
- Entering social network sites, chat rooms, or sending e-mail
- Posting Christ the King Catholic School name, logo, mascot, or uniform on personal web pages
- Posting photographs of student clubs, activities, or sporting events on personal web pages
- Willfully damaging computer networks
- Using the network or Internet to plagiarize or violate copyright laws
- Use of portable storage devices (regardless of source or content) without the permission of the network administrator
- Using the network to send, deliberately access, or display offensive and/or obscene messages or pictures
- Using computers to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people

- Downloading software from the Internet without the permission of the network administrator
- Changing, modifying, or adding software of any kind
- Accessing the Internet or using laptops without permission from the teacher.

Conduct and Discipline

The primary purpose of Christ the King Catholic School is to prepare students to live effectively in the present as Christian young people and in the future as Christian adults. Consequently, the academic and spiritual development of students requires that self-control is essential to good classroom order and to effective education. Christ the King Catholic School expects from students a sense of responsibility for their own behavior and provides a supportive process for helping the students achieve self-discipline. Discipline policies set consistent, firm, and reasonable limits for behavior. To assist students in the process of achieving self-discipline, the faculty emphasizes our mission and the principles of conduct; respect, reverence, and responsibility. Christ the King fosters a Virtue Based Discipline Program allowing the student to take responsibility for their actions and reflect on virtues that would prevent them from continuing this behavior.

All Christ the King Catholic School Discipline policies and procedures are based on the policy on Catholic School Discipline set forth by the Diocese of Dallas.

Off Campus Conduct

The Administration of Christ the King Catholic School 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. Any conduct (verbal, written, or electronic) both in and out of school that reflects negatively upon the reputation of the school, its students, or its faculty will be subject to disciplinary actions. This includes but is not limited to bullying and items posted on blogs, social network sites, discussion boards, etc. The administration reserves the right to discipline a student for activities committed off-campus if they are intended to have a negative effect on a student/faculty member or they adversely affect the safety and well-being of students/faculty while in school.

Disciplinary Guidelines

Students must understand that there are consequences for actions. By using the *Virtue Based Discipline Program* we help students comprehend that virtues are holy habits that enable them to take responsibility for their own actions and recognize that the consequence that they receive is due to the fact that they were not demonstrating a certain virtue (s). When a student receives a detention a “Think about it Sheet” will be discussed and filled out reflecting the virtue or virtues that the student needs to improve upon.

All disciplinary measures, whether written or verbal, with a student or parent should be noted in renweb. To that end, the teachers and administrators use their professional judgement to determine appropriate disciplinary action based on the following:

- Seriousness of the offense
- Grade level
- Frequency of misconduct
- Effect of misconduct on the school environment

Disciplinary Measures

For misconduct one or more of the following disciplinary measures may be taken:

- Verbal redirection
- Verbal warning with parent notification
- Conference
- Detention or Referral
- Loss of computer privileges for one-two weeks
- Suspension
- Expulsion

Disciplinary Consequences

Grades PreK-2

Students will begin each day with a clean disciplinary slate. Disciplinary consequences will be determined by the teacher based on what is most appropriate to the situation. Situations in which troubling behavior is observed on an on-going basis may require intervention by the school counselor and/or school administration.

Grades 3-8

Students should be familiar with and expected to follow the classroom procedures set forth and executed by their teachers. Students are expected to be respectful and responsible for their actions. Misbehavior should be addressed and dealt with in the classroom. If at any time a student continues to disregard the expectations of the teacher, a meeting with their parents and the Assistant Principal should be arranged,

Technology Infractions

Violation of the policies and procedures of CKS concerning the use of computers and networks will result in disciplinary action. Consequences will reset by semester.

- First Offense: Student will lose computer privileges/Internet access for one week
- Second Offense: Student will lose computer privileges/Internet access for two weeks and will receive a detention
- Third Offense: Suspension and Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers, of the Internet, or instances when students have used CKS Internet access to violate the law or to compromise another computer network.

Infractions that result in Suspension

Violation of the following infractions means the student is subject to immediate suspension:

- Fighting/hitting/injury to self or others
- Repeated and willful disobedience and disrespect, arguing with faculty, staff, or school/church personnel
- Vandalism or destruction of property
- Threats/intimidation of others/harassment/encouragement of violence
- Inappropriate material
- Stealing
- Smoking, possession, transmission, or use of any type of tobacco substances
- Leaving school grounds without permission
- Leaving school with an adult not authorized by the administration or the student's parents
- Making statements or joining activities, whether on or off school grounds, that are perceived to be detrimental to the school
- Any other behavior which the administration considers serious

Suspension is determined by an administrator. While efforts will be made to notify a parent before a student is suspended, there may be situations when the administrator deems that the action is serious enough to have the student removed from class immediately.

During a suspension, the student must complete all assigned work and take all quizzes and tests. While a student is suspended, he or she may not participate in or attend any extracurricular activities. A student may be suspended without having served any detentions. Parents must accompany the student to school following a suspension for a re-admittance conference with the Principal or the Assistant Principal.

Students who are suspended may be placed on Disciplinary Probation, and serious consideration will be given to his or her continuance at Christ the King Catholic School.

Infractions that result in Expulsion

To ensure the safety and security of all members of the community, violation of any of the following infractions means the student is subject to immediate separation from Christ the King Catholic School:

- Knowing and willful possession, transmission, or use of illegal drugs on school campus, on/or during related functions
- Knowing and willful possession, transmission, or use of a weapon of any kind on school campus, on/or during related functions. Weapons include, but are not limited to, firearms, pellet guns, air guns, paintball guns, knives, slingshots, and explosive devices.
- Knowing and willful possession, transmission, or use of alcohol on school campus, on/or during related functions
- Injury to self or others of a serious nature
- Threats/intimidation of others/harassment/encouragement or violence
- Any other behavior which the principal, in consultation with the President and Pastor, considers serious and detrimental to the safety/security/welfare of the school.

In case of expulsion, students are dismissed from the school and are no longer able to attend or be readmitted to Christ the King Catholic School. Expulsions may be used in the event of any single serious offense or a series of repeated offenses, which in the judgment of the principal constitute chronic and/or incorrigible conduct, behavior, or habits.

The Principal or her designee will have the authority to prescribe alternative disciplinary measures when such actions are necessary.

Principal's Discretion

If, during the course of the school year, a situation arises that is not addressed in the CKS Handbook, the Principal, in consultation with the President and the Pastor, is empowered to implement procedure that supports the common good of the school community.

School-Home Partnership

As members of a Christian community, Christ the King Catholic School expects the very highest standards of conduct and courtesy of both students and their parents as well. Any student who does not abide by the school rules and regulations, or whose conduct is such that the learning process or behavior of the other students is adversely affected, may lose privileges, receive infractions or extra written assignments, confer with the teacher and/or administration, or receive a detention. He or she may also be suspended, expelled, or asked to withdraw from school. These same standards apply to parents as well, and parental behavior may result in suspension or expulsion of the parents' child(ren), separate and apart from the child's conduct.

Parents and teachers must be in a partnership for the school to successfully educate the students who are enrolled. A strong, cooperative partnership between home and school is an essential ingredient in effective education.

- The parent can expect to be treated with respect at all times and to have access to teachers and administration at mutually convenient times when concerns arise.
- Teachers and administrators can expect to be treated with respect at all times and to have access to parents at mutually convenient times when concerns arise.
- Parents who have a concern should first contact the teacher directly. If a satisfactory solution is not reached, then a three-way conference of parent-teacher-principal/assistant principal will be scheduled. The student will be involved in most conferences and problem-solving decisions.

Diocesan Policy on Catholic School Discipline

The terms punishment and discipline are not synonymous, nor are they correctly used interchangeably. Whereas punishment attempts to control people by some kind of force or reprisal, discipline is an active teaching process which at its best helps students figure out how to cope with difficulties. With punishment the teacher assumes

responsibility

for the students and imposes a make-up-for-it consequence. Discipline places the burden of responsibility on the student where it belongs and provides a supportive process for helping the student make whatever changes are necessary to resolve the situation. In this sense, discipline sets consistent, firm and reasonable limits to behavior in line with student and group needs and with appropriate expectations of student and group behavior. It is the term used to describe the process of growing up and becoming productive members of society.

It is the role and the responsibility of parents, as the first and best educators of their children, as well as teachers, to facilitate this type of growth and development of children.

One of the most important responsibilities of the Catholic school is the task of integrating faith and life in order to educate students to appreciate and practice good citizenship. Respect for the rights of others, honesty, good sportsmanship, cooperativeness, kindness, and a ready acceptance of other persons as equals are representative characteristics of the Catholic Christian way of life and good citizenship.

The professional staff has the responsibility of implementing consistent patterns of disciplinary procedure. A teacher must be able to:

- a) Carry out work effectively,*
- b) Use stimulating teaching resources,*
- c) Generate enthusiasm for learning,*
- d) Enforce rules that are fair,*
- e) Motivate students to respect academic achievement,*
- f) Encourage good citizenship*
- g) Manifest a sincere interest in the welfare of each student are all factors that help to create an atmosphere that is conducive to good citizenship and optimum learning.*

Diocesan Anti-Bullying Policy

Based on our philosophy that Catholic schools have been established to provide an environment of faith, which brings all of life together within the grace of love of God, we have established the anti-bullying policy set forth. Christ the King Catholic School views bullying as unchristian behavior and it will not be tolerated.

We define bullying as an act which:

- 1. Persistently hurts another individual either*
 - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.*

- b. *Verbally (such as teasing, name-calling, using sarcasm, threatening, spreading rumors), etc.*
 - c. *Indirectly (such as intimidating, excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments including notes and unflattering pictures, intentionally damaging another student's property), etc.*
Through use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. *Is deliberate and sustained*
 3. *Is intended to isolate, hurt, or humiliate another individual, or to increase social standing at someone else's expense*
 4. *Is unprovoked*

*Nothing in this policy requires the **affected** student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic for example the color of hair or skin, dress, demeanor, wearing glasses, etc. Bullying can take many forms including: isolation, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. Bully is an intentional act and it will be treated as such. No one forces a person to be a bully.*

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling and corrective discipline by the principal, and/or referral to law enforcement when necessary will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The anti-bullying policy of Christ the King Catholic School has as its goal to ensure that all students experience a safe Catholic Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. *Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.*
2. *Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.*
3. *In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are*

encouraged to report as soon as possible following the incident(s).

- 4. The principal or teacher in charge should be aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on the severity and length of incident, parents may be notified, as well as other teachers who have the students involved in classes afterward. This will ensure that the incident does not continue when students proceed to the next class.*
- 5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.*
- 6. The consequences for bullying will vary depending on the situation, but may include, but not limited to writing apology letters, after school detention, in school and /or out of school suspension, expulsion, community service, and referral to law enforcement.*

In addition to the above outlined steps, anti-bullying policy requires the following:

- 1. Teachers of Christ the King Catholic School students are expected to:*
 - a. Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and way to report bullying.*
 - b. Give their students opportunities to role play and practice the strategies taught to avoid bullying and to report incidents.*
 - c. Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.*
 - d. Have a designated area (Xbox and e-mail) and method for students to report bullying and to leave messages discretely and anonymously for the teacher's attention.*
 - e. Teachers will take every incident reported by the students. Student reports will not be dismissed as tattling. Every incident will be taken seriously. The teacher will determine if the report is unfounded or if further action should be taken.*
- 2. Parents of Christ the King Catholic School students are expected to:*
 - a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in grievance procedures of the school handbook.*
 - b. Understand and support the school's anti-bullying policy and actively encourage their child to avoid bully behavior. This includes encouraging their child (after an incident) to respond to the situation by using non-bullying behavior.*
 - c. Obtain anti-bullying information from teachers and /or*

principal if desired.

3. *Students of Christ the King Catholic School should:*

- a. *Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.*
- b. *Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.*
- c. *Treat others with the respect and dignity that is expected of any Catholic school student.*
- d. *Take pride in their school environment and play an active role in creating a positive learning atmosphere for every student attending Christ the King Catholic School.*

Counseling

The school counselor provides support services to students directly through individual and group counseling and indirectly through consultations with staff and parents. The counselor is available to any student through parent or teacher referrals. CKS utilizes the Second Step program

Crisis Management

Christ the King Catholic School takes its responsibility for the safety of our students, teachers, staff and parents seriously. *If a crisis should occur in which all persons in the school building are in a lock down situation for their safety, it is imperative that parents not attempt to remove their children from the school.* The school cannot release a student while there is an outside threat from weather, natural disasters, or criminal/terrorist activity. In the case of a lockdown, the school will notify the parents through RenWeb parent notification system and the CKS website when it is safe to pick up their children from the school. As part of this plan, students participate in monthly fire drills and tornado drills as well as drills for campus lockdowns. CKS utilizes Emergency Management System by Raptor Technology. CKS maintains Dallas Police Department officers on campus daily and at designated events. There are five AED devices located throughout campus.

CKS utilizes the Standard Response Protocol (SRP)

- **Lockout-Secure the Perimeter-** Lockout is called when there is a threat or hazard outside of the school.
- **Lockdown- Locks, Lights, Out of Sight-** A lockdown is initiated to keep students safe from an outside threat. Lockdown is called when there is a threat or hazard inside the building.
- **Evacuate- To a location-** Evacuate is called when there is a need to move students from one location to another.
- **Shelter- for Hazard using Method-** Shelter is called when the need for personal protection is necessary, including spontaneous events such as tornado, earthquake, or tsunami.
- **Hold in your classroom-** Situations that require students to remain in their classroom.

Evacuation and Reunification

Depending on the circumstances of the crisis, it may be necessary to evacuate the school. The level of the crisis and emergency personnel involved will determine the evacuation process. The following locations are possible regrouping areas:

- Christ the King Church
- Parish Community Center
- St. Michael and All Angels Episcopal Church

Emergency School Closings

Christ the King Catholic School will announce decisions with regard to attendance in inclement weather. Such decisions are first posted on the CKS Website under *Inclement Weather* (www.cks.org). They are announced via the local television stations on Channel 8 and by parent notification including text and email. These decisions include school closings and deferred openings. If the school is open, but you find that the roads are hazardous in your area, please wait until the traffic eases before you venture out. Children are not counted tardy when they arrive late on bad weather days. Please use discretion and good judgement on whether to come to school in bad weather.

If the school closes for any other reason, a parent alert will be sent out by text and email. In the event of a school closure, the school will transition instruction to asynchronous learning.

Extracurricular Activities

Christ the King Catholic School fosters the development of the total child and offers the following programs:

- Academic Fair
- Altar Servers
- Band
- Cheerleading
- Catholic Math League
- PSIA
- Student Council

Sports:

- Baseball
- Basketball
- Cross Country
- Football
- Soccer
- Softball
- Golf
- Track
- Volleyball

Participation, Absence, and Grades

Students must be in good standing to participate in extra-curricular activities. Students receiving a failing grade on their report card will not be permitted to participate in the sport. After a two-week period, if the student has improved their grade to passing, they may be reinstated.

Christ the King Catholic School Athletic Policy

The aim of the extracurricular sports program at Christ the King Catholic School (CKS) is to endow all athletes with disciplined minds, healthy bodies, competitive spirits, and a desire to excel. The program is under the management of the Athletic Director.

Sports and Leagues Available

Through participation with the organizing bodies, supplying facilities, and as a matter of general policy, CKS only supports and sanctions activities sponsored by the Dallas Parochial League. Only students that participate in the DPL may represent Christ the King Catholic School. No other league may use the school's name or mascot.

Parent/Player Responsibilities for Participation

- Players (grades 5-8) must adhere to established Eligibility guidelines
- There is an assumption of risk taken on when one participates in a sport
- A student who is absent from school will not be allowed to participate in a game on the same day or the evening of an absence
- A student who is absent from school will not be allowed to attend practice on the same day or the evening of the day of the absence.
- It is the parents' responsibility to provide for or arrange transportation for their children to and from all practices and games.
- Coaches are responsible for the players only during practice times and games. Players should arrive for practices on time, and pick up should be prompt. Players should be at scheduled events a minimum of fifteen minutes prior to the start of a game, or as directed by the coach.

- Players must respect school property and equipment. All school players and spectators should conduct themselves in an orderly manner while playing and/or viewing games. Players and spectators are expected to demonstrate good sportsmanship.
- Team uniforms checked out for participation in parochial sports should be returned cleaned, pressed, and neatly folded. Uniforms must be returned within two weeks following the end of a season.
- When a child agrees to play, the parent as well as the child has made a commitment to the team to adhere to the rules and regulations of the sport, as well as the guidelines established by the coach. parent.

Athletic Injury Procedure Guide

- In an emergency situation, have a parent or fellow athlete call 911.
- Always have an adult supervise the injured child. Do not move the injured athlete at any time until professional help can be provided.
- In the case of a sprain or bruise, apply ice as soon as possible and elevate the body part.
- In the case of bleeding, make sure protective gloves are worn and apply pressure to the injured area,
- If the accident occurs on CKS property, fill out an accident report, which can be obtained from the school clinic or office,
- All waste must be disposed as described by OSHA procedure of blood borne pathogens.
- There are five AED devices throughout the campus with one located in the Community Center.

Field Trips

School field trips are encouraged as educational and cultural experiences. Each child must provide, his/her parent's permission to take each field trip on the approved school field trip permission form. Parent chaperones must arrange their participation with the homeroom teacher in advance of the field trip. All chaperones must have completed Safe Environment Training. Siblings are not allowed on field trips

Grievance Procedure

Our goal at Christ the King is to make every effort to ensure effective communication between families and staff. Hopefully, we can resolve any concern informally in an open, cooperative, Christian atmosphere. In this spirit, we may model peacemaking with each other for our children. Please refer to the following guidelines and procedures:

- Grievances are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a staff-related grievance, an attempt must be made to settle the matter first with the staff member.
- If no satisfactory solution is reached, the family should contact the Principal.

Harassment and Intimidation

All students are to be free from intimidation by any adult who is on staff, volunteering or present in the school or at a school activity. Prohibited intimidation against a student is defined as physical, verbal, or nonverbal conduct that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of such intimidation may include:

- Offensive or derogatory language directed at a student's background, beliefs, accent, skin color, need for accommodation, or any other characteristic that might single out a particular student;
- Threatening or intimidating conduct in manner or speech;
- A pattern of exclusion in groupings based on adult's preference rather than student performance;
- Offensive jokes, name calling, slurs, rumors, inappropriate sharing of confidential information.

When an incident of suspected intimidation occurs, the following steps should be taken:

- The incident must be reported to the school principal or assistant principal
- The details of the incident must be written down by the student or parent and submitted to the principal
- The principal, counselor, and appropriate faculty will investigate the incident. (This may take up to but no longer than two weeks to fully investigate).
- The parents will be asked to conference with the principal
- If an incident or pattern of intimidation is confirmed, the pastor and the principal will follow guidelines set forth by the Catholic Diocese of Dallas in its Policy for School Personnel.

Christ the King Catholic School is committed to a policy of non-discrimination within all school programs and activities. Harassment of employees or students is not condoned in a Christian environment and is strictly prohibited at Christ the King Catholic School. All allegations of harassment will be taken seriously and promptly investigated. Any student or teacher who believes he or she has been the subject of harassment shall report the alleged harassment in writing to the school principal. The principal will take whatever actions he/she deems necessary to investigate the complaint, including, but not limited to interviewing the accused person, the accusing person, and any witnesses. The principal will render a decision. If necessary, law enforcement will be involved as soon as possible.

Health and Safety

Student Accident Insurance

As a part of tuition, Christ the King Catholic School provides each student with student accident insurance. This coverage is secondary when the student has health coverage under another Insurance Plan and primary when not covered under another plan. The insurance covers accidental injuries to student during school hours and at all school sponsored functions including sports, both on and off campus. This coverage is not health insurance. Insurance claim forms are available in the clinic at CKS. When an accident occurs, the school will fill out the top portion of the Student Accident Claim Form and provide this to the parent(s)/guardian. The parent(s)/guardian will then complete the remainder of the form and mail it, along with all required attachments, to the insurance carrier directly at the address indicated on the form. All claims under the Student Accident Insurance are handled directly by the insurance carrier with the parent/guardian. If there are any issues that arise during the course of the claim, contact the school office. Coverage is provided in accordance with the plan documents and specific coverage terms and conditions.

Accidents

First aid will be administered only in minor cases. Parents will be notified immediately in all cases when medical treatment is required. If parents cannot be reached, the emergency card will be used to contact the next person listed. When time is an important factor, the student may have to be sent to the hospital before parents can be notified.

Food Allergies

Some children may have life-threatening food allergies. To keep these children safe while at school, all parents and students must follow guidelines established by Christ the King Catholic School. These guidelines do not limit what other children can bring to eat at lunch, but are designed to allow the food allergic child to safely participate in all school activities. At school-sponsored parties effort should be made by the Room Mothers, with the cooperation and assistance of the teacher, the school nurse, and the food allergic child's parent, to provide snacks that are safe for the entire class.

Forms

Permanent, accurate and updated records of health information are kept on all students. All student files include the following: Emergency Release forms, Health History information, and Immunization Records. After these forms are turned into the office, parents will be contacted if their child needs an immunization, etc. Returning students need to inform the office of any updated information from their physician. It is necessary for parents to fill out a new Emergency Release for each child in the family enrolled in the school.

Absences Due to Illness

Parents are asked to call the school nurse at 214-365-1230 between 8:00 and 9:00 AM to report absences, late arrivals, or tardies, including late arrivals for dental and doctor appointments. Appointments should be scheduled before or after school if possible, so that students do not miss the same class on a regular basis.

Illnesses

Parents will be asked to pick up students who become too ill to remain in the classroom. If a child is ill, the child should not be sent to school. If a child has fever, he/she should be kept out of school until fever free for twenty-four hours without the aid of fever reducing medications. The person indicated on the emergency card will be notified in the event that parents are unavailable. Inform the nurse of any changes in your work or home number or if you will not be at your usual number during school hours. All communicable diseases, including strep throat, chickenpox, pink eye and skin diseases should be reported.

Students should remain home for the following reasons:

- Oral temperature of 100 degrees or above
- Vomiting, nausea, or severe abdominal pain
- Marked drowsiness or malaise
- Sore throat, acute cold, or persistent cough
- Red, inflamed, or discharging eyes
- Acute skin rashes or eruptions
- Swollen glands around jaws, ears, and neck
- Suspected scabies or impetigo
- Any skin lesion in the weeping stage unless protected and diagnosed as non-infectious
- Earache
- Pediculosis (see head lice below)
- Other symptoms which are suggestive of acute illness

Head Lice

The Diocese has a “No-Nit” policy. Even after treatment with a prescription or over-the-counter shampoo, “nits” or eggs can remain. Once the child is free from nits stop by the clinic and have your child checked before they return to class.

Immunizations

The Diocese adheres to State laws regarding immunization in order to prevent communicable diseases, and must file annual reports of such compliance. All schools are responsible for keeping accurate, up-to-date records, which may be inspected by state agents. Students who are not in compliance with the required immunizations cannot attend school until the requirements are met.

All immunization records (including the month, day, and year) must be on file and meet the state requirements. Parents must provide the immunization records by photocopying the child’s health record from the child’s primary physician for new students. To update your child’s records for the school provide a copy of the immunization record from the primary physician.

Texas Law requires everyone under 18 to be immunized. No student may attend classes at Christ the King Catholic School without immunization records. All records must be validated by a physician’s signature. Students must be in compliance with the TCCB-ED immunization guidelines.

Medication Policy

When a physician prescribes medication to be given during the school day, it will be given by the nurse only if a parent brings it to the clinic in the original container that states the student’s name, date, prescription number, prescribed dosage, and physician’s name. The parent must fill out a medication permission form and is responsible for notifying the nurse of any dose changes and for picking up the medication when it is no longer required or at the end of the school year. No student may have medication in his/her possession. Medication that is received in an unlabeled container or plastic bag will not be accepted.

Screening

State law mandates vision, hearing, and scoliosis screening. The Department of State Health Services encourages students visit their medical provider annually for a well visit. Vision, hearing, and spinal screening is part of the visit; provide the results (pass or fail) to the clinic for your child's records.

Student Safety

Christ the King faculty makes every effort to provide safety measures for the students during the school day. Parents are asked to follow the direction issued by the Safety Committee at the beginning of each school year. They include, but are not limited to:

- Students must cross the street at crosswalks
- Teacher monitoring is until 3:45 on full days and 11:45 on early release days
- Students are not to cross the parking lot to meet their parents in the bank
- Students remaining after school for extracurricular activities must report directly to the sponsor
- Christ the King Catholic School does not accept responsibility for any child who loiters on school property after dismissal
- Siblings of students in sports practice may not stay and watch or remain with their brother/sister who is at practice. Siblings must go home in carpool or sign up for after care through YMCA.
- Students watching or participating in extracurricular activities on campus during non-school hours may not leave the campus unaccompanied by a parent.

Law Enforcement Officials

Schools shall cooperate with local and state law enforcement departments keeping in mind the legitimate interests of students and parents. Schools are urged to invite the cooperation of the local law enforcement agencies in instructing school administrators, teachers, and students about crime prevention. Issues may include child abuse, drug traffic and abuse, bicycle and traffic safety, and similar pertinent topics. (See CS) Policy 1213)

Custody Issues

Parents, upon request, have a right of access to all student records related to their children that are maintained by the school. Records will be reviewed in the presence of school personnel appointed by the chief administrator.

In the event the parents are separated or divorced with joint custody of the child (ren), or divorced with the non-custodial parent having visitation rights, both parents are entitled to access of their child's records and information regarding their child's education, medical treatment, and general welfare. Parents and guardians have an "absolute right" to examine a child's records, although only a parent with legal custody can challenge the contents of a record or grand consent to release the documents to a third party. Either parent may grant consent for release of documents if both parents have notified the school that they are in agreement with the release of the documents. In order to cooperate with child and family needs, the school should be informed of custody arrangements. As a matter of policy, the parents will provide the school with a certified copy of the decree of dissolution that defines custody rights of the parents, i.e., joint legal custody or sole legal custody; joint physical custody or sole physical custody.

Lockers

Lockers and desks are the property of the school. They can be used by students for storage but may be searched at any time at the discretion of the administration if deemed necessary.

Lunches

All students eat in the cafeteria. Students may bring sack lunches or may purchase lunch from the school cafeteria. The menu is available each month on the website.

Parents may establish an account with Kids' Café. The Kids' Café application form will be made available to the families in August. A Kids' Café account may be established by check or credit card. Your child's name and grade should be on all checks or correspondence to the cafeteria. The credit card payment is made online and must be arranged by filling out the Kids' Café form.

Birthdays

As a special treat, parents may bring a snack for the entire class on their child's birthday. Reach out to the teacher for food allergies. Please do not distribute birthday party invitations at school.

Name, Logo, and School Data

The name, logo and data base of Christ the King Catholic School are the sole property of the school. It is important for the school to ensure that its name, logo, and school data are not used without proper authorization. Any person, organization or business wishing to use the school name, logo, and/or data base must obtain written authorization of the school principal. You may not use the school seal, mascot, logo, or any pictures from the website without expressed written consent from the principal.

Parent Organizations

Christ the King Advisory Council

This body is configured to reflect the Catholic Church's commitment to collegiality and subsidiarity in accordance with the directions of the Second Vatican Council. The Christ the King Advisory Council is an advisory council to the President, Principal, and Pastor. The Advisory Council assists the President, Principal, and Pastor in developing and implementing policies and programs in order to achieve and maintain the mission statement of the school. Minutes from monthly meetings are posted on CKS's website- www.cks.org. Meetings are open to CKS parents by appointment. If you would like to attend, please notify the President of the Advisory Council. The Advisory Council does not discuss day-to-day operations of the school. Those concerns should be taken directly to the Principal.

The functions of the School Advisory Council are to:

- Advise the President and Principal on policies, programs, services, and strategic planning.
- Conduct special studies and assignments as requested by the President, Principal, or Pastor.
- Advise the President, Principal, and Pastor on financial matters including assisting the President in development of the annual school budget; determination of sources of funding of the annual operating budget; establishment of the annual tuition rates. All of these activities, when completed, will be submitted for approval by the Pastor before being published and/or implemented.
- Present Christ the King Catholic School to the public, to civic authorities, and to the Catholic community, as a school imparting quality Catholic education in all aspects of living: spiritual, intellectual, cultural, physical, social, and civic.

The Advisory Council does not:

- Discipline students
- Develop curriculum
- Approve instructional materials
- Hire/fire staff
- Write regulations
- Handle grievances

Christ the King Parent's Association

The Christ the King Parent's Association is an organization that assists with fundraising and various activities of Christ the King School. The CKSPA is governed by the Executive Board, School Committees, Event Committees, Sports Committees, and Welcoming Committees. All parents are encouraged to join and participate in the many activities sponsored by the Parents' Association. The Parents' Association meets on the first Tuesday of the month at 9:30 in the Parish Center.

Social Media

Students are not allowed to use cameras in school unless permission is first granted by the administration. This includes cell phones, lap tops, or any hand-held computers that is capable of recording a visual image.

- Pictures of faculty and staff may not be used without their written permission
- No videotaping on school grounds unless for a project approved by a teacher for class use only
- No posting anything taped, audio, or video on school grounds to the Internet without the written permission of the Principal

During the year, students are photographed during activities for the yearbook. Occasionally, some of the photographs may be used for publicity purposes. In order to protect the privacy of our students, there is an option to No Photographs in the Handbook Agreement that is signed electronically through the Family Portal of RenWeb.

School Masses

Students will attend 8:00 Mass each Friday and 10:00 on certain Holy Days. All parents are invited to attend Mass with the school community. Christian Witness Awards will be distributed each month at Mass on Friday.

School Governance and Responsibilities

Pastor

The Pastor is the chief administrator of the Parish and is responsible for overseeing all organizations including the operation of the school. The administrative responsibility of the Pastor for the school includes the care of the total parish plant and those matters that are not included within the authority of the Parish Advisory Council by reason of its Constitution or within the professional responsibility of the President and/or the Principal.

President

The President is the leader of the school. The President is the Chief Executive Officer and has general charge of controlling the school's operation, budget, and facilities.

Principal

The role of the Principal is to provide Christian educational leadership for the school, students, and faculty. The Principal is responsible for the day to day operation of the school, overseeing the curriculum, faculty, and staff. The Principal is assisted by the Assistant Principal and other support personnel within the school.

School Hours

Arrival

Regular School hours are Monday through Friday 7:50-3:15. Students may arrive on campus at 7:30.

Dismissal

All students will be dismissed at 3:15

Early Dismissal

There are days throughout the school year when the school is dismissed early. All students will be dismissed at 11:30 through regular carpool.

Smoking Ordinance

In accordance with the City of Dallas smoking ordinance, smoking is prohibited in all school facilities and on school campus.

Student Organizations

National Junior Honor Society

The CKS chapter of the National Junior Honor Society was established to recognize outstanding achievement and citizenship in our seventh and eighth grade students. Induction into the NJHS takes place each year during the fourth quarter.

Student Council

Each fall the Middle School students elect representatives to serve on the Christ the King Student Council. The Student Council. The Student Council is run by the Executive Board and is comprised of homeroom representatives, NJHS officers and House officers.

Standardized Testing

Students in grades 1-8 take the Iowa Test of Basic Skills in the fall of each school year and the ERB standardized test in the spring each school year. DK and Kindergartners are screened individually in the spring of the academic year. This evaluation is to supplement teacher observations to help determine the best academic setting and the particular needs of each student.

Uniform Policies and Dress Code

Christ the King Catholic School requires that school uniforms be worn throughout the year. The uniform is a crucial part of the environment of CKA, and every student and parent is expected to abide by the regulations at all times. The school reserves the right to discipline any student not in proper uniform.

Our school uniform supplier:

- Risse Brothers School Uniforms

15048 Beltway Dr.

Addison, TX 75001

972-231-2903

www.rissebrothers.com

General Information and Guidelines

- Students must be in school uniform each day, unless otherwise provided in this Handbook or by the Principal. Students may not change their uniforms before leaving school property.
- Students will be permitted to wear the sweatshirts purchased from the Spirit Store as part of their uniform. The lower school will be permitted to wear the green sweatshirt and the upper school will be permitted to wear the navy blue sweatshirt.
- Uniforms must be in good repair, neat, cleaned, pressed and without stains or tears.
- Uniforms are to be worn with Christian modesty in mind. Skirts must be an appropriate length. Sufficient material should be available in the hem to permit lengthening of skirts as needed throughout the year. The waistband of the skirt should fit and be worn at the student's waist. Girls' skirts must be knee-length. In addition, all buttons of the shirt/blouse must be buttoned except the top button.
- No modesty shorts may be worn hanging below the uniform.
- Shirts and blouses must have all buttons sewn in place and be buttoned. Shirts and blouses must be long enough to remain tucked in throughout the day.
- All undergarments must be solid white.
- Shoe laces must be appropriately tied.
- Students' feet must be fully inside their shoes. Students are not to fold down the backs of their school shoes and wear them like clogs.
- Hair bows and hair bands must be solid uniform colors (red, navy, gold, dark green, and white) or the CKS plaid and an appropriate size that will not be a distraction to others,
- Regular uniform checks will be made after September 1st.
- Tattoos are not allowed.
- No insignias or logos are allowed on any shirt, pants, or shorts.
- Students are not to write on their skin, uniform, shoes, or clothing.

See Uniform Guide Attached

Hair

- Hair should be kept clean, neatly groomed, and out of the eyes
- Boys' hair should be kept short around the face and bangs, must be above the eyebrows and neat around the ears. Boys' hair should be above the collar and without sideburns, tails, or sculpturing. Hair should not be shaved above the top of the ears. i.e. Chili Bowl Haircuts
- Girls' bangs must be above the eyebrows or hair must be secured away from the face.
- Hair must be the natural color.

Jewelry and Make-Up

- No student may wear or bring make-up to school. Only clear nail polish and lip gloss are permitted.
- One pair of stud earrings, a watch, one small ring, cross and chain or religious medal may be worn by girls.
- Beaded necklaces, bracelets, charms, or bangles are not permitted
- Boys may not wear earrings or other pierced jewelry.
- Valuable jewelry or watches should not be worn to school.

Birthdays

Students are allowed a Free Dress Day on their birthday. Students must abide by the guidelines for Free Dress Days.

Free Dress Day

Occasionally, students are given a “Free Dress Day,” meaning they are not required to wear their school uniform. All free dress days are optional; students may wear their uniform on this day. Students must be neat and appropriately dressed. Students may not wear the following:

- Clothing in disrepair (ripped jeans or jeans with holes in the knees)
- Shoes without socks, sandals, or flip-flops
- Short shorts or cutoffs
- Athletic or sport shorts or pants
- Mesh shirts or blouses
- Leggings
- Bare midriffs
- Mini skirts
- Low-riding or baggy jeans
- Tight fitting pants, skirts, or blouses
- T-shirts with inappropriate logos or advertising. This includes, but is not limited to, t-shirts advertising alcoholic beverages or promoting rock groups.

Spirit Day Dress

On the first Thursday of each month students are able to celebrate their spirit for CKS by wearing a spirit shirt. Students who dress inappropriately on these days will be asked to call home for appropriate clothes. On these days the students may wear:

- Any solid red or yellow t-shirt
- Solid green or navy sweatshirt
- T-shirts or sweaters emblazoned with the CKS logo or the words Christ the King
- Slacks or appropriate fitting jeans may be worn
- Regular length shorts, walking shorts, or uniform shorts may be worn during the summer uniform period.
- No athletic shorts or pants
- No shoes without socks, sandals, or flip-flops

Visitors

All visitors, including school parents, must check-in at the front office upon entering the building. Utilizing our new security RAPTOR system, you will be asked for your license on your initial visit. Once you are in the system, your badges will be printed automatically when you come to school. Everyone on campus must have a badge on at all times and must sign in and out at the front office. For the protection of the students and staff, teachers have been instructed to direct everyone to enter the building through the front door during regular school hours.

Visitors and volunteers may not enter any classroom without permission from the school office during regular school hours. To prevent disruption to class and regular business, visitors should turn off cell phones when entering the building. Any forgotten books, homework, etc., must be left at the front office to be delivered or picked up at an appropriate time.

Volunteers

All volunteers must be Safe Environment trained and cleared.

The Roman Catholic Diocese of Dallas School Policies Handbook Addendum

1. OVERVIEW

Catholic schools within The Roman Catholic Diocese of Dallas (the “Diocese”) are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese.

Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies which apply to the same subject matter thereof.

2. EXPULSION

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community.

Misconduct committed by a member of the school community other than a student (including without limitation parents and siblings) can also significantly hinder a school’s ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (e.g., parents and siblings) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate.

a. Grounds for Expulsion

Any instance or course of misconduct may, at the sole discretion of the school’s chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school’s chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of behavior that will generally result in expulsion include but are not limited to:

- i. Actions gravely detrimental to the moral and spiritual welfare of other students;
- ii. Incurable or disruptive behavior which impedes the progress of the rest of the class;
- iii. Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- iv. Habitual or persistent violation of school regulations;
- v. Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on

campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;

vi. The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;

vii. Use or possession of firearms or other potentially harmful objects or weapons;

viii. Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;

ix. Theft, extortion, arson;

x. Habitual truancy;

xi. Malicious damage or destruction of real or personal property at school;

xii. Hazing;

xiii. Serious bullying and/or harassment;

xiv. Conduct which may damage the reputation of the school or parish;

xv. Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and

xvi. Use of social media in such a manner as constitutes bullying or online harassment or which causes another student

or member of the school community to fear for the safety of any member of the school community. Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

b. Procedure for Expulsion

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

i. When practical, the pastor of a parochial elementary school and the president of a diocesan high school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;

ii. When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.

iii. The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In high schools, the president should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.

iv. The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted.

In diocesan high schools, the president should be consulted.

c. Tuition and Fees

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

3. PARENTAL ACCESS TO STUDENT RECORDS

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders. See below for additional information regarding reimbursement of the school's costs and attorneys' fees for involvement in family custody disputes.

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- i. School officials with legitimate educational interest;
- ii. Other schools to which a student is transferring;
- iii. Specified officials for audit or evaluation purposes;
- iv. Appropriate parties in connection with financial aid to a student;
- v. Organizations conducting certain studies for or on behalf of the school;
- vi. Accrediting organizations;
- vii. To comply with a judicial order or lawfully issued subpoena;
- viii. Appropriate officials in cases of health and safety emergencies; and
- ix. State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

4. CUSTODY AND FAMILY LAW ISSUES

The Diocese and its schools understand that many families within the school community are affected by custody and other related

legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts

finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student. It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge. Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other

legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

5. REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT

a. Reports to Law Enforcement

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular conduct with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

b. Cooperation with Law Enforcement and Child Abuse

Investigations Texas law requires schools to make students available for interviews by

child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible. If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.

6. PARENTAL COOPERATION AND BEHAVIOR

All members of the school community, including parents and

family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

7. REIMBURSEMENT FOR SCHOOL COSTS AND

ATTORNEY'S FEES The Diocese of Dallas and its schools recognize the financial sacrifice

many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this

Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnatee, or 4) threatened or actual litigation against any Indemnatee which does not result in a final and appealable judgment adverse to the Indemnatee.

8. AUTHORIZATION OF CONSENT TO TREAT MINOR

I/We, the Parents listed below, are the _____ parent(s) / _____ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code.

This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

9. ENROLLMENT

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student

in the School.

Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest.

I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally-binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees,

and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

10. **PARENT CONSENT AND RELEASE FORM**

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student's participation.

Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

Student Name ("Student"): _____

Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School- related activity, whether academic, athletic, or otherwise.

Parent(s) initials: Yes: No:

Transportation to/from Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School- sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the

Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Parent(s) initials: Yes: No:

Extra-curricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent

to Student's participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.

Parent(s) initials: Yes: No:

Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to

Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Parent(s) initials: Yes: No:

Video/Image Release: Subject to the Release and Consideration and Indemnification terms below, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

Parent(s) initials: Yes: No:

Student: If age 18 or over, initial appropriate box to the right:

Yes: No:

Release and Indemnification:

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including

Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

11. ACKNOWLEDGEMENT AND AGREEMENT

For hard copy handbooks: By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print):

School Name (print):

Parent Name (print):

Parent Signature:

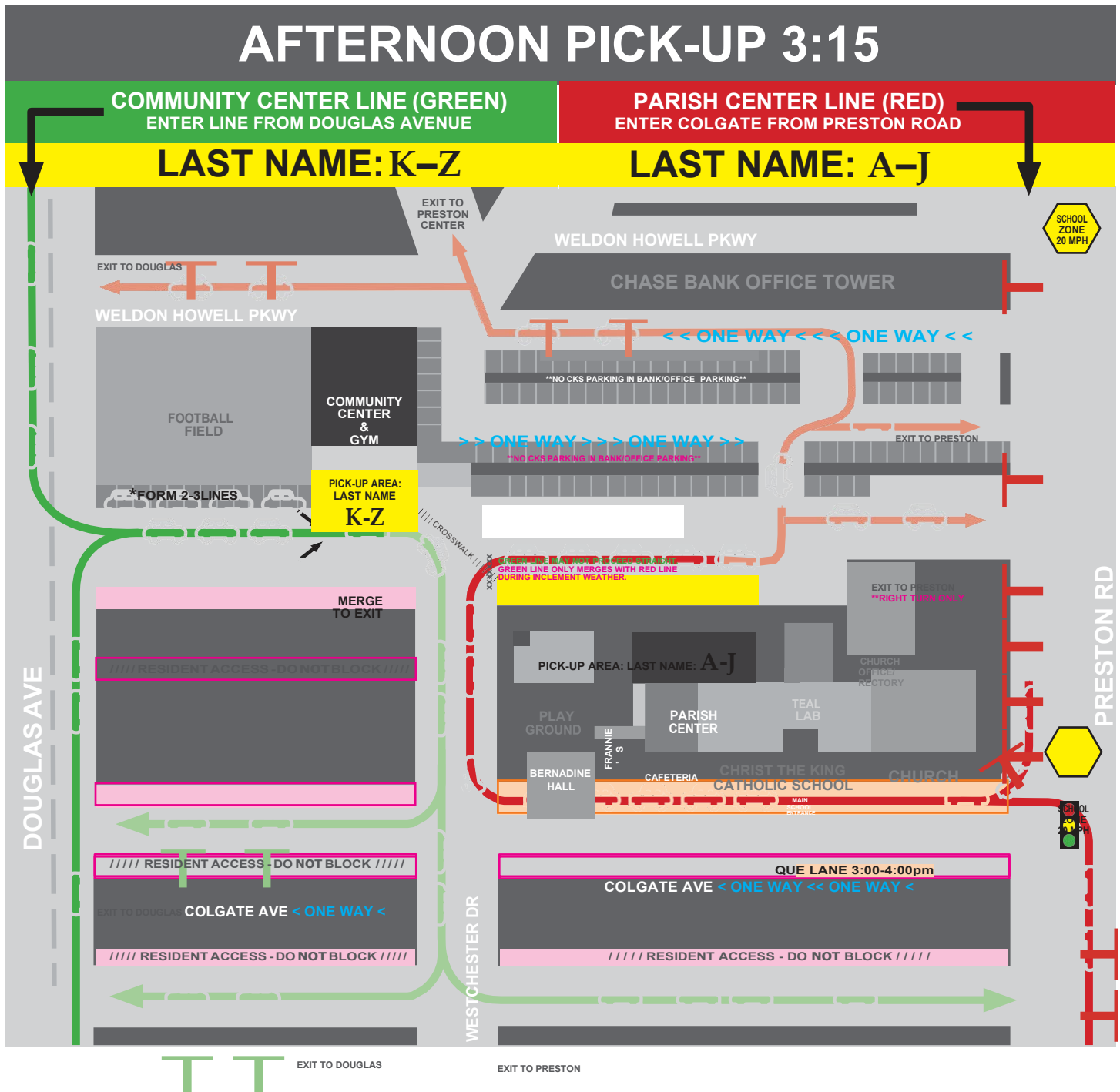
School year:

Date:

For online acknowledgement: By submitting this form to the school, I represent that I have read the foregoing Handbook and understand and agree to the contents thereof. I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school.



CHRIST THE KING CATHOLIC SCHOOL CARPOOL MAP



- **No cellphone use during active carpool.**
- **No walk-ups allowed.** Parents/caregivers must remain in their cars. CKS personnel will call for each student/family to be dismissed when their car arrives to the front of the line.
- Carpool tags must be visible in the front windshield. Multi-family or activity carpools must be organized with the office in advance.
- A parent's directive for their child to leave school with a non-family member must be received in written form to the students homeroom teacher by **no later than 2:30pm.**

- Do not block the sidewalk or passing traffic on Douglas Ave.
- No parking on Westchester, Colgate or Caruth during active carpool. Please be respectful of our neighbors.
- ***No CK Sparking permitted in adjacent Chase Bank/Office lot.*** Be considerate of our adjacent residents and businesses.
- Drive slow and be cautious, courteous and patient with other drivers when merging, entering and exiting the lines.



UNIFORM GUIDE- GIRLS

GRADE		FORMAL/STANDARD UNIFORM (From Nov. 1 - Spring Break or can be worn year round.)	SUMMER UNIFORM (Optional from Spring Break to Oct. 31)
4K DK	SHIRT	CKS POLO SHIRT - RED 3-button, Short or long sleeves	CKS POLO SHIRT - RED 3-button, Short sleeves
	BOTTOM	CKS PLAID SKORT - Elastic waistband or LONG PANTS - Khaki with elastic waistband	CKS PLAID SKORT - Elastic waistband SHORTS - Khaki with elastic waistband
	SOCKS	KNEE OR CREW SOCKS - Solid white, covering the ankle	Same as Formal
	SHOES	Sneaker of your choice	Sneaker of your choice
	ACCESSORIES	Optional: Tights - White or Navy - can be worn in winter.	None
	OUTERWEAR	CKS FLEECE - Green	Optional: CKS Fleece - Green
KINDER 1ST 2ND 3RD 4TH 5TH 6TH 7TH	SHIRT	KINDER – 3RD - PETER PAN COLLAR BLOUSE - WHITE Short or long, straight sleeves 4TH & 5TH - BUTTON-DOWN COLLAR SHIRT - WHITE Oxford, Short or long sleeves (Only a solid white shirt may be worn under uniform shirt.)	CKS POLO SHIRT - WHITE 3-button, Short sleeves
	BOTTOM	CKS PLAID BIB JUMPER - Knee Length	CKS PLAID SKORT - Knee length
	SOCKS	KNEE OR CREW SOCKS - Solid white, covering the ankle	Same as Formal
	SHOES	Sneaker of your choice	Sneaker of your choice
	ACCESSORIES	MODESTY SHORTS - Navy Optional: Tights - White or Navy can be worn in winter.	None
	OUTERWEAR	CKS CARDIGAN SWEATER - GREEN Optional: CKS Fleece - Green **Fleece may not be worn to mass during Formal uniform.	Optional: CKS Fleece - Green or CKS Cardigan Sweater - Green
	SHIRT	BUTTON-DOWN COLLAR SHIRT - WHITE Oxford, Short or long sleeves (Only a solid white shirt may be worn under uniform shirt.)	CKS POLO SHIRT - WHITE 3-button, Short sleeves
	BOTTOM	CKS PLAID PLEATED SKIRT - Knee Length	Same as Formal
	SOCKS	KNEE OR CREW SOCKS - Solid white, covering the ankle	Same as Formal
	SHOES	Sneaker of your choice	Sneaker of your choice
	ACCESSORIES	MODESTY SHORTS - Navy Optional: Tights - White or Navy can be worn in winter.	Same as Formal
	OUTERWEAR	CKS BLAZER - NAVY Option: CKS V-Neck Sweater - Navy or CKS Fleece - Navy **Fleece may not be worn to mass during Formal uniform.	Optional: CKS Fleece - Navy or CKS V-Neck Sweater - Navy
8TH	SHIRT	BUTTON-DOWN COLLAR SHIRT - LT. BLUE Oxford, Short or long sleeves (Only a solid white shirt may be worn under uniform shirt.)	CKS POLO SHIRT - NAVY 3-button, short sleeve
	BOTTOM	CKS PLAID PLEATED SKIRT - Knee Length	Same as Formal
	SOCKS	KNEE SOCKS - Solid white. No Crew Socks. Must cover the ankles.	Same as Formal
	SHOES	Sneaker of your choice	Sneaker of your choice
	ACCESSORIES	MODESTY SHORTS - Navy	Same as Formal
	OUTERWEAR	CKS BLAZER - NAVY Optional: CKS V-Neck Sweater - Navy or CKS Fleece - Navy **Fleece may not be worn to mass during Formal uniform.	Optional: CKS Fleece - Navy or CKS V-Neck Sweater - Navy



UNIFORM GUIDE - BOYS

GRADE		FORMAL/STANDARD UNIFORM (From Nov. 1 - Spring Break or can be worn year round.)	SUMMER UNIFORM (Optional from Spring Break to Oct. 31)
4K DK	SHIRT	CKS POLO SHIRT - RED 3-button, Short or long sleeves	CKS POLO SHIRT - RED 3-button, Short sleeves
	BOTTOM	LONG PANTS - Khaki with elastic waistband	SHORTS - Khaki with elastic waist
	SOCKS	CREW SOCKS - Solid white Long enough to cover the ankles when folded over.	Same as Formal
	SHOES	Sneaker of your choice	Sneaker of your choice
	ACCESSORIES	None	None
	OUTERWEAR	Optional: CKS FLEECE - Green	Optional: CKS Fleece - Green
KINDER 1ST 2ND 3RD 4TH 5TH	SHIRT	BUTTON-DOWN COLLAR SHIRT - WHITE Oxford, Short or long sleeves (Only a solid white shirt may be worn under uniform shirt.)	CKS POLO SHIRT - WHITE 3-button, Short sleeves
	BOTTOM	LONG PANTS - Khaki with belt loops	SHORTS - Khaki with belt loops
	SOCKS	CREW SOCKS - Solid white Long enough to cover the ankles when folded over.	Same as Formal
	SHOES	Sneaker of your choice	Sneaker of your choice
	ACCESSORIES	BELT - Brown/black leather (No overly large belt buckles)	BELT - Brown/black leather
	OUTERWEAR	CKS V-NECK SWEATER - GREEN Optional: CKS Fleece - Green **Fleece may not be worn to mass during Formal uniform.	Optional: CKS Fleece - Green or CKS V-Neck Sweater - Green
6TH 7TH	SHIRT	BUTTON-DOWN COLLAR SHIRT - WHITE Oxford, Short or long sleeves (Only a solid white shirt may be worn under uniform shirt.)	CKS POLO SHIRT - WHITE 3-button, Short sleeves
	BOTTOM	LONG PANTS - Khaki shorts with belt loops	SHORTS - Khaki with belt loops
	SOCKS	CREW SOCKS - Solid white Long enough to cover the ankles when folded over.	Same as Formal
	SHOES	Sneaker of your choice	Sneaker of your choice
	ACCESSORIES	BELT - Brown/black leather (No overly large belt buckles) TIE - Red/Gold Stripe	BELT - Brown/black leather
	OUTERWEAR	CKS BLAZER - NAVY Optional: CKS V-Neck Sweater - Navy or CKS Fleece - Navy **Fleece may not be worn to mass during Formal uniform.	Optional: CKS Fleece - Navy or CKS V-Neck Sweater - Navy
8TH	SHIRT	BUTTON-DOWN COLLAR SHIRT - LT. BLUE Oxford, Short or long sleeves (Only a solid white shirt may be worn under uniform shirt.)	CKS POLO SHIRT - NAVY 3-button, Short sleeves
	BOTTOM	LONG PANTS - Khaki with belt loops	SHORTS - Khaki with belt loops
	SOCKS	CREW SOCKS - Solid white Long enough to cover the ankles when folded over.	Same as Formal
	SHOES	Sneaker of your choice	Sneaker of your choice
	ACCESSORIES	BELT - Brown/black leather (No overly large belt buckles) TIE - Red/Gold Stripe	BELT - Brown/black leather
	OUTERWEAR	CKS BLAZER - NAVY Optional: CKS V-Neck Sweater - Navy or CKS Fleece - Navy **Fleece may not be worn to mass during Formal uniform.	Optional: CKS Fleece - Navy or CKS V-Neck Sweater - Navy