



**CHRIST THE KING
CATHOLIC SCHOOL + DALLAS**

**Handbook for Parents
& Students**

2021-2022



CHRIST THE KING
CATHOLIC SCHOOL + DALLAS

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 2020-2021 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Christ the King Catholic School during the 2020-2021 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 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

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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 teaching space, a reading laboratory and computer 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 our 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 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, no matter what 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 of 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 Christ the King Catholic School, we will reverence Christ, respect others, and educate our hearts, minds, and spirits to become future servant leaders.

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 needs 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 intellectual dimension is met through a comprehensive offering of a variety of learning experiences that assist the student to attain the goals of the various areas of instruction, to prepare and to cope with societal demands, to understand and participate in civic and governmental activities, and to appreciate the worth of each person and culture.

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, and guiding each step of our way.

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 Chronicle and will be effective immediately.

Thank you for spending time reading and sharing the contents of this Handbook. Each parent and each student must sign the Handbook Covenant and Release agreements which will be sent home with each student. **The signed Handbook Covenant must be returned before the start of school.**

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

ACADEMIC LIFE

CONFERENCES

Parent-Teacher conferences are held during the second and third quarters. 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. Christ the King Catholic School has not adopted and does not follow the "Common Core" curriculum.

MID-TERM/FINAL EXAMS

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

GUIDELINES FOR HOMEWORK

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. 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. Assignments may take longer due to a student's understanding or the level of difficulty of the topic. At various times teachers give special projects that extend over several days or weeks. Homework will also take longer to finish if students do not begin long-term projects as soon as they are assigned.

No tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week.

In the event that the amount of time your child's spends on homework is a concern, a note to the teacher or a conference might help identify the cause.

HOME ASSIGNMENTS

CKS makes every effort to balance homework with family life, school life, and extra-curricular activities. Both the school and parents at CKS share an interest in maintaining a level of academic rigor that will help students attain academic goals and a strong preparation for secondary education. 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 to enhance learning.

Undue stress and/or fatigue caused by a particular assignment or homework load is counter-productive to the learning process and should be reported to first to the teacher. The causes of these situations can vary and should be addressed as soon as possible.

General Guidelines for Home Assignments:

- Homework is a necessary part of serious academic study and should be completed on time every day. Parents should supervise the completion, but not do the assignments.
- Participation in extra-curricular activities is not an acceptable reason for incomplete or late homework assignments.

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.

Although teachers try their best to notify parents if students have lost books or materials or have received zeroes for missing assignments, it is the ultimate responsibility of the student to keep track of school assignments, grades, and materials and to relay this information to his or her parent. 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.

Upper School Late Work Policy:

Students will receive extra time to complete homework due to illness. Any student absent because of a quarantine restriction will be responsible to hand in all assignments on time.

Late Work

All assignments received after they are due will receive a maximum grade of an 80% if turned in by the next school day. Assignments received any later than a week from the original due date will receive a zero in the gradebook.

In an effort to support student comprehension and preparation it is important that assigned work is completed on time. Assignments assigned the day on which a student was absent will be due the day that the student returns to school.

GRADES ON-LINE

Christ the King Catholic School posts on-line the grades of students in grades 1 through 8 **RenWeb's ParentsWeb** 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 also communicate with teachers and other school staff online. All you need is an Internet-capable computer. Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- First, you need to make sure that the school has your email address in RenWeb.
- Next, [go to www.renweb.com](http://www.renweb.com) and click the orange **Log In** button (top right).
- Click **ParentsWeb Login**.
- Type your school's **District Code** CK-TX
- **Click Create New ParentsWeb Account**.
- Type your email address (provided to CKS at registration for new parents) and an email is sent to you.
- Click the **Click to change password** link. This link is only valid for 30 minutes.
- A web browser displays your Name and RenWeb ID.
- Type a **User Name, Password** and **Confirm** the password.
- Click **Save Password**. A message displays at the top of the browser, "**User Name/Password successfully updated.**"
- You can now log into ParentsWeb using your new User Name and Password.

PROGRESS REPORTS

Teachers continually assess each student's progress. A progress report is sent home each mid-quarter to students in grades 1 – 8.

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 report card remains in the student's permanent file until graduation or transfer.

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 also demonstrates parental interest and support.

REPORT CARD GRADING

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

4K/DK/Kindergarten

Achievement Codes

- M - Mastered
- P - Progressing
- N - Needs Improvement

Conduct Codes

- + - Satisfactory
- / - Improvement Needed

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

Conduct Codes

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Grades 3 through 8

Achievement Codes

- A = 100-94
- B = 93-85
- C = 84-76
- D = 75-70
- F = Below 69

Conduct Codes

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs improvement
- U = Unsatisfactory

HONOR ROLL

The criteria for the quarterly and year-end honor rolls are as follows:

Principal's Honors

All of the following must be met:

- The student must be in grades 3 - 8.
- All academic grades must be **As**, including core subjects, P.E., art, music, computer, Spanish, and Latin. .
- Individual and campus conduct grades must be **S**. A grade of **N** or **U** will remove the student from the honors list.

A & B Honors

All of the following must be met:

- The student must be in grades 3 - 8.
- All academic grades must be **A** or **B**. The ratio does not matter, but there must be at least one **A**. Academic areas include core subjects, P.E., art, music, computer, Latin, and Spanish.
- Individual and campus conduct grades must be **S**. A grade of **N** or **U** will remove the student from the honors list.

Year-End Honors

The criteria above will apply to year-end Principal's Honors and A & B Honors. The grades in all subjects from each of the four quarters, NOT the final averages, will be the determining factors for year-end honors.

ACHIEVEMENT TESTS

Students in the first through eighth grades are given nationally standardized achievement tests, Iowa Assessments and the Cognitive Abilities Test (CoGAT), in October as authorized by the Diocesan Education Office. Christ the King Catholic School also administers the CTP IV ERB to grades 2 – 7 during the spring semester.

PROMOTION AND PROGRESSION THROUGH GRADES

Progress through the grades is a matter of achievement in the basic skills as well as of age, maturation, social and civic development. It is expected that the majority of students will be well-adjusted and will move through the adopted course of study at the rate of one grade per year. However, some students may experience difficulty in mastering the academic phases of the school program and will profit more from school if retained one grade. Special consultation with the parents, teachers, and principal will be arranged in sufficient time in each case. The final decision regarding a student's promotion and/or class placement within a grade rests with the school.

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 Mass of Thanksgiving is celebrated for the students, their families and friends each May. At this Mass, the students receive diplomas and various awards are distributed.

EVALUATION AND TESTING FOR LEARNING DIFFERENCES

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

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

ENGLISH AND MATH PROGRAM FOR GRADES 6 – 8

The Upper School English Language Arts and Math programs offer both a grade level and an honors track. Comprehensive classes are based on grade level curriculum that is enriched and these classes are paced to help students achieve strong competency in each skill and concept. Differentiation between the ELA classes will also include time spent on mastering grammar skills and writing mechanics, writing rubrics planned to meet the needs and writing proficiency of the students, and incorporation of literature and its analysis as models for writing and critical thinking.

Placement of students in these classes is determined by classroom performance, achievement test scores, grades, teacher recommendations, attendance, and space available.

ACADEMIC RESPONSIBILITY CONTRACT

An Academic Responsibility Contract may be issued to a student who insists that he or she wants to attend Christ the King Catholic School but whose past academic performance has been unsatisfactory. Specific requirements for improvement will be tailored to the student's individual needs and will be spelled out in the Academic Responsibility Contract.

Such a student and his or her parent or guardian must sign an Academic Responsibility Contract with the school administration.

CONDITIONAL PROMOTION AND RETENTION

Based upon teacher recommendation, test scores, and/or observation by the school personnel or other professionals, a student in grades K - 5 may be conditionally promoted or retained if the student experiences difficulty in mastering the academic phases of the school program and would profit more if he or she attended summer school/tutoring or was retained one grade.

Any student in grades 6 - 8 who has an "F" average in any or the six core subjects at the end of the school year will not be promoted to the next grade until one of the following conditions have been met.

1. The student must complete a summer school program in the failed subject(s) and achieve the grade of 70 or above in such subject(s). A report documenting the achievement must be sent to the school.

OR

2. The student must satisfactorily complete a tutoring program in the failed subject(s). Written confirmation of the objectives covered and results must be sent to the school. The student must also pass a CKS-administered competency test in the failed subject(s) before school begins for the next academic year.

If the student does not satisfy the above requirements, the student is not promoted to the next grade. In addition, the student may be refused readmission to the school.

In the case of a student's possible retention, special consultation with the parents, teachers, and principal will be arranged to address the problem and to propose solutions. The final decision regarding a student's promotion and/or class placement within a grade rests with the school.

ADMISSIONS, ENROLLMENT, REGISTRATION, AND TUITION **GENERAL SCHOOL INFORMATION**

Christ the King Catholic School is staffed by lay men and women dedicated to the ideals of Christian education. All teachers are chosen for their competency and dedication. Their main concern is the spiritual, mental, and emotional development of each child committed to their care.

The school is accredited by the Texas Education Agency and the Texas Catholic Conference Education Association and is a member of the Texas Association of Non-Public Schools, and the Association of Secondary Curriculum Development, and the AdvancEd/Southern Association of Colleges and Schools.

The physical plant includes a reading lab, science lab, library, cafeteria, gym, computer lab, music room, art room, and SOAR Lab.

ADMISSIONS INFORMATION

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 the 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

Please note that 8th grade applications can only be accepted if a student is transferring from a Catholic school in a different city.

Catholic Parishioner Status

According to Catholic thought and tradition, it is through baptism that one is incorporated into the believing body of Christ, the Church. By joining a worshipping community, a baptized Catholic becomes a member of particular parish. Therefore, it is expected that a parishioner of Christ the King Parish should meet the following:

- Parent(s) and child(ren) are Baptized Roman Catholic
- Attends Sunday Mass on a regular basis at Christ the King
- Completed a parish registration form
- Financially supports the parish through the use of Sunday envelopes. No minimum contribution is specified.

Parishioner parents must contribute to the financial support of the church in order to re-register their child/children for the following year.

Eligible Catholic students transferring from other Catholic schools will be given priority over those transferring from local public schools.

A "sibling" is a biological, adopted, or step-brother or step-sister of a current CKS student, and who is a bona fide resident of the same household.

Families on the school waiting list will not be prioritized according to the level of giving.

Christ the King Catholic School accepts applications from students on a space available basis, subject to the criteria and priorities stated below:

- an understanding, acceptance, and willingness to support actively the philosophy and goals of the school by both student and parents;
- a willingness to relate responsibly to the members of the school community, whether adults or students, by both student and parents;
- a willingness to cultivate his or her talents and abilities to the extent that he or she is able;
- the ability to be academically successful in the school program;
- a willingness to cooperate with and participate in programs sponsored by the school.

For purposes of continuity, planning, and maintaining optimum class sizes, it is in the best interest of Christ the King Catholic School to retain its students through graduation. Therefore, Christ the King Catholic School seeks to grant initial admission and annual readmission to those students who, at whatever grade level they are initially admitted, intend to complete the eighth grade at Christ the King Catholic School. Entrance examinations are required for all new applicants for Grades 1 through 8.

Developmental readiness assessment will be required for all Developmental Kindergarten and Kindergarten students.

Non-Catholic applicants must be willing to participate in religion classes and attend liturgy, since this is an integral part of the life of Christ the King Catholic School.

Students who voluntarily withdraw from Christ the King will not be readmitted unless special circumstances warrant readmission.

In all cases the administration reserves the right to make the final decisions on admissions.

ENROLLMENT

Christ the King Catholic School strives to maintain class sizes in each grade that fulfill its mission as a parish school and afford quality and differentiated education for each student. The school's mission is to serve its faith community by providing a strong Catholic education which is both accessible and affordable. Consideration of placement in grades 1 through 7 is given to siblings, families relocating, or for other valid reasons. In kindergarten and first grade, there is a full time teaching assistant in addition to the teacher in each classroom.

RE-ENROLLMENT

General Information

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.

Tuition

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-enrollment.

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 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;
- Catholic Parishioner Status---Families financially support the parish through the use of Sunday envelopes. No minimum contribution is specified.

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.

- Students entering Developmental Kindergarten must be 5 years old on or before December 31 of that school year.

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 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 12 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.
- A "Wait List Parishioner" is a contributing parishioner before or during the time child(ren) is on the Wait List

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

Audits of those who are assigned Supportive Parishioner status will be conducted periodically in the school office after records are furnished from the church office. Those whose contributions do not meet the requirements for "Parishioner" status will become Non-Parishioner.

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 1/2 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

School Year

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 2 equal semester payments, May and November, or in 10 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 2020-21 tuition is not paid in total by April 15, 2020 will not be placed on the 2021-22 student roll. May, June, and July payments for the upcoming year must be paid up-to-date before students return in August.

Special Circumstances for Tuition Payment:

- In a case where parents have separate homes, CKS asks one parent be responsible for the payment of tuition.
- Any payment returned for insufficient funds by FACTS must be remitted to the school with a cashier's check or a money order.
- No postdated checks are accepted for any account.

It is the parent's responsibility to advise the principal if there are any problems with maintaining tuition payments on time. Failure to pay fees or tuition in a timely manner can result in the refusal to permit a child to re-register for the following terms, or in a child's immediate dismissal from school. It is vitally important that all families meet their financial responsibilities to CKS in order for us to maintain our academic excellence.

Fees and Fines

Christ the King Catholic School will withhold the release of report cards, progress reports, and transcripts if the student owes outstanding fees or fines for the following: tuition payments, defaced, damaged, or lost books, books not returned, library fines, After School Care fees, Kid's Cafe fees.

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, 2021. Applicants can apply online beginning March 10, 2021 at www.factstuitionaid.com. The following information is required in order for FACTS to process your application:

1. 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.
2. Payment of the \$20 nonrefundable application fee.
3. Copies of your 2017 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-1. If applicant and co-applicant file separately, we require both tax returns for the same tax year.

4. Copies of all 2017 W-2 Wage and Tax Statements for both you and your spouse.
5. 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 3 to 4 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 questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 1-866-315-9262.

Marci Esteve Memorial Fund Scholarship

This memorial fund gives financial aid to families in need of tuition assistance.

William and Margaret Flynn Scholarship

The purposes for which this trust is established are to support the education of child in need of financial assistance and to support those activities that would enhance and improve such education and growth.

Henrion Scholarship

This scholarship is intended to help a student pursue his or her Catholic high school education. The student who is selected for this award has excelled at Christ the King in all areas of endeavors.

Robert L. and Mary Frances Cattoi Family Foundation Scholarship This grant provides a scholarship for a graduating student who will be attending Catholic high school. The selected student must display Christian values, good academics, and involvement in school activities.

Kathleen Redden Phillips and Mary Kathleen Flynn Redden Scholarships

These scholarships benefit graduating girls with outstanding academic achievement.

Christ the King Catholic School Beth Clark Memorial Teachers' Fund The purpose for which this trust is established is to annually award one "Teacher of the Year" as for excellence as recognized by the administration and the faculty.

AFTER SCHOOL CARE PROGRAM

Christ the King Catholic School After School Care Program is for enrolled CKS students only. Christ the King Catholic School makes every effort to make each child enjoy this special experience.

DAILY SCHEDULE

- 3:30 - Children gather in the After School Care room after dismissal.
- 3:30 - 4:00 - Snacks
- 4:00 - 5:00 - Free play, arts & crafts, creative drama, homework study hall for grades 1 - 8 in studyhall.
- 5:00 - 6:00 - Outside time, arts & crafts, creative drama, homework study hall grades 1 - 8 in studyhall.
- 6:00 - Program ends; late charges begin.

TUITION FOR AFTER SCHOOL CARE

The program charges will be as follows:

- Weekly Fee - \$100
- Daily Fee- \$25 **(NO DROP-INS) (Daily fee for emergency reasons only)**
- Students who are not picked up in carpool on time, have no prior arrangement to stay at After School Care, and are picked up between 4:00 – 4:30 will be charged \$10.
- An additional fee of \$15.00 will be assessed for any child remaining between 6:00 - 6:15 P.M.

Financial obligations that are not met are grounds for dismissal.

Students on the school grounds after 3:45 P.M. must go to the After School Care Program. Fees will apply.

Students who leave the program (for practices, extra-curricular activities, etc.) early must have parental permission on file and take all belongings with them. ESDP is not responsible for lost items. (Full fee applies.)

On the third time that a student remains not picked up more than after 6:00 p.m., the student may lose the privilege of attending After School Care.

At Christ the King Catholic School discipline is used to teach and we look forward to partnering with parents to help their children be successful. The school discipline policy remains in effect during After School Care.

PARENT COMMUNICATION

The school office telephone number is (214) 365-1234.

If a child who regularly attends the program will be absent, the parent must leave a message for the After School Care Coordinator not to expect the child. In the absence of such a message, every effort will be made to reach the parent unless the child was also absent from school that day.

The child who attends the program must be signed-out by the parent or authorized pick-up person.

REASONS FOR WITHDRAWAL

Christ the King Catholic School will make every effort to help each child have a happy experience within the After School Care Program. In the interests of all those in the program, children may be asked to withdraw for the following reasons:

- failure to meet the financial obligations of the program
- failure to observe the 6:00 P.M. pick-up time
- disregarding the behavior guidelines
- physical or verbal abuse of the staff or other children

Any parent experiencing a problem with any aspect of the program is encouraged to discuss the situation with the program coordinator.

The program director is available for conferences and if a parent feels the program has not been addressed adequately, a conference with the school principal may be requested.

Christ the King Catholic School After School Care Program is a service given only during regular school sessions and is not offered on early release days.

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

ABSENCE POLICY

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 write 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 detrimental 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 SCHOOL WORK

If a student is absent because illness, the student must make up the work within two weeks of returning to class. A zero will appear as the grade on RenWeb until the work is turned in. After two weeks, the grade will remain a zero. The teacher will determine how and when the student will make up missed tests.

Students should refer to RenWeb to check on assignments. Ultimately, it is the responsibility of the student to communicate with a teacher regarding missed work. Parents may pick up needed books and binders from extended care room.

Absences due to travel or personal appointments. If a student will be absence because of travel or other personal appointments or events, the student should notify the school and their teachers before the absence.

ABSENCE AND EXTRACURRICULAR ACTIVITIES

Students who are absent may not participate in that day's extracurricular activities including: Athletic games, Competitions, or Sport practices

LATE ARRIVAL

A late arrival to school will be excused for the following reasons:

- Court appearance (parent note and court notice required)
- Car accident
- Doctor/Dentist appointment (doctor's note required)
- Car trouble (parent note required)
- Extenuating circumstances with administrative approval

Any late arrival that cannot be validated will be counted as a tardy. Validated late arrivals will not be counted as tardies.

PROCEDURES REGARDING ABSENCES AND LATE ARRIVALS

- Parents are asked to call the school nurse at 214-365-1230 **between 8:00 and 9:00 A.M.** to report absences, late arrivals, or tardies, including late arrivals for dental and doctor appointments. If the student is in After School Care on a daily basis, please call 214-365- 1233 and leave a message for the Director.
- A written excuse will be required from parents after a student's absence. **If not received the morning of the second day the student has returned, the absence will be considered unexcused.**
- Students must have a note explaining any absence and will present it to the school nurse to be readmitted to class.

APPOINTMENTS AND EARLY RELEASE

Doctor, dentist, and other pre-approved appointments will be excused. However, appointments should be scheduled before or after school if possible. If appointments outside the school day are not possible, they should be scheduled so that students do NOT miss the same class on a regular basis. It is difficult for students to make continued progress if they often miss the same class.

Excused appointments

A note should be sent with the student to the homeroom teacher.

Students will be called to the office at the time he/she is to leave. Parents should sign the student out in the school office. Students leaving school for appointments between 3:00 p.m. and 3:30 p.m. need to be picked up no later than 2:50 p.m. to avoid carpool problems.

Unexcused early release

Students will have an unexcused early release for reasons unrelated to doctor, dental, or other excused appointments. Christ the King Catholic School will not give early release for tutorial lessons, therapy, music lessons, vacation, sport events, etc.

TARDINESS

Teaching children to be on time starts very early. When they arrive on time and are picked up on time, children are learning lifelong skills.

Students should arrive at least by 7:40 A.M. so that they can begin class promptly.

A tardy student is one who arrives at school late enough that he/she is not seated in their seat prepared for school by 7:50 A.M. Tardy students will be required to sign-in at the front office between 7:50 and 8:00 to receive a pass to class.

CONSEQUENCES FOR TARDINESS

Each student begins with a clean slate for tardies at the outset of each semester, even though tardies are listed cumulatively on the report card.

In the case of excessive tardies, failure to resolve the issue may jeopardize the student's continued enrollment.

BICYCLES/ WALKING

The school accepts no responsibility for bikes parked on campus. Bikes should be equipped with locks.

Any student leaving campus on bicycle or walking, without being accompanied by a parent, must have a letter giving parental permission on file in the office.

CALENDAR OF EVENTS

A calendar of events is on our website, please consult this calendar for special events and changes in the daily program.

CARPOOL PROCEDURES

- Car pools must load and unload from the curb.
- Parents with mixed car pools (K-8) are requested not to come until 3:30. 4K/DK dismissal at 3pm. The single-family carpool line loads by the Parish Center. The multi-family carpool line loads by the gym. Carpool procedures are sent out at the beginning of the school year. All parents must have a carpool nametag and appropriate seating for those picked up.

CELLULAR PHONES/i-PODS & ELECTRONIC DEVICES

Students are not allowed to use cellular phones in the classroom, in the school building during the school day, or during carpool. If a student must carry a cell phone in order to maintain contact with parents during activities after the regular school day, he or she must keep the cell phone turned off and stored in his or her personal backpack or locker. Students are not allowed to “check” their phones during the day for messages from parents. 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.

If a student is in possession of a cellular phone during the school day, it may be removed to the office by any teacher or administrator:

- 1st Offense - Parents will be contacted to inform them of the incident and the phone will be returned to the student at the end of the day. (Documented in Renweb)
- 2nd Offense – Second offense in the same semester will be a detention. (Documented in Renweb)
- 3rd Offense – Third offense in the same semester will be a one day suspension. (Documented in Renweb)

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

Please notify the school in case of a change of address or telephone number, home or work. It is the responsibility of the parents to maintain current and accurate information on the emergency card.

CHANGE OF CLASS IN UPPER SCHOOL (Grades 6-7-8)

Students should proceed to each class in a calm, controlled single file line. Going up and down stairs and in the hallway, students should stay to the right. Students should be aware of crowded spaces while carrying books and should not infringe on other students. During change of class, students are permitted to get a drink and go to the restroom. Students remaining in the classroom should be in proper decorum. A student who enters a classroom for instruction after the beginning bell is **marked tardy**.

CHRIST THE KING COMMUNITY CENTER

CKS parents, students, siblings, church parishioners and community members are welcome at the new community center and encouraged to use our wonderful new facility. On the first visit, parents must present a driver's license that will be scanned into the Raptor security system database, which is secure and protected and then sign in at the reception desk. On all following visits, parents can then just show their CKS safe environment photo ID when they are signing in at the reception desk. If an adult does not yet have a CKS safe environment photo ID, a driver's license may be used until a safe environment badge is obtained.

Between the hours of 8:00am – 3:00pm, parents may not use the gym floor, which is considered the classroom for the teachers, but may use any other area of the building except for the gym floor. The NORTH entrance of the building should be used for access during these school hours. Parents must not cut across the gym floor during these school hours.

Parents and coaches MUST continue to go through Christ the King Catholic School Athletic Director for scheduling CKS practice times in the gym. These practice times need to be scheduled in advance. Practices may be as short as 45 minutes to an hour, but may not exceed 90 minutes. The Athletic Director will work directly with the community center staff to schedule all CKS practice times and will be scheduling CKS (DPL) basketball and volleyball games for 5-8th grades directly with the Community Center Staff.

The basketball courts may be rented out for birthday parties for a \$50 per hour donation to Christ the King Church. Call the facility office (214-253- 2685) to check and see if the community center can accommodate your party.

The fitness room is restricted to guests 18 years of age and older. The fitness room usage is limited to 60 minutes.

The following rules apply for all CKS parents, students, siblings, church parishioners, church youth members and community members when using the community center:

- 1) Minors are not allowed on the property unless accompanied by a responsible adult.
- 2) All coaches must wear their safe environment badge while coaching practices or games.

- 3) Water bottles are permitted when stored in the black cart on the East Court or on the stainless steel shelf on the West Court.
- 4) No students are allowed upstairs unless chaperones are present.
- 5) Students are to be respectful of Church building and property.
- 6) When youth members are meeting at the community center, the youth members must use the restrooms inside the youth area.
- 7) Food and drink may not be taken outside of the youth area.
- 8) Students may not operate TVs or gaming systems without chaperones present.
- 9) At least 2 chaperones must be present for all meetings, no exceptions.
- 10) Lounge furniture in the upstairs lobby is reserved for adults.
- 11) Racing is not permitted on the running track.
- 12) Violations are not tolerated and the offender will be asked to leave immediately with the possibility of not being allowed to return to the Community Center. Because we have a community center, the school building is not used in that capacity after normal school hours.

CONFERENCES

Conferences are encouraged to help students to succeed. Formal Parent Teacher Conferences are offered twice a year. Conferences with the principal should be arranged by appointment through the school office. Conferences with the assistant principal or teachers are by appointment and should be arranged through the assistant principal or teacher.

COMMUNICATION

E-MAIL

Students in 5-8 grade will have their own Christ the King Catholic School email address assigned for the school year that will only email internally. Teachers' school e-mail addresses are listed on the Christ the King Catholic School website. Allow 24- 48 hours for teachers to respond. Occasionally, technical problems may prevent teachers from receiving e-mails. If a teacher has not responded to your e-mail within 48 hours, please try to contact the front office.

TELEPHONE

- Telephone calls may be made to the school office at 214-365-1234 between 7:45 A.M. and 3:00 P.M. Messages of an urgent nature will be delivered to the students. The office is not open on Saturdays, Sundays, holidays or the month of July.
- Do not call teachers on their personal cell phones, especially during school hours. It is best to contact teachers through email or by leaving a message at the main number.
- The school nurse or receptionist will immediately make any calls with reference to accidents or illness of a student.
- Students may not make telephone calls during school hours without permission from the school office.

CKS Biweekly Email AND OTHER FORMS OF COMMUNICATION

In order to facilitate communication and to keep the parents informed of the happenings at school, Christ the King uses the following:

- Biweekly Email
- Christ the King Catholic School website - www.cks.org.

COMPUTER ETHICS FOR ALL STUDENTS

Christ the King Catholic School is proud to offer all students' 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.

COMPUTER ETHICS VIOLATIONS

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

- Using the network or Internet to harass, insult, or attack others – **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 computers, software, computer systems or computer networks
- Placing a pencil, pen, or other such materials on the keyboard or screen of a laptop
- Touching or poking at the screen of a laptop
- Moving a laptop while it is on (screen open) unless directed to do so by the teacher
- Trespassing in, modifying, moving, or deleting another's folder, work, or files
- Using the network or Internet to plagiarize or violate copyright laws
- Intentionally wasting limited resources or printing without permission
- Employing the network for commercial purposes
- Use of disks, CD's, DVD's, or flash drives (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.

CONSEQUENCES OF VIOLATION

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

- **First Offense:** Student will lose computer privileges/Internet access. Loss of privilege length will be determined by the administration/teacher.
- **Second Offense:** A student may be removed from class and recommended for detention and loss of privilege length will be determined by the administration/teacher.
- **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.
- **Computer Damage/Breakage:** A student or the student's parents will be responsible for any computer damage or breakage costs caused by that student.

INTERNET GUIDELINES FOR HOME

In addition to school policies for Internet access, the following suggestions are made for our families to review with their children or use in establishing their home rules:

- Parents should monitor content on students' personal web pages
- Avoid chat rooms, social network sites
- Never give out last names of family or others
- Never give out addresses or specific locations (towns or streets) of any outings, meetings, games, practices, etc.
- Never give out phone numbers of family or others
- Never arrange to meet someone met online
- Tell an adult immediately if something seems unusual or inappropriate
- Avoid students having own e-mail accounts with their own private passwords
- Keep computers in a room that is accessible to all family members
- Avoid sites that look or sound inappropriate
- Know that some sites can be "teasers" and it may not be clear what it is. If you get into one, exit immediately and inform your parents
- Consider establishing a specific time of day where only that time can be used for access by children, thereby providing greater supervision
- Consider the purchase of filtering software
- Notify your Internet service provider if you begin to receive inappropriate material

COMPUTERS

Each student in grades 5 - 8 should bring a laptop or tablet as part of the required school supplies. Students will be using these devices to write original work and to access online resources and textbooks for study and research. This program not only gives our students greater access to the wide range of digital educational resources available, but it will also help our students develop the skills needed to be successful in a digital learning environment.

It is important that each student has a device on which he or she is comfortable using Microsoft Office (i.e. Microsoft Word, Excel, Power Point, Publisher) and utilizing online resources. Since many of our students already have access to devices they can bring to school, they are recommended to use what is available to them before purchasing a new device. Generally, any laptop purchased within the past few years should meet the specifications needed. Some specific recommendations are listed below. There are a limited number of laptops available to students who do not have access to their own devices.

Guidelines for the Use of Personal Devices in the Classroom

- Every student in grades 5 - 8 should have a personal laptop or tablet available to bring to school.
- Parents and students accept responsibility for the security of their own personal devices.
- Christ the King provides internet access through a secure, filtered WiFi network. Students are allowed to access only this filtered network while on campus.
- Students are expected to keep their devices with them or stored in their homerooms per the teacher's instructions. Students must take their devices home with them at the end of each school day.
- Students may access only software and websites needed to complete the given assignment.
- We expect the behavior of CKS students to be in compliance with our code of conduct and our Computer Ethics Policy as outlined in the CKS Student/Parent Handbook.
- Any inappropriate materials will be reported to the school administration for disciplinary action.
- Students are responsible for maintaining their computer virus protection.
- If the computer is lost, stolen, or damaged beyond repair, the parent will be responsible for all costs necessary to repair or replace the computer, not covered by warranty.
- Christ the King Catholic School accepts no responsibility for personal computers or software including, but not limited to theft, vandalism, or intentional destruction both on and off campus.

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

CODE OF CONDUCT

The following five standards of conduct are offered as guidelines to the development of responsible, civic-minded, Christian students.

1. Exercise self-control.
 - Use courteous language.
 - Resolve conflicts in a mature manner.
 - Be appropriately dressed and groomed, and otherwise comply with the school's uniform policies.
 - Be honest.
 - Make ethical and morally responsible choices.
2. Demonstrate a positive attitude.
 - Take a leadership role.
 - Be polite.
 - Be cooperative.
3. Respect the rights and feelings of others.
 - Behave in a manner that does not disrupt others.
 - Treat others with courtesy and respect.
4. Take responsibility for school property and the property of others.
 - Respect the school buildings, grounds, and property.
 - Keep the campus free from trash and graffiti.
 - Respect the property of other students, teachers, or staff.
5. Support the learning process.
 - Attend all classes regularly and on time.
 - Be prepared for class (i.e., bring assignments, books, and supplies).
 - Complete school work, projects, quizzes, and tests on one's own.
 - Participate in class activities.
 - Obey classroom policies.

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.

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.*

SCHOOL DISCIPLINE POLICY

Each school must develop its own Code of Conduct and policies and procedures concerning disciplinary action consistent with diocesan policies and procedures. In addition, the code of conduct and policies must be consistent with the overall philosophy and goals of the school.

The Code of Conduct and disciplinary policies and procedures for suspension, probation and expulsion must be included in the school's parent/student handbook, and faculty handbook.

DISCIPLINARY PROCEDURES

When a student disturbs the teaching/learning environment of the school and/or is disruptive to others, school personnel will take appropriate action in order to promote the individual student's positive development and self-discipline. However, the primary consideration in all disciplinary decisions is the obligation of the school to maintain an acceptable learning environment and a safe place for students.

CORPORAL PUNISHMENT

Corporal punishment including, but not limited to: spanking, shaking, slapping, pinching, hair pulling shall not be permitted in the Catholic schools of the Diocese of Dallas.

PROBATION

A student may be placed on probation for a relatively serious offense or for continued misconduct after a warning, when the misconduct does not require more serious action. The principal will observe the following procedures and guidelines.

- a) A formal probation must be approved by the chief administrator or designee.
- b) A conference with parents, student, and school administrator shall be held.
- c) When a student has been placed on probation, the parents or guardians shall be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted.
- d) A written record of student probation shall be kept for reference should more serious action be necessary later.
- e) Effort should be made to assist the student through constructive counseling in order to forestall further sanctions.

SUSPENSION

A student may be placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct after having been placed on probation.

Official suspension may include any of the below-listed sanction examples. However, this list is not intended to be all-inclusive.

- a) The student may attend class but lose the right to participate in any school activity on or off campus.
- b) The student may be suspended from a particular class and required to report to a specific place on campus during that time.
- c) The student may be sent home for the entire period of suspension provided that the student is assigned academic work to make up the loss of class time.

In all cases the administrator must prudently decide on the most efficacious and appropriate terms of suspension.

1 Procedures for Suspension

- a) Ordinarily the student shall be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story. However, in exceptional cases, the chief administrator /designee may suspend a student without affording the student an opportunity for a conference if an emergency situation exists. An emergency situation is defined as a situation determined by the chief administrator or designee to constitute a clear and present danger to the lives, safety or health of students or school personnel. In the event of such an emergency suspension, requirements as to the notice, meeting, and the necessity of keeping a complete written record must be followed as soon as is practical after the emergency condition dissipates.
- b) The gravity of a suspension requires that notice shall be given to the parents by telephone or other appropriate method within a reasonable time, followed by a written notice signed by the chief administrator or designee.
- c) A written form of suspension must be signed by the parents and student. On this form the exact length of the suspension period shall be specified and the reason for the suspension clearly noted, as well as the behavior modification necessary for reinstatement.

- d) The chief administrator or designee is required to maintain dated documentation of the facts, procedures, and parent conference.

2 Guidelines

The length of any suspension is left to the discretion of the chief administrator or designee in accord with the nature of the conduct and all circumstances. A student may be afforded an opportunity to do make-up work, (including tests). Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion must be clearly stated to the student and parents. (See 5177.3, 5177.4)

EXPULSION FOR DISCIPLINARY REASONS

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the student has been suspended one or more times. Expulsion, the permanent termination of a student's enrollment, is a sanction that should be invoked rarely, as a last resort for clear and serious causes.

1 Procedures for Expulsion

- a) With the exception of the most serious moral situations, the steps listed below must be followed, and the school should take special care that each step is documented by written communication between the school and parents. Without written confirmation, many misunderstandings can occur which become extremely troublesome if the school ultimately determines that expulsion is necessary.
- b) The pastor, of a parochial elementary schools, the president of a diocesan high school, and the Superintendent of Catholic Schools must be apprised of the circumstances of any impending decision to expel a student.
- c) The parents shall be given written notice of the offense and invited to a conference with the student, chief school administrator. In parish schools, the local pastor should be advised of the scheduled conference. In high school, the president must be advised of the scheduled conference.
- d) The chief administrator shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice.
- e) The Superintendent of Catholic Schools shall be notified of the actual expulsion immediately and in writing. If requested, all documentation of the case on file in the school must be made available to the Superintendent.
- f) Documents regarding disciplinary matters involving serious moral turpitude, the disciplinary files shall be retained for a period of five years.

2 Guidelines

- a) The final decision to expel a student rests with the chief administrator/designee and, in parochial elementary schools, with the knowledge and consent of the pastor, in diocesan high schools with the knowledge and consent of the president.
- b) Credit shall be given for all work accomplished by the student prior to the time of expulsion.
- c) Only in exceptional cases will expulsion be allowed when the student is in the eighth or twelfth grade and has been enrolled in the school for three or more years.
- d) Tuition is not reimbursed if a student is expelled.

3 General Grounds for Expulsion

Grounds for expulsion are not to be applied automatically. There are, nevertheless, acts which constitute good cause for suspension or expulsion from school when the conduct is committed by a student while under the jurisdiction of the school or when the conduct is directly related to school activity or school attendance. These offenses include, but are not limited to:

- a) Actions gravely detrimental to the moral and spiritual welfare of other students;
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class;
- c) Assault, battery, or any threat of force or violence directed toward any school personnel, students, or other persons on school property or during school related activities;
- d) Habitual or persistent violation of school regulations;
- e) Use, sale, distribution or possession of narcotics, controlled substances, alcoholic beverages (See 5177.4)
- f) Items used, sold, distributed, or possessed to represent a narcotic, controlled substance, or alcohol beverage, even though fake.
- g) Use or possession of firearms or other potentially harmful objects or weapons;
- h) Gang-related conduct or activity., which includes but is not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- i) Theft, extortion, arson;
- j) Habitual truancy; (See 5123)
- k) Malicious damage or destruction of real or personal property at school;
- l) Hazing; (See 5142)
- m) Serious bullying and/or harassment.

In regard to offenses which take place off school premises and which constitute grounds for expulsion, the school must have evidence of the offense and establish its relationship with school discipline and the welfare of students as it relates to the parent/student handbook.

4 Grounds for Expulsion Related to Alcohol and Drug Abuse

The promotion and the safeguarding of student health (physically, mentally and emotionally) are a concern to our schools. The use, misuse and/or abuse of alcohol, drugs and hazardous substances cause grave problems in the areas of student health of student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be attributed to alcohol and drug abuse.

Therefore, the following general school policy is set forth.

- a) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on the campus, at school functions, or at a time and place that directly involves the school or its welfare, render a student liable to expulsion.
- b) Students who are involved in the use of alcohol or drug should be given the appropriate counseling. Parents/guardians will be notified and referred to the appropriate medical doctors, psychiatrists, psychologists, and/or rehabilitation agencies.

- 5 Procedure for Appeal and Review of Expulsion** Parents/guardians may appeal the expulsion only if diocesan and/or school policies were not followed. The appeal will be reviewed for parish schools by an independent panel of school administrators appointed by the Superintendent of Catholic schools. High school appeals will be reviewed by a hearing officer appointed by the president of the school. The hearing officer may not be part of the initial expulsion meeting. After reviewing the documentation, and when necessary conferring with the parties to the disputed action, the independent panel or hearing officer will only determine whether the school action is in accord with diocesan and school policies.

Christ the King Catholic School Campus

Policies and Procedures

ACTIONS AND CONSEQUENCES OF CONDUCT

Academic and Behavioral Awards and Honors

Students who take their academic and behavioral responsibilities seriously and achieve superior grades and conduct will be recognized with appropriate awards and honors:

- Students (grades 6-8) who achieve all A's will be placed on the "Principal's Honor Roll."
- Students (grades 3-8) who achieve no grade lower than a B on the quarter report card will be placed on the "Honor Roll."
- Students in the primary grades will be recognized for progress and effort at the end of each quarter.
- Students in the Lower School (grades 4K/DK-5) will be recognized for outstanding conduct in various ways at the discretion of the classroom teacher.
- Students in the Upper School (grades 6-8) will be receive certificates of achievement for the attaining the Principal's Honor Roll, Honor Roll, Perfect Attendance (no absences or tardies), and/or Exemplary Conduct (no infractions or other more serious disciplinary measures)..

Students who engage in any form of academic dishonesty (including cheating, copying homework or giving one's own work to another to be copied, submitting another's work under one's own name, plagiarism, or giving or receiving information during a test or quiz) will receive a zero for the assignment. Students may also receive a detention for the offense. Students who engage in any academically dishonest manner more than once during the year are subject further discipline...

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

Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible citizens of the school community. To that end, the teachers and administrators use their professional judgment 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:

- Withdrawal of privileges or time apart from class for a portion of the day
- Written assignment
- Conference
- Lowering of the conduct grade in a class or of the overall quarterly conduct grade
- Detention or Referral
- Suspension
- Expulsion

DISCIPLINARY CONSEQUENCES (GRADES 4K/DK - 1)

Conduct guidelines are posted in the classrooms. These include the following:

- Follow all school rules
- Follow directions the first time heard
- Raise your hand before speaking
- Keep your hands and feet to yourself
- Speak kindly to others

Grades 4K/DK - 1

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.

DISCIPLINARY INFRACTION PROGRAM (GRADES 2 - 5) (VBRD Sheet Tracking resets at Quarter)

LEVEL ONE

Students will fill out a VBRD Think About It sheet for a level one infraction. The teachers will send the sheet home to be signed and returned the next day. A third level one infraction will be considered repeated and will be considered a detention as indicated under Level Two.

Level One Infractions:

- Violation of uniform or dress code
- Chewing gum
- Tardy to class
- Misbehavior (not abusive or threatening)
 - Disrupting classroom instruction
 - Excessive talking/noise
 - Disregarding teacher's instructions
 - Inappropriate language
 - Misbehavior in church
- Unprepared for class (books, pens, other materials)
- Disrespect

Students who receive multiple detentions in a semester are subject to the following steps-

- Four detentions in a semester will lead to Student / Parent / Administrator conference and the student being placed on disciplinary probation.
- Five detentions in a semester will lead to a suspension and a Student / Parent / Administrator conference.
- Six detentions in a semester will lead a discussion with the student and parents on the student's future at Christ the King.
- A student being suspended for a second time may be liable for expulsion.
- Detention counts are reset by the semester.

LEVEL TWO

A detention is the consequence for a level two or repeated Level One infraction. The teacher will assign and serve a 45 minute detention with the student. The parent will be notified of the detention by the teacher.

Level Two Infractions:

- Disobedience/answering back
- Dishonesty/cheating/lying
- Horseplay
- Vulgarity/profanity
- Disrespect toward school personnel or person in authority
- Verbal abuse of a fellow student
- Repeated or flagrant violations of Level One infractions
- Taking unauthorized photographs, video, or recordings
- Any other behavior which the administration considers serious

LEVEL THREE

Violation of a Level Three infraction means the student is subject to immediate suspension. Suspension is determined by an administrator. Students may be given up to three days' suspension. Efforts will be made to notify a parent before a student is suspended. However, parents may not be notified of the decision to remove a student from class before removal occurs if the administration deems the action to be immediately necessary.

During a suspension the student must complete all assigned work and take all assigned

quizzes and tests. The student will receive academic credit for the work/quizzes/tests completed while serving a suspension.

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 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.

Level Three Infractions:

- Repeated and willful disobedience and disrespect, arguing with faculty, staff, or school/church personnel
- Vandalism or destruction of property
- Fighting/hitting/ injury to self or others
- 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.

LEVEL FOUR

To ensure the safety and security of all members of the community, violation of a Level Four infraction means the student is subject to immediate separation from Christ the King Catholic School.

Level Four Infractions

- 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 of violence
- Any other behavior which the principal, in consultation with the pastor, considers serious and detrimental to the safety/security/welfare of the school

In the case of expulsion, students are dismissed from the school and 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 HIS/HER DESIGNEE) WILL HAVE THE AUTHORITY TO PRESCRIBE ALTERNATIVE DISCIPLINARY MEASURES WHEN SUCH ACTIONS ARE NECESSARY.

DISCIPLINE PROGRAM FOR THE UPPER SCHOOL (GRADES 6-8)

The student will fill out a VBRD sheet for the first six level one infractions listed below. A detention will result on the third of these infractions in a quarter. VBRD sheet tracking resets at Quarter.

Detentions (Level One) include, but are not limited to:

- Violation of uniform or dress code
- Chewing gum
- Tardy to class
- Misbehavior (not abusive or threatening)
- Excessive talking/noise
- Unprepared for class

The first six level one infractions will not count towards suspension. The infractions listed below will result in a detention and they will count towards a suspension.

- Disregarding teacher's instructions
- horseplay
- Misbehavior in church
- Disrupting classroom instruction
- Disobedience/answering back
- Dishonesty/cheating/lying
- Leaving school grounds without permission
- Leaving school with an adult not authorized by the administration or the student's parents
- Vulgarity/profanity
- Disrespect toward school personnel or person in authority
- Verbal abuse of a fellow student
- Possession of and/or use of unauthorized electronic devices
- The infractions listed about will result in one detention which will be assigned by the teacher and served with the assigning teacher. The parents will be notified through Ren Web.

Students who receive multiple detentions in a semester are subject to the following steps-

- Four detentions in a semester will lead to Student / Parent / Administrator conference and the student being placed on disciplinary probation.
- Five detentions in a semester will lead to a suspension and a Student / Parent / Administrator conference.
- Six detentions in a semester will lead a discussion with the student and parents on the student's future at Christ the King.
- A student being suspended for a second time may be liable for expulsion.
- Detention counts are reset by the semester.

INFRACTIONS AT LEVEL TWO

Violation of a Level TWO infraction means the student is subject to immediate suspension. Suspension is determined by an administrator. Students may be given up to three days' suspension. Efforts will be made to notify a parent before a student is suspended.

However, parents may not be notified of the decision to remove a student from class before removal occurs if the administration deems the action to be immediately necessary.

Students serving a suspension must also complete all assigned school work, 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 an out-of-school suspension for a re-admittance conference with the Principal or 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.

Level Two Infractions

- Repeated and willful disobedience and disrespect, arguing with faculty, staff, or school/church personnel
- Vandalism or destruction of property
- Fighting/injury to self or others
- Hitting others
- Threats/intimidation of others/harassment/encouragement of violence
- Inappropriate magazines, books, CD's, or digitized materials
- Stealing
- Smoking, possession, transmission, or use of any type of tobacco substances
- Making statements or joining activities, whether on or off school grounds, that are perceived to be detrimental to the school
- Second violation of computer ethics policy (See "Computer Ethics" section.)
- Any other behavior which the administration considers serious

INFRACTIONS AT LEVEL THREE

To ensure the safety and security of all members of the community, violation of a Level Four infraction means the student is subject to immediate separation from Christ the King Catholic School.

Level Three Infractions

- 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 (including fireworks).
- 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 of violence
- Any other behavior which the principal, in consultation with the pastor, considers serious and detrimental to the safety/security/welfare of the school

BULLYING

Christ the King Catholic School considers bullying behavior to be a very serious matter. The following policy explains the definition and range of bullying behavior and outlines steps for addressing such incidents.

What is Bullying?

“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons.”

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Bullying can be categorized as physical, verbal, or social. Physical bullying involves physical injury or threat of injury to someone, while verbal bullying refers to teasing or insulting someone. Social bullying refers to the use of peer rejection or exclusion to humiliate or isolate a victim.

Bullying must be distinguished from other forms of peer aggression, conflict, or “falling out” – a mutual exchange of verbal and/or physical aggression.

Types of Bullying

1. Verbal bullying including derogatory comments and bad names.
2. Bullying through social exclusion or isolation.
3. Physical bullying such as hitting, kicking, shoving, and spitting.
4. Bullying through lies and false rumors.
5. Having money or other things repeatedly taken or damaged
6. Being threatened or forced to do things
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone, text messages, email, or internet) See the following section, “*What is Cyber Bullying?*”
10. Repeated sarcasm or passive-aggressive remarks and behavior
11. Pack Bullying or Mobbing
 - Includes one or more offenders recruiting others to assist with threatening, degrading or demeaning the target student
 - Participants in mob bullying may be absolving themselves of the blame – “Everyone is doing it.”
 - Leads to extreme alienation and isolation of the target

What is Cyber Bullying?

Cyber bullying is bullying through email, instant messaging, chat room exchanges, Web site posts, digital messages, text messages or images sent to a cellular phone or personal digital assistant. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

Cyber bullying can take many forms. The most common forms are:

- **Harassment:** Repeated sending of offensive, rude, and insulting messages
- **Denigration:** Distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through email, instant messaging, or text messaging, or posting or sending digitally altered photos of someone
- **Flaming:** Online “fighting” using electronic messages with angry, vulgar language
- **Impersonation:** Breaking into an email or social networking account and using that person’s online identity to send or post vicious or embarrassing

material to/about others

- **Outing and Trickery:** Sharing someone's secrets or embarrassing information, or tricking someone into revealing secrets of embarrassing information and forwarding it to others
- **Cyber Stalking:** Repeatedly sending messages that include threats of harm or are highly intimidating, or engaging in other online activities that make a person afraid for this or her safety (depending on the content of the message, it may be illegal.)

Bullying by Students: Report Procedures and School Policy

If a suspected bullying incident occurs, the following steps should be taken:

1. The incident must be reported to the school principal.
2. The details of the incident written down by the student or parent and submitted to the principal.
3. The principal, counselor, and appropriate faculty will investigate the incident.

If the principal and counselor determine that bullying is or has taken place:

- The parents of both or all parties may be asked to conference with the principal.
- The student responsible for bullying behavior will have mandatory counseling with the school counselor.
- Further follow-up counseling may be required. If an internet social site was used to target an individual, the counselor may on occasion ask the student to share the current contents of that web page.

Disciplinary Consequences for Bullying:

<i>First Offense:</i>	<i>Suspension</i>
<i>Second Offense:</i>	<i>Suspension</i>
<i>Third Offense:</i>	<i>Expulsion</i>

For policy regarding adult involvement, see the section on Harassment and Intimidation.

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.*
 - d. *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.*

DISCIPLINARY PROBATION

Disciplinary Probation is defined as a trial period, determined by the administration, wherein the student attempts to rectify his or her behavior. Disciplinary Probation may include counseling, a Responsibility Contract, denial of privileges, such as athletics, participation in club or organization activities, or holding an office in a club or organization. This is a period of conditional re-enrollment and may be lifted if positive steps are taken by the student to improve his or her behavior. A student may be placed on Disciplinary Probation without having been suspended. If the conduct of the student

does not improve during the period of probation, the administration will determine if the student can continue enrollment during the current school year or re-enroll for the upcoming school year.

Students who have served repeated detentions or suspensions during a school year and who are planning to return to Christ the King Catholic School for the next school year may be issued a Disciplinary Probation Contract for the first quarter of the following school year as a condition of re-enrollment.

DISCIPLINARY RESPONSIBILITY CONTRACT

A Disciplinary Responsibility Contract may be issued to a student who insists that he or she wants to attend Christ the King Catholic School but whose past behavior has been unsatisfactory. Specific requirements for improvement will be tailored to the student's individual needs and will be spelled out in the Disciplinary Responsibility Contract. Such a student and his or her parent or guardian must sign a Disciplinary Responsibility Contract with the school administration which spells out renewed cooperation.

Students who have served repeated detentions or suspensions during a school year and who are planning to return to Christ the King Catholic School for the next school year may be issued a Disciplinary Probation Contract for the first quarter of the following school year as a condition of re-enrollment.

If the conduct of a student under a Disciplinary Responsibility Contract does not improve during the period defined by the contract, the administration will determine if the student can continue enrollment during the current school year or re-enroll for the upcoming school year.

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 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.

- 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. This will enable the student to take ownership of his/her education and choices. A strong, cooperative partnership between home and school is an essential ingredient in effective education.

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.

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 lockdown 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 the RenWeb parent notification system and the CKS website when it is safe to pick up their children from the school. A Crisis Management Plan, in accordance with diocesan policy, is published and available in each classroom. As part of this plan, students participate in monthly drills and tornado drills as well as drills for campus lockdowns.

Lockdowns

A lockdown is initiated to keep students safe from an outside threat.

- **Lockout – Secure the Perimeter.** Lockout is called when there is a threat or hazard outside of the school.
- **Lockdown – Locks, Lights, Out of Sight.** Lockdown is called when there is a threat of hazard inside the school 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 hazmat.
- **Hold – In Your Classroom.** Situations that require students to remain in their classrooms.

If there should be an actual Lockdown, in the case of a real threat, or the school vicinity is under a Tornado Alert/Warning, students cannot be released to parents until the authorities raise the Lockdown or the Alert. Parents should NOT come to the school.

Communication

On the occasion of a crisis, the school will communicate with parents via the RenWeb Parent Notification System and the CKS website.

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:

1. Christ the King Church
2. Parish Community Center
3. St. Michael and All Angels Episcopal Church

DIRECTORY

A CKS Directory is available on RenWeb, online or via the RenWeb app.

Electronic Devices

See Cellular Phones, i-Pods, and Electronic Devices

EMERGENCY SCHOOL CLOSINGS

INCLEMENT WEATHER

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 also announced via the local television stations on channels 8 and by parent notification including text and voicemail. 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 judgment on whether to come to school in bad weather.

In the case of a delayed 10:00 opening, students should arrive by 9:45 in order to prepare for the beginning of class. Please check the CKS website for delayed openings.

OTHER EMERGENCIES

If the school closes for any other reason, a parent alert will be sent out by text and voicemail. Also, check the CKS website.

See **Crisis Management** for information on drills, lockdowns, and evacuations.

EXTRACURRICULAR ACTIVITIES

PROGRAMS OFFERED

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

- Academic Fair
- Altar Servers
- Band
- Cheerleading
- Choir
- Duke University TIP Program
- Hand Bells
- Math Counts
- Math League
- National Junior Honor Society
- PSIA
- Robotics
- Speech/Drama

- Student Council

Sports

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Lacrosse
- Soccer
- Softball
- Swimming
- Tennis
- Track
- Volleyball

PARTICIPATION AND ABSENCE

Students may not play in a game or participate in a practice on a day during which the student was absent at school.

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

The following is a list of sports and extracurricular activities that are currently available through Christ the King Catholic School. 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, Park Cities YMCA, and the North Texas Lacrosse Association may represent Christ the King Catholic School. No other league may use the school's name or mascot.

<u>DATES</u>	<u>SPORT</u>	<u>GRADE(S)</u>	<u>BOYS/GIRLS</u>	
<u>LEAGUE FALL SPORTS</u>				
Aug-Oct	Volleyball	7-8	Girls Varsity	DPL
Aug-Nov				
	Football	5-6	Boys Jr. Varsity	DPL
	Football	7-8	Boys Varsity	DPL
	Volleyball	5-6	Boys Jr. Varsity	DPL
	Volleyball	5-6	Girls Jr. Varsity	DPL
	Volleyball	7-8	Boys Varsity	DPL
<u>WINTER SPORTS</u>				
Oct-Feb				
Nov-Mar	Basketball	5-6	Boys	DPL
	Basketball	5-6	Girls	DPL
	Basketball	5-6	Boys Junior Varsity	DPL
	Basketball	7	Girls Junior Varsity	DPL
<u>SPRING SPORTS</u>				
Feb-May				
Mar-May	Baseball	5-6	Boys Jr. Varsity	DPL
	Softball	5-6	Girls Jr. Varsity	DPL
	Baseball	7-8	Boys Varsity	DPL
	Softball	7-8	Girls Varsity	DPL
Mar-May	Track	5-6	Boys Jr. Varsity	DPL
	Track	5-6	Girls Jr. Varsity	DPL
	Track	7-8	Boys Varsity	DPL
	Track	7-8	Girls Varsity	DPL
	Soccer	5-8	Boys	DPL
	Soccer	5-8	Girls	DPL
May-June				

SPORT SIGN-UPS

Sign-up deadlines for DPL sports are the following: Fall: August 29; Winter: October 15; Spring: February 17.

In grades 5 - 6, teams are sponsored through the Dallas Parochial League and competition is with other Catholic schools in Dallas. The focus during these grades continues to be development of each player's skills. If an athlete misses practice or displays an attitude that is not conducive to development, the coach is not required to play the student-athlete(s) in question during the following game(s). In the event that more than one team must be fielded, the process for selection will be more controlled so players will be more equally divided. Athletes may be grouped by position and then selected at random. The Athletic Director will supervise this process with assistance from the coaches.

In grades 7 - 8, skills development is still emphasized, but competition is also heavily stressed. An athlete may be held out for missing practice or displaying an attitude

non-conductive to development. Team selection process will be in accordance with DPL guidelines and may include "A/B Team" selection and/or "Varsity / Jr. Varsity" selection. The Athletic Director will oversee this process and be responsible for the final selection.

PARENT/PLAYER RESPONSIBILITIES FOR PARTICIPATION IN EXTRACURRICULAR ATHLETIC ACTIVITIES

- Players (grades 5 - 8) must adhere to established Eligibility guidelines (See "Eligibility for Participation in Extracurricular Activities" section.).
- There is an assumption of risk taken on when one participates in a sport.
- Players are required to attend all practices and games. It is the sole responsibility of the player to inform the coach if he/she is going to miss a practice or game. Excused absences are left to the discretion of the coach.
- A student who is absent from school will not be allowed to participate in a game on the same day or the evening of the day of the 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 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. Evidence of this commitment will be in the format of a "Commitment Form" that is signed by the child and witnessed by the parent.

REQUIREMENTS FOR VOLUNTEER COACHES

Volunteer parent coaches generally coach the extracurricular sports teams at CKS. Parents may pick up Coaches Application Form in the school office. All parents who wish to volunteer to coach a CKS team may do so with the approval of CKS administration, after clearing CKS safe environment, submitting the Coaches Application Form, Coaches Code of Ethics meeting and attending *Play Like a Champion Today Sports as Ministry Workshop*.

If several parents wish to volunteer to coach a particular sport for a specific grade, CKS strongly encourages all of them to participate in a spirit of equality, remembering that the aim of these extracurricular activities is to benefit the children of CKS and not the parents. The role of head coach for any particular team will go first to parents who fulfilled that role in the prior year and next to a coach chosen by the Athletic Director or his designee.

Prospective coaches for DPL sponsored teams must fill out the appropriate application forms for those leagues.

Safety and Security

To help ensure a safe environment at Christ the King Catholic School, all prospective coaches or volunteers must complete the following:

- Diocesan Screening Form (completed and signed)
- Background Check
- Acknowledgment Form
- Annual Safety Training

Forms are available at the school office. Volunteer coaches are under the supervision of the Principal and the Athletic Director of CKS and must abide by all DPL rules and regulations.

Volunteer coaches may be warned, suspended, or removed for violating rules and regulations of the DPL. These actions and any subsequent reinstatement are subject to a review board consisting of the Principal and the Athletic Director.

Volunteer coaches for CKS must agree, in writing, to abide by the following code of conduct:

- To uphold the high standards of CKS in all associations with team members, coaches, spectators, and opposing teams.
- To exemplify all the principles of good sportsmanship and instill them in the youths under their care. They must not permit any unsportsmanlike conduct from players or spectators representing their team.
- To display, by personal example, the qualities of leadership that will inspire youths to strive toward the goal of good leadership and good sportsmanship.
- In accordance with CKS principles, to make fair play and good sportsmanship the primary objective of all competition.
- To have the spiritual, academic, mental, and physical development of each child as the primary aim of the CKS coach. To allow every child who regularly attends practice, abides by team rules, and displays an attitude conducive to development to play an amount of time in each game consistent with the rules and guidelines of the sponsoring body for the sport and grade level.
- To abide by and uphold the rules and regulations governing athletic contests, as established by the Dallas Parochial League. To, before any athletic contest is started, line up with all team players and coaches and together with the officials recite a prayer.
- To, after any athletic contest is completed, line up the team facing the opposition and lead them in shaking hands with each member of the opposing team and coaching staff.
- Sign the Coaches Code of Ethics

ALL COACHES MUST WEAR A SECURITY BADGE WHEN PLAYING OR WORKING WITH STUDENTS.

Volunteer coaches will be responsible for CKS owned equipment entrusted to them for use by their team. Coaches must cooperate with the guidelines and requests of the managing staff of the Parish Community Center.

PLAYING FIELD/GYM RESERVATIONS FOR PRACTICE

CKS practice facilities are limited and must be reserved in advance of their use. Organizational meetings with all of the volunteer coaches will be held prior to each major sports season (football, soccer, basketball, softball, track, baseball) to assign practice times for the CKS facilities.

Reservations of facilities for practices and games must be made with the managing staff of the Parish Community Center. The number of practice times is limited by YMCA and DPL regulations, but usually follow the format of the following: grades K - 4, one practice per week; grades 5 - 6, two practices per week; and grades 7 - 8, three practices per week.

Practice times will be assigned starting with varsity sports superseding junior varsity sports and then prioritized by grade, 8,7,6,5,4,3,2,1,K. DPL and YMCA sponsored teams will have first priority of the facilities, with DPL having priority over YMCA. CKS teams, sponsored by other organizations, may be assigned practice time at CKS facilities if time and space permits after the DPL and YMCA teams have been scheduled.

After practice time assignments have been assigned and agreed upon, the schedule will be kept by the manager of the Parish Community Center.

CKS has agreed to hold YMCA and DPL sponsored games at their facilities. DPL sponsored events will supersede YMCA sponsored events. It may also be necessary to cancel regularly scheduled practice times to allow for post-season tournaments, make-up games, etc. In these cases, best efforts will be made to reschedule those whose practice times have been affected.

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 pathogen.
- A Defibrillator is on site at the Parish Community Center and in the school building.

FIELD TRIPS

School Field trips are encouraged as educational and cultural experiences. Trips are correlated to classroom instruction to create and maintain interest in many phases of the curriculum. Each child must present, in writing, his/her parent's permission to take each field trip on the approved school field trip permission form. If parents refuse permission, the child must remain at school. Parent chaperones must arrange their participation with

the homeroom teacher in advance of the field trip. All chaperones must have security and safety clearance to participate and must wear their security badges. Siblings are not allowed on field trips. Parent chaperones should remain in the cafeteria while waiting for students to board the bus.

Airline flight fees will be charged to parents whose children cancel reservations for either the Taos or Austin/San Antonio field trip.

Per Diocesan regulations, parents must give field trip permission in writing on the approved field trip permission form. Verbal permission is not valid, and students will not be allowed to go on a field trip without written permission.

Only parent chaperones who have successfully completed the Safety/Security Screening may chaperone. NO SIBLINGS are allowed to go on field trips.

GRIEVANCE PROCEDURE

Our goal at Christ the King is to make every effort to ensure effective communication between families and staff. Please refer to the following guidelines and procedures:

1. 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.
2. If no satisfactory solution is reached, the family should contact the Principal/Asst. Principal.

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.

HARASSMENT AND INTIMIDATION

INTIMIDATION BY ADULTS

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:

1. 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;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. 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.

Report Procedures and School Policy

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

1. The incident must be reported to the school principal or assistant principal.
2. The details of the incident must be written down by the student or parent and submitted to the principal.
3. The principal, counselor, and appropriate faculty will investigate the incident. (This may take up to but no longer than two weeks to fully investigate.)
4. The parents will be asked to conference with the principal.
5. 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.

HARASSMENT

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.

Report Procedures

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.

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, please 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.

ACCIDENT INSURANCE

Accident insurance is available to students through Christ the King Catholic School. Negotiations concerning insurance are strictly between the parent and the insurance company.

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. All classmates of food allergic children will receive a summary of these guidelines. At school-sponsored parties (Halloween, Christmas, etc.), effort should be made by the Room Mothers and other parents, with the cooperation and assistance of the food allergic child's parent, to provide snacks that are safe for the entire class.

FIRE DRILLS/TORNADO DRILLS/SAFETY DRILLS

Christ the King Catholic School conducts fire, tornado, and safety drills during the course of the year in compliance with the State of Texas.

Evacuation routes are posted in each room. Students shall move to designated areas quickly and in silence.

In the case of an actual emergency, the students will be moved to a safe location. Parents should NOT come to the school until notified through RenWeb's Parent Alert System to do so. The school cannot release a student until the authorities lift the warning or alert.

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.

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 free of fever for 24 hours. If a child is injured and requires medical attention, every effort will be made to notify the parents. The person indicated on the emergency card will be notified in the event that parents are unavailable. Serious injuries will result in ambulance transport.

- Students will be readmitted to class 24 HOURS after fever, vomiting, or other symptoms have subsided.
- Please report all communicable diseases, including strep throat, chicken pox, pink eye, and skin diseases.
- Please inform the nurse in writing of any changes in your work or home number or if you will not be at your usual number during school hours.
- All physical education excuses will be evaluated by the nurse. Only a physician's note officially excuses a student from PE classes. Parents' request for a child to be excused must state the exact nature of the child's problem. The nurse will call parents if clarification is needed.

GUIDES FOR EXCLUDING STUDENTS FROM SCHOOL

- 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 (head lice)
- 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 please stop by the clinic and we will check your child before a return to class.

IMMUNIZATIONS

Texas Law requires everyone under 18 to be immunized. No student may attend classes at Christ the King Catholic School without immunization records.

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 before the student may attend school. Records must be on file prior to the first day of school in the fall, and updated when the child receives any further immunizations. Parent(s) will be called to pick-up the child(ren) if proof of immunizations are not supplied to the nurse.

All new students must provide the immunization records by photocopying the child's health record from the child's primary physician. To update your child's records for the school, please provide a new copy of the immunization record from your primary physician. This is true for both new students, and those returning in the fall.

All records must be validated by a physician's signature.

The Texas Department of State Health Services has established these minimum immunization requirements:

- Diphtheria/tetanus/pertussis containing vaccine, ages 3 and 4: 4 doses
- Diphtheria/tetanus/pertussis containing vaccine, Kindergarten entry: 5 doses, one dose on or after 4th birthday

- Students 7 years and older are required to have 3 doses of a tetanus/diphtheria-containing vaccine.
- Entry, grade 7 – is required to have one booster of tetanus/diphtheria/pertussis containing vaccine, if at least 5 years have passed since the last dose of a tetanus-containing vaccine or when the 5 year interval has lapsed.
- Entry, grades 8 – 12, one dose Tdap booster when 10 years have passed since the last dose.
- Hepatitis A, 2 doses required for children in PK and Kindergarten (1st doses after age 1)
- Hepatitis B, 3 doses required for all students, PK 3, 4, and grades K – 12
- HibCV, minimum 1 dose required for children younger than 5 years, after age 1
- Meningococcal, 1 dose for students for entry into 7th grade
- MMR required for ages 3 and 4 years: 1st dose after age 1
- MMR – 2 doses for Kindergarten, (1st dose after age 1)
- MMR/M – grades 1-12, (2 doses measles containing vaccine and 1 dose of rubella and mumps)
- PVC7, minimum 1 dose required for children 59 months and younger, after age 1
- Polio, ages 3 and 4: 3 doses required
- Polio, Kindergarten entry, 4 doses required, one dose on or after 4th birthday or if the 3rd dose was given after the 4th birthday. (Required for grades 1-12)
- Varicella vaccine, 1 dose required for children age 3 and 4 and grades 1-6, 8-12 (2 doses if given after age 13)
- Varicella, 2 doses required for grades Kindergarten and 7th

MEDICATION POLICY

Medication of any kind, including ASPIRIN, COUGH DROPS, COUGH SYRUP, OR ANY OTHER OVER THE COUNTER DRUGS, are not allowed to be given except as follows:

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. In lieu of a pharmacy label, a physician's order for the medication in the form of a script written by the doctor on a prescription pad and a label, which may be written by the parent with the student's name, medication name, dosage, and frequency are acceptable. 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. The student is responsible for reporting to the nurse with a written note. Medication that is received in an unlabeled container or plastic bag will not be accepted.

SCREENING

State law mandates vision, hearing, and scoliosis screening. Screenings will be done unless parents provide documentation from a physician that testing has been done and the school has a written statement from the parents that they do not wish for it to be done again.

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 directions issued by the Safety Committee at the beginning of each school year. They include, but are not limited to, the following:

- Students must cross the street at crosswalks.
- Teacher monitoring is until 3:45 on full days and 12:30 on early dismissal days.

- PARENTS ARE NOT TO PARK AT BANK PARKING LOT AND HAVE CHILDREN CROSS THE DRIVE TO THEIR CAR.
- Students remaining after school for extracurricular activities must report directly to the sponsor.
- Any student not picked up by the end of carpool will be sent to After School Care, and parents will be charged for supervised care.
- Christ the King Catholic School does not accept responsibility for any child who loiters on school property after dismissal.
- Students who have sports practices scheduled to begin at CKS after 4:00 P.M. must either pay to attend After School Care or must go home in carpool and return later to CKS in time for practice. Students may not remain on school grounds after 3:45 unless they are in After School Care, scheduled tutoring or make-up testing, or detention.
- Siblings of students in sports practice may NOT stay and watch or stay with their brothers/sister who is at practice. Siblings must go home in carpool or pay to stay in After School Care.
- Students watching or participating extracurricular activities on campus during non-school hours may not leave the campus unaccompanied by a parent.

SAFETY/SECURITY PLAN (Crisis Management)

To be vigilant and pro-active in a crisis situation, Christ the King has formulated a Safety/Security Plan. All parties involved in the day-to-day school facilities will be instructed in this plan and will be ready to proceed with proper action in an emergency. The safety and security of our children, teachers, staff, and parents are a top priority. A copy of this plan is in the school office.

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 always 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, 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 grant 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.

The non-custodial parent with visitation rights is entitled to access to the records and information of the child including medical, dental, and school records

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 Mass of Thanksgiving is celebrated for the students, their families and friends each May. At this Mass, the students receive

diplomas and various awards are distributed.

HOUSE 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 saints (including a soon to be saint), the houses include: The House of St. Benedict, The House of St. Dominic, The House of St. Francis and St. Clare, and The House of 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.

At the beginning of each school year, new students and sixth grade students are selected for each house. Students will stay in their selected houses for the three years of Upper School. At least once a month, the students and faculty/mentors meet with their houses to work on projects that promote faith, community, and service to the community. The house faculty/mentors work with students to help them develop depth in their faith, as well as grow in confidence in academics and social competence. Because the students of each house are from grades 6-8, students have opportunities to serve as mentors and to be mentored by fellow students.

LIBRARY

Christ the King Catholic School contains over 13,000 volumes and provides an extensive program of reading for all levels. There is also a writing and research lab present. Each class has a regularly scheduled library period. In conjunction with special projects, teachers may schedule additional class time in the library. The library volunteers are headed by the Library Coordinator, lend their time and efforts to assist the librarian with classes. Students may check out books from the library and are responsible for the books in their possession. Fines are levied for damaged or lost books

LOCKERS

Student lockers are available for textbooks and lunches. Lockers may not be decorated. The school reserves the right to inspect the lockers at any time. Students are not permitted to go to lockers during class time. 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. It is your responsibility to keep it locked as the school is not responsible for lost or stolen items.

Students in grades 5 - 8 must lock their clothes and belongings in their PE lockers while they are at PE. PE locks are available through the school supply package.

LOST AND FOUND

All lost and found articles are held for a reasonable period of time. If not claimed by the end of the semester, they will be donated to Catholic Charities. Lost articles may be found by the stage. All personal belongings should be clearly labeled for easy identification.

LUNCHES

GENERAL INFORMATION

- All students eat in the cafeteria. Students may bring sack lunches or may purchase lunch from the school cafeteria. Please consult the menu for the items that are available.
- Students are not allowed to borrow or charge food on another student's Kids' Cafe account.
- If a child has forgotten his/her sack lunch at home, parents should bring the lunch and set it on the stage. Parents should advise the student that his/her lunch bag will be on the stage, and he/she should look for it at the scheduled lunch period. Please be sure that the name and grade of the student is on the bag or lunch box. Please do not bring them to the office or the classroom.
- We recommend that parents refrain from bringing in lunch from outside fast food sources, unless a student has a special diet, because of health reasons.
- Students are not allowed to have energy drinks as part of their lunch.
- No food should be brought in at lunch time from outside the school (except in the case of birthday cookies or cupcakes) and distributed to students at a particular grade level, to students on sports teams, or to students in a club or organization.

Payment for Lunch

- Students may pay cash for lunch at the time of purchase, or Parents may establish an account with Kids' Cafe. The Kids' Cafe application form will be made available to the families in August. A Kids' Cafe 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' Cafe form available at registration or in the school office. Credit card purchases can be either a single payment or can be billed automatically when the account falls below \$15.

BIRTHDAYS

- As a special treat, parents may bring **cupcakes or cookies** for lunch for the entire class on their child's birthday. **No other food (i.e. candy, ice cream, cake, pizza, etc.) or drink is allowed.**
- Please do not distribute birthday party invitations at school.
- Only Kindergarten and First Grade parents may join their children at lunch time on the child's birthday. Parents of students in grades 2 – 8 may leave a special birthday treat (cookies, donuts, cupcakes) for their child on the stage.

NAME, LOGO AND DATA BASE

The name, logo, and data base of Christ the King Catholic School are the property of the school. It is important for the school to ensure that its name, logo, and database 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

FRIENDS OF THE LIBRARY

The Friends of the Library is a group of volunteer parents who give their support, time, and talent to the CKS Library and librarian.

CKS PARENTS' ASSOCIATION

The Christ the King Parents' Association is an organization that assists with fund raising and various activities of Christ the King Catholic School. All parents are encouraged to join and to participate in the many activities sponsored by the Parents' Association.

President: Mrs. Jeannie Miller

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 Principal and Pastor. The Advisory Council assists the 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. The Advisory Council does not discuss day-to-day operations of the school. Those concerns should be taken directly to the Principal.

Presentation or Observation by Non Members:

Any person or group desiring to address, or observe, a meeting of the School Advisory Council shall notify the President, in writing, of the nature of their request no less than seven (7) calendar days prior to the next meeting of the School Advisory council. On receipt of such a request, the President shall contact the Pastor and Principal. An affirmative vote of these three persons shall be required to approve such a request and the approval shall set forth the amount of time and nature of the presentation to be made. Notice of such presentations shall be given to each Advisory Council member in advance of the meeting at which it is to be made.

The functions of the School Advisory Council are to:

- Advise the Principal on policies, programs, services and strategic planning.
- Conduct special studies and assignments as requested by the Pastor or Principal.
- Advise the Principal and Pastor on financial matters including assisting the Principal 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

PHOTOGRAPHY

Students are not allowed to use cameras in school unless permission is first granted by the administration. This includes any device (cell phones or 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 and the photo center. Occasionally, some of the photographs may be used for publicity purposes. In order to protect the privacy of our students, a RELEASE AGREEMENT is included in the back of this handbook. If you have no objection to your child's photograph being used for a school promotion, please sign and return the RELEASE AGREEMENT with the HANDBOOK COVENANT.

RELIGIOUS FORMATION

Religious formation and education is provided on a daily basis. Students attend Mass weekly. Participation during Mass and frequent reception of the Eucharist is encouraged. Religious instruction; prayers at the beginning of the day, before each class, at the end of each day, at snack times, and at lunch times; and integrated value formation are fostered throughout the curriculum as daily practices. Special Worship Celebrations, or Para liturgies, are provided for children and their families throughout the year.

FAITH FORMATION

To provide Sacramental preparation and religious instruction, Christ the King Catholic School conducts Faith Formation classes for students attending school in the public and private sector. Classes are conducted on Mondays from 4:15 - 5:30 P.M.

SCHOOL MASSES

Students attend Mass weekly. Participation during Mass and frequent reception of the Eucharist are encouraged. Participation includes lectoring, cantoring, gift bearing, altar serving, singing, and playing instruments. In addition, students take an active part in planning a liturgy during the school year.

RELIGION CLASSES

Catholic and Non-Catholic students attend all religion classes, prayer services, and liturgies as an integral part of the life of the school.

SACRAMENTS

Frequent reception of the sacraments of Reconciliation and Eucharist is encouraged. Children in the second grade receive First Reconciliation in December and First Communion in May. Confirmation takes place in the spring of the eighth-grade year.

SCHOOL GOVERNANCE AND RESPONSIBILITIES

GENERAL INFORMATION

The principal, with the cooperation of the pastor, is the chief administrator of the school. Programs and decisions about matters pertaining to teachers and students, to scholastic programs and extracurricular programs, to the day-to-day operation of the school, rest with the principal. The Advisory Council is an advisory council to the pastor and principal.

The smooth operation of the school is dependent upon the effective leadership and responsibility assumed by members of the local community, including employees of the school, the pastor, and local councils. Listed below is a summary of the key roles of each of these individuals and groups.

PASTOR

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 Principal.

PRINCIPAL

The role of the Principal within the Catholic school is to provide Christian educational leadership for the school and . . .

- To interact with the local council as an ex-officio member
- To work closely with Pastor, Office of Faith Formation, and faculty to achieve a climate that fosters Christian growth and formation
- To oversee all student services in program evaluation, assessment, discipline, health, and parent communication
- To oversee the implementation of instruction in curriculum, instructional strategies, accreditation process, and teacher evaluation
- To administer all school programs, ensuring compliance with regulatory bodies related at the local, state, and national level
- To oversee the efforts of special programs such as parent organizations and athletic programs
- To work with the Maintenance Engineer to ensure a safe environment
- To interact with colleagues to ensure the smooth operation of services
- To develop and manage the school budget along with the local school Advisory Council
- To interact with the community as a representative of Christ the King Catholic School

ASSISTANT PRINCIPAL

The Assistant Principal will assist the Principal in the administration of the school by

- Assisting the students in academic, social, and behavioral development
- Serving as an additional administrative contact for parents
- Helping to organize special events and activities to enhance instruction
- Serving as a resource to faculty for their continued development

DEPARTMENTAL COORDINATORS

Lower School and Upper School Coordinators will assist the administrative staff and faculty by

- Organizing activities for students and faculty
- Coordinating faculty efforts in instruction, discipline, and technology
- Serving as additional contact for parents with questions related to academic or behavioral issues (Assistant Principal)

SCHOOL HOURS

REGULAR SCHOOL DAY HOURS

Regular school hours are Monday through Friday, 7:50 A.M. to 3:30 P.M. After School

Care is available until 6:00 P.M. on school days.

ARRIVAL TIMES

Supervision of students begins at 7:30 A.M. at designated areas in the cafeteria. Students should not arrive before 7:30 A.M. as supervision is not available. Students should arrive on campus by 7:45 A.M.

DAILY DISMISSAL

4K/Developmental Kindergarten dismissal is at 3:00 P.M.
Grades K - 4 are dismissed at 3:15 P.M. Grades 5 - 8 are dismissed at 3:30 P.M.

EARLY DISMISSAL

There are days throughout the school year when the school is dismissed early. Grades 4 K / D K / K - 4 typically dismiss at 11:50 P.M. and Grades 5 - 8 dismiss at 12:00 P.M. On the first day of school and before Christmas and Easter holidays, dismissal times are usually 11:45 A.M. for Grades K - 4 and 12:00 noon for Grades 5 - 8. Lunch is not served on early dismissal days. The exact times and days are listed in the school calendar which can be found at www.cks.org

SCHOOL OFFICE HOURS

The school office is open from 7:30 A.M. until 4:00 P.M. on every school day. The office may close earlier on an early release day, however. School business should be transacted between the hours of 7:30 A.M. and 3:00 P.M. or between 3:30 P.M. and 4:00 P.M. . Students and parents are not allowed entry to the classrooms or lockers on weekends or after 4:00 P.M., unless the student is in a scheduled tutorial.

SEARCHES

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect any locker at any time. In addition, the school may inspect personal possessions of students, including backpacks and digital memory devices for valid reasons. Searches of lockers or personal possessions must be conducted by a faculty/staff member and witnessed by another faculty/staff member.

SMOKING ORDINANCE

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

SOCIAL FUNCTIONS

GENERAL INFORMATION

Children of elementary age need continual guidance and help from their parents in developing social graces.

Attendance at school-related functions is also encouraged. Students in grades 6 - 8 have the opportunity to attend school-sponsored socials at certain times throughout the year. All socials are chaperoned by teachers and parents.

It is recommended that private home parties be discouraged among Upper School students. **UPPER SCHOOL DANCES**

The upper school has one dance per school year.

The dances are organized by the Student Council.

At the end of the dances, parents are asked to pick students up promptly at the end of the dances and to enter the building when picking up their children. Only CKS students are allowed to attend the dances. The CKS Dance Dress Code must be observed:

- All clothes must be appropriate: nice, casual for after school dances, dressy for the House Ball.
- Boys should wear long pants (no jeans or cargo pants) and a sports shirt.
- Girls should be appropriately dressed (no short skirts, spaghetti straps, or flip-flops).

SPECIAL PROGRAMS

GENERAL INFORMATION

Recognizing that all students are uniquely endowed, Christ the King Catholic School is committed to an educational program that meets the needs of every student, helping them develop to their maximum potential. Concern for individual differences and progress is very important. Therefore, differentiated programs are available. Resource classes in reading offer small group instruction for those students needing more individualized attention. Christ the King Catholic School reserves the right to refuse admission if an appropriate program cannot be created or agreed upon.

ACCELERATED READING PROGRAM

Christ the King Catholic School's Accelerated Reading 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 "Reading Store" to spend points that they earn. CKS provides an "Ice Cream Party" for students reaching their goal at the end-of-the-year.

SOAR

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 School is committed to an educational program that meets the needs of every student. **SOAR**, 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.

Selection Process

Student achievement scores in **reading** and **math**, along with **ability** scores are used to determine whether or not a student is eligible to enter the “talent pool”. Students must score 95% or higher in two of the three areas-- while not scoring below 92% in **reading or math**. Students scoring below 92% in either of those areas will not be eligible for the “talent pool”. Once in the “talent pool” students will be administered an individual I.Q. test. Results of this testing will determine entrance into SOAR. Again, while recognizing that all children are “gifted”, the SOAR program focuses on those academically talented students in both reading and math.

TECHNOLOGY

We at Christ the King Catholic School strive to prepare our students for their future, academically and beyond. Technology must certainly be a major component in that preparation. We have taken the necessary steps to ensure that all students have an opportunity to master the elements of technology they will need to have a productive future. We understand that technology should be one of the principal tools by which students learn to manage the ever-increasing base of knowledge they will need to achieve success.

All students from third through eighth grade attend regularly scheduled computer literacy classes in our fully networked technology TEAL lab. Students also have access to devices in every classroom, 4K through 4th grade. Grades 5th through 8th grade utilize a BYOD model for device management. The school is networked, allowing for Faculty/Staff e-mail, and supervised, filtered Internet access from every classroom, lab, and laptop.

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 7th and 8th grade students. Induction into the NJHS takes place each year in April or May.

In order for a student to be considered for the NJHS, a student must:

- Demonstrate scholarship by maintaining a cumulative grade average of 87.5 or above in each subject as reported on Report Cards for the previous 4 quarters (Because NJHS induction is during the 4th quarter, grades from the first 3 quarters of the current year and the 4th quarter of the previous year are considered.); quarter
- Volunteer in service projects and have contributed documented service to CKS within the past year;
- Be a constructive and positive leader in the classroom and in extracurricular activities.
- The student must complete the application process in a timely manner for nomination.

STUDENT COUNCIL

Each fall the 6th, 7th, and 8th grad students elect students to serve as representatives on the CKS Student Council. To be eligible to run for Student Council, a student must meet the following standards:

- The student must have demonstrated him/herself to be of good character, honest, reliable and concerned for the well- being of CKS;
- The student must have demonstrated positive leadership by having no more than 1 detention during the previous semester.
- The student must complete the application process in a timely manner for nomination.

If elected, to remain active in the Student Council a representative must have and maintain a grade average no lower than “C” in each subject, have earned no and may earn no more than 1 detention during the current semester.

The Student Council meets during lunchtime twice a month.

TESTING

Students in grades 1-8 take the Iowa Test of Basic Skills in the fall of each school year. The results of this test are made available to parents. Eighth graders have the opportunity to take a high school entrance test at the Catholic high school of their choice. 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.

TEXTBOOKS AND SUPPLIES

The Diocesan Education Office has approved all textbooks that are used at Christ the King Catholic School. Textbooks are the property of Christ the King Catholic School and loaned to students for their use. Students are responsible for proper care of their textbooks and will be fined for lost or damaged books. All textbooks must be covered.

TRANSFER

When a student transfers to another school, the principal and teachers should be notified in advance. All books must be returned. Upon request by the new school, a transfer form will be issued and all school records will be mailed directly to the registrar.

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 CKS, 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. The required school uniform components are listed below. Students who do not follow the uniform requirements

may incur disciplinary infractions, be sent home, be asked to alter their uniform, or purchase the appropriate uniform. The complete uniform must be worn daily. Please label each piece of clothing.

REQUIRED STANDARD SCHOOL UNIFORM – Updated for 2018-2019 School Year

The following standard school uniform is worn daily unless otherwise notified. Required shoes are listed in a separate section. No Tommy Hilfiger, Polo, Gap or other store brand pants or shorts may be worn in place of the Risse Brothers uniform pants/shorts.

Our school uniform supplier: Risse Brothers School
Uniforms 15048 Beltway Drive, Addison, TX 75001
972-231-2903 www.rissebrothers.com

- Formal Uniform for Boys and Girls 4K/DK/K-8: Required for Mass days
Formal uniform is the standard uniform including sweater (K-5), blazer (6-8)
Grades 6-8 Boys' formal uniform includes the uniform tie and as an option, gray uniform pants from Risse Brothers.

- No fleece worn in church. No spirit or free dress days on Mass days.
- Sweater/ blazer/ tie not required for Mass during optional summer uniform dates.

There are different uniform requirements for 4K/Developmental Kindergarten (DK), for grades K- 5 and for grades 6-8.

Boys (4K/DK)

- Uniform khaki elastic waistband slacks
- CKS crest red polo shirt, short or long sleeve
- Solid white crew socks. Crew socks should be long enough to cover the ankles when folded over.

Boys (Grades K - 5)

- Uniform khaki slacks
- Long or short sleeved, white oxford, button-down collar shirt (Only a solid white t-shirt may be worn under uniform shirt.)
- Green CKS V-neck sweater (required for formal uniform)
- Required Grades 1-5: Brown/black leather belt (no overly large belt buckles) (Optional: K)
- Solid white, crew socks. Crew socks should be long enough to cover the ankles when folded over.
- Optional: Green CKS fleece when sweater is not required.

Boys (Grades 6 - 8)

- Uniform khaki slacks
- Long or short sleeved, white oxford, button-down collar shirt
8th Grade Option: Risse Brothers only: Long or short sleeved, light blue button-down collar oxford shirts
(Only a solid white t-shirt may be worn under uniform shirt.)
- Blazer with CKS crest – required for formal uniform for Grades 6-8
- Navy CKS V-neck sweater - optional for Grades 6-8
- Red/gold uniform tie (required for formal uniform)
- Brown/black leather belt (no overly large belt buckles)
- Solid white, crew socks. Crew socks should be long enough to cover the ankles when folded over.

- Optional: Navy CKS fleece when blazer not required. Girls (DK)
- CKS plaid skorts or uniform khaki elastic waistband slacks
- CKS crest red polo shirt, short or long sleeve
- Solid white crew socks. Crew socks should be long enough to cover the ankles when folded over.

Girls (Grades K - 5)

- CKS plaid uniform bib jumper (kneelength)
- Blouse:
Grades K-3 – Long or short sleeved, white, Peter Pan collared blouse, with straight sleeves
Grades 4-5 – Long or short sleeved, white, button-down collar oxford cloth blouse
(Only a solid white t-shirt or white/beige undergarments may be worn under uniform shirt.)
- Green CKS cardigan sweater (required for formal uniform)
- Solid white crew socks or solid white knee socks. Crew socks should be long enough to cover the ankles when folded over. (White or navy tights in cold weather – optional.)
- Navy modesty shorts
- Optional: Green CKS fleece when sweater is not required.

Girls (Grades 6 - 8)

- CKS plaid uniform skirt (modest length)
- Long or short sleeved, white button-down collar oxford blouse
8th Grade Option: Risse Brothers Only - Long or short sleeved, light blue, button-down collar oxford blouse
(Only a solid white t-shirt or white/beige undergarments may be worn under uniform shirt.)
- Blazer with CKS crest – required for formal uniform for Grades 6-8
- Navy CKS V-neck sweater - optional for Grades 6-8
- Solid white knee socks (white or navy tights in cold weather – optional) No crew socks.
- Navy modesty shorts
- Optional: Navy CKS fleece when blazer not required.

PE UNIFORM REQUIREMENTS

The PE uniform is to be worn at each PE class. Students change from their school uniform to their PE uniform according to the instructions given by their teacher. PE uniforms only available from Risse Brothers Uniforms.

Boys and Girls (Grades 4K/DK - 4)

- Regular school uniform

Boys and Girls (Grades 5 - 8)

- Red shorts and gray t-shirt with Crusader logo.

SUMMER UNIFORM (OPTIONAL)

The Summer Uniform is optional and may be worn on the first day upon return from Spring Break until November 1.

Boys (DK)

- Uniform khaki elastic waistband shorts
- CKS crest red polo shirt
- Solid white crew socks. Crew socks should be long enough to cover the ankles when folded over.

Boys (Grades K - 8)

- Uniform khaki walking shorts
 - CKS crest white polo shirt
- (Only a white t-shirt may be worn under optional polo shirt.)
Grade 8 only (optional) – CKS crest navy polo shirt
- Solid white crew socks. Crew socks should be long enough to cover the ankles when folded over.

Girls (DK)

- CKS plaid skorts (knee length)
- CKS crest red polo shirt
- Solid white crew socks. Crew socks should be long enough to cover the ankles when folded over.

Girls (Grades K - 5)

- CKS plaid skorts (knee length)
 - CKS crest white polo shirt
- (Only a white t-shirt or white/beige undergarments may be worn under optional polo shirt.)
- Solid white crew socks. Crew socks should be long enough to cover the ankles when folded over.

Girls (Grades 6 - 8)

- CKS uniform plaid skirt (knee length)
 - Short sleeved, white oxford blouse, button-down collar
- (Only a white t-shirt or white/beige undergarments may be worn under uniform blouse.)
Grade 8 only (optional) – CKS crest navy polo shirt
- Solid white crew socks. Crew socks should be long enough to cover the ankles when folded over.

SHOES

During COVID-19 restrictions all students will be allowed to wear sneakers instead of their regular uniform shoes. This will prevent them from having to change for PE.

Only the shoes listed below may be worn during the school year. No other shoes will be allowed. If there is a medical problem with the student's feet, parents need to have the doctor send a letter explaining the reason for having to wear special shoes. Regulation shoes are to be worn at all times except at PE. Pictures of the shoes have been sent home, and copies are in the office.

Boys (Grades 4K/DK/K)

(solid black non-scuff tennis shoes can be worn to PE)

Nike solid black non-scuff leather tennis shoe (no white on the shoe)

New Balance solid black non-scuff leather tennis shoe (no white on the shoe). Optional: Velcro version

Boys (Grades 1 - 5)

(solid black non-scuff tennis shoes can be worn to PE)

Nike solid black non-scuff leather tennis shoe (no white on the shoe)

New Balance solid black non-scuff leather tennis shoe (no white on the shoe)

Boys (Grades 6 - 8)

(Predominately white non-scuff tennis shoes are required for PE.)

Dress Leather Penny loafers in cordovan (dark, reddish brown) or dark brown *with standard heel*.

No two-toned loafers are allowed. Brown/Tan Docksiders or Topsiders can be worn until Nov. 1st (Standard uniform starts on Nov. 1st)

Girls (Grade: 4K/DK/K)

“School Days” Saddle Oxford tennis shoe/Keds (navy/white); same

shoe to be worn to PE
White New Balance 624 (Velcro), same shoe to be worn to PE.

Girls (Grades 1 - 5)

Low cut lace-up saddle oxford shoe

Saddle Oxford Style Options

“School Days” Saddle Oxford tennis shoe/Keds (navy/white); same shoe to be worn to PE

The following shoes cannot be worn to PE. A predominately white, non-scuff tennis shoe will be required for PE.

“Classic” Saddle Oxford shoe (black/white)

“Cheerleader” Saddle Oxford shoe (black/white)

Girls (Grades 6 - 8)

Low cut lace-up saddle oxford shoe (See Grades K - 5 for options for saddle oxford shoes.) **OR**

For all girls wearing “Classic” or “Cheerleader” Saddle Oxfords, predominately white, non-scuff tennis shoes are required for PE.

GENERAL INFORMATION AND GUIDELINES FOR UNIFORMS

- Risse Brothers is the official supplier of the school uniform.
- 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.
- 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 knee 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 knee.
- Shirts and blouses must have all buttons sewn in place and be buttoned, including the cuffs. In addition, all buttons of the shirt/blouse must be buttoned except the top button. Shirts and blouses must be long enough to remain tucked in throughout the day whenever the students are on school property. ___
- If undershirts are worn under the uniform shirt, they must be solid white. Undershirts worn under the uniform shirt must fit so that the sleeves of the undershirt are shorter in length than the sleeves of the uniform shirt.
- Shoes that have laces must have the laces 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, blue, and white) or the CKS plaid and an appropriate size that will not be a distraction to others.
- All clothing must be clearly and permanently marked with the student’s name.
- Regular uniform checks are made after September 1, and students who have uniform violations will correct, try the uniform closet, or call home
- Clothing must fit the student. Oversized or too tight clothing may not be worn.
- Tattoos are not allowed.

- No insignias or logos (including Nike, Tommy Hilfiger, Polo, Dockers, etc.) are allowed on any shirt, pants, shorts, socks, or other attire.
- Socks for all students are to be solid white (no logos or decorations). Crew socks should be long enough to cover the ankles when folded over. Crew socks cannot be folded under the ankle, below the ankle, or stuffed inside one's shoe.
- Students are NOT to write on their skin, uniform, shoes, or clothing.
- Due to safety concerns and lack of space, backpacks with wheels are NOT permitted at any grade level.
- Students in grades 5 - 8 must lock their clothes and belongings in their PE lockers while they are at PE.

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.

Students who disregard hair cut or hair color guidelines may be subject to suspension or be required to dye the hair back to its natural color or to cut it to regulation guidelines.

JEWELRY AND MAKE-UP

- Make-up and tinted fingernail polish are not part of our school dress code. No student may wear or bring make-up to school. Only clear fingernail polish and clear, not colored, lip gloss may be worn.
- Jewelry in excess will not be acceptable due to the simplicity of the uniform. Only stud earrings that do not dangle, a watch, one small ring, cross and chain, or religious medal and chain are permitted.
- Beaded necklaces and bracelets, charms, or other bangles are not to be worn to school.
- Valuable jewelry or watches should not be worn to school.
- Girls may only wear one set of earrings---one earring in the lower lobe of each ear. Boys may not wear earrings, and neither boys nor girls may wear other pierced jewelry.

BIRTHDAYS

Students are allowed a Free Dress Day on their birthdays. Student must abide by the guidelines for Free Dress Days. NO SPORT SHORTS are allowed.

FREE DRESS DAY

Occasionally students are given a "Free Dress Day," meaning they are not required to wear their school uniforms on a designated date. All free dress days are optional, so students may always wear their school uniforms. On every free dress day students must be neat, tidy, and appropriately dressed. Students may **NOT** wear the following:

- clothing in disrepair
- shoes without socks or hose, sandals, or flip-flops
- short shorts or cutoffs
- athletic shorts or sports shorts
- mesh shirts or revealing blouses

- bare midriffs (No skin should be visible when sitting or bending)
- mini skirts
- low-riding or baggy jeans
- Tight fitting pants, skirts, shirts, or blouses
- T-shirts with inappropriate logos or advertising (this includes, but is not limited to, t-shirts advertising alcoholic beverages) or t-shirts promoting rock groups
- make-up or colored fingernail polish.

SPIRIT DAYS

Spirit Day is a special occasion on which students are not required to wear uniforms. On the First Thursday OF EACH MONTH unless otherwise noted teachers and students will be allowed to wear any solid red or yellow T-shirt, solid green or navy sweatshirt, or T-shirts or sweaters emblazoned with the CKS logo or the words *Christ the King*. Slacks, regular length shorts, walking shorts, uniform shorts, or appropriate fitting blue jeans may be worn. No sports shorts or athletic shorts are allowed. No shoes without socks or hose, sandals, or flip-flops may be worn. Students who dress inappropriately will be sent to the office to call their parents for appropriate clothes and will forfeit their next Spirit Day.

DRESS-UP DAYS

Students should wear Sunday best only. No jeans are allowed.

PICTURE DAY

Students should wear their dress uniform for the first individual student photograph.

VISITORS

During COVID-19 restrictions, limited visitors will be allowed in the building.

All visitors, including school parents, must report to the school office when entering the building. Visitors should sign in and obtain a "visitor" or "volunteer" badge, no matter how frequently they visit or how well known they are by school personnel. They should return the badge and sign out when leaving the school. Teachers have been instructed to direct visitors to the office before giving admission to their classrooms or anywhere else on school grounds. These policies are for the protection of the students and staff and to minimize disruption to the classroom.

Visitors and volunteers may not enter any classroom without permission from the school office during business hours. **Everyone entering Christ the King Catholic School is expected to come to the office. To prevent disruption to classes and regular school business, visitors should turn off cell phones when entering Christ the King Catholic School.** Any forgotten books, homework, etc., must be left at the office to be delivered at a convenient time.

VOLUNTEERS

The school could not offer the quality of education, service, and sense of community that it does without parental involvement as volunteers, committee members, and supporters. All jobs are important, and the students are delighted to know that their parents are working for the school.

Keeping the best interests of the students in mind, and to provide a safe and secure environment for our youth, is a priority of the Diocese of Dallas and of Christ the King

Catholic School. To help ensure a safe environment at Christ the King Catholic School, all volunteers must complete the following:

Diocesan Screening Form (completed and signed) Background Check Acknowledgment Form
Attend Annual Safe Environment Meeting Forms are available at the school office.

ALL PARENT VOLUNTEERS MUST WEAR THEIR SECURITY BADGE WHILE VOLUNTEERING.

Volunteer opportunities are available in the following areas: cafeteria, library, athletics, concession stand, field day, fundraising and special events. Volunteers are also needed as room mothers and chaperones for field trips.

WEB RESOURCES FOR STUDENT RESEARCH

CKS subscribes to several databases and other services. To access these resources, you can go to the school webpage (www.cks.org) and click on the “Campus Life” tab then go to Homework Helper page.

Some of the services linked to the CKS website include:

World Book Online

This is the electronic version of the World Book Encyclopedia. It also has an atlas, a dictionary, a section on Texas, and much more. World Book Kids has simpler text, and is geared toward younger students. The Research Libraries section has full-text books and other useful documents. Username: ckshome Password: student

BrainPop & BrainPop Jr.

These educational sites provide animated videos, quizzes, and activities that span 7 main subjects: Science, Math, English, Social Studies, Health, Arts and Music, and Technology.

Username: cksstudent Password: student

EBSCO Databases

These databases contain full-text books, periodicals, primary source documents, maps, biographies, facts about countries, pictures, and other useful research tools. Students will learn how to use the Student Research Center, Kids Search, and/or Searchasaurus features in the library this year.

Username: cksstudent

Password: student

Featured Links

The CKS website also features some helpful tools and links that will aid students in research and homework.

**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 contact 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 Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.

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 Indemnitee 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.