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Parent & Student Handbook

Mission:

Christ the King School develops Character, Knowledge, and Spirit in its students and community by living the Catholic faith through sharing the sacraments, promoting academic excellence, and engaging in service.

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*Christ the King School tuition is due on the 5th or the 20th day of each month, beginning in May through April as set up with FACTS during registration.

INTRODUCTION

Christ the King School (CKS) is a parish school and is a part of the system of schools operating under the direction of the Catholic Diocese of Lexington and its Catholic Schools Office. This handbook contains the official policies of Christ the King School and incorporates those of the Diocese. All the Diocesan School Board Policies (DSBP) are found in the Office of Catholic Education Handbook and are available in the school office. This handbook should be used in conjunction with the CKS Faculty/Staff Handbook.

VISION STATEMENT

CKS students will live the Catholic faith in a global society.

MISSION STATEMENT

Christ the King School develops Character, Knowledge, and Spirit in its students and community by living the Catholic faith through sharing the sacraments, promoting academic excellence, and engaging in service.

FAITH GUIDELINES FOR SUCCESS

Find Christ in others
Accept responsibility
Inspire integrity & honesty
Treat others with dignity & respect
Honor God, yourself & others

GOVERNANCE

DIOCESE OF LEXINGTON

The Bishop of a diocese has the ultimate authority and responsibility for Catholic education. In parish schools, the Bishop delegates the responsibility for Catholic education to the pastoral leadership of the parish. The Christ the King School Board/Council includes representatives of the school parents and the parish. It is subject to the diocesan policies on education. The School Council is an advisory group that provides policy direction for the educational programs of the school, to promote the implementation of said policies, and to insure that all local policies are in accordance with the intent and spirit of the policies established for the school system by the Diocese of Lexington School Council. The Bishop delegates responsibility for the administration of the schools to the Superintendent of Schools.

CATHEDRAL OF CHRIST THE KING SCHOOL COUNCIL

The Christ the King School Board/Council includes representatives of the school parents and the parish and is subject to the diocesan policies on education. The School Council is an advisory group that provides policy direction for the educational programs of the school, to promote the implementation of said policies, and to insure that all local policies are in accordance with the intent and spirit of the policies established for the school system by the Diocese of Lexington School Council.

PRINCIPAL, FACULTY AND STAFF

The principal is the educational, spiritual, managerial, and community leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. The principal reports to the rector and to the superintendent of Catholic Schools. The faculty and staff support the mission of the school and the religious dimension of the school. The faculty and staff are under the direction of the principal in all school matters and observe all regulations of the school and the policies of the Catholic Schools Office.

PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization is an active group of parents and teachers working together to enhance the school's overall effectiveness through coordinated efforts in many areas including fundraising, technology acquisition, extracurricular programs, athletic events, school and facility improvements, and a variety of social activities. Membership in the PTO is available to the parents of all children enrolled in CKS.

100. ANNOUNCEMENTS

Morning Prayer and announcements will be made on the intercom each day at 7:50 a.m. All people in the building should stop their other activities temporarily and participate in Morning Prayer and pledge.

101. ARRIVAL

Morning Drop-off Traffic Pattern and Preschool Pick-Up:

INFORMATION FOR ALL GRADES:

- Morning drop off time is 7:30-7:45 a.m. (Tardy bell rings at 7:50)
- All students who are driven to school must be dropped off in the parking lot. Two traffic patterns facilitate the process (see map for traffic pattern). Families may choose the option most convenient, but all are expected to follow our rules for safety.
- Parents who wish to enter the building, or assist their child in any way, may park their car in 'Permitted Parking' areas designated on the map
- Please use extreme caution when crossing the traffic line. Do not allow children of any age to cross the traffic line unaccompanied and always use designated crosswalks.
- Please follow the traffic pattern. Please wait for the car in front of you to drop off students. Do not pull around cars in front of you as this poses a significant danger.

CARLINE INSTRUCTIONS:

Follow the traffic pattern as indicated on the Map.

Kindergarten – 8th Grade

Enter parking lot from Colony Blvd. All cars proceed to drop off students in the designated drop off area before the main entrance. Students must exit the car on the right when the line stops. Cars remain in line and exit onto Cochran Road.

Preschool – 8th Grade

Enter parking lot from Providence Road nearest the Rectory. Loop around single file. Pull forward to gym steps and allow children to exit the car at curb behind the gym. Please, no multiple stops. If a student is not ready to exit the car, please pull into the parking area and park. Remain in line and exit parking lot onto Providence Road nearest the O'Neill Center.

**Preschool parents:* Please note designated preschool parking and entrance on map.

Bike Riders

Students who ride bikes to school must always walk them across the parking lot and park them at the school entrance nearest the gym entrance.

102. ATTENDANCE

Students enrolled at CKS are expected to be in school daily. Our partnership in your child's education is dependent on your child being present in all classes in order to receive classroom instruction. Students who are absent from school are required to have a legitimate, valid excuse. Parents/guardians shall make reasonable efforts to advise the school of the reason of the child's absence on the first day of the child's absence.

- When students are ill, parents must call the school office to report their absence. Parents may call before 10:00 a.m. to request work for an absent child in grades 1-5. Upon request through email, assignments will be left at the front desk. Parents are asked to email their child's teacher by noon to allow for enough time to gather assignments.
- Homework assignments for grades (6-8) are available on the Renweb homework portal. Parents are encouraged to utilize Renweb and/or other digital platforms (i.e. Edmodo, Google Classroom) to retrieve homework first. If parents have questions after accessing work, they should email the teacher(s) with any questions. However, teachers may not be able to respond until evening hours. Therefore, students will be responsible for initiating any questions, requests, etc. upon return in relation to missed work.
- Students will be allowed to make up all work in the same number of days that corresponds to their absence.
- Upon a student's return to school, he/she shall present a note signed by his/her parent/guardian or medical professional to their homeroom/first period teacher who will send to the school's secretary.

The note should include:

- Current date, the student's first and last name, date(s) of absence(s), the reason for the absence(s) and the parent/guardian's signature. If a note is not received within three days, the absence shall be deemed unexcused.

The following are valid excuses, but not limited to:

- Medical Reasons (dr. appointment, sick, chronic illness, surgery, etc.)
- Educational Testing/Purposes
- Prearranged Educational Trips approved by the Principal
- Judicial requirements

102a. TRUANCY AND HABITUAL TRUANCY FOR ABSENCES

**The Commonwealth of Kentucky defines truancy in the following manner: "Any student who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is an habitual truant." (KRS 159.50).*

School personnel shall follow these procedures regarding truant and habitually truant students:

- When a student is determined to be truant for the **first time** (three unexcused absences), an email shall be sent from the school to the parent/guardian informing them of school policy concerning

attendance. A copy of the letter shall be kept in the student's file.

- When a student is determined to be truant a **second time** (six unexcused absences), a letter will be sent to the parents notifying them their child has been deemed a truant for a second time. Parents will be asked to meet with the Dean of Students. A copy of the letter shall be kept in the student's file.
- When a student is determined to be a **habitual truant**, having accumulated nine unexcused absences, the school shall contact the parent/guardian by sending a written notice requiring immediate compliance with attendance policies and specifying possible enrollment consequences as a result of the accumulated unexcused absences. A copy of the letter shall be kept in the student's file.

Note: *The school will require a note from a doctor if a student's absences become excessive. The school reserves the right to determine an appropriate course of action at any time during this process. If attendance does not improve, CKS maintains the right to ask the student not to return. Truancy information may be used in evaluating future financial assistance.*

102b. TARDINESS

Tardiness has a negative impact on learning and is a disruption for other students in the classroom.

- A student is considered tardy if he or she arrives after 7:50 a.m. Students arriving after 7:50 a.m. must report to the office to receive a tardy slip. Students will need to present a tardy slip to their teacher upon arrival.
- Students must be checked in or out from the school office by a parent, guardian, or authorized adult.
- Throughout the school day, middle school students have three minutes between class periods to arrive at their next class. Any middle school student who arrives at his/her classroom late will be deemed tardy for the class and should be sent to the office. These tardies are also counted in the student's overall number of tardies.
- **Tardy students are considered either:**
 - **Excused**
 - **Unexcused**

Tardies become part of the student's permanent record. Please note the following in relation to tardies:

- If a student arrives after 7:50 and before 10:00, he or she will be marked tardy.
- If a student arrives after 10:00 and before 1:30, it will be counted as a half day absence.
- If a student arrives after 1:30, it will be counted as a full day absence.
- If a student leaves school before 10:00, he or she will be counted absent.
- If a student leaves between 10:00 and 1:30, it will be counted as a half days absence.

The parent of any student who is tardy **three times** without valid excuse:

- Will be notified via an email from Renweb. When a student is tardy for the fourth time, he/she will serve a morning detention.

The parent of any student who is tardy **six times** without valid excuse:

- Will be notified via an email from Renweb. When a student is tardy for the seventh time, he/she will serve a morning detention.

The parent/guardian of any student who is tardy **eight times** without valid excuse:

- Will conference with the Dean of Students who will determine an appropriate course of action.

However, all tardy occurrences will become a part of the child's permanent record.

The following are valid excuses for excused tardies, but not limited to:

- Doctor's appointment
- Atypical traffic delays
- Car Malfunction and/or accident
- Onset of inclement weather

The following are **NOT** valid excuses for tardiness but not limited to:

- Over-slept/Slept-In
- Alarm malfunction
- Forgot backpack, lunch, etc.

Note: **The school reserves the right to determine an appropriate course of action at any time during this process. If attendance does not improve, the school reserves the right to ask the student not to return. Truancy information may be used in evaluating future financial assistance.*

102c. TRIPS

It is the firm belief of CKS that students should **NOT** be taken out of class for trips or vacations unless there are very special reasons. Parents who intend to take their children on trips should contact the principal in writing, who will then notify the teachers. Parents should include in writing the following, but not limited to:

- The place of destination
- Description of educational significance
- Dates Listed (including number of days the student will be absent)
- Description of the child's current, academic performance
- Confirmation that parents understand work is to be made up upon return and in the number of days which the student was absent.

Note: *Failure to contact the school principal prior to a trip may mean that students will not be allowed to make up the work. Absences due to excessive family vacations will not be excused.*

Assignments from Student Absences

All work needs to be completed upon return to school within the number of days a student was absent. Missed assignments may be found on RenWeb and/or Edmodo. Work covered during a child's absence will not be available for make-up until the child returns to school as lessons change, are modified, retaught, etc. Students are responsible to schedule with the teacher missed quizzes and tests. Although students may complete assignments missed during his/her absence, teacher instruction missed by an absence cannot be retaught.

103. BOOKS

Students rent textbooks from the school and are responsible for maintaining them in the condition in which they are received. Books are labeled and numbered by the teachers who keep an accurate record of which books are given to each child. Fines will be imposed for damaged or lost books. Report cards may be withheld

pending return of textbooks at the end of the year.

104. CATHOLIC IDENTITY

The most important part of our educational program is the religious and moral education of students. Daily religion classes help students grow in knowledge of their faith. Students also have many opportunities to practice their faith through prayer and service. Faith grows naturally in our Christian community where it is modeled and encouraged by teachers and staff. Teachers continually strive to integrate religion in the daily life of the students and in all areas of the curriculum.

All students must attend/participate in religion classes and in religious services of the school. Mass and religion services are an important part of Christ the King School. Students participate in service activities across all grade levels.

All grade levels have an annual retreat and/or service day. The school partners with parents in the religious formation of our students. The parish and school expect parents to be active parishioners in the Cathedral of Christ the King parish.

104a. SACRAMENTAL FORMATION

- Since the Eucharist is central to the Catholic way of life, students regularly prepare and participate in liturgy that is appropriate for their age and developmental level. Students have the opportunity to receive the Sacrament of Reconciliation during the school year.
- Second graders customarily receive First Reconciliation and First Holy Communion. Due to the importance of these sacraments, a great deal of class time during religious instruction is spent preparing students. Meetings are also held to assist parents in the preparation of the children.
- Eighth graders are invited to participate in the sacrament of Confirmation. Catechesis by the classroom teacher and one or more of our parish priests is held during the regular religion class. Students are required to participate in service projects and a special retreat day. Meetings are held to assist parents in the preparation of the children.

105. CLOSING / DELAYED OPENINGS

When it is necessary to close school or delay the start of classes due to inclement weather or other causes, the announcement will be made between 6:00 a.m. and 6:30 a.m. on TV channels 18, 27, and 36. School closing will also be posted on RenWeb, emailed and texted to parents. On occasion, we will announce a late start which means that school will begin at 8:50 a.m., with supervision of students beginning at 8:30 a.m. Afternoon dismissal will remain at the regular time on those days.

105 a. E-DAY

On some snow days, the school may opt for an electronic snow day (e-day). The purpose of the E-Day is to provide and reinforce instruction, electronically, in order to maintain the safety of students, families, and school staff. Families will be notified of these days as outlined above. Please make sure all your contact information is up -to- date in RenWeb. Since these are work days for teachers, they will be available, via email, from 9 a.m. to 3 p.m. Work for all students will be posted by 9:00 a.m. that morning, unless otherwise instructed. An E-day will count as a school day. **CKS will **NOT** have more than two consecutive e-days in order*

to protect the value of instruction.

Elementary teachers will communicate their preferred method of delivering E-day assignments at the Elementary Back-to-School Parent Night, with a follow-up in their weekly newsletter. All middle school work will be posted to Edmodo and/or other digital platform. Students will need to follow each individual teacher's instructions to access and turn in assignments; however, there will be a forty-eight hour grace period for turning in all assignments. Students should turn in all work within forty-eight hours of assignment for full credit.

106. COMMUNICATION WITH TEACHERS

Parents are welcome to communicate with teachers about their children's progress. Ideally, parents will review information in RenWeb at least weekly to have up-to-date information. After reviewing RenWeb, parents of middle school students should:

- Address questions to their students before contacting teachers in order to help students assume responsibility for their school work.
- Address questions or concerns with the teacher via email keeping in mind that teachers will make every effort to respond within 24 hours. **(See Parental Cooperation: Section 125a)**

107. DESKS AND LOCKERS

Desks and lockers are the property of the school. The school reserves the right to inspect desks and lockers without giving advance notice to students. Lockers in the middle school must be secured by a lock purchased through the office.

108. DISCIPLINE

The choice of Christ the King is a choice of values. When parents select Christ the King School, they agree to be governed by the basic philosophy of the school, its rules and procedures, and the Catholic values which are at the heart of the school. They agree to work with the school to help each child develop a sense of honor, integrity, and responsibility toward self and others. One of the most important lessons of education is discipline. While it does not appear as a subject, it underlies the entire educational structure. Discipline is the foundation that helps to develop self-control, character, order, and efficiency.

Parents are asked to help students develop a correct attitude toward discipline and to recognize that an effective school requires order and structure. With all of us working together to teach discipline, the education of all pupils will be enhanced.

Christ the King uses discipline notices in middle school. These are only used for elementary students in limited circumstances. Pink slips are for minor misbehaviors, and white slips are for major misbehaviors. Parents are asked, through these notices, to reinforce the teachers' efforts. Discipline slips are emailed to the Dean of Students who in return emails those slips to parents. Parents email receipt to the Dean of Students.

PINK SLIPS

In addition to the implementation of classroom management plans, disobedience or repeated minor behaviors will result in a pink slip. Students who receive three pink slips will serve morning detention. Some examples of behavior, but not limited to, for which pink slips may be issued are:

- Disrespectful, disruptive or inappropriate behavior, which includes educational disruptions linked to social media
- Unauthorized gum chewing; unauthorized eating in class
- Three (3) uniform violations
- Three (3) Technology Abuse Policy violations (See **Technology Abuse Policy:Section 137**)
- Unprepared for class

WHITE SLIPS

More serious misbehavior will result in students receiving a white slip. Students who receive one white slip will serve a morning detention. Other punishments, appropriate to the infractions, may also be required. Some examples of behavior for which white slips might be issued are, but not limited to:

- Abuse of the technology acceptable use policy
- A known bullying offense
- Cheating (also, an automatic zero grade)
- Destruction/vandalism
- Disregard for adult authority
- Disrespect of adults or other students
- Lack of respect for school and/or individual property
- Fighting
- Forgery/falsifying of any signature
- Harassment
- Major disturbance, which includes educational disruptions linked to social media
- Obscene language, gesture, notes, etc.
- Inappropriate physical contact (pushing, shoving, kicking, slapping, excessive horseplay)

A first detention occurs when students receive three (3) pink slips or one (1) white slip. At this time, they will be required to serve a 7:00 a.m. detention. After a student has earned a second white slip or three (3) additional pink slips, the student will meet with the Faculty Discipline Committee at 7:15 a.m. and will choose a mentor (advisor) teacher to help him/her meet behavioral goals set by the committee. The discipline committee is made up of the Dean of Students, teachers, and/or advisor. Parents are welcome, but not required to attend. Parents will receive a written report of that meeting through email.

A one-day suspension from school must be served if a child accrues three more pink slips or a white slip after the Discipline Committee meeting. The following morning after the suspension, the student and his/her parents must meet with the Faculty Discipline Committee at 7:15 a.m. to review the behaviors and plan for improvement.

A two-day suspension and second parent meeting will occur if a child accrues three (3) more pink slips or a white slip after a one-day suspension. If three (3) more pink slips or a white slip are accrued after a two-day

suspension, a recommendation for **expulsion** may be made to the principal and rector. The principal and Rector reserve the right to make the final decision.

The lists of infractions above are not all inclusive. The administration reserves the right to determine the severity of a student's actions. In addition, the school has the right to amend rules and/or waive rules and procedures in cases which warrant such action. At any time during the disciplinary process, school administration has the authority to take immediate, more serious disciplinary action, including suspension or expulsion. Christ the King School follows all diocesan student behavior, safety, and discipline policies.

AUTOMATIC SUSPENSION

Very serious behaviors will result in a suspension and a conference with parents. Students who are suspended are not allowed to attend class. They also are not allowed to make up any work missed during their absence. Upon return to school, the student and his/her parents may be asked to meet with the Discipline Committee to review the records and formulate a behavior plan. During the suspension process, an administrative referral for private counseling or expulsion from school may be recommended. Some examples are, but are not limited to:

- Verbal or written threats or threatening behavior
- Possession of dangerous objects, such as guns, knives, lighters, etc.
- Stealing
- Behavior which results in injury to another
- Cigarettes, drugs, alcohol (use or possession)
- Destruction and/or vandalism
- Disruptions linked to social media
- Abuse of technology and acceptable use

EXPULSION

The Discipline Committee may make a recommendation to the principal for expulsion. The decision to expel a student rests with the principal after consultation with the Superintendent of Schools and Rector.

108a. BULLYING POLICY

Diocesan and CKS policy states: Harassment/Bullying

Harassment means transmission of a **repeated** verbal, nonverbal, electronic or written communication; a physical act committed; or any other behavior committed by a student against another student with intent to injure, intimidate, humiliate, alienate, or threaten resulting in:

1. Physical harm
2. Damage or theft of a student's property
3. Disruption of the orderly operation of the school.
4. Creation of a hostile environment that substantially interferes with a student's educational benefits, opportunities, performance, or a student's physical or psychological well-being.

**Harassment, as defined by this policy, is a serious violation, prohibited in Catholic Schools within the Diocese.*

In order to provide such consistency, please use the following guidelines when dealing with bullying situations:

- Teachers fill out a bully report form when bullying behavior is reported to them by a student and or parent. The teacher will speak to the child accused of bullying, and if appropriate reprimand him/her accordingly. This will allow the school to track bullying behavior and respond appropriately. All bullying reports should be filled out by the teacher and sent to the Guidance Counselor and the Dean of Students. Phone calls will be made from the office after the second bullying report.
- Pink and white slips should be issued for bullying in the following way:
 - White slips are designated to a witnessed and/or known bullying offense, physical, nonverbal or verbal.
 - Pink slips are for an instance when the teacher may not have witnessed the bullying or is unclear as to the intent but after gathering information, feel that a bullying case has occurred.
 - White slips should be issued by the classroom teacher followed by a phone call to parents.
 - All pink and white slips are sent electronically to the Dean of Students to record and send from RenWeb.

The school's position is that it does not tolerate bullying at school. Christ the King must uphold the state and diocesan policy concerning harassment. It is important to understand that humiliation or alienation of a student by anyone is bullying. Teachers should make sure they are familiar with all forms of bullying. Students often bully in places where they know they can get away with it. Transitions are important times to watch for an occurrence.

108b. THREATENING BEHAVIOR

Students making a threat, seriously or in jest, face disciplinary action. The age of the child will be a factor in determining the disciplinary action. In the event that a student threatens violence to self or others, the following steps are to be taken:

- All threats are to be taken seriously.
- Such incidents must be reported to the principal immediately.
- The student is to be suspended pending a psychological assessment. The school needs professional assurance that the child does not present a danger to him/herself or others at school.
- The principal shall inform the Director of Schools.
- The principal shall inform the parents of any student who was threatened, that they have the legal right to file a police report regarding terroristic threatening. Terroristic violence is a criminal offense.
- All appropriate measures regarding care for all students must be taken.

As a parish Catholic school, Christ the King strives to keep students, first and foremost, safe and want to provide a positive environment for student learning. The faculty must establish that environment by using classroom management skills, interacting with students, as well as, teaching the FAITH guidelines. Dealing with bullying in a consistent way is very important.

109. DISMISSAL

Preschool pick up at 11:30 a.m.

- Students will be dismissed from the main entrance. Enter parking lot from Colony Blvd. Cars remain in line and exit onto Cochran Road. (i.e. the same pattern as Option 1 for the morning drop-off. See Option 1 on map and in above description)

INFORMATION FOR ALL GRADES:

- Dismissal begins with announcements at 2:48 p.m. After prayer and car numbers are announced, students will begin their departure.

Parents are asked to document the dismissal method for their child's pick up on RenWeb as well as share it with their homeroom teacher (e.g., whether children are walkers, bike riders, Extended Day students, or to be picked up in a carline. Also, if students are to be picked up in a carline, specify which carline, as determined by the youngest child in the car.)

All families will be assigned a dismissal number. Each family will be given a barcode placard and sticker for each authorized person to pick up his/her child. Parents should distribute this card to the authorized drivers, because his/her child will not be dismissed to any vehicle that does not have the family's assigned number displayed. Authorized Drivers are listed on the "transportation form" that should be completed in RenWeb Web forms, under CKS Family Demographics. Permission for authorization is to be documented in RenWeb. Elementary students will have a backpack tag with his or her family number. All students will be dismissed to the gym. They will be arranged by dismissal number. Carpool families will sit together, unless the office is notified of changes.

- Parents should notify the office if the person picking up his/her child is not on the authorized list prior to 2 p.m. that day. A signed note is preferable to a phone call to assure that the child is dismissed to the appropriate person.
- No one will be dismissed from the office after 2:30PM, with the exception of a health or family emergency. If a parent needs to check his/her child(ren) out early from school, we ask that you make arrangements to arrive before 2:30 p.m.
- Please do not park at the front doors of the school after 2:30 p.m., because this will impede the dismissal process.
- If a parent has to enter the school building prior to the end of the dismissal process, he/she is encouraged to utilize the Hehman Hall parking area.

Drivers/Parents are required to remain in or next to their car and should follow the order of dismissal:

1. Carline & Extended Day students
2. Walkers & bike riders (after parking lot is clear)

Afternoon Pick-Up Traffic Pattern

Vehicles will enter the school parking lot from the Colony Blvd. entrance closest to the front doors of the church. Vehicles will form 2 lines leading to the rear of the school. The first 14 vehicles in the line will be merged into a single line along the sidewalk of Hehman Hall side of the gym ending near the cafeteria entrance doors. The vehicles arriving after these will remain in the original 2 lines at the marked cones until it is time to merge. During afternoon announcements, the first sets of carline numbers are called. When the dismissal bell rings, traffic duty staff will assist riders into the first 14 cars. Once all cars are loaded, they will be dismissed to the Providence Road exit closest to Hehman Hall. The next 14 will merge to form the line along the sidewalk and the dismissal process will continue until all vehicles are dismissed.

- Drivers need to stay in their cars during the dismissal process.

- Students will be dismissed to vehicles only. Parents should **not** walk to the gym to pick up a child. If the parent is unable to use carline to pick up his/her child, then he/she must sign out the child in the school office. Walkers and bike riders will be dismissed after the parking lot is clear.
- Have all numbers for families displayed on the passenger side dashboard. All people picking up children need to have the assigned number card.
- Note that all entrances and exits will be closed during the dismissal process with the exception of the entrances and exits noted above.

Remaining students not enrolled in Extended Day should be taken to the office to call their parents. For the safety of our children, all students not picked up by 3:10 p.m. will join our CKS Extended Day Program (EDP). Parents may pick up their children from EDP in the cafeteria. Parents will be billed a drop-in fee of \$15 through Renweb.

Walkers

Student safety is a top priority at CKS, and we support and encourage the experience and necessity of walking to and from school. However, a student should possess the following characteristics in order to be considered a walker:

- A child who is responsible enough to walk independently without a parent.
- A child who can navigate directions in order to walk independently.
- A child who can successfully cross the street without adult supervision.
- A child who can problem-solve issues that might arise on their walk home or thereafter.

In order to ensure the safety of our students, CKS requires any afternoon walkers to have this signed permission slip on file in the office. Walkers are not dismissed until after carline has cleared the front parking lot. After afternoon announcements, students who are walkers report to designated classrooms where they are supervised by faculty/staff, during which time they are to adhere to all expectations set forth by the supervising faculty/staff member, who will follow school policy in reference to disciplinary consequences if/when needed. Once carline has cleared the front parking lot, students are escorted by faculty/staff to the corner of Romany/Cochran where they are released to cross the street independently to continue to their after-school destinations. Students are **NOT** permitted to cross the street until they reach the crosswalk on the corner of Romany/Cochran.

Any student who does **NOT** have a permission slip on file will **NOT** be allowed to walk home. They will be taken to the office to call their parents/guardians. After 3:10, students will join our EDP program where they can be supervised. Parents will be billed a drop-in fee of \$15 through Renweb. A new form **MUST** be signed annually.

Parking illegally on the street causes problems for many of our neighbors and could put parents and their children at risk. It is much safer for parents to go through carline instead of parking on the street.

Note: Parents are asked not to consider Romany Road businesses as after school care centers for their children. If children become a nuisance in local businesses, those store owners may insist that no child enter

unless accompanied by an adult.

110. ELECTRONIC DEVICES

110a. CELL PHONES

- Students may not use cell phones at school. If they must carry them for after-school or safety reasons, they should keep phones locked in the locker during the school day. Any cell phone that rings in class or is seen in class by the teacher will be confiscated and kept until the parent(s) come to the office to claim it.
- Phones may not be used until students leave CKS property or until the dismissal process is complete. Cell phones used during the dismissal process will be confiscated by teachers and brought to the office. Cell phones should not be seen or heard.

110b. STUDENT DEVICES

- iPods, iPads, Kindles and other electronic devices may be used at school when students have been given permission by a faculty member. Devices that contain inappropriate information will be confiscated by teachers and brought to the office.
- Apple watches or other similar devices should serve as a watch only. Other uses that interrupt the instructional day will be dealt with as with any other device.
- See CKS Technology Handbook for policies on school devices.

111. EMERGENCY MANAGEMENT

The school staff is prepared to care for children in times of critical situations. Teachers review comprehensive emergency plans annually and practice with the children periodically throughout the school year. Parents may review these plans at the school office.

Parents are asked to assist in the following ways:

- Please do not call the school. We must keep our phone lines open for emergency calls.
- Following an earthquake, tornado, or other emergency, do not immediately drive to school. Streets and access to the school may be cluttered with debris and must be kept clear for emergency vehicles.
- Listen to the radio or TV. As soon as we can communicate with the media, we will give information and directions. Check RenWeb if Internet service is available. Remember that Internet service may not be available at the school, even if your service is available.
- If school is about to dismiss and severe weather is occurring or about to strike, immediately proceed to safe areas within the building until the storm passes.
- If our campus area is unsafe, teachers will escort students to Apostles Anglican Church.
- Parents should listen to the radio and TV for information about picking up the children. Students will have to be signed out with their child's teacher.

112. ENROLLMENT

Christ the King School (CKS) is a Parish School and accepts a share of the family's responsibility to educate

children. Therefore, Catholic children of families who have siblings already enrolled in the school will be given preference for enrollment. For children who are first in the family to register for admission, preference will be given to those Catholic children whose parents or guardians are **REGISTERED** members of Christ the King Parish (CTK).

Admission to Christ the King School will be considered for those children whose parents or guardians submit an application during the stated enrollment period of the school year immediately preceding the year in which the child desires to enroll. Those applicants will be considered for admission whose educational needs can be met by the programs offered at the school and who parents or guardians agree to support the administrative and academic policies of the school. CKS does not discriminate against students with special needs, if with reasonable accommodations determined solely by Christ the King School. The student must meet the bona fide educational requirements of the school. Students entering Kindergarten must meet State of Kentucky age eligibility requirements, that is, the child must be 5 years of age on or before August 1 of his Kindergarten year. All applicants are subject to review of past conduct, academic performance, and achievement tests.

- A. **All students currently enrolled in CKS in grades Preschool Two Year Olds through Grade Eight** are automatically enrolled for the following year except upon express recommendation of the school administrator. **First preference for preschool is given to children who currently have siblings enrolled in Christ the King School.**
- B. New students will be accepted upon the following priority:
 1. Catholic siblings of currently enrolled students
 2. Children of current parish staff members
 3. CTK parishioners' Catholic children who are new enrollees or re-entering students
 4. Other Catholics
 5. Children of other Faith Traditions

To determine rankings within the priority categories, the school uses a lottery system wherein parents draw a number at registration for their family. This becomes their registration number. The lowest number receives the first available opening. CKS does reserve the right to make exceptions to these priorities for extraordinary reasons.

**CKS does reserve the right to make exceptions to these priorities for extraordinary reasons.*

113. EXTENDED DAY PROGRAM (EDP)

CKS provides regular school day supervision from 7:30 a.m. until 3:00 p.m. School doors open at 7:30 a.m. Students gather in their assigned area until 7:40 a.m. and then report to their respective classrooms. Occasionally, a child may have an early appointment, in which case the teacher will meet the child at the door or will make other individual arrangements.

The school day at CKS ends at 2:48 p.m. after prayer and announcements. The school provides late

supervision until 3:10 p.m. For the safety of our children, all students not picked up by 3:10 p.m. will join our CKS Extended Day Program (EDP). Parents may pick up their children from EDP in the cafeteria (with the exception of the two's). Upon arrival, parents should use the side entrance by the gym for easiest access to the cafeteria. Payment of a one-time \$45.00 registration fee, as well as hourly charges will be expected upon pick up. When Fayette County Public Schools dismiss early for inclement weather, EDP is subject to close. Notification will be sent through email and text message.

Students who remain at school for a later starting activity must be supervised by the moderator of the activity or must be in EDP. Students not registered in EDP will go to the office to call his/her parent for immediate pickup. Students who choose to leave after school may not return to be part of EDP.

Students whose parents are late picking them up after an after-school activity may pick-up their children at the Extended Day room or the office.

Extended Day fees are due and payable within two weeks of delivery of service and are considered delinquent after two weeks of nonpayment. Delinquent fees will result in the suspension of your child's participation in the Extended Day program. Failure to pay Extended Day fees, just as with any other delinquent school fees, will result in holding the student's report card and records, suspension from RenWeb, and the inability to register the child for the upcoming school year.

114. FIELD TRIPS

No student will be allowed to participate in off-campus activities without a signed, official school permission slip. Students must have a diocesan permission slip signed by a parent/guardian before they will be allowed to leave school on a field trip. Students may be denied the privilege of attending a field trip if there is a record of academic or disciplinary infractions. If parents prefer that their child(ren) not attend a field trip, they will be allowed to remain in school. Volunteer drivers must be 25 or older and must provide a driver's license and proof of insurance for each trip and **MUST** be in compliance with all Safe Environment requirements, per Diocesan Policy. **(See Student Safety: Section 134)** Parents may be denied the privilege of driving students on a field trip due to their background check.

Siblings and/or other children are NOT permitted to attend field trips. On most occasions, parents/volunteers are assigned small groups and parental attention is required in order to supervise groups of students.

115. FINANCIAL OBLIGATIONS

115a. TUITION

- Christ the King Parish has made a commitment to Catholic education by subsidizing each Catholic parishioner's tuition. Parents must pay the balance of the cost in tuition and fees.
- An automatic re-enrollment fee of \$300 will be applied for each returning family on March 1st. FACTS draft will occur and be deducted from the total tuition cost.
- There are two ways to pay your tuition, in full or 12 monthly payments. Tuition payments made in full must be made by May 1st of the previous school year. Tuition payments made monthly will be divided into twelve equal payments. The first payment is due by May 5th or May 20th using the FACTS system.
- New families need to register with FACTS. Online registration is available by clicking the FACTS button

on the ADMISSIONS>TUITION page of the CKS website (<http://ctkschool.net/admissions/tuition>).

- If a student is withdrawn before the beginning or completion of a school year, the FACTS account is deactivated upon written notification to the business manager. For families who have paid in full, tuition will be refunded for the remaining months of the school year.
- Refunds will **NOT** be issued for months already paid.

115b. TUITION PAYMENTS & PAST DUE ACCOUNTS

Christ the King School tuition is due on the 5th or the 20th day of each month, beginning in May through April as set up with FACTS during registration. A late fee of \$25/month will be assessed to all accounts on which payment has not been received 10 days after it is due.

At thirty days of delinquency with no contact from the family, a letter, preceded by a phone call, will be sent from the School Business Manager requesting that the family contact the School Business Office within fourteen days of the date of the letter to discuss payment. Continuing the above example:

- September 28 – The family will receive a phone call from the School Business Manager to tell them that a letter from the school is being sent to suggest that a meeting be scheduled.
- October 1 – The family will receive a letter from the School Business Manager.
- October 14 – This date will be the last date for family to contact the School Business Manager to schedule a meeting to discuss payment options. (If the family contacts the Business Office by this date, they will have until November 1 to meet with the Business Manager and finalize payment options. If no contact has been made, the child or children may not be allowed to attend classes.
- November 1 – After the initial contact has been made, this will be the last date for the family to meet with the Business Manager and put a payment plan in place. If a payment plan is not in place, the child or children of that family may not be allowed to attend classes.

It is important to note that a financial plan agreed to by the Business Manager must be approved by the Principal, and the Rector will be the final decision maker in these matters.

Parents with accounts past due 60 days must be brought current (zero past-due balance, which includes late fees) or Christ the King's Rector and/or Principal reserve the right to remove the child/children from the school enrollment. Parents may be asked to remove the child/children from school enrollment. Once a student has been removed from the school's enrollment, a new application must be submitted before the student can be readmitted and the past due accounts must be current.

Families who have an outstanding tuition balance from the previous year may be prevented from enrolling their children for the next school year. Finally, if parents fail to make the first tuition payment by May 1 for the coming school year, the school has the right to fill the child's place in class.

If a family withdraws from the school owing tuition to the school, then the school will hold the children's permanent records and final report card until the payments are made.

115c. SCHOOL YEAR FEES

- At the beginning of the school year, a supply fee will be established by administration. This fee shall cover items such as field trips, school supplies, retreats, and other grade level activities. The fee will be due at the beginning of the school year and is non-refundable.
- The supply fee **MUST** be paid by August 31st or it will be applied toward FACTS tuition withdraw(s).

116. GRIEVANCES (DSBP 3003-3 & Appendix B)

The following procedures have been established by the Diocese to facilitate reconciliation and to maintain unity within each school and within the Diocese as a whole. So far as possible, a grievance should be settled “as close to the problem” as possible. The grievance process should follow the steps below:

1. The first step of every grievance process requires that the aggrieved person (the “petitioner”) and only the petitioner speak directly and privately with the person with whom he/she has the grievance (“the respondent”). The grievance must be made within ten days of the incident.
2. The “petitioner” and “respondent” should make every effort to come to an agreement. In the event that the petitioner decides to continue the grievance, the petitioner shall next speak one step at a time, until the final authority on the local level is reached. Every effort should be made to resolve the problem immediately. No step in the process may take more than 10 working days. The correct order of contact in parishes is:
 - Parent
 - Teacher
 - Principal
 - Pastoral Leadership
3. If all attempts to solve the problems at the parish or local level fail, the petitioner may appeal to the Catholic Schools Office. In order to make an appeal to the Catholic Schools Office, the petitioner must prepare a written petition. The petition shall include:
 - Name, address and telephone number of petitioners
 - Name, address and telephone number of respondent
 - Description of complaint
 - Desired remedy
 - Date letter is sent
 - Signature
4. The Superintendent of Schools shall review the petition and decide whether the issue falls within the jurisdiction of the department. If so, the Superintendent of Schools shall talk with both parties, shall come to a decision, and shall notify the petitioner in writing of the decision within fifteen working days.
5. A decision of the Superintendent of Schools, if the case does not involve termination or non-renewal of contract, may be appealed to the Bishop through the Diocesan Conciliation/Arbitration Process. A decision that does involve termination or non-renewal of contract may be appealed to the Secretary of Pastoral Life. The Secretary shall notify the petitioner in writing of the decision within fifteen working days.

117. HEALTH

It is expected that parents and school personnel will work together for the child’s safety and that parents will

keep the school nurse and Clinic informed of new developments with regard to the child's medical condition and medications. A Student Health Information/Consent to Health Services form should be completed for each student and returned to the school nurse. Please keep the school updated, via RenWeb, with current telephone numbers to reach you at all times in case your child becomes ill or injured.

****If your student has a severe allergy, asthma, diabetes, seizures or other health condition which may require medication or special care during school hours, we recommend you and your healthcare provider complete and sign a Health Care Plan and a Medication Administration Form available from your school nurse.***

117a. ALLERGIES

Parents of children with allergies are expected to make the information known to the School Nurse and to provide information about dealing with the child's allergic reactions. Especially important are the life-threatening allergies such as bee stings, peanut allergies, etc. Appropriate action will be taken to inform teachers, aides, cafeteria personnel, and all other supervisors of the child's needs. Precautions will be taken to protect students with allergies.

117b. MEDICATION

The school secretary, school nurse, and the principal are authorized to administer medication. In the case of severe allergies or other health condition, another person may be authorized to administer medications in an emergency. All medication must be in the original container and must be accompanied by a Medication Administration Form available from the school or a note from a parent or doctor. The note must contain the following information:

- Name of student
- Name of medication, times of administration, and dosages
- Signature of parent, guardian, or doctor

**At the end of the prescribed time, the medication will be returned to the parent or it will be discarded. The school will not return unused medication to children. Over-the-counter remedies may be administered only by parent request.*

**Please see the Preschool Handbook for medication administration for preschool students.*

117c. STUDENT ILLNESS

The main reasons for keeping your student home from school are he/she is too sick to participate comfortably at school or they pose a risk of spreading a contagious disease to other students. The following guidelines will help determine if your child should stay home from school and/or will be sent home from school.

1. **Fever \geq 100 degrees F or 37.7 degrees Celsius:** A student with a fever is to remain at home until the temperature is normal for 24 hours without the use of fever-reducing medications such as ibuprofen or acetaminophen.
2. **Vomiting or Diarrhea:** A student should be free of all nausea and vomiting for 24 hours before returning to school.

3. **Drainage from a wound or eyes; heavy nasal congestion and/or frequent cough:** He/she probably feels miserable and will not learn much, and may be very contagious to others.
4. **Head Lice or Scabies:** Student should stay home until after treatment is complete; NO live lice or nits. Contact the health department or your doctor for treatment. The student must be cleared by the Clinic to return to school.
5. **Unexplained Rash:** Student should stay home with an unexplained rash; a rash that is accompanied by a fever or changes in behavior.
6. **If your child is diagnosed with a contagious illness or other communicable disease, such as, but not limited to strep throat, flu, parasites, ringworm, etc.:** Your child should be taking antibiotics and/or appropriate medication prescribed by his/her Physician for at least 24 hours before your child returns to school. If your student has been diagnosed with a contagious or communicable disease, please contact the clinic so other student's parents and school staff may be alerted of the symptoms. CKS reserves the right to decide upon an appropriate course of action to maintain student health and safety.

In case of persons in the school community with communicable diseases including, but not limited to: tuberculosis, chicken pox, mumps, measles, scarlet fever, whooping cough, norovirus, influenza, and hepatitis, the principal shall contact the local health department for advice. In such cases, the administrator shall dismiss the school or class is advised to do so by the health department. In the case of HIV/AIDS, the Diocesan HIV/AIDS policy shall be followed.

Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school. Any student returning to school after surgery or hospitalization is required to present from their healthcare provider a "Release to Return to School" and instructions for care if necessary during the school day (including PE modifications, the use of crutches and/or other medical devices).

117d. STUDENT HEALTH RECORDS

Christ the King employs a full-time nurse who is responsible for maintaining health records, contacting the parents of sick students, and distributing medicines as prescribed by a physician.

The health records must be completed as required by state law before the child enters school. The requirements include:

- A current Kentucky immunization certificate.
- A physical examination completed within one year prior to or 30 days after student's initial entry to school **and** one prior to entering 6th grade, using forms required by KY Department of Education and available from physicians.
- A Kentucky eye examination completed by a licensed ophthalmologist or optometrist by January 1 of the Kindergarten year.
- A Kentucky dental examination completed by a licensed dentist or dental hygienist by January 1 of the Kindergarten year.

Tuberculosis Requirements:

1. A Tuberculosis skin test or BAMT (Blood Assay for Mycobacterium Tuberculosis) is required to be given to

the student and read prior to enrollment in school if the student has lived outside the U.S.A. or Canada for more than 3 months and has not previously been enrolled in a school in the U.S.A.

2. The Tuberculosis skin test must have been performed and read within three months before the date of enrollment. (Exchange students are screened through IAKSS.)

3. If the Tuberculosis skin test is reactive, **the student must have a chest x-ray and medical examination prior to enrollment.**

117e. IMMUNIZATIONS

Immunization laws and regulations protect everyone. Kentucky has regulations requiring immunizations for children in child care and school. The Cabinet for Health and Family Services (CHFS) administers the Immunization Program in Kentucky schools. These same requirements also provide exemptions from these immunizations for both medical reasons and religious beliefs. A current immunization certificate should be on file at the school within two weeks of the child's enrollment. (702 KAR 1:160, formerly 704 KAR 4:020)

A child whose certificate has exceeded the date for the certificate to be valid shall be recommended to visit the child's medical provider or local health department to receive immunizations required by this administrative regulation. An updated and current certificate shall be provided to the school by a parent or guardian within fourteen (14) days from when the certificate was found to be invalid.

If a parent declines to immunize a child based on religious objections, then the parent must complete a religious declination form that must be notarized. If a parent declines to immunize for medical reasons, they must provide a copy of the Certificate of Immunization Status form noting a medical exemption signed by a healthcare professional.

For more information, including updated forms, please see the Cabinet for Health and Family Services (CHFS) webpage at <https://chfs.ky.gov/agencies/dph/dehp/idb/Pages/immunization.aspx>.

118. HOMEROOM PARENT

Please see homeroom parent packet.

119. HOMEWORK

The purpose of homework is to help students grasp and master the work presented in class. Repetition promotes better understanding and retention. Parents can assist their children by providing a quiet place and a regular study time each day and by making sure assignments are neat, complete, and accurate. Time allotments for various grade levels are not specified because of consideration for individual ability and rate of performance. Parents who are concerned about "too much" or "too little" homework because of their student's skills should contact the child's teacher.

119a. MIDDLE SCHOOL HOMEWORK POLICY

Middle school students who turn in late work will receive less credit when turned in the following school days. Students will lose 10% if the assignment is one (1) day late, 20% if the assignment is two (2) days late, and 30%

if the assignment is three (3) days late. For example, an assignment turned in one day late will start at 90% before graded. After an assignment is three (3) days late, it will be a zero.

**Students who have an accommodation plan may not follow the above late assignment policy. This should be written in the education plan.*

120. INTERRUPTIONS

In order to make full use of instructional time, parents are asked not to interrupt classes during the school day. For example: All medication, even if administered by a parent, must be taken in the school office. Forgotten items, with the exception of lunches, should be brought to the secretary's office where they will be collected before lunch and before dismissal. It is not necessary to bring a forgotten lunch because the cafeteria allows children to charge. However, if parents wish to bring lunch for their child, they should first sign in at the office. They should then place the lunch bag should place it on the milk cooler in the cafeteria. Parents should write the child's name and homeroom on the lunch bag.

Phone calls for students from parents are not permitted during the school day. Messages for students involving after-school information will be delivered and announced in classrooms by 2:45 p.m. each day. The office will email messages by 10:30 a.m. for lunch and 2:30 p.m. for end of school.

121. LEAVING THE PREMISES

Students who must leave school, during the day, should present a note to the classroom teacher. The teacher will forward the note to the school office.

- Adults who pick up children during the day must sign the child out in the office. Children will not be allowed to leave with anyone who is not listed on the child's emergency pickup list on Renweb unless authority is received by direct communication with parents or guardian and approved by the principal.
- Identification may be requested by the office staff when a student is released.
- Students who remain after school for activities may not leave the school premises until the activity is finished. **(See Dismissal, Late Pick Up, and Extended Day Program).**

122. MORNING CARE

Morning care is available from 7:00-7:30 a.m., Monday-Friday, when school is in session for a separate fee. Morning care will not be available when school is closed. On days school has a delayed start time, morning care will be available at 8:00 a.m.

123. NON-CUSTODIAL PARENTS' RIGHTS (DPSB 3004)

All parents and legal guardians have a right to a child's educational information. The only exception to this is when a court order has denied access to a person. Parents who are divorced/never married must file a copy of any custody agreement in the office and are responsible for notifying the school when those agreements change (per court orders). Financial support and educational provisions should be on file in the school office. (DPSB 3004.1)

Unless otherwise decreed in the Agreement of Order, information commonly made available to parents of students (notices of school functions, report cards, parent-teacher conferences, etc.) should be provided to

both parents. (DPSB 3004.2)

The parent responsible for the child's physical care may, with permission of the principal, have access to the child during school hours for such things as doctor or dental appointments. (DPSB3004.3)

124. NUTRITION & CAFETERIA

CKS encourages students to eat nutritious lunches. Students may either bring their lunch from home or purchase lunch in the school cafeteria. A student full lunch is \$3.25. A full lunch consists of milk or juice, meat entrée, vegetable, fruit, and dessert. Free and reduced-priced meals are available to students who qualify. Contact the cafeteria manager for the necessary forms.

- School lunches can be pre-paid by check payable to CKS, RenWeb or through FACTS. All payments should be sent to the business office in a sealed envelope including the student's name, homeroom, and the amount enclosed noted on the front. Please note the money is designated for cafeteria fees.
- A student who forgets a lunch as well as a student who wants to buy just a drink, sandwich, salad, soup, a vegetable or dessert only may charge to a cafeteria lunch account.
- Parents will receive email notification of accounts in arrears. Records will be held for delinquent accounts.
- Outside food items (ex: fast food) may not be brought to school unless it is repackaged in plain wrapping.
- No items brought from home can be reheated in the cafeteria.
- No birthday items for celebration can be brought in for lunch.

124a. PEANUTS

Christ the King School does NOT permit peanut products to be served to students in the building. Snacks brought for classroom distribution should be peanut-free.

125. PARENT/GUARDIAN CODE OF CONDUCT

A parent/guardian's choice to attend Christ the King School includes a commitment to be governed by the school's policies, procedures, rules, and our Catholic values. All parents/guardians, volunteers, visitors, faculty and staff are expected to follow these policies, procedures, and rules in addition to conducting themselves in a respectful, professional manner in all areas involving the school, its students and personnel, and related school business. As a Catholic school, we consider it the responsibility of all adults to conduct themselves in such a manner that they serve as Christian models for our children, following the school's FAITH guidelines. It is through our actions and behavior that our children learn how to conduct themselves. We must all share this responsibility and work together to provide our children with the best training and education possible for them to become strong Christian people.

If issues arise between parents/guardians and faculty and/or staff, they are to be addressed in a timely manner using the Diocesan grievance policy found in the parent/student handbook. (Section 109) (CKS School Board Jan. 8, 2006).

125a. PARENTAL COOPERATION

The Parent/Guardian Code of Conduct was developed to promote a Christian learning environment based on respect for the rights of students, parents, faculty and staff. Students learn best when they are free of interference by others and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support their handling of students. Therefore, parents and students both need to be aware of these rules and their relationship to the rights of other persons in the school.

Christ the King, as a parochial school, expects strong cooperation from parents. Parents who fail to support the school, or follow the Code of Conduct, may be required to withdraw child(ren) from the school. The Principal, in consultation with the Rector, will decide when this sanction is appropriate. (CKS School Board Jan.8, 2006). Parents and guardian responsibilities include, but not limited to:

- Parents are responsible for having their children to school on time each day with their assigned homework and appropriately dressed. **(See Uniform Policy: Section 139)**
- Parents will monitor their children's electronic, internet, social media, etc. usage in an effort to discourage any misuse that could potentially cause interruption to the instructional day. **(See Acceptable Use: Section 137 & Technology Handbook)**
- Parents are responsible for expressing concerns about school operations and its personnel in an appropriate manner; one that is not discourteous, scandalous, rumor driven, disruptive, threatening, hostile, divisive, etc.
- Parents are responsible for speaking respectfully and with kindness and courtesy to other parents in front of students, especially when there is a disagreement.
- Parents are responsible for speaking with the teachers or adults in charge before accepting their child's version of an incident.
- Parents are responsible for discouraging their child's inappropriate behaviors and partnering with faculty and staff to seek solutions and/or consequences. **(See Discipline: Section 108)**
- Parents are responsible for following school rules, calendars, deadlines, etc. and expect that their children do the same even if they disagree with those outlined.
- Parents are responsible for building a bridge of acceptance and understanding among the different cultures represented at Christ the King School and expect their children to do the same.
- Parents are responsible for sending emails that convey courtesy, respect, and integrity. They should allow for a 24 hour response time to email and/or phone calls as teachers are busy during the instructional day preparing and planning lessons, monitoring students, participating in collaboration, posting grades and a multitude of other professional responsibilities.
- Parents are responsible for representing Christ the King School in a positive manner in both public and private forums.
- Parents are responsible for following Diocesan Acceptable Use policies in relation to technology, social media, etc.
- Parents are responsible for maintaining current updated numbers and records in Renweb. (e.g. correct phone numbers, addresses, names of permitted person(s)/authorized adults to pick up their children, medical records, etc.)
- Parents have a responsibility to report to the office and/or CKS Clinic any medical conditions or current medications in writing as these situations change throughout the school year. **(See Health: Section 117)**
- Each family will be responsible for volunteering at least 10 hours a school year. Each volunteer is

responsible for documenting dates and times they volunteer. Volunteers in classrooms or school activities cannot share information with others, concerning another student. Volunteers assume the need for confidentiality just as employees do when volunteering. Volunteers who share information may not be allowed to volunteer for future activities.

- Parents are responsible for filing and maintaining all appropriate Safe Environment documentation including:
 1. Safe Environment Maintenance or completion of “Safe Haven-It’s Up to You” through CMG Connect.
 2. Application and appropriate forms for volunteer services (forms include: application, code of conduct acknowledgment, technology code of conduct, and certification)
 3. Background Check
- Parents are responsible for maintaining financial obligations to the school. **(See Financial Obligations: Section 115)**
- Parents must sign a statement saying they have read and understand the parent handbook, the Diocese of Lexington Code of Conduct and Diocesan Technology Policy in Renweb.

126. PARENTS AND VISITORS

For the safety of our students, all visitors must report to the school office to sign in and receive a visitor's badge. Visitors may be escorted while on school premises. All visitors and parents frequenting the school must have completed the Safe Environment Training and all assigned modules within CMG. At the end of the visit, the visitors should return the badge to the office. Students may not have classroom visitors or guests during regular school hours unless there is advance permission from the teacher and approval from the principal.

Parents who wish to contact faculty members via email will find email addresses in RenWeb or on the school’s website. Phone calls received during the day will be sent to voicemail. Faculty will make every effort to respond to email or voicemail within 24 hours. Please remember that contacts with faculty members should be reasonable in number throughout the year.

127. PICTURES

Occasionally, pictures and videos of students may be taken and/or used for publication in the school yearbook, school and/or parish publications, and in other print/non-print materials. By acknowledging receipt and review of this Handbook, parents grant permission for use of photographs and/or videos depicting their students engaged in school and extracurricular-related endeavors, to be publicly displayed without identifying the information on, but not limited to, the school's website, the TV slideshow in the office, News Notes, the Annual Report, private and public Social Media groups (Facebook, Instagram, Twitter, etc.), and marketing materials.

Additionally, a student's photograph might be used publicly by the school (outside of routine communication within the school community) in recognition of a special achievement by that student, where the student's name will be published along with the photograph. By acknowledging receipt and review of this Handbook,

you similarly grant permission for each publication.

If you wish to opt out of publications regarding photos and videos of your child(ren), you **MUST** notify the Dean of Students to retrieve the opt-out form. This form can **ONLY** be retrieved and returned to the Dean of Students.

128. PROMOTION

Students are promoted on an annual basis. Parents are kept informed of the student's progress through report cards and parent-teacher conferences.

- In grades K-3, students will be promoted if they master the basic course content in reading and math. In addition, the emotional and social development and maturity of a child is an important factor to consider in relation to promotion.
- In grades 4-8, students will be promoted if they have passing grades (70%) in at least four of the major subjects of Religion, Math, English, Reading, Science, and Social Studies.

128a. RETENTION

If a student does not make satisfactory progress, the possibility of retention may be considered. Each case will be considered on its own merits and in consultation with parents. The best possible decision is made for the good of the student, but in the final analysis, the school reserves the right to retain any student who does not achieve a given grade level.

- In grades K-3, the decision to retain a student will be considered only after consulting with the parents, principal, and guidance counselor. Special testing may be obtained before making a final decision.
- In grades 4-8, the decision to retain a student will be considered if they have not achieved a 70% in at least four of the major subjects of Religion, Math, English, Reading, Science, and Social Studies.

**Students who fail any subject must be tutored or attend summer school and present documentation thereof at the beginning of the next school year. CKS may also recommend that students be tutored or attend summer school, even though they have not failed if deemed necessary. The purpose is to improve their skills and ensure success at the next level.*

129. PROPERTY

As an integral part of their education, children are taught to respect all property. Property includes, but not limited to: building and all contents, furniture, books, personal belongings, and parked cars.

- Students who damage property will be required to return it to its original condition.
- Parents will be responsible for the financial payment of their child's damage of school property or property of others.
- In addition, students face the possibility of suspension or expulsion.

**Children should not bring personal valuables to school, especially electronic devices.*

130. RECORDS

Should a child transfer, school records will be sent to the new school from our office after all financial obligations are met. For files to be official, Christ the King School must send them to the new school. A copy of

the items in student files may be available to parents upon request. Christ the King School cannot give the original student file to parents.

131. REPORT CARDS/GRADES, ADVISORS & CONFERENCES

- Report cards are issued three times a year at 12-week intervals. These report cards are available on RenWeb. In addition, grade summaries and detailed homework/test reports can be viewed on RenWeb for grades 1-8.
- Student Advisory is a program that provides representation for all middle school students. Faculty or staff advisors meet with their student advisees once a month on average. Faculty or staff advisors also prepare and assist student advisees for student-led conferences.
- Parents are asked to attend Parent/Teacher Conferences in the fall and the spring. All middle school students are expected to attend and lead a fall conference with their advisor. Other conferences may be requested as needed by teachers or parents. Conferences are an integral part of feedback concerning student progress. Parents should participate in conferences on the days set aside on the calendar. If another time is necessary, a conference will be scheduled at the convenience of the teacher(s).

132. SCHOOL DIRECTORY

Parents' names, addresses, phone numbers, and names of children enrolled are published in a school directory that is made available to all parents, teachers, and school and parish staff on RenWeb.

133. SCHOOL TELEPHONES

School telephones are intended for school business or emergency. Students may only use the telephone in the office. The phone cannot be used to arrange after school activities or to call parents to bring things to school.

134. STUDENT SAFETY

All parents, grandparents or other adults (18 or older) who volunteer in the classroom, chaperone field trips, assist with Oktoberfest and/or FAITH 1st, read in the classroom, have lunch with their child, or perform any other in-class/school volunteer work must be in compliance with Safe Environment requirements, per Diocesan Policy, and complete all necessary requirements through CMG (Catholic Mutual Group). All volunteers need to provide CKS with all documentation and proof of training. (DSPB 4004.6.1)

CMG Volunteer Instructions:

- 1) Follow the link to the **Diocesan Website** at <https://cdlex.org/>
- 2) From the homepage, follow the **SAFE ENVIRONMENT** tab. Once inside the safe environment portal, please choose **VOLUNTEER PROCESSING** where you will find the application (both in English and Spanish).
- 3) Volunteers **must** fill out an application and present to the school office.

- 4) The volunteer will need to register with **Catholic Mutual Group (CMG)**. A link to CMG can be found inside the safe environment portal, on the Diocesan homepage, **OR** by following this link: <https://lexington.cmgconnect.org>
 - a. Please ensure you choose the correct responses from the dropdown menu when registering:
 - **SCHOOL: LEXINGTON/CHRIST THE KING - LEXINGTON**
 - **Choose Role - Volunteer**
 - **Choose I Participate As - Volunteer**
 - b. Upon registration, you will be required to complete the following:
 - Complete **ALL** assigned modules
 - Background check (**\$19 will be charged to the family's RenWeb account**)
 - Driving video is *voluntary*, but encouraged
- 5) Once the process is complete, the sponsoring location will be notified of the applicant's eligibility to volunteer. (**Please allow 2-4 weeks for completion**)

****If you are NOT in compliance, per Diocesan Policy, you will NOT be allowed to volunteer/visit until all necessary requirements are complete.***

In case of a threat of violence all school personnel shall follow the procedures as outlined in the diocesan Emergency Management Guide Workbook for School Safety, which is available from the principal.

In case of sexual misconduct all school personnel shall follow the diocesan decree, Code of Pastoral Conduct. Laws regarding the reporting of child abuse shall be observed.

135. SUPERVISION

The school is responsible for supervising students between 7:30 a.m. and 3:00 p.m. The school is not responsible for students who arrive early or are picked up after 3:10 P.M unless enrolled in our Extended Day program or morning care. After 3:10, students may be picked up from the Extended Day Program. On occasion, the school operates on a one-hour delay which means that the supervision of students begins at 8:30 a.m. (**See Section: Early Arrival, Late Pick Up, Extended Day**).

136. SUCCESS & RAISING THE BAR

Christ the King School *Success – Academic Support Services* includes numerous programs that provide our students with additional academic support. The *Success Services* is overseen by the Success Director. The goals of the Success Department are implemented by the Success Team.

Success – Academic Support Services Goals:

- A. Provide a variety of services to support teacher instruction and student learning.
- B. Create and oversee the implementation of student accommodation plans.
- C. Communicate with parents and coordinate with outside professionals who serve Christ the King School students.

D. Provide necessary professional development to faculty and staff to advance *Success Services*.

I. *Success – Academic Support Services Positions:*

- A. Success Director / Lead Instructional Specialist
- B. Reading Specialist
- C. Instructional Specialist

II. *Success – Academic Support Services Programs:*

- A. Learning Strategies
- B. Raising the Bar
- C. Raising the Bar After School
- D. Small Group Reading Instruction
- E. Speech and Language, Physical and Occupational Therapies (APT)
- F. ACE (Academic Curricular Enrichment) Gifted Program
- G. Minds In Motion Program
- H. Title I Program

136a. STUDENT SUPPORT PLANS

Student support plans can be written when a formal evaluation documenting a disability, with an educational impact, is provided by the parents. The plan is written by the Lead Instructional Specialist with the assistance of faculty and staff along with parent input. A student's support plan is shared with the student's parents for approval and support. Teachers are then required to implement all student support plans to the best of their ability. Support plans will be reviewed on an annual basis and can be modified as needed.

137. TECHNOLOGY ACCEPTABLE USE

137a. General Conduct (All Grades)

- Students must have permission from a teacher to use any CKS computer.
- A student in the area of a school issued device will use no food, drink, or materials that can damage computer components.
- Students are free to use the programs installed on CKS technology, but they are not permitted to tamper with system settings. This includes, but is not limited to, system preferences, screensavers, backgrounds, language support, and registry entries. To intentionally modify any of these settings for the expressed purpose of rendering the machine unusable may be considered an act of vandalism.
- Students must respect the property of others by leaving all equipment as it is found. Students may not harm, misuse, or destroy any hardware or software.
- No software will be introduced to any CKS computer without the written permission of the IT Coordinator. Proof of license will be required before permission is granted. Both license agreement and software will remain in possession of the IT Coordinator until it is uninstalled.
- Students may access the Christ the King School RenWeb or website from home to find out information concerning the school. Attempts from outside the school to purposefully disrupt this web page, either by changing its content or by denying service to others will not be tolerated. Given appropriate circumstances, this activity may be considered an act of vandalism.

- Any attempts to obtain data from (that is, “break into”) the school’s servers from computers either inside or outside the school’s network will not be tolerated. Given appropriate circumstances, this activity may be considered an act of attempted theft. Students may not use another person’s ID or password. Likewise, each student is ultimately responsible for how his or her own ID is used. Sharing of passwords is strictly prohibited. Uses of any ID by a student other than the one expressly assigned to him/her may result in disciplinary action, regardless of whether any damage occurs from that use.
- Students may not attempt to circumvent any security measures in place on either the CKS Data Network or on any host, network, or account found on the Internet. Attempting to obtain passwords, both by guessing or through the use of “hacking” programs may be considered an act of attempted theft and be dealt with accordingly. Students may not attempt to access data not intended for their use on either the CKS Data Network or on any server or host found on the Internet. This includes logging onto servers or accounts the student is not expressly authorized to access. Such activity may be considered “hacking” and an act of attempted theft.
- Students may not attempt to disrupt service (commonly referred to as “denial of service attacks”) to the CKS Data Network or to any user, host, or network found over the Internet. This includes, but is not limited to, “flooding” of networks with broadcasts, attempts to “crash” a host, or “spamming” of mail or e-commerce services with unwanted messages. Students may not use any kind of means to intentionally interfere with a user’s session either on the CKS Data Network or on the Internet.
- Students who violate system or network security may in the process incur criminal or civil liability. Christ the King School will cooperate fully with law enforcement authorities in the investigation of suspected criminal Internet activity originating from the CKS Data Network.
- No student should attempt to test the security of the CKS Data Network. Unauthorized security testing will be considered “hacking” and be dealt with accordingly.
- All data traffic, data files, and Internet site activity on the CKS Data Network is logged and monitored. Students should be aware that their activities may be watched at any time without notification. They will be held accountable for any actions they perform, regardless of whether damage to the CKS Data Network results from that activity.
- CKS, while providing reasonable supervision and electronic filtering, cannot be responsible for inaccurate or objectionable materials which users may access. Students stumbling upon such material should notify a teacher or the IT Coordinator immediately. The IT Coordinator logs and monitors students’ Internet use. Students who deliberately or repeatedly go to inappropriate sites will be denied Internet access. Access will be restored after conference with parents and the promise of the student to cease and desist. A second episode will result in permanent access denial.
- No student will engage in any online gaming or purchasing should Internet sites promoting these activities evade the CKS Internet filters. CKS will NOT be responsible for any financial obligations accumulated by any student violating this policy.
- Information found on the Internet is generally copyrighted and rights of the owners must be respected. Any information used must be properly cited to give credit to the author or it will be considered an act of plagiarism or copyright infringement.
- No student using the CKS Data Network may publish or disseminate through any means information that is defamatory, inaccurate, abusive, obscene, profane, racially or gender offensive, unethical, or illegal.
- No student using the CKS Data Network is permitted to conduct business transactions (including personal, private, political, or illegal) online.

137b. Technology Handbook

- Students and parents must read and complete the Technology Pledge before a student can receive a device.
- All policies and regulations included in the handbook apply to all devices use at CKS.

137c. Online Subscriptions

- Parents give their consent for their children to us online subscriptions for educational purposes. For example, IXL, Edmodo, Google Classroom, Pearson etc.

138. TOYS AND PETS

Students may not bring toys or pets to school without permission from the classroom teacher or principal. Any such item brought to school without permission may be confiscated by a teacher or the principal and held until a parent picks it up.

139. UNIFORMS

Modest and appropriate clothing supports the learning environment. Uniform dress eliminates competition, streamlines early-morning decisions about clothing, and is economical. CKS uniforms are available from Shannens. School-approved sweatshirts and fleece pullovers are available through Shannens. All uniform items without the CKS logos may be purchased at the store of the family's choice.

- Monthly spirit days will be announced. On those days students may wear any CKS T-shirt or CKS team jersey with CKS sweatpants, athletic shorts, or with uniform pants, shorts, skorts, or skirts.

GIRLS' UNIFORM PREK-8:

Bottoms:

- Grades PreK -5 may wear a CKS plaid jumper or CKS plaid skort
- Grades 6-8 may wear CKS navy skort
- Grades PreK-8 may wear CKS slacks or CKS shorts
- CKS shorts/ slacks **MUST** be worn with a navy, brown, needlepoint or black belt worn in belt loops at the waist.

Tops (PreK-8th):

- CKS blouse (short or long sleeved) worn tucked in
- CKS white or red knit polo shirt (short or long sleeved) worn tucked in
- CKS sweater or CKS sweater vest
- CKS grey sweatshirt or fleece

Undergarments:

- Navy/white/nude tights, navy/white knee socks, or plain white ankle length socks.
- **Leggings may be worn in grades PreK-3rd as undergarments ONLY** (under uniform skort or uniform jumper). They **MUST** be NAVY in color and they **MUST** be ankle length. Navy leggings may be purchased at Shaheens.

Shoes:

Shoes must cover the entire foot (e.g dress or tennis shoes). Sandals, slip-ons and clogs are **not** allowed.

- PE Day attire:
 - Tennis shoes must be worn on PE days with CKS uniform

BOYS' UNIFORM PREK-8:

Bottoms:

- CKS slacks or CKS shorts—must be worn with a navy, brown, needlepoint or black belt worn in belt loops at the waist

Tops:

- CKS oxford cloth shirt (short or long sleeved) worn tucked in
- CKS white or red knit polo shirt (short or long sleeved) worn tucked in
- CKS sweater or CKS sweater vest
- CKS grey sweatshirt or fleece

Undergarments:

- Plain white ankle length socks
- CKS socks

Shoes:

Shoes must cover the entire foot (e.g dress or tennis shoes). Sandals, slip-ons and clogs are **not** allowed.

- PE Day attire:
 - Tennis shoes must be worn on PE days with CKS uniform

Hair & Makeup:

Hair must be neat, clean and out of the eyes. It must be of natural color with no colored streaks or dips allowed. In addition, hair may **NOT** be cut or styled as to interrupt the educational environment, nor contain feathers or weaved threading. Any makeup must be light and look natural. Personal appearance cannot distract from the educational setting of the school.

139a. UNIFORM POLICY

- There will be a standard length for all shorts, skorts and jumpers. Teachers will use a 3X5 index card to verify 3" length.
- All teachers will follow the same procedure to check for uniform length in shorts and skorts. Students will bend knee to a 90 degree angle and 3" side of the index card will be placed on knee crease. Anything shorter than 3" above the knee will be considered a uniform violation.
- Undershirts must be ALL white.
- Students in grades 5-8 must wear their Student ID badge for the entire school day.
- Middle school students may wear their house shirts each Thursday. For Spirit Days, students may wear CKS t-shirts/clothing.
- Shoes must cover the entire foot. Sandals, slip-ons and clogs are not allowed.
- Students must wear belts.

- Socks must be visible above the shoe.
- Shirts must be tucked in all the way for belt to be completely visible.
- Sweaters and sweatshirts worn in school must have CKS logo. **Hooded sweatshirts will not be allowed inside the school building on uniform days.**
- Sweatshirts, jackets, or coats worn outside may be of any style and color, but only such items that otherwise comply with this Uniform Policy may be worn indoors.

139b. IMPLEMENTATION OF UNIFORM POLICY

Uniform policy (outlined above) must be followed inside the school building during school hours. Homeroom or first period teachers will check for uniform violations on a daily basis after morning announcements and throughout the day.

**Non-uniform passes may be used on Mondays only. Uniform code will apply to non-uniform dress. Shorts/jumpers/skort length must be 3" above the knee (as defined above).*

139c. CONSEQUENCES OF FAILURE TO COMPLY

Elementary

- **First offense:** Uniform violation will be issued.
- **Second offense:** Student will go to the office and a parent will be contacted. Uniform violation will be corrected immediately. If parent is unable to bring the item to school, the student may be able to borrow a uniform item from school clinic.
- **Third offense:** Pink slip

Middle School

- **First offense:** Uniform violation will be issued to the student.
- **Second offense:** Uniform violation will be issued to the student.
- **Third offense:** Pink slip

139d. NON-UNIFORMS DAYS

When non-uniform days are awarded as an incentive or reward, students are expected to be modestly dressed. No midriff or torso skin should be visible. No spaghetti or narrow strapped tops for girls, no t-shirts containing references to alcohol, drugs, rock groups, crime, or any offensive sayings are allowed. All skirts, dresses, shoes and shorts must follow the uniform code above. Leggings are not to be worn as pants. Leggings are undergarments and should be worn as such, if at all, on non-uniform days only or as instructed by the Dean of Students.

Sweatshirts with hoods, "hoodies" are acceptable for students to wear on non-uniform days IF no strings are on the hood portion. Hoods MUST remain off the head at all times when indoors, and clothing may not contain references to alcohol, drugs, rock groups, crime, or any offensive sayings or graphics. Teachers and

administration are at liberty to ask students to remove a hooded sweatshirt if it is in any way interruptive to the learning environment.

The principal reserves the right to decide what is appropriate.

140. RIGHT TO AMEND

CKS reserves the right to amend this handbook at any time. Minor changes may occur throughout the school year. Parents are required to submit an electronic signature, through RenWeb, annually.