



K-8 Handbook
Christ the King School
2024-2025

Philosophy

The distinct purpose of Christ The King School is to create a Christian educational community where students, teachers, and parents/guardians, in a spirit of love, share knowledge and life experiences, enlightened and enlivened by faith.

The staff of Christ the King School focuses on the individual needs of our children by helping them to know themselves, their human family. And their faith. Since education is the formation of the whole child, our school places proper emphasis upon spiritual, intellectual, cultural, social, and physical values, as appropriate for children of different ages and developmental needs.

While Christ the King School emphasizes personal responsibility for learning, we accommodate the individual learning style of each child. We provide co-curricular experiences to support opportunities for successful learning. To develop mature Catholic citizens, dedicated to their family, Church, and world, we provide opportunities for students to help plan and participate in many school-related events, including liturgies, art and science fairs, prayer services, fund-raisers, mission programs, and field days.

Christ the King School advocates the role of parent/guardian as the primary educators of their children. Because parent/guardian support and guidance are essential for a child's success in our school, we seek to support parent/guardians in their role as primary educators by encouraging consistent involvement in our schools educational, spiritual, and social activities. The children witnessing our community of parents/guardians, both devoted to and involved in their child's Catholic education is an integral part of Christ the King School.

Located in the geographical center of University City, Christ the King School both reflects and values the ethnic and economic diversity of our community. Daily living and learning with children and teachers of diverse backgrounds exhibit Christ's global message. We are a parish-based school and rely on the parish community for support. Our school's commitment to sustaining a diverse student body involves welcoming children of other faiths to share in our educational mission. For this mission to succeed, we expect those who join our school community to participate in the school's programs, both academic and religious, and abide by all policies and regulations.

Christ the King School operates in a fiscally responsible manner to provide an excellent and affordable education. We challenge the creative imaginations, critical minds, and compassionate hearts of our students with the pursuit of wisdom in the vision and values of Jesus Christ.

This Parent/Guardian/Student Handbook contains established policies and procedures for the 2023-2024 School Year at Christ the King Catholic School. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parent/guardians and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Admissions

General Policy

Christ the King School follows the policies of the Archdiocese of St. Louis. The faculty and staff of Christ the King are committed to meeting the needs of children who truly benefit from the education provided by the school. If the school cannot meet the needs of a child, the school will make recommendations to assist families in placing the child in the best educational environment. The final decision concerning admission of a student to Christ the King School is handled by the Principal in consultation with the Pastor of Christ the King Church. Nothing contained in this policy shall preclude a recommendation by the Principal or Pastor that a student enroll elsewhere in the event of special needs or circumstances. Christ the King reserves the right to test incoming students to ensure that our learning environment is the best fit.

As a condition to admission to Christ the King School, all financial accounts must be current prior to registration for the next year. Parents/guardians of children enrolled in the school shall fully abide by the regulations and spirit of the school, cooperation with the teachers and administration in the development of the child(ren). Each parent/guardian shall agree to abide by the policies, procedures and financial obligations as outlined in the School Handbook.

Parents/guardians of Christ the King students are expected to participate in school sponsored programs.

Kindergarten Admission

Children entering kindergarten must be five years of age prior to August 1st. In addition, children entering kindergarten must take a screening test, such as Scholastic or DIAL-IV, to be administered by Christ The King faculty. Children who meet the age requirement for kindergarten, but who are found lacking in developmental readiness or maturity, may not be admitted or may be conditionally admitted. In such cases, the school is willing to recommend readiness activities for further development of the child.

Policy of Non-Discrimination

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these

schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admissions policies, scholarshi[s, athletic and other school administered programs. (*Archdiocesan Policy #4101*)

Requirements for Admission

Catholic schools are unique expressions of the Church’s effort to achieve the purposes of Catholic education among the young. Academic excellence and a disciplined formation will always be the desired goals of the Catholic school. Central to the school, however, is the understanding of the Catholic tradition and growth in faith. Parents/ guardians wishing to enroll their child(ren) in a Catholic school must understand and agree to the purposes of Catholic schools.

Admission to a Catholic elementary school is contingent upon:

1. The family’s desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school. (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school). Evidence of any family’s desire to be a part of this school includes:
 - a. Support of the concepts upheld in the Witness Statement
 - b. Agreement to follow the policies and procedures of the school;
 - c. Willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual and academic development of their children.
2. The child’s fulfillment of the age requirements listed below;
 - a. Kindergarten: Students must be 5 by August 1.
 - b. For admission to first grade, the child is to be six years of age by August 1.
3. The school’s ability to meet the students’ educational needs
4. The parents and/or guardians willingness to accept the financial responsibilities of attending the school.

(Archdiocesan Policy #4102.1)

Priority for Admission to Christ the King School

Children will be accepted into Christ the King School in the following order of preference. A child's priority shall be determined based on his or her status as of January 10th each year.

1. Current enrollees of Christ the King School
2. Sibling(s) of presently enrolled students of Christ the King School
3. Children of parishioners of Christ the King and St. Rita parishes
4. Children currently enrolled in Christ the King's Preschool
5. Catholic children from parishes other than those listed in line (3) above
6. Non -Catholic children whose families hold values consistent with Catholic/Christian education, upon approval of the Pastor and Principal

Admissions of Home-Schooled Students

Prior to accepting a student who has been home schooled the parent/ guardians must provide evidence that the student has been receiving regular instruction by providing the following records as required by state law:

- A. a plan book, diary, or other written record indicating subjects taught and activities engaged in;
- B. a portfolio of samples of the student's academic work;
- C. a record of evaluation of the student's academic progress;
- D. other written or credible evidence to the points listed.
- E. evidence of offering at least 1000 hours of instruction annually as required by science, constant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home location
- F. provide evidence of religious education and sacramental preparation that have been provided, along with parish records of preparation in first sacraments, if applicable.

The student's placement shall be determined by the review of the above records and student work samples. If records are not sufficient to determine placement, the student will be given appropriate end of grade assessments. (*Archdiocesan Policy #4102.62*)

Admission of Students from Other Countries

Schools of the Archdiocese may enroll or allow the attendance of foreign-born non-immigrant students, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Students must contact the Catholic Education Office before making an admission decision and must follow designated procedures.

Foreign-born persons of age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of the U.S. immigration laws.

(*Archdiocesan Policy #4102.63*)

Admission & Application Process

The principal, according to admissions policies established by the pastor and the Board of Education, will register students to the school according to norms set by the Board of Education, the Archdiocesan Board of Education, and accepted educational procedures. To register a child for Christ the King School parent/guardian(s), must provide the following documents that are listed on page 8. Upon completion of the registration process, a student will be notified of his or her acceptance into Christ the King School, all families who are new to Christ the King School shall make a deposit of \$200. This deposit shall be non-refundable, absent extraordinary circumstances, and shall be applied to tuition for the family in the following school year.

Admission of Students under Special Circumstances

All new children admitted to the school shall be subject to a one year provisional period to determine if the school can satisfy the individual needs of the students and if the student complies with the school's rules and procedures.

Should an incoming Catholic student have no prior formal Catholic formation, he/she must make arrangements for religious instruction so as to receive the sacraments of the Church

Admissions of Students on a Conditional Basis

If a student is accepted on a conditional basis, following a thorough review of the student's previous school records and all records relating to the student's special needs, if any, the school will communicate the conditions of acceptance in writing.

(Archdiocesan Policy #4102.61)

Transferring from another Catholic School

A student transferring from one Catholic school in the Archdiocese to another for reasons other than geographical relocation may be accepted after the parish/school in which the parent/guardians wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. The parent/guardians are responsible for obtaining the permission of the pastor. In addition, the requirements for admission would apply at any transfer point.

(Archdiocesan Policy #4102.2)

Transferring from a Merged/Consolidated Catholic School

Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school. If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated school, the parent/guardians may register only after receiving permission from the pastor of the current parish. (*Archdiocesan Policy #4102.3*)

Transferring from a Non-Catholic School

A student transferring from a public or private school may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. Normally the family would apply to the school sponsored by the parish in which the family resides. In addition, the requirements for admission would apply at any transfer point. (*Archdiocesan Policy #4102.4*)

Transferring from a School District under Court Ordered Desegregation Plan

Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Catholic schools. (*Archdiocesan Policy #4102.5*)

Enrollment & Re-Enrollment Schedule

From mid-January through the beginning of February each year, the following students may apply for admission to Christ the King School:

- a. Students currently enrolled at Christ the King School who will be returning;
- b. Prospective students who will be new to Christ the King School and who have siblings currently attending Christ the King School;
- c. Students who will be new to Christ the King School and who do not have siblings currently attending Christ the King School, but whose parent/guardian(s) are registered parishioners of Christ the King or St. Rita parishes; and
- d. Students who are currently enrolled in Christ the King Preschool and who will be eligible to enter kindergarten the following school year.

Enrollment will take place in the middle of January. The start of enrollment usually begins the Tuesday after Martin Luther King Day. Current Christ the King families will be alerted via email that enrollment is now open for the next school year. Enrollment is done only at Facts Family Portal.

The enrollment process includes:

1. Visit www.ckstl.com. Go to the Apply tab. Apply to Christ the King by filling out the information on Facts Family Portal.
2. After your application has been accepted, send the record from your student's current school to Christ the King.

3. Once you have applied and sent the records, Christ the King will accept your application and you may begin enrollment.
4. You will need:
 - Provision of a birth certificate for each child;
 - Provision of a baptismal certificate for each child;
 - Verification of the dates of other sacramental celebrations;
 - In cases where the parent/guardians of the students are divorced, provisions of a copy of the portion of the dissolution decree which verifies the custody arrangement relating to the child(ren) enrolled in the school (*Archdiocesan Policy #4103*);
 - For transfer students; provision of report cards, standardized test scores and other education records from all previous schools;
 - For new students and those entering grade three (3) and six (6); provision, prior to the first day of school, of proof of a physical examination within the previous 12 months) and up-to-date immunization records; and
 - Provision of a copy of the child's social security card.

After Care

Christ the King Catholic School offers an optional after school child care program for currently enrolled students. The program is sponsored, staffed, and administered by the school. The purpose of the program is to assist families by providing a safe and caring place for our children until they can be taken home. The program consists of time for study and homework and supervised play time. A snack is served each day.

Registration forms are available in the school office or may be downloaded from the school's website: www.ckstl.com. Registration fee for after care is \$5 per child and is due at the start of the school year. Or whatever time your situation demands the need. The cost is \$12 per child per day, \$18 if 2 children per family, \$24 for 3 or more. You will be billed on FACTS at the end of each month. After school care is available from 3-6 p.m. after care is held in the School's cafeteria on the school's lower level. *If a parent arrives after 6 PM, the late charge is an additional \$5 a minute.*

After care is a school-sponsored program and school rules are to be followed while attending after care. A child who consistently fails to follow teacher directives while in the After Care Program risks being permanently dismissed from the program. In a situation where the adult picking up the child appears incapable of driving and/or caring for the child, the child will not be released to them. Staff will contact other authorized persons to pick up the child. There will be no child care available when school is not in session on a given day.

(Appendix 1: Tuition and Fees)

The form to sign your student(s) up for after care is located on the Family Portal under Resource Documents.

All students that are not picked up by 3:15 will be sent to After Care. Parents should pick their child up from the cafeteria after 3:15. The parent/guardian will be charged the daily after care amount.

The Missouri Division of Social Services has approved the program.

Arrival & Dismissal Procedures

Arrival

Students may arrive as early as 7:15 AM to attend Before Care. Students who arrive in their homeroom after the 8:00 AM start bell will be marked tardy.

Car Riders: All car riders should pull into the front of the lot on Balson and drop their student off at the front door. If you or your student need more time to exit the car, please pull straight up to the fence towards the Church and take care of any needs.

Parents who would like to accompany their children to the front (Balson) entrance or watch their child walk into the building should park on Purdue or Dartmouth and walk your children to the front (Balson) entrance to stand in line with their class.

Do not park in the back (Dartmouth) parking lot. Children who walk and ride bikes to school use that parking lot. Having multiple cars coming in and out of the Dartmouth parking lot creates a hazard for students who walk or ride their bikes.

Balson is a very busy street at arrival and dismissal. Please be aware of your surroundings and process slowly in and out of the parking lot.

Bike Riders: Children who ride their bicycles to school should walk their bikes across school grounds and lock their bikes to the rack located on the front school parking lot or lock bikes on to the railing between the Rectory and the School. The school accepts no responsibility for missing bicycles or bicycle parts or property left with bicycles. Riding double on a bicycle is not permitted. Bicyclists will be dismissed from the front exit. Bicyclists are to walk their bikes on school property when arriving and leaving from school. All bike riders are strongly encouraged to wear a bicycle helmet.

Walkers: Children who walk to school must walk to the front doors of school on Balson to enter.

You are responsible for making sure that any person dropping off your children at CKS is fully aware of and has agreed to follow the procedures set forth above.

Dismissal

Dismissal is at 3:00 PM. The safety of our children on their way to and from school is of great concern to us. In a situation where the adult picking up the child appears incapable of driving and/or caring for the child, the child will not be released to them. Staff will contact other authorized persons to pick up the child. The following procedures are in place to protect the children and to create an efficient and consistent drop-off and pick-up procedure.

Car Riders: All students being driven home will be dismissed from the Balson Avenue doors only and must be picked up on the Balson Avenue parking lot. Children are not permitted to walk to cars parked on Balson, even when accompanied by a parent/guardian who is parked on the street. Only walkers are to dismiss to Dartmouth. All car riders should be picked up on our Balson lot for the safety of our students. Disregarding this procedure is an infraction that our students are aware of and confuses them with a mixed message between home and school.

At the end of the school day. Drivers picking up their children should pull into the parking lot and form six lanes of traffic, the first lane being closest to the front doors. This is a first come, first served system. If the first lane is full, please start a new lane parallel to the first lane. All vehicles' engines are to be turned off when parked. All vehicles left unattended by driver shall be turned off when parked.

Starting at 2:55, the students will be called by each row. Please have your last name displayed on your windshield. Cars will be dismissed starting with the first lane closest to the doors. If you arrive after the names of each row have been written down, please pull up to the fence towards the Church. If you do not have your child yet, please pull up to the fence between school and church. This allows for the rest of the dismissal to continue safely.

Safety patrol members (8th Grade Leaders) write down names at dismissal & direct the traffic. All drivers should follow their requests and directives to ensure the safety of the children. Please treat them as if it is your child on duty.

Please note: There are times that your child is taking longer to pack up to come down the stairs. They may be talking with a teacher, using the restroom, or checking the lost and found. Please do not assume that your child has not been called. Instead, pull up the fence between the front lot and the Church lawn and someone will be down to ensure that your child has been called.

You are responsible for making sure that any person picking up your child from Christ the King Catholic School is fully aware of and has agreed to follow the dismissal procedures set out above.

Bike Riders: When the 3:00 bell rings, bicyclists will be dismissed from the Dartmouth doors. They should walk their bikes along school sidewalks. Again, all bike riders are strongly encouraged to wear a bicycle helmet.

Walkers: Students who walk home will be dismissed from their classrooms at 3:00. They will exit from the back doors on Dartmouth. Walkers are to appear at this exit immediately following school.

Early Dismissal/ 11:45 Dismissal

During the 2023-2024 school year, there are three school days that will remain 11:45 dismissal.

Tuesday, August 15, 2023 *

Friday, September 1, 2023

Friday, November 3, 2023

Wednesday, December 20, 2023*

Friday, Field Day in May 2024 - date is TBD

***NO after care AVAILABLE**

Late Start/ 9:30 Start

On the first Tuesday of most months, school does not start until 9:30. This allows for teachers to meet once a month. On these days, students can arrive at 7:15 and attend before care until they are dismissed to their classrooms at 9:15. Like after care, students can work on homework, play with the provided toys, read, and chat with friends. No food is provided. All students need to be in their classrooms at 9:25.

Late Start Tuesdays for 2023-2024

Tuesday, September 5, 2023

Tuesday, November 7, 2023

Monday, November 27, 2023

Tuesday, April 2, 2024

General Policy

Students are not permitted to leave the school during class or at any time without permission from the principal. Parents who need to pick up their students early must email the teacher(s), Ms. Jordan, & Ms. McCarthy. Parents/guardians must pick up their child in the school office and sign them out. Students returning to the school on the same day need to verbally check in with the main office before returning to class. Students may only be released to a parent/guardian or guardian to a person indicated on their emergency form. No parent should respond to a text or phone call from a student to pick him/her up. It is against school policy for phones to be used without permission. This is not permitted at Christ the King School. When a parent follows through it sends mixed messages to your students about school safety and proper protocol. Do not encourage this behavior.

If a child becomes ill or injured at school the school secretary or principal will notify you or your emergency contact if parent/guardian/guardian cannot be reached. Emergency information needs to be current and accurate. It is imperative that we have this information on the first day.

Attendance

Absences

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, an email or written note should be sent to the school in advance by a parent/guardian/ guardian stating the time, length, and reason for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. (*Archdiocesan Policy #4201*)

When your child is absent because of illness or for another reason, a parent/ guardian is expected to call the office between 8:00 and 9:00 a.m. After morning attendance records are checked, and your child is on the absence list without a telephone call, Ms. Jordan will call to verify your child's absence. If your child is absent for more than one day you must call the office each day of the prolonged absence.

Release from School

A student is [remitted to leave the school premises for illness only after the parent/guardian has been contacted. Records containing the names of persons to contact if a parent/guardian cannot be reached are to be on file with the school. Parents/guardians are responsible for providing transportation for the students to leave. (*Archdiocesan Policy #4203.1*)

The school administration has the responsibility to send home any student who shows signs of carrying a communicable disease. The students may be readmitted upon written verification from a qualified health professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

If a student has been absent due to a contagious disease, a doctor's written release must be presented on returning to school. The release must state that they are also free of illness and may return to school. A student will not be admitted to class without this written release.

Christ the King School reserves the right to review any student's individual performance at any time and determine if the student and the school can continue to benefit from the student's attendance.

General Attendance

It is impossible for satisfactory learning to take place if a student is not present on a regular basis in the classroom. Recognizing the importance of daily attendance, a very good reason must exist anytime a student is absent.

Traveling with family or special events is encouraged. **Christ the King teachers are not expected to provide work in advance for students who miss school for this reason.**

Parents/Guardians are to inform the teacher(s), Ms. Jordan, and Ms. McCarthy if there is a trip planned during the school year. Please do not ask for work sent home ahead of time for the time you will be traveling. When a student has a planned absence, a teacher may provide work similar to the in person assignments that will be manageable on a vacation. This is a teacher's choice, it is not required.

Students are encouraged to take part in educational opportunities outside of school. Please inform the teacher(s), Ms. Jordan, and Ms. McCarthy if this applies to your student. Students who participate in events such as "Take Your Child to Work Day" and "High School Visitation Day" will be marked absent.

Tardiness

Chronic tardiness has a detrimental effect on the student, the class, and the teacher. It is important that each student arrives at school by the 7:45 a.m. entry bell. Any student who is not in their classroom by 7:50 a.m. will be marked tardy.

If inclement weather is causing a number of families a late start, the school principal will make the call as for a later tardy time, and express this time to all teachers. This happens most often when cars are lined up to get into the front lot for drop-off. If a student arrives at school after 10:00 a.m. they will be marked a half-day absent.

Truancy

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Truancy is a serious offense. Consequences will include a conference with parent/guardian and probationary status will be established. Repeated truancies could result in dismissal from the school. (*Archdiocesan Policy #4201.1*)

Dual Enrollment

Dual Enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics service. (*Archdiocesan Policy #4204*)

Birthdays & Celebrations

Student Birthdays

Students' birthdays are recognized at Christ the King School either on the school day prior to their birthday if on the school day prior to their birthday if on a day not in school, on the child's birthday, or his/her half-birthday if their birthday is in the summer months when school is not in session. The student is invited to dress-out uniform on his/her birthday, alerting all in the school to his/her birthday, and a happy birthday wish will be mentioned in our morning announcements.

The student will receive a dress down coupon on or near their ½ birthday/birthday to use during the school year on a day that they choose.

Parents are welcome to eat lunch with their child on the day of their birthday. Please sign in at the main office before going to the cafeteria or classroom to meet your student.

Students should not bring a treat to share with his/her classmates on his/her birthday/half-birthday. This includes any food or drink or small gift. We appreciate that our parents/guardians honor this policy in all cases.

Party Invitations + Gifts

Invitations or gifts handed out at school must include the entire class or all girls/boys. No student is allowed to bring in Christmas gifts for just some of the students.

Bullying & Harassment

Bullying

Bullying is a repeated aggressive behavior where one person (or group of people) in a position of power deliberately intimidates, abuses, or coerces an individual with the intention to hurt that person physically or emotionally. Acts of bullying can be physical or verbal. Many young people can be unkind to each other during adolescence as they refine social skills and grow into adults. **While these interactions are unpleasant, there is a clear line between conflict and bullying.**

Incidents of bullying must include all 3 of these characteristics:

1. Intentional- the behavior was aggressive and deliberate attempt to hurt another person
2. Repeated- these aggressive actions occur repeatedly over time to the same person or group of people
3. Power imbalance- the person bullying has more physical or social power than the child or children being bullied.

When a behavior includes all 3 of the above characteristics, it is critical that your student(s) inform a teacher, our school counselor, Ms. McCarthy, and/or any other adult in the building. Speaking up for oneself is difficult, but it is a necessary skill to be practiced now so it is mastered as an adult. Bullying is unacceptable at Christ the King Catholic School, and bullying types of behaviors will be addressed by teachers and administration.

Harassment

Christ the King expressly prohibits any form of harassment of students or staff based on their race, religion, color, gender, national origin, ancestry, handicap or disability. Christ the King prohibits such harassment of students or staff, whether that harassment comes from students, Christ the King employees, or third parties. A student or employee who harasses any student or staff member is the subject to discipline, up to and including expulsion or termination (as appropriate).

Christ the King will not tolerate harassment from anyone that results in a pattern of intimidating and threatening behavior, which creates a hostile or offensive academic and social environment. (also see Bullying) Harassment is defined as any unwanted and unwelcome behavior that interferes with one's performance or creates an intimidating, hostile, or offensive environment.

Harassment includes conduct that is verbal, physical or visual.

Catholic Schools shall maintain a learning environment that is free from all forms of harassment. No student or staff member in the school shall be subjected to any type of harassment. Catholic schools' forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentially will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment appropriate disciplinary action, up to and including suspension and withdrawal for cause will be taken. (Archdiocesan Policy #4303.7)

Communications or depictions through e-mail, text message or web site postings, weather they occur on the school computer network or through private communications, which: (1) are mof any sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community, or (3) in the principal's discretion, cause harm to the school or the school community (collectively referred to as "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdraw for cause. Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (Archdiocesan Policy #4303.4)

Conferences

Parent/Teacher conferences are held two times each school year. All parents/guardians are strongly encouraged to attend these conferences. The 2023-2024 Conferences will be held:

1. August 10 & 11 from 9:00am-4:00pm
2. November 2 from 3:30-7:30 & November 3 from 12:30-3:00

All parents will sign up via the Sign Up Genius link.

- Kindergarten and Grade 1 teachers will hold conferences with parents/guardians, although report cards are not issued until the second quarter.
- Parents/Guardians/Teachers' Conferences may be held at any time of the school year at request of either parent/guardian or teacher.
- A link to sign up for conferences will be sent out by the beginning of October. Parents are welcome to request a conference with a teacher when needed.

Cafeteria and Lunch Program

There are five (5) microwaves available in the cafeteria for students to use. All students need to share with one another to ensure food is heated. Please teach your child how to use a microwave & how to read directions on their food.

Please note: When more than a few students bring microwavable Ramen and Mac n Cheese, it monopolizes the microwaves.

Hot Lunch Prices

The cost of a hot lunch depends on the grade level.

PK: \$3.50

K-2: \$4.50

3-8: \$5.50

Cell Phone Policy For Students

Cell phones are not allowed to be used during the school day.

Apple Watches are not allowed at CKS.

If either of these devices are brought to school they must be in the child's backpack and on silent.

If a cell phone or other electronic device is found in the student's possession, outside of the **permitted time**, the **phone will be kept in the office**. The consequences will be for the student to bring the cell phone to Ms. McCarthy's office each morning and pick it up each afternoon until otherwise.

Chromebooks & Student Technology Agreements

Technology in schools has become an integral part of learning over the last decade or so. It is critical that our students understand that their devices are tools that are to be used for academics. Christ the King provides a Chromebook for each student to add to the learning process. Any inappropriate use or care of the Chromebook will result in loss of privileges for the student. CKS students & parents are required to sign and abide by the technology agreement.

All students enrolled in KDG through 8th grade are assigned a Chromebook to use for academic purposes. Chromebooks are stored in the classroom Chromebook cart.

All of our Chromebooks are managed through GoGuardian. GoGuardian is a software that helps schools easily manage their devices, better understand their students, and keep them safer online.

All Christ the King provided Chromebooks are managed by the school domain. This means that they can *only* log on to their computer with their provided email address with the domain @ctks.net

All student activity is monitored by GoGuardian software. Any inappropriate activity in a Chromebook can be subject to inspection by Christ the King administration at any time.

Students may not plagiarize the work of others and must give credit to all sources used, whether quoted or summarized.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.

Consequences

If a student fails to timely and fully comply with all terms of this Student Technology Device Use Agreement, including timely return of an assigned technology device, the following consequences may result:

First Offense. The student will receive a written warning and/or receive a one-week suspension from technology device privileges, depending on the circumstances and severity of the violation.

The student's parent or guardian will be notified.

Second Offense. The student will receive a two-week suspension from technology device privileges to be determined by Ms. McCarthy based on the circumstances and severity of the violation.

The student's parent or guardian will be notified.

Third Offense. The student will be suspended from technology device privileges for a period of time to be determined by Ms. McCarthy based on the circumstances and severity of the violation.

The student's parent or guardian will be notified.

Please note that consequences may not necessarily be followed in order, and the progressive consequences are not required depending on the circumstances and/or severity of any particular violation of this policy. Students who fail to abide by the guidelines and requirements of this Student Technology Device Use Agreement are also subject to disciplinary consequences under the Student Code of Conduct.

Should a school computer be damaged due to excessive neglect on the student's behalf, the family account on Facts will be charged the amount to fix or replace the Chromebook.

Change of Address & Phone Numbers

A change of address, telephone numbers, or emergency telephone numbers should be changed on your Facts Family Portal. This is necessary for emergency situations as well as updating school records.

Class Size

At Christ the King School, class sizes are limited to 30 students in grades KDG-8th. Should class size exceed 20 students in Kindergarten, and 25 students in 1st or 2nd grade, a part-time Teacher's Aide will be employed to work alongside the classroom teacher.

Should enrollment exceed the class size of 30 in any grade, the Principal and Pastor will engage members of the Board of Education and the Financial Board to evaluate the situation as to policy, the feasibility of opening a second classroom, creating a waiting list, etc.

Calendar & Communication

A calendar of school events is posted via Google Calendar. [Follow this link to subscribe.](#) The school newsletter, CTK Today, is sent via email as an attachment. It is written for each month of the school year. It is very much encouraged that parents read the newsletter so there is no information that is unknown. It is recommended that parents/guardians encourage students to check backpacks daily for additional information that may come home throughout the week from individual teachers.

Communication from Home to School

We ask that you honor the “hierarchy” of good communication while at Christ the King School. Address questions and concerns concerning your child with the appropriate teacher. If further assistance is needed, address the school principal, but only after addressing the teacher. If still further assistance is necessary, address the pastor, but only after addressing the teacher and the principal. For all faculty & staff at Christ the King, please allow at least 24 weekday hours for a reply.

Always make an appointment to have your questions or concerns with the teacher, principal, or pastor addressed. Your questions and concerns are important enough to allow for adequate time together.

Emails required from Home

The following circumstances require an email to the school office (Ms. McCarthy, Ms. Jordan, and the Learning Consultant) along with any teachers that need to be informed of the information.

- To be excused from a given class, such as PE
- When a student is not in full uniform
- Appointments that will take place during the school day
- Absences and/or tardies

Contacting Students

Parents/guardians are not to disturb students or class during school hours. Any times clearly marked with the student's name or a message may be delivered to the school office. The time will be given to the student as soon as possible.

Students will not be allowed to accept telephone calls unless there is an emergency. Messages may be left for the school staff to relay to a student. A message for students without a cell phone should be delivered prior to 2:40 p.m. to ensure that the child will receive the message at dismissal. All transportation arrangements and other messages should be made known to your child prior to arriving at school if possible. Students with a cell phone are allowed to check messages from 7:45-8 (9:15-9:30 on Late Start Days) & 2:45-3:00 each day.

Custody

School administration should be informed of custody arrangements affecting their students. Documentation of this must be provided to administration.

Non-Custodial Parent/Guardian

This school abides by the provisions of the Buckley Administration with respect to the rights of non-custodial parents/guardians. In the absence of a court order to the contrary, a school will provide the non-custodial parent/guardian with access to the child. If there is a court order specifying there is to be no information furnished, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order.

Discipline & Consequences

**As of June 2023 this part of the handbook is not complete. There will be policies added after teachers and administration create the discipline policy for the 2023-2024 school year. What is written below applies to the 2023-2024 school year.*

General Policy

Excellence in education requires a variety of disciplines. Parents/guardians choose Christ the King Catholic School knowing that the education we offer is built upon the teachings of Jesus Christ. In our dealings with students, parents/guardians, and faculty members, the dominant virtue binding us together is that we are called to care for and respect one another.

As educators of the critical responsibilities is to hold students accountable for their choices here at school. All humans have and will make choices that do not reflect what they value or what they know. As our children grow through Catholic education, we seek to develop the values which build in each child a responsibility for the choices they make. In order for Christ the King students to make wise choices as they grow, it is our job to build strong relationships with all students. We strive to teach self-discipline along with respect for self and others. We seek to help children understand the consequences of their actions. We strive to reflect with the students on their choices so they make different ones in the future. It is asked that parents work with the teachers and the school to allow Christ the King to provide this type of learning outside of the family home.

Overall, the goal of Christ the King's discipline policy is to ensure that our students are held accountable for their choices and receive consequences that help them not make the same choice again.

Note from Ms. McCarthy

I value each and everyone of your children. I work to create strong relationships with each student. Not all visits to the principal's office are for a disciplinary reason. It is the goal of mine to create a safe environment where students feel loved, respected, and valued.

Parents/Guardians will be contacted when there is a concern that the home needs to know about. As the adults in your child's life, it is critical that we work to be on the same "team" with clear expectations and similar values. When you hear of a situation from your student(s), please do not spend time assuming. Students can fill in the blanks of a situation that are simply untrue- not maliciously. I do not (and cannot) share all the details and consequences to the entire classroom just so they are in the know.

Instead, parents need to reach out to me via email or phone, if needed.

There is 'one size fits all;' for consequences at Christ the King. There are circumstances that are not seen from the outside looking in that need to remain private for the integrity of the student and/or their family. It is inappropriate for a parent to demand to know the consequences a student has received from Christ the King. Students are developing humans that will make foolish mistakes time and time again. It is not another parent's job to critique how the school handles a situation.

Cheating & Plagiarism

Academic honesty and personal integrity are fundamental components of a student's education and character development. Christ the King School expects students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. The well-being of the entire school depends on the student accepting responsibility for personal conduct.

Plagiarism is not tolerated at Christ the King Catholic School. Plagiarism includes (but is not limited to) the following:

- Using someone else's words or ideas without proper citation
- Copying someone else's work and calling it your own
- Copying and citing a work that is longer than a paragraph (print out online resources)

Drug, Alcohol, Substance Use and Child Abuse

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and other hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved. (*Archdiocesan Policy #4303.2*)

Tobacco

As educational institutions dedicated to the promotion of the growth and wellbeing of every aspect of a student's life, Christ the King School prohibits tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, Christ the King School declares itself a smoke free environment.

It is important that parents/guardians and other adults be examples to our students of responsible behavior. Alcoholic beverages shall not be served or distributed at events sponsored by Christ the King Catholic School, the Home and School Committee, the Athletic Committee or the School Board when students are present.

Adults are to refrain from tobacco use in these same venues when students are present.

Child Abuse

Christ the King Catholic School is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. Christ the King Catholic School is also committed to complying with legal requirements for reporting child abuse to the Division of Family Services.

For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means by those responsible for the child's care, custody and control, or from persons who are agents or employees of Christ the King Catholic School. All employees, volunteers, religious and priests working in the school and/or parish are expected to support this policy.

Emergency Situations

General Guidelines

Should an emergency or disaster ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. We have a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperations is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at the school or moved to a safer location, until they are picked up by an identified, responsible adult. If the situation outside of the school is not deemed to be dangerous, students may not be released.
3. Please be sure to consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school if necessary.
 - He/she is known to your child
 - He/she is both aware and able to assume the responsibility.
4. Turn your radios on for emergency announcements. If students are to be temporarily kept at school, local media will be notified.
5. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents/guardians and persons designated by parents/guardians. During an extreme emergency, students will be released at designated reunion gates located on the school's campus. Please instruct your students to remain at school until you or a designee arrives.

Please discuss these matters with your immediate family. Planning ahead will alleviate concern during emergencies.

General Responsibilities

Students should familiarize themselves with the following emergency procedures and exits through the school campus. Students should be prepared to assess situations quickly and use common sense in determining a course of action. All students should be able to execute Facility Evacuation, Severe Weather Shelter, and Emergency Lockdown safety procedures.

Facility Evacuation

Facility evacuations are executed when a fire or some other emergency situation exists in a building and an orderly exit from the building is the safest course of action.

Our teachers are familiar with the exit routes and assembly areas for their classrooms. Upon learning of the need to evacuate the building, specific information may be communicated by intercom.

Students are to execute the following procedures:

- Listen and obey the instructions of your teacher.
- Remain calm and in line.
- Walk quickly without pushing or running.
- Process to designated gathering area for your class.
- No talking is allowed

Special Notes:

- Never assume that the sounding of an alarm is a false alarm.
- If you are outdoors, stay outdoors until given directions from school personnel. You will be directed to the designated gathering area.
- If in the school hallway or restroom, then proceed to the nearest safe exit and you will be directed to the designated gathering area.
- After you have evacuated to a safe area, the entire school has been safely evacuated, but you are not in your normal designated gathering area, you may be instructed to report to your normal designated evacuation area.

Conditions calling for Reverse Evacuation would be in the case of potential danger in the area outside of the school building. The children outside of the school building are called to re-enter the school building calmly and quietly to a designated area dependent on the potential danger.

Severe Weather Shelter

Severe weather shelter procedures are executed when a severe weather warning is issued for the area. Upon the issuance of a warning, an announcement will be made informing everyone to move to a shelter location.

Teachers are familiar with severe weather shelter procedures and the special steps that may be required. Students are to execute the following procedures:

- Listen and obey the instructions of your teacher.
- Depending on the emergency situation and your location, you may be instructed to move to a shelter location.
- If relocation is required, walk quickly without pushing or running to the designated gathering area for your class.
- Move away from windows or other line of sight.
- No talking is allowed.
- Remain calm.

Special Notes

- If you are not in a classroom, and are outdoors immediately re-enter the facility and request assistance in locating a shelter location.
- If in a hallway or restroom, enter the nearest occupied location.

Emergency Lockdown

Emergency lockdown safety procedures are executed when there is danger outside, on, or near campus grounds, or if there is a danger in the school hallways. An intercom announcement will inform everyone, through an emergency code the teachers understand, of the need to execute an emergency lockdown and specific information will be communicated by intercom as it becomes available.

Some emergency lockdowns will require the closing and locking of doors and having persons clear out of open areas that cannot be secured; such as cafeteria or hallways.

Emergency situations that are due to an exterior threat may still allow for free movement within the school building.

Our teachers are familiar and trained in ALICE* (Alert, Lockdown, Inform, Counter and Evacuate): with emergency lockdown procedures and the special steps that may be required. Students are to execute the following procedures:

- Listen and obey the instructions of your teacher
- Depending on the emergency situation and your location, you may be instructed to move to another area.
- If relocation is required, walk quickly without pushing or running to the designated area for your class.
- Move away from windows and other lines of sight.
- No talking is allowed.
- Remain calm.

Special Notes

- Never assume the call for a lockdown is a drill and not an emergency
- If you are not in a classroom, and are outdoors, do not enter the facility unless specifically instructed to do so by a teacher or school staff person.
- If in a hallway or restroom, seek safety in the nearest classroom with the door closed behind you, and remain away from **windows and other lines of sight.**

Student Accidents

All student accidents, injuries or illness on school/parish property during educational activities shall be reported to the school administrator or a properly designated authority as soon as possible. It will be the responsibility of the staff member to whom the student was assigned at the time of the accident to report the accident/injury to the school office.

When faced with the decision whether to report an accident to the school administrator the staff member should consider anything unusual. For example, any bleeding, swelling, dizziness, acute pain should indicate that a serious injury may have occurred and the students should be brought to the office or emergency help should be called to the scene. A written account of the student office visits **or any health-related issue that is necessary to address will be recorded.**

The school office will make every effort to contact the parent/guardian for information or instructions concerning health-related incidents of a serious nature. If the parent/guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge should arrange for the student to be taken to a doctor or hospital for medical treatment.

School personnel will not administer medication to an injured student unless he/she is acting under a direct order from a parent/guardian or physician.

Weapons Prohibition

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Christ the King is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. (*Archdiocesan Policy #6202.1*)

Extra-Curricular & Afterschool Activities

All extra-curricular activities (outside of school) must be approved by the principal. These activities must have an evident educational purpose. A member of the faculty or a qualified/responsible adult acts as a moderator of the activity and is present at all times during the activity.

Parents/guardian/guardians permission must be obtained for a student to participate in extracurricular activities (*Archdiocesan Policy #5202.10*)

Christ the King School encourages its students to complement their classroom education through a variety of extracurricular activities. Whether sports, scouting, or drama, participation will help them become better students, citizens and friends.

Activities Offered 2023-2024

Art Club (Imagine Art Academy)
 Band (takes place during school day)
 Brickz for Kids - LEGO Club
 CKS Children's Choir
 Girls on the Run
 Little Pediatrician School
 Little Sports Medicine School
 Little Vet School
 Mad Science
 Scouting
 CYC Sports

*Activities vary from year to year

The teacher/director of each event will communicate to students involved, the days and times of meeting.

Parent Volunteers are needed to have the following activities reinstated at Christ the King:

Equations Math Club
 Robotics
 Chess Club

Grading, Report Cards, & Testing

Grading Scale

A+ = 97-100

A = 93-96

B+ = 90-92

B = 85-89

C+ = 82-84

C = 78-81

D = 74-77

D+ = 70-73

F = 69 and below

Report Card

Report Cards are issued at the end of each grading period to inform students and parents/guardians of progress. Report Cards are to be retrieved by our CKS families through FACTS Family Portal. The final report card of the school year will be mailed as well as posted on FACTS Family Portal. The academic year is divided into four quarters. The report card includes a summary of academic achievement, conduct, effort, punctuality and attendance of the student for each grading period. **Kindergarten and Grade 1 children receive their first report card in the second quarter.** The school will withhold reports of students progress if financial obligations of the parent/guardians have not been fulfilled.

Grade Calculation:

The quarter grade is the average of homework, classwork, classroom observations, participation, projects, presentations, quizzes, and test grades. Information on interpretation of grades, method of calculating grades and method of weighting grades can be supplied by each teacher.

Cumulative exams are given at the end of the semesters to students in our middle school or upper grades; grades six, seven, and eight. Semester evaluations are given to determine the effectiveness of the learning process, and to assess student achievement, but to also assist the elementary age students in preparing for and taking cumulative exams prior to the high school experience.

Final grades, an average of the four quarters for all subjects are transcribed onto the student's permanent transcript.

Standardized Testing:

An Archdiocesan-wide, standardized achievement test is given to students in grades their through eighth grade in the Fall of each school year. The Children are given the Iowa Assessment (IA). The test measures reading, writing, language, math, social studies, and science. Standardized testing is scheduled for September 19 - September 23 for the 2023-2024 school year.

Health Policies

Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists or following doctor's recommendation.

Please do not send your child to school with a fever. A student needs to be fever free without the use of fever-reducing medicine for 24 hours before returning to school. A student needs to be free of vomiting and diarrhea for 24 hours after the last incident before returning to school. A parent/guardian will be called when a child has a fever of over 100 degrees and the student will be sent home.

It is prudent that all students follow the guidelines below to ensure a healthy atmosphere at school. Respiratory etiquette should be followed:

- Wash your hands often with soap and water for 20 seconds.
- Cover your mouth when coughing or sneezing; try not to touch your eyes, nose, or mouth, and stay away from people who are sick.
- Students should not share food at school.

Students are to participate in the PE classes, however, a student may be excused from physical participation in PE with a parent/guardian's or doctor's note. For extended periods of non-participation (more than one week), a doctor's excuse is required. This note should be copied and sent to the homeroom teacher and the PE teacher ASAP.

Since infections can be transmitted by blood and body fluids, our routine procedure for handling blood or body fluids (urine, stool, vomit) is outlined below:

- Good hand washing after exposure to blood or body fluids should be observed.
- Soiled surfaces should be promptly cleaned with a disinfectant (1-part household bleach to 10 parts of water is acceptable).
- Disposable towels or tissues are used whenever possible.
- Soiled disposable materials are discarded in plastic bags.
- Mops are rinsed in disinfectant after cleaning the floor.

Please report to the school office if your child is ill with a virus. We need to have this information so as to safeguard all in our school family.

Communicable Diseases

Christ the King Catholic School follows the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

The following indicated the rules for school attendance for the particular diseases:

Chicken Pox	Exclusion for seven days after rash appears
Measles	Exclusion during “cold” symptoms until seven days after rash appears
Strep Throat	Exclusion for seven days or until clinical recovery, whichever is longer; provided, however, the children may return to school 24 hours after antibiotic treatment is begun if treatment is continued for 10 days.
Whooping Cough	Must be excluded from school three weeks from onset of the paroxysmal cough
Rubella	Exclusion for five days after rash appears (German Measles)
Impetigo	Must be excluded from school until sores are completely healed- is very important that sores are <i>completely</i> healed
Head Lice	Exclusion until effective insecticide of scalp, skin, and clothing. Student will be examined by office personnel upon return to school.
Conjunctivitis	Exclusion until diagnosis confirmed and effective treatment has begun

Health Record

1. All students new to Christ the King School, and students entering Kindergarten, 3rd and 6th grade, must have on file by the first day of school, of the current year, a completed written health exam by a physician, current within the past 12 months. Any child not in compliance with the health exam will be asked to remain at home until this exam is administered.
2. Immunization records must be current and on file with the school.
3. It is the parent/guardian’s responsibility to inform the school of any physical abnormalities, i.e. birth defects, allergies, epilepsy, diabetes, etc.

Immunizations

All students must be in compliance with Missouri state law regulations concerning immunizations. State health regulations dictate that students cannot attend school unless they are properly immunized and can provide satisfactory evidence of the immunization against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and hepatitis B. Varicella is required for kindergarteners and first graders.

Parents/guardians are required to provide documentation of the month, day and year of vaccine administration. Any child who is not in compliance by the first day of school of the current school year may be asked to remain at home until he/she has the proper immunizations. Immunizations are provided by County Health Departments if the parent/guardians so desire.

Home and School Association

Each family will pay a \$150 annual fee at registration to cover activities sponsored by the Home & School Association such as (but not limited to) buses for field trips, Grandparents/Special Guest Day, Field Day, Catholic Schools' Week, and Black History Month. This activity fee is paid directly to Christ the King Home & School Association. (Appendix 1: Tuition and Fees)

Homework

Homework is defined as any written, reading, or study task assigned by a teacher. Assignments, both daily and long range, will be suited to the grade level and geared to individual need ability.

General Considerations

If a child consistently states that they have no homework, or has completed it at school, please check with the teacher. Children often do not consider assignments to be homework unless it is to be written. Important study and research assignments are often neglected.

Written homework is not usually assigned to be completed over the weekend, however, there are situations where this is necessary, such as long-term assignments with due dates fast approaching.

Parent/Guardian Involvement

In cooperation with the school, parents/guardians should emphasize the importance of meeting homework responsibilities. Parent/guardians can also be of invaluable assistance by:

- Setting aside a suitable time and place for the child to do homework in a quiet, well-lighted area free from the distractions of television, radio, telephone, and other noises is recommended for most children.
- Showing a willingness to listen to any oral or memorization assignment.
- Reviewing -not doing- the assignment with your child, checking for comprehension, completeness, and neatness
- It is highly recommended that all students spend some time reading silently or orally each evening.
- Daily Review Strengthens Memory. Spending even 5 minutes reviewing, reciting, re-reading, re-teaching what was covered in class that day is most beneficial to understanding, application and retention.

Beginning in 3rd grade, students should complete most of their assigned homework with little to not assistance from home. If parent involvement becomes a chronic habit in your household, please contact the homeroom teacher.

Parents should NEVER be completing any part of the homework for their students. This includes: writing the assignment, typing the assignment, emailing the teacher for help, etc. These enabling behaviors only stunt the growth of your student(s).

Homework Assignments While Absent

In the event of planned absences, the student is held accountable for all assignments that are missed. It is the responsibility of the student to find out what has been missed and to make up the work. Students are accountable for missed classwork (such as notes given, handouts distributed, missed quizzes and tests) as well as missed homework. It is important that the student touch base with his/her teacher(s) as to missed work, and not expect that a “homework buddy” is responsible for all that was missed.

Students are given one school day for each school day they were out sick to complete missed work, unless other arrangements have been made between teacher/parent/guardian and student.

All materials and assignments that wish to be picked up by a parent/guardian, must be done by 3:30 each day.

Inclement Weather & School Cancellation

If it is necessary to cancel school for the day, the school closure will be on Fox 2 News Snow Watch, Channel 4 Warn Snow Alert, Channel 5 Storm Watch. An all school email will be sent by a CKS administrator. You can also follow Christ the King School on Facebook and Instagram for school cancellations. Please do not phone the rectory or school to find out if school has been canceled. Your cooperation in this matter will be greatly appreciated.

Instruction KDG-8th / Speciality Classes

*see Christ the King Preschool Handbook for information regarding the PK program

Kindergarten Program

Kindergarten is an all-day program 5 days a week. The self-contained class approach provides the students with the security and stability needed in their new educational adventure.

Primary Program (Grades 1-5)

Christ the King Catholic School has an academic program which stresses the basic skills and the individual talents and gifts of each student. The Primary classes are taught according to a child's individual rate of progress. Our desire is that each person achieve their fullest potential.

Departmental Program (Grades 6-8)

Students receive instruction from specialized subject-area teachers in the departmental program. The subject areas are Religion, Language Arts/English, Reading/Literature, Mathematics, Social Studies, Science, Art, Music, Technology, and Physical Education.

Art

The children from Kindergarten through eighth grade participate in art classes. All students in KDG-8th grade attend art class once a week for 45-60 minutes.

Technology

The children from Kindergarten through eighth grade participate in technology classes. Grades Kindergarten-Grade 8 attend Computer twice a week.

Music

~~The children from Kindergarten through eighth grade participate in general music classes. Kindergarten and Grade 1 attend once a week for 45 minutes. Grades 2, 3, and 4 attend music for 30 minutes twice a week, Grades 6-8 attend music twice a week for 45 minutes.~~

Physical Education

The children from Kindergarten through 8th grade participate in physical education classes twice a week. Kindergarten-Grade 4 attend PE twice a week for 30 minute classes. Grades 5-8 attend twice a week for 45 minute classes. Children are required to wear the Christ the King PE uniform when participating. See Uniform section for more info. A child can be excused from PE with a current doctor's note sent to the PE teacher.

Liturgy & Sacraments

Most weeks the all school liturgy is Fridays @ 8:15. Any change in this weekly schedule is noted in the in school calendar on Google calendar. Schedule is set so as to celebrate important feast days with our students.

Students in Grades 4-8 are encouraged to participate in the Mass as lector, bearer of gifts, and in Grs. 3-8, as cantor or in children's choir. Students in Grade 5-8 may train and participate as servers. Parents/Guardians are encouraged to attend liturgical services.

Sacramental Program

The students in Grade 2 will be prepared to receive the Sacraments of Reconciliation and Holy Eucharist. Reconciliation is scheduled for Thursday, November 9 @ 6:30pm. The date for First Communion is April 12, 2024 @ 11am. Currently, Confirmation is administered every other year for students in Grade 7 & 8. The next sacrament of Confirmation will be in 2025. Parents/guardians will be asked to assist in preparing their children for the sacraments.

Instructional Use of Copyrighted Materials

Christ the King School adheres to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet web sites and resources. No unauthorized copies of copyrighted materials in any form are made or used on equipment owned by or borrowed or leased from a school. No school staff, students or others use any form or unauthorized copies of copyright materials is allowed for specific instructional purposes within the limits of the "fair use" limitations. (*Archdiocesan Policy #5202.6*)

Lost and Found

In order to return lost items to their rightful owners, parents/guardians should inscribe their child's names in their belongings. Lost articles will be kept for approximately one month at the entry into the school's Cafeteria, after which time they will be given to local organizations or kept in the school for future families.

Media and the School

Members of the media should be on school property only as invited guests, and are not allowed to interview or photograph students without approval of administration and verification that the student's parent/guardian has signed the Permission Form for Students Involved in Media/Marketing Materials.

In the event that media should contact the school, access would be provided if appropriate and denied when not in the school or students best interest. School administration would delegate in consultation with the Director of Community Relations at the Catholic Education Office as to any statements shared with the media.

Medication and Medical Conditions

Administration of Medication

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place: (required forms available on website: www.ctksstl.com).

- The direct order/consent of a licensed physician, incensed physician’s assistant or nurse practitioner signed and properly filed with the school. (the current prescription may be faxed or mailed to the school.)
- Written consent of parent/guardian for school personnel to administer the medication.
- The medication in the original container.
- Proper training of personnel on medication administration.

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the only exception being inhalers. It is recommended by Archdiocesan nursing staff that all inhalers should remain in the school office, to be readily available to a student throughout the day, i.e., Recess and PE. Therefore, it is recommended that an inhaler remain at school, and one remain in the home. A trained staff member must be assigned to administer the medication. Proper documentation must be kept on every dose given.

Students are not to have medicinal cough drops at school without Parent Consent for Medication Administration to their child form- AS NEEDED Form on CKS Website. If a student brings NON-medicinal throat lozenges to school, he/she is given them to his/her teacher for administration as needed.

Only physicians, physician’s assistants and nurse practitioners have prescriptive rights. A parent/guardian cannot prescribe a medication for the school to administer to their child, even non-prescriptive; nor may the parent/guardian authorize changes in the medication administration. Non-medicinal personnel cannot administer medication without proper training by a registered nurse. (*Archdiocesan Policy #4401.4*)

Students with Significant Medical Conditions

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

Parent/Guardian Meetings

While enrolled in Christ the King Catholic School, many meetings will be presented throughout the school year to inform and support the parents/guardians of our students. Some of these include New Parent/Guardian Orientation, Back to School Night, Eighth Grade Parent/Guardian Meeting, Sacramental Meetings, and Home and School Sponsored Meetings. Attendance at these meetings is very beneficial to our school parents/guardians.

Parents/Guardians receive information concerning the required meeting, as well as reminders through Christ the King School Newsletter and email. The purpose of the required Parent/Guardian Support Meetings is to assist our parents/guardians in raising children throughout these milestone ages. This opportunity is meant to empower parents/guardians, teachers and administrators to best serve the needs of our children, and to enhance a collaborative effort in our support of their social, emotional, and academic concerns.

Photographs & Media Release

A class picture is taken of each of our students by a professional photographer with Interstate Studios each Fall. The school uses the photographs for the school's yearbook and for a composite photo of the entire student body which hangs in the main school hallway. A pricing package is sent home prior to picture day. Parents/guardians may choose whether or not to purchase photographs.

Playground & Recess

The following rules and regulations have been put in place to protect the- safety of the school children.

Safe

- If the ball goes outside the playground, students are to report it to the teacher on duty. The teacher on duty will determine the best way to retrieve the ball.
- Students are to line up promptly at the main doors when the bell rings or the teacher on duty signals the end of recess. Students are to wait outside the doors quietly until the teacher on duty escorts them out the building to the cafeteria or classroom.

Positive

- Safe & happy hands are required when playing any game at recess.
- Students will use thoughtful words when solving a conflict.

Respectful

- Children must treat all others and all playground equipment respectfully during their play.
- The faculty supervises the playground. Children must respect the judgment of the teacher on duty.

Active Learner

- No cell phones or other electronic devices are allowed on the playground during school hours.
- A doctor's note is required if a child is to remain inside during a recess period.

Political Activities in the School Setting

Catholic schools are important settings for communicating the Church teachings on civic responsibility and social issues. Catholic schools should educate students about the moral principles involved in key political issues and develop their abilities to analyze organizations. We do not participate in any physical activity on behalf of or in opposition of any particular candidate for office or any specific political party.

Privacy Policy

Christ the King understands that students, parents/guardians, faculty and staff have access to technology which enables them to record, both visually and audibly, students of the school and members of the school faculty and staff. Parents/guardians, students, faculty and staff shall exercise restraint, discretion and good judgment in the photographing, videotaping or other record of any student, faculty or staff member of Christ the King.

Out of respect for the students, faculty and staff of Christ the King, students, parents/guardians, faculty and staff are prohibited from publicly posting any videos, photographs or audio recordings which depict any student or member of the faculty or staff unless Christ the King School and individual(s) to be depicted have given express, written permission allowing such publication, This includes, but is not limited to, posting videos and photographs to YouTube, Facebook or similar online applications.

Students and parents/guardians are prohibited from recording classroom lessons and discussions without the express, written permission from the teacher of the classroom and to be recorded with school administration.

Parents/guardians, students, faculty and staff shall be sensitive to the feelings and reputation of other students, parents/guardians, faculty and staff members which may be impacted by the posting online of any recording, photograph, video or written statement. Any derogatory or disparaging images or remarks pertaining to any student, faculty or staff member posted online by a student or parent/guardian shall be deemed a violation of this policy.

Questioning of Students

Except at the direction of a caseworker from the Division of Social Services, no students should be questioned by law enforcement authorities or officials of other public agencies unless a parent/guardian or school administrator is present. Every effort will be made to contact a parent/guardian and provide the opportunity to be present. (*Archdiocesan Policy #4402.2*)

Law enforcement authorities may question students only with a parent/guardian or deputy juvenile officer present. The principal will make every effort to notify the parent/guardians and arrange for them to be present during the questioning. If they are unable to be present, the principal and another school staff member should be present during the entire questioning.

Students may be questioned without a parent/guardian or deputy juvenile officer present in the investigation is related to child abuse "hot line" report. In these cases, investigations are conducted primarily by the DSS caseworker.

Permission to contact parent/guardian will be requested. If denied, permission for school personnel to be present for questioning will be requested. Based on the nature of the investigation either or both could be denied.

Law enforcement authorities may remove students from school property only upon presentation of a valid arrest warrant or upon probable cause that the student committed a crime. The proper place for questioning a student who is considered a witness to a crime is the student's home with parent/guardian present. In such cases school officials are not required to allow law enforcement authorities to question the student at school.

Search and Seizure

School officials, with sufficient reason to do so, may search a student's locker or desk without prior notice to parent/guardian or student. Likewise, with a good reason, school officials could request that a student empty the contents of pockets, purse, or backpack. If the student refuses, disciplinary action such as suspension could be taken on that refusal. (*Archdiocesan Policy #4303.5*)

Learning Needs

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that the schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are unlikely met. (*Archdiocesan Policy #5204*)

Evaluations

Schools should obtain current diagnostic evaluations and authorization to exchange information with the specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record. (*Archdiocesan Policy #5204.1*)

Christ the King's learning consultant may ask parent permission to observe the student in their current learning environment as part of the acceptance process at Christ the King School.

Student Records

Access

Parents/Guardians have the rights to inspect and review the official active file of their child(ren). In the event the parents/guardians are separated, or divorced with joint legal custody of the student, or divorced parent/guardian having visitation rights, both parents/guardians are entitled access to their child's records and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

In the event that the payment of tuition is shared financial responsibility between the parents/guardians, the school may share information about the timely payment of tuition and fees by one parent/guardian with the other parent/guardian. The failure of one parent/guardian to make payments when due can impact the continued attendance for the next school year. A parent/guardian needs to know the status of payments in arrears in the event that the parent/guardian wishes to make the payments, preventing a disruption in the student's education.

In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent/guardian.

In the event that a child is living with grandparents/guardians, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent/guardian.

A non-custodial parent/guardian who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent/guardian who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records that do not include the address of the custodial parent/guardian or the child. (*Archdiocesan Policy #4601.2*)

Transfer of Records

There should be no release of student records to other schools, institutions, agencies or individuals without the written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents/guardians or students but are transferred directly from the school to the institution designated to receive them. (*Archdiocesan Policy #4601.4*)

Release of Student Discipline Information

Student discipline information is not part of a student's cumulative or permanent record file, and as such is not included when parent/guardian authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent/guardian. This applies to providing both written and/or oral information. (*Archdiocesan Policy #4601.6*)

Transportation of Students

Our school takes appropriate measures to ensure the safety of our students when they are being transported for educational field trips and other off-campus school activities. Whenever possible, we will use bus transportation by an insured carrier for off-campus school events. There are circumstances when it may be determined that transportation in private passenger vehicles is appropriate, such as a small number of students involved in the activity and the cost of commercial transportation. If a private vehicle is used, Christ the King School requires the following criteria:

- 1.) Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
- 2.) The vehicle must have a valid registration and meet state safety requirements;
- 3.) The vehicle must be insured for minimum limits of \$100,00 per person, \$300,00 per occurrence;
- 4.) Drivers should be experienced drivers and demonstrate the maturity necessary to provide the safety of those they are transporting;
- 5.) Every person in the private vehicle must wear a seat belt. (Children younger than four years of age, regardless of weight are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches tall must be secured in a child passenger restraint system appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belts.)
- 6.) Adults are not to smoke in the vehicle while transporting students.

Volunteers are expected to abide by the criteria above.

Drivers are to provide the school copies of a valid driver's license and proof of insurance coverage. The school maintains a record of each event where students are transported, including when volunteer drivers transport students.

Volunteer drivers are expected to have attended the Protecting God's Children for Adults program and to read & sign the Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors.

Chaperone Responsibilities

At all school-sponsored events, whether at school or away from school, a chaperone may not smoke or consume alcohol.

Tuition & Fees

Catholic education plays a key role in assuring the continuation of the Faith. This benefits both the families that participate in Catholic education, as well as the parish community.

The financial and spiritual support of Christ the King School is the responsibility of both the families of the students that attend the school and the parish of Christ the King and St. Rita. As part of the registration process, all parents/guardians must agree to share the financial responsibility for the cost of operations of the school and parish in cooperation with the Parish Finance Committee.

Every year the Parish Finance Committee will develop a proposed school budget, based upon expected cost of operations. The budget and proposed tuition will be presented to the Parish Council, Board of Education, Pastor and Principal by the end of February for the following school year. After the approval of the budget, tuition fees will be established and included in the contract signed by every family at the time of registration.

No student will be deprived of a Catholic education because of real financial need when it is the family's desire for a Catholic teaching and moral formation. However, this need can only be determined after discussion of a family's desire for what Catholic education offers and discussion of finances with the Pastor and a designated member of the Parish Finance Committee.

All families pay an annual, non-refundable technology & curriculum fee that covers books, a student Chromebook, and the programs that each Chromebook must have to be used at school. The technology & curriculum fee is due at the time of enrollment, or it can be rolled into the tuition payments.

(Appendix 1: Tuition and Fees)

The school board has selected the FACTS Tuition Management Company to handle the collection of tuition for all families paying monthly. A Contract and Payment Schedule form must be signed at the time of registration.

Option 1: Pay the total amount of your family's tuition directly to Christ the King Catholic School due July 31st and receive a 2% discount. See Appendix 1. A late payment is not eligible for a discount. The technology & curriculum fee is not eligible for a discount.

Option 2: Pay your family's tuition monthly using the automatic checking or savings deduction services provided by FACTS. The deductions will be made in ten monthly installments beginning in August. You may choose to have payments withdrawn from your account on the 5th or 20th of each month. Each family must complete a FACTS enrollment form. The parish will cover the administrative fee charged by FACTS.

Monthly Payments: School families who chose a monthly payment plan, then miss a monthly payment due to insufficient funds, will be assessed a late fee by FACTS. See Appendix 1 for fee. A fee from their own financial

institution may also be incurred. FACTS will send a reminder notice and attempt to deduct the missed payment directly from the bank account within 20 days of the first attempt. All financial obligations to the school must be satisfied before a student will be issued a report card, and permanent records will not be released at the end of a school year for transferring or graduating students until financial obligations are met.

For the sake of parent peace of mind and the financial stability of our school, we encourage those who are financially responsible for tuition and fees to contact the parish as soon as possible when experiencing economic difficulties that lead to delinquent financial obligations to the school.

Tuition Payment Policies

It is the responsibility of each school family to inform the Pastor or Principal of a need to change their tuition payment plan or adjustment in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

Delinquent Tuition from Previous Year

All previously unpaid tuition from the prior year must be paid before the first day of a new school year for a student to be readmitted for a new school year. Payments are to be made directly to the parish. If payment is not possible, suitable arrangements must be made with the pastor.

Financial Assistance

We recognize that some families attending our school may need assistance in paying school tuition. An assigned member of the Parish Finance Committee will evaluate a family's request for financial aid and recommend appropriate tuition reductions to the Pastor. A limited amount of tuition assistance is available to families who pay tuition to the Christ the King Parish. **Families wishing to apply for tuition assistance must complete the registration process and financial aid application.** Members of the school board and rectory office will be available to help families with the financial aid process.

Alive in Christ & Beyond Sunday Scholarship Program, administered by the Today & Tomorrow Education Foundation, are available for families desiring a Catholic elementary school education for their child(ren).

Any new student(s) centering kindergarten through 4th grade, and any Catholic student currently attending a Catholic Elementary School is eligible for the Alive in Christ Scholarship. Visit the Archdiocese website for more information. First come, first serve. All eligibility requirements must be met.

Financial Requirements and Graduation

Payment in full must be made for all financial obligations to the school before the days of graduation. Within 10 days prior to graduation, the local administration had the right to require a specific method of payment. (Archdiocesan Policy #4502.1)

Uniform

When parents/guardians send their children to Christ the King Catholic School, it is understood that they agree to uphold the policy governing the use of uniforms. Students need to be fully dressed and in compliance with the Christ the King dress code upon arrival. If it is necessary to send a child to school out of uniform, a note from the parent/guardian is required. The administration reserves the right to determine if a student is dressed or groomed appropriately. Parents/guardians will be contacted if we find these standards not being upheld.

Expected Conduct and the Uniform

While children are dressed in the school uniform, we expect conduct and language in public places to be in keeping with the standards of the school. This means around the neighborhood and while walking home from school you are expected to live up to the good name associated with our school's rich history.

General Uniform Dress Code Guidelines

Students need to be following the Christ the King dress code upon arrival:

- Only natural hair colors are permitted. No bleaching, dying or spraying the hair with non-traditional colors.
- All hair should be clean, neat and combed. Hair is not to cover the eyes.
- Boys' hair should be pulled back to not interfere with instruction.
- All uniform pieces should not be wrinkled, stained or torn.
- Undershirts worn should not be colored or have logos.
- If it is necessary to send a child to school out of uniform, a note from the parent/guardian is required.
- Snow or rain boots may be worn to school during inclement weather but must be removed while inside during the school day. The student must bring a pair of school shoes to change into.
- All shirts are to be tucked in at all times.
- Belts must be worn with shorts or pants with belt loops. Magnetic buckles are appropriate for kids in grades K-2.

PE Uniform

All students must wear their PE uniform on PE days **with tennis shoes**. If it is a dress down day, they must bring their Christ the King PE uniform to change into.

Dress Down Guidelines

There are occasions during the school year when students can pay \$1.00 or more to a designated charity. For the 2023-2024 school year, these days are the first Friday of each month-starting in September. Students dress down in honor of their birthdays, school picture day, and when we celebrate some holidays. The following guidelines for dress out of uniform are to be adhered to.

There are days where students can wear an out of uniform shirt with their uniform. Example: Cardinals shirt with pants, shorts, skort, or jumper. These days are not common, but do come up every once in a while.

Shorts: No Spandex shorts/volleyball shorts are permitted. All shorts need to be visible. Shorts should not be covered by a top.

Pants: Jeans and track pants are acceptable. Girls “yoga pants” are acceptable. Undergarments should not be visible. Final decision of appropriateness is up to the discretion of school administration.

Shirts: Shirts are to be appropriate for Christian School environment. Such shirts that advertise tobacco, alcohol or any inappropriate message to the values we are about is unacceptable. Girl’s shorts without sleeves in the warmer weather must have wide shoulder straps. “Spaghetti” straps are not acceptable, not even if another shirt is layered underneath. No crop tops. The shirt needs to cover the waistband when the student is seated. Boys’ shirts must have sleeves. Final decision of appropriateness is up to the discretion of school administration.

Shoes: A tie, Velcro or buckle shoe with non-marking soles are acceptable. A slip-on is acceptable if the entire foot is enclosed. “Roller” shoes are not acceptable. Tie shoes must be tied correctly.

Note: NO baseball hats unless they are going to be worn ONLY outside.

All clothing is to always reflect modesty which is appropriate to a Christian learning environment. Final decisions of appropriateness are up to the discretion of school administration.

Girls Uniform Requirements

Clothing Type	Options and requirements
Shirt	All white Oxford polo button down with long or short sleeves.
Shorts	Navy blue plain-front skorts. The skort should be twill fabric with no cargo pockets. The skorts can be no more than 3 inches above the knee crease.
Leggings & tights	Navy or black basic leggings or tights
Skirt (6-8)	Blue/green Plaid skirt. Skirts must be hemmed correctly. No rolling of skirts. No sweatpants are allowed under the skirt. See uniform leggings above.
Pants	Plain navy uniform long pants. No extra pockets (such as cargo pants) are permitted.
Jumper	Blue/Green Plaid Jumper with school logo patch. The jumper can be no shorter than 3 inches above the knee crease.
Socks	White, black, or navy socks Socks must be seen above the top of the shoe, and may be as long as knee socks or anything in between. They may have a simple logo, such as the Nike "swoosh".
Shoes	Casual & dress shoes or athletic shoes. Please make sure your child can tie their own shoes independently. If your student cannot tie their own shoes independently, parents are required to pay for their child to be taught by a third party. Velcro and zipper are acceptable. Shoes must have a back. Shoes must NOT have wheels, light ups or make sounds.
Sweater/Sweatshirt	<ul style="list-style-type: none"> ● Gray school sweatshirt with school logo ● NEW gray half zip with new school logo ● NEW gray crewneck sweatshirt with the new logo 8th grade can wear their 8th grade sweatshirt with polo
Jewelry	Only one pair of small post earrings. Dangling or hoop earrings are not allowed. A gold or silver necklace with a small cross or medal may be worn. One watch and one ring are also allowed.
Makeup	No makeup is allowed.
Nail Polish	Nail polish should look appropriate and clean.

Boys Uniform Requirement

Clothing Type	Description and Requirements
Shirt	All white polo shirt with long or short sleeves All white oxford button down with long or short sleeves.
Shorts	Navy uniform shorts. No cargo pockets.
Socks	White, black, or navy. Socks must be seen above the top of the shoe, and may be as long as knee socks or anything in between. They may have a simple logo such as the Nike “swoosh”. Any logo is to be white, black, or navy. Socks may have a colored band around the top of the sock, but white black or navy stripes only.
Pants	Plain navy uniform long pants. No cargo pants are permitted.
Shoes	Casual or dress shoes or athletic shoes. Casual or dress shoes in leather, suede, or canvas, basic black, navy, tan, or brown with non-marking soles.
Sweater/Sweatshirt	<ul style="list-style-type: none"> ● Gray school sweatshirt with school logo ● NEW gray half zip with 2019 school logo ● NEW gray crewneck with 2019 logo 8th grade can wear the 8th grade sweatshirt with polo underneath
Jewelry	One watch & one ring are permitted. Earrings are permitted as long as they are stud.

Where to purchase Christ the King uniforms?

[Follow this link to Just Me Apparel](#)

Just Me Apparel

232 Old Sulphur Springs Road Manchester, MO 63021

636-391-3551

If items are purchased from Just Me Apparel from their online store and you choose the school as the place of delivery, the items will be sent home with your student when they arrive. The deliveries usually happen every Wednesday morning.

Helpful Uniform Hints

- Pants and shorts from the uniform store are made of heavy fabric that does not easily fade or tear. The boy's pants also have reinforced knees. Although the uniform store may cost more, they last longer than most pants and should only require a single purchase.
- The plain white polo shirts can be purchased at many locations, i.e. Target, Old Navy, Land's End, etc.
- The plain white button-down shirts can be purchased at many locations. Shirts that are less than 100% cotton are easier to care for.
- The girl's plaid uniform items are only available at Just Me Apparel.
- CKS navy logo track pants are only available at Just Me Apparel.
- The uniform store carries a magnetic buckle belt, which is easier for the younger children to use.
- The CKS logo gym clothes, navy short and gray t-shirt are available through the uniform store.

Christ the King's student service club, The Mini Vinnie's, sell used or donated uniforms at a discounted price once a year. This will happen during the month of August 2023. More information will be available as it is planned.

Violence and Threat of Violence

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession, and/or use of weapon; and theft or vandalism of property. (*Archdiocesan Policy #4303.3*)

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted. (*Archdiocesan Policy #4303.3*)

All reports or observed instances of threatened or actual violence will be addressed by school administration. Appropriate actions will include parent/guardian conferences, and may include mandatory counseling, suspension, withdrawal for cause, and/or legal action depending upon the severity of the incident.

Visitors

- Visitors are welcome on school property, provided their presence will not be disruptive. For safety purposes, all school doors are closed at 8 AM.
- Parents/Guardians and visitors who come to school during the day must enter the school through the main entrance at the front of the school building and report to the front office.
- All visitors must wear a visitor's tag provided by the school.
- Whenever possible, visitors should obtain authorization from the principal in advance. The school principal has the authority to deny a visitor access to the school or to set any appropriate conditions on the nature and extent of the visit.
- Parent/guardians and visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from the visitor registration.
- Any person wishing to confer with a staff member must contact that staff member to make an appointment.
- All school visitors must comply at all times with Board of Education policies, administrative rules and school regulations.

Volunteers

In order to volunteer in the school or for other activities involving the children, the Archdiocese of St. Louis had mandated the following requirements:

- Volunteers must also take a mandatory online course called Prevent & Protect. Please contact the Rectory for more information about dates and times. Proof of class completion must be submitted to the school office.
- Any volunteer who does not complete the “Prevent & Protect” training and sign any necessary documents through the online training, will not be allowed to volunteer or attend any events that take place during the school day. This includes Mission Carnival, Classroom Parties, etc.

Appendix 1

Tuition & Fees

2023-2024

KDG - 8th Tuition	
1 child enrolled	\$6,780.00
2 children enrolled	\$11,760.00
3 children enrolled	\$16,140.00
4+ children enrolled	\$18,095.00
Late Fee by FACTS	\$30 for insufficient funds
Tuition Discount - Pay in one payment	2%
Tuition Discount - Pay in two payments	1%
Technology & Curriculum Fee	\$300 per student in K-4 \$500 per student in 5th-8th Can be rolled into tuition payments Due at enrollment
Annual Activity Fee	\$150 per family Due at enrollment
Preschool Tuition	
<p style="text-align: center;">8:00 AM-11:30 AM</p> 2 days/week @ \$157.00 per month (\$1575.00 annually) 3 days/week @ \$220.50 per month (\$2205.00 annually) 4 days/week @ \$276.25 per month (\$2762.50 annually) 5 days/week @ \$332.00 per month (\$3320.00 annually)	<p style="text-align: center;">11:30 AM - 3:00 PM: Stay & Play</p> \$30.00 per day (only charged the day your child attends) Any and all Preschool costs are paid through the FACTS Account.
Before Care & after care	
Before Care	\$5.00 per family/per day
Registration Fee	\$5.00 per child
Daily Fee per Child/Paid Monthly	\$12.00 a day for 1 child \$17.00 a day for 2 children \$22.00 a day for 3+ children
Late Fee	\$5.00 per child/per minute

Hot Lunch (Tuesdays, Thursdays, & Fridays)	
Daily meal	PK \$3.50 K-3 \$4.50 4-8 \$5.50