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Parent and Student Handbook

2023-2024

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Christ the King School

Mission, Vision, and Purpose

Mission

Christ the King School serves God by educating students within the Catholic tradition of faith, academic excellence, love, and service.

Vision

Christ the King School aspires to share knowledge of God's world, establish a strong foundation for academic excellence, and instill the spirit of service in a Christ-centered life.

Purpose

We, the community of Christ the King School, are called to:

- INSPIRE each other to become Disciples of Christ, to develop God-given talents, and to pursue academic excellence;
- SHARE the values of the Gospels and the principles of Catholic social justice;
- LOVE each other and appreciate the unique gifts that each contributes to our community;
- TEACH each other to reach out with kindness, empathy, respect, and patience;
- LEARN from our exploration of new ideas, methods, and practices; and
- SUPPORT each other and the School, with our time, talent, and treasure to fulfill the Mission and Vision; and
- PRAY together as we share and model our Catholic faith.

Approved March 2021

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the formation of their children as responsible servants of God. In this handbook, “parent” refers not only to a student’s natural or adopted parent but to a student’s non-parent legal guardian or to any person or agency authorized to act in place of parents.

The foundation of all our policies and procedures is to provide a challenging, safe, and empowering learning community for our students. Implementation of the policies and procedures will be done in a spirit that is fair and just, but also with consistency and compassion. Therefore, the children are all of our responsibility and we all need to work together to hold the students and ourselves accountable to our handbook.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school’s mission and commitment to Christian principles
- Supporting the school policies as outlined by the school handbook and regulations. In addition, parents are to ensure their child understands this handbook
- Participating fully with school programs that are developed to support the education of their children
- Remaining informed and involved in the religious formation of their children, especially participation in Sunday liturgy.

As primary educators of their children, parents freely choose a Catholic education for their children. Registration and acceptance at Christ the King School constitutes an agreement of the parents to accept or abide by the rules and regulations of the institution and to support its philosophy of education. A cooperative relationship between the school and parents is essential for the overall education of a student. If a parent refuses to abide by the rules or regulations, or by word or action is not supportive of its goals, or otherwise fails to meet the obligations under the school or Diocesan policies, then administrators may require parents to consider another placement for their child’s education other than Christ the King School.

Additionally, parents will be held to the same standards of respect as students in regards to their interactions with administrators, teachers, staff, and students.

Faculty and Staff Email Directory

alan.mila@cks-nashville.org	Alan Mila, Principal
don.boehm@cks-nashville.org	Don Boehm, IT Director/ Vice Principal
jeanette.vogt@cks-nashville.org	Jeanette Neuhoff Vogt, Advancement Director
dianne.gerth@cks-nashville.org	Dianne Gerth, Admissions Director
cathy.wasyliw@cks-nashville.org	Cathy Wasyliw, Secretary
mike.decker@cks-nashville.org	Mike Decker, Plant Manager
kathy.skinner@ctk-nashville.org	Kathy Skinner, Parish Coordinator
dawnne.stephens@ctk-nashville.org	Dawnne Stephens, Business Manager
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kirsten.osborne@ctk-nashville.org	Kirsten Osborne, Dir. of Children Formation
stcharlescatering@comcast.net	Cafeteria Catering
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jaimie.gorman@cks-nashville.org	Jaimie Gorman, 3rd Grade
janet.mann@cks-nashville.org	Janet Mann, 1 st , 2 nd , and 3 rd Aide
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cindy.unwin@cks-nashville.org	Cindy Unwin, 5th Grade Homeroom/5th & 6th Grade English/5th & 6th Grade Religion
abby.wigger@cks-nashville.org	Abby Wigger, 6th Grade Homeroom/5th & 6th Grade Math/5th & 6th Grade Social Studies
morgan.strobel@cks-nashville.org	Morgan Strobel, 7th Grade Homeroom/5th-8th

gina.stcharles@cks-nashville.org	Grade Literature/Forensics
tracey.williamson@cks-nashville.org	Gina St. Charles, 8th Grade Homeroom/7th & 8th Grade Religion/7th & 8th Grade History/Catholic Math League
shawn.sterling@cks-nashville.org	Tracey Williamson, 7th & 8th Grade Math
brittany.meriwether@cks-nashville.org	Shawn Sterling, 5th-8th Science
margo.thompson@cks-nashville.org	Brittany Meriwether, 7th & 8th English/Learning Specialist/Math Interventionist
lauren.coplan@cks-nashville.org	Margo Thompson, Art
mark.vance@cks-nashville.org	Lauren Coplan, Music/Drama/Forensics
kristin.vance@cks-nashville.org	Mark Vance, P.E./Athletic Director
sherry.woodman@cks-nashville.org	Kristin Vance, Technology/Robotics/Enrichment
teresa.davis@cks-nashville.org	Sherry Woodman, Learning Specialist
candace.asher@cks-nashville.org	Teresa Davis, Library Media Specialist
candace.asher@cks-nashville.org	Candace Asher, Spanish

Please note: school email addresses are on the domain ***cks-nashville.org***
while rectory addresses use ***ctk-nashville.org***.

HISTORY OF CHRIST THE KING SCHOOL

A two-story brick house located at 3001 Belmont Boulevard was purchased from the Noel estate on May 10, 1937. The Very Rev. Joseph E. Leppert was assigned to the newly created parish in the spring of 1937, and he was officially installed as Pastor following the celebration of the first Mass in the temporary chapel at the residence on July 25, 1937.

This brick house served as the chapel, school, parish house, recreation hall, and community center until the new school was opened September 3, 1946, with Sister Sebastian Martin, R.S.M. serving as the first Principal. With the completion of the new school building, the house was renovated, repaired, and was used as the residence for the Pastor. The gymnasium and junior high wing of the school were opened in January 1955.

In 2000, new construction and renovations that began on the school in 1998 were complete. The transformation included a new state-of-the-art science lab, spacious parish hall, renovated classrooms, new parish and school libraries, band room, and meeting rooms for the use of both the school and parish community. A new area for the playground was created in 2004 through parental and parish support. In fall 2006, CKS added a collaborative Pre-Kindergarten for 4 and 5 year-olds with St. Ann School and St. Mary Child Development Center.

During the summer of 2011, construction on a multi-purpose athletic facility, Junior High and Special Subject classrooms, meeting rooms, a Pre-Kindergarten classroom, and renovation of the areas within the original elementary school was completed. The collaborative Pre-Kindergarten ceased to operate at St. Mary's and Christ the King has operated its Pre-Kindergarten classroom since the 2011-2012 school year. The school campus was confirmed as a certified arboretum by the Tennessee Urban Forestry Council in 2012 after a landscaping renovation, which beautified the grounds and augmented the outdoor learning spaces. The library was refurbished in the summer of 2018 to enhance the space as a center for reading, research, creativity, and inventiveness.

APPROVAL AND ACCREDITATION

Christ the King School is approved by the State of Tennessee and Diocese of Nashville. In December 1997 Christ the King School received accreditation from the Southern Association of Colleges and Schools. Renewal of accreditation has been granted each five-year cycle thereafter following an External Review team visit to the school under the direction of the Superintendent of the Diocese of Nashville. Additionally, the school updates a School Improvement Plan annually, which is implemented and evaluated by faculty members, School Board members, and parents. The Diocese of Nashville and Christ the King School are accredited under the standards and criteria established by Cognia through June 30, 2026. The school holds membership in the Independent Schools of the Nashville Area and the National Catholic Education Association (NCEA). Other memberships in various professional organizations are held by the administration, faculty, and staff.

POLICIES AND REGULATIONS

The Administration of Christ the King School and School Board reserves the right to amend, adapt, or suspend any policy in this handbook if it is deemed necessary to do so in the best interest of a student or the school community.

Christ the King School is a Diocesan parish school that serves the members of Christ the King Parish community and the Catholic Diocese of Nashville. Our main focus is providing a safe, caring community in which students can learn and adults work collaboratively to give witness to our faith in our Lord, Jesus Christ. Our goal is to educate students within the Catholic faith tradition to create a community of Christ, impart knowledge of God's world through academic excellence, and foster a spirit of service for others. In modeling Christ's love for all, Christ the King School does not discriminate on the basis of race, sex, creed, color, or national origin.

ADMISSIONS AND ENROLLMENT

Nondiscrimination Policy

Christ the King admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Diocesan Welcome Statement

Christ the King School welcomes all families and students desiring a Catholic education. As a Roman Catholic school in the Diocese of Nashville, we joyfully exercise our responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the *Catechism of the Catholic Church (CCC)*. It is possible, though, that some parents, guardians, and non-Catholic persons whose religious practices and beliefs do not coincide fully with Church teaching, may experience conflict as we promote and instruct these teachings, particularly as they relate to same-sex attraction and gender dysphoria.

Christ the King School seeks to partner with parents to assist the child, especially when matters of this nature arise. We, therefore, commit to guiding the family to pastoral care and supports. While sincere questions of the practices of the Catholic faith to understand them more deeply are welcome, purposeful disruption to the school community, public defiance and challenge of Catholic truths or morality would indicate a student, parent, or guardian are no longer partners in our evangelical mission and thus, may be denied admission or may be asked to leave the school.

Admissions Information, Requirement, and Process

A virtual informational meeting for parents of prospective Kindergarten students is held in winter. Prospective Kindergarten parents will receive an email with important information about the screening process. A kindergarten screening test is administered each year for which a

non-refundable fee is charged. Parents interested in Pre-Kindergarten and Kindergarten should apply online and will be placed on our mailing list. Students entering Pre-Kindergarten will be screened using a similar diagnostic to the Kindergarten screening that is age-appropriate. The Tennessee legislature passed a bill in April 2012 requiring Kindergarten children to be 5 years old on or before August 15th. Likewise, Pre-Kindergarten students should be 4 years old before August 15.

Transfer students for grades 1 through 8 must have a personal interview with the Admissions Director and Principal and are encouraged to visit in the classroom for at least one half-day, preferably a full day. In certain circumstances, multiple, consecutive shadow days may be asked to help determine if Christ the King School is able to extend an enrollment contract to a prospective student. This will be done on a case-by-case basis. They also must furnish a report of grades from their previous school, a letter of recommendation from the Principal and/or homeroom teacher, results of standardized tests, any Individualized Education Plan documents or similar documentation of accommodations or curriculum modifications, and signed authorization form provided by Christ the King School releasing information concerning academic and discipline records at their previous school. In addition to these documents, prospective students will also take a placement test. This test is typically administered during a student's visit to campus for a shadow day but can be handled on a different day if needed.

Christ the King School may not accept for enrollment or continue enrollment for applicants whose special needs, including, but not limited to, emotional, behavioral, or educational needs, in the considered judgment by the School, cannot be met with reasonable accommodations by the School. The admission, instruction, and retention of students with disabilities, students with special needs, and students who are English Language Learners cannot be guaranteed. Whether reasonable accommodations can be made for such students is determined on an individual basis and is at the sole discretion of the school's chief administrator (Principal) in consultation with the Pastor and Superintendent. The School, under no circumstances, will accept for enrollment students who have been expelled from other schools. The eligibility of applicants is considered independently of sibling status before admissions criteria are applied.

Christ the King School does not accept students who have been asked to withdraw from other Catholic schools due to behavioral concerns.

To be considered for enrollment, parents need to submit an application for each child with the following materials:

- A. Application form including report cards, test results, and other education information
- B. Written or oral Recommendation by the transferring school as well as an interview with the Admissions Director and Principal
- C. Birth Certificate
- D. Baptismal Certificate (if applicable)

- E. Health Examination (upon first entering a Tennessee school, including students entering Kindergarten)
- F. Immunization Record, including evidence of four doses (five preferred) of DTP/DTaP, DT/Td, DTP/Hib (one dose must have been received after the fourth birthday); four doses (five preferred) of Polio--OPV/IPV; Measles, Mumps, and Rubella--MMR (**two** doses); three doses of Hepatitis B (**required only for kindergarten and seventh-grade student**); and one dose of Varicella (Chickenpox) (**required for entry into Kindergarten**). In compliance with Rule 1200-14-01-.29 from the Tennessee Department of Health regarding Communicable and Environmental Diseases, Christ the King School must obtain proof of adequate immunizations prior to admitting a child. It is the duty of the school to enforce this regulation. Medical exemptions will only be accepted with a written statement from a medical doctor appropriately completed on the Tennessee Department of Health Immunization Record. https://www.tn.gov/content/dam/tn/health/documents/immunizationrequirements/tennis/TN_Immunization_Certificate_Sample.pdf.
- G. Test Results -- educational, psychological, etc.

Applications will not be reviewed for acceptance until ALL materials from A, B, F, & G are submitted.

Admission Priorities

Christ the King School will give priority in admission decisions to currently registered/enrolled students who are in good standing at the school and to the eligible siblings of currently registered/enrolled students. Christ the King School will then give priority to children of faculty members, followed by children of registered, contributing parishioners of Christ the King Church based on the date of application.

A contributing member is one who is registered as a parishioner and who actively participates in the parish by engaging in volunteer activities that benefit the parish and/or by regularly providing financial support to the parish through established and documented means of contribution. Contributing member status is determined by the individual parish.

If there is availability after fulfilling these three priorities, admission decisions will follow these guidelines in priority:

- Alumni registered, contributing members from other Catholic churches
- Registered, contributing members of our sister parishes without schools, i.e. Cathedral and Holy Family
- Registered, contributing members from other Catholic churches
- Non-participating members of Christ the King Church or other Catholic churches who will pay the non-participating Catholic tuition rate

- Non-Catholic students

Tuition, Books, and Fees

Tuition rates and policies are reviewed annually by the School Council and Parish Finance Council. Payment for tuition and fees is made through FACTS Tuition Management. Parents are required to pay a deposit to secure a spot for their child(ren). For previously enrolled students, parents will pay a fee per student.

Financial Assistance

A participating household of Christ the King Church, which has met its commitment during the previous calendar year, may apply for tuition assistance. In order to ensure fairness and uniformity in financial assistance, the School Board has authorized FACTS Grant and Aid to evaluate a family's need for financial assistance. All families seeking financial assistance must complete and file a Parent Application Form, along with supporting documentation and application fee at <https://online.factsmgt.com/signin/3VPFP>. From that report, awards are determined based upon available funds. All decisions regarding financial aid are made by the Tuition Management Committee and the information is kept confidential by the Business Manager. The principles of justice, equity, and fiscal responsibility require these policies to be administered consistently and fairly.

Withdrawal

When parents withdraw a student from the school, they must provide the school written notification of the withdrawal. All payments for tuition and fees are **non-refundable**. Families who leave school during the school year are obligated for the full year's tuition. Completed online enrollment of a student is a contract, and therefore, families are financially obligated to pay for an entire year's tuition and fees unless the roster space can be filled by another family. There will be no reduction in tuition for children who leave Christ the King School during a school year. **In grade levels that are not at enrollment capacity, a family will remain obligated to the full tuition amount until such time as the grade level is at capacity or the conclusion of the school year.**

A complete listing of all financial policies as well as tuition rates is included on the "Statement of Financial Policies" sent with the registration form used to secure enrollment. For a copy contact the Business Office.

SCHOOL FACILITIES

All Christ the King students and adults are responsible for keeping the school clean. Many resources are used to maintain state-of-the-art, clean, and safe classrooms, hallways, restrooms, and play areas. Students should take pride in their school by maintaining clean lockers, hallways, desks, and/or cubbies. Materials displayed on school property must have permission from the Principal.

Any student who damages school property intentionally will be referred to the Principal. Writing or

drawing on school property, including books, is not allowed. Teachers will report the defacing of desktops, walls, equipment, rental books, or any other abuse of school property. CKS lockers and cubbies must be void of graffiti and stickers.

Students will be enlisted to help clean each day. Certain duties must be performed daily prior to dismissal such as picking up all books and papers from the floor and putting chairs on desks or tables. Students are responsible for the appearance of their personal desks, lockers, and classroom. We will help each other to keep our building beautiful at all times.

Cafeteria

Hot lunch options will be served daily, except on half days. Milk, water, and other beverages may also be purchased. Ice cream may be purchased only after lunch has been eaten. Please contact St. Charles Catering for menu and payment options.

Students may choose to bring a sack lunch. Carbonated drinks are not permitted with lunch. There is no use of vending machines during lunch or snack breaks.

Church

The Church is a community sacred space that requires respect and reverence. Students are expected to remain quiet and respectful of others in prayer at all times. Upon entering and leaving the church, students are to be silent.

Church Grotto

The Grotto area is available for outside instruction but more importantly, reflection and meditation. Students will not be allowed in the area without supervision. Students are to be quiet and respectful of all persons using the space. Students are not allowed to climb on walls, the Marian grotto, or the water feature. The grotto is not to be used as a play area.

Library

Recognizing the importance of a well-equipped library, the school maintains an up-to-date holding of books, reference sources, and periodicals. Children are taught library skills and responsibility through the use of the library. These rules and regulations must be followed:

1. Pre-Kindergarten and Kindergarten students will check out one book at a time. Students in grades 1-8 are allowed to check out two books at a time. Additional books may be checked out for research or class projects. To ensure the accuracy of student records, books may be checked in or out strictly following the library protocols established by the librarian. These protocols will be reviewed annually.
2. Lost books must be replaced by the cash value of the book lost, as determined by the school librarian. Records or report cards may be held due to fines or books not returned.
3. Any student who has a record of unusual destructiveness or carelessness may be denied check-out privileges.
4. Students may only check out books in their own name.

5. Students may check out books appropriate to their age, maturity level, and reading ability. Students below the seventh grade wanting to check out books in the section restricted to 7th/8th grades must have a signed note granting permission from the parent.
6. Parents concerned about specific library materials for their child may contact the Librarian. If a parent has a particular concern about a book being in the library, please contact the Librarian for the Challenge of Instructional Media and Materials form.

School Yard/Play Areas

Students are to be supervised at all times. No food or drink is allowed from the cafeteria unless permitted by the teacher. All waste is to be placed in proper receptacles.

Student Commons and Community Areas

Students are to be supervised at all times. Students may not stand on the benches or tables in the area. Students may not use writing instruments or other materials to mark on the furniture. Food and drink should be disposed of properly.

Asbestos Notification

The Asbestos Hazard Emergency Response Act of 1986 and the related EPA rule, Asbestos-Containing Materials in Schools, 40 CFR Part 263, subpart E, requires that we notify parents of all inspections, response actions, post-response action activities, including periodic re-inspections and surveillance, either planned or in progress. Christ the King School is in compliance with the State of Tennessee TAHERA (Tennessee Asbestos Hazard Emergency Response Act) rules and regulations regarding asbestos-containing building materials. After the completion of the construction of our new classroom and gymnasium wing, **our school has no remaining asbestos-containing building materials**. All relevant TAHERA documentation is kept on file in the school office. Please direct any questions about our compliance with TAHERA to the office.

ATTENDANCE

Your presence at Christ the King School means that parents desire a strong educational experience for their child(ren). However, success requires as its foundation, consistent and timely attendance. Given family demands, it can be difficult to arrive on time and we understand the occasional tardiness. If a student is chronically late, it undermines your student's ability to obtain the complete educational experience. It also sends the message to students that school is not important or is not a priority. Furthermore, when students walk in late or leave early, it disrupts the entire classroom as focus turns away from instruction.

We ask that you consistently arrive on time and show your children that you respect what they do in the classroom as much as you respect them. Please call the school if you are going to be late due to traffic, weather issues, or doctor's appointments.

Early Arrival

Students are to be dropped off each morning at the Oakland Avenue entrance no earlier than 7:00 am. Students arriving before 7:45 a.m. are to enter through the West Wing door and go directly to

the cafeteria where they will be supervised. They may not go to the classrooms or lockers without adult supervision, nor may they loiter outside the building. Students are not allowed to go to the grocery store across the street after being dropped off. Pre-Kindergarten students must be escorted by a parent or older student into the building where a Pre-Kindergarten Supervisor will sign them in. If being escorted by an older sibling or student, the parent should send written permission to the Pre-Kindergarten teacher that the sibling/older student will sign the Pre-Kindergarten student in/out of the classroom.

Morning Care Program

The morning-care program is provided for all parents beginning at 7:00 a.m. Teachers will begin monitoring students in the Parish Hall at 7:45 a.m. prior to Morning Prayers beginning at 7:50 a.m.

Late Arrival

The school day begins at 7:50 a.m. It is important that students arrive on time for school.

Students who arrive after 7:50 a.m. are considered tardy. Parents will need to accompany their students to the West Wing to sign them in to school for the day. If a student arrives after prayers, they must be accompanied by a parent to the front office to be signed in.

Absenteeism

A student should be present every day school is in session unless there is a very good reason, such as illness or death in the family. For known absences, parents should send a written note of explanation regarding the absence and date of return. If advance notice is not possible, parents must notify the school office before 9:00 a.m. that a student will not be present that day (615-292-9465). If a parent has not contacted the school office, the office will call parents at home or work to verify the student's location. Students arriving after 7:50 a.m., but before 11:00 a.m. will be marked tardy. Students arriving between 11:00 a.m. and 12:00 p.m. will be marked as half-day absent. Likewise, students leaving for the day between 11:00 a.m. and 12:00 p.m. will be marked as half-day absent. A student must attend school for at least three hours for their attendance to be designated as a half-day. Attendance for less than three hours will result in a designation of a full day's absence. Verification of a student's absence is made by written notice from parents to the classroom teacher on the day the student returns to school. An absence of more than THREE consecutive days should be accompanied by a doctor's excuse. Failure to provide verification will constitute an unexcused absence. Beginning in 2021-2022, there is no longer a "Perfect Attendance Award" due in large part to the COVID-19 Pandemic. School attendance is very important, but students are instructed to remain home if they are ill to protect their classmates and teachers from illness.

Unexcused Absence

Regular and timely attendance is essential for academic success. Students should be present with the exception of medical conditions. In compliance with Tennessee State Law, the school must notify the parent in writing when a student has missed five unexcused days of school and then report the dates to the superintendent. These days do not have to be consecutive. Extenuating circumstances requiring a student absence that is not illness-related may be considered by the Principal on a case-by-case basis. Personal vacations during the school session do not constitute

an excused absence. Chronic, unexcused absences may result in the student's dismissal from school.

Chronic Absenteeism

When a student is **absent or tardy for more than one-third** of the days (15 days) in a grading period, the Principal shall determine whether the reason for the absenteeism/tardiness is legitimate. If it is, the Principal, in consultation with the teacher(s), will determine the necessary provisions to ensure that the student has the opportunity for keeping up with his/her work. If the reasons are not legitimate, the Principal must demand that the parents amend the situation immediately. Should they refuse, the Principal has the right to ask the parents to remove the child from school. Undue absenteeism impedes the educational process to the extent that sometimes the student should be retained. Students who are absent for more than 30 days may be retained.

Missed Work

Students are responsible for all work missed while not in school. A student who is ill for one day should rest and take time to get well. It is not necessary to contact the school for assignments for one day of absence. For this reason, we ask that parents arrange doctor, dental, and other such appointments after school or on holidays. Upon their return, students are responsible for contacting their teachers to obtain make-up assignments. If a student is absent for two days or more and a parent wishes to pick up assignments for the student, a request should be made through the school office before 10:00 a.m. **Every attempt will be made for materials to be brought to the office after lunch for pick up at the end of the day or to be sent home with a sibling.** A parent may pick up books and assignments after 2:30 p.m. in the school office. Work missed for a prolonged absence (one week or more) must be made up as soon as possible after the student's return to school. Students will have the same number of days as absent to make up work (including Saturday and Sunday). Makeup work may not be given before an anticipated absence if the teacher's lesson plans are not complete. **When the student returns, all makeup work will be given. Students should return ready to take any tests or quizzes assigned before the absence scheduled that took place during the absence.**

Early Dismissal

When it is necessary to have a student dismissed early, a phone call, email, or written note from the parent must be sent to the office. Parents must report to the office when they arrive to sign the student out rather than go directly to their child's classroom. Students who are signed out after 12:00 p.m. and before 2:50 p.m. will not be considered to have completed an entire school day and will be recorded as an early dismissal. Students with excessive early checkouts may not be allowed to make up work. Medical appointments will be excused tardies/early checkouts if a note is provided from the doctor or dentist the day of the appointment or the day a student returns. **Older siblings who pick up students early must have written permission from parents.**

Tardiness

Students arriving after 7:50 a.m. are considered tardy and must receive a tardy slip from the office for admission into the classroom. Within a quarter grading period, if a student receives

more than 7 unexcused tardies, a parent is required to sign a tardy form acknowledging the policy and consequences related to chronic tardiness. This form will be placed in the student's record to document communication with the parent. Excessive tardiness will be considered on a case-by-case basis and a progression of consequences may be given up to and including dismissal.

Dismissal

The purpose of pick-up is to load students safely and quickly. Pre-Kindergarten students may begin dismissing at 2:45 p.m. Parents enter the Pre-K/Kindergarten playground and proceed to the classroom. Following Department of Education regulations, parents must sign students out of the classroom. Closing prayers begin at 3:00 p.m. and students will begin to be dismissed from their homeroom classroom to carline immediately following prayers. Please make every effort to be on time for pick-up at dismissal. Parents should notify the school office by phone call when they know they will be late. Students will not be released to unauthorized persons. If a student goes home with a classmate or parent other than a legal guardian, the parent/legal guardian must send a written message to the teacher or inform the school office before 2:30 p.m. or the student will be detained until the parent is contacted. At the conclusion of dismissal, any student remaining in the building must be under direct adult supervision.

Afternoon Pick-up for Car Riders

Students in K-8 are dismissed at 3:00 p.m. on full days and 11:30 p.m. on half days. All car riders are to be picked up in the back of the school at the Oakland Avenue entrance via the carline. There will be no front door car dismissal except for Pre-Kindergarten families due to increased traffic from neighboring businesses.

Parents must display name cards of those they pick up. Parents who arrive early for dismissal to visit or conduct business are asked to return to their vehicles at 2:50 p.m. Parents should remain in their vehicles while teachers and safety patrol members direct students to cars. Parents who park in the church parking lot are asked to delay leaving until all cars have exited the school dismissal line.

For safety, parents are asked to refrain from using cell phones while cars are loading or exiting. Students are not allowed to walk unescorted in the church parking lot during dismissal time. If your student needs to re-enter the building after being picked up, parents are asked to park and escort them to the building.

All students who have not been picked up by 3:15 p.m. will be sent to the after-school program, and parents will be charged the drop-in fee for this after-school service.

Arrival and dismissal procedures are published in a separate document and distributed to parents before the beginning of school. Please inform all individuals who might drop off or pick up students of these procedures.

Walkers

Students who walk home from school will be dismissed from the Grotto entrance, escorted by a faculty member. Students are expected to leave the premises as soon as they are dismissed.

Students are strictly prohibited from going to the grocery store across the street from the school or any surrounding businesses during school hours or while otherwise under the supervision of the School.

After-School Care Program

Christ the King School has contracted with Grow Academy for our After-School Care Program. This is a service designed to help working parents and provide children in grades Pre-K through 8 with a safe, happy environment. Study time is provided as well as free play time and quiet games. Snacks and drinks are provided every day. The program is operated each day from 3:15 until 6:00 p.m. Grow Academy policies and the enrollment application may be found in the Parent section of the school website under School Services or by calling (615) 810-9970.

In the event of an emergency or late pick-up, parents should call the school and their children will be sent to After-School Care. Students not picked up by 3:15 p.m. will be sent to After-School Care and parents will be charged a drop-in fee determined by Grow Academy. No students will be allowed to wait for their parents while unsupervised either inside or outside the school building.

After School Activities

Students involved in school-sponsored activities immediately after school will be dismissed by the main office in coordination with the coach, leader, or teacher. Students may not proceed to the practice areas until a coach, leader, or teacher is present to supervise. If a practice does not begin immediately after dismissal, students are required to leave the school grounds, attend After-School Care (and pay appropriate fees) until the start of practice, or be supervised by a parent or adult at all times. Loitering at the store or other surrounding businesses is strictly prohibited before practice. Students will not be allowed in the school hallways after hours unless supervised by a coach, parent, or teacher. **Siblings and carpool members of players may not be left unattended at school while practice is being conducted. Coaches and activity moderators cannot be responsible for students who are not part of their club or team.** Unsupervised students who remain on the school grounds must go to the After-School Care program. If a student is going to practice from the After-School Care program, written permission must be provided by the custodial parent in order for the student to be dismissed from the After-School Care program to attend practice. If a parent supervises their own child before practice, the student must remain with the parent at all times. No running, roaming, or exploring rooms or the halls will be allowed. If parents are volunteering, students must stay with their parents or go to After-School Care. Students must remain at the practice/meeting site until their parent/ride arrives to pick up the student OR the coach/club moderator walks the student to After-School Care.

Parents are responsible for supervising their students at school activities held outside of the school day, such as athletic events, parent events, conferences, etc. These policies are in place for the safety of all children while they are on campus.

ACADEMICS

HOMEWORK

Homework is an extension of the learning that begins at school and can be assigned daily Monday through Thursday. It should provide extra practice needed to perfect skills and encourage individual initiative. It promotes independence, responsibility, and good study skills. Teachers recognize individual differences in students; however, homework is based on what the average child can accomplish. Christ the King School believes in the honor system, therefore it is expected each student will do his/her own work unless the assignment is specified by the teacher as a collaborative assignment. The following guidelines will aid parents in gauging time spent doing homework exclusive of long-range assignments/projects, tests, etc.:

Kindergarten:	Determined by the ability, skill, and development of the individual student
Grade 1:	May have 10 to 20 minutes a day
Grades 2 and 3:	May have 20 to 30 minutes a day
Grades 4 and 5:	May have 40 to 50 minutes a day
Grade 6:	May have 50 to 60 minutes a day
Grades 7 and 8:	May have up to 90 minutes a day

If parents observe that their child is spending an extreme amount of time (either more or less) on homework, please contact the teacher. A folder containing each student's work will be sent home with students every Friday. There are occasional exceptions to this. Parents are asked to review these papers, sign the folder, and send it back with the student on Monday. Lost folders will be replaced at cost while supplies last.

ACADEMIC ACHIEVEMENT

Report Cards

There are four report periods at nine-week intervals in the year for grades 1-8, and interim reports are made midway through each nine-week quarter. Pre-K and Kindergarten students receive progress reports three times during the year.

Grading Scales

- Pre-Kindergarten and Kindergarten use a checklist-style skills mastery report card. Students receive these report cards after the second, third, and fourth marking periods.
- Grades 1 and 2:

E 93-100	S 77-85	U Below 70
G 86-92	N 70-76	

- Grades 3-8

A+ 99-100	B- 86-87	D 72-74
A 95-98	C+ 84-85	D- 70-71
A- 93-94	C 79-83	F Below 70
B+ 91-92	C- 77-78	
B 88-90	D+ 75-76	

- Special Subjects (Computer, Art, Music, Spanish, and P.E.) and Conduct/Effort

E 93-100	S 77-85	U Below 70
G 86-92	N 70-76	
E - Excellent	S - Satisfactory	U - Unsatisfactory
G - Good	N - Needs Improvement	

Weekly conduct grades will be posted in the FACTS online student information system based on observed behavior for the week. Each of the student's teachers has input toward the weekly conduct grade including morning care, lunch, recess, and dismissal supervisors.

Failure of Courses

If a student fails a core subject (Language Arts, Math, Social Studies, Science, or Religion), the subject must be made up in an accredited summer school or be tutored to grade level at the parents' expense. Parents must submit evidence of completion of the course or tutoring before registration. A report card with the passing grade must be submitted.

For a student's benefit, retention may be recommended. This may be due to a lack of skills, immaturity, frequent absences, or other difficulties. A failing yearly average in three major subjects or frequent and extended absences may warrant retention. If a decision for retention is possible, the parent will be notified to attend a conference before the final report card is issued.

Honor Roll

Students in grades 3 - 8 receive the following special recognition based on grades in every subject, **including** Computer, Art, Music, Spanish, and P.E.:

- Principal's List - Grade of "A" or "E" in all subjects **and** "E" in effort and conduct.
- Honor Roll - Grade of "A," "B," "E," or "G" in all subjects **and** "E" or "G" in effort and conduct.

At the conclusion of the year students in grades Pre-Kindergarten, Kindergarten, 1, and 2 will receive special recognition for work well done and for good effort.

In early spring, those who have made the Honor Roll or Principal's List at least once during the first three quarters will be invited to an Academic Banquet, at which time they will receive recognition. Other forms of recognition related to Academic Achievement and Character

Development will also be presented. Athletic and extracurricular participation will be acknowledged at our End of the Year Awards Ceremony.

Student Support Plans and Services

Students who are certified as gifted, learning disabled, or cognitively or physically challenged may have a Student Support Plan (SSP) which is updated annually during fall meetings. The yearly progress of the student will be reviewed in the spring with suggestions written for the following year. The SSP documents the accommodations made in the classroom setting and any individual student goals for the year as discussed in the fall meeting by parents, teachers, and the principal. The learning specialists work with students on academic goals in 1:1 or group settings based on determined needs and time available.

Students needing the services of a speech/language specialist or occupational/physical therapist are served through Metro schools or private therapists at the request of their parents. Scheduling is coordinated with the teacher through the school office.

The school reserves the right to determine that a student's educational needs, in the considered judgment of the School, cannot be met with reasonable accommodations by the School. This may require parents to make different educational placements for their child(ren).

Scholarships and Special Recognition

The following scholarships are awarded to deserving students:

- **Jack Long Scholarship** is awarded annually to a rising eighth-grader. The Athletic Association provides this scholarship based on need, merit, academics, all-around character, and Christian values. This scholarship is given at the end of the year and is announced at the Academic Banquet.
- **Patricia Van Echop Math Scholarship** is also a scholarship awarded to a student at the Academic Awards Night for demonstrating excellence in Math and outstanding Christian values.
- **Women's Council Scholarship** is awarded to a rising fifth, sixth, seventh, or eighth-grade student based on Catholic conduct, effort, academic standing, and active participating membership in Christ the King Church.
- **Crown Affair Scholarship** is funded by the proceeds of our annual Crown Affair fundraiser and is awarded to two rising fifth through eighth-grade students who are good stewards of their gifts for music or art and use their talent for the good of the community. Traditionally this has been one \$500 scholarship for Visual Art and another \$500 for Performance Art.
- **St. Charles Memorial Scholarship** is a scholarship based on teacher recommendation due to grades, Christian character, service, and need.
- **Knights of Columbus Scholarship** is a scholarship awarded by the parish Knights to a rising high school student. Nominations of students are based on character and service. The Principal recommends nominees to the Knights Council for final selection.
- **Dan Catignani Memorial Scholarship** is awarded to a rising eighth-grade student based on character, leadership, an academic average of B or above, athletic participation, and sportsmanship.
- **Herb Williams Scholarship** is awarded annually to a rising 7th or 8th-grade student based on athletic participation, sportsmanship, and character.

- **Debbie Oldham Scholarship** is awarded to a rising first or second-grade student based on exemplary classroom effort, attitude, and cooperation.
- **Mary Ann Neuhoﬀ Sullivan Legacy Scholarship** is a full scholarship with \$300 toward books and fees awarded to one student or split between two students in any grade based on Christian values, kindness, and generous spirit with a preference for a legacy family.
- **Griffin Bauer Memorial Scholarship** is awarded to a good student who exhibits exceptional effort and is kind. Financial need is taken into consideration for each scholarship.
- **Thomas Greeley Scholarship** is a partial scholarship awarded to a student who makes strides in learning due to outstanding effort and a strong work ethic.
- **Karen Meffe Science Scholarship** is a partial scholarship awarded to a seventh or eighth-grade student who shows great aptitude, curiosity, and passion for science above and beyond the required curriculum.
- **Stephen F. Hupka Diversity Scholarship** provides financial aid to a student of a racial or ethnic minority. The diversity scholarship application may be found on the school website.

The Alice Valiquette Christian Citizenship Award

This citizenship award is given to one student selected from nominees from each homeroom teacher. The recipient of the award receives a small gift from the school and the student's name is placed on a plaque hanging at the school entrance. Each nominee is recognized with a certificate.

National Junior Honor Society

National Junior Honor Society (NJHS) is a leadership and service organization that encourages students to be both scholars and citizens. Membership is open to qualified 7th and 8th-grade students who fulfill the criteria for Scholarship (minimum cumulative average is 93 or above in core classes for preceding four quarters: Religion, Math, Science, Social Studies, English, and Literature), demonstrate leadership with initiative, positive attitude, and responsibility (at least three conduct grades of E for preceding four quarters), who serve and volunteer outside of expected situations, exhibit leadership through civic involvement and exemplify Christian character through self-discipline, faithfulness, and honesty. Eligible students submit an application and are selected by the committee. It is the responsibility of the student to turn in a complete application by the deadline for consideration by the committee. An induction ceremony for new members occurs early in the spring semester. Students are expected to maintain the NJHS standards at all times. Failure to do so may result in probation and/or expulsion from NJHS.

Academic Honesty Policy

Based on the unlimited access to information on the Internet, there is a policy to specifically address issues of academic dishonesty. Academic dishonesty is participating in a misrepresentation of submitted work in order to get a better grade or gain some other advantage. This includes but is not limited to all forms of plagiarism.

What is Included in Academic Dishonesty?

- Copying homework
- Doing one portion of an assignment and trading answers with a classmate

- Sharing an assignment
- Giving answers to homework
- Reusing a previously graded assignment
- Dishonestly grading an assignment
- Giving answers to a test
- Copying a neighbor's test, quiz, or assessment
- Looking at unauthorized notes, study guides, handouts, or books during a test, quiz, or assessment
- Use of a cell phone, smartphone, or smartwatch to retrieve answers during a test
- Sabotaging another student's grade by falsely submitting work with deliberate mistakes or errors, particularly in online systems
- Using Artificial Intelligence to generate answers for assignments

What's Included in Plagiarism?

- Copying and pasting from another source
- Using direct or indirect quotes without proper citation
- Purchasing essays or papers

Helping versus Cheating

Parents/students may help one another with homework assignments by explaining concepts and showing examples of similar work or page numbers. Students may not give other students answers or allow a classmate to copy his/her work. Under no circumstances may students help each other on quizzes and tests unless explicitly stated by the teacher.

Parent/Teacher Conferences

Parent/Teacher conferences are encouraged to build strong relationships and collaboration for student success. Scheduled Parent/Teacher conferences are held once per year. Additional conferences may be scheduled whenever a teacher or parent considers a conference necessary. In lieu of a spring conference date, parents will be reminded of this and encouraged to schedule a conference with their child's teachers if there is a concern or issue that needs to be addressed. Use the teacher's voicemail or email to request a conference. Please note teachers may not be able to return voicemail or email messages until the next day or for part-time teachers, the next day they teach. If it is an emergency, please contact the front office.

Proper scheduling of conferences ensures parents and teachers are prepared for the meeting and that confidentiality will be safeguarded. Impromptu meetings before or after school, during athletic events, social events, etc. are inappropriate times for Parent-Teacher conferences.

Conferences should never be held in the hall or in front of a class.

When problems arise, certain procedures should be followed:

1. The parent should contact the teacher first via phone message or email. If you have questions about a teacher's schedule, call the front office to ask when the teacher will return. Teachers will schedule a personal conference if requested—the main office does not schedule personal conferences for the teachers.
2. If the parent-teacher conference does not resolve the matter, then the Principal may be contacted. Call any time during school hours and your call will be returned. A conference will be scheduled which will include the parent, teacher, and Principal.

Parent/Teacher Email

Email is a fast and convenient way for parents to communicate with teachers. However, great care should be taken to preserve the finite time the staff is able to spend with students. Some teachers read their email messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents. We ask you to use the following guidelines when sending emails:

- Please send only non-vital messages by email. For example, do not use email to inform a teacher your child is to go home with another student since the teacher may not read it before dismissal. Please contact the office staff via telephone for time-sensitive messages.
- Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. Email messages on these matters are often not the best way to communicate clearly about such topics. If you choose, you may use email to request and schedule a personal conference.
- Please remember email is not confidential. Confidential information should be conveyed by phone or personal contact.
- Please identify yourself in the subject line of your email message and the name of your child. ("Jane Doe re: John.")
- For all medical or health concerns, please contact the school office.
- Please keep all contacts professional. Do not send or forward jokes, stories, chain letters, or commercial solicitations as they are inappropriate and reduce valuable teaching time.
- Please keep the tone of emails positive and respectful in order to maintain a collaborative relationship with school personnel.
- Remember email is a quick way to send a message but is not necessarily the best way to get a quick reply. A teacher's main priority during the teaching day is instructing and supervising the students.

The faculty and administration of Christ the King School are part of the ministry and community of our parish. As such, employees of the school should be addressed with respect by parents and students in any situation, giving the employee the benefit of the doubt when making an inquiry. Approaching a teacher with anger or disrespect is not productive and never in the student's best interest when there is a problem to be solved.

STANDARDIZED TESTING

Standardized achievement tests are given annually. All schools of the Diocese of Nashville administer the Iowa Assessment in grades K-8, with the Cognitive Abilities Test (CogATs) in grades 2, 4, and 6. Students in grades 3–8 take the ERB Writing Assessment (WRaP) early in the fall to evaluate and help students develop their skills in narrative, informative, and persuasive writing. Students in grades 2-8 take the Assessment of Religious Knowledge (ARK) Test in late spring to measure their grasp of theological teachings taught during the year. These tests will be made up **ONLY** in cases of serious illness or other unusual circumstances. Students missing tests due to vacations scheduled during the testing days found on the school calendar will not be allowed to make up tests.

Parents, teachers, coaches, and scout leaders are asked to curtail all extracurricular activities after 6:30 p.m. during the week of Iowa Assessments/CogATs. Classroom teachers may assign short homework, but no tests or major projects during this week. Reports for individual students will be distributed at the end of the year.

STUDENT UNIFORMS AND PERSONAL APPEARANCE

General Uniform Policies

The purpose of uniforms is to minimize distractions to foster an atmosphere conducive to learning and responsible behavior is expected. Standards for appearance and conduct are required not only during school hours but also when wearing team uniforms, field trip shirts, and other dress codes related to school activities. Uniforms are worn in all grades Pre-K through 8 at all times unless permitted otherwise.

Teachers and parents are responsible to see that the uniform policy is observed. The classroom teacher will check uniforms daily. Uniform infractions unable to be corrected immediately must be corrected by the following day (haircuts within 48 hours). Repeated uniform infractions may be considered a conduct issue and can potentially have an impact on the conduct grade. At the semester break, all infractions will be dismissed and students will begin the second semester with a fresh start. The faculty will review the policy with students to ensure understanding.

If a student's clothing is inappropriate for school wear, a parent may be called and asked to bring appropriate clothing. CKS administration reserves the right to determine whether an infraction/violation of the uniform policy exists. Please keep this in mind as it may mean a parent would have to leave work or miss an appointment. We trust that your family will help us maintain our dress code at all times.

Our school uniform provider is Max & Alice located at 3205 Powell Avenue. Uniforms may also be purchased online at <https://maxandaliceuniforms.com/collections/christ-the-king>. Additional information may be found in the Parent section of our school website under School Services.

Uniforms must be clean, stain-free, and without holes. Blouses and shirts must be tucked in and buttoned at all times. Hems must be sewn rather than using pins and staples. Uniforms must be sized appropriately for the student. All articles of student clothing or apparel of any kind should be marked with the name of the student. Unmarked articles left at school will be sent to Lost & Found and then donated or disposed of at the end of each quarter.

A uniform committee will be convened during the 2023-2024 school year.

Used Uniform Sale

Used uniforms are sold through the Home & School Association both in the fall and spring. The school reserves the right to reject or discard uniforms in disrepair or that do not meet the school's uniform policies. Unsold uniforms will be returned to the family after the sale. Only uniform items purchased from Max & Alice may be sold at the used uniform sale.

Uniform Guidelines

Girls Grades Pre-K - 4th

- Plaid jumper with zipper
- White blouse with Peter Pan collar and straight sleeves (long sleeve or short sleeve)
- Black crew neck cardigan
- Black V-neck fine gauge sweater vest with logo
- Black V-neck long sleeve, fine gauge sweater with logo
- Black dri-fit pullover ¾-zip jacket with logo
- Hair accessories - red, black, white, gold, or CKS plaid

Girls Grades 5th - 8th

- Plaid two-button wide waistband kilt
- White Oxford blouse (long sleeve or short sleeve)
- White polo with logo (long sleeve or short sleeve)
- Black crew neck cardigan
- Black V-neck fine gauge sweater vest with logo
- Black V-neck long sleeve, fine gauge sweater with logo
- Black dri-fit pullover ¾-zip jacket with logo
- Hair accessories - red, black, white, gold, or CKS plaid

Boys Grades Pre-K - 8th

- Khaki pants (Pull-on for Pre-K-1st)
- Khaki shorts for summer uniform (Pull-on for Pre-K-1st) May be worn from the opening of school until Thanksgiving and after Spring Break through May. **Adjustments to this timing may be made by the administration depending on the weather.**
- White Oxford shirt (long sleeve or short sleeve)
- White polo with logo (long sleeve or short sleeve)
- Black or brown belt
- Black V-neck fine gauge sweater vest with logo
- Black V-neck long sleeve, fine gauge sweater with logo

- Black dri-fit pullover ¾-zip jacket with logo

Socks

- Crew socks, bobby socks, or knee-high socks in solid black or white (small black or white logo allowed). Socks must be styled to extend above the ankle bone.
- Little girls' anklets sold at Max & Alice uniform with plaid ruffle are allowed.
- Tights - Black or white
- Leggings or footless tights - Black or white and must fit snugly and be worn with socks to cover the ankle.

Shoes

- Rubber-soled shoes in the style of low-top sneakers, mary janes, saddle oxfords, Sperry's authentic original two-eye boat shoes, or Merrell jungle mocs, in solid or combinations of black, white, gray, brown, or tan only.
- Red accents (25%) are allowed, as are accents in any of the listed shoe colors.

A special note about shoes:

Students in Grades 1st-8th will need TWO pairs of shoes for school. One pair to wear around the school/home/etc. and another set of athletic shoes for PE/inside sports only. Please note that PE shoes can be any type, color, or style. It can be an inexpensive sneaker or a pair of sneakers your child has always wanted. The only requirements are the shoes may not mark the gym floor and should never be worn outside. Please write your child's name on these shoes so they can be returned to your child if they are misplaced. Coach Vance will check shoes for marking the first week. We encourage parents whose children will play inside sports to purchase a pair that can double for PE and the inside sport. Athletic shoes that are found to leave a mark must be replaced. Students will bring their PE shoes with them and change in/out during PE time. Pre-K and Kindergarten only need one pair of uniform shoes that fit the uniform requirements to wear for school and PE class.

To reiterate:

Pre-K and Kindergarten: Sneakers within uniform colors—same shoe for PE and School

Grades 1-8: Sneakers within uniform colors OR Sperry-like shoes for School; Any athletic shoe for PE

Girls/Boys Uniform Miscellaneous Guidelines

- Hemlines for kilts and jumpers **must be at the top of the kneecap.**
- It is suggested that shorts be worn under jumpers and skirts. Shorts must be shorter than the hemline.
- White blouses/shirts must be solid and plain, with only the "CKS" logo allowed. All except the top button must be buttoned.
- Shirts and blouses should **fit appropriately** and completely tucked in. The waistband must be clearly visible.
- If a tee shirt is worn under the shirt or blouse, it must be solid white without color, printing, or design.

- Teachers may request a student wearing loose-fitting leggings or tights remove them and wear only socks.

Winter Uniform Guidelines

- Only black uniform sweaters or black uniform dri-fit pullovers (long sleeve pullover, sleeveless pullover, cardigan) may be worn indoors during winter. Sweaters and dri-fit jackets should be neat and well-fitting rather than oversized. The administration understands individuals have varying comfort levels and may not need a sweater or pullover in the classroom. Students should still bring their dri-fit pullover or sweater to school daily and have it available in their cubby, locker, or backpack. Other outerwear will not be worn with the uniform except for outdoor recess.
- During cold or inclement weather, students should wear an outer layer of clothing for protection. Student pullovers and sweaters alone are not adequate coverage for cold days. Students may layer over their sweaters/dri-fit pullovers with a non-uniform coat, sweater, or sweatshirt that can be removed after recess.

Hairstyles

- Hair should be neat and well-kept in conservative hairstyles and the student's natural hair color. Students not complying with this rule will be required to recolor or restyle their hair.
- Length - Hair for boys may be no longer than the top of the collar and may not come below the middle of the ears. Hair length is not to extend beyond the eyebrows in front. For both boys and girls, hair must be kept out of the eyes either with hairstyle or hair accessories. Students who receive a warning or infraction for hair must receive a haircut within 48 hours or send in a parent note stating when an appointment will be obtained.

Make-Up and Nail Care

Girls in grades 7 and 8 may wear foundation and concealer in natural tones as the only acceptable make-up. Girls in grades 7 and 8 may wear the same color of nail polish on all fingers of their natural nails, without additional embellishments. Nail polish should be in a color complementary to the school uniform. Fake nails of any type are expressly not permitted. Care should be taken when choosing special nail treatments. Any additional expense incurred by families to correct improper nail treatments will not be considered in the application of this policy.

Hygiene and Cleanliness

Christ the King School is committed to providing a school environment that promotes and protects our children's health, well-being, and ability to learn. To support this goal, students should exercise proper hygiene practices. It is our expectation that students bathe and wash their hair regularly. In addition, students should comb their hair, brush their teeth, apply deodorant (age-appropriate), and dress in well-maintained and clean uniforms daily. Proper handwashing techniques should be practiced throughout the day as needed, especially before eating snacks or lunch.

Jewelry

Jewelry should be simple and modest. Girls may wear only one set of post earrings, without dangle, or hoop earrings smaller than a dime. Earrings or piercings will only be permitted when

worn on the ear lobe. **Boys & Girls:** A religious medal or cross on a chain may be worn and must be longer than choker length. Students may wear only medical bracelets or watches on their wrists.

Exclusions

Earrings for boys, body piercing for boys or girls, body ink of any kind including temporary or permanent tattoos, or writing on the skin with a pen, marker, or any other color are excluded from the acceptable uniform. Due to potential contact at recess or in PE, students may not wear rings. Head coverings, hats, bandanas, headscarves, flowers, feathers, beads, or other hair decorations are excluded from the school uniform.

Spirit Days

Certain days in the school year may be designated by the Principal as Spirit Days. The dress for those days will be t-shirts, shirts, or tops with CKS logos or shirts in solid red or gold, with tan khaki or blue denim skirts/shorts or long/short loose-fitting pants or athletic pants (with length below mid-thigh level), and uniform shoes. Uniform bottoms may also be worn. No jeggings or leggings for girls except with a skirt or dress.

OUT-OF-UNIFORM DAYS

At all times, CKS students will represent themselves in dress appropriate for Catholic students. On days designated as dress-up or out-of-uniform, students are expected to dress in modest clothing looking clean and neat. Students earning individual out-of-uniform passes may not use the passes on liturgy days and MUST ask permission from the homeroom teacher twenty-four hours PRIOR to the use of the pass. This prevents students from wearing clothing not suited for an occasion and parents from having to come to school to bring a change of clothes. Any student not following the guideline will lose their out-of-uniform pass and receive a uniform infraction.

Students may be allowed to come out of uniform with permission for special occasions provided the following guidelines are observed:

- Clothing must be free of holes or tears.
- Students may wear athletic shorts **or pants** that are clean and modest in appearance. This excludes "cut-off" shorts, short shorts, boxer shorts, and shorts with writing across the back.
- **Hem length of skirts, shorts, or skorts must be below the mid-thigh level.** Shorts may be worn before Thanksgiving and after Spring Break, if the weather is warm.
- No fleece sweatpants or bottom clothing of fleece sweatpants material.
- Leggings may be worn under a skirt or dress only.
- Clothing should be an appropriate size to fit the student.
- Shirts with offensive advertisements or wording regarding items prohibited to persons of school-age (bars, tobacco, alcohol) and low-cut, tight-fitting, "see-through" shirts or tank tops are excluded.
- Straps on shirts must be two inches or more in width.
- Shirts and tops must cover the waistband of pants or shorts, covering the midriff.
- For sanitary and safety reasons, any shoes worn to school must have a back strap or cover the whole foot. Teachers may restrict students from certain play activities if shoes are

- deemed unsafe for the activity.
- Concealer and foundation of natural tones are the only facial make-up that may be worn.
- Girls may wear nail polish of any color on their natural nails on out-of-uniform days provided it is kept neatly manicured.
- Due to safety, the earring and ring requirements remain on out-of-uniform days. Students may wear other jewelry that is in good taste.

CONDUCT AND DISCIPLINE

Philosophy and Policies

Christ the King School discipline policy is positive, in keeping with our mission and purpose to teach students to reach out with kindness, empathy, respect, and patience. We believe every student has the right and responsibility to learn and every teacher has the right and responsibility to teach. This is best accomplished in an environment of mutual respect where the desired behavior is modeled, reinforced, and recognized. In dealing with behavioral issues, compassion is exercised with due regard for the school's responsibility to maintain an atmosphere of Christian morality and discipline and to protect other students from confusion or doubt regarding the importance of traditional moral teachings of the Church and the disciplinary policies of the school. The privacy of all students is protected as best as we are able.

Each teacher will post classroom rules at the beginning of the school year. All teachers will instruct their students in class rules and procedures through explanation, modeling, and practice to ensure understanding of expectations. Each teacher will communicate the positive consequences of following rules and the negative consequences of not following rules in their class. The policies in the Parent and Student Handbook give detailed expectations for how these rules are to be followed.

Students who exemplify the behavioral expectations by “going above and beyond” may receive a “Crowned with Pride” slip that will be announced weekly and displayed in our front hall. All slips will be sent home at the end of the quarter. Classes may be recognized by a teacher or the principal for meeting behavioral expectations as a group.

Weekly conduct grades will be posted on the online student information system based on observed behavior for the week. Positive and negative behavior points will be recorded by teachers using the ClassDojo app in lower grades and FACTS SIS in middle school. Each of the student’s teachers has input toward the weekly conduct grade including lunch and recess supervisors.

Our goal is for our school to be a community that is safe, respectful, compassionate, and responsible. Therefore the following expectations were developed to help achieve this goal:

General Expectations of Students

We have four school-wide behavioral expectations expanded upon below. It is the expectation that all members of our school community follow these expectations:

1. "Love your neighbor as yourself." - Matthew 22:36-39
2. Actively Listen - Matthew 7:24-27
3. Participate Fully - 1 Corinthians 9:24-27
4. Follow Directions and Guidelines - John 15:1-10

Recognizing the age of our students, the below list is meant to outline some of the specific behaviors we expect of our students. All students are expected to maintain a high standard of conduct. Students and parents are reminded the student is a representative of Christ the King School at all times. Accordingly, students are expected to conduct themselves as representatives of Christ the King School, both on and off campus. Intervention may result from conduct on or off campus if that conduct reflects negatively on the principles of Christ the King School.

- Be considerate, courteous, and polite to others at all times.
- Use good manners, including "please," "thank you," "yes" and "no."
- Follow all school and classroom rules and procedures.
- Follow the directions of any teacher or staff member without argument or stalling.
- The hallways and locker areas are quiet zones during school hours for all students and adults.
- Students should keep their voices low and behave responsibly in restrooms.
- When a visitor enters the classroom, students should respectfully acknowledge their presence according to the teacher's instructions.
- Be punctual for class and come prepared with all assignments and materials.
- At the beginning of each year, students are asked to make a commitment to do their best work without giving or receiving assistance on work that purports to be their own. Students are responsible for high-quality, completed work that reflects their personal learning achievements. Students should not share or use information from another student unless given direct permission from the teacher. See Academic Honesty Policy.
- For safety reasons, always walk inside the building unless in the gym.
- Leave toys and trinkets at home unless part of a class activity.

Serving Line/Cafeteria

- Wait quietly in a single file when in the serving line. Speak politely to servers and say "please" and "thank you."
- Keep voices at a conversational level during lunch.
- Five to six students may sit at each table section. Eight students may sit at round tables.
- Seats can only be reserved by sitting in them.
- Once seated, stay in your seat until finished eating. Sit on your bottom and face the table.
- Follow the instructions of the lunch supervisors. Remain silent after the whistle is blown to hear instructions. When the supervisor is finished talking, only then may you resume talking.
- Use good table manners while eating and speak in a quiet voice. Always speak respectfully; say "please" and "thank you."
- Students are to wear uniforms properly while in the lunchroom.
- Eat only your own food and use only your own money.
- Keep hands, feet, and objects to yourself.
- If you need to pass an item to another student, do so safely and appropriately.

- Ice cream may be purchased only after all lunch has been eaten. Dessert/ice cream should be eaten after lunch.
- Vending machines may only be used before school or after dismissal.
- Students should remember their lunch and/or money when proceeding to the cafeteria. Once inside the cafeteria, they must remain there until their teacher comes to pick them up.
- Students going to an alternate activity during recess time must remain in the cafeteria until the adult supervisor of that activity comes to the cafeteria.
- Each student is responsible for cleaning his/her own tablespace. This includes the floor around the table, and any spills or messes.

Microwaves

- Due to the need for supervision, only students in grades 3-8 will be able to use the microwaves.
- Students should limit their heating time to 3 minutes.
- Students should bring all materials from home in microwave-safe containers.
- If food explodes or spills over, the student who used the microwave must clean it immediately. If cleanup takes the lunch period, then the student may eat their lunch in the cafeteria during recess.
- Only students heating food should stand in the microwave line.

Outside/Playground

- Store lunch boxes next to the building in an orderly line away from the doors.
- Play safely in the assigned area.
- Leave rocks and sticks on the ground.
- Tackling, pushing, hitting, or grabbing other students is forbidden.
- Put trash in containers.
- Take turns, one at a time, on the swings. "Side" swinging and jumping from swings are prohibited.
- Use playground equipment as intended. Sitting on top of the playground equipment is prohibited. Only go **down** slides, always feet first.
- Walking or climbing on the rock wall where it is over waist high is unsafe and is prohibited.
- Students should patiently wait for others to complete their turn.
- No holding spaces or cutting in lines.
- Balls should be hit, thrown, or kicked responsibly so that they stay inside the fence and avoid hitting the building.
- Students must stay inside the fenced area at all times. Only teachers may retrieve balls.
- It is unsafe to speak to strangers while on the playground.
- Students should ask before going inside to use the restroom.

If a problem arises, students should:

1. Tell the person to stop the inappropriate behavior.
2. If it does not stop, walk away.
3. If the problem continues, consult a teacher.

Prohibited Conduct

- Chewing gum
- Spitting
- Throwing any object such as sticks, rocks, pencils, pens, etc.
- Academic cheating or dishonesty about behavior or conduct. Academic cheating involves submitting work that is not your own. See Academic Honesty Policy.
- Public displays of affection between two students that are inappropriate for the school setting
- Fighting, pushing, or hitting
- Deliberate damage to school property
- Deliberate damage to property of other students
- Disrespect and/or disobedience toward teachers or staff
- Disrespect toward other students
- Deliberate exclusion of any student
- Verbally harassing or threatening others with physical or emotional harm
- Writing, delivering, or electronically transmitting any harassing or threatening notes or lists to others for any purpose
- Text messaging, instant messaging, posting, recording, or social networking except under the direct supervision and direction of faculty or staff
- Use of **cellphones/Smartwatches** during the school day, including dismissal and during before or after school care. Please consult the Acceptable Use Policy related to technology, including cell phones, smartwatches, or other handheld devices. **Any student found using electronic devices with wifi or cellular data without permission will have the item confiscated and a parent must come into the school to reclaim the item.** The school reserves the right to examine any technology without parental permission to determine if a violation has occurred.
- Leaving the school grounds without permission during the school day
- Use of profane or vulgar language including sexual innuendo, slang words for body parts, racial or homosexual slurs, and any language that is an affront to human dignity, tearing down or attacking another person or class of people.
- Possession or use of Controlled Substances at any time on or off-campus
- Stealing or possession of stolen articles
- Matches or cigarette lighters are not allowed.
- Possession of any weapon, including but not limited to hunting knives, pocket knives, handguns, BB guns, pellet guns, or any credible simulation of these items on school grounds or at any school-related activity is prohibited.
- Any conduct inconsistent with Christian values and morals.

Bullying Policy

In accordance with our Christian mission, Christ the King School has taken the initiative to identify, and to the greatest extent possible, prevent bullying situations and to address situations fairly and compassionately. Bullying is defined as repeated acts of verbal, physical and emotional, or social aggression by individuals who have more strength, confidence, status, or aggressiveness over another student. This may occur in the classroom, while changing classrooms, or in transitional areas such as bathrooms, on the playground, during school practices or events, via the Internet, by

spreading rumors, or by excluding others, to name a few. According to Tennessee state law, bullying is harassment and intimidation that significantly interferes with a student's educational benefits, opportunities, or performance.

As a school, we will pledge to educate ourselves and strive to create an environment safe for all within our community. In order to cultivate this culture, we all need to work together and communicate as quickly as possible to prevent bullying at our school. Our approach to bullying prevention involves actions at the school level, class level, and individual levels. School-level activities encompass education, awareness, and supervision. Educational opportunities will be provided to the community via the Internet, classes, and assemblies. Class-level intervention occurs through regular class meetings in the homerooms led by the teacher or school counselor. Individual interventions involve reporting, investigation, conferences, and consequences in the discipline plan.

If a problem arises, students should 1.) Tell the person to stop the inappropriate behavior; 2.) If it doesn't stop, walk away; 3.) If the problem continues, consult a teacher or other adult. We are not asking students to "tattle" but more importantly, report a situation so the teacher can mediate a situation students may not have the ability or maturity to handle. Working out conflict is a life skill; however, asking a teacher to help when prior steps have not worked allows a teacher to remind students of expectations, be more aware of situations that need closer surveillance, and document behavior for further intervention.

Students are expected to support one another and help prevent bullying through positive choices becoming of our Christian mission. If a student is a victim or witnesses a bullying situation, the student is encouraged to report the incident to the teacher either by writing a note on a graded paper, emailing from home, or talking with a teacher at a time safe for the student to remain anonymous. Parents are encouraged to support their children in their choices to not allow bullying and/or to report acts of an ongoing conflict in writing as soon as they are aware. This allows us to consult within our team to determine if the conflict can be mediated among students or needs to be addressed as bullying. Parents should encourage students to work within the school's system to help address any situations.

The faculty and administration will keep track of covert and overt acts of bullying and apply consequences. When a repeated pattern is identified and documented by the faculty and administration, an intervention will be implemented to address the behavior. It is important to allow the process to be engaged as quickly as possible as the school can only treat the first-time report as such even if prior acts were committed but unknown. Consequences may range from a warning with an apology written by the student and signed by the parent, a conduct referral, mandatory individual counseling, conflict resolution, classes on group mediation, and/or implementation of a behavior plan with probation to suspension or expulsion. Consequences will be determined on a situational basis by the Principal, with the assistance of the Discipline Committee as deemed necessary.

It is our belief that through education, character formation, leadership building, and by working together, we can create an educational environment for our students which demonstrates warmth, adult involvement, responsibility, healthy relationships, and Christian love.

Disciplinary Procedures

Behavioral problems will be dealt with on an individual basis. The age of the student and the nature of the offense will be taken into consideration when correction is necessary. Students may be referred to the Principal for severe infractions. If a student is referred to the office, they will receive a conduct referral as documentation to parents that a student has exhibited behavior that extends beyond a classroom plan and therefore requires further consequences not listed on a teacher's plan. Please note conduct referrals are not part of a student's permanent record. A pattern of behavior may result in a behavior plan or probation. An administrator and/or teacher(s) shall thoroughly investigate any alleged disciplinary violation and interview all the parties involved prior to instituting corrective action. In the case of an extreme infraction or the case of chronic problems, a Faculty Disciplinary Committee will consider the situation and recommend disciplinary action to the Principal. Normally, the committee, which includes faculty members and school administrators, will also include the student's teacher, as an *ad hoc* member.

Behavior Contracts or Probation

In the event of extreme misconduct, the student may be placed on probation or contract for a determined period of time. This period is part of a constructive plan to encourage appropriate behavior. A behavior contract may involve additional requirements and/or restrictions on the child during a time period, which may be extended or shortened as circumstances warrant. This may include mandatory outside counseling and restricting the student from all extracurricular activities. Students or families not complying with behavior plans or probation may earn more severe consequences such as suspension or expulsion.

Suspension

In the event of seriously disruptive behavior harmful to self or others, a student may be suspended. Suspension may be in school or out of school. An In-School Suspension will result in the child being isolated from his/her classroom and peers. Parents will be contacted concerning the suspension. Each day the child is suspended, he/she will be expected to do all work in each subject assigned as well as additional work to reflect upon appropriate behavior. All assigned work must be completed and acceptable for the student to be reinstated in school. Work will begin at a reduced grade for students serving a suspension—grading will begin at 75% for all assignments, tests, and projects to be submitted on days of suspension. Whether suspension is in-school or out-of-school, parents and the child must meet with the Principal before readmission to classes. Students serving a suspension are also barred from participating in all extracurricular activities on the day(s) of suspension.

Immediate Suspension Pending Investigation

A student may be suspended pending a thorough investigation when there is probable cause to believe that the student has possessed, consumed, or sold Controlled Substances; or had in their possession a weapon of any kind, real or simulated, or fireworks, on school property or at any school-related activity; or when the progress or efficiency of the school makes such immediate suspension necessary.

Expulsion

Diocesan policy for elementary schools requires that the Principal, in consultation with the Pastor, make the final decision on whether a student will be expelled. If the decision to expel is made, the Principal shall inform the superintendent of schools. Expulsion may be considered, even on a first offense, for extreme and serious disruptive behavior harmful to self or others. Expulsion may also be considered for repeated conduct detrimental to the progress or efficiency of the school.

Disclaimer

It shall be understood that students may be subject to serious discipline, suspension, or expulsion for matters for which no written rules have been published herein. Chronic misbehavior and major displays of inappropriate attitude may constitute cause for dismissal.

Appeals of Disciplinary Decisions

The approach to discipline at Christ the King School is to correct a behavioral problem, not to simply punish the child. Teachers are to reflect upon consequences that are appropriate to the level of severity but also encourage the student to correct the behavior. Consequences given by the administration will be communicated by a written conduct referral, email, or phone call and documented in the online student information system. Parents are expected to cooperate with the school when disciplinary action is taken.

In the event parents are not satisfied with the disciplinary action taken by the school, the parents may make a written request for a review of the disciplinary decision by the Principal and Faculty Discipline Committee, followed by the Pastor, and then the Diocesan Superintendent of Schools. Nothing herein shall obligate the Pastor or the Superintendent of schools to review any decision imposed in accordance with Diocesan policy. Any review sought by the parents shall take place at the earliest opportunity following the announcement of the disciplinary decision by the Principal.

Corporal Punishment

Corporal punishment is not administered at Christ the King School.

ADDITIONAL POLICIES

Parental Access

State law requires that schools give full access to biological parents, including visits, access to grading, school work, and notification of events. If a student is to have no/limited access to a biological parent or is not allowed to leave with a biological parent, the relevant court documentation must be submitted to the administration.

Textbooks

Rented textbooks will be assigned by the teacher. Parents should check the condition of all rental books and note any irregularities on the front cover where their child was assigned the book. Students are responsible for the rental book assigned and parents must pay a replacement fee for any lost textbook before a new one is issued.

Morning Care

Early morning care is provided in the Parish Hall from 7:00 a.m. until 7:45 a.m. During this time, students are required to follow the directions of the supervisor and follow all school rules. Homework may be done at individual tables, but not at the class tables. Students may not use any electronic devices, including cell phones and smartwatches, during Morning Care. Devices are subject to confiscation. Students may not connect to the parish guest Internet network with any device, even if the device connects automatically without user intervention.

Morning Snack

Teachers will allow time for a mid-morning snack in the classroom. Parents need to provide a water bottle and a handheld item to eat. Snacks that are easily and quickly consumed are recommended so that instructional time may be preserved. Students may purchase snacks **before** school to put in their backpacks from the vending machine—no sodas or juices.

Lunch

Students may bring their lunch each day or purchase lunch or beverages from St. Charles Catering. Christ the King School does not participate in the Government Lunch Program. Recognizing the virtue of moderation, parents are encouraged to pack lunches with a moderate amount of food - only the food your child will eat in one sitting. Carbonated beverages, gum, food from restaurants or fast food, or items that require additional refrigeration are prohibited. Use only a thermos that fits in your child's lunchbox. For safety reasons, it is recommended that parents place food into plastic containers with lids rather than cans with pull tops or glass containers. Students may not receive deliveries of food from restaurants. It is impractical for the school to ensure proper delivery of food to the student in time for their assigned lunch period, is disruptive to the front office, and is disruptive to the student community at lunch. Further, in light of the dramatic increase in childhood obesity, fast food should be avoided as it is typically unhealthy.

Parents or family members are welcome to join their children for lunch. Advance notice is appreciated. All visitors must check in at the front office to receive a visitor's badge before proceeding to the lunchroom. A visitor's table is set up in the cafeteria each day for parents or relatives to eat with their children. Only students who are related to the visitor may join the visitor's table. For other students to be excused from eating with the class, a written note must be sent to the front office by the child's parent granting permission. Parents visiting for lunch may not bring outside food for their children and are strongly discouraged from bringing restaurant food for themselves. Visiting students during lunch is designed to share a meal with your child(ren), not as a means for bringing special treats. Parents should demonstrate moderation in visiting their child(ren) for lunch. Too frequent visits impede their social development by disrupting the atmosphere of peer relationships.

Recess is reserved for students to develop social skills and relationships. On exceptionally rare occasions, parents may attend recess with explicit permission from the principal.

Birthdays

Student birthdays will be celebrated in moderation. Due to health concerns of childhood obesity and in consideration of food allergies, students may not bring in food to share with their class, treat the class to ice cream, or provide money for children to buy ice cream in the dining hall.

Students will be celebrated with a special visit with the principal, and students may come dressed down for the day. All uniform guidelines must still be followed. Clothing in violation of the guidelines will require a parent to bring a change of clothes for the student.

Out of respect for all students, invitations to parties outside the school may not be distributed in the classroom, unless the entire class or all students of the same sex are invited. Early checkout for off-campus parties is disruptive to the school day and not approved by the administration. Parents are asked to make arrangements for after 3:00 p.m. dismissal.

Counselor

A trained counselor is at Christ the King full-time. Teachers or parents may refer a student who is having difficulty academically, emotionally or is experiencing the loss of a parent or relative due to divorce or death. Before a counselor may see a student, the parent must be notified and give written permission. However, the counselor may see a student once without parental permission in case of necessity. By state law, any adult who suspects neglect or abuse of a student is obligated to contact Child Protective Services (CPS) who will then investigate the claim. The school does not notify parents if CPS visits with a child.

Messages/Telephone Use

Students are not allowed to use the telephone without permission. To minimize classroom interruptions, please discuss pick-up plans, lunch situations, and after-school activities before school. Students may use the telephone in the office in case of emergency or illness. Parents should not call the school to leave messages for students except in an emergency. Students are not allowed to use cell phones on school property, during the school day, or during school activities. If a cell phone or other electronic device is seen or heard, the device will be confiscated. If an electronic device is confiscated, parents must come into the school personally to collect confiscated items from the teacher or principal. No text messaging, instant messaging, posting, recording, or social networking is allowed during school hours.

Email

Parent email addresses are shared through the FACTS Family Portal for school communication and are available to volunteers such as room parents. Teachers create email distribution lists for class communications and newsletters. Parents should respect the relationship of teachers, students, and other parents by refraining from using class distribution lists to air grievances or for commercial purposes. Email addresses will not be given to outside organizations or individuals for business unrelated to CKS, or contact by Diocesan high school admissions.

Social Media

Christ the King encourages responsible and respectful use of social media by parents and students. Our staff, parents, and students reflect varying traditions, values, and points of view. Posts or comments should be respectful and should help build and support the school community.

Audio/Video Recordings

Any form of electronic recording of classroom sessions without prior written permission of the teacher is prohibited. Families should be aware that audio and video recordings may be made by the school for teacher evaluation, observation, and coaching, and that sessions with student

teachers are also subject to recording for educational purposes.

Photos

Individual and class pictures are taken early in the school year. Purchase is optional. All students, staff, and faculty will have a picture taken for the yearbook and/or web page. This is not an out-of-uniform day. Students will wear their uniforms and no 'out of uniform' passes may be used.

Additional snapshots/videos are taken throughout the school year by staff and the yearbook photographer. Christ the King School will use pictures and video recordings of our students in our publications such as the Sceptre, Tennessee Register, school/parish social or print media and websites, and the student yearbook. Notify the office in writing to opt out of this policy.

Deliveries

Forgotten items from home such as books, lunches, or clothing should be dropped off in the office. The items will be delivered at a time that does not disrupt instruction.

Visitors

We always welcome visitors. As an increased security measure, all visitors must enter via the Main Entrance on Belmont Blvd.. All visitors must check in at the office and receive a visitor's badge. Please bring a valid government-issued ID for identification verification via the Raptor system. For security reasons, all doors are locked during the school day.

Volunteers

Volunteers are welcome as this is one of the greatest strengths of a school. We ask that all parents volunteer for the school in some capacity during the year. Volunteers will be asked to complete the Diocesan Safe Environment training and background check (<https://nashville.cmgconnect.org>). **All volunteers must register in the office and receive a visitor's pass during school hours even if they have a key.**

Medicine

ALL MEDICATION will be dispensed through the office/infirmery or through a teacher where documentation of administration will occur.

- Any prescription or non-prescription medication (such as Tylenol, vitamins, or cough drops) needs to be sent to the office in the original container, with the child's name affixed to the container, along with a note from the parent indicating permission and directions on its use, including dosage, route, frequency, discontinuation date and reason for medication.
- Non-medicated cough drops may remain in the classroom but the parent must send in permission for their use along with directions.
- EpiPens or inhalers needed for emergencies will be under the supervision of teachers as a child goes from class to class.
- Medication and test kits for students with insulin-dependent diabetes will be handled according to the written health plan coordinated between the physician, parent, and school according to the child's age and ability to self-manage.

Allergies

Christ the King School recognizes that an allergy is a serious condition affecting many school children and positively welcomes children with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. Parents should inform the school immediately of any known allergies and required medication. Written allergy/asthma plans are shared with the teachers and staff who come in contact with the student. The school does all it can to ensure the school environment is favorable to children with asthma or allergies.

- Asthma Medication – Immediate access to reliever inhalers is vital. Children may carry their reliever inhaler or keep it in the office at the parent's written direction. All inhalers must be labeled with the child's name by the parent. Parents should submit an action plan with given directions to the office in the first week of school.
- Food Allergy Policy – In order to minimize the incidence of life-threatening allergic reactions, Christ the King School maintains a school-wide procedure for addressing life-threatening allergic reactions and an Emergency Action Plan for any student whose parent/guardian and physicians have informed the school in writing that the student has a potentially life-threatening allergy. Parents should submit an action plan with given directions to the office in the first week of school. This plan must be signed by a physician. Students are encouraged to carry their EpiPens at all times in a labeled container such as a lunch box, bag, or backpack. All staff members are provided training on administering an EpiPen. Parents will also be asked to give permission to share health concerns and provide an orientation to classmates concerning a child's allergy if it is life-threatening. Designated tables in the cafeteria are set aside for students as nut-free or peanut-free zones. Students with nut/peanut allergies may sit at these designated tables to be assured of food safety, but are not required to do so. Non-allergic children who sit at these designated tables may not have nut or peanut products in their lunches. Classrooms are labeled as nut-free or peanut-free rooms as needed. Table washing and hand washing are made part of the class routines as necessary according to the action plans of students with allergies.
- Diocesan policy states:

The school is committed to providing a safe and healthy environment for all its students.

Parents and guardians are responsible for notifying the school about a child with severe allergies.

For students diagnosed with severe allergies, parents/guardians should provide the school with medication orders from a medical provider and the specific prescribed medication in order to ensure the medication will be available at the school and on field trips per the student's Individual Health Plan (IHP).

Depending on the individual student and school circumstance, the principal will determine which school staff are to be trained to administer epinephrine in an emergency situation. Such individuals will be trained in the prevention and recognition of severe allergic reactions and

anaphylaxis, administration of epinephrine by auto-injector, appropriate handling and disposal of auto-injectors, immediate care of the patient until help (911) arrives, and classroom management of students at risk for severe allergy and anaphylaxis. Training and refresher training will be provided on a yearly basis. In all cases, emergency medical services (EMS) must be notified immediately following administration of epinephrine by calling 911. In addition, the parent/guardian of a student to whom epinephrine has been administered must be notified as soon as possible.

The Diocesan policy also gives guidelines for school-provided auto-injectors. Christ the King School does not provide auto-injectors of epinephrine. The parent must provide the EpiPen for their student with an allergy.

Illness

Please do not send children to school who are ill—it is not helpful for the child who is ill and it affects other students' health as well. Overall, it impacts our community as classes lose academic time due to student absences.

- In accordance with state law, a student who has been ill must be fever-free without the help of fever-reducing medication **for at least 24 hours** before returning to school.
- Students should be vomit and diarrhea-free for 24 hours from the last episode before returning to school.
- Students sent home with a fever, diarrhea, or vomiting may return after 24 hours from the time released to a parent if symptom-free.
- If there is a question about a student's health, the front office will be called and parents may be required to take a child home. In some cases, the school may require a note from the doctor that the student is able to return to school.
- Students sent home from school may not attend practices or games until after the student returns to school.

Communicable Diseases

When a student has a communicable disease or condition, parents must notify the office as to its nature. This includes such diseases as conjunctivitis, Fifth's Disease, MRSA, Strep, Flu, COVID-19, and non-allergy rashes. Health Department guidelines concerning the contagious period of an illness/condition must be strictly adhered to (specific information is available in the office). A note from the student's doctor confirming the student is not contagious is required for re-admission. In cases of pinkeye, a student must stay home for 24 hours from the onset of treatment to prevent contamination of other students.

Head Lice

If the school learns that a student has lice and/or nits in his or her hair, the student's parents will be notified that the student must be treated, as indicated below, before returning to school. Parents should check their students' heads for lice regularly; school screenings do not take the place of more careful parental checks. If parents learn that their student has lice, they should notify the School. When the School learns from any source that a case is discovered, a general notification is made to all parents and the entire school for heightened awareness. The grade(s) affected will be identified, but no specific student(s) will be named. The school will check for lice

when able during an outbreak to help prevent spreading, but it is the parent's responsibility to have their students checked for lice if an infestation is suspected.

Prompt, proper treatment of lice is in the best interest of the infested student and his or her classmates. When lice and/or nits are present in a student's hair, the student must be treated before returning to school. Specifically, before the student may return to school, the parent must have a health care provider sign a form stating that the student has had treatment or send a note affirming that the student has been effectively treated at home and no crawling lice are present. The parent is also encouraged to check all other household members for infestation and to have a health care provider sign a form stating all children who are students at the School have had treatment or to send a note indicating that all of the household members who are students at the School have been effectively treated at home and/or no crawling lice are present.

Parents are encouraged to do the following if their student is found to have lice or nits in his or her hair:

- To kill lice and nits that may have fallen or crawled off the head onto clothing or other articles, machine wash clothing, bed linens, and other items that the infested person wore, slept on, or used during the two days before treatment. Use the hot water (at least 130°F) cycle. Dry the laundry using the high heat setting for at least twenty minutes. Items that are not washable should be dry-cleaned;
- Soak combs and brushes in hot water (at least 130°F) for five to ten minutes; and
- Vacuum the floor and furniture, particularly where the infested person sat or lay during the two days before treatment.
- Because pediculicides are not 100% ovicidal, the parent is also asked to continue checking the student after readmission, particularly on the ninth day following treatment, to ensure that any lice that may have hatched from eggs laid after the first treatment have been eliminated.

Smoke-Free Campus

Christ the King is a smoke-free campus. This includes but is not limited to cigarettes, cigars, tobacco pipes, vaping pens, and any other tobacco products while on campus.

Insurance

All students attending Christ the King School must be covered by some form of accident insurance. The school reserves the right to request proof of insurance coverage. Christ the King School is not liable for injuries or illnesses occurring on the premises.

Snow Day Policy

Decisions to close school because of snow or ice are made on a day-to-day basis. Announcements will be made through the phone broadcast system, on local television channels 2, 4, and 5, and 17, and the school website. Decisions will be made as soon as possible based on the data available through the National Weather Service and direct observation of road safety.

Safety Drills

Throughout the year, students, faculty, and administration will practice policies and procedures regarding fire, tornadoes, earthquakes, and intruder/lockdown situations. These drills are important for student safety. Any adult within the building during practice must also evacuate the building. In cases of emergency, students in classrooms or other campus areas are to remain silent and follow the directions of school or emergency personnel.

SPECIAL EVENTS

Liturgies

All-school liturgies are celebrated each week, on Holy Days of Obligation, and special feast days. Presence and participation is expected for all students. Special circumstances should be discussed with the Principal. Students, guided by teachers, prepare for these Masses and serve in leadership positions. Cantors and liturgy leaders will have extra practice prior to the Mass for which they serve. Students selected for a part but unable to practice may be replaced. However, students will have another opportunity to serve.

As the primary educators of the faith, parents are encouraged to participate in Sunday liturgy with their students. Parents are always welcome at school liturgies.

Sacraments

First Reconciliation and First Communion are received in the second grade, with First Reconciliation preceding First Communion. Confirmation is received in the eighth grade. The seventh grade hosts a reception following Confirmation; First Grade parents host a reception following First Communion. The Sacrament of Penance is offered during Advent and Lent for classes, or for individuals by appointment. Students wishing to explore Baptism or other sacraments after the age received at our school should contact the Director of Children's Formation, as soon as possible. Students may need to attend an additional formation program called the Rite of Christian Initiation for Children (RCIC).

Field Trips

Field trips for educational purposes are encouraged. They must be tied to a diocesan objective that is taught or supervised by the responsible teacher and approved by the Principal. If a parent chooses for the student not to attend a field trip/class trip, the student is required to attend school in lieu of the trip. Schoolwork will be assigned by the teacher.

Permission forms will be sent home prior to field trips. No student may be transported by vehicle to a school-sponsored activity off the school grounds during school hours without written consent from the custodial parent. Slips must be turned in to the teacher prior to the trip and will remain in the teacher's possession until the trip is completed. After the trip, forms will be sent to the office until the year-end. Consent forms will be retained for a period of three years, and will then be destroyed.

In order to keep all students safe and to maintain the educational nature of the transportation, drivers should follow these guidelines:

- Our insurance carrier requires us to have certain information on file for all persons who use their own vehicles to transport students or other parishioners to and from school or parish events. Catholic Mutual CARES Volunteer Driver Form needs to be completed.
- All field trip chaperones, as with other school volunteers, must complete the Diocesan Safe Environment training and background check (<https://nashville.cmgconnect.org>). Field trip drivers should indicate that they are volunteer drivers and complete the MVR online training module on this site.
- Drivers should understand that the driver's insurance is primary; Diocesan coverage is for additional liability protection should a claim exceed the limits of the driver's policy.
- Drivers should have a list of students assigned to their vehicle and should not switch students without permission from the teacher in charge.
- All transportation must proceed directly to and from the place of activity; **drivers are not to provide or to stop and buy refreshments for the students.**
- Movies or television should not be turned on while students are in the vehicles.
- Students are not to be transported in open trucks.
- **Seat belts must be worn.**
- Small children should not be placed in seats with airbags. Due to state laws, all children under age 9 or shorter than 4'9" must be in appropriate booster seats while being driven in private vehicles. All students under age 9 or shorter than 4'9" must bring a booster seat to use while being transported. No student under age 9 or shorter than 4'9" will be allowed to be transported without a booster seat.
- Due to Diocesan insurance policies, **no siblings are allowed on field trips.**
- Adult chaperones for any school-sponsored field trip or class trip may not use alcohol while supervising students.

Classroom Parties

The teacher and the head room parent handle planning and organization of classroom parties. Parties at Halloween, Christmas, Valentine's Day, and Easter are allowed. Attendance at parties will be limited to parents who are scheduled for the event by the head room parent; siblings and spectators are not allowed due to space constraints. Parties should take place on campus and not exceed two hours in length. Students do not exchange gifts at school during holidays in order to avoid hurt feelings of students who may be left out. The limited exception to this policy is for classes with paired buddies (Pre-K/6th, 1st/7th, Kindergarten/8th) who may exchange gifts not exceeding \$10 at Christmas and the end of the year only. Parents are asked to make sure students understand and respect this policy.

EXTRACURRICULAR ACTIVITIES

The purpose of extracurricular activities at Christ the King School is to foster character development and social engagement through physical, social, and creative opportunities. Participants represent CKS and should display good sportsmanship, school spirit, collaboration,

and most importantly, fun. All extracurricular participants, students, parents, and volunteers, are to follow all school and diocesan policies. Our volunteers help support our students by receiving the appropriate training, modeling excellent behavior, and providing positive reinforcement. Students will demonstrate their best effort and show respect as formative aspects of their education.

Rules and Obligations

The student is expected to attend all practices, games and meetings. If for any reason the student must be absent, the coach/advisor must be notified ahead of time. There are certain situations and circumstances that would keep a student from being at practice, meet, game, or event; however, it is imperative that every team member be present. Not only does this benefit the team but the individual participant as well.

Christ the King students must always dress and groom themselves appropriately. They will refrain from using or possessing alcohol, tobacco, or any illegal substance. Students will show respect for CKS equipment and facilities as well as all other facilities where they may be practicing or playing. Students should refrain from playing in school areas that are not designated for sport or club activities. It is also important to be respectful of all facilities by observing and following basic rules, such as no cleats in the building, no food or drink in the gym except in the concession area or bleachers during games, no gum in the school or gym, and keeping all areas free from trash. Students may not use facilities unless coaches or activity advisors are present.

Academic Contract

In order to participate in any sport and/or activity, a student must maintain an "S" in effort and conduct. Students with an "N" or "U" in conduct or effort may be placed on academic probation by recommendation of the teacher with the Principal's approval. At the discretion of the Principal and the teacher, the student may attend practice during this time, but he/she **may not participate in games or extracurricular events**. When conduct and effort meet expectations, the student will be allowed to return to the team/activity with the approval of the Principal and the coach/activity advisor. Teachers will notify coaches or activity advisers in advance of placing a student on probation.

At the time of probation, the student will sign a contract, along with his/her parents/guardian and teacher. He/she will then be given time (one to three weeks) to bring their behavior and/or effort marks to the expected level. If improvement is shown by the end of the contract agreement, the student may then be eligible to participate in games/activities.

Awards

A certificate is presented to students who have participated in sports and activities at the **end of each season and students will be recognized during school Pep Rallies**. Trophies, plaques, ribbons, and any type of athletic award should not be given to team members without the approval of the Principal and Athletic Director.

Banquets/Awards/Parties

Parties at the end of the season are the responsibility of each individual team. These parties are for celebrating the season and recognizing each team member in a fun atmosphere without an

emphasis on awards. The team parent is usually the person in charge of organizing and finding volunteers to help. Each event needs to be approved by the Athletic Director or Principal. **Alcohol for adults is prohibited at school events during which students are present.**

STUDENT ACTIVITIES

Altar Servers

Any Catholic girl or boy age 10 or above may be an altar server after receiving training. The altar server must be in the sacristy ten minutes before the service begins to have everything in readiness on time. The server is expected to be clean, neat, and behave on the altar in such a way as to inspire devotion in the parishioners. The server is expected to keep the appointed time to serve. If for some reason, it becomes impossible to serve at a particular time, it is the responsibility of the altar server to get a substitute.

After-School Enrichment Classes

Fee-based classes are offered by selected vendors once per week after school in fall, winter, and spring sessions. Watch for information in the Raider Review and Friday folders.

Drama

Students in grades 4-8 may participate in after-school drama to learn about creative dramatics and participate in school performances. Weekly meetings are held after school with additional practices before performances.

Forensics

Students in grades 5-8 may join the Forensics Team to compete in various forms of the art of public speaking. Weekly meetings are held after school. The team competes in the parochial league and other tournaments on weekends.

Student Council

Each class in grades 4-8 elect members in August to represent the class and to organize events that promote the student community. Bi-monthly meetings are held after school. Students who miss more than 3 meetings will be replaced by a Principal appointment or special election. Students may not be a representative for two consecutive years.

Piano, Voice and Guitar Enrichment

Fee-based classes in Piano, Voice, and Guitar are offered to students in grades K-8 by selected vendors. Classes may not take place during school hours unless scheduled during a student's recess. Preferably, these classes will be scheduled before or after school.

Service Clubs

Cub Scouting, Boy Scouting, and Girl Scouting are available under the national programs for interested students through Christ the King Parish.

SPORTS

Christ the King School participates in the Diocesan Athletic Council league.

Cross Country

For students in kindergarten through eighth grade. Scheduled meets are held in September.

Basketball - Senior Division

Made up of seventh and eighth-grade students; these teams play in the parochial league and have games with surrounding private schools.

Basketball - Junior Division

Made up of third, fourth, fifth, and sixth-grade students; these teams play in the parochial league.

Soccer

Composed of fourth through eighth-grade students; soccer teams play in the parochial league.

Volleyball

Made up of fifth, sixth, seventh, and eighth-grade girls; these are parochial system teams. Fall volleyball (7/8) is for competition; spring volleyball (5/6) is instructional only.

Cheerleading

Any seventh and eighth-grade girl may be a cheerleader for Christ the King School senior division teams. All grade and discipline requirements set forth for athletic teams shall also apply to cheerleading. Cheerleading uniforms are the property of Christ the King and must be returned to the school at the season's end.

Diocesan Teams

The following sports are available at different times through the Diocese of Nashville. Notification of such events will be sent home in Friday communications.

Football - Football is a fall diocesan sport open to students in 5th-8th grades. Fourth graders may be allowed to play in the 5th-6th grade league.

Golf - Golf is a spring sport open to students in 6th-8th grades.

Lacrosse - Lacrosse is offered to boys in 2nd-5th grades (youth team) and 6th-8th (middle school team).

Wrestling - Wrestling is a winter sport offered to boys in Kindergarten-8th grades.

Swimming - Swimming is a year-round sport for boys and girls in 5th-8th grades.

Tennis - Tennis is a spring sport for boys and girls in Kindergarten - 8th grades.

Softball - Softball is a spring sport for 7th and 8th-grade girls.

Baseball - Baseball is a spring sport for 7th and 8th-grade boys. Tryouts are held in the fall.

Fees

All students pay a PE/Athletic fee **that is included in the annual school fees**. PREP students who participate in sports are subject to this fee as well.

An additional non-refundable fee is charged to all players for participation in each sport which includes a diocesan per-student/per-sport fee, facility maintenance, and maintenance of sports equipment and uniforms. These fees are paid at the beginning of the season. Current fee policies will be distributed at the time of registration for each sport and activity.

Team Uniforms

Uniforms are the property of Christ the King and must be returned to the school, except for Cross Country. All uniforms are to be returned in good condition by the assigned date. Parents will be **billed through FACTS - Incidental Billing** for the replacement cost of any damaged or unreturned uniforms. Watches or jewelry may not be worn during any practices or games for the safety of all students.

Athletic Registration

The Diocese of Nashville requires all participating students to have the Diocesan Athletic Interscholastic Program Registration Form completed before participation on a team is permitted. This form includes a Physician's Certificate and is required for **ALL** students at Christ the King School for participation in our Physical Education classes.

Practices and Games

For practices and games at Christ the King School, students are to be dropped off and picked up on time at the rear driveway entrance nearest the gym (Oakland Ave. entrance). Siblings and carpool members of players **may not** be left unattended at school while practice is being conducted. Coaches cannot teach students in addition to supervising children who are not on their team.

Students remaining in the building after school hours must remain with an adult supervisor. Students may not roam the halls or remain in rooms without supervision. Due to safety and out of respect for others in the building, there is no running or yelling at any time in the school hallways and rooms.

Athletes who attend Aftercare or other extracurricular activities before practice must be signed out by a coach or other team parent before practice. Aftercare ends at 6:00 p.m. It is the parent's responsibility to make arrangements for sign-out by an adult supervisor by the end time of these services.

A student may not be allowed to dress for a game if he/she has excessive absences. This will be determined by the coach, Principal, and/or Athletic Director. **Students sick and absent from school during the day may not participate in a Christ the King event that afternoon/evening. This includes practices, meets, and games.** If a student is too sick to attend school, they are too

sick to attend practices/games.

Inclement Weather Policy

If school is canceled due to snow, flooding, etc. assume that there is no practice unless informed otherwise by your coach or team parent. Therefore, if you do not get a call, there is no practice.

If a game or contest is canceled, the coach or team parent will notify the team by phone, text message, or other means. The DAC website (www.dacnashville.com) will be updated with cancellations. Unfortunately, the website is not updated in a timely fashion, so we discourage relying on the website for communication purposes. On occasion, a game may not be canceled until the last minute, especially if it is an early morning game. Use your best judgment and keep your family safe if you are ever in doubt.

CONTROLLED SUBSTANCE POLICY

Christ the King School is committed to the health and safety of all members of the school community and will take action to safeguard their well-being. Because substance abuse and/or dependency can negatively impact the health, emotional stability, and development of our students, Christ the King School has adopted the following Controlled Substance Policy to address those concerns.

STUDENT CONTROLLED SUBSTANCE POLICY

Introduction

Christ the King School is especially concerned about the increase in use and the abuse of controlled substances by children and young adults. Christ the King School recognizes that the use and abuse of Controlled Substances may adversely affect the user, family members, other students, and our community as a whole. As such, Christ the King School does not tolerate or permit, at any time, the use or possession of Controlled Substances by students. Students shall abide by the rules and regulations of Christ the King School, including this Student Controlled Substance Policy, at all times, whether or not on campus.

Definitions

As used in this Student Controlled Substance Abuse Policy:

- “Alcohol” shall mean and refer to all alcohol, distilled spirits, beer, malt beverage, wine, fortified wine, or any beverage requiring identification confirming that the consumer is age twenty-one (21) or older.
- “CKS Representative” shall mean and refer to any member of the Christ the King School administration, faculty, and/or staff.
- “Controlled Substance” shall mean and refer to Alcohol, drugs (including illegal narcotics, misused and/or improperly used over-the-counter and prescription drugs, legal products used to produce a drug-like “high”), mood-altering chemicals, tobacco, e-cigarettes, vape pens, and “Paraphernalia” (defined below) associated with them, including look-alike items. Controlled Substance does not include medications authorized by a licensed physician, sent to the Office or provided to faculty and distributed to students in accordance with the section on “Medicine” in this Handbook.
- “Paraphernalia” shall mean and refer to any instrument, device, or object that is designed or marketed as useful primarily for injecting, ingesting, or introducing a controlled substance into the human body, enhancing the effect of a controlled substance on the human body, testing the strength, effectiveness, or purity of a controlled substance, processing or preparing any quantity of a controlled substance, or holding a controlled substance while it is being introduced into the human body.
- “Substance Abuse and/or Dependency” shall mean and refer to any illness in which a CKS Representative’s consumption of mood-altering substances interferes with job

performance and adversely affects health.

Suspicion of Possession of Controlled Substance

In order to enforce this Controlled Substance Policy, and to protect the safety of its students, administration, faculty, and staff, Christ the King School reserves the right to search the person, locker, bag, backpack, and/or any other personal property of any student reasonably suspected of being in the possession of or under the influence of any Controlled Substance on campus or at any school-related function. Any student search shall be performed, if reasonably possible, by an adult of the same gender as the student. If a student search is necessary, the parents/guardians shall be notified and permitted to witness the search. If the student's parents/guardians are not present, the search shall be performed in the presence of at least one (1) adult witness. Any student search shall be witnessed, if reasonably possible, by an adult of the same gender as the student. The occurrence and results of any search shall be communicated to the student's parents/guardians. If a student is determined to be in possession of any Controlled Substance, he or she will be disciplined according to this Student Controlled Substance Policy. If the student and/or his or her parents refuse to cooperate with the search request, the student shall be presumed to be in violation of the Controlled Substance Policy and shall be disciplined accordingly.

Suspicion of Being Under the Influence of a Controlled Substance

If any CKS Representative reasonably suspects a student is in possession of, abusing, or under the influence of a Controlled Substance, regardless of whether it is presently occurring on campus or at a school-related function, the CKS Representative shall contact the Principal and discuss the basis for the suspicion. Reasonable suspicion may be based on, but not limited to class performance, tardiness, absenteeism, behavior in and/or out of the classroom, family conduct, and/or peer conduct. If reasonable suspicion exists, the Principal and/or Discipline Committee shall be permitted to implement a prevention and intervention plan that may include but is not limited to, mandatory drug screening and assessment, participation in alcohol or drug abuse therapy and treatment, and/or attendance and participation in Christ the King School or Parish alcohol or drug abuse programs (hereinafter a "Prevention and Intervention Plan"). Any student who fails or refuses to abide by a Prevention and Intervention Plan shall be subject to suspension and/or expulsion from Christ the King School.

Drug Test and/or Assessment

Christ the King School and CKS Representatives reserve the right to require a drug and/or alcohol test and/or assessment of any student suspected of possession or using any Controlled Substance at the expense of the student's parent/guardian. The results of the student's test and/or assessment shall be provided to the Principal of Christ the King School. A student's parents/guardians must consent to the release of any test and/or assessment and provide any necessary HIPAA-compliant medical records release.

If a student's test and/or assessment results are positive, the student shall be disciplined according to this Student Controlled Substance Policy. If a student is found to be chemically dependent, he or she must successfully complete a recommended treatment program and agree to participate in a Prevention and Intervention Plan before being allowed to return to Christ the King School or attend any school-related events or functions.

Confirmation Student Is/Was Under the Influence of or in Possession of a Controlled Substance

In the event that a CKS Representative suspects a student using or in possession of a Controlled Substance, or distributing or aiding others in the use or distribution of a Controlled Substance, the following procedure shall apply:

1. The CKS Representative shall immediately inform the student of the observed violation, obtain the name of the student, and instruct the student to accompany him or her to the School Office. If possible, the CKS Representative shall confiscate the Controlled Substance or evidence substantiating its possession and/or use and place it in a secured container. If the condition of the student or other circumstances makes it inadvisable to bring the student to the Office and/or confiscate the Controlled Substance, the CKS Representative shall report the details immediately to the Principal.
2. The student shall be sent home immediately. Upon notice of the student's suspected possession and/or use of a Controlled Substance, the student's parents/guardians shall have the student complete a drug test within forty-eight (48) hours at the parent/guardian's expense. The results of the drug test shall be provided to the Principal within twenty-four (24) hours of availability, at the expense of the parents/guardians.
3. At the expense of the student's parents/guardians, a professional independent counselor selected by Christ the King School shall administer a drug and alcohol assessment, and the student shall be required to follow any recommendations in order to remain at Christ the King School.
4. The student shall not be permitted to return to Christ the King School until the drug test and assessment have been completed, the parents have met with the Principal or her/his proxy, and the student and his or her parents/guardians have agreed to abide by any Prevention and Intervention Plan.
5. The student shall be placed on disciplinary probation for fourteen (14) calendar days and shall not be permitted to attend or participate in any school-sponsored events.
6. The student will be subject to unscheduled/random drug and alcohol testing for the remainder of his or her time enrolled at Christ the King School.
7. The student will be disciplined according to this Student Controlled Substance Policy.

Discipline

In addition to the other information provided herein, in the event that a student is determined to be in violation of the Student Controlled Substance Policy, he or she will be disciplined as follows:

First Violation

In the event that a student is determined to be or have been in the possession, custody, or control of or under the influence of a Controlled Substance, the student will be disciplined as determined and/or recommended by the Principal in consultation with the Discipline Committee. In determining the proper discipline, they may consider, among other things, the student's prior

history of disciplinary actions. The discipline for the first violation of this Controlled Substance Policy may include a behavioral contract, after-school detention, suspension from extracurricular and/or athletic activities, in-school suspension, out-of-school suspension, and/or expulsion depending on the severity of the violation.

Second Violation

In the event that a student is determined to have violated the Student Controlled Substance Policy, on or off-campus, for a second time, the student shall be expelled for the remainder of the current school year and shall not be permitted to return to Christ the King School or attend school-related events, until the student complies with a Prevention and Intervention Plan.

Third Violation

In the event that a student is permitted to return to Christ the King School following a second violation of the Student Controlled Substance Policy, any further violation of the Student Controlled Substance Policy shall result in immediate and permanent expulsion from Christ the King School.

Overdose

In the event that a CKS Representative is confronted with a student who reasonably appears to be experiencing a drug overdose, the CKS Representative shall:

1. Comply with the procedures governing staff action for medical emergencies as set forth below:
 - a. If the student is unconscious, the staff member shall:
 - Call 911 immediately, determine whether the student's breathing has stopped, and administer CPR as necessary;
 - Seek the assistance of other staff members as appropriate prior to the arrival of medical personnel; and
 - Notify the School Office and Principal as soon as possible.
 - b. If the student is conscious, the staff member shall:
 - Keep the student calm and provide reassurance;
 - Not move the student unless it is absolutely necessary; and
 - Contact the School Office and Principal who will determine whether any additional action is required. Additional action may include, but is not limited to, one or more of the following:
 - Contacting the student's parent(s)/guardian(s) for instructions;
 - Contacting the student's family physician;

- o Holding the student in the Office pending the parent(s)/guardian(s)' arrival;
 - o Immediately removing the student from the premises and transporting him or her for emergency medical treatment (hospital, Detox, etc.)
2. Following the handling of any medical emergency, a record of action taken shall be made and filed in a confidential folder.

GUIDELINES FOR ADULT USE OF CERTAIN CONTROLLED SUBSTANCES

In order to model and foster Christ the King School's goal of preventing substance abuse and dependency, **all school activities whose primary audience is the student body, whether on or off-campus, shall be alcohol and drug-free. Accordingly, except as expressly authorized by the administration, no alcohol of any kind shall be served, consumed, made available, or otherwise allowed at any school-sponsored function for students. Additionally, since the parish campus has been designated as smoke-free, smoking and/or use of tobacco or vapor devices, on school grounds, is prohibited.** Anyone who does not adhere to these guidelines will be required to remove offending substances from the event and, at the discretion of the administration, may be required to leave the event or campus. Any subsequent violation of this policy may result in the violator being banned from future school-sponsored events and or the campus.

TECHNOLOGY ACCEPTABLE USE POLICY

Christ the King Church and School Acceptable Use Policy for Technology and Technology Resources

Christ the King Church and Christ the King School (hereinafter collectively referred to herein as “Christ the King”) have adopted the following Policy for Acceptable Use of Technology and Technology Resources (hereinafter referred to herein as the “Policy”):

1.0 Overview and Definitions

Christ the King provides all technology and technological resources (hereinafter “Technology Resources”) with the intent to advance the Mission, Vision, and Purpose. In order to protect the Christ the King community from the inherent risks imposed by Technology Resources and ensure Christ the King’s culture of openness, trust, and responsibility, it is imperative that Christ the King impose certain guidelines, policies, and procedures.

This Policy shall apply to priests, deacons, faculty, staff, students (including PREP students), volunteers, parishioners, visitors, contractors, consultants, temporaries, substitutes, and any other workers at Christ the King (hereinafter the “Christ the King Community”). Any person or entity that uses Technology Resources at Christ the King shall be referred to herein as a “Technology Resources User.”

For the purposes of this Policy, the term “Technology Resources” shall include, but is not limited to technology systems, computers, computer equipment, software, applications, hardware, wearable technology, fitness trackers, smartwatches, operating systems, storage media, network accounts, Christ the King provided Google accounts, accounts with publishers or digital media distributors and accounts offered by other vendors for the use or management of technology resources, worldwide web (WWW) and internet browsing, FTP or file-sharing programs, social media (Facebook, Instagram, and all similar websites/applications), blogs, and/or any other websites, applications or technology-based systems which, in the discretion of the Christ The King Parish Pastor, are intended to be governed by this Policy.

Maintaining safe, reliable, and secure systems is a collaborative effort involving the participation and support of the entire Christ the King Community. Accordingly, all Technology Resources Users are expected to know, understand and adhere to this Policy. By utilizing the Technology Resources offered by Christ the King, a Technology Resources User shall be deemed to have consented to the policies and procedures set forth hereon.

In the event that you require any explanations or clarifications regarding the terms and conditions of this Policy, you should contact the Systems Administrator, Don Boehm, via email at don.boehm@cks-nashville.org.

2.0 General Use and Ownership

1. While Christ the King desires to provide a reasonable level of privacy, Technology Resources Users should be aware that all data created on its systems is the property of Christ the King Church & School. Because of the need to protect the network, administrators cannot and will not guarantee the confidentiality of the information stored on any network device belonging to Christ the King.
2. Each member of the Christ the King Community is responsible for exercising good judgment with respect to his or her use of Technology Resources.
3. All commercial uses of Technology Resources, without the express consent of the Pastor or Principal, shall be strictly prohibited.
4. For security and network maintenance purposes, Christ the King may, at any time, monitor and search any and all Technology Resources, equipment, systems, network traffic, and any media brought onto Christ the King's campus or cloud-based storage accessed from a computer on campus.
5. Christ the King reserves the right to audit networks and systems periodically to ensure compliance with the Policy.

3.0 Security and Proprietary Information

1. Keep passwords secure and do not share accounts. Technology Resource Users are responsible for the security of their passwords and accounts.
2. All PCs, laptops, workstations, and other Internet-connected devices should be secured by logging off when the system will be unattended.
3. Postings utilizing a Christ the King email address to newsgroups, weblogs, mailing lists, or other discussion or bulletin boards should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Christ the King Church and School unless posting is in the course of normal Christ the King duties.
4. All systems connected to the network, whether owned by the Technology Resource User, Christ the King, or a third party, shall have approved, continually executing virus-scanning software with a current virus signature database. In the event that any Technology Resource User suspects that a Technology Resource has been compromised, he or she shall immediately notify the Principal or Systems Administrator. Failure to immediately notify Christ the King could result in the loss of the

right to use Technology Resources at Christ the King, in addition to other potential disciplinary actions as set forth herein.

5. Technology Resource Users must use extreme caution when opening e-mail attachments received from unknown senders. Likewise, Technology Resource Users should not use any external storage devices on any Christ the King device unless they are familiar with the contents and its safety and they have obtained permission from the Pastor, Principal, or School faculty.

6. Technology Resources Users should be aware that Christ the King cannot guarantee security and privacy in all cases, especially for personal or unlawful use of Technology Resources.

4.0 Unacceptable Use

Technology Resources Users are prohibited from engaging in any activity that is illegal under local, state, federal, or international law or contrary to canon law, the rules and policies of the Diocese of Nashville, and/or this Policy. Additionally, Technology Resources Users at Christ the King shall be strictly prohibited from the following activities:

System and Network Activities

1. Defeating or attempting to defeat content filtering systems.
2. Revealing an account password to others, allowing the use of an account by others, or using the accounts of others.
3. Circumventing user authentication or security of any host, system, network, or account, or disguising or attempting to disguise the identity of a host, system, account, or service on the network.
4. Using or attempting to use administrative accounts or other network accounts without authorization.
5. Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property or similar laws or regulations, including, but not limited to, using classified government information and the installation or distribution of "pirated" or other software products not appropriately licensed for use by Christ the King.
6. Unauthorized duplication of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, copyrighted video, and the installation of any copyrighted software for which Christ the King or the User has no valid, active license is strictly prohibited. Fair use of copyrighted materials is possible; consult the Systems Administrator or the librarian for assistance in determining fair use.

7. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws is illegal and prohibited.
8. Intentionally, recklessly, knowingly, or negligently introducing viruses, Trojans, worms, or other commands, scripts, or programs intended to damage or degrade computer systems or network resources or to make unauthorized access of networks or systems.
9. Using Christ the King systems to actively engage in procuring, viewing, and/or transmitting material in violation of sexual harassment or hostile workplace laws, canon law, Diocesan rules and policies, or the teachings of the Catholic Church. This includes morally objectionable materials, files, images, text, or other content.
10. Making fraudulent offers of products, items, or services originating from any Christ the King account or conducting advertising, marketing, sales, or distribution activities for commercial products, items, or services unrelated to the mission of Christ the King.
11. Effecting security breaches or disruptions of network communication of either Christ the King's network or other external networks. Security breaches include, but are not limited to accessing data of which the Technology Resources User is not an intended recipient or logging into a server or account that the Technology Resources User is not expressly authorized to access unless it is within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
12. Port scanning, intrusion detection, or other security scanning is prohibited by anyone other than the Systems Administrator(s) charged with responsibility for system security.
13. Executing any form of network monitoring that will intercept data not intended for the Technology Resources User's system, unless this activity is a part of the Technology Resources User's normal job/duty.
14. Interfering with or denying service to any other user (for example, denial of service attack).
15. Using any program/script/command, or sending messages of any kind, intending to interfere with, or disable, a user's terminal session, by any means, locally or via the network.
16. Providing information about, or lists of, Christ the King faculty, staff, students, or parishioners to anyone outside the Christ the King community. This must be approved in advance in writing by the Systems Administrator, Principal, or Pastor.
17. Use of wireless access to network resources by students without the prior written permission of the technology administrators, Principal, or Pastor.

18. Use of resources that is wasteful or monopolizes system resources at the expense of other Technology Resources Users.

19. Use of peer-to-peer file-sharing software to access, share, or trade any files.

Email and Communications Activities

1. Any form of harassment, insult, intimidation, embarrassment, or obscenity via email, text messaging, telephone or paging, or any other social media or electronic communications device or platform, whether through language, frequency, or size of messages.

2. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals or businesses (email spam).

3. Unauthorized use, or forging, of email header information.

4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

5. Creating or forwarding "chain letters," "Ponzi" or other "pyramid" schemes of any type.

6. Use of unsolicited email originating from within Christ the King's networks or from other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Christ the King or connected via Christ the King's network.

7. Posting the same or similar messages to large numbers of Usenet newsgroups (newsgroup spam).

8. Political lobbying of any nature. The use of Christ the King facilities to lobby for political candidates jeopardizes Christ the King's tax-exempt status and violates the terms under which some donations and grants are made to Christ the King.

Prohibited activities specific to Christ the King School and PREP Students

1. Plagiarism. Student use must follow the Academic Dishonesty Policy at <http://cksraiders.org/parents.htm#policies>.

2. Vandalism, including unapproved editing, copying, interference with, or destruction of others' work, unauthorized software installation or modification, and introduction of computer viruses, Trojan horse, keystroke logging, or other computer malware.

3. Password theft or sharing.

4. Transmission of any personal information such as last name, home address, email address, or telephone number from a school computer, either one's own or another student's, or falsification of such personal information.

5. Use of email, text messaging, or instant messaging software, whether using personal computers, cell phones, smartphones, wearable technology, fitness trackers, smartwatches or other Internet- or telephone network-connected devices, and any social media account or platform, on Christ the King's property from 7:00 a.m. to 6:00 p.m., Monday through Friday, without the explicit permission of a teacher or the Principal.
6. Accessing or maintaining accounts on any dating or adult websites or applications.
7. Use or transmission of harassing, insulting, threatening, embarrassing, or obscene materials.
8. Use or transmission of materials that violate the standards of conduct or other policies published in the Student Handbook.
9. Installation of software on Christ the King systems or installation of Christ the King software on other systems, whether standard commercial software, shareware, or freeware, or downloading commercial software, shareware, or freeware software from external or Internet sources.
10. Use of school name or logo on any external site, webpage, email list, message board, social networking site or system, without the prior written authorization from the Principal.
11. Use of school wireless network without the permission of the System Administrator or Principal.

5.0 Email Retention

Christ the King provides email access to employees for general communications. No special measures are taken to retain or archive email messages due to issues of cost and complexity. All official communications or documentation should be conducted in print and archived in correspondence files. Please treat email as the equivalent of a postcard or phone conversation and use postal mail for official communications or documentary notifications. Please contact the Systems Administrator for any needed clarifications.

6.0 Blogging, Social Networking, Photo, Audio, and Video Publishing

1. This Policy includes, but is not limited to, personal blogs and personal websites, and services such as, but not limited to, Facebook, MySpace, LinkedIn, Twitter, Digg, Plaxo, and Bebo, among other similar means of publishing information or intellectual property, photos, audio clips, or videos.
2. Blogging or social networking by Users, whether using Christ the King's property and systems or personal computer systems, is also subject to the terms and restrictions in the Policy. Limited and occasional use of Christ the King's systems to engage in blogging or social networking is acceptable, provided that it is done professionally and responsibly, does not otherwise violate this Acceptable Use Policy, is not detrimental to Christ the King's best interests, and does not interfere

with an employee's regular work duties. Blogging or social networking from Christ the King's systems is also subject to monitoring. Users are prohibited from revealing any confidential or proprietary information when engaged in blogging or social networking.

3. Technology Resources Users shall not engage in any blogging or social networking activities that may harm or tarnish the image, reputation, and/or goodwill of Christ the King and/or any of its community members. Technology Resources Users are also prohibited from making any discriminatory, disparaging, defamatory, or harassing comments when blogging.

4. Technology Resources Users may also not attribute personal statements, opinions, or beliefs to Christ the King when engaged in blogging or social networking activities. If a Technology Resources User is expressing beliefs and/or opinions in blogs or social networking sites, the Technology Resources User may not, expressly or implicitly, represent themselves as an employee or representative of Christ the King. Technology Resources Users assume all risks associated with blogging and social networking.

5. Technology Resources Users are encouraged to use the following guidelines in using blogging or social networking media or services:

- Do not be anonymous.
- Be relevant to your area of expertise, and be careful not to overstep the boundaries of your area. Don't use expertise in one area to claim authority outside of that area.
- Always be professional, courteous, honest, and respectful.
- Use the "good judgment" test – if you were to look back at your contribution from a perspective a year in the future, would you be happy with your posting or contribution – does it show that you exercised good judgment?

6. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export of controlled materials, Christ the King's trademarks, logos, and any other Christ the King intellectual property may not be used in connection with any blogging or social networking activity. Users are requested to report unofficial sites that use the diocesan, parish, or school logo or name without permission.

7. Users may find valid and important professional and personal uses for blogging and social networking sites. School personnel, specifically teachers, staff, and adult volunteers, are prohibited from networking or making specific connections with students through social networking sites. Those with a legitimate need to use Internet-based media for communicating with students or other minors are referred to the Principal and the Director of Child and Youth Ministries for approved means and methods.

8. Students are prohibited from using blogging or social networking websites from Christ the King's campus except under the direct supervision of teachers or staff. Students may not use their

own personal communications devices (smartphones, tablets, PCs, or other Internet-connected devices) to access social networking websites from the Christ the King campus. For all other Users, the Principal's judgment is the determinant as to whether a given website falls under the description of "social networking." Posting of messages to personal pages or "walls" and the use of and using social networking instant messaging are prohibited from any communications devices, whether cell phones, smartphones, PCs, or other Internet- or telephone network-connected devices.

9. Students are prohibited from posting photos, audio clips, or videos to blogs or social networking sites or to other publishing sites from the Christ the King campus, using campus-owned computers, or personal equipment, including, but not restricted to, computers, smartphones, cellphones, fitness trackers, smartwatches, wearable technology or other Internet- or telephone network-connected devices, except under the direct supervision of teachers or staff.

7.0 Enforcement

Any employee found to have violated this Policy may be subject to disciplinary action, up to and including termination of employment. Any student found to have violated this Policy may be subject to disciplinary action, including termination of computer rights, failure of computer class, suspension, and expulsion from school. Any parishioner found to have violated this Policy may have his or her use of Christ the King's facilities revoked. In addition to the above discipline, appropriate legal action may be taken against any Technology Resource User in violation of this Policy. Christ the King will cooperate with law enforcement authorities in prosecuting criminal action when appropriate. At the discretion of Christ the King, monetary charges may be sought for damage necessitating legal expenses and attorney's fees, repair or replacement of equipment or software, as well as any related costs for time and materials required to make systems operational and, by utilizing the Christ the King's Technology Resources, a Technology Resource User recognizes that such fees may be the consequence of violating this Policy