



Christ the King Catholic School

60 South Main Street

Rutland, VT 05701

802-773-0500

www.cksrutland.org

MISSION STATEMENT

Christ the King Catholic School instills the moral values of Christ and develops the whole person spiritually, academically, and physically in building a foundation for life.

As a Catholic School, we are committed to professional excellence as we strive to create a Christian environment that promotes sound moral and professional judgment. **Religious education is an integral part of the curriculum at Christ the King Catholic School.**

Students and parents are to sign and return the attachment, entitled Agreement (also available in the office), during the first week of school. This form indicates that both parents and students have read and discussed the contents of this handbook and agree to be governed by it. Please sign a separate form for each student.

**PARENT/STUDENT HANDBOOK
2021-2022**

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2021-2022 FACULTY and STAFF

We are proud of our staff's accomplishments and the support that is given to them in assisting the parents with their role as primary educators of their children. Dedication to the ideal of Catholic education and daily excellence in the classroom are the hallmarks of our faculty and staff.

Pastor: Monsignor Bernard Bourgeois

Administration

Principal: Mrs. Lila Millard, BS in Elementary Education, M.Ed in Curriculum and Instruction, M.Ed in Educational Administration

Title I Tutors: Mrs. Alanna Greene, M.S. Ed. and Mrs. Sandi Carpenter, B.A.

Faculty

Early Childhood Program:	Mrs. Kyra Hadley, B.A. Communication Science and Disorders
Pre-Kindergarten:	Ms. Courtney Hier, B.S.
Kindergarten:	Ms. Stephanie Bull, B. S.
Grade 1:	Mrs. Suzanne Aquistapace, B.A.
Grade 2:	Ms. Jennifer Berquist, B.A.
Grade 3:	Mrs. Christine Cirelli, B.S.
Grade 4:	Mrs. Andrea Wright, B.S.
Grade 5:	Mrs. Wendy Hackett, M.Ed.
Art:	Mrs. Kerry Harding
Library:	Mrs. Margaret Barbagallo, M. Sp. Ed
Physical Education:	Mr. Aaron Bloomer, B.S.
Music:	Mr. Robert Bruttomesso, B.S.
	Father Stephen Marchand,

Grades 6-8

Language Arts:	Mrs. Theresa Schmelzenbach, M.Ed..
Math:	Mr. David Perry, B.S. Mathematics, B.S Computer Science
Science:	Mr. Brian Ferguson
Social Studies:	Mrs. Margaret Barbagallo, M.S. Ed.
Geography:	Mr. Brian Ferguson

Staff

Science Specialist/Mentor:	Mr. Thomas Estill, M. Ed.
Religious Education:	Mrs. Sandi Carpenter, B.A.
Admin Assistant:	Ms. Jennifer Cahee, M.A.
School Nurse:	Mrs. Mary Sherwin, R.N.
After School Program:	Mrs. Suzanne Aquistapace, B.A.
	Ms. Courtney Hier, B.S.

COMMUNICATION PROCEDURE

It is important that the lines of communication between home and school be kept open. If a parent has a school-related concern, the process below is a helpful way to facilitate productive communication. Please follow this protocol:

1. Express any classroom concerns directly to the teacher first.
2. If further attention is needed contact the Principal, Mrs. Millard, at 802-773-0500, ext. #11.
3. A meeting with the teacher, parents, principal, and the student may be necessary to help resolve the problem.

To ensure that the teacher is available you must make an appointment.

PreK/3	Mrs. Hadley	#17	Science	Mr. Ferguson	#41
Pre K/4	Ms. Hier	#19	Language Arts	Mrs. Schmelzenbach	#12
K	Ms. Bull	#37	History	Mrs. Barbagallo	#13
Gr. 1	Mrs. Aquistapace	#15	Math	Mr. Perry	#40
Gr. 2	Ms. Berquist	#32			
Gr. 3	Mrs. Cirelli	#35			
Gr. 4	Mrs. Wright	#36			
Gr. 5	Mrs. Hackett	#33			
Library	Mrs. Barbagallo	#31	Title I Tutor	Mrs. Greene/Mrs. Carpenter	#34
Art	Mrs. Harding	#21/#42	Kitchen		#30
Athletic Director	Mr. Blommer	#26	After School Program		#16
			Nurse	Mrs. Sherwin	#22

Teacher Office Hours

Teachers have office hours in order to respond in a timely way to parent emails.

Office hours for teachers will be from 8:00 am to 5:00 pm, Monday - Thursday.

Teachers will respond to emails within 24 hours unless an email is outside of these hours, and then teachers will respond by the next regular school day.

ADMISSION OF STUDENTS

Visiting the School

NOTE: Due to COVID-19 visiting will be restricted until further notice.

Families are encouraged to visit the school. Students may shadow a class for a day. Please call the office to schedule a time.

Registration

The registration fee is \$125.00 per student, not to exceed \$250 per family. The fee is separate from tuition, non-refundable, and must be paid at the time of registration. Early registration fees may apply and vary each year. Included in this fee is the cost of the Christian Brothers School Insurance, which includes coverage during the school day and at school-sponsored extracurricular activities.

Tuition: Pre-Kindergarten through Grade 8

- Early Childhood Program: \$5,775
- K–Gr. 8: \$5,275

Methods of Payment

You may choose one of the following payment plans: (The FACTS Tuition Management Plan is strongly encouraged to ensure that CKS receives tuition payments in a timely manner.)

Plan A: One Payment - August 2021

Plan B: Two Payments - August 2021 & December 2021

Plan C: F.A.C.T.S. Tuition Plan

Four Automated Payments - August 2021, October 2021, January 2022, March 2022

10 monthly payments - August 2021 through May 2022

Tuition Discounts for Multi-Student Families

Your oldest student will pay full tuition, and discounts begin with your second child.

First Student	\$5,275
Second Student	\$4,475
Third Student	\$3,925
Fourth Student	\$3,500

***Early Childhood Program and Pre-Kindergarten students are not eligible for any discounts.**

Tuition Information

The tuition rate is established each year based on the operating budget of CKS. Christ the King Parish carries the cost of capital expenditures with regard to the buildings and property. These costs are not reflected in the operational budget upon which the tuition is based.

Withdrawals

If a student has withdrawn during the school year, he/she may not apply for re-admittance until the following school year. This may be waived by the administration. In the event of a student withdrawing, any paid tuition will not be reimbursed.

Whereas, tuition charges at CKS are placed at a minimum (actual per pupil cost is over \$8000.00), and whereas no tuition assessed at CKS meets the actual per pupil cost, and whereas, teachers are under a contract for the year at CKS regardless of the withdrawal of a student at any time in the school year, the Christ the King Catholic School Board resolves that once a student begins a semester, the families of those students are financially responsible for that semester's tuition charges, and no grades or transcripts will be issued until all financial charges are paid. Refunds may be made in accordance with the above statement.

Tuition Assistance

Any family who would like to apply for tuition assistance must complete a FACTS Grant & Aid Application form, available online at www.cksrutland.org.

Please note that a family will not be considered for tuition assistance until a FACTS Grant & Aid Application is complete.

PARENTS' RIGHTS

Confidentiality

Public Law 93-380 includes an amendment popularly referred to as the "Buckley Amendment" which requires school systems to refrain from publicizing information about children when parents do not wish such publicity to occur. Examples of the school's publication of a list of names would include honor roll lists, music or dramatic performances, athletic events, and other student activities such as Student Council officers or award recipients. **Unless written notification is received from parents, it will be assumed that publication is agreeable.**

The school reserves the right to take videos of school productions and to use student pictures in publications and on the school's website. Any parent who does not wish his/her child's picture to be used must notify the principal in writing at the beginning of the school year. Administrators/teachers will keep confidential information entrusted to them by students so long as no one's life, health or safety is at stake. Parents will be promptly notified of the school's concerns.

Custody

Schools must have accurate custodial information on file. Non-custodial parents do have rights. The law protects non-custodial parents and maintains that parents do not cease to be parents when they no longer have custody of their children. Christ the King Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, CKS will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the order.

Parents' Rights to Records

Student records are the property of the school but will be available in an orderly and timely manner to parents. A parent may challenge any information in a student's record believed to be inaccurate, misleading or in violation of the privacy or other rights of the student.

PROGRAM

Curriculum

NOTE: Due to COVID-19 some programs may be modified to follow COVID protocols.

Christ the King Catholic School is an Approved Independent School. We offer a complete curriculum for grades Pre-K – 8 that includes the following subjects:

- Religion, including Prayer Services, Masses and May Crowning
- English/Language Arts/Literature, including creative writing contests and Vocabulary.Com
- Social Studies, including GeoBee, essay contests and guest speakers
- Science, including Science Fair, Starbase
- Mathematics, including special STEM projects
- Fine Arts, including musical/drama productions, chorus, art exhibits and art contests
- Physical Education, President's Fitness Program
- Lifetime Sports (grades 4-8), Skiing at Pico for grades 1-8
- Instrumental Lessons (grades 4-8)
- Cultural Arts (grades 6-8) (2021-2022 pilot program)

Field trips to enhance the curriculum are a part of the school's program.

Religious Education

Religious Education is an integral part of the curriculum at Christ the King School. All students are expected to take these courses, complete assignments and take tests. All results will be entered into the teacher's record book. If a family so desires, non-Catholic students' religion grades will not figure into the grade point average in the event of the student transferring to a non-Catholic school. The notation NA (not applicable) will be entered in the space for religion.

Books

The school provides books for student use. Books must be covered and taken care of throughout the school year. They must be returned at the end of the year in usable condition. If they are not returned or are not in usable condition, a fee will be charged to replace them.

Extracurricular Activities

Our students have many opportunities to participate in extracurricular activities.

Student Council – The Student Council experience is available in grades 6, 7 and 8. Those students who are class officers and representatives are expected to be role models for their peers. A G.P.A. of 2.0 is required of student council members. Members who require frequent disciplinary actions may be removed from their office. Their behavior and academic standing are subject to review by the principal.

Middle School Dance and Activity Nights - School dances and activity nights may be held on designated Friday nights from 6:30 p.m. to 8:30 p.m. at the approval of the administration. Students will not be admitted after 7:00 p.m. without permission. Middle School faculty and parents are responsible for chaperoning dances and activity nights.

- **Attendance at school the day of the event is required.
- **No alcohol, drug or tobacco products are permitted.
- **Students leaving a dance or an activity early will not be readmitted.
- **Dress must be neat, clean and appropriate.
- **All students must respect the authority of the chaperones.
- **Parents are asked to pick up their children promptly at 8:30 p.m.
- **The Student Council and the sponsoring class are responsible for clean-up.

Sports

Per student interest the following sport activities may be offered:

- Fall: Soccer - grades 3-8
Cross Country – grades 7-8
- Winter: Basketball - grades 4-8
- Spring: Baseball - grades 6-8
Girls on the Run - grades 3-8

“Skills and Drills” may be offered in grades 1-3 for basketball and grades 1-2 for soccer.

****Athletes must be aware at all times that they are ambassadors of CKS. As such, they are to be practitioners of good sportsmanship and respectful behavior in the greater community.**

****Athletes and their parents will be required to sign a "Code of Ethics" to show that they understand this philosophy and will abide by it.**

****Athletes and their parents will be required to sign Acknowledgement of Concussion Action forms before practice is allowed to begin.**

Christ the King Catholic School's goal is to have teams at every level, which allow all students the opportunity to participate in a sport at CKS. In keeping with this goal, we believe that an eighth grade student cannot participate in a Mount St. Joseph Academy sport if it will eliminate or unduly impact a Christ the King Catholic School team.

In stating this, we realize there may be exceptions to this guideline. These exceptions will be reviewed on an individual case by the principal and athletic director of CKS. These exceptions must be discussed with the principal and athletic director before communicating with the student and family. *(See Vermont Principals Association Guidelines).*

Eligibility

In order to participate in an after school activity a student must maintain a 2.0 grade average with no failures or incompletes. **If a student's grade point average falls below a 2.0 at any time during the school year, he/she may become ineligible to participate in any school sponsored, after school activity which is considered extra-curricular.** A student's ineligibility will only be assessed on the tenth day after receiving the ineligibility notification. The student must give make-up work to the teacher three days before the tenth day. The principal may review the eligibility of a student at any time.

Participation/Attendance Requirements

Participation in an after school activity is dependent upon attendance and promptness to school, specifically on the day of the activity. In order to participate in an after school activity, **students must be in school on the day of the event.** Exceptions to this regulation may be granted by the administration on a case by case basis. If the activity is on a vacation day or weekend, students must be in school by 8:30 a.m. on the last day of school prior to the activity. Tardiness or absenteeism at school on the day immediately following school events will be closely reviewed. Offenders may face suspension from subsequent participation in that activity.

The Athletic Association

The Athletic Association of Christ the King Catholic School is composed of parents who initiate and **direct** the sports programs. They are also responsible for raising the money to fund these programs. Any parent willing to support the athletes is welcome to join.

Chain of Command for Sports at CKS

Please be advised that you need to go through the proper channels when a sports related question arises. Please follow this chain of command:

1. The coach of the team - If a problem is not resolved then...
2. The Athletic Director - If there is still a question about the situation then...
3. A meeting with the Principal, the Athletic Director, and the Athletic Association President to review the situation and determine the next step.
4. Based on the type of incident the complaint may be directed to
 - a. Principal, AD and other parties involved (parent, student or staff)
 - b. The Athletic Association grievance process (coach, assistant coach,)
5. Administrative Arbitration (pastor, principal, all parties)

By following the proper channels, you can expect the matter to be taken care of in a timely manner. Thank you for your help. (Policy adopted by CKS School Board, Spring 2002).

STUDENT SUPPORT

Academic Support

Christ the King Catholic School provides services based on the belief that each person is unique. The Academic Support Team advocates for the needs of each student in cooperation with administration, faculty, parents, students and community agencies. Academic support covers a range of areas including testing and interpretation of results, student referrals, parenting, crisis intervention, records reviewing and self-esteem enhancement.

The Educational Support Team (EST) assists classroom teachers in developing a plan that will support a student in the educational program. The EST consists of the Principal, Title 1 Teacher, a primary level teacher, an elementary level teacher and a middle level teacher. Parents or teachers may make a referral to the EST. The team will meet to identify concerns, gather information, and develop a plan that offers support for the student and the teachers. The parents will always have input and will be kept informed of any plan that is developed.

With the assistance of Rutland City Schools, we are able to offer reading, writing, and math support through Title 1 Federal funds.

HEALTH CARE – Mrs. Sherwin, ext. #22

Christ the King Catholic School recognizes that many children are able to attend school because of the effective use of prescribed medication in the treatment of chronic disabilities or illnesses. Christ the King Catholic School has a part-time nurse in the building during the school day. She is available to students and parents as needed. In the event that a student needs medication, all medication must be brought to the Nurse's Office upon arriving at school. Medication will be secured during school hours and dispensed by appropriate personnel. **Best practice is to keep your child home if he/she is not feeling well.**

It is also advisable to give medication at home. In rare cases, upon the recommendation of a physician, when medication (including over the counter drugs, such as Tylenol and cough syrup) needs to be taken during school hours, the following procedures must be followed:

Prescription medication:

- Written orders from a physician detailing the name of the student, the name of the medication, dosage, reason for giving, and time medication is to be given, must be received by the school nurse and/or the building administrator before the medication can be given. A renewal of a long-term medication order is required each school year (i.e. seizure medication, bee sting medication, inhalers, etc.).
- Written permission from the parent/guardian of the student requesting that the school comply with the physician's order must accompany the physician's order.
- Medication must be brought to school in a container appropriately labeled by the pharmacy.
- Medication must be stored in a locked cabinet in the nurse's office.
- Unused medication will be destroyed or returned to the parent/guardian for disposition by the last day of school each year.

Non-Prescription medication:

- The school nurse must be notified if a non-prescription medication is to be used during school hours or activities.
- The medication must be in its original container and accompanied by a written note from the parent/guardian indicating the student's name, name of drug, dosage, reason for administering, and time to be given.

Children should be kept at home when they are ill and only return to school when they are fever free for 24 hours.

ASSESSMENT

Grading system

Christ the King Catholic School operates on a quarterly reporting basis, with mid-quarter progress reports sent home for those students in grades 4-8 who are experiencing academic difficulty (averaging a C- or below) or displaying related problems. If your child receives a progress report and you have questions or concerns, please call for an appointment. Parent-Teacher conferences for all grades will be held near the end of the first marking period. Additional conferences may be scheduled upon request. Grades for students in grades 1-8 are posted online through FACTS Family Portal. Students and parents have 24-hour access to assignments and grades through this system. Teachers are required to update grades weekly.

Grading Scale:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.5

"I" (Incomplete) is used in place of a letter or numerical grade when a teacher has determined that there is not a sufficient amount of school work/assignments completed. A student's grade will be calculated on the tenth day after receiving the Incomplete grade. The student must have make-up work to the teacher(s) three days before the tenth day. After 10 days, "Incomplete" automatically becomes an "F" unless other arrangements have been made. Students who receive grades of "Incomplete" will not be eligible for the honor roll for that marking period and will not receive an "A" in that subject area. Excused absences are the only exception. **Students who receive an "Incomplete" will be ineligible to participate in any school sponsored, after school activity which is considered extra-curricular. A student will become eligible when the work has been completed satisfactorily.**

Honor Roll

The honor roll will be determined and published each quarter for grades 6-8, based upon the student's Grade Point Average (GPA).

High Honor Roll - Grade Point Average of 3.7 or above

Honor Roll - Grade Point Average of 3.3 – 3.6

Promotion and Retention

At Christ the King Catholic School, we believe that offering a student another year at the current grade level is really a *Gift of Time*. Not all children mature or learn at the same rate, and allowing them to repeat a grade is often beneficial. When there is a question about promotion or retention of a student, the parents will always be part of the discussion and the decision.

Graduation Requirements and Fee

Eighth grade students are expected to complete and pass the subjects taken throughout their time at Christ the King Catholic School. There is a graduation fee charged to each student to cover some of the expenses of the graduation activities such as class retreat, trips and social activities. In the event of undue hardship, the principal should be notified.

Standardized Testing

Christ the King Catholic School uses a variety of tools to assess students during the school year.

Homework

Homework is a very important part of your child's education. Teachers will present and review material in the classroom, but students must be prepared to reinforce their learning at home.

- Clarification of individual teachers' homework expectations will be provided for all students in grades K-8 at the beginning of the year.
- Parents should encourage and support good study habits by providing a quiet, well-lit study area with the necessary materials (dictionary, paper, pencils, etc.). Children need to know you support their efforts and expect them to do their homework at a regular time each day.
- Homework can affect a student's grade both positively and negatively.

If your child's homework is not being done on time or at all, be sure to contact your child's teacher right away and a plan can be put into place to ensure the completion of the work. The teacher will call parents when necessary, however, keep in mind that teachers see many students in the course of a day and may not be aware of difficulties as soon as a parent. The faculty does appreciate any and all assistance and support that parents can give in this area. Working together, we can facilitate good organization and study habits.

It is important to mention that your middle school student is going through a developmental stage during which many changes occur. New kinds of pressure are being felt. A period of physical growth as great as the toddler stage is taking place. Maturity levels among middle school students can vary considerably. We cannot speed up the development of your child, but we can work with you to promote his or her academic success. If you should have a concern, please contact your child's teacher.

Absence/Makeup Work

When a student is absent from school for any reason, that student is required to make up all work in each class, including class work and homework.

The student is expected to make up all missed work in a reasonable amount of time. The student is allowed one day for each day absent to make up work, not to exceed the total number of days absent. Individual teachers may grant extensions when it is deemed necessary. It is always advisable for parents to check assignments. Make-up tests must be scheduled with the teacher.

In the middle school, teachers will send homework assignments due via email directly to the students. Unless specific books or papers are needed, parents do not need to stop by the office to pick up work. If a second day's absence or more is anticipated, it is advisable to inform the teachers to arrange for extended assignments.

Middle School Homework Policy

This policy is universal for all CKS middle school teachers, grades 6-8.

- Assignments turned in one day late will lose 10% of their original value.
- Assignments turned in two days late lose 20% of their original value.
- After three days, assignments are not accepted, and a "0" will be entered into the grade-book.
- Parents will be notified about missing assignments

SCHOOL DAY

Frequent Absences

If a student for any reason whatsoever, is absent from Christ the King Catholic School for more than 30 school days (not necessarily consecutive days), and does not attend a Christ the King Catholic School approved educational institution during the time of his/her absence from Christ the King, he/she may be required to do one of the following:

- Make up the missing time by attending a Christ the King approved summer school and successfully pass its course of studies.
- Repeat the school year.

Visiting the School

In order to ensure student safety and reduce interruption of the instructional program, we follow the Federal Law that requires all visitors, including parents, to report to the Main Office upon entering the school for any reason.

Classes for students at Christ the King Catholic School begin at 8:00 a.m.

- Dismissal for Early Childhood Program is 2:30 p.m.
- Dismissal for Kindergarten - Gr. 8 is at 2:45 p.m.

Supervision of Playground

Students are not to arrive before 7:45 a.m. Parents, be advised that school supervision of the morning playground begins at 7:45 a.m. and afternoon playground supervision ends at 3:00 p.m. **The school will enforce a policy of no student present on the school playground outside of these specified times.** Parents will be notified of infractions. Three or more offenses will be considered extended care. Students will be placed in the after school program, and parents will be billed.

Early Release

On early release days indicated on the school calendar, dismissal will be at 12:00 p.m., following lunch.

Lunch

- Students remain in school for lunch. Lunch may be purchased through the food service program for a nominal sum or students may bring a lunch from home.
- Students are expected to eat at lunchtime. We know the necessity and value of proper nutrition in the learning process.
- Forms for free and reduced lunches will be distributed at the beginning of the school year and will be available during the year in the school office. **The amount of Title I Federal Funds Christ the King Catholic School receives annually is determined by the total number of approved lunch applications. These allocated funds are utilized to provide tutorial services for our students.**

Cancellation of School/Early Emergency Dismissal

In the event of school cancellation due to weather or other circumstances, families will be contacted directly by phone call, text and email through an automated phone system. Announcements will also be made from the local radio and television stations: WSYB, WJJR, Cat Country, Channel 5 WPTZ, Channel 15 and Channel 20 TV, beginning at approximately 6:00 a.m.

Fire Drills

During a fire drill students will exit immediately from the class they are attending at that time. Students will walk in single file to the designated area. There will be no talking during fire drills. Classes will wait in line until the administration instructs them to return to the classroom.

Crisis Response Procedure

Ensuring that basic safety needs are met is an essential first step in providing children with a school environment that is conducive to learning and socialization. Therefore, crisis drills will be conducted from time to time to ensure that all CKS students and personnel are familiar with the emergency procedures that are in place. Christ the King Catholic School has available in the school office a manual which includes procedures that are designed to deal with a number of crises that could occur. (A copy is available for your review upon request.)

After School Program

The After School Program provides activities for students in the Early Childhood Program - 8th grade. The After School Program meets Monday through Friday, 2:45-5:15 p.m.

School Vacations

Major school vacations are scheduled during Christmas, February and April. Students are expected to be in attendance unless they are ill or there is a family emergency. Absences due to special vacations and trips outside the regularly scheduled vacation periods minimize the value of school and should be avoided. It is important to note that the school's Standardized Testing schedule cannot be rearranged for special purposes (vacation schedules, doctor appointments, etc.).

In the event that you must take your child out of school for more than three days you must notify the principal two weeks prior to your departure. The student will be required to complete a vacation packet, prepared by his/her teacher(s), to be handed in upon returning to school. The teacher(s) will decide with the student if missed work needs to be made up.

MISCELLANEOUS

Locker Agreement & Expectations

Students in the Middle School will have access to a locker. Violation of locker regulations will result in the loss of the privilege of having a locker.

1. Lockers are Christ the King Catholic School property and on loan to students.
2. The school is not responsible for theft, damage or vandalism of property including but not limited to personal property and textbooks. Christ the King Catholic School is not liable for personal property and not liable for damage to assigned lockers.
3. Valuables must **NOT** be left in the lockers.
4. **Christ the King Catholic School reserves the right to search lockers at any time.**
5. Students should keep only items necessary for school in the lockers (i.e. textbooks, school supplies).
6. **All trash and food must be removed from lockers at the end of each day.**
7. Students may only use lockers issued to them. Students will lose their locker privileges if they are found sharing a locker without administrative permission.
8. Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year.
9. **Students may not use lockers during class time.**
10. If there are any problems with lockers, students should report to the designated teacher or their homeroom teacher. The staff will address the problem as soon as possible.

Access to Lockers

Students will be expected to go to their lockers during specified times and quickly get their supplies and return immediately to class. If students do not return to class on time, they will be considered tardy and will be required to make up the time after school.

Parties

Classroom parties are celebrated at the discretion of the classroom teacher and are planned at a reasonable time within the context of the curriculum. Passing out personal party invitations at school is discouraged.

Telephone/Cell Phone Policy

Students may use the school telephone only with permission. **Arrangements for after school activities should be made at home before coming to school.** Please call the office and leave a message for your child only when it is necessary.

Electronic devices, which include cell phones and tablets, will be collected in homerooms and placed in a secure location. They will be returned to students at the end of the day. Students are not allowed to have electronic devices in their backpacks even if they are turned off. Phone paired watches may be worn but follow the guidelines of cell phone use and cannot be used at school. Cell phones are not allowed to be used on school grounds, including before and after school. Students are allowed to make phone calls from the school telephones.

ATTENDANCE

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor interferes with a student's progress more quickly than frequent tardiness or absence.

Absences

Christ the King Catholic School has 175 student attendance days. If a student is absent from school, parents are asked to call the Main Office at 773-0500, before 9:00 a.m. After a student has been absent, it is necessary for the parent/guardian to send a written excuse to school. Students should give these written excuses to their homeroom teachers.

Tardiness

Students in grades PreK through Grade 8 arriving after 8:00 a.m. are required to report to the office with a parent or guardian to sign them into school. The student will then be given a pass and sent directly to class. It is expected that parents and students wait in the hall until prayer and announcements are complete before they come into the office.

At Christ the King Catholic School, we are attempting to teach your child to be responsible. **It is important that students arrive on time. In order to participate in an after-school activity, students must be in school on the day of the event.** (See page 12.) Parents will be contacted if students are frequently tardy.

DISCIPLINE POLICY

Goals

The primary focus at Christ the King School is the academic success of every student. We seek to build within each child a love of learning, sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

Philosophy

Student discipline is a collaborative effort by parents, students, and faculty. The focus of the CKS Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior, including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Student Standards of Behavior

In order to show **respect, maintain safety,** and **focus on learning,** the student will practice the **GOOD CONDUCT** rules.

- **Cooperation**
- **On task always**
- **Nice to all**
- **Do my best**
- **Utmost respect**
- **Caring Attitude**
- **Tone of Voice**

Disciplinary Actions

While most students consistently observe these standards and behave safely and appropriately, there are times when behavior choices warrant intervention and consequences. Teachers use a variety of classroom and behavior management strategies to address such behaviors. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary actions.

Please note: Careful consideration is given to individual situations so that the school's response to the student is appropriate. Consequences may be increased in cases of repeated offenses. Suspensions will be considered when behavior is disruptive or detrimental to the operation of the school.

Description of Expectations

Classroom Behavior

Students are expected to listen to and follow all teacher directions.

Possible consequences: Demerit/tally issued, removal from situation, teacher/student conference, referral to administration, parent notification/meeting, loss of recess privileges, in-school suspension, suspension.

Behavior in Halls

Students are to walk quietly and in an orderly fashion through the hall at all times in order not to disturb other classes.

Possible consequences: Demerit/tally issued, removal from situation, loss of recess privileges.

Behavior in Restrooms

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, or defacing of restrooms constitutes destruction of property.

Possible consequences: Demerit/tally issued, teacher conference, referral to administration, parent contact/conference, in-school suspension, suspension.

Behavior in Lunchroom

The lunchroom should be a safe, comfortable, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must have good manners, keep their voices low, and stay seated unless permitted to get up by a teacher.

Possible consequences: Demerit/tally issued, verbal warning, move to an assigned seat, in-school suspension, suspension.

Behavior on Playground/Recess

The playground should be a safe, pleasant, friendly environment where all interactions are respectful. Students must follow directions the first time they are given. They must use the equipment responsibly, show respect for others, use appropriate language and tone of voice. Students must ask permission of the teacher in charge to leave the playground.

Possible consequences: Demerit/tally issued, verbal warning, removal from the situation, loss of recess time, parent notification/conference, referral to administration, in-school suspension, suspension.

Insubordination/Disrespect

Willingly refusing to obey a request of a staff member (e.g., principal, teacher, secretary, etc.).

Possible consequences: Demerit/tally issued, teacher/student conference, parent notification/conference, referral to the administration, loss of recess privileges, in-school suspension, suspension.

Dress Code

Failure to be in complete, appropriate uniform (belt, socks, tucked in shirts). Grades 6,7,8 must wear appropriate gym uniforms for their scheduled gym class.

Possible consequences: Teacher/student conference, demerit/tally issued, parent notification/conference.

Fighting/Physical Aggression

Includes play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting, throwing objects, etc. and involving two or more people. It is any form of physical confrontation.

Possible consequences: Teacher/student conference, referral to administration, parent notification/meeting, removal from situation, demerit/tally issued, in-school suspension, suspension.

Inappropriate Use of Computer

Defined as accessing or using inappropriate materials including copying or transferring copyrighted materials without permission, sharing access to one's personal account, using unauthorized games or websites, sending personal emails, instant messaging, participating in chat rooms and cyberbullying.

Please refer to the Chromebook contract for all guidance for Chromebook use.

Possible consequences: Teacher/ student conference, parent notification/meeting, referral to administration, demerit/tally issued, loss of computer privileges, in-school suspension, suspension.

Teasing, Verbal or Non-Verbal

Includes name-calling, putdowns, making fun of the way someone looks, talks or walks. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing and inappropriate hand gestures.

Possible consequences: Teacher/student conference, parent notification/meeting, referral to administration, personal apology to student who was teased, a letter of apology from the teaser and signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, demerit/tally issued, in-school suspension, suspension.

Threats and/or Verbal Abuse

Includes any overt or implied verbal or physical threat. Examples include, but are not limited to telling someone that you will hurt him/her whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Possible consequences: Referral to administration, parent notification/conference, in-school suspension, suspension, recommendation for expulsion.

Malicious Pranks and Pseudo Threats

Includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances.

Possible Consequences: Teacher/student conference, referral to the administration, parent notification/conference, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Behavior During School Sponsored Activities/Field Trips

Students are expected to conduct themselves in a respectful and responsible manner during school-sponsored activities, programs, and field trips. Behavioral expectations are consistent with school policies.

Possible Consequences: Demerit/tally issued, teacher/student conference, removal from activity, referral to administration, parent notification/conference, in-school suspension, exclusion from future activities, suspension.

Acts of Hate/Violence

Any act of hate/violence including, but not limited to verbal abuse, slurs (including ethnic, religious or gender-based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

Possible Consequences: Referral to the administration, parent notification/conference, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Inappropriate Language/Gestures

Use of profanity, obscene language, or gestures, which are not acceptable in school or on the grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice, or obscene language and gestures.

Possible Consequences: Teacher/student conference, referral to administration, parent notification/conference, demerit/tally issued, loss of recess privileges, in-school suspension, suspension.

Theft

Taking something which does not belong to you, including attempting to secure another student's property through a threat. Students must demonstrate a respect for the property of others.

Possible Consequences: Teacher/student conference, referral to administration, parent notification/conference, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement.

Destruction Of Property/Vandalism

Includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Possible Consequences: Teacher/student conference, referral to administration, parent notification/conference, loss of recess privileges, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement.

False Fire Alarm

False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

Possible consequences: Administration/student/parent/fire marshal conference, loss of recess privileges, in-school-suspension, suspension, recommendation for expulsion.

Sexual Harassment

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or inappropriate verbal, written, or physical contact. (Refer to Christ the King Handbook)

Possible consequences: Administration/student/parent notification, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Cheating or Plagiarism

Defined as using the work of others as your own.

Possible consequences: Teacher/student conference, no credit for the work, referral to administration, parent notification/conference, loss of recess privileges, in-school suspension, suspension.

Weapons

Unauthorized storing, possession, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited

Possible consequences: Teacher/student conference, referral to administration, parent notification/conference, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Possession and Trading/Selling of Non-School related Items

Includes students having personal toys, trading cards, etc. The school is not responsible for loss of these items. These items are allowed at recess only. Students may not trade or sell personal items while at school.

Possible Consequences: Teacher/student conference, parent notification/conference, confiscation of item for parents to pick up, loss of recess privileges, referral to administration, in-school suspension, suspension.

Possession or Use of Destructive or Harmful Substances

Possession of matches, lighters, firecrackers, snaps, or any other destructive or harmful substance/item.

Possible Consequences: Teacher/student conference, referral to administration, confiscation of item for parents to pick up, parent notification/conference, loss of recess privileges, in-school suspension, suspension, referral to fire marshall or law enforcement, recommendation for expulsion.

Possession, Use or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking or Vaping Materials

Possession of intoxicants, inhalants, smoking or vaping materials, or controlled substances which are prohibited.

Possible Consequences: Confiscation of substance, administration/student/parent conference, referral to law enforcement, suspension, recommendation for expulsion.

DRESS CODE POLICY

At Christ the King Catholic School, we take pride in how we dress. What we wear and how we wear it is a reflection of who we are. It is understood that students will comply with the dress code upon registration at our school.

Christ the King Catholic School has partnered with Lands' End to provide our school uniforms. All uniform items must be purchased through Lands' End. Lands' End has created a website for Christ the King Catholic School and Mount Saint Joseph Academy.

The Administration will announce when shorts may be worn (approximately August to September 30th and April 1st to June). Traditional uniforms must be worn on days when Mass is celebrated.

The following guidelines are always in effect when at Christ the King School:

- All students in Grades K-8th wear the school uniform
- All clothing must be neat, clean, and appropriate to the values of CKS.
- Dress Shirts must be tucked in properly.
- Cargo pants or cargo shorts are not allowed.
- Pants and shorts are worn with a belt for both boys and girls and are to be worn at the waist.
- All pants and shorts must be a trouser style and may not be 5 pocket jeans style or a "skinny" pant style.
- Leggings must cover the ankle
- Ties are to be worn properly.
- Skirt, shorts, skorts, and jumpers are no more than two inches above the kneecap.
- Only CKS or Crusader sweatshirts are allowed in the classroom.
- Ornamentation may be requested to be removed if it causes distraction (ie. headbands with ears or Apple Watches, etc.)
- Shoes need to be age-appropriate for travel on stairs and playground - (plastic beach-type shoes, sandals, moccasins, crocs, or slippers are not allowed)
- Hats are worn frontward and are removed upon entering a building.
- Hair length for boys must not exceed the top of the collar and cannot obscure vision or be a distraction.
- Inappropriate hairstyles and colors are not acceptable. (ie. mohawk and unnaturally colored hair)

Elementary School Boys K - 5th Grade

Everyday Attire:

- Khaki shorts/pants with belt (no cargo)
- Green, Navy or Black polo shirt with CKS logo (short or long sleeve)
- Green, Navy, Black or Charcoal Sweaters w/ CKS logo
- Green Vests with CKS logo
- Green Fleece quarter zip with CKS logo
- White button-down shirt w/green plaid tie (white shirt must be tucked and worn with a belt - black, brown, or green plaid)
- Socks - black, white, dark green, navy blue or grey.

Traditional Uniforms for Mass Days:

- Khaki pants with belt
- **Optional** Green cardigan sweater with CKS logo
- White button-down shirt w/green plaid tie (white shirt must be tucked and worn with a belt - black, brown, or green plaid)

Optional Green Blazer with CKS Logo

**** Note**** *During warm weather shorts may be worn on Mass days with a white button-down shirt (tucked in), a belt, and a tie.*

Collared shirt must be worn under all sweaters and fleeces

**Elementary School Girls
K through 5th Grade**

Everyday Attire:

- Khaki shorts/pants with belt (no cargo)
- Khaki skirt/skort
- Plaid skirt/skort
- Polo Dresses with CKS logo
- Green plaid jumper with peter pan collared shirt
- Green, Navy or Black polo shirt with CKS logo (short or long sleeve)
- Green, Navy, Black or Charcoal V-neck sweaters with CKS logo
- Green cardigan sweater with CKS logo
- Green vests with CKS logo
- Green fleece quarter zip with CKS logo
- White Peter-Pan Collared Shirts (white shirt must be tucked in and worn with a belt (black, brown, or green plaid)
- Socks - black, white, dark green, navy blue or grey
- Tights or leggings may be worn as long as they are ankle length and are black, white, green, navy blue or grey.

Traditional Uniforms for Mass days:

- Plaid Jumper or plaid skirt/skort with a white peter pan collared shirt
- Socks - black, white, green, navy blue or grey
- Tights or leggings may be worn as long as they are black, white, dark green, navy blue or grey.
- Optional Green Blazer, green sweater, or sweater vest with CKS Logo

*** Note** During warm weather shorts may be worn on Mass days with a white button-down shirt (tucked in), a belt, and a tie.*

Collared shirt must be worn under all sweaters and fleeces

Middle School Boys
6th Grade – 8th Grade

Everyday Attire:

- Khaki shorts/pants (not cargo) with belt (black, brown, or green plaid).
- Green, Navy or Black polo shirt with CKS logo (short or long sleeve)
- Green, Navy, Black or Charcoal V-neck sweaters with CKS logo
- Green cardigan sweater with CKS logo
- Green vests with CKS logo
- Green fleece quarter zip jacket with CKS logo
- White button-down shirt w/green plaid tie (white shirt must be tucked and worn with a belt - black, brown, or green plaid)
- Socks - black, white, dark green, navy or grey.

Traditional Uniforms for Mass days:

Traditional Uniforms for Mass Days:

- Khaki pants with belt
- White button-down shirt w/green plaid tie (white shirt must be tucked and worn with a belt - black, brown, or green plaid)
- **Green blazer with CKS logo must be worn on Mass days.**

*** Note** During warm weather shorts may be worn on Mass days with a white button-down shirt (tucked in), a belt, and a tie.*

Collared shirt must be worn under all sweaters and fleeces

**Middle School Girls
6th Grade – 8th Grade**

Everyday Attire:

- Khaki shorts/pants with belt (no cargo)
- Khaki skirt/skort
- Plaid skirt/skort
- Polo dresses with CKS logo
- Green, Navy or Black polo shirt with CKS logo (short or long sleeve)
- Green, Navy, Black or Charcoal V-neck sweaters with CKS logo
- Green cardigan sweater with CKS logo
- Green vests with CKS logo
- Green fleece quarter-zip jacket with CKS logo
- White button-down shirt w/green plaid tie (white shirt must be tucked and worn with a belt - black, brown, or green plaid)
- Socks - black, white, dark green, navy or grey
- Leggings may be worn as long as they are ankle length and are black, navy, white, or grey.

Traditional Uniforms for Mass days:

- Plaid Skirt
- White button-down shirt w/green plaid tie (white shirt must be tucked and worn with a belt - black, brown, or green plaid)
- **Green Blazer with CKS logo.**
- Socks - black, white, green, navy blue or grey .
- Leggings or tights may be worn as long as they are ankle length and are black, white, dark green, navy blue or grey.

NEW for 2021!!! Middle School girls may wear a ladies white dress t-shirt (not athletic) under the blazer.

***** Note** During warm weather shorts may be worn on Mass days with a white button-down shirt (tucked in), a belt, and a tie.***

Collared shirt must be worn under all sweaters and fleeces

Gym
6th Grade – 8th Grade

Every middle school student is required to wear a PE uniform.

The uniform consists of Plain Black Athletic Shorts and a CKS or Crusader's T-shirt.

Students may also wear plain black sweatpants or a long-sleeved CKS or Crusader's T-shirt.

The only sweatshirts allowed are CKS or Crusader's sweatshirts.

These are available through Lands End or Global Schools by Tommy Hilfiger. We will also have spirit wear available to order throughout the year.

No other articles of clothing will be allowed besides the items listed above.

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All Grades are required to wear sneakers and school-approved socks every day to PE.

Special Dress Days:

The principal may announce special dress days, such as Spirit Day, Jeans Day, etc. The general clothing guides are in effect. A student is always free to wear the uniform.

POLICIES/PROCEDURES

AIDS

Diocesan Policy on Acquired Immunodeficiency Syndrome (AIDS)

The Human T-lymphotropic virus type III (HTLV-III) is believed to be the cause of AIDS in humans. Recommendations are given which apply to all children known to be infected with AIDS.

Decisions regarding the type of educational setting for a child with AIDS/HIV positive should be based on behavior, neurological development and physical interaction with others. These decisions are best made using the team approach including the child's physician, the child's parents or legal guardian, public health personnel, and school personnel. In each case, risks and benefits to both the child and others within the educational setting must be carefully weighed.

Details of this policy are available through the Christ the King Catholic School Office and the Diocesan Superintendent's Office, 55 Joy Drive, Burlington, VT 05403.

Animals in School

The Department of Health in conjunction with the Department of Education has developed a *Model School Animal Policy*. This policy lists the types of animals that because of their risk of carrying rabies, should not be brought on school grounds. Christ the King Catholic School supports this policy to protect students and staff from exposure to rabies and other diseases. Wild animals, alive or dead, are not allowed in school. Family pets are not allowed in school. Guide, hearing and other service or law enforcement dogs may be allowed in school or on school grounds with proof of current rabies vaccination.

Athletic Association Policy on Player Discipline

At the time of the **first** problem, the coach will warn the player. If there is a **second** problem with the player, the coach will alert the Athletic Director. The Athletic Director will maintain a record of this and further proceedings. The president of the Association, coach and principal will be notified. The principal and/or Athletic Director will notify the player's parents and there will be an immediate one game suspension. A **third** occurrence of a problem with the player could result in dismissal from the team/sport. The Athletic Director will inform the Principal of each phase of the process.

Bullying

It is the policy of Christ the King Catholic School (hereinafter C.K.S.) that it shall provide a safe, orderly, civil and positive learning environment. Bullying has no place in C.K.S. and will not be tolerated. Accordingly, C.K.S. has added a policy and procedure to prohibit bullying and will ensure the enforcement thereof. CKS has implemented a school-wide bullying prevention program called *No-Bullying Program* published by Hazelden and Johnson Institute, otherwise known as The Olweus Program.

Eighth Grade Graduation

During the last week of school the eighth grade class will have a variety of activities to celebrate the conclusion of their school experience at Christ the King Catholic School. A retreat will be directed by the principal and religion teacher of Christ the King and is a mandatory school day. The final approval for the contents of the events rest solely with the Principal and/or Pastor. These events, except for the retreat, will not be mandatory but are highly recommended.

- All students are required to pay the \$75.00 graduation fee whether or not they attend the party or trip.
- It is customary that each graduating class leaves a gift to CKS, if possible.
- A celebration will be held on the CKS campus during the school day..
- All parents chaperoning the class trip are expected to pay their own way.
- Students and Grade 8 parents will be required to sign a contract to participate in graduation activities.
- Appropriate dress code will be required for the celebration.

Fundraising

All Families are expected to fully participate in the (3) Raffle Fundraisers and Race for Education throughout the year.

Fundraising Obligation -

\$250.00 for Fall Raffle
\$200.00 for Winter Raffle
\$200.00 for Spring Raffle
\$650.00 Total

or opt-out payment of \$600.00**

For those who are not opting out of fundraising with the \$600 fee, within two weeks of the closing of the fundraisers, 75% of the amount you sold in excess of \$650 will be credited to the accounts of participating families. If you did not meet the obligation for each fundraiser, the difference will be invoiced to your account within two weeks of the closing of the fundraiser.

Immunizations

Required Prior to Attending School 18 V.S.A. §1121

Except as provided under V.S.A. section 114 of this title, no person may enroll as a student in a Vermont school, regardless of whether the student has been enrolled in the school during a previous school year, unless the appropriate school official has received a record or certificate of immunization issued by a licensed physician or a health clinic that indicates the person has received required immunizations appropriate to age as specified by the Vermont Department of Health. Waiver forms are available in the nurse's office.

Internet Use

Students at CKS have the opportunity to use the Internet at school. It is required that each student and parent read the Internet Use Policy. The policy must be signed and returned to school.

Nondiscrimination

Christ the King Catholic School is non-discriminatory toward anyone with vision, speech or hearing impairments, or physical disabilities that we can academically serve within our staff qualifications. Christ the King Catholic School, recognizing that some areas in the school are inaccessible to persons with some disabilities and recognizing that the school participates in some Federally-funded programs, adopts the following policy:

- a. Instruction materials, meetings and activities related to school's participation in Federally-funded programs will be available, without discrimination to individuals with disabilities as defined by the Rehabilitation Act of 1973.
- b. Whenever an individual with a disability wishes to take part in a Federally funded program or activity and wishes for the program or activity to take place in a space that conforms to accessibility standards, that program or activity will be relocated to an accessible area. To arrange for relocation, contact the principal. Information about relocation will be provided orally to persons with vision impairment and in written form for persons with hearing impairment.

Plagiarism

Students are expected to do their own work. Plagiarism, which is taking information and/or ideas and passing them off as your own work, is unacceptable. Information and/or ideas taken from the Internet, books, magazines, television, etc. must be referenced. If a student plagiarizes, he/she will receive a zero for the assignment and may also receive one day of alternative in-school instruction. If a student copies another student's work or allows his or her work to be copied, he/she will receive the same consequence. These consequences will be the same for cheating on tests and quizzes.

Tuition Payment Policy

Tuition payments, other than the FACTS Program, must be paid by the date prescribed on your Tuition Agreement. Failure to do so will mean that you will be required to go on the FACTS Program immediately or the student(s) will not be accepted in class. (Christ the King Catholic School Board policy: Approved 5/13/03)

All tuition and fees must be paid prior to the end of each semester. Failure to do so may result in withholding the student's report card. No records will be transferred out of the school. In addition, failure to have made a good faith effort to arrange for payment of outstanding tuition may prevent the student from participating in co-curricular activities such as sports, drama, field trips, etc. Reminders for payment will be sent home prior to the activity.

Volunteers

All volunteers must submit to a background check and complete a training program (Virtus) offered online through <http://www.vermontcatholic.org/> in order to comply with the rules of the Diocese of Burlington. Certificates of completion must be on file in the school office.

Alcohol and Other Drugs (AOD) Policy

Christ the King Catholic School is listed as a "Safe School" with the Rutland City Police Department under Title 25, Chapter 9, Section: 4610 – 4614. Any student found violating this ordinance would also be subject to all penalties and fines established by the Rutland City Police Department. A copy of Title 25, Chapter 9, Section: 4610 – 4614 is available for student and parental review, in the main office.

- **AOD STRATEGY**

CKS has no tolerance for students violating the AOD policy on school grounds or at school sponsored events. Any student found possessing, selling, or under the influence of alcohol or other illegal drugs (including tobacco and all vaping devices) on school property, or at school sponsored events or field trips during school hours will be suspended from CKS. The Administration will determine the period of suspension, within two school days of the offense.

- **AOD PROCEDURE**

This policy will be in effect during the academic year on school grounds and at any school-sponsored activities/events where and when the student is representing Christ the King School.

The principal/or designee:

- Will call the police

- Will call the parent(s)/guardian(s), of the student(s) involved.

- The student will automatically be released into the care of the parent(s)/guardian(s) or law enforcement.

- **TOBACCO AND VAPING**

The use of any and all tobacco products including vaping devices and products on school grounds (including the parking lot) or at school events is prohibited. Violators will be suspended from school for one day, and be responsible for any fines associated with breaking the 'Safe School' ordinance. Use of tobacco or vaping devices is not permitted on school grounds or at school events.

Social Media

If a student has posted something that is considered improper according to school policy, and it is discovered or someone reports the problem to the school, the following will occur:

The first step is to verify the validity of the post. Does this account belong to the student? Did the student post it or is there an extenuating circumstance that can be substantiated in which someone else used his or her phone or device to post?

Once this is established, we will consider if the violation falls within the area of the drug, alcohol and tobacco policy, as well as a violation of school rules. If the posting does not fall into one of these types of violations but it brings discredit to the school or their program, we then consider the severity of the post.

We will use most situations as a teaching moment as opposed to a suspension consequence.

Weapons

It is the intent of CKS to provide a safe environment for students to learn. Any student who brings a weapon (gun, knife, explosive, tool designed to injure, etc.) to school (or any setting which is under the control and supervision of the school such as school grounds, playing fields, field trips, etc.) shall be brought to the school Administrator for immediate investigation. The student may be suspended immediately if such is warranted. In the event of a school-sponsored event away from the school, the adult in charge shall confiscate the weapon and isolate the individual if possible, and notify school authorities as soon as possible. A student found guilty will be expelled (termination of educational services) by the Principal. Any student bringing a weapon to school shall be referred to the appropriate law enforcement agency.

Bomb Threats

Students found guilty of bomb threats against the school will be expelled (termination of educational services) by the Principal.

POLICY ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

I. Statement of Policy

As a Catholic institution, we are committed to providing our students with a safe and supportive school environment in which all members of the school community are treated with respect.

In keeping with the teachings of the Catholic Church, it is the policy of the School to prohibit the unlawful hazing, harassment, and/or bullying of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Hazing, harassment, and/or bullying may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

Note: Conduct which constitutes unlawful hazing, harassment and/or bullying may be subject to civil penalties.

The school shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, and/or hazing as defined herein, otherwise violates one or more provisions of the school's code of conduct.

II. Implementation

The principal or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.
2. Annually, select two or more designated employees who are well versed in the teachings of the Catholic Church and the policies of the School to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the school that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator who is well versed in the teachings of the Catholic Church and the policies of the School to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the School's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Purpose

It is the intent of the school to apply and enforce this policy in a manner consistent with the mission of the school as a Catholic institution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. Definitions. For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **“Bullying”** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
 - 1. Is repeated over time;
 - 2. Is intended to ridicule, humiliate, or intimidate the student; and
 - 3. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity; or
 - (ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs.
- B. **“Complaint”** means an oral or written report of information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment, and/or bullying.
- C. **“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment, and/or bullying, or a student who is the target of alleged hazing, harassment, and/or bullying.
- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and/or bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school are identified in Appendix 5152 of each school’s regulations for this policy.
- E. **“Employee”** includes any person employed directly by or retained through a contract with , an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes Diocesan personnel associated with .
- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for and for coordinating the School’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the School’s harassment policy. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

- 1. Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
 - a. Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
 - b. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
 - c. Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment on the basis of sex. A hostile environment exists where the harassing conduct is contrary to the mission of the school as a Catholic institution, severe, persistent

and/or so pervasive as to deny or limit the student's ability to participate in or benefit from the educational program.

2. Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
 3. Harassment of members of other protected categories, means conduct contrary to the mission of the school as a Catholic institution and is directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.
- H. **"Hazing"** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and
1. Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.
 2. Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:
 - (i) goals are in keeping with the teachings of the Catholic Church;
 - (i) are approved by the educational institution; and
 - (i) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.
 3. With respect to Hazing, **"Student"** means any person who:
 - (i) is registered in or in attendance at an educational institution;
 - (ii) has been accepted for admission at the educational institution where the hazing incident occurs; or
 - (iii) intends to attend an educational institution during any of its regular sessions after an official academic break.
- I. **"Notice"** means a written complaint or oral information that hazing, harassment, and/or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment, and/or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment, and/or bullying through other means, for example, if information about hazing, harassment, and/or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school's response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the school, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful hazing, harassment and/or bullying.
- J. **"Organization"** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.
- K. **"Pledging"** means any action or activity related to becoming a member of an organization.

- L. **“Retaliation”** is any adverse action by any person against any person involved in an alleged or substantiated case of hazing, harassment, and/or bullying. This includes but is not limited to the complainant, the alleged or substantiated perpetrator, any witnesses, and any person who assists or participates in an investigation, proceeding, or hearing related to the hazing, harassment, and/or bullying complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student or school employee in the form of further and/or newly initiated hazing, harassment, bullying, intimidation, and reprisal.
- M. **“School administrator”** means a superintendent, principal or his/her designee, assistant principal and/or the School’s Equity Coordinator.
- N. **“Complaint Reporting Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

Approved: September 12, 2019
Bishop of Burlington

Regulation 5152

PROCEDURES ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

- I. **Reporting Complaints of Hazing, Harassment and/or Bullying**
 - A. Student Reporting: Any student who believes that s/he has been hazed, harassed and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment and or/bullying, should promptly report the conduct to a designated employee or any other school employee.
 - B. School employee reporting: Any school employee who **witnesses conduct** that s/he reasonably believes might constitute hazing, harassment and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form.
- Any school employee **who overhears or directly receives information** about conduct that might constitute hazing, harassment and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.
- C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying under this policy should promptly report the conduct to a designated employee.
 - D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.
 - E. False complaint: Any person who knowingly makes a false accusation regarding hazing, harassment and/or bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of hazing, harassment and/or bullying when the person has a good faith belief that hazing, harassment and/or bullying occurred or is occurring.

- F. **Rights to Alternative Complaint Process:** In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921 617-289-0111 (voice)
877-521-2172 (tdd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov

II. **Responding to Notice of Possible Policy Violation(s)**

- A. Upon **notice of information** that hazing, harassment and/or bullying may have occurred the designated employee shall:
- Promptly reduce any oral information to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses;
 - Promptly inform the school administrator(s) of the information;
 - If in the judgment of the school administrator, the information alleges conduct which may constitute harassment, hazing or bullying, the school administrator shall, as soon as reasonably possible, provide a copy of the policy on hazing, harassment and bullying and these procedures to the complainant and accused individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.
- B. Upon **initiation of an investigation**, the designated employee shall:
- Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 - an investigation has been initiated;
 - retaliation is prohibited;
 - all parties have certain confidentiality rights; and
 - they will be informed in writing of the outcome of the investigation.
- C. All notifications shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

III. **Investigating Hazing, Harassment and/or Bullying Complaints**

- A. **Initiation of Investigation-Timing.** Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, the school administrator shall, no later than one school day after Notice to a designated employee, initiate or cause to be initiated, an investigation of the allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.

- B. Investigator Assignment. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.
- C. Interim Measures. It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school's investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate. In all cases, the school will make every effort to prevent disclosure of the names of all parties involved – the complainant, the witnesses, and the accused -- except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be considered in cases where the targeted student is known to have difficulty accessing the educational programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures.
- D. Due Process. The United States Constitution guarantees due process to students and School employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal Title IX. The rights established under Title IX must be interpreted consistent with any federally guaranteed due process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The School will ensure that steps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.
- E. Standard Used to Assess Conduct. In determining whether the conduct constitutes a violation of this policy, the investigator shall be mindful of the mission of the school as a Catholic institution as s/he considers the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school has the discretion to consider the impact of relevant off-campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Whether a particular action constitutes a violation of this policy requires determination based on all the facts and surrounding circumstances.
- F. Completion of Investigation – Timing. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator.
- G. Investigation Report. The investigator shall prepare a written report to include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by the Bishop of the Roman Catholic Diocese of Burlington, or his designee, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.
- H. Notice to Students/Parents/Guardians. Within five school days of the conclusion of the investigation, the designated employee shall:
- i. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 1. the investigation has been completed;
 2. whether or not the investigation concluded that a policy violation occurred;
 3. that federal privacy law prevents disclosure of any discipline imposed as a result of the investigation unless the parent/guardian of the accused student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, as set forth in Section II, Part C, above.
 - ii. Notify the Complainant Student - or if a minor, their parent(s) or guardian - in writing of their rights to:

1. Request (within 30 days) an internal review by the school of the investigator's determination as to whether hazing, harassment, and/or bullying occurred;
 2. Request (within 30 days of the school's determination after internal review) an additional review by the Bishop of the Roman Catholic Diocese of Burlington as to (1) whether hazing, harassment, and/or bullying occurred or (2) if hazing, harassment, and/or bullying was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying;
 3. Request an Independent Review of the school's determination (within 30 days of the school's determination after internal review or, if requested, within 30 days of the review by the Bishop) as to (1) whether harassment occurred or (2) if harassment was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying and correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;
 4. File complaints of hazing, harassment, and/or bullying with either the Vermont Human Rights Commission and/or the federal Department of Education's Office of Civil Rights.
- iii. Notify the Accused Student – or if a minor, their parent(s) or guardian - in writing of their right to appeal as set forth in Section V of these procedures.
- I. **Violations of Other Policies.** In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.
- IV. **Responding to Substantiated Claims**
- A. **Scope of Response.** After a final determination that an act(s) of hazing, harassment and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s).

In so doing, the following should be considered:

- i. **Potential Remedial Actions.** Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the hazing, harassment and/or bullying. To prevent recurrences counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond.
- ii. **School Access/Environment Considerations.** The School will also take efforts to support victims' access to the School's programs, services and activities and consider and implement school-wide remedies, where appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the School will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include dissemination of information, the issuance of new policy statements or other steps that are designed to clearly communicate the message that the school does not tolerate behaviors contrary to the mission of the school as a Catholic institution; harassment, hazing, and/or bullying and will be responsive to any student who reports that conduct.

- iii. Hazing Case Considerations. Appropriate penalties or sanctions or both for organizations that or individuals who engage in hazing and revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.
 - iv. Other Remedies: Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).
- B. Retaliation Prevention. It is unlawful for any person to retaliate against a person who has filed a complaint of hazing, harassment, and/or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the hazing, harassment, and/or bullying complaint, or against a person accused of and/or found responsible for the hazing, harassment, and/or bullying, of another.

A person may not violate this anti-retaliation provision regardless of whether the underlying complaint of hazing, harassment and/or bullying is substantiated.

The school will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the hazing, harassment and/or bullying), against the person who filed a complaint on behalf of a student, the person who is accused of and/or found responsible for the behavior, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems and making follow-up inquiries to see if there have been any new incidents or any retaliation.

- C. Alternative Dispute Resolution. At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to:
- i. the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases),
 - ii. the age of the complainant and the accused individual,
 - iii. the agreement of the complainant, and
 - iv. other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

V. **Post Investigative Reviews**

Rights of Complainants

A. Request Internal Review of Initial Harassment Determinations.

A complainant or parent of a complainant if the complainant is a minor, may request internal review by the school of a designee's initial determination (following investigation) that hazing, harassment and/or bullying has not occurred via written request within 30 days submitted to the superintendent of schools. All levels of internal review of the investigator's initial determination, and the issuance of a decision, shall, unless special circumstances are present and documented by the school, be completed within 30 calendar days after review is requested.

B. Request Additional Review by the Office of the Bishop.

A complainant, or parent of complainant if the complainant is a minor, may request in writing and within 30 days of the internal review, an additional review by the Office of the Bishop. All levels of this additional review of the investigator's initial determination and the results of the internal review along with the issuance of a final decision, shall, unless special circumstances are present and documented by the Office of the Bishop, be completed within 30 calendar days after review is requested.

C. Independent Reviews of Final Hazing, Harassment, and/or Bullying Determinations By Complainant.

A complainant may request an independent review within thirty (30) days of a final determination if s/he:

- i. is dissatisfied with the final determination as to whether harassment occurred, or

- ii. if a final determination was made that harassment had occurred, and s/he believes the steps taken by the school were inadequate to protect the complainant and prevent further hazing, harassment or bullying.

The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a (b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant, the accused, any witnesses, and relevant school officials and a review of the written materials from the school's investigation.

Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing:

- i. as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and
- ii. of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Superintendent of Schools for the Roman Catholic Diocese of Burlington.

The reviewer shall advise the complainant, or if a minor, the parents of the complainant, of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the School. The School may request an independent review at any stage of the process.

D. Rights to Alternative Process.

In addition to, or as an alternative to filing a hazing, harassment and/or bullying complaint pursuant to this policy, a person may file a hazing, harassment and/or bullying complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street

Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)

(877) 294-9200 (tty)
(802) 828-2481 (fax)

Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education

8th Floor
5 Post Office Square

Boston, MA 02109-3921

617-289-0111 (voice)

877-521-2172 (tdd) 617-289-0150 (fax)

Email: OCR.Boston@ed.gov

Rights of Accused Students

- a. Appeal. Any person determined to have engaged in an act(s) of hazing, harassment and/or bullying may appeal, in writing, the determination and/or any related disciplinary action(s) taken, directly to the superintendent. The superintendent, or his/her designee, shall conduct a review of the record. The standard of review by the superintendent, or his/her designee, shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school level fact finder.

Appeals should be made to the superintendent in writing and within ten (10) calendar days of receiving the determination that an act(s) of hazing, harassment and/or bullying has occurred and/or any announced discipline.

- b. Accused Student/Appellant Access to Investigative Reports/Findings. The school shall make available upon request of the Accused Student/Appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set forth at 34 CFR Part 99. For those documents that cannot be provided due to the requirements set forth at 34 CFR Part 99, when an Accused Student/Appellant seeks a review on the record by the Superintendent, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

VI. **Confidentiality and Record Keeping**

- A. Privacy Concerns. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the School's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
 - i. Concerns Related to Hazing, Harassment, and/or Bullying Complaints. The scope of appropriate response to a hazing, harassment and/or bullying complaint may depend upon whether a student or parent of a minor student reporting the hazing, harassment and/or bullying asks that the student's name not be disclosed to the accused person or that nothing be done about the alleged hazing, harassment and/or bullying. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student, or if a minor the student's parents, continues to ask that his or her name not be revealed, the school will secure this request in writing and should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the hazing, harassment and/or bullying and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to act in accordance with the teachings of the Catholic Church and to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an "education record" of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student's consent.

- B. Document Maintenance. The school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the School in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the Equity Coordinator, Designated Employees and the school administrator for at least six years after the investigation is completed.

VII. **Reporting to Other Agencies**

- A. Reports to Department of Children and Families. When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.

- B. Reports to Vermont Agency of Education. If a hazing, harassment, and/or bullying complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal will report the alleged conduct to the Superintendent who in turn will report it to the Secretary of Education.
- C. Reporting Incidents to Police
 - i. FERPA Rights. Information obtained and documented by school administration regarding the school's response to notice of student conduct that may constitute hazing, harassment and/or bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.
 - ii. First-Hand Reports. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.
 - iii. Hazing Incidents. It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.
- D. Continuing Obligation to Investigate. Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute hazing, harassment and/or bullying.

VIII. **Disseminating Information, Training, and Data Reporting**

- A. Disseminating Information. Annually, prior to the commencement of curricular and co-curricular activities, the School shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16 V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment and bullying. At a minimum, this notice shall appear in any publication of the school that sets forth the comprehensive rules, procedures and standards of conduct for the school.
- B. Student Training. The school administrator shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help ensure their actions are in keeping with the teachings of the Catholic Church and in an effort to prevent hazing, harassment and/or bullying.
- C. Staff Training. The principal or his/her designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment and bullying. This training will occur in a manner consistent with the teachings of the Catholic Church.

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;
 Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
 Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.;
 Family Education Rights Privacy Act; 20 U.S.C. §1232g;
 Public Accommodations Act, 9 V.S.A. §§4500 et seq.;
 Education, Classifications and Definitions, 16 V.S.A. §11(26);(30)(A);(32);
 Education, 16 V.S.A. §140(a)(1);
 Education, 16 V.S.A. §166(e);
 Education, Bullying, 16 V.S.A. §570c;
 Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570;
 Education, Harassment, 16 V.S.A. §570a;
 Education, Harassment, 16 V.S.A. §570c;
 Education, Harassment, 16 V.S.A. §570f;
 Education, Hazing, 16 V.S.A. §570b;

Education, Hazing, 16 V.S.A. §570f
Education, Discipline, 16 V.S.A. §1161a;
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162;
Child Abuse, 33 V.S.A. §§4911 et seq.;
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.
Washington v. Pierce, 179 VT 318 (2005).

Promulgated: September 12, 2019
Bishop of Burlington

APPENDIX 5152

Designated Employees

The following employees have been designated by the School to receive complaints of hazing, bullying and/or harassment pursuant to this policy and 16 V.S.A. §570a(7) and 16 V.S.A. §570c(7) and under Federal anti-discrimination laws:

Employee Name: Marge Barbagallo
c/o Christ the King School - Rutland
School Address: 60 S. Main Street
City, State Zip: Rutland, VT 05701
School Phone: 802-773-0500
Employee's School Email: mbarbagallo@cksrutland.org
Employee's Extension: 13

Employee Name: Christine Cirelli
c/o Christ the King School - Rutland
School Address: 60 S. Main Street
City, State Zip: Rutland, VT 05701
School Phone: 802-773-0500
Employee's School Email: ccirelli@cksrutland.org
Employee's Extension: 35

Christ the King Catholic School is an “Approved Independent School”.

Statutes Relating to Approved Independent Schools

Definitions

16 V.S.A. § 11

20) "Approved Independent School" means an independent school which is approved under 16 V.S.A. § 166.

Approved Independent Schools

16 V.S.A. § 166

An independent school may operate and provide elementary education or secondary education if it is either approved or recognized as set forth herein.

b) Approved Independent School. On application, the state board shall approve an independent school which offers elementary or secondary education if it finds, after opportunity for hearing, that the school provides a minimum course of study and that it substantially complies with the board's rules for approved independent schools. Except as provided in subdivision (6) of this section, the board's rules must at minimum require that the school has the resources required to meet its stated objectives, including financial capacity, faculty who are qualified by training and experience in the areas in which they are assigned, and physical facilities and special services that are in accordance with any state or federal law or regulation. Approval may be granted without state board evaluation in the case of any school accredited by a private, state or regional agency recognized by the state board for accreditation purposes.

- 1) On application, the state board shall approve an independent school which offers kindergarten but no other graded education if it finds, after opportunity for hearing, that the school substantially complies with the board's rules for approved independent kindergartens. The state board may delegate to another state agency the authority to evaluate the safety and adequacy of the buildings in which kindergartens are conducted, but shall consider all findings and recommendations of any such agency in making its approval decision.
- 2) Approvals under this section shall be for a term established by rule of the board but not greater than five years.
- 3) An approved independent school shall provide to the parent or guardian responsible for each of its pupils, prior to accepting any money for that pupil, an accurate statement in writing of its status under this section, and a copy of this section. Failure to comply with this provision may create a permissible inference of false advertising in violation of T.13,V.S.A. § 2005.
- 4) Each approved independent school shall provide to the commissioner on October 1 of each year the names and addresses of its enrolled pupils. Within seven days of the termination of a pupil's enrollment, the approved independent school shall notify the commissioner of the name and address of the pupil. The commissioner shall forthwith notify the appropriate school officials as provided in section 1126 of this title.
- 5) The state board may revoke or suspend the approval of the approved independent school, after opportunity for hearing, for substantial failure to comply with the minimum course of study, for failure to comply with the board's rules for approved independent schools, or for failure to report under subdivision (b) (4) of this section. Upon revocation or suspension, students required to attend school who are enrolled in that school shall become truant unless they enroll in an approved public school, approved or recognized independent school or approved home instruction program.

SAFETY

Drop-off and Pick-up Procedures

Please follow the instructions below for Drop-Off and Pick-Up of your child(ren) to help us ensure their safety. We appreciate your cooperation.

Drop Off:

Have your child(ren) ready to exit your vehicle when you stop.

Enter the parking lot by driving down Killington Avenue in the right hand lane.

Go to the front of the drop-off area, to the end of the fence, especially if you are first in line. If you are in the middle of the line, please make every effort to have your child(ren) exit speedily. Please stay in line, and wait your turn patiently. Then park your car or leave the parking lot.

Cross Killington Avenue only in the designated crosswalk.

Pick Up:

Park your car in a parking space, and come to your child's teacher for your child.

Make certain that you sign your child out with their teacher.

Remember:

DO NOT park, drop off or pick up students on Killington Avenue.

DO NOT enter the parking lot through Engrem Avenue.

DO NOT park at the Drop-Off Zone to wait for your child(ren) to cross the street or to come from school.

DO NOT drive over the safety cones.

DO NOT pass on the right at any time.

**** During inclement weather, students will be dismissed from their classrooms.**

We would prefer that you not use Spellman Terrace, but for those of you who do, please respect the property owners. Do not block driveways, and do not park for extended periods of time and come to the schoolyard to pick up/sign out your child.

Building Entry

Christ the King Catholic School buildings remain locked during the school day. Please use the doorbell at the Elementary entrance to gain entry. The school office is located on the right after entering this building.

Parents/Visitors must sign in and receive a Visitor Badge.

All parents/guardians must use the Sign In/Out Notebook in the office before students can be admitted or dismissed.



2021-2022 School Plan

Christ the King Catholic School

60 South Main Street

Rutland, VT 05701

802-773-0500

www.cksrutland.org

Christ the King Catholic School instills the moral values of Christ and develops the whole person spiritually, academically, and physically in building a foundation for life.

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Christ the King School is committed to maintaining a safe and healthy school for the students and their families. This plan will guide our decision making for the 2021-2022 school year. Due to the fluidity of the pandemic, this will be a living document, subject to revision. Governmental directives, Diocesan guidelines and the experiences of our students may require amendment or modifications to this plan.

All students, teachers and staff will wear masks when at school.

Safe arrival to school

- Student drop off time will begin at 7:45 am until the start of school at 8:00 am.
- Students who are demonstrating any symptoms of illness (cough, runny nose, fever, etc.) should not be brought to school.
- Students will be dropped off using the Killington Avenue car line. Early Education families may park and walk their children to the door.
- Students will exit vehicles and proceed to the playground to wait for the start of school. Staff will be on hand to monitor students.
- In inclement weather, students will proceed directly inside.

Beginning the school day

- The school day at CKS starts at 8:00 am.
- Students will begin each day in their classrooms or homerooms. Teachers will be responsible for welcoming students to their respective classrooms and ensuring that students are following the procedures established in this plan.

Classroom policies

- Students in the Early Education Program will have lunch in their classrooms. All other grades will have lunch in the cafeteria/gym.
- Students are asked to bring a refillable water bottle to school each day. The refillable bottle must have a cap/top that can be removed, allowing refills to occur without the drinking fountain fixture coming into contact with the cap/top that has been in contact with students' mouths. Refillable water bottles may not contain straws or spouts. Refillable water bottles must be clearly labeled with students' first and last name.
- Students will be required to wear a face covering throughout the day. Parents/Guardians must provide the teacher with extra masks.
- At this time, visitors, parents/guardians and volunteers are NOT permitted in the classrooms.
- Classroom celebrations will be organized by teachers, and funds will be used from class activity accounts.

Recess

- Weather permitting, students will participate in recess daily.
- The Early Education Program will utilize their designated playground space, with sanitizing occurring between uses.
- Kindergarten through eighth grade will participate in recess during their scheduled time. When students are outside for recess, masks do not need to be worn.

Physical Education

- The physical well-being of students is important. As such, PE classes will be held as scheduled.
- The Early Education Program schedule will be determined according to Vermont State regulations.
- Locker rooms will not be available to students. Middle School students will be permitted to wear their PE uniforms to school on their scheduled PE days. Middle School students MUST purchase and wear the required school PE uniform.
- Students will be required to bring a full bottle of water, in their refillable bottle, to each PE class.

Specials: Art, Music & Library

- The Early Education Program special schedule will be determined according to the Vermont State regulations.
- Students in grades K-8 will have art and music 1x/week. Students in grades K-5 will have library 1x/week.

Mass

- Weekly mass will continue to be every Friday starting at 8:30am. All students will be attending Mass.
- All students will be required to wear Traditional Mass Uniforms.
- Parents/guardians/community members are asked to not attend school masses.
- Students will wear facing coverings while in mass, sanitize hands before entering the church, and will be seated following the church's distancing configuration.

Afternoon dismissal

- Students will be required to continue wearing their face coverings until they are in their parent/guardian's vehicle.
- Students will have a designated area to wait with their teacher and class until an approved person picks up.
- The Early Education Program will dismiss at 2:30 pm.
- Students in Kindergarten through 8th Grade will dismiss at 2:45 pm.
 - If the weather prohibits students from waiting outside, they will wait in their classrooms until parents/guardians arrive to pick them up. Teachers will be notified via walkie talkie when a parent/guardian arrives, and students will be dismissed to them outside.
- Students who walk home will be required to leave the school grounds promptly at their dismissal time.
- Students who attend the After School program will be dismissed to their designated locations at 3:00pm.
 - The school building will be closed at 5:15pm. All students must be picked up by this time.

Sanitizing & Cleaning

- The school will purchase and use appropriate products to clean and sanitize spaces on a daily basis.
- All bathrooms will be cleaned and sanitized throughout the day.
- Students will be required to wash their hands with soap and water following restroom use. Upon arrival back to the classroom, students will be required to sanitize their hands with hand sanitizer.
- Teachers will use appropriate products to clean/sanitize highly touched classroom surfaces (door knobs, pencil sharpener, light switches, etc.) throughout the day.

Signage

Signs will be placed around the school to increase awareness about wearing masks, cleaning hands, traffic patterns, hand sanitizer stations, and physical distancing requirements.

Managing illnesses & potential illnesses

- There are two offices, one located in the Middle School and one located in the main office. Both will be used as designated isolation spaces that will have designated staff for supervision.
- Students showing any signs of illness will immediately be separated from other students.
- Teachers will notify the school nurse upon recognition of an ill or potentially ill student.
- Students who are ill or potentially ill will report to one of the designated isolation sick rooms.
- Ill students or potentially ill students must continue to wear their face covering unless they are experiencing breathing difficulty.
- Faculty experiencing signs or symptoms of any illness are required to immediately report to the principal.
- The school will follow existing policies on parent contact for ill or potentially ill students.
- Parents/guardians must arrive at school to pick up their student within 30 minutes of being notified.
- Any student who is absent for three consecutive days will need a doctor's note for readmission.

Responses to cases of COVID-19

- In the event that a student or faculty member tests positive for COVID-19, Parents/Guardians/Faculty members must immediately report this to administration.
- We will follow the guidance of the Vermont State Department of Health.

Parent/Teacher meetings & student support plan meetings

Meetings will be scheduled and hosted via electronic communications- video conference, email, telephone. Please set up an appointment with the staff member with whom you need to meet.

Drills

- Lock Down - remains unchanged from 2019-2020 plan.
- Fire Drill- Procedure - remains unchanged from 2019-2020 plan, additional distancing measures will be taken in assembly areas.

RIGHT TO AMEND HANDBOOK

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

Appendices and Forms



PARENT/STUDENT CONTRACT FORM

Christ the King Catholic School
Rutland, Vermont

It is the mission of Christ the King Catholic School to provide all students the opportunity to learn in a safe and organized atmosphere of mutual respect. To that end, students are expected to observe the code of conduct set forth in this school. Code appropriate conduct will be exhibited by students in the classroom, on school and parish property, and at all school and sporting events. This contract may be reviewed at the discretion of the principal at any time. Failure to abide by the code of conduct and this contract will result in a review of the contract with the students and parents. New goals and/or placement options will be discussed at that time.

Student Commitment

I understand the conduct code of Christ the King Catholic School, and I will do my best to meet the expectations for all students. I will put forth my best effort in my academic responsibilities.

Parent Commitment

I understand the code of conduct for Christ the King Catholic School, and I will support my child in carrying out this contract.

My parents and I have read and understand the policies of Christ the King Catholic School as outlined in the Parent/Student Handbook and agree to abide by them.

Parent Signature

Date

Child's Signature

Date

Principal's Signature

Date



CKS Prescription Medication Permission Form

Date: _____

I hereby give permission to _____ to release information to
Physician's Name

Christ the King Catholic School concerning medication(s) for _____.
Name of Student

Signature of Parent/Guardian: _____

Medication: _____

Dosage Instruction: _____

Dates to be administered: _____ to _____

Reason for Prescription: _____

Signature of Physician: _____

I hereby give permission for the above named student to take the medication as prescribed above at school

Signature of Parent/Guardian: _____

No medication will be given at school until the school receives this completed form with the prescribed medication in the original container appropriately labeled by the pharmacy or physician.

All medication brought into the school must be kept in the Nurse's Office during school hours.

Date: _____ School Nurse: _____



2021-2022 CKS DISMISSAL FORM

Student Name : _____ GRADE: _____

Dismissal is:

- **2:30 p.m. PreSchool and PreKindergarten**
- **2:45 p.m. Kindergarten through Grade 8**
- **3:00-5:15 p.m. – After School Program**

After school, my child will:

_____ Walk, they will be released by their teacher as they go outside, and will leave the school grounds immediately.

_____ Will be picked up. The authorized people to pick up my child are:

1. _____
2. _____
3. _____
4. _____

****If there is someone other than the persons listed above, I will send a note to school with my child, dated and signed with the proper name.**

Parent signature _____ Date _____

CHRIST THE KING SCHOOL
After School Contract
2021-2022 School Year

I wish to enroll my child/children listed below in the CKS After School Program. I agree to pay all fees required.

REQUIRED FOR CHILD TO USE AFTER SCHOOL PROGRAM

Name of Student	Grade
1.	
2.	
3.	
4.	

Times

Afternoon: 2:45 p.m. - 5:15 p.m. (Pre School, PK)

Afternoon: 3:00 p.m. - 5:15 p.m. (Grades K - 8)

Fee Schedule and Payment:

Billing will be based on your child(ren)'s attendance. Our rate is \$6.00 per hour (calculated in 15

minute increments. Invoices will be emailed via FACTS in the beginning of the month for the previous month. Payments should be made to CKS either in person to the school office or paid as a one time payment online through FACTS.

I understand that:

- Attendance in our After School Program is a privilege. We expect students to follow the same Good Conduct Rules that we have established during our school day. Failure to follow these rules will result in loss of the privilege of attending the program.
- Outstanding balances (over 60 days) may result in loss of privilege of attending the After School Program.
- A late pick-up (after 5:15p.m.), will result in an additional fee of \$6.00/15 minutes.
- Parent/Guardian signature is required for dismissal. Failure to sign your child out at the end of the day will result in a charge for \$15.00/child/day.

Person Responsible for paying Monthly Fees:

I have read and understand my responsibilities as set forth above. I agree to fulfill these obligations.

Signature

Date

(Please complete back of this form)

PERSON(S) AUTHORIZED TO PICK UP MY CHILD(REN):

Name	Relationship to student	Phone Number
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Name	Relationship to student	Phone Number
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Name	Relationship to student	Phone Number
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