

**2014-2015  
SCHOOL COMMUNITY  
HANDBOOK**



**Christ the King Regional School  
164 Hopkins Avenue  
Haddonfield, New Jersey 08033  
School Closing #: 551 or 636  
Phone: (856) 429-2084 Fax: (856)429-4959  
Website: [www.ckrs.org](http://www.ckrs.org) e-mail: [ckrs@ckrs.org](mailto:ckrs@ckrs.org)**

**Mission Statement**

Christ the King Regional School is a Catholic learning community with a long standing tradition of rigorous academic standards and spiritually relevant teachings. Embracing community involvement, our parishes, faculty, parents, and alumni build an environment for our students where faith and knowledge meet. We empower learners to be motivated, intellectual, and responsible citizens with a lifelong commitment to serving God and others.

## Parent's Role in Education

We, at Christ the King Regional School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Christ the King Regional School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Christ the King Regional School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## Philosophy Statement

What should every student who leaves our school be able to do, know, understand or value to be successful in the real world.

### I. Individuals Who Model Christ:

- by exhibiting compassion, tolerance, justice and respect.
- by making good moral choices.
- by serving others.
- by having basic knowledge of Catholic doctrine, tradition, Scripture and liturgy.
- by having the ability to engage in various forms of prayer.

### II. Diligent Lifelong Learners:

- who possess a foundation of basic, academic skills leading to independent thinking and learning.
- who are effective communicators, collaborators and decision makers.

### III. Active Individuals:

- who explore their physical potential.
- who demonstrate knowledge of health, physical skills and hygiene.
- who show respect for their own gifts and talents and for those of others.

### IV. Responsible Citizens of the Global Community:

- who conscientiously respond to the needs of society and the environment.
- who appreciate and understand our diverse society.
- who are cognizant of current events.
- who participate in the democratic process.
- who identify with and participate in an active faith based community.

We, the faculty and staff of Christ the King Regional School, believe that the Catholic school provides a unique form of education to the students it serves. The main purpose of Christ the King Regional School is to provide an academic environment in which students can develop the knowledge, skills, attitudes and values necessary for a productive Catholic Christian life.

## Christ the King Regional School

### Church:

Father James T. Dever, OSFS , Christ the King Pastor  
 Rev. Joseph A. DiMauro OSFS, Christ the King, Parochial Vicar  
 Rev. David J. Klein, Christ the King, Judicial Vicar (in residence)  
 Reverend George Seiter, Holy Eucharist Pastor  
 Reverend Michael J. Coffey, Holy Eucharist Senior Priest  
 Reverend Timothy E. Byerley, Holy Eucharist Priest in Residence

### School:

Principal: Anne Hartman  
 Assistant Principal: Kaye Herman  
 Advancement Director: Rebecca M. Dickson  
 Religious Education: Dolores Mozzillo, Christ the King & Dolores Otterstein, Holy Eucharist  
 School Secretary: Darlene Dickinson  
 Front Office Support: Cheryl Judge  
 School Tuition/Bookkeeper: Anna Callaghan  
 School Nurses: Mrs. Mary Helf, Mrs. Lorraine Schroth,  
 Extended Day Program: Kathleen Dunn (AM), Deborah Horner (PM)& Sandra Horner (PM)  
 Maintenance Director: Deacon Jerry DeMuro  
 Nutri-Serve Food Management: Drema LaGrotta  
 PTA Co-Presidents: MaryLinda Farnoly & Ann Madden Tufano  
 Co-Vice-President: Barbara Kelleher&Shannon Hall  
 Athletic Director: Drea Schwab

**School Office - 429-2084                      Fax - 429-4959**

- 1 - Main Office
2. Admissions & Enrollment
3. Absence
4. Nurse's Office
5. Nutri-Serve (cafeteria)
6. Principal's Office

**Report Absences (before 8:30 AM).....429-2084 #3**

**Christ the King Parish Office - 429-1600    Fax - 429-2734**

Carol McLaughlin, Parish Secretary  
 Joan Sandell, Parish Secretary  
 Anna Callaghan, School Tuition/Bookkeeper (Tue./Thurs.) x 102  
 Dolores Mozzillo, DRE - 429-2734 x 108

**Holy Eucharist Parish Office - 429-1330    Fax - 429-8679**

Janice Hoffman, Parish Secretary  
 Dolores Otterstein, Parish Catechetical Leader - 428-9207

## Faculty & Staff

Principal	Mrs. Anne Hartman
Assistant Principal	Mrs. Kaye Herman
Advancement Director	Rebecca M. Dickson
Secretary	Ms. Darlene Dickinson
K-1	Mrs. Michelle Gabrielski
K-1 aide	Mrs. Jennifer DeStefano
K-2	Mrs. Donna Bigos
K-2 aide	Mrs. Lisa Schmidt
1-1	Mrs. Jennifer Agosto
1-2	Mrs. Marilyn Thiel
1 <sup>st</sup> grade aide	Mrs. Charlene Kenney
2-1	Mr. William Green
2-2	Ms. Deborah Horner
3-1	Mrs. Elena Hill
3-2	Mrs. Anne Borrelle
4-1	Mr. Stuart Brayshaw
4-2	Mrs. Melissa Flem
<b>Middle School</b>	
5-1	Mrs. Catherine O'Brien
5-2	Mrs. Phyllis Sica
6-1	Mrs. Kathleen Dunn
6-2	Ms. Bridget Blash
7-1	Mrs. Gail Grisi
8-1	Mrs. Kaye Herman
8-2	Mrs. Judy Grisi
Language Arts 5&6	Mrs. Catherine O'Brien
Language Arts 6,7&8	Mrs. Judy Grisi
Mathematics 5,6,7&8	Mrs. Kathleen Dunn
Mathematics 6,7&8	Ms. Bridget Blash
Science 5,6,7&8	Mrs. Gail Grisi
Social Studies 6,7&8	Mrs. Kaye Herman
Religion 5,6,7&8	Mrs. Phyllis Sica
Art	Mrs. Jill Palacki
Computer/Library Multimedia	Mrs. Patricia Davison, Mrs. Kaye Herman, Mr. William Green
Library/World Language	Mrs. Suzanne Urbach
Music	Mrs. Patricia Davison
Physical Education	Mrs. Mary Helf
<b>PRE-SCHOOL</b>	
Pre-K Teacher	Mrs. Suzanne Cavallaro
Pre-K Assistant	Mrs. Kathleen Zelinsky

### School Board

Father James T. Dever, OSFS, *Pastor – Christ the King*  
 Anne Hartman, *Principal*  
 Rebecca Malcarney Dickson, *Advancement Director*  
 Anna Callaghan, *Bookkeeper*  
 Marge McElroy, *Chair*  
 Mike Butti, *Finance Committee Chair*  
 Molly Tritt  
 Steve Cordasco  
 Denise Gruccio-Paolucci  
 Kelly Hagan Lasky  
 Anthony Jablonoski  
 Saverio(Sam)Lacroce  
 Loretta Ravelli  
 Dr. Courtney Malcarney

## Athletic Committee

Drea Schwab, *Athletic Director & Treasurer*  
Steve Zalecky, *Assistant Athletic Director, Facilities Maintenance & Chair/Kings Run*  
Bernadette Jablonoski, *Secretary*  
Skip Hill, *School Board Liaison, Track, Cross Country*  
Marybeth McCann, *Website*  
Mark Armstrong, *Awards & Girls Basketball*  
Jay Watts & Nate Schooley, *Boys Basketball*  
Gabby Funke, *Field Hockey & Softball*

## Parent Teacher Association (PTA)

Linda Farnoly & Ann Madden Tufano, *Co-Presidents*  
Barbara Kelleher/Shannon Hall, *Vice Presidents*  
Hope Kilgannon, *Secretary*  
Dianne Molle, *Treasurer*  
Bernadette Jablonoski *TIP Representative*

## TIP Committee

Shannon Hall Kelly Carr	Bernadette Jablonoski Dawn Hatch	Mary Beth McCann Miriam Cassidy	Barb Kelleher
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## PTA Committees

Birthday Book Club	Colleen DeShayes
Book Fair (Winter/Spring)	Suzanne Urbach & Diane Molle
Box Tops for Education	Jen Earney
Campbell's Labels for Education	Sheila Taney
Car Raffle	Colleen Deshayes, Darlene Sokoloff & Kate Crumpton
Catholic Schools Week	Jess Mignatti & Maryann Wallace
Cherry Hill Liaison	Open Position
Children's Enrichment Program	Cheryl Judge
CKRS Family Directory	Barbara Kelleher
Dad's Club	Paul McInerney
Environights (Green Committee)	Sheila Taney
Family Fun Night	Linda Farnoly & Ann Tufano
Friends helping Friends	Open Position
Grocery Exchange	Dawn Hatch
Haddonfield Liaison	Open Position
Hospitality	Jen Reilly
Ice Cream Social	Meg Engelke
King's Ball	Ann Tufano & Linda Farnoly
New Parents Social/Buddies	Kim Green
New Student Welcoming	Kim Green
Roller Skating Parties	Miriam Cassidy

Room Parent Coordinator  
Santa's Secret Shop  
School Supply Program  
Scrip (ZIP)  
Surreybrook Farms  
Uniform Exchange

Toni Kaloustian  
Linda Farnoly  
Cheryl Judge  
Bernadette Jablonoski & Barbara Kelleher  
Suzanne Urbach & Diane Molle  
Lori Bonfrisco

### **CHRIST THE KING REGIONAL SCHOOL CALENDAR 2014- 2015**

**\*\*This calendar is subject to change. Please check the website regularly for updates.\*\***

Sept. 2 Orientation -8AM Mass Followed by Faculty Meeting  
Sept. 3 School Opens Gr. 1-8; Kindergarten Open House 4-6 PM  
Sept. 4 Kindergarten Begins; Welcome Back Ice Cream Social 6:30 PM  
Sept. 5 Welcome Back Opening Mass 9 AM  
Sept. 8 Pre K 4 Begins: Band Presentation for parents 7PM  
Sept. 9 Pre K 3 Begins; Band Assembly for students Grs.4&5 1:30pm  
Sept. 10 Band Presentation for parents 7PM  
Sept. 18 Back to School Night  
Sept. 26 12:30 PM Early Dismissal; Faculty Meeting Student Council Dress Down Day \$1  
Sept. 30 Individual Picture Day GradesPre-K3,Kindergarten, Grades 2,4,6&8  
Oct. 1 Individual Picture Day GradesPre-K4, Grades 1,3,5&7  
Oct. 3 First Friday Mass and Student Council Installation 9AM  
Oct. 7 Book Fair /Family Fun Night 6:00-8:00 St. Council Luncheon Meeting; St. Council Dress Down Day \$1  
Oct. 10 Book Fair /Progress Reports  
Oct. 20 NO SCHOOL –In-Service  
Oct. 31 Halloween Celebrations  
Nov. 4 Class Group Pictures PreK-3, Grades Kinder—3; Student Council Meeting 2:45-3:30  
Nov.5 Class Group Pictures PreK-4, Grades 4-8; 1st Marking Period Ends  
Nov. 11 Veterans Day Assembly 9am  
Nov.13 12:30 PM Early Dismissal Reports Cards; Conferences 6-8PM; Student Council Dress Down Day \$1  
Nov. 14 Parent/Teacher Conferences; No Classes for Students  
Nov. 22 Vendor Fair and King's Run  
Nov. 26 Thanksgiving Service-Early Dismissal -12:30 PM  
Nov. 27-28 Thanksgiving/ School Closed  
Dec.1 Advent Angel Project begins  
Dec. 2 Student Council Luncheon Meeting  
Dec. 5 First Friday Mass 9AM ; St. Nicholas Day  
Dec.8 NO SCHOOL – Feast of the Immaculate Conception  
Dec. 10 Santa Secret Shop  
Dec. 11 Santa Secret Shop  
Dec. 17 Christmas Pageant-Rehearsal-10 AM Performance-7 PM; Last Day for Giving Tree  
Dec. 19 Early Dismissal-12:30 PM- Faculty Luncheon; Student Council Dress Down Day \$1  
Dec. 23 Christmas Mass 9AM  
Jan. 5 Classes Resume  
Jan. 6 Student Council Meeting 2:45-3:30  
Jan. 7 Progress Reports  
Jan. 16 12:30 PM Early Dismissal; Faculty Meeting; Student Council Dress Down Day \$1  
Jan 19 NO SCHOOL - Martin Luther King Day  
Jan. 21 Individual 8<sup>th</sup> Grade Graduation Portraits  
Jan. 23 Second Marking Period Ends  
Jan. 25 Opening Mass Catholic School Week; Pancake Breakfast; Open House  
Jan. 26 Immigration Day (8<sup>th</sup> Grade)  
Jan. 27 Bring A Parent to Lunch  
Jan. 28 School Family Open House – Bring A Parent to Lunch  
Jan. 29 Red, White & Blue Day-Student Appreciation Day  
Jan. 30 Teacher Appreciation Day; 12:30 PM Early Dismissal

Feb. 1	School Closing Mass for Catholic School's Week at Holy Eucharist
Feb. 3	Student Council Luncheon Meeting
Feb. 6	Report Cards Kindergarten Conferences
Feb. 11	Beginner Band Concert Morgan Hall 7PM
Feb. 13	12:30 PM Early Dismissal; Faculty Meeting; Student Council Dress Down Day \$1
Feb. 16	NO SCHOOL - Presidents' Day
Feb. 18	Ash Wednesday
Mar.2-6	Standardized Testing Week
Mar.3	Student Council Meeting 2:45-3:30
Mar. 11	Progress Reports
Mar. 13	12:30 PM Early Dismissal; Faculty Meeting; Student Council Dress Down Day \$1
Mar. 16	NO SCHOOL – In-Service
Mar. 31	3 <sup>rd</sup> Marking Period Ends
Apr. 1	Living Stations 12:30 PM Early Dismissal
Apr. 2	Easter Break begins
Apr. 13	Classes resume
Apr. 14	Student Council Luncheon Meeting; Student Council Dress Down Day \$1
Apr. 15	Report Cards
Apr. 20	Earth Week Activities begin
Apr. 27	Phila. Orchestra Concert
May 1	First Friday Mass 9AM ; May Crowning
May 5	Student Council Meeting 2:45-3:30
May 6	8 <sup>th</sup> Grade Graduation Group Picture
May 8	Progress Reports
May 14	Ascension Thursday mass 12noon
May 20	Spring Band Concert 7PM
May 21	12:30 PM Early Dismissal; Faculty Meeting; Student Council Dress Down Day \$1
May 22-25	Memorial Day-School Closed
May 29	Field Day; 12:30 PM Early Dismissal; Faculty Retreat
June 3	Class Night-6:30 PM
June 5	First Friday Communion Mass 9 AM ;
June 7	8th Grade Graduation 3PM
June 10	Pre K 4 Celebration
June 11	Kinderbration
June 18-	End Marking Period Closing Mass 9AM 12:30 PM Early Dismissal

**\*\* Scheduled times for the Calendar events/activities will be posted on the monthly calendar.**

### **School Hours:**

Grades K-8 - 8:15 AM to 2:30 PM  
 Extended Day Program: 7:00-8:00 AM  
 Dismissal-6 PM

Pre-K 3 yr. Tues./Thurs.: 8:30-11:20 AM  
 Pre-K 4 yr. Mon./Wed./Fri.: 8:30-11:20 AM  
 Extended Day Option: 11:30 AM to 12:30 PM

### **Arrival – 7:55 to 8:15 AM**

All students are expected to be in the gym by 8:15 AM when the bell rings. The teacher on duty begins supervision at 7:55 when the first bus arrives carrying students. **STUDENTS ARRIVING PRIOR TO 7:55 AM.** are not permitted in the building unsupervised. If your child needs to arrive earlier than 7:55 he or she will be placed in morning care and you will be billed accordingly.

Parents who drive children to school may use both the Wood Lane car line and the Euclid Street Bus loop for drop off. Those using the loop, please go as far around the loop as possible to let your child out of the car. Please do not park in the loop. If you need/want to escort your child into school from the bus loop side, please park and walk in from the Euclid Street. Parents in the Wood Lane Line, please park in the designated spaces beyond the car. **No car is ever allowed to break the line and pass on the left of the car rider line. From 8:00a.m. until 8:30 a.m. for safety reasons, please do not use Hopkins Avenue to butt into the car line and attempt to enter the school driveway. Please find an alternate street approach to join the extended line on Wood Lane.**

Please pull all the way down while staying in a single car lane and proceed as close as possible to the first drop off spot which is the Stop Sign past the cafeteria near the bike rack. Cars behind the drop off point can drop off their child(ren) as long as the students stay safely on the sidewalk. School Safety Patrol members are positioned to help with this procedure. Please do not pass on the left of the car rider line after your child(ren) depart your car. After dropping your child, proceed to loop around the parking area and exit via Wood Lane.

## **Dismissal – 2:30 - 3:00 PM**

### **Car Riders**

If a child is being picked via car at dismissal time, you must use the car rider line. Car-riding students will be dismissed from the gym. Car Pick –up begins at 2:35 and ends at 3:00 p.m. Children still waiting after 3:00p.m. will be sent to after-care and you will be billed accordingly. A phone call will be made to the parent/guardian to check on the pick-up delay.

**For safety reasons, during the dismissal hour from 2:00 until 3:00 p.m. please do not use Hopkins Avenue to butt into the carline and/or attempt to enter the school driveway. To join the long p.m. car rider line, please use an alternate street approach further down off of Wood Lane to join the car line.** Once in the car rider line, please follow closely behind the car in front of you. If you are early, remember to form double lines where it permits on the lower playground. Place your sign or family name in the windshield. The objective is to load 20-22 cars on the lower parking lot. Children are loaded into cars together and all cars exit together once all children are safely in their respective cars. **Please do get out of your car and assist your child if necessary into their seat belts. You are asked not to come up to greet or get a child from the upper parking lot.** Safety Patrol Members will escort younger children to the cars and hand them off safely to you.

### **Walkers**

The teacher on duty will release the children who walk from the front of the building by 3 PM. They will follow the sidewalk path to the crossing guard. If you meet your child at the door, please arrive early enough to give your name to the Safety Patrol member on duty. The list will be given to the teacher on duty who will bring the children to the front door for dismissal. The car rider line must completely clear the school driveway before any walkers are dismissed.

### **Bus Riders**

Bus riders will be dismissed from the gym to their buses at 2:40pm.

**Any change in transportation at dismissal must be reported via a note to the teacher prior to the start of that school day.**

**Any parent or guardian needing to pick up a child early for any reason is asked to do so before 2:15 p.m. to avoid disrupting end of school day business and dismissal procedures.**

## **ATTENDANCE**

Success in any endeavor requires continuing daily effort. Nowhere is this truer than in education. The quality of learning for students usually reflects the regularity with which they attend school. To foster habits of poor attendance would be a disservice to our students. Therefore, our attendance regulations have been formulated as a means of helping our students develop habits that will serve them best in school and in later years.



**The following guidelines apply to attendance:**

- To report an absence, parents should call 429-2084...Prompt #3 before 8:30 AM.

- Homework request must be made at the same time the child is reported absent. No request will be able to be filled after 9:30 AM.

- If a child is absent for more than a few days, steps should be taken by the parent/guardian to insure that the child's re-entry into the classroom is smooth and that missed instruction can be made up in a minimal amount of time. It is the student's responsibility to obtain assignments and make up the work and tests missed, on terms convenient to the respective teacher. Parents can be of assistance with this, especially with younger students.

- **Students with severe colds and coughs, fevers, nausea, diarrhea and other signs of illness should not be sent to school.** A child must be 24 hours fever-free without medication to re-enter school. Sick children have great discomfort and difficulty attending to their assignments and as importantly, they spread the illness to others. It is important that after any viral infection, the child be kept home until fully recuperated.

- A full day of school requires 4 hours of attendance. Students arriving or departing without completing 4 hours of study will be marked absent for the day.

**A STUDENT WHO IS ABSENT FROM SCHOOL MAY NOT PARTICIPATE IN SCHOOL SPONSORED EVENTS, ACTIVITIES OR SPORTS ON THE DAY ON WHICH THE ABSENCE OCCURS.**

**ADMINISTRATION/FACULTY APPOINTMENTS**

Parents are requested to contact the school to clarify any question in policy or matters related to their child(ren). The recommended line of communication starts with the teacher, then the principal, pastor, and diocese. Appointments for a conference with the principal can be made through the school office.

**ADMISSIONS POLICY**

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

**PRIORITY ADMISSIONS POLICY FOR KINDERGARTEN**

- A child who attains the age of five before the thirtieth day of September will be eligible to attend Kindergarten.
- Admission is contingent upon a Kindergarten screening. The results of the screening will determine readiness for admission to the Kindergarten Program.
- Returning families will be granted enrollment priority into the Kindergarten Program. (Students who are already attending Pre-K at Christ the King Regional School or students who have siblings currently registered at Christ the King Regional School).

**ADVANCE MATH PLACEMENT**

Christ the King Regional School provides an accelerated math program for students in 6<sup>th</sup>-8<sup>th</sup> grades. The purpose of the class is to provide students who demonstrate mathematical abilities to complete a full year of Algebra I by the end of eighth grade. Students are selected at the end of fifth grade. Selection is based on IOWA Test scores, math grades, and teacher recommendation. Students who do not maintain a minimum B average at all times will be dismissed from the group.

**ALUMNI GROUP**

Through the CKRS Alumni Group, alumni can keep in contact with each other, as well as organize their interests and resources in support of Christ the King Regional School. Address and phone records of alumni are maintained for school use for development purposes to support the ongoing needs of the building and the improvement of the technology curriculum. Please contact Mrs. Rebecca Malcarney Dickson at [advancement@ckrs.org](mailto:advancement@ckrs.org) for further information.

## Electronic Communication

**The Brown Age has ended. CKRS has gone Green! Other than for very special significant purposes, there will be no weekly Brown Envelopes being sent home on a weekly basis. YOU MUST FREQUENTLY (at least once a day) CHECK OUR CKRS WEBSITE AS WELL YOUR EMAIL and CORNERSTONE ACCOUNT FOR SCHOOL INFORMATION, NEWS AND UPDATES ON YOUR CHILD'S PROGRESS.**

Weekly communications will be sent electronically and then posted on our CKRS webpage [www.ckrs.org](http://www.ckrs.org) each Tuesday. We also are enrolling in a One Call Group notification service to call, text and email parents and guardians to alert them about any emergency notifications, closings and other special, important, or urgent messages.

Please make sure that you check your cornerstone account and that **ALL PARENTS, both mothers and fathers whether in or not in the same household as well as any other custodial adults, fill in their full contact information** so all parties get school communications on a regular or emergency basis have a listed email and phone number contact information listed. Please check and update this and make corrections or additions as needed.

The **monthly school calendar and lunch menu will be posted on the school website.**

**Families that do not have Internet access** may request a hard copy of the week's Communication by calling the school's front office and making that special request.

## Bullying Policy

Christ the King Regional School is committed to providing a safe, positive learning environment for all students, employees, and volunteers free from harassment, intimidation, bullying, or cyber bullying. To this end, we teach our students about self-respect, the respect of others and the importance of reverencing the God given dignity of all people. We do this through teaching Christian values of compassion and encourage them to exercise empathy and to always choose kindness in dealing with each other. We also offer our students strategies to handle disputes and to build positive peer relationships.

The Administration of CKRS recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe Christian environment necessary for students learning, and may lead to more serious violence. Therefore, the Administration in partnership with the Diocese of Camden prohibits bullying by and between all and any member of our school community: Students, parents, volunteers, coaches and teachers employed at CKRS. In the CKRS Community:

- Bullying means an electronic, written, verbal or physical act or a series of acts that are willfully directed at another person to intimidate, harass, force or control, shame another person.
- Bullying that occurs **in a school setting** meaning in the school, on the school grounds, in school vehicles, at a designated bus stop, or at any activity or sport sponsored, supervised or sanctioned by the school is a serious breach in acceptable behavior here at CKRS. In an **off school grounds**, CKRS reserves the right to address it as a school issue if it substantially disrupts or interferes with the orderly operation of the school or the rights of another school community member.
- Cyber-bullying shall mean any harassment, intimidation or bullying when such is accomplished utilizing electronic communication media. Such media includes, but shall not be limited to, email messages, text messages, instant messages, social networking sites; internet based video sites, and postings on blogs or pages that torments, ridicules, shames or deeply embarrasses the target of the posting or e-message. Any

electronic messaging or posting that casts a student, staff member, volunteers in such a light as to subject them to torment, ridicule, or shame or embarrassment can be considered a form of bullying. .

- Bullying has a different much more destructive nature than most of the thoughtless and sometime mean spirited name calling or squabbling that often can occur between children. Although these other undesirable behaviors are neither appropriate nor condoned here at CKRS, these types of discourse between students rarely constitute Bullying.

### **Consequences for Violators**

A student who is considered bullying another student shall be subject to appropriate disciplinary action which may include:

- Counseling
- Parental conference
- Loss of school privileges
- Transfer to another school
- Exclusion from school sponsored activities
- Detention
- Suspension
- Expulsion
- Referral to law enforcement officer
- Disciplinary action will be decided by the Pastor and Principal

An Adult who is considered to be bullying a student or another adult will be subject to appropriate consequences in the school community and may face possible legal action.

## **BUS TRANSPORTATION**

Cherry Hill residents are provided transportation according to state law. If you have any questions regarding transportation, please contact the Camden County Commission of Education. All bus passes/schedules will be mailed in mid-August.

### **Bus Policy**

AT NO TIME is a student permitted to ride a school bus that is not their usual mode of transportation.

### **Bus Agreement**

- Remain in assigned seat
- Always use seat belts
- Use conversational voices
- Use respectful language
- Follow bus driver and teacher monitor rules
- Obey bus safety rules
- No eating or drinking
- The school will not be responsible for lost or stolen electronic equipment

### **Consequences to NON-COMPLIANCE of bus rules**

Any infraction of the bus rules will cause the teacher in charge to administer the following policy:

- **First Offense:** Parent will be notified of the infraction and student will receive a written warning.
- **Second Offense:** Parent will be notified of the second infraction and the student's assigned seat will be moved.
- **Third Offense:** Parent will be notified of the third infraction and the student will be excluded from the bus for a period of time as determined by administration.

## **CHANGE OF ADDRESS/TELEPHONE NUMBERS**

A change of address or telephone number, which does not involve a transfer, must be reported to the school office as well as to the classroom teacher.

## **CURRICULUM**

The curriculum for grades K through 8 includes the following subject areas:

*Art, Technology, Language Arts, Mathematics, Music, Physical Education, Religion, Science, Social Studies, and World*

### *Language.*

**CKRS is in the process of developing and refining our current Curriculum in partnership with the Notre Dame University ACE Initiative under the supervision and advisement of the Camden Diocese. This new evolving curriculum will meet or exceed all common core curriculum and NJ Standards.**

## **DISCIPLINE POLICY**

### **Philosophy**

At Christ the King Regional School we strive to develop in each student a sense of self-discipline, which grows out of a respect for oneself and for others. For that reason our code of conduct is designed to help each student take responsibility for his/her own actions. We establish rules and regulations to provide and maintain an atmosphere, which allows for orderly and efficient school operation. Our goal is to establish a code of conduct that will support the development of young people who consistently manifest the attributes of a committed Christian.

The word discipline is related to the word “disciple”, which means “pupil” or “one who is learning”. We strive for an increasing sense of self-discipline as our students grow and mature through our school. The children are taught to weigh choices and consider consequences. At all levels they are held responsible for their own actions. Academic problems, while usually handled separately, may be behavioral concerns as well if they involve poor attitude.

We expect our students to help maintain a spirit-filled atmosphere where the unique dignity of each person is respected. We further expect them to take responsibility when mistakes are made and to grow in the experience. We expect our parents to support and encourage their children as they grow into responsible Christians; allowing them to grow means allowing them to be responsible for their own mistakes.

The overall effectiveness of these policies and procedures require the positive and voluntary cooperation of all concerned. Knowledge of the rules and regulations and all their processes are the responsibility of each student of Christ the King Regional School. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from the responsibility to cooperate with the stated policies.

### **Expectations**

At all times Christ the King students will be expected to respect themselves, respect their peers, respect property, and respect authority. Further expectations include the following:

#### **Academic Accountability**

- Students are expected to maintain honest integrity in completing all school work.
- Any copied work (including homework) will presume guilt on the part of all students involved.
- A teacher suspecting plagiarism may ask the student to rewrite the work or simply give the student a “0”.
- A teacher may also administer a detention for academic dishonesty.
- A student who forges a parent name on a test or any school document will receive a detention.
- Flagrant disregard of the Academic Policies could result in a suspension.

#### **Cafeteria**

- Respect and obey adults on lunch duty.
- Stay in seats until directed to get up.
- Use appropriate language.
- Use conversational voices (inside voices).
- Leave eating area clean.

#### **Cell Phone Use**

- **From 7:45 a.m. until 2:45 p.m. NO Student on CKRS Grounds may use a cell phone. Cell Phones are also not permitted during morning or after care or on School busses. Student Cell phones that are brought to school must be turned off and placed in a secured bin on the Homeroom teacher’s desk until the end of the school day when they then can be retrieved.** If a student does not comply with this policy and is found using a cell phone during the day for any purpose, the offender will have the phone immediately confiscated and a parent or guardian will have to pick it up the following school day after 8:30 a.m. at the Principal’s convenience. Subsequent and or repeated offenses will have much more serious consequences that may lead to suspension or expulsion.
- **\*\*PARENTS, Please do not text, call or IM your child during school hours. \*\*If there is a truly urgent message, please call the Front Office or Principal and the message will gladly be relayed.**

- As iPhone and cell phone use trickles down to younger and younger children, we all have to be even more vigilant that this communication tool does not become a toy to amuse, tease, disturb or harass other students during the school day or become an easy way to cheat or subvert a teacher's efforts during instructional time. All classrooms have phones in them and all teachers have cell phones in the case of a true emergency. We also will have an immediate one call notification in the case of true emergency that will immediately notify police and fire and other emergency personnel and then parents as to what the situation is and the appropriate response. At the teacher's or principal's discretion for truly serious matters, students will always be allowed to access a school phone.

### **Classrooms**

Within each classroom teachers set their own procedures and expectations consistent with school policy.

### **Hallways/Stairways**

- Remain silent and orderly when passing other students and classrooms.
- Keep to the right especially when passing on the stairs.

### **Playground**

- Respect all playing areas.
- Follow posted playground rules.
- Be considerate of others.
- Respond promptly to the bell; walk to the line in an orderly fashion.
- Return to classroom quickly and quietly.

### **DISCIPLINE & CONSEQUENCES**

**Procedures** - Misconduct will be handled by the individual teacher or principal within the framework of normal daily class procedure. According to the seriousness or **persistence** of the offense the following steps **may** be used:

- Warning to the student regarding his action.
- Discipline action within the classroom.
- Phone calls to parents.
- After-school detention. Parents will be advised at least one day in advance.
- Exclusion from extra-curricular activities or loss of privileges.
- Parent-Teacher conferences.
- In-school suspension.
- Parent-Teacher-Principal conferences.
- Out-of-School suspension - **STUDENTS WILL RECEIVE ZEROS IN ALL SUBJECT AREAS.**
- **Expulsion - the final decision is made by the Pastor and the Principal of the school.**

### **PLEASE NOTE –**

- It is not required that each step be followed in order.
- It is apparent that many things which occur during the day require the teacher's appraisal of the situation.
- Everyone will not evaluate everything in the same way.
- Parent-teacher cooperation is beneficial toward the behavioral development of your child.
- If you have any questions, deal directly with the teacher first.

Any serious conduct, which causes disruption in the classroom or the school, is unacceptable. The Principal reserves the right to determine the seriousness of any school infraction and to determine the appropriate course of action to be followed. Under normal circumstances serious offences are referred to the Discipline Committee, which recommends appropriate action to the Principal. The discipline committee is made up of the Principal and the two Assistant-Principals. In cases of expulsion, the decision will be made in consultation with the Pastor and the Superintendent of schools or an Assistant Superintendent.

### **DRESS CODE & UNIFORMS**

The purpose of the dress code at Christ the King Regional School is to:

- Have students neat, clean, and ready to learn.
- Prevent distractions to the learning environment.
- Minimize fads and the comparison of one student to another.
- Assist parents in the time-consuming and expensive process of purchasing clothes for school.

### **Grooming**

**Boys' Hair:** Boys' hair should be neatly groomed, cut above the collar, above the ears, and off the face. All hair around head should be neatly trimmed. Fad haircuts or color is not permitted. Highlighting is not permitted.

**Girls' Hair:** Girls' hair should be neatly groomed and not cover the eyes. Fad haircuts or color is not permitted. Highlighting is not permitted.

**Jewelry:** Boys are not permitted to wear earrings. Girls may wear small earrings (not dangling) in their ear lobes only. No hoop earrings and only one earring per ear. Cartilage earrings and facial piercings are not permitted for any student. Only one ring is permitted. Only one bracelet is permitted. One necklace may be worn beneath the shirt collar.

**Makeup/Tattoos:** Makeup is not allowed. This includes facial and lip color of any kind. Fake nails or nail polish is not permitted. Tattoos are not allowed.

#### **Uniforms**

Uniforms are to be worn from the first day of school until school closes in June.

#### **School Logo**

The school crest with crown and branches (found on the front cover of the handbook), with "Christ the King" written on the top in a half arc.

#### **Winter Uniforms**

**Girls: Grades K-5:** Maroon and khaki plaid drop-waist jumper, white blouse with Peter Pan collar, maroon knee socks or maroon tights. Only a maroon sweater, either crew neck or V-neck with the school logo may be worn. Jumper must not exceed 2" above the knee.

**Girls: Grades 6-8:** Maroon and khaki plaid kilt or khaki skort, white oxford shirt, maroon knee socks, maroon tights or white ankle socks. Only a maroon sweater, either crew neck, V-neck or sweater vest with the school logo and white striped trim may be worn. Kilt or skort must not exceed 2" above the knee.

**Boys: Grades K-2:** Khaki pants and short sleeved, maroon polo shirt with school logo, all of which can be obtained at the uniform supply store. Only a maroon sweater, either crewneck or V-neck with school logo may be worn. Pants must be fitted for the correct height and weight of child; *belts must be worn.*

**Boys: Grades 3-5:** Khaki pants and white oxford shirt, and plaid tie, all of which can be obtained at the uniform supply store. Only a maroon sweater, either crew neck, V-neck or sweater vest with the school logo may be worn. Pants must be fitted for the correct weight and height of the child; *belts must be worn.*

**Boys: Grades 6-8:** Khaki pants and white oxford shirt, and designated striped tie, all of which can be obtained at the uniform supply store. Only a maroon sweater, either crew neck, V-neck or sweater vest with the school logo may be worn. Pants must be fitted for the correct weight and height of the child; *belts must be worn.*

**Shoes:** Sturdy soft-soled shoes providing good support in "dirt" - buck, brown, or black (no sneakers) are required for all grades. Shoes must have a full back.

**Girl's Winter Uniform Pant Option (January, February, March ONLY):** The girl's pant is available from Risse Brothers or Land's End uniform stores. The criss-cross plaid tie is supplied by Risse Brothers and is required of grades 3rd-5th when the pants are worn.

- **K-2:** girl's khaki pant with maroon CKRS polo shirt, regulation black or tan belt.
- **3-5:** girl's khaki pant with white peter pan blouse and CKRS criss-cross plaid tie, regulation black or tan belt.
- **6-8:** girl's khaki pant with white button down oxford blouse with cardigan sweater (optional), regulation black or tan belt.

#### **Summer Uniforms**

Summer uniforms may be worn until and including October 31st and after the third Monday of April.

**Boys K-8:** Khaki pleated walking shorts and short-sleeved, maroon polo shirt with the school logo, all of which can be obtained from the uniform supply store. **White or black ankle socks only** and *belts must be worn.*

**Girls K-8:** Khaki skort and short sleeved, maroon polo shirt with the school logo, all of which can be obtained from the uniform supply store. **White or black ankle socks only.**

**Girls 8th:** Banded maroon polo shirt with the school logo.

**Shoes:** **Low cut** school appropriate sneakers are permitted with the summer uniform. **Neon and novelty light –up sneakers are not allowed. Sneakers should be a solid color with minimum trim.**

**Maroon Sweater/Sweatshirt or other CKRS- issued Apparel may be worn** if weather necessitates an extra layer of clothing.

#### **Uniform Suppliers**

Risse Brothers Lands End (select items)

1724 Route 70 East Preferred School #9000-6415-5

Cherry Hill, NJ 08003 1-800-469-2222

(856) 751-0175 [www.landsend.com/school](http://www.landsend.com/school)

[www.rissebrothers.com](http://www.rissebrothers.com)

You can visit one of the supplier's web sites for details about the uniform.

#### **Gym Uniforms**

The official gym uniform can be purchased through the school's Spirit Wear Program and also through Risse Brothers. Gym uniforms follow the same schedule as the school uniforms. Winter uniform consists of gym top, sweat pants and sweat shirt. Summer uniform consists of gym top and gym shorts. Sweatshirts may also be worn. Gym tops should not be longer than the shorts. The girls' **gym shorts should be no higher than mid-thigh.** Students must wear white/black socks only.

*All gym uniforms will be the color maroon with the gold CKRS logo. If the gym sweat pants are purchased outside of school, they must comply with the style, similar form and color of the official gym uniform.*

**Consequences of NON-COMPLIANCE to Dress code may include the following:**

- Verbal reminder to student.
- Written reminder to parents.
- Parent required to bring appropriate clothing to school office, OR the school will provide appropriate clothing which will need washing before returning to school.
- Loss of recess or detention.

**DRESS DOWN DAY DRESS CODE**

Seasonal uniform codes will apply. Dress down day attire should be neat and modest. T-Shirts with slogans or wording are not permitted. Shirts must have sleeves. Midriff and spaghetti strap tops are not permitted. Low riding jeans are not permitted. No flip flops or sandals allowed. Skirt and short lengths follow the original uniform code. **No High-Cut Running Shorts for boys or girls are ever permitted.** A change of clothes for students who are inappropriately dressed will be provided either from the student exchange closet in school or can be brought in from home by his or her parent. The student may also lose dress down privileges for the next designated dress down day.

**“Spirit Wear” Guidelines**

When the school initiates a “Spirit Wear” Dress Down day, the following guidelines should be followed. Seasonal uniform codes will apply. The student can wear the official dress or gym uniform with the option to wear a “Spirit Wear” top. The “Spirit Wear” top can be the tie-dye Spirit Wear t-shirt or any CKRS athletic team t-shirt or other CKRS t-shirt.

**EARLY DISMISSALS**

**Emergency Early Dismissals**

Emergencies can arise, and in such situations we would dismiss students early. It is essential to arrange with your child a procedure that you wish him/her to follow in such an emergency. For example: Go home with an older brother or sister or a neighboring student. It is very important to make arrangements for the child to go to the home of a relative or neighbor should no one be at your home. It is just as important to inform the school of the emergency arrangements you have made with your child. In the event of an emergency closing during the school day, a phone chain initiated by room parents will operate to alert all parents of the emergency closing along with an e-mail sent to all families that are subscribed to the school’s E-mail Information System. It is always imperative that the office has the current home and business phone numbers of parents and at least one emergency contact person. Emergency contact forms requesting this information are distributed at the beginning of the school year to each family. Parents are responsible for keeping this information current.

**Illness/Appointments**

If a child becomes ill at school, parents will be notified and they must come to pick up the child. Emergency cards must be completed at the beginning of each school year and kept current so that parents, guardians, or their designated representative can be reached. It is essential to send written notification when someone else is to pick up your child.

Parents are asked not to take children out of school for appointments, etc. In cases where this might be a necessity, the parent should send a note to the office indicating pick-up time and the class the child will be in at the time of the dismissal. The parent should report to the front office to sign out and meet the child there. If the child returns to school during the same school day, he/she must be signed back into school in the front office. **Students who are away from school for an appointment for 3 hours or more will be counted as absent for the day. A full day requires 4 hours of attendance.**

**ELECTRONICS (Grades 6-8)**

**Electronic Equipment**

Use of electronic equipment (kindle, nook, iPad, laptop, etc.) is allowed when used as an educational component of the school day. Teachers will monitor the appropriate use of the equipment. If the equipment is used improperly, teachers will confiscate the equipment and give it to the parent. In all uses regarding electronics, the school will not be responsible for any lost, damaged or stolen items. **Serious breaches in the appropriate use of technology may result in suspension or expulsion.**

**INTERNET AND SOCIAL COMMUNICATION**

The use of the Internet, and all forms of social communication (written or verbal) not only has to be ethical but also must follow Catholic/Christian norms. No parent, student or teacher has the right to violate the rights of another person by improper use of any type of social communication. Any use of the Internet (e-mail, blogs, my space, face book, instant messenger, web sites, etc.) whether at school, home or office, which causes any harm to the good name of a student, parent, teacher, staff member or the name of Christ the King Regional School is considered a serious matter and disciplinary steps will be taken against the author of the comments and the recipient who allows such comments to remain on a web site, blog, or on whatever new form of communication which may become available. In 2007, the state of New Jersey strengthened their laws concerning electronic

communications by giving additional power to the school system to enforce bullying–related punishment for actions that may not take place while on school grounds.

## **EXTRA-CURRICULAR ACTIVITIES PARTICIPATION POLICY**

Activities that occur after school hours are considered to be extra-curricular. CKRS offers several avenues for extra-curricular involvement including the Student Council and programs run by the Athletic Committee. Academics and conduct must receive top priority. Curricular success must be met before participation in extra-curricular activities is permitted. The CKRS policy regarding eligibility for participation in activities is based on a student’s academic record. The policy is as follows:

- Any student receiving a grade below 70 on his/her progress report or report card cannot participate at all in any extra-curricular activity for a three-week period.
- After this time, a re-evaluation will take place to determine if the student is doing well enough to resume the activity.
- Any student who receives unfavorable conduct reports will be placed on probation for a period of three weeks until an interim report from the teacher indicates improvement.

## **A STUDENT WHO IS ABSENT FROM SCHOOL MAY NOT PARTICIPATE IN SCHOOL-SPONSORED ACTIVITIES OR SPORTS ON THE DAY THE ABSENCE OCCURS.**

## **E-MAIL INFORMATION SYSTEM**

Christ the King Regional School has an E-mail Information System that disseminates school information through our website software. E-mails contain school information such as weekly News-Brief posting, snow emergency or school closing information, TIP newswashes, school event changes, general school information, etc.

## **EXTENDED DAY PROGRAM**

Christ the King Regional School offers a before and after school program for our students. This program includes recreational activities, enrichment experiences, scheduled homework periods, and snacks for children in kindergarten through eighth grade. The staff consists of teachers, aides and recent CKRS graduates (High School Students), who work together to provide individual attention, security, and consistency of program in an atmosphere of respect and fun.

The before school program is available daily from 7-8:00 AM. Our extended day program operates daily from dismissal until 6:00 PM including half days. We offer daily and weekly rates. Please visit [www.ckrs.org](http://www.ckrs.org) for more information.

## **FAMILY DIRECTORY**

Each family is required to fill out a CKRS Family Information Form that indicates the information that will be included in the CKRS Family Directory that is published each school year. *At least 1 e-mail must be provided for each family on this CKRS Family Information Form.* It is at the discretion of the family to choose whether the e-mail(s) provided will be published in the directory. These e-mails will be added to the school’s family electronic e-mail list. Any changes during the school year can be directed to the school office. Extra forms are available in the school office.

The CKRS Family Directory will be sent out electronically to all school families. **Information in this directory must be kept “in-house” and not distributed to anyone outside the Christ the King Regional School community.**

## **FIELD TRIPS**

Field trips are privileges afforded to students. Students will be denied participation if they fail to meet academic or behavior requirements.

- At the discretion of the principal, each class will have two educational field trips and one religious throughout the school year.
- Whenever possible, all departures and returns of class trips and field trips must occur within normal school hours (between the hours of 8:15 AM and 2:45 PM), with the exception of the junior high.
- If traveling by bus, all children participating in the trip must ride the bus.
- ***Parents are not permitted to drive their child or anyone else’s child to or from the trip.***
- All class trips and field trips require signed permission slips. If a permission slip is not returned to school with a parent’s signature, the student will not be permitted to participate in the trip.

## **Chaperones**

The chaperone’s role is to oversee the conduct and safety of the students and follow the direction of the classroom teacher. Siblings cannot accompany chaperones on field trips. **The consumption of alcoholic beverages on a class trip is strictly prohibited.**



## **FIRE/SCHOOL SECURITY DRILLS**

Fire/ Safety School drills are held twice monthly. Students are trained to react to the specific drill as appropriate. All adults in the building are required to follow these procedures. Students will periodically practice lockdown procedures in the event of an emergency in the building or vicinity.

## **HARASSMENT/DISCRIMINATION**

In recognition of the dignity and worth of each individual in the image of Christ Jesus, this policy promotes an environment in which all persons of Christ the King Regional School shall be free from all forms of harassment and discrimination including immoral, unethical, and unlawful discrimination and conduct which can be considered harassing, coercive, or disruptive. Such behavior undermines Catholic values and jeopardizes the integrity of the relationship that exists among staff members and among students with their peers and with all school personnel. This behavior is unacceptable and will not be tolerated.

### **CAP**

Students receive Child Assault Prevention Training (CAP) on a regular basis. This is to enable the child to recognize and report any and all forms of abuse.

### **Confidentiality**

To the extent possible, any investigation of alleged harassment, and/or discrimination by a student or staff member will be conducted in a manner to protect the confidentiality of all individuals involved in the incident.

**HARASSMENT: Personal or Cyber Harassment** is defined as any inappropriate verbal or physical conduct based on gender, age, sexual orientation, religion, ethnic background, race or color, physical appearance, and/or intellectual or motor abilities made by any member of the school community. The concept of intent is not addressed here, but rather, it is the recipient's reaction that is considered to be the critical variable in making any determination. Any conduct that creates an intimidating, hostile, or offensive environment shall be considered a form of harassment when:

- Subjection to such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance.
- Subjection to such conduct is made either explicitly or implicitly a term or condition of employment or education.
- Subjection to a rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

### **Definition:**

HARASSMENT may include, but is not limited to, verbal and/or physical harassment or abuse, repeated remarks with demeaning implications, and/or explicit or implicit threats concerning one's employment, academic status or participation in co-curricular activities.

DISCRIMINATION applies to any act in which someone is denied something to which he/she is rightfully entitled to as a person.

### **Remediation**

Any student found in violation of this policy following a judicious review of the allegations may be subject to remedial action which may include referral to counseling, an oral or written reprimand, and/or limited suspension from classes, expulsion, or referral to the criminal justice system.

## **HEALTH SERVICES**

### **Accidents and School Illnesses**

The school attempts to provide an environment in which the student will be safe from accidents. If a minor accident occurs, the school nurse will administer first aid immediately. The parents of the student will be notified of the accident and if a doctor's attention is required. Each time your child visits the nurse's office, a slip will be sent home to make you aware of your child's visit.

### **Medication**

School personnel shall not provide students with any medication whatsoever unless directed by family physician and parents. Medication may be administered only on the written order of a physician and parent. The nurse administers all medications from the health office. Students may not self-medicate or possess any medication of any type. **All medication must be hand-delivered by a parent to the school nurse. DO NOT** send medication (prescription or non-prescription) to school with your child.

Before the nurse will administer any medication, prescription or non-prescription, the parents must deliver to the nurse the following:

1. A written order from the physician.
2. The medication in its original container clearly labeled with:
  - Name of student
  - Name of medication

- Dosage
- Physician's name
- Date

3. A completed parent/guardian permission form releasing the school district and the school nurse from any liability thereof. This form is available from the school nurse.

### **Illness**

A child should be fever-free with no vomiting and or diarrhea for 24 hours before returning to school.

**The Principal's Award**-This award is presented to a young man and young woman who have demonstrated the qualities followed through the school's mission statement.

## **INVITATIONS**

To encourage a sense of community among classmates, party invitations can be sent through school only if they include all students from a class. Otherwise, please use the postal service or e-mail to distribute invitations.

## **LIBRARY/READING MATERIAL**

The school library is opened to students in grades PK-5 at a specified time during school hours. Grades 6<sup>th</sup>-8<sup>th</sup> will use the library under the direction of the classroom teacher for projects designed by the teacher. Library books must be returned when due in the same condition as when issue.

If a library book is not returned when due, it should be returned the next day. Every library book must be returned or its replacement cost must be paid.

**Reading Material** -Children should be encouraged to have a book to read at all times. The book should be on the child's reading level. Books with excessive violence, obscene language, sexual innuendoes, or matters against the Catholic faith and morals are considered inappropriate. Repeated offenses will warrant a parent conference.

**Scholastic [Storia](#) E-Library** can be accessed by all CKRS students at anytime on any internet connected device. This contracted service has all reading selections/books which are already vetted and are grouped by age , topic and reading ability.

## **LITURGY**

Liturgy plays a vital part in the life of our students. A fully Christian life cannot be conceived without participation in the liturgical services in which the faithful, gathering into a single assembly, celebrate the Paschal Mystery. On the first Fridays of each month during the school year, various classes prepare the Liturgy, thus involving the children in the active participation in these Masses. Every parent is welcome to attend these Liturgies, especially when his/her child participates with his/her class. Your child will be notified by his/her teacher of the date of these Liturgies. Frequently, throughout the year, there will be Penitential Services for students in Grades 3-8.

## **LOST AND FOUND**

**PLEASE MARK PLAINLY THE CHILD'S NAME AND GRADE ON ALL PERSONAL ITEMS INCLUDING CLOTHING, BOOKS, BOOKBAGS, AND LUNCHBAGS.** Lost or found items should be reported or taken to the School Office. Students and parents are encouraged to periodically check the lost and found throughout the year for lost items.

## **LUNCH PROGRAM**

Christ the King Regional School provides a lunch program through Nutri-Serve Food Management, Inc. For children who prefer a hot lunch or parents who prefer the convenience, hot lunches are available on any day we have a full day of school. This healthy program maintains strict guidelines to ensure your child has a nutritious and delicious lunch. The first ingredient in any food product CANNOT be sugar. We ensure that no candy or soda is available for to purchase for students. Healthy snacks and drinks are available for purchase to all students.

Menus and pre-payment slips for participation are sent home at the beginning of each month in the brown envelope. Payment for Nutri-Serve works like a debit card. Parents pay money into an account for their child and the child uses a card (which stays at school) to pay for their lunch. Parents have to option to give permission if a child is allowed to purchase an extra snack from their account money. Nutri-Serve will allow your child to purchase lunch and charge it to the family's account if a bag lunch is forgotten.

For children with peanut allergies, we do accommodate their needs and provide an isolated peanut free table.

**Lunch/Recess Periods** – the full lunch and recess period last 40 minutes.

- Grades K-1: 11:10-11:50 AM
- Grades: 3-4 11:50-12:30 PM
- Grades 6-8: 12:30-1:10 PM

## **LUNCHES AND LUNCH ROOM PROCEDURES**

Due to new federal nutrition guidelines that are attached to our food service, Nutriserve, **the only food permitted to be brought in the cafeteria is a student's regular pre-packed lunch. All and any other outside food can not be brought into the Cafeteria during scheduled lunch periods.** This includes Birthday cakes, cookies, cupcakes, pizza, fast food lunches and other outside bought foods brought in for celebrations or for fundraising sales. A monthly communal Birthday Celebration will be held each month for all the students who had a Birthday during that month. Please consult with your child's individual homeroom teacher regarding the specific Birthday celebration policy in his/her classroom.

## **PARENTAL ACCESS**

Many families have unique arrangements for the custody and guardianship of their children. Unless there has been legal notification given to the school office, it is assumed that both parents are permitted to pick up their children and to have access to school related information. To clarify the rights of, or restrictions upon, either parent, we ask all families in such circumstances to furnish us with the proper legal notification of such custody arrangements.

## **PARENTAL INVOLVEMENT**

Catholic schools have been successful, in great part, because of the involvement of dedicated parents. Involvement in an elementary school child's education takes many forms. Parents and guardians can offer their children no better support than being in the home to assist with the daily homework and to listen to the child's "story" of school life each evening. For those parents who are able to do so, we welcome you to be present in the school as lunchroom monitors, school yard aides, or in any classroom capacity when requested by the teacher.

It is important that parents who do come in to the building understand that the school is the "child's place of business" for the time he/she is within the building. The child's "job," from 8:15-2:45 PM, is to learn as much as possible about God, about life, and about how to deal with the world when the time comes to leave this most important "place of business." Educators agree that optimal learning takes place in an atmosphere of structure, quiet, calm, safety, and love. Time on task, under the guidance of the teacher, provides structure. Feeling that the building where they spend much of the day is a safe place to be encourages security. Placing responsibilities on students commensurate with their age encourages a healthy discipline. Providing a "professional atmosphere" at all times allows students to view what they are about as their "profession" for these formative years. Children feel safe, important, and loved when there is calm, quiet, structure and safety in their school building.

It is with these thoughts in mind that we encourage parents/guardians and other visitors to respect Christ the King School "halls of learning" in the following ways:

1. Enter the building **only** by the front door. As you come in, please
  - Sign in at the front office.
  - State the purpose of your visit.
  - Receive and wear the appropriate badge/pass/lanyard.
  - Visit only the area of the school where your services are being offered.
  - Sign out when leaving the building.
  - Drop off forgotten lunches with your child's name and homeroom clearly marked on the bag either at the Kitchen outside door before 11:00 a.m. or at the Front Office if you prefer.
  - [NOTE: Nutri-Serve will allow your child to purchase lunch and charge it to the family's account if you are unable to drop off a lunch.]
2. Respect your child's professionalism by allowing his/her learning to go on without interruption for waves, kisses, chats or delivery of forgotten articles.
3. Encourage your child's growth in responsibility by not bringing in forgotten homework, projects, etc.
4. Respect the importance of these "halls of learning" by not congregating in corridors, the cafeteria, the gymnasium, or in or by the Front Office or Nurse's office.
5. Accomplish your task and leave the building, knowing that your child feels a sense of self-worth when a parent/guardian does nothing to single out the child.

Respecting your child's "space," allowing the child to blend in with his/her peers, honoring your child's daily "place of business" will serve to help your child grow in to the self-confident, self-directed, mature, young person who will face the world with calm, and with the assurance that his/her judgments are sound and worthy of respect.

## **PARENT-TEACHER ASSOCIATION (PTA)**

The main objectives of the PTA are two-fold. First, the PTA acts to promote communication among the pastor, principal, teachers, and parents of CKRS students. Second, the PTA raises funds to supplement tuition and parish subsidies. In pursuing these objectives, we facilitate the education of our children in a Catholic environment.

To achieve its objectives, the PTA sponsors a number of activities, including both social and fundraising events, throughout the school year. PTA committees manage these activities through volunteers who provide ideas, organization, and manpower. A list of the PTA Committees and their chairs is published at the front of this handbook.

The PTA is governed by an Executive Board, serving two-year terms, which includes a President, Vice-President, Secretary, and Treasurer. The PTA holds five meetings over the course of the academic year. The dates and times for these meetings are published in the school News-Brief and monthly calendar.

## **PEANUT-FREE TABLE**

We are concerned about the safety of all our students and it is important that the school does all that it can to protect them. We have established a “peanut-free” table. Preference for seating at this table will be given to children who suffer from peanut and other food allergies documented in the nurse’s office. Only one guest who agree to comply with the peanut-free guidelines may be invited by a child with a food allergy at the designated table.

## **PRESCHOOL PROGRAM**

Christ the King Preschool provides a loving Christian environment in which young children receive their first school experience. Both a 3 and 4 year old program is offered.

The 3 year old program provides a safe caring environment where children are able to socialize while learning basic age related skills. The class meets on Tuesday and Thursday from 8:30-11:20 AM.

The 4 year old program focuses on Kindergarten preparation while promoting Christian values in everyday situations. The class meets on Monday, Wednesday, and Friday from 8:30-11:20 AM. We offer a Pre-K 4 Extended Day Option from 11:30-12:30 PM.

Both programs have field trips, guest speakers, and interaction with the School Community. For more information or to schedule a tour please contact the school at 429-2084.

## **PROMOTION AND RETENTION**

Retention is sometimes necessary because a child cannot achieve successfully. When there is a possibility of taking this measure, parents will be notified of this by February and encouraged to meet with the child’s teacher, so that measures can be taken to help the child achieve academic success. A follow up conference should be scheduled to mark any improvement. If, at this point, there has been little or no improvement, retention may be applicable. Promotion and retention are the prerogatives of the principal in consultation with the teachers and parents. Parents will be notified and conferences are encouraged; however, the principal will make the final decision concerning promotion or retention. In certain cases summer school will be necessary.

## **REGISTRATION**

For new students moving into the area or those wishing to transfer into CKRS registrations are accepted throughout the school year. Re-registration of existing families, including kindergarten registrations, for the following school year must be received by the end of January. The school will send home the appropriate forms to all in-school families. Registration forms for new students can be picked up at the Main Office. In accordance with the Diocesan regulations, pupils will be admitted to Kindergarten if they are five (5) years old by September 30th. First grade pupils will be admitted if they are six (6) years old by September 30th. All new pupils must present Health Records and Certificates of Birth and Baptism.

## **REPORT CARDS & PROGRESS REPORTS**

Teachers utilize the Cornerstone program to keep parents informed of student progress. Parents can access the Cornerstone program to monitor their children’s progress.

Progress Reports/Failure Notices will be issued to students midway through each marking period, if a student is not making adequate progress.

In accordance with Diocesan policy, Report Cards are issued four times during the school year. The dates for these will be published on the annual and monthly calendars. The Report Card marks are the result of test grades, quizzes, projects, class participation, and the quality of written and study homework. The use of the Diocesan Report Card grades calls for the following:

### **Kindergarten scale**

<b>Letter Grade</b>	<b>Definition</b>
C	Consistently Observed
S	Sometimes Observed
N	Needs Practice and Support
N/A	This skill was not assessed during this marking period

### **Grades 1-2**

E	Growth is self motivated, exceeding grade level expectations
G	Growth exhibited to build knowledge and skills, meeting grade level expectations
P	Early stages of development, progressing toward grade level expectation
I	Initial stages of development, needs assistance

#### **Grades 3-8 Minor Subjects - Major Subject are coded numerically**

<b>Letter Grade</b>	<b>Definition</b>
E	Exceeds grade level expectation
G	Good
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory

Parents are requested to examine carefully and sign each Report Card. If at any time there is an indication that your child's work is not satisfactory, you may request a conference with your child's teacher. Parent Conferences are scheduled in conjunction with the distribution of Report Cards. These conferences allow parents and teachers to discuss, in detail, the student's academic progress as well as his/her social and emotional growth. Your assigned date and time of conference will be sent to you. A conference may be scheduled when the need arises if the parent or teacher so desires. Parents/guardians, who may need to meet with a teacher at a time other than on Parent Conference day, should make an appointment. Teachers will make every effort to meet with parent/guardians when requested.

### **SACRAMENTAL PREPARATION**

The faculty of CKRS recognizes the fundamental right of the parents to prepare their children for the reception of the Sacraments and strongly encourages the parents to fulfill their obligations. Our curriculum is so planned as to assist the parents in preparing their children for the first reception of the Sacraments of Reconciliation and Holy Eucharist, and for the reception of the Sacrament of Confirmation. Diocesan directives mandate that students receive the Sacraments for the first time in their home parish.

### **SCHOOL BOARD**

The School Board, with limited jurisdiction, works to affirm and advance the mission, involves and empowers the laity, provides leadership and new perspective and insight. The pastor, principal and advancement director work with the school board to think and act strategically, planning for the future. The school board meets quarterly (or more frequently if necessary). Board members will attend school functions as needed and play an active role in the community.

### **SCHOOL PICTURES**

Individual student and class pictures are taken once a year. The purchase of school pictures is optional. A student may wear his/her uniform or dress clothing for the photograph. Jeans, shorts, midriff tops and other such clothing are not acceptable.

### **SPECIAL EIGHTH GRADE AWARDS**

**Academic Subject Awards** - The academic awards are based upon consistent effort, responsibility, and Christian behavior in the individual subject areas as well as maintaining a B+ or higher average.

**The Sister Georgiana Memorial Award** - This award is presented to the student who has shown both academic achievement and service to the school in the spirit of St. Francis.

**The Leonard Goldstein Memorial Award** - This award is given in recognition of service to both school and parish along with kindness to others.

**The Michael Fessler Memorial Award** - This award is presented to a young man and a young woman for exemplary community service in his/her home parish as dedicated altar servers.

**The PTA Award** - This award is presented to a young man and a young woman who displays responsibility, cooperation, and Christian respect and consideration towards others.

**The Jayne Valecce Sulmonetti Award** - This award is presented for General Excellence in all aspects of school life.

**The Lion's Club Award** - This award is presented to a young man and a young woman chosen for their leadership skills, achievement, cooperation, and prominence in all activities.

### **SPECIAL SERVICES**

**Child Study Recommendations: Sometimes it is** necessary for a teacher to recommend evaluation of a child for academic, social, and/or emotional reasons. Early assessment of possible problem areas does help most children for whom it is suggested.

### **Services**

Children may also receive the following services, if they qualify:

- Corrective speech therapy
- Home instruction in case of prolonged absence
- Compensatory education for reading, language and for math.

## **SPORTS PROGRAM**

The focus of the CKRS sports program is to give children an opportunity to participate in a healthy physical activity and to engage in supervised athletic competition under the guidance of our volunteer coaches. When engaged in any sporting activity, first and foremost, children need to be safe at the level of activity in which they are engaged. Confidence and satisfaction are the rewards of putting one's best effort forth whether that be into studies or into sports. No matter where they may start, all can improve and eventually succeed to their fullest potential. To this end, the focus should always be on trying your best and not on being the best or better than someone else. It should be about progress, not perfection; understanding teamwork rather than making the team. When this attitude is embraced, children learn to respect their teammates and opponents and be gracious in victory and in defeat. It puts disappointment in perspective and allows the child to move forward. Be their parent and biggest fan but always respect the coaches and officials that make the decisions. Although it might be hard at times, to just watch from afar, the reward is seeing your child grow, mature, and become great all on their own at what they enjoy is worth it. Parents are always the best teachers. The example they set is the model their children are likely to follow. Over emphasis or exaggeration of athletic prowess or the importance of sports or on winning rarely benefits the child and often places too much stress upon him or her. Please remember that a feeling of competence comes when the child discovers his or her area of strength. This is not limited to sports and athletics. It can and more often is in areas of academia, the Arts, technology, or can be in something else that has purpose and meaning and brings joy to the child.

### **Extra-Curricular Sports Activities**

In addition to the regularly scheduled Gym Classes for grades K-8<sup>th</sup>, the following extra-curricular sports activities are available for students in grades 3<sup>rd</sup>-8<sup>th</sup>, through the school's Athletic Committee:

Basketball Boys and Girls (4<sup>th</sup>-8<sup>th</sup>)

Field Hockey Girls (5<sup>th</sup>-8<sup>th</sup>)

Track Boys and Girls (3<sup>rd</sup>-8<sup>th</sup>)

## **STANDARDIZED TESTING**

Iowa Testing is administered in the spring. This is a battery of standardized tests used to identify each child's aptitude in basic learning areas. Results of the tests will be made available to parents, generally within two months of testing

### **STUDENT COUNCIL Qualifications to Run for Student Government**

- An overall "B" average. This average must be maintained in office.
- Student Council members must exhibit excellent example of behavior therefore all candidates must have a clean discipline record. Any student with an excess of **four** discipline reports will not be permitted to run for office.
- Twelve student signatures (*registered voters grades 4 through 7 only*)
- Three teacher recommendations (*Jr. High teachers only, "specials" teachers excluded*)

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The Technology available at Christ the King Regional School is for the use of the students and faculty for educational purposes. In order for students to use the technology services of this school, students and their parents must understand and accept the following Acceptable Use Policy. Internet access is available to students and teachers in our school. The access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for students and staff. Material viewed, created and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to insure that usage is appropriate, has a legitimate educational purpose and is

in conformance with this Policy. Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found searching a site, which is deemed offensive, will earn disciplinary action. Depending on the offense, the consequences may include loss of technology use privilege, disciplinary action up to and including suspension or expulsion, and/or criminal complaint.

Unacceptable use of the technology includes but is not limited to:

- Doing anything with respect to hardware, software, or programming, which results in damage to the technology or inconvenience to others.
- Violating the privacy of any student, employee or any other individual.
- Revealing home phone numbers, addresses, or other personal information.
- Transmitting or receiving profane, obscene, pornographic, or other objectionable materials.
- Transmitting material threatening to another person, whether or not such threatening action is delivered.
- Using the technology to bully another individual or group.
- Copying proprietary information, including software, in violation of applicable law.
- Plagiarizing, this is taking someone else's words, ideas, or finding and presenting them as your own without properly giving credit to the sources.
- Using the network for personal reasons unrelated to schoolwork, assignments, or legitimate educational purposes.
- Using the network for financial gain, a business activity or any illegal activity.
- Creating, transmitting or introducing computer viruses.
- Deliberately trying to degrade or disrupt system performance. (Such acts may also be viewed as criminal activity under applicable local, state, or federal law.)
- Transmitting product advertisement or political lobbying.
- Violating any local, state or federal rule or regulation.
- Exploring or transmitting information that that conflicts with Catholic moral values.

The use of our school's technology, including Internet use, is a privilege, not a right.

## **TRANSFERS**

A student transferring to CKRS should present a transfer slip for temporary classification. Parents of a child who is transferring to another school should advise the Principal in writing of their decision and sign the record release form.

## **TUITION AND FEES**

Tuition and fees are a necessary source of funding for CKRS. The annual operating budget typically mandates the generation of approximately 55% of its funding through the collection of tuition and fees. The Pre-Kindergarten Program maintains a separate operating budget from the rest of the school. Tuition and fees are the sole source of funding for this program. To this end, the financial health of our school is dependent upon the timely collection of all tuition and fees. Financial penalties and subsequent actions will be strictly enforced.

### **Default**

Should any tuition payment be sixty days past due, and the family has not made acceptable tuition payment arrangements with the Pastor, the account will be considered in default. All children from that family will not be permitted to attend school until acceptable financial arrangements for payment have been made. It is the responsibility of the family to initiate any actions to rectify any delinquent or default situation.

### **Delinquency at Marking Periods**

No report cards will be issued to students until all of the family's financial obligations with CKRS are current.

### **Hardships**

If during the academic year a hardship occurs which would prevent a family from making a scheduled tuition payment, special payment arrangements must be made with the pastor, in consultation with the principal prior to the payment due date. Failure to make these arrangements prior to the payment due date will not relieve a family from the late fee obligation. Do not ask for payment relief from the school office or rectory staff. The pastor, in consultation with the principal, is the only person able to provide tuition relief or alter payment terms.

### **Late Fees/Bank Charges**

*K-8 annual and Pre-K payments are due at the school office by the 1<sup>st</sup> of the month corresponding to the payment plan chosen. Payments received after the 1<sup>st</sup> are subject to a \$25.00 late fee. A \$25.00 ISF bank fee also applies for checks returned by the bank. SMART assesses an additional \$20.00 fee for any automatic deduction refused by your bank. A second withdrawal attempt will be made again approximately 10 days later. Delinquent automatic deduction accounts may incur multiple fees if SMART unsuccessfully attempts withdrawals for both current and past due amounts. Your bank may impose additional fees.*

**Other Fees**

From time to time it may be necessary to assess a specific purpose fee. These fees will be in addition to the above-mentioned fees and are not included in the tuition payment plan.

**Partial Payment Policy**

If the entire periodic payment amount is not received by the designated due date, the entire payment will be considered late and is subject to the full amount of the late fee. There are no exceptions.

**Record Transfer Policy**

No academic records will be sent on behalf of a student, until all of the family's financial obligations with Christ the King Regional School have been satisfied.

**Refund Policy**

Student withdrawals made after July 1st of the academic year are eligible for a tuition refund. The amount of the refund is determined by the date that the school office receives an official letter of withdrawal. Student withdrawals made during July and August of the current academic year, are eligible for a refund equal to the full amount of tuition paid for the current academic year less \$175.00 per student withdrawn. Student withdrawals made during September and October of the current academic year, are eligible for a refund equal to the full amount of tuition paid for the current academic year less 25% of the entire tuition obligation. Student withdrawals made during November and December of the current academic year, are eligible for a refund equal to the full amount of tuition paid for the current academic year less 50% of the entire tuition obligation. Student withdrawals made during January and February of the current academic year, are eligible for a refund equal to the full amount of tuition paid for the current academic year less 75% of the entire tuition obligation. No refund will be granted for student withdrawals after February of the academic year. No refunds will be granted for processing fees paid or late fees assessed. Any penalties or fees still owed the school will be deducted from any refund amount due the family. If tuition or other fees are in arrears, and sufficient payments have not been received to meet the above minimum tuition obligations plus any outstanding fees, those funds necessary to meet the minimum tuition requirements plus any related fees will remain an obligation of the family.

**The Tuition Office will handle all refunds for payments.**

**Registration Fees**

Each child intending to re-enroll in CKRS for the forthcoming academic school year must be registered with the school no later than March 1st of the preceding academic year. The cost of registration is \$100 per child and is due at the time of registration. This fee is non-refundable.

**Tuition (and applicable family, child and supply fees)**

All tuition and operating based fees have been aggregated. A detailed breakdown of these fees and how they affect overall tuition payment amounts is available in the school office.

**Tuition Payment Plans**

CKRS offers tuition installment payment plans of 1, 2, and 10 payments. *The 2 and 10 payment plans will be collected by FACTS. Please see our website link for more information about tuition payment plans and contact information. Detailed payment schedules are also available in the school advancement office.*

**TUITION INCENTIVE PROGRAM (TIP)**

TIP is a tuition incentive program that ensures equitable participation of school families in tuition management. It provides families the option to help fund tuition through outside sources and enables families to receive tuition rebates or credits as well as raise funds for PTA enrichment. It also provides the financial resources for the PTA to pay its assessment towards the annual school budget. This year's current assessment is \$130,000 with \$90,000 to be raised through TIP fundraising and \$40,000 through Annual Giving Fund. Families now have a choice to support CKRS with two different options.

The new TIP formula is as follows: on the first \$1,000 earned (not sales), 50% is applied to the assessment, 40% goes into each families individual TIP account and 10% funds PTA enrichment. After \$1,000 in TIP credit is earned, 75% goes to individual family TIP accounts and 25% goes to the assessment.

One of the ways the Tuition Incentive Program allows CKRS families to earn tuition credit is purchasing gift cards for a variety of grocery stores, department stores, restaurants, etc.

Occasionally, a gift card purchaser/presenter may be told by the store that the gift card is "used up" or not active. If this occurs, please do not present the card for replacement until the problem with the card is verified. Contacting the Scrip and Grocery Program Coordinators with information from the reverse side of the card by following the steps outlined below can do this:

- Call the telephone number listed on the back of the gift card and supply the serial number. All activity on the card, the balance remaining, and the transaction dates and locations will be given. Often times, a gift card will have been used previously by the purchaser and mixed in with unused cards.
- Should the purchaser find that the card has failed through no fault of their own, (e.g., the card was swiped incorrectly or not activated), the gift card must be returned to the proper Program Coordinator for replacement. Red envelope fillers and home sellers may not replace the card.

**Daily Grocery & Zip Scrip Program**

Grocery certificates from most major food chains and certificates from your favorite local retailers and service providers are available for purchase each school day. Each gift card offers a different TIP percentage that is applied to your family TIP account.



*CKRS Zip Scrip cards are an inventoried supply. The percentage on Zip Scrip is set in the beginning of the TIP Year and is not subject to change throughout the school year.*

Send the Grocery Certificate and/or Zip Scrip Order Form, found in the weekly Brown Envelope (or print a form from the CKRS website), and a check, written to CKRS, for the amount desired in an envelope to school in your child's home folder. Grocery & Zip Scrip orders must be submitted with a separate check since both programs have separate financial accounting. Both forms and checks can be sent in one envelope to school marked "**Grocery Certificate Order**" and/or "**Zip Scrip Order**". The gift cards will go home with your child in a Red Envelope that day. Orders are filled every school day. If you do not receive a Red Envelope, please contact the PTA Grocery Exchange and/or Zip Scrip committee chairperson the same day you sent in the order. If the item is backordered, you will still receive a red envelope containing a note indicating the backorder. Please check your child's backpack each day that you place an order. *If by some unforeseen chance, the volunteer filler for the day is unable to make it into school and a replacement filler cannot be found, the order(s) will be filled and delivered the next school day.* Grocery certificates are also available from home sellers in our neighborhood community. A list of home sellers can be found on the CKRS website.

### **Bi-Weekly Scrip Program**

The Scrip program is bi-weekly\* and offers gift cards from retailers around the country. Each retailer offers a different TIP percentage. Regular Scrip percentages are subject to change. *The Great Lake Scrip program offers bonus percentages for limited periods of time on specific merchants; these "bonus" percentages are only available through the bi-weekly scrip program.* The "bonus" percentages are not reflected on the school's Scrip Order Form. To view the current rate of a particular card, please access the scrip company's website through the link located on the CKRS website.

*CKRS is not responsible for any percentage rate change made by the Great Lakes Scrip Company from the time when the order is sent into school and the time when the order is actually placed.*

The Scrip Order Form will be distributed in the Brown Envelope during a Scrip Week (or you can print a form from the CKRS website). Please return the Scrip Order Form in an envelope marked "**Scrip Order**" and a check, written to CKRS, back through the Brown Envelope the following day. Orders for the bi-weekly program are submitted Tuesday morning of the Scrip Week (unless indicated otherwise in the school calendar) and the order will be sent home in a Red Envelope that Friday. Scrip Orders can also be sent to school through your child's home folder any school day and will be placed in the next upcoming Scrip Order. If you do not receive a Red Envelope on the Friday of the Scrip Week, please contact the PTA Scrip committee chairperson, sometimes an order is handed in after the Tuesday morning deadline.

*\*The Scrip program changes to a weekly program from the first week in November until the Christmas Break to assist with holiday shopping.*

**For all scrip programs(Scrip, Grocery, & Zip Scrip), orders must be submitted with a separate check, and cannot be combined into one check.** Refer to the school website for more specific information on each program and the service providers and retailers available.

## **UNIFORM EXCHANGE**

The PTA offers a uniform exchange service. If your child has outgrown his/her summer/winter/gym uniform and it is CLEAN AND IN GOOD CONDITION, you may bring the uniform to school washed and sized. The Uniform Exchange is available to all CKRS students. Contact the PTA Committee Chair Representative or School Office for further information.

## **VOLUNTEERS**

All volunteers such as room parents, lunch aides, playground monitors, coaches, etc. who have regular contact with students are required to have a criminal background check and attend one Child Assault Prevention Training (CAP) Class. *Every 5 years, school volunteers need to re-attend a CAP Training class.*

To fulfill the criminal background check, volunteers must have fingerprints taken.. Please contact the school office for more information about this important process.

Regular contact means on going contact with minors. There is no "time" definition such as 30 minutes a week. Regular contact is not a once a year event, like chaperoning a field trip or attending a class party. Regular contact is not attending school wide events. If an individual plans to volunteer for more than two special events or activity where they will be in direct contact with the children, a criminal background check needs to be acquired. Contact the principal with any questions.

## **WEATHER EMERGENCIES**

### **School Closings**

CKRS will follow the closing policy of Cherry Hill Public Schools. Please listen or watch for the code numbers listed below. Announcements concerning bad weather closings can be heard on any of the Philadelphia radio stations beginning at 6:30 AM or Fox News. School closing information can also be found at [www.kyw.com](http://www.kyw.com). Every effort will be made to e-mail families through the school's E-Mail Information System and post the school closing/delays on the CKRS website, [www.ckrs.org](http://www.ckrs.org).

### **Code Number Used By Radio Stations:**

**CAMDEN COUNTY, CHERRY HILL – 551**

**CHRIST THE KING REGIONAL GRAMMAR SCHOOL – 636**

## **WEEKLY SCHOOL NEWS-BRIEF**

### **Distribution**

The weekly School News-Brief is posted on the CKRS website, [www.ckrs.org](http://www.ckrs.org), on or before Tuesday each week. It will also be distributed through the brown envelope, if requested.

### **Submissions**

Submission of all information into the News-Brief needs to be coordinated with our *Parent Communication Coordinator*, Mrs. Marybeth McCann. All submissions for the News-Brief must be approved by the principal. The deadline for newsletter submissions is every Friday by noon for the following week's newsletter. **Information submitted after Friday MAY NOT BE PLACED in the following week's newsletter and it will be posted at the convenience of the webmaster.**

Weekend sports information/game results will be available on the CKRS website or placed in the following week's newsletter. Please send all submissions to [Mrs. McCann](#)

## **\*\*\*IMPORTANT NOTICE\*\*\***

“The Principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the Principal believes to be correct. Nothing this handbook implies limits the principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the Principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, should the Principal conclude that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

The Principal reserves the right to amend this handbook and the school policies and procedures without prior notice for the safety and well being of everyone. Every effort will be made to notify students and parents/guardians of such changes.”

From the “Office of Catholic School