

**2022-2023**  
**CKRS**  
**COMMUNITY HANDBOOK**



**Christ the King  
Regional School**

**164 Hopkins Avenue  
Haddonfield, New Jersey 08033**

**Phone: (856) 429-2084      Fax: (856)429-4504**

**Website: [www.ckrs.org](http://www.ckrs.org)**

Member of the Diocese of Camden School System and accredited by the Middle States Association This CKRS Handbook is a living document and subject to editing, updating and augmentation. Please refer to this document in all matters pertaining to CKRS.

# **Mission Statement of Christ the King Regional School**

**Christ the King Regional School is a premier Catholic learning community which provides a challenging twenty-first century academic curriculum as well as a tradition of Christian teachings and morality.**

**Utilizing the God given gifts of all members of our school family, we assume the responsibility of creating an environment for our students where faith and knowledge meet. We empower our children to be motivated, informed, responsible Christians with a compassionate commitment to love and serve God and his people.**

***This Christ the King Regional School Community Handbook has been designed as a tool to help familiarize you with our school and specific school policies. Both parent and student are required to read the Handbook carefully. You will be held accountable for everything written in this book. Please read it thoroughly and thoughtfully.***

## **Belief Statement of Christ the King Regional School**

**We, the Christ the King Regional School community believe that each child is a special individual entitled to understanding, respect and love. Every student is encouraged to develop intellectually and morally.**

We strive to prepare students to be lifelong learners and responsible citizens in our current and future society. Each student is deserving of a safe and supportive environment which enables them to reach their academic potential and attain spiritual growth.

Moreover, it is our belief that we, as educators, have a curriculum that is student centered, challenging, relevant and integrative. We believe in educators who are knowledgeable about children, their educational needs and who are committed to the use of varied instructional strategies and delivery systems.

## **Profile of Christ the King Regional School Graduate**

A graduate of Christ the King Regional School is academically well prepared and has been spiritually imbued with Christian values and an authentic Catholic identity.

The skill set, characteristics, and abilities, a CKRS graduate exhibits or possesses include but are not limited to:

- a cultivated identity as a Child of Christ the King
- a developing value for Christian morals and beliefs
- an ability to express strong Catholic values
- an appreciation for Catholic traditions rituals and practices



They are engaged 21st Century learners who are:

- globally aware
- technologically proficient
- academically curious
- academically well prepared for the educational challenges ahead
- independent, critical thinkers
- analytical people
- self-sufficient and resourceful
- adaptable to a changing world
- able to accept criticism as well as commendation
- able to be both collaborative and confident to offer and accept help
- ambitious, empowered and goal oriented emerging young adults

Our graduates have:

- a heightened sense of their Christian duty and civic responsibility as healers and helpers in the world
- been exposed to service learning and the spiritual and corporal works of mercy
- been taught the virtues of tolerance and the importance of kindness
- cultivated an appreciation and generosity to share their time, talents, and treasure beyond our school community
- been called and challenged to learn, to love and to serve God and His people.

## **Parents' Role in Education**

### **Introduction:**

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. Christ the King Regional is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community.

Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and humane way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions, and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, should reflect the faith which the Church has received from her divine founder.

### **Catholic School Environment:**

As a community whose primary mission is the teaching of the Faith, Christ the King Regional School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected and agree to support these standards and the mission of the school.

If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the Church's teaching mission, they will be engaged pastorally to resolve the differences by explaining the Church's teaching and the reasons for the teaching, and kindly encouraging the parent or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

We, at Christ the King Regional School, consider it a privilege to collaborate 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 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 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 an 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 can become.**

## **Philosophy Statement**

It is the philosophy of Christ the King Regional School that we, the administration, faculty, and staff of Christ the King Regional School, believe that this Catholic school provides a unique form of education to the students it serves. The main purpose of Christ the King Regional School is to cultivate souls towards the grace and the glory of God while providing an engaging and enriched academic environment imbued with Gospel values in which students can develop the knowledge, skills, attitudes, and values necessary for a productive Catholic Christian life.

The following, attributes, qualities, and virtues are the intentional goal of both our written and unwritten curriculum so that every student who leaves our school can know, understand and infuse these inherent charisms in his or her life as an active, engaged, successful person who engenders love, faith and hope in the 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 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.

## GENERAL INFORMATION

### Contacts

#### Christ the King Regional School

**School:**

**Principal:** [Anne Hartman](#)

**Assistant Principal:** [Kaye Herman](#)

**Enrollment Director:** [Rebecca Malcarney](#)

**Religious Education:** Dolores Mozzillo, Christ the King

**Front Office Staff:** [Colleen DeShayes](#)

**School Tuition/Business Manager:** [Anna Callaghan](#)

**School Nurses:** [Emily Armstrong](#)

**Extended Day Program:** [Kathleen Dunn/Donna Bigos](#) (AM), CKRS Faculty and Staff (PM)

**Maintenance Director:** John Peterolff

**School Main Office -** 429-2084      Fax - 429-4504

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

**Church:**

Pastor: Rev. Jon Thomas

**Parish Office -** 429-1600 Fax - 429-2734

**Parish Secretary:** [Cheryl Judge](#)

**School Tuition/Bookkeeper: (Tue./Thurs.)** [Anna Callaghan](#), x 102

**DRE:** [Dolores Mozzillo](#), - 429-2734 x 108

## Faculty & Staff

<u>Grade Level</u>	<u>Teacher Web Page</u>	<u>Email Address</u>
Principal	Mrs. Anne Hartman	<a href="mailto:ahartman@ckrs.org">ahartman@ckrs.org</a>
Vice Principal	<a href="#">Mrs. Kaye Herman</a>	<a href="mailto:kherman@ckrs.org">kherman@ckrs.org</a>
Enrollment Director	Mrs. Rebecca M. Dickson	<a href="mailto:enrollment@ckrs.org">enrollment@ckrs.org</a>
Resource/Supplemental Teacher	Mrs. Rebecca M. Dickson	<a href="mailto:rmDickson@ckrs.org">rmDickson@ckrs.org</a>
Secretary	Mrs. Colleen DeShayes	<a href="mailto:frontoffice@ckrs.org">frontoffice@ckrs.org</a>
Nurses Office	Mrs Emily Armstrong	<a href="mailto:nursesoffice@ckrs.org">nursesoffice@ckrs.org</a>
Pre-School Teacher	<a href="#">Mrs. Kelly Carr</a>	<a href="mailto:kcarr@ckrs.org">kcarr@ckrs.org</a>
Pre-School Aide	Mrs. Jennifer Kaczorowski	<a href="mailto:jkaczorowski@ckrs.org">jkaczorowski@ckrs.org</a>

Kindergarten Teacher	<a href="#">Mrs. Michelle Gabrielski</a>	<a href="mailto:mgabrielski@ckrs.org">mgabrielski@ckrs.org</a>
Kindergarten Aide	Mrs. Angela Carrozzo	<a href="mailto:acarrozzo@ckrs.org">acarrozzo@ckrs.org</a>
Kindergarten Teacher	<a href="#">Mrs. Donna Bigos</a>	<a href="mailto:dbigos@ckrs.org">dbigos@ckrs.org</a>
Kindergarten Aide	Mrs. Roe Beaudry	<a href="mailto:rbeaudry@ckrs.org">rbeaudry@ckrs.org</a>
1st Grade	<a href="#">Mrs. Jennifer Agosto</a>	<a href="mailto:jagosto@ckrs.org">jagosto@ckrs.org</a>
1st Grade	<a href="#">Mrs. Nancy Poe</a>	<a href="mailto:nsemon@ckrs.org">nsemon@ckrs.org</a>
1st & 2 <sup>nd</sup> Grade Aide	Mrs. Kathy Zielinski	<a href="mailto:kzielenski@ckrs.org">kzielenski@ckrs.org</a>
2nd Grade	<a href="#">Mr. William Green</a>	<a href="mailto:wgreen@ckrs.org">wgreen@ckrs.org</a>
2nd Grade	<a href="#">Mrs. Christie Schippers</a>	<a href="mailto:cschippers@ckrs.org">cschippers@ckrs.org</a>
3rd Grade	<a href="#">Mrs. Lauren Picerno</a>	<a href="mailto:lpicerno@ckrs.org">lpicerno@ckrs.org</a>
4th Grade	<a href="#">Mr. Stuart Brayshaw</a>	<a href="mailto:sbrayshaw@ckrs.org">sbrayshaw@ckrs.org</a>
4th Grade	<a href="#">Mrs. Melissa Flem</a>	<a href="mailto:mflem@ckrs.org">mflem@ckrs.org</a>
5th Grade	<a href="#">Mrs. Catherine O'Brien</a>	<a href="mailto:cobrien@ckrs.org">cobrien@ckrs.org</a>
5th Grade	Mrs. Jessica Crowther	<a href="mailto:jcrowther@ckrs.org">jcrowther@ckrs.org</a>
6th Grade	<a href="#">Mrs. Kendra Clark</a>	<a href="mailto:kclark@ckrs.org">kclark@ckrs.org</a>
6th Grade	<a href="#">Mr. Anthony McCullough</a>	<a href="mailto:amccullough@ckrs.org">amccullough@ckrs.org</a>
7th Grade	<a href="#">Mrs. Gail Grisi</a>	<a href="mailto:ggrisi@ckrs.org">ggrisi@ckrs.org</a>
7th Grade	Mrs. Erin Klepp	<a href="mailto:eklepp@ckrs.org">eklepp@ckrs.org</a>
8th Grade	Mrs. Kathleen Dunn	<a href="mailto:kdunn@ckrs.org">kdunn@ckrs.org</a>
8th Grade	<a href="#">Mrs. Kaye Herman</a>	<a href="mailto:kherman@ckrs.org">kherman@ckrs.org</a>
Library/Computer	<a href="#">Mrs. Suzanne Urbach</a>	<a href="mailto:library@ckrs.org">library@ckrs.org</a>
World Language	Mrs. Erin Klepp	<a href="mailto:eklepp@ckrs.org">eklepp@ckrs.org</a>
Art	<a href="#">Mrs. Lisa Schmidt</a>	<a href="mailto:lschmidt@ckrs.org">lschmidt@ckrs.org</a>
Music	Mr. Pavel ZaruKin	<a href="mailto:pzarukin@ckrs.org">pzarukin@ckrs.org</a>
Physical Education	Mr. Trey Anderson	<a href="mailto:tanderson@ckrs.org">tanderson@ckrs.org</a>
S.T.E.M.	<a href="#">Mr. John Emmons</a>	<a href="mailto:jemmons@ckrs.org">jemmons@ckrs.org</a>
Playground and School Aides	Mrs. Maria Mound, Mrs. Peggy Jaboloski, Mrs. Kim Green	
School Security	Mr. Kirk Earney	<a href="mailto:kirke@ckrs.org">kirke@ckrs.org</a>



**If you have questions for the nurse, you can also call 856-216-7759.**

Language Arts 5&7	<a href="#">Mrs. Catherine O'Brien</a>
Language Arts 6& 8	<a href="#">Mrs. Jessica Crowthers</a>
Mathematics 5,6,7, 8 Religion 5	<a href="#">Mrs. KathleenDunn</a>
Social Studies & Science 5	<a href="#">Mr. John Emmons</a>
Mathematics 5, 6,7,8	<a href="#">Mrs. Kendra Clark</a>
Science 6,7,8	<a href="#">Mrs. Gail Grisi</a>
Social Studies 6,7,8	<a href="#">Mrs. Kaye Herman</a>
Religion 6,7,8	<a href="#">Mr. Anthony McCullough</a>
Art	<a href="#">Mrs. Lisa Schmidt</a>
World Language	<a href="#">Mrs. Erin Klepp</a>
STEM	<a href="#">Mr. John Emmons</a>
Computer/Multimedia	<a href="#">Mrs. Kaye Herman</a> , Mr.
Bill <a href="#">Green</a> Library/World Lang./Tech	<a href="#">Mrs. Suanne Urbach</a>
Music	<a href="#">Mr. Pavel Zarukin</a>
Physical Education/Health	<a href="#">Mr. Trey Andersen</a>
PRE-SCHOOL:	
Pre-K Teacher	<a href="#">Mrs. Kelly Carr</a>

## CALENDAR

### CHRIST THE KING REGIONAL SCHOOL CALENDAR 2022- 2023

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

Aug. 24	Teachers Orientation
Sept. 6	School Opens Gr. 1-8
Sept. 7	Kindergarten classes begin optional 12:30 dismissal (kinder only)
Sept. 8	Pre K Begins
Sept. 9	Back to School Liturgy (Grade 7)
Sept. 16	Back to School Night BINGO PTA Event
Sept. 22	Back to School Night Grades 1-8
Sept. 23	<b>12:30 PM Early Dismissal</b> Faculty Meeting
Sept. 27	Pizza/Prayer Buddy night Pre-K & 5 <sup>th</sup> , Kinder & 6 <sup>th</sup>
Sept. 28	Pizza/Prayer Buddy night 1 <sup>st</sup> & 7 <sup>th</sup> , 2 <sup>nd</sup> & 8 <sup>th</sup>
Sept. 29	Pizza/Prayer Buddy night 3 <sup>rd</sup> & 4 <sup>th</sup>
Oct. 3	<b>NO SCHOOL</b> for Students Diocesan/In-Service for Faculty
Oct. 4	Individual Picture Day <b>Grades K, 1, 2, 3, 4</b>
Oct. 5	Individual Picture Day <b>Grades Pre-K, 5, 6, 7, 8</b>
Oct. 7	Student Council Liturgy and Installation 9AM
Oct. 10	<b>NO SCHOOL</b> – Columbus Day/Indigenous Peoples Day
Oct. 12	Enrollment Fall Activity 6PM
Oct. 15	Oktoberfest
Oct. 17	Knights Foundation Golf Outing
Oct. 31	Halloween Celebrations/optional early dismissal 12:30/regular dismissal 2:30
Nov. 1	All Saints Day Liturgy in school
Nov. 8	Class Group Pictures <b>Grades K, 1, 2, 3, 4</b>
Nov. 9	Class Group Pictures <b>Grades Pre-K, 5, 6, 7, 8</b>
	Student Council Meeting
Nov. 11	Veterans Day Prayer Service (Student Council)

End of the first marking period  
 Nov. 12 King's Run/Open Air Vendor Fair (rain date Nov. 19)  
 Nov. 17 Enrollment Thanksgiving event  
 Nov. 21 Parent Teacher Conferences 3-8PM  
 Nov. 22 **12:30 PM Early Dismissal** Thanksgiving Mass (3<sup>rd</sup> grade) - Conferences 1:30-6:00  
 Nov. 23 **NO SCHOOL** Teacher Inservice/Middle States  
 Nov. 24-27 **NO SCHOOL** Thanksgiving Break  
 Nov. 29 Student Council Meeting/ Advent Angel Project begins  
  
 Dec. 6 St. Nicholas Day Mass (Grade 4)/Enrollment Event and Christmas story 6PM  
 Dec. 7 **12:30 Dismissal** Faculty Meeting  
 Dec. 8 **NO SCHOOL** Feast of the Immaculate Conception  
 Dec. 9 Student Council Pizza, Pajama Polar Express 5:00PM- 9:00PM  
 Dec. 14 Christmas Band Concert Only  
 Dec. 20 Christmas Pageant Performance (**Grades 1-8**) -7 PM/Last Day for Giving Tree  
 Dec. 21 Christmas Carols and Creche 1:45 PM (**PreK and Kinder Only**)  
 Dec. 22 **12:30 PM Dismissal** Christmas Posada 11 AM (5th Grade)/Cookies and caroling at noon  
 Dec.23-Jan.2 **NO SCHOOL** Christmas Break  
 Jan. 3 **Classes Resume**  
 Jan. 10 Individual 8<sup>th</sup> Grade Graduation Portraits  
 Student Council Meeting  
 Jan. 16 MLK Prayer Service (Student Council)  
 Jan. 20 **12:30 PM Early Dismissal** - Faculty Meeting  
 Jan. 23 **NO CLASSES FOR KINDER ONLY** Kindergarten Conferences  
 Jan. 27 End of the second marking period  
 Jan. 29 Opening Mass Catholic School Week  
 Jan. 30 Cultural Awareness Day (8<sup>th</sup> Grade)  
 Jan.31 Vocabulary Parade K-4/Literary Legends 5-8  
  
 Feb. 1 Open House/Turn Around Day  
 Feb. 2 Student Appreciation Day  
 Feb. 3 **12:30 PM Early Dismissal** Teacher Appreciation Day/Spirit Wear Day PTA activity  
 Feb. 7 Student Council Meeting  
 Feb. 14 St. Valentine Prayer Service K and 6  
 Feb. 20 **NO SCHOOL** - Presidents' Day  
 Feb. 22 Ash Wednesday Liturgy in school  
  
 Mar. 2 Dr. Seuss Day/Crazy Hat & Socks Day/DEAR  
 Mar. 7 Student Council Meeting  
 Mar. 10 **NO SCHOOL** Faculty Inservice  
 Mar. 17 **12:30 PM Early Dismissal** Faculty Meeting/King's Ball  
 Mar. 29 Enrollment event Easter Egg Hunt and Story  
 Mar.31 End of the third marking period  
  
 April 4 Student Council Meeting  
 Apr. 5 **12:30 PM Early Dismissal** Living Stations  
 April 6-14 **NO SCHOOL** Easter Break  
 Apr. 17 -21 **Classes resume** Earth Week  
 Apr.21 Night with your Knight (Boys) Cookout and Campfire  
 Apr.28 Night with your Knight (Girls) Dessert and Dress-up Dance  
  
 May 2 Student Council Meeting  
 May 25 **12:30 PM Early Dismissal** Rosary/Field Day/Faculty Meeting  
 May 26 School Closed

May 29	Memorial Day-School Closed
June 2	First Holy Communion Mass 9 AM
June 8	Class Night
June 9	8 <sup>th</sup> grade Trips
June 11	8 <sup>th</sup> Grade Graduation
June 12	Pre-K Graduation Kinderbration
June 14	<b>12:30 PM Early Dismissal</b> Last Day

**\*Please note that some events/dates may be subject to change**

## **SOME IMPORTANT THINGS YOU SHOULD KNOW**

CKRS is a member of the **Middle States Accreditation**. Accreditation is the educational community's means of self-regulation through quality assurance and continuous improvement. The accreditation process is intended to strengthen and sustain the quality and integrity of education, making it worthy of public confidence and minimizing the scope of external control.

### **CURRICULUM**

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

*Art, Language Arts, Mathematics, Music, Physical Education, Religion, Science, Social Studies, STEM 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 advice of the Camden Diocese. This new evolving curriculum will meet or exceed all common core curriculum and NJ Standards.

### **PRESCHOOL PROGRAM**

Christ the King Preschool provides a loving Christian environment in which young children receive their first school experience. The 4-year-old program focuses on Kindergarten preparation while promoting Christian values in everyday situations. This is a five full day program. This program features a full academic curriculum with special subject areas, field trips, guest speakers, and interaction with the School Community. For more information or to schedule a tour please contact the school at **856 429-2084** .

### **E-MAIL INFORMATION SYSTEM**

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

## OFFICE HOURS

Monday through Friday: 7:45am – 3:15pm (September through June)

## SCHOOL HOURS

Grades K-8	8:15 AM to 2:30 PM
Extended Day Program:	7:00-7:45 AM Dismissal-5:30 PM
Pre-K 4 yr. Mon./Wed./Fri.:	8:30-2:45 PM Extended Day Option: to 5:30 PM

- Maroon, and gold are the school colors. "*The Knight*" is the school mascot.
- All parents are given the opportunity and are strongly encouraged to actively serve within the school community in any variety of ways. Please contact the School Office and/or the PTA Leadership for additional information on how you might serve our school.

## Day to Day Operational Information

### STUDENT DROP-OFF AND PICK-UP

All students are expected to be in their homeroom by **8:15AM**. Children arriving after 8:15 will be marked tardy at the point of entry at the back cafeteria door. Those arriving later than 8:25 must enter through the Front Door and report to the Front Office and will be sent to class with a tardy slip. Please Park in our parking lots below or on the street in a legal parking space if your child arrives late to school. Chronic lateness (more than 3 times in a quarter) will be addressed as a discipline matter.

#### Arrival and Departure Procedures:

**Students arriving prior to 7:45 AM are not permitted in the building unsupervised.** If your child needs to arrive earlier than 7:45 he or she will be placed in morning care, and you will be billed accordingly. All students will enter the building through their assigned grade level door. Grades 4,5, &6 Gym Door closest to the Loop. Grades 7 & 8 Cafeteria Steps. Grades K-3 Middle Gym Door. Pre-K will enter at the Cafeteria Door and gather in the cafeteria and be escorted to their classroom.

#### A.M. Drop Off:

All parents must sign up via Sign-up Genius for a designated drop off time. There will be 3 drop off time windows (7:45-7:54, 7:55-8:04, 8:05-8:14) **School begins promptly at 8:15AM**. Parents may use both **Wood Lane and Euclid Avenue**. If using Wood Lane, please join the end of the line from intersecting streets other than Hopkins Avenue. Turns into the school driveway are not allowed from the right or the left of the driveway. If you are using Euclid Avenue, proceed through the bus loop, pulling up as far as possible to let your child out of your car. Please remain in your car at both Drop-off areas, safeties will be there to assist with opening car doors and escorting younger students if necessary. **THESE ARE KISS AND GO ZONES!** Please do not park anywhere in the loop or stop and get out of your car to assist a child in the Wood Lane line. If you need to help your child with belongings, use the Wood Lane line only and park in the lower parking lot,

PreK students without older siblings are asked to drop off between 8:15 and 8:30 if at all possible. It makes for a calmer and logistically easier start to the day for all concerned

## **P.M. Dismissal – 2:35 -2:55 PM at ten minute assigned intervals.**

### **Car Rider Dismissal Procedures:**

All parents must sign up via Sign-Up Genius for a designated dismissal time. **Please adhere to your assigned pick-up time. For the system to work you cannot come any earlier than 5 minutes before your assigned time.** Car Pick up begins at 2:35 and ends at 2:55 p.m. and will be at approximately 10-minute intervals. **Assigned at 2:35, join the car line at 2:30, assigned at 2:45, join the carline at 2:40 and assigned for 2:55 will join the carline at 2:50.**

Groups will be loaded promptly at one-two minutes past the assigned family pick-up time and will be signaled to leave once all children are in the cars safely. The goal is for all this to happen in a five-minute window of time, so we need adults who are picking up children to turn off their car motors and be ready to visibly greet and assist the child into the car in a timely fashion.

**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.

**Carline Etiquette:** For safety reasons as well as the consternation of fellow drivers, please do not cut the car line or go around a sitting carline during the arrival and dismissal hours. This includes making direct turns into the CKRS driveway off of Hopkins Ave. from either direction. Please the sometimes longer p.m. car rider line from an alternate street approach further down off of Wood Lane such as Windsor, Merion or Hawthorne. Once in the car rider line, please follow closely behind the car in front of you on to the lower playground. Children are loaded into cars together and all cars exit together once all children are safely in their respective cars. **Please get out of your car and be visible to your waiting child. Please assist your child if necessary, into their seat belts for time and safety sake.** For security reasons, all adults are asked to not come up and beyond the yellow concrete parking barriers 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. **ALL CHILDREN are sent down at the same time to the waiting cars once all the cars have stopped. Please don't signal to your child to come down to your car or to you nor should you approach the area past the yellow curb barricades** where the children are kept and safely waiting on the upper lot. Once all children are safely loaded in the cars, a signal will be given for your flight of cars to be released. Thank you for your cooperation.

## **Walkers**

**All walkers will be released at 2:45 and sent around to the Front of the school building to be either met by an escorting adult or begin their walk home alone. Any child, not immediately met by an escorting adult will be taken to the Walker Tent next to the pond to wait with a Safety until 2:55 p.m.**

**Once it is 2:55 p.m. the children still waiting will be brought back around to the back of the school and will be placed with the After-Care Supervising Adult who will alert the Front Office to call home. Children will not be released to anyone else without a written or verbal confirmation from you or another guardian that permits your child to leave CKRS under their care.**

**Crossing Guards are on duty and stationed throughout the district beginning @ 2:30 - 2:45. The children are instructed to follow the sidewalk path to the crossing guards at each corner. If you live or have a business in Haddonfield, and come to CKRS to escort your child home, please arrive by 2:40. Only True Walkers who actually live in Haddonfield or who have a regular fixed walking destination in Haddonfield more than 3 blocks from the school may be designated as a walker. Addresses will be checked at the beginning of the school year. Everyone else who is not eligible as a true walker must choose a time to join the car line**

### **Other Transportation Concerns**

- Any known or anticipated **change in transportation** at dismissal must be reported via a **note to the teacher at the start of the school day.**
- Any parent or guardian needing to pick up a child early for any reason is expected to do so before 2:00 p.m. to avoid disrupting end of school day business and dismissal procedures.
- If for an **emergent reason, you are unable to meet your child as planned, please email the teacher and Front Office** so we are aware of your delay in your arrival or know other arrangements you may have made for them to be picked up from school. We will let your child know of the change of plans, so they are not worried about your wellbeing and know you or someone is on their way to get them.

## **EXTENDED DAY CARE**

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 the program in an atmosphere of respect and fun.

The **Before School Program** is available daily from 7-7:45 AM. Our **Extended Day Program** operates on school days from **dismissal until 5:30 PM. There is no Extended Care offered on Early Dismissal/Faculty Meeting Days or on days before a long holiday, break or weekend.** We offer daily and weekly rates. Please visit [www.ckrs.org](http://www.ckrs.org) for more information.

## **EMERGENCY AND HEALTH PROCEDURES**

### **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.

#### **EARLY DEPARTURE FROM SCHOOL FOR MEDICAL REASONS**

**Students who go home sick from school before lunch will be marked as absent for the day and may not participate in any after school club, team, or activity.**

Students who come in late due to illness or a medical appointment must be in before **10:30 AM** to be marked "Present" for the day

**STUDENTS ABSENT FROM SCHOOL FOR MEDICAL OR OTHER REASONS MAY NOT ATTEND OR PARTICIPATE IN AFTERSCHOOL CLUBS, ACTIVITIES OR ATHLETIC EVENTS WITHOUT THE PERMISSION OF THE PRINCIPAL.**

## **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 at least 36 hours before returning to school. If your child is sent home from school sick with any or all of the above symptoms, they cannot return to school the next day.

## **A CHILD ABSENT FOR 3 OR MORE DAYS FROM SCHOOL REQUIRES A DOCTOR'S NOTE TO RETURN TO SCHOOL.**

If your child has a physical condition or sustains an injury that prohibits their return to school or participation in certain activities, please contact the nurse and also send them back to school with a written note with the restrictions so we can accommodate your child's medical needs as best as possible.

## **FOOD SERVICE**

Students may bring their own lunches/snacks from home or buy lunch from our lunchroom which is being offered through our long-time provider, Nutriserve. The monthly menu can be viewed on the school website and parents can preselect and pay for their child's meals and snacks each month.

Parents dropping off forgotten lunches are asked to leave them on the cart outside the CKRS Front Door. Please be sure to mark the lunch with Child's name and Grade. The lunch will be delivered to them, or it can be picked up by your child before lunchtime. **NO FAST-FOOD LUNCHES ARE ALLOWED TO BE DELIVERED AS A "FORGOTTEN LUNCH"!!!** If your child's forgotten lunch cannot be dropped off to school, we are always happy to give them a courtesy lunch of the day and you will be billed \$3.50.

### **Brain Break Snacks**

**Brain Break morning snacks are expected to be a simple, sensible, non-sugary easy to eat item. No candy, chips, cake or cookies please. Due to allergies and other medical conditions, birthday treats, and holiday treats have become very limited in scope of acceptable options to bring into school. Your child's teacher will send you a memo regarding the restrictions of brought in items. In general, treats sent should be store bought and individually wrapped. Non-food items like pencils, stickers, trinkets, etc. are strongly encouraged especially for Grades PreK-3 . Please check with your child's teacher for more information.**

### **LOST AND FOUND PROCEDURES**

PLEASE PLEASE PLEASE MARK YOUR CHILD'S NAME AND GRADE ON ALL PERSONAL ITEMS INCLUDING CLOTHING, BOOKS, BOOKBAGS, AND LUNCH BAGS. 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. At the end of each quarter, unclaimed items are donated to our uniform exchange or local charity.

### **SECURITY CAMERA**

- Security cameras are installed at CKRS to monitor school/church property, to assist administrators in detecting and deterring unacceptable behavior or activities, and to provide a historical record to assist in investigation.
- All recorded images are property of Christ the King Regional School.
- Cameras will not monitor the inside of locker/change rooms, or restrooms.

### **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 individual photographs. (Jeans, shorts, midriff tops and other such clothing are not acceptable.) Students must wear dress uniforms for class photos.

- Maroon, and gold are the school colors. "*The Knight*" is the school mascot.
- All parents are given the opportunity and are strongly encouraged to actively serve within the school community in any variety of ways. Please contact the school Office and/or the PTA Leadership for additional information on how you might serve our school.



## **FIRE, DISASTER, LOCK-DOWN DRILLS as required by the State of N. J.**

Fire/ Safety School drills are required to be held each month. 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. Notification after the completion of the drill will be given to parents when a high-level lock-down/active shooter drill has occurred during the regular school day. These types of high risk level drills are generally held once a quarter.

CKRS in compliance with NJ State Law adheres to a regular schedule of school safety, secure environment, and fire drills. The NJ States mandates that we have a Fire Drill a month as well as one additional non-fire school safe environment drill including but not limited to active shooter lock-down drill, shelter in place Lock-in/lock-up drills, bomb and other non-fire evacuation drills and weather safety drills such as hurricanes and earthquake procedures.

In Addition, to these safety procedure drills, CKRS maintains a safe environment by requiring fingerprinting, background checks, CAP training of all personnel and volunteers. We also adhere to all NJ State standards of Pest, Chemical, and Asbestos management standards as well as building and fire code requirements.

This also serves as a formal letter of notice that we are in full compliance regarding our Asbestos Management plan and inspection as it is required by NJ State law. our compliance with the Federal our compliance with the Federal Asbestos in Schools Program established under Asbestos Hazard Emergency Response Act (AHERA). This Act requires an asbestos information notice be sent to you each year.

Christ the King Regional School has developed an asbestos management plan for our school building and adheres to its guidelines and protocols. These plans, which are located in the Front office of our school building and with the maintenance department supervisor, are available for review during normal school hours.

## **TELEPHONE POLICY**

- The classroom telephone is for the teacher's use only. Should a student need to call home in an emergency, they must obtain permission from their teacher to go to the School Office and ask permission to use the office telephone.
- PLEASE do not TEXT or email your child during the school day. They will be disciplined for misuse of our devices or their personal phone if they open or respond to your messages. If you need to get a message or speak directly to your child during the school day, please contact the front office and we will make that happen on a school phone.

## **TELEPHONE POLICY FOR STUDENTS**

- The classroom telephone is for the teacher's use only.
- Should a student need to call home in an emergency, they must obtain permission from their teacher to go to the School Office and ask permission to use the office telephone.

# ELECTRONICS

## ELECTRONIC EQUIPMENT

Technology has grown extensively over the past few years, so all students have access to technology in their classrooms. Students are to only use school regulated equipment.

**LOWER GRADES (K-2)** I pads , Leapfrogs, Tablets

**UPPER GRADES (3-8)** Chromebooks

## 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 ensure 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 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 findings 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 conflicts with Catholic moral values.

**The use of our school's technology, including Internet use, is a privilege, not a right. Intentional physical damage or misuse or mishandling of a CKRS electronic device by a student may result in the student's family incurring the financial responsibility of repair or replacement of the device.**

## 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 (email, blogs, Instagram, Facebook, 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.

### Publicity & Photo Release Form

- During the re-enrollment process, you are asked whether the school may take pictures/video of your child for promotional purposes.
- Facebook and other social media sites are exempt from the agreement.

## YEARBOOKS

**Your child's name and photograph will be published in the classnight/yearbook and may be published in various school promotional materials or fundraising publications.**

## 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 individual photographs. (Jeans, shorts, midriff tops and other such clothing are not acceptable.) Students must wear dress uniforms for class photos.

## WORK PERMITS

CKRS can assist your student in obtaining the proper administrative signature required for a work permit. Please contact the Front Office for more information.

## *Parent FAQ Answers:*

### *Classroom Deliveries*

To permit our teachers to maintain continuity in their teaching, deliveries (including lunches, money, books, athletic wear/equipment, etc.) will not be made to the classrooms. This includes messages to come and retrieve these items from the office. It will be your student's responsibility to initiate the collection of forgotten items from the School Office/Athletic Office at break and lunch only (not during class time.) This policy does not pertain to genuine emergencies. All forgotten items are to be left on the cart directly outside the Front Door. It is regularly monitored by the Office Staff and items are brought in for your child to retrieve.

### *Invitations to Graduation/Birthday Parties/etc.*

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 email to distribute invitation

***Outside Promotions and Solicitation for funds or support by individuals or groups are not permitted.*** Due to the many requests we receive from a variety of worthwhile charities and organizations as well as to best serve our own need to solicit funds from our generous school community for our own CKRS fundraisers, solicitations or promotions of any kind for other charities or organizations cannot be made within our school community.

***Privacy concerns and personal safety restrict our sharing contact information and/or addresses of other parents with you.*** Each teacher will send out a request to the parents of their students asking your permission to share an email address that can be used to contact you by room parents serving that Grade. Other than those designated individuals who serve as Room Parents, contact information will not be shared with others in the school community unless you directly do so.

### **WEATHER EMERGENCIES and Delivery of other urgent/ important messages**

School Closings: CKRS uses a One-Call System and also posts on the web site any and all school closings and delays as well as for other urgent or important notices or updates.

CKRS will generally follow the closing policy of Cherry Hill Public Schools. Announcements concerning bad weather closings can be heard Philadelphia TV stations [KYW](#) or [WPVI](#) .

## **CATHOLIC FAITH IDENTITY 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 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.

### **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. Monthly masses are prepared by various classes 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

## **ADMISSIONS**

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 CKRS).

### **Math Placement**

Christ the King Regional School provides a differentiated math program for students in 5 -8 grades based on their mastery of math skills and facts. The purpose of differentiating our Math Classes is two fold: First to provide students who demonstrate higher mathematical abilities a pathway to complete a full year of Algebra I by the end of eighth grade and Secondly to provide our other students with on grade-level / on target Math Skills, the instructional support they need to be Algebra I ready by highschool. Students are initially selected into different Math Class groupings at the beginning of 5th grade and are re-evaluated at the end of each year to maintain or change placement. Selection is based on STAR Assessment scores, math grades, and teacher recommendation. Despite initial placement at the beginning of the academic year, students who are not working to potential or unable to maintain a consistent C+/ B average by or feel stressed by the pace and rigor of the class at the end of the 1st Quarter may be moved out of the higher math grouping, likewise, students who show marked improvement in their Math ability and competency from the prior end-of year assessments may be invited to move into the higher Math Grouping at the end of the 1st Quarter. Any changes in a student's Math group placement will be done by their Math Teacher in consultation with the student's parents and the Principal. After the 1st Quarter, Math Placements are locked in place for the rest of the academic school year.

### **ENROLLMENT**

Enrollment applications are available online. For enrollment to be completed, enrollment fees must be paid at the time the enrollment application is submitted and all required documentation must be submitted to the Front Office.

### **RE-ENROLLMENT PROCESS**

Re-enrollment forms will be emailed and available online after a specified date. Parents will be notified once re-enrollment is available. We do not automatically re-enroll students.

### **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.

### **TUITION**

Tuition and fees are a necessary source of funding for CKRS. The annual operating budget typically mandates the generation of approximately 60 % 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**

Report cards may be held 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 Business Manager in consultation with the principal and/or Pastor 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 Business Manager in consultation with the principal and/or Pastor, is the only person able to provide tuition relief or alter payment terms. CKRS will help as best we can if such circumstances occur. Please ask for help.

### **LATE FEES/BANK CHARGES**

K-8 annual and Pre-K payments are due at the school office by the 1st of the month corresponding to the payment plan chosen. Payments received after the 1st are subject to a \$30.00 late fee. A \$30.00 ISF bank fee also applies for checks returned by the bank. FACTS 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 FACTS 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 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.

### **FINANCIAL AID**

There are ways to help you finance your child's education. Begin by filling out our Online Tuition Assistance Form. [Click Here](#) for Online Tuition Assistance Information and to apply for aid. Contact **Anna Callaghan at 856-429-1600 ext. 102** for any additional information about Financial Aid. We also have our great Tuition Incentive Program, which helps you raise funds for our school and gain credits towards tuition. For more information on our TIP program, visit the SUPPORT CKRS section of our website. Please be aware that [The Opportunity Scholarship Act](#), a bill passed by the New Jersey State Legislature, was designed to help fund the education of eligible low-income children. This Act helps public school districts in New Jersey improve failing schools. It empowers the parents of children in failing schools to choose public or non-public schools that will best serve the needs of their children. And, unlike vouchers, the program is funded by corporate tax credits. No payments are made from the government to non-public schools or directly to parents. Also, there's no added burden to taxpayers. The Scholarship Act will benefit all New Jerseyans, but most of all, our children.

## 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 by 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 Script 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. Oftentimes, 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** from the VIP packet, (forms can also be found on 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 schools 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 script 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 VIP Packet 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.

## **SUPPLIES**

Pre-K and Kinder supplies are provided within the classroom as needed. Supply lists are emailed to parents during the early summer months. Supplies may be ordered through the school at that time or purchased independently.

## **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

### ACADEMIC GRADES

#### REPORT CARDS & PROGRESS REPORTS

Teachers utilize the FACTS SIS program to keep parents informed of student progress. Parents can access the FACTS program to monitor their children's progress. Progress Reports/Failure Notices will be issued to students midway through each marking period, to encourage improvement before Report Cards are complete for the quarter.

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**

Letter Grade

- **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 SCALE**

Letter Grades

- **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 expectations
- **I** Initial stages of development, needs assistance

#### **GRADES 3-8 SCALE**

Major Subject

are coded

numerically

Minor Subjects -

Letter Grade

- **E** Exceeds grade level expectations
- **G** Good
- **S** Satisfactory
- **NI** Needs Improvement
- **U** Unsatisfactory

Parents and Guardians 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 the 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 parents/guardians when requested.

### **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 extracurricular 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 or a U in conduct** on his/her progress report or report card **cannot participate** at all in any extra-curricular activity for a three-week period.
- Any student who receives a grade **below 74 or a NI in conduct** will be placed on **probation for a period of three weeks** until an interim report from the teacher indicates improvement.
- After this time, a re-evaluation will take place to determine if the student is doing well enough to resume the activity or be moved from probation to suspension if there is no improvement.

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

### **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 math
- Supplemental programs including but not limited to Fast for Words, Cooper Learning and Learning Ally

## **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.

## **WITHDRAWAL PROCEDURE**

A student that is transferring from CKRS to another school should inform the School Office at least one week prior to withdrawal. This will help expedite the transfer of appropriate files to the next school. A CKRS Withdrawal Form will be completed for the transferring student. A copy of the Withdrawal Form will be given to the parent officially completing the withdrawal process. When a student withdraws prior to the end of the semester, he/she will receive exit grades only, not semester end grades. The outstanding balance on the student's account must be paid in full for the withdrawal process to be completed. Registration and Miscellaneous Fees will not be returned. Parents are responsible for enrolling their child in a school within 10 days from the withdrawal date so that the student will not be reported to authorities as truant.

## **STANDARDIZED TESTING**

STAR assessments report performance in three main indicators: Scaled Score (SS), Percentile Rank (PR), and Student Growth Percentile (SGP). The Scaled Score shows the performance of a student in a given STAR test for a particular grade level and subject.

## **FIELD TRIPS**

Field trips are privileges afforded to students. Students will be denied participation if they fail to meet academic or behavior requirements. All regular CKRS school rules apply on all school trips.

- At the discretion of the principal, each class will have two educational field trips and one religious trip 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.

### ABSENCE POLICY

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.
- If a child is absent for more than a few days, steps should be taken by the parent/guardian to ensure 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 they are 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.

#### 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, you will receive a phone call, an email and a text through the school's **One Call System** to alert all parents of the emergency closing.
- 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: A STUDENT WHO IS ABSENT FROM SCHOOL MAY NOT PARTICIPATE IN SCHOOL-SPONSORED ACTIVITIES OR SPORTS ON THE DAY THE ABSENCE OCCURS.**

- 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 [front office](#) indicating pick-up time and the class the child will be in at the time of the dismissal.
- When picking up your child, please report to the front office to sign your child out for the day.
- If the child returns to school during the school day, he/she must be signed back into school in the front office.
- Students who are away from school for an appointment for three hours or more will be counted as absent for the day. A full day requires four hours of attendance.

**PEANUT and TREE Nut Allergy Concerns**

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 “peanut-free” areas to eat in the cafeteria and 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. Allergy affected students may have only one pre-designated student guest who agrees to comply with the peanut-free guidelines at the designated peanut/tree nut free table. Guest may change by the week.

***Parent FAQ Answers:***

***Classroom Deliveries***

To permit our teachers to maintain continuity in their teaching, deliveries (including lunches, money, books, athletic wear/equipment, etc.) will not be made to the classrooms. This includes messages to come and retrieve these items from the office. It will be your student’s responsibility to initiate the collection of forgotten items from the School Office/Athletic Office at break and lunch only (not during class time.) This policy does not pertain to genuine emergencies. All forgotten items are to be left on the cart directly outside the Front Door. It is regularly monitored by the Office Staff and items are brought in for your child to retrieve.

***Invitations to Graduation/Birthday Parties/etc.***

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 email to distribute invitations

***Outside Promotions and Solicitation for funds or support by individuals or groups are not permitted.*** Due to the many requests we receive from a variety of worthwhile charities and organizations as well as to best serve our own need to solicit funds from our generous school community for our own CKRS fundraisers, solicitations or promotions of any kind

for other charities or organizations can not be made within our school community.

**Privacy concerns and personal safety** restrict our sharing contact information and/or addresses of other parents with you. Each teacher will send out a request to the parents of their students asking your permission to share an email address that can be used to contact you by room parents serving that Grade. Other than those designated individuals who serve as Room Parents, contact information will not be shared with others in the school community unless you directly do so.

## **WEATHER EMERGENCIES and Delivery of other urgent/ important messages**

### **DISCIPLINE POLICY**

#### **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 student 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 including students, parents, volunteers, coaches and teachers employed at CKRS. In the CKRS Community:

#### **Definitions and Explanation of “Bullying”**

- **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.**
- **An incident of unkind words or names being said or called between or among a group of children is not a wanted or welcomed behavior here at CKRS however it does not necessarily constitute a true bullying situation unless it meets the criteria cited above.**
- Bullying that occurs in a school setting, meaning in the school, on the school grounds, or at any activity or sport sponsored, supervised, or sanctioned by the school is a serious breach in acceptable behavior here at CKRS. On and 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, or volunteer in such a light as to subject them to torment, ridicule, or shame or embarrassment can be considered a form of bullying.**
- **Incidents of Cyber-bullying should be reported to the principal and/or Civic Authorities depending on the nature of and harm done by the communication or posting.**
- Bullying has a different, much more destructive nature than most of the thoughtless and sometimes 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.
- A more comprehensive Diocesan Bully Prevention and Response Policy which CKRS adheres to is embedded on our CKRS Home page or your reference.

#### **CONSEQUENCES FOR VIOLATORS OF SCHOOL BULLYING POLICY**

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, harassing, demeaning or slandering a student, teacher, administrator, coach or any other adult in our school community whether in person or electronically will be subject to appropriate consequences in the Christ the King Community and may face possible legal action. The offending adult due to their actions may be required to withdraw their children from our school.**



## **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.

## **DEFINITIONS:**

**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.

## **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.

## **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. We ask the same prudence and respect from you.

## **DRESS CODE**

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 (must be)**

- clean and neatly groomed/combed each day
- out of the eyes
- off the face
- cut out above or worn behind the ears
- neatly trimmed and not resting on the top of the shoulders or on the back.
- longer hair is to be pulled back in a ponytail at the nape of the neck if it is unable to be kept out of the eyes or off the face while doing school work or participating in a sporting event. Pony Tails may not rest on the shoulders or back of a boy.
- tight to the head braids and cornrow hairstyles are permitted for boys but must be neat and not rest on the shoulders or the back of a boy.

#### **PROHIBITED FAD HAIRCUTS for GIRLS & BOYS**

- Mohawks
- Fauxhawks
- Mulletts
- Extreme Flat Top, High Top, or Long Tops(natural or with the help of styling products)
- buzzed in designs, Faded sides with Shave lines
- under shaved or partial shaved hairline
- hair coloring
- highlighting
- tinting
- colored tips

#### **GIRLS' HAIR (must)**

- Be neatly groomed
- not cover the eyes
- pulled back or atop the head in a neat fashion if unable to be kept out of the eyes or face while doing schoolwork.

### **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 or nose rings and facial piercings are not permitted for any student.
- Only one ring on each hand is permitted.
- Only one bracelet is permitted.
- One small to moderate necklace may be worn beneath the shirt collar.

### **MAKEUP/NAILS**

- Makeup is not allowed for either boys or girls.
- This includes face painting or facial and lip makeup of any kind.
- Garish fake nails and dark or bright nail polish are not permitted.

### **TATTOOS**

Tattoos are not allowed to be visible during the school day or at any school sponsored activity or sporting or social event.

### **DRESS CODE GUIDELINES**

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

### **AUTHORIZED UNIFORM SUPPLIERS**

- [Flynn and O’Hara](#) \*
- [Risse Brothers](#)
- [Lands End](#) \*\*

\*The optional blue blazer can only be purchased from Flynn and O’Hara

\*\* Preferred School # 90006415-5 (online & phone orders only)

### **WINTER**

#### **UNIFORM GUIDELINES**

#### **GIRLS:**

#### **GRADES K-3:**

- plaid drop-waist jumper
- must not exceed 2” above the knee
- shorts should be worn under the jumper
- white blouse with a Peter Pan collar
- maroon knee socks or maroon tights, black leggings and black socks under a jumper
- maroon sweater or fleece jacket with the school logo (no team wear)

**GRADES 4-5:**

- plaid drop-waist jumper or wrap around plaid kilt
- must not exceed 2" above the knee
- shorts should be worn under the jumper
- white blouse with a Peter Pan collar
- maroon knee socks or maroon tights, black leggings and black socks under a jumper
- maroon sweater or fleece jacket with the school logo (no team wear)
- navy blazer with school logo (optional)

**GRADES 6-8:**

- wrap around kilt
- must not exceed 2" above the knee
- shorts should be worn under the jumper
- white oxford shirt
- black or maroon tights (NO KNEE or SHORT SOCKS)
- Full length black leggings can be worn in place of tights under a kilt but only with black socks and regular school shoes
- maroon sweater/white striped vest or fleece jacket with the school logo (no team wear except on gym days)
- navy blazer with school logo (optional)

Girls winter uniform pants option (**January, February, March ONLY**):

- **K-2:** girls khaki pants with maroon CKRS long sleeve polo or white peter pan blouse, CKRS sweater, vest, or fleece
- **3-5:** girls khaki pants with white peter-pan blouse CKRS maroon sweater or vest or fleece
- **6-8:** girls khaki pants with white button-down oxford blouse, CKRS maroon sweater or vest or fleece.
- CKRS crisscross plaid tie is optional; , regulation black or tan belt as needed.

**BOYS**

**GRADES K-2**

- khaki pants (No belts please)
- short or long-sleeved maroon polo shirt with school logo
- maroon sweater or fleece jacket with school logo (no team wear)

**GRADES 3-4:**

- khaki pants
- white oxford shirt
- plaid tie
- maroon sweater or fleece jacket with school logo (no team wear)
- black or tan belt

### **GRADES 5-8:**

- khaki pants
- white oxford shirt
- plaid tie
- maroon sweater/white striped vest or fleece jacket with school logo (no team wear)
- black or tan belt
- blue blazer with the school logo (optional)

### **SHOES** (boys and girls for all grades. )

- sturdy soft-soled shoes
- brown, or black (**no sneakers**)
- shoes must have a full back

### **SUMMER UNIFORMS**

- first day of school - October 31st
- 3rd Monday of April - last day of school

### **BOYS K-8:**

- khaki pleated walking shorts
- short-sleeved, maroon polo shirt with the school logo (no team wear)
- white or black ankle socks only
- brown or tan belts

### **GIRLS K-8:**

- khaki skorts
- short-sleeved, maroon polo shirt with the school logo (no team wear)
- white or black ankle socks only

### **SHOES** (boys and girls for all grades. )

- low cut school appropriate sneakers
- Solid colors with minimum trim
- Neon and novelty light –up sneakers are not allowed

**GYM UNIFORMS** (All gym uniforms will be the color maroon with gold CKRS logo) Team wear may only be worn on Gym days

### **WINTER UNIFORM** (boys and girls)

- gym top with school logo
- maroon sweatpants\*
- maroon sweatshirt
- white/black socks only

\*If the gym sweatpants are purchased outside of school, they must comply with the style, similar form and color of the official gym uniform.

### **SUMMER UNIFORM (boys and girls)**

- gym top with school logo \*
- maroon gym shorts of a modest length \*\* Gym top should not be longer than the shorts and rest at mid-thigh.
- maroon sweatshirt
- white/black socks only with a predominantly solid color sneaker \*\* NO SOCCER SOCKS or STRIPED SOCKS

### **CONSEQUENCES FOR VIOLATORS**

- Verbal reminder to student.
- Written reminder to parents.
- Parents are required to bring appropriate clothing to the school office, OR the school will provide appropriate clothing which will need washing before returning to school.
- Willful or repetitive defiance of dress code may result in detention or other disciplinary action.
- 

### **DRESS DOWN DAY DRESS CODE (Seasonal uniform codes will apply)**

- Must be neat and modest
- Shirts must have sleeves
- Midriff and spaghetti strap tops are **not** permitted
- T-Shirts with slogans or wording are **not** permitted
- Low riding jeans or short cut-off jean shorts are **not** permitted
- **No High-Cut Running /Track Shorts for boys or girls are ever permitted**
- Dresses and skirts for young ladies must be of a modest length
- **No** flip flops or sandals allowed.

### **CONSEQUENCES FOR VIOLATORS**

- 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 parents.
- The student may also lose dress down privileges for the next designated dress down day.

### **“SPIRIT WEAR” GUIDELINES”**

#### **School colors of maroon and gold are required**

- Seasonal uniform codes will apply
- gym uniform  
option to wear a “Spirit Wear” top ( tie-dye Spirit Wear t-shirt CKRS athletic team t-shirt or other CKRS Club t-shirt.)

### **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.

## ATHLETICS

**Participation in a CKRS sponsored sports program is a privilege not a right.** Students who want to participate must be in good academic and disciplinary standing in school and/or on the team. Students must be in full compliance with medical eligibility to play before engaging in organized Sport's practice here at CKRS. An athletic fee is assessed to each family to help defray the cost of extra-curricular sporting programs and teams. All fees are asked to be paid at the beginning of the season.

**Parents and Guardians are reminded that they are to be their child's biggest fans, not referees or critics of them, other athletes, or coaches. Please be positive in cheering for your child and the whole team. Parents cheer, Coaches coach, Officials referee. Offensive remarks or behavior by coaches, players or parents directed at another coach, player, official or spectator during a practice or competition may result in you and/ or your child not being allowed to further participate in CKRS Athletic Programs and may warrant further disciplinary action beyond the scope of our sports programs.**

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 for 2022-2023 TBD**

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

Coed Spring Track/ Fall Cross Country, Girls & Boys Basketball Boys,  
Girls Fall Field Hockey

## **TRANSPORTATION**

**There is NO BUS Transportation for the 2022-2023 School year**

## **PARENT 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 into 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 that 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:

- 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.]
- Respect your child's professionalism by allowing his/her learning to go on without interruption for waves, kisses, chats or delivery of forgotten articles.
- Encourage your child's growth in responsibility by not bringing in forgotten homework, projects, etc.
- 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.



- Accomplish your task and leave the building, knowing that your child feels a sense of self-worth when the 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.

## **ADMINISTRATION / FACULTY / PARENT COMMUNICATION & 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.

## **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.

## **SCHOOL BOARD**

The School Board 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.

## **PARENTAL/GUARDIAN ACCESS DUE TO CUSTODY AGREEMENTS/ARRANGEMENTS**

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 and only both parents or the designated and agreed upon adults 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/guardian, we ask all families in such circumstances to furnish us with the proper legal notification of such custody arrangements, special arrangements, or circumstances that both parents/guardians have mutually agreed.

## **VOLUNTEERS**

All volunteers such as room parents, lunch aides, playground monitors, coaches, etc. who have regular contact with students are required to be fingerprinted and have a criminal background check and attend one [VIRTUS](#) Child Assault Prevention Program. Every 5 years, school volunteers need to re-attend a VIRTUS 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 ongoing 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 activities where they will be in direct contact with the children, a criminal background check needs to be acquired. Contact [Mrs. Bigos](#) with any questions.

## **FIELD 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 before or while on a class trip is strictly prohibited.**

## **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. Colleen DeShayes @ [cdeshayes@ckrs.org](mailto:cdeshayes@ckrs.org) for further information.

## **STUDENT LEADERSHIP**

### **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 examples 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*)
- A fair and unbiased election and counting of votes determine the Student Council Officers.

## **SPECIAL EIGHTH GRADE AWARDS**

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

**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.

**PLEASE READ AND SIGN THE HANDBOOK  
AGREEMENT BELOW TO SIGNIFY THAT  
YOU AND YOUR CHILD ARE AWARE OF  
THE POLICIES SET FORTH FOR CKRS FOR  
THE 2022-2023 SCHOOL YEAR.**

## **\*\*\*\*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 in this handbook implies limits on 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 wellbeing of everyone. Every effort will be made to notify students and parents/guardians of such changes from the “Office of Catholic School Diocese of Camden

# CKRS HANDBOOK AGREEMENT

All Parents and Guardians are asked to sign this form acknowledging that you are aware, accept and agree to abide by the policies, rules, guidelines, and procedures set forth in this handbook for the general wellbeing and the good of our school, its religious mission, and its educational objectives.

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Printed Name and Signature

\_\_\_\_\_  
Parent/Guardian Printed Name and Signature

Date: \_\_\_\_\_

