

**2013-2014
SCHOOL COMMUNITY
HANDBOOK**



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

Mission Statement

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

Parent's Role in Education

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

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

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

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

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

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

Philosophy Statement

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

I. Individuals Who Model Christ:

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

II. Diligent Lifelong Learners:

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

III. Active Individuals:

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

IV. Responsible Citizens of the Global Community:

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

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

Christ the King Regional School

Church:

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

School:

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

School Office - 429-2084 Fax - 429-4959

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

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

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

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

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

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

Faculty & Staff

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

School Board

Father James T. Dever, OSFS, *Pastor – Christ the King*
 Anne Hartman, *Principal*
 Rebecca Malcarney Dickson, *Advancement Director*
 Anna Callaghan, *Bookkeeper*
 Marge McElroy, *Chair*
 Bill O'Callaghan, *Vice Chair, Finance Committee Chair*
 Doug Wallace, *Facilities Committee Chair*
 Molly Tritt
 Steve Cordasco
 Denise Gruccio-Paolucci
 Kelly Hagan Lasky
 Anthony Jablonoski
 Saverio(Sam)Lacroce
 Loretta Ravelli
 Dr. Courtney Malcarney

Parent Teacher Association (PTA)

Linda Farnoly & Ann Madden Tufano, *Co-Presidents*

Barbara Kelleher/Shannon Hall, *Co-Vice Presidents*

Hope Kilgannon, *Secretary*

Dianne Molle, *Treasurer*

Marybeth McCann *TIP Representative*

TIP Committee

Shannon Hall

Kelly Carr

Bernadette Jablonoski

Dawn Hatch

Mary Beth McCann

Miriam Cassidy

Barb Kelleher

Dianne Molle

Athletic Committee - TBD

PTA Committee Chairs

Birthday Book Club

Book Fair (Fall/Spring)

Box Tops for Education

Campbell's Labels for Education

Catholic Schools Week

Cherry Hill Liaison

Children's Enrichment Program

CKRS Family Directory

Enviro-Knights ("Green" Committee)

Family Fun Night

Friends Helping Friends

Gift Wrap

Grocery Exchange (TIP)

Haddonfield Liaison

Hospitality

Ice Cream Social

King's Ball

New Parents Social

New Student Welcome

Roller Skating Party

Room Parent Coordinator

Santa's Secret Shop

School Supply Program

SCRIP Program (TIP)

Spirit Wear

Surrybrook Farms

Uniform Exchange

Vendor Fair

Zip Scrip (TIP)

Colleen DeShayes

Katia Churfane & Suzanne Urbach

Jen Earney

Shelia Taney

Jess Mignatti, Maryann Wallace, Kathy Baier

Open Position

Cheryl Judge

Barbara Kelleher

Shelia Taney

Linda Jurman

Open Position

Suzanne Urbach

Tricia Watts

TBA

Jen Reilly

Meg Engelke

Ann Tufano/Linda Farnoly

Kim Green

Kim Green

Miriam Cassidy

Colleen DeShayes

Katia Churfane Open Position

Cheryl Judge

Bernadette Jablonoski

Suzanne Urbach

Suzanne Urbach Dianne Molle

Rose Pierce

Jessica Mignatti

Barbara Kelleher

**CHRIST THE KING REGIONAL SCHOOL
CALENDAR 2013- 2014**

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

Sept. 3	Orientation -8AM Mass Followed by Faculty Meeting
Sept. 4	School Opens Gr. 1-8; Kindergarten Open House 4-6 PM
Sept. 5	Kindergarten Begins
Sept. 5	Welcome Back Ice Cream Social 6:30 PM
Sept. 6	Welcome Back Opening Mass 9 AM
Sept. 9	Pre K 4 Begins; Band Assembly for students 1:30PM
Sept. 10	Pre K 3 Begins: Band Presentation for parents 7PM
Sept. 18	Room Parent Meeting 9AM in Cafeteria
Sept. 19	Back to School Night
Sept. 20	12:30 PM Early Dismissal; Faculty Meeting
Oct. 1	Individual Picture Day GradesPre-K3,Kindergarten, Grades 2,4,6&8
Oct. 2	Individual Picture Day GradesPre-K4, Grades 1,3,5&7
Oct. 4	First Friday Mass and Student Council Installation 9AM
Oct. 8	Book Fair and Family Fun Night; Student Council Luncheon Meeting
Oct. 9	Book Fair
Oct. 11	Progress Reports
Oct. 14	NO SCHOOL –Columbus Day
Oct. 22	PTA Meeting in Morgan Hall 7 PM
Oct. 25	NO SCHOOL –In-Service
Oct. 31	Halloween Celebrations
Nov. 1	First Friday Mass 12 noon
Nov. 5	Student Council Meeting 2:45-3:30
Nov. 8	1st Marking Period Ends
Nov. 11	Veterans Day
Nov. 12	Class Group Pictures Grades PreK-3 Grades Kinder—3
Nov.13	Class Group Pictures Grades PreK-4, Grades 4-8
Nov.14	12:30 PM Early Dismissal Reports Cards; Conferences 6-8PM;
Nov. 15	Parent/Teacher Conferences; No Classes for Students
Nov. 23	Vendor Fair and King’s Run
Nov. 27	Thanksgiving Prayer Service-Early Dismissal -12:30 PM Student Council Dress Down Day
Nov. 28-29	Thanksgiving/ School Closed
Dec.2	Advent Angel Project begins
Dec. 3	Student Council Luncheon Meeting
Dec. 5	Santa Secret Shop
Dec. 6	First Friday Mass 9AM ; St. Nicholas Day Santa Secret Shop
Dec. 13	Early Dismissal-12:30 PM- Faculty Luncheon; Student Council Dress Down Day
Dec. 18	Christmas Pageant-Rehearsal-10 AM Performance-7 PM; Last Day for Giving Tree
Dec. 20	Christmas Prayer Service 9AM
Jan. 2	Classes Resume
Jan. 4	First Friday Mass-9:00 AM; Progress Reports
Jan. 7	Student Council Meeting 2:45-3:30
Jan. 16	PTA Meeting 7 PM in Morgan Hall.
Jan 20	NO SCHOOL - Martin Luther King Day
Jan. 22	Individual 8 th Grade Graduation Portraits

Jan. 24	Second Marking Period Ends; Student Council Dress Down Day
Jan. 26	Opening Mass Catholic School Week; Pancake Breakfast; Open House
Jan. 27	Immigration Day (8 th Grade)
Jan. 29	School Family Open House – Bring A Parent to Lunch
Jan. 30	Red, White & Blue Day
Jan. 31	Teacher Appreciation Day; Early Dismissal 12:30PM; Skating Party
Feb. 2	School Closing Mass for Catholic School’s Week at Holy Eucharist
Feb. 4	Student Council Luncheon Meeting
Feb. 5	Report Cards
Feb. 12	Beginner Band Concert Morgan Hall 7PM
Feb. 14	12:30 PM Early Dismissal; Faculty Meeting; Student Council Dress Down Day
Feb. 17	NO SCHOOL - Presidents’ Day
Mar.3-7	Standardized Testing Week
Mar.4	Student Council Meeting 2:45-3:30
Mar. 5	Ash Wednesday-Mass-9 AM
Mar. 7	Progress Reports
Mar. 14	12:30 Dismissal; Faculty Meeting; Student Council Dress Down Day
Mar. 20	PTA Meeting
Mar. 31	3 rd Marking Period Ends
Apr. 1	Student Council Luncheon Meeting
Apr. 3	Student Council Dress Down Day
Apr. 4	NO SCHOOL – In-Service
Apr. 9	Report Cards; Kindergarten Conferences
Apr. 16	Living Stations
Apr. 28	Classes resume; Earth Week Activities begin
May 2	First Friday Mass 9AM ; May Crowning
May 6	Student Council Meeting 2:45-3:30
May 7	8 th Grade Graduation Group Picture
May 8	Summer Book Fair
May 9	Progress Reports; Summer Book Fair
May 13	PTA Meeting in Morgan Hall-7 PM
May 21	Spring Band Concert 7PM
May 22	12:30 Dismissal; Faculty Meeting; Student Council Dress Down Day
May 23-27	Memorial Day-School Closed
May 29	Ascension Thursday mass 12noon
May 30	Field Day; 12:30 Dismissal; Faculty Retreat
June 6	First Friday Communion Mass 9 AM ; Class Night-6:30 PM
June 8	8th Grade Graduation 3PM
June 11	Pre K 4 Celebration
June 12	Kinderbration
June 18-	End Marking Period Closing Mass 9AM

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

**** Scheduled times for the Calendar events/activities will be posted on the monthly calendar sent through the Brown Envelope and posted on the school website.**

ADMINISTRATION/FACULTY APPOINTMENTS

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

ADMISSIONS POLICY

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

PRIORITY ADMISSIONS POLICY FOR KINDERGARTEN

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

ADVANCE MATH PLACEMENT

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

ALUMNI GROUP

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

ARRIVAL AND DISMISSAL

School Hours:	Pre-K 3 yr.	Tues./Thurs.: 8:30-11:20 AM
	Pre-K 4 yr.	Mon./Wed./Fri.: 8:30-11:20 AM
		Extended Day Option: 11:30 AM to 12:30 PM
	Grades K-8	8:15 AM to 2:45 PM
		Extended Day Program: 7:00-8:00 AM
		Dismissal-6 PM

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

Parents who drive children to and from school should review the following information and follow the Drop Off and Pick-Up Diagrams found on page 3.

No car is allowed to pass on the left of the car rider line. Please do not use Hopkins Avenue to enter the school driveway. Any other auxiliary road into Wood Lane is permissible.

Arrival – 8:15 AM

All students are expected to be in the gym by 8:15 AM when the bell rings. Teacher supervision begins at 8 AM. **NO STUDENT SHOULD ARRIVE PRIOR TO 8:00 AM.** If your child arrives before 8 AM, they will be placed in the Extended Day Program and you will be billed accordingly.

Please note on the diagram that the Drop-Off Point is located at the first chained area, past the cafeteria, as you come in from the Wood Lane entrance. Cars behind the drop off point can drop off their child(ren) as long as the students stay safely on the sidewalk. School Safety Patrol members are positioned to help with this procedure. Please do not pass on the left of the car rider line after your child(ren) depart your car. After dropping your child, proceed to loop around the parking area and exit via Wood Lane or make a right hand turn through the parking area to Euclid Avenue.

Dismissal – 2:45 PM

Bus Riders

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

Car Riders

If a child is being picked via car at dismissal time, you must use the car rider line. Car-riding students will be dismissed from the gym. Parents picking up their children should be in the car line by 2:40 PM, **but no earlier than 2:30 p.m.**

The school parking lot will be temporarily closed to exiting traffic at 2 PM and cones set up to assist in directing traffic for car rider pickup (*No cars will be able to exit the parking lot via Wood Lane or Hopkins Avenue, nor should any one attempt to pass those waiting in the car riders' line.*)

Please park on the street (obey all "no parking" signs) if you are visiting the school and need to leave between 2 and 3 PM.

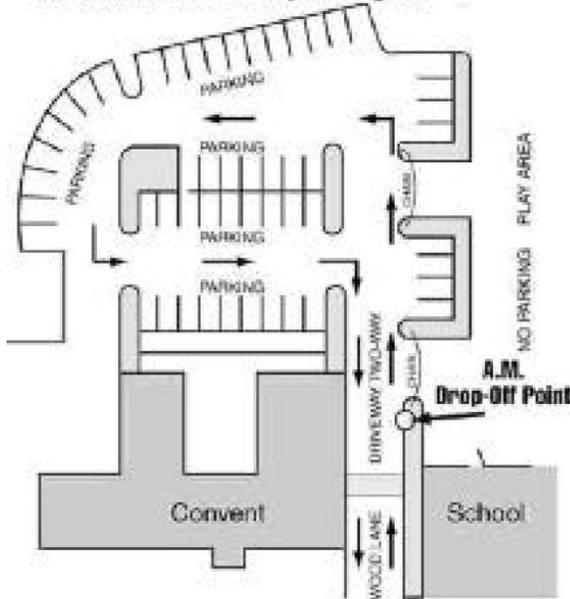
In the car rider line, please pull up behind the car in front of you. If you are early, remember to form double lines where it permits on the lower playground. **Place your sign or family name in the windshield.** The objective is to load 10-12 cars around the cul-de-sac and have the children waiting around the sidewalk to load into the cars. When you are directed to enter the cul-de-sac, please pull up all the way in the loop to the next available spot and put your car in park and wait for your child to come to you. **PLEASE DO NOT GET OUT OF YOUR CAR!** Once your child(ren) is/are in the car safely, follow the cars in front of you out of the cul-de-sac.

Parents should follow the instructions given by the faculty moderator. Please follow all pavement markers. **Do not enter the school for your child.**

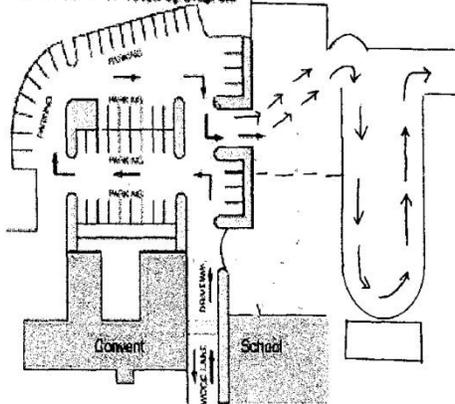
Walkers

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

Parents/Car Riders Drop Off Diagram



Parents/Car Riders Pick-Up Diagram



ATTENDANCE AND LATENESS

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

The following guidelines apply to attendance:

- To report an absence, parents should call **429-2084... Prompt #3 before 8:30 AM**.
- Homework request must be made at the same time the child is reported absent. No request will be able to be filled after 9:30 AM.
- If a child is absent for more than a few days, steps should be taken by the parent/guardian to insure that the child's re-entry into the classroom is smooth and that missed instruction can be made up in a minimal amount of time. **It is the student's responsibility to obtain assignments and make up the work and tests missed, on terms convenient to the respective teacher.** Parents can be of assistance with this, especially with younger students.
- Students with severe colds and coughs, fevers, nausea, diarrhea and other signs of illness should not be sent to school. They have great discomfort and difficulty attending to their assignments and they spread the illness to others. It is important that after any viral infection, the child be kept home until fully recuperated.
- A full day of school requires **4 hours** of attendance. Students arriving or departing without completing **4 hours** of study will be marked absent for the day.

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

LATENESS

Students are expected to be at school by 8:15 AM Students entering the school after 8:15 AM must report to the office for a late pass. They must have a note from the parent/guardian explaining their lateness, or be accompanied by a responsible adult.

BROWN (COMMUNICATION) ENVELOPES

Distribution

Brown envelopes are filled and distributed the first school day on Monday mornings (or, in case of a holiday, whatever day is the first school day of the week). The brown envelopes are then collected and emptied on Tuesday morning (or, in case of a holiday, the following day after distribution). Each family will have one brown envelope that will be assigned to the youngest child (K-8th). Families that have only a preschooler will receive their brown envelope through the preschool. The Brown Envelope is a communication tool used by the school and PTA to disseminate information and forms. The brown envelope allows parents to send any written communication or forms back through the brown envelope to the school. If sending money/checks through the brown envelope, please place in a separate envelope with your child's name and what the money is for. **Each family must sign their brown envelope for the appropriate week and return the envelope to school the following day.** If you do not receive your brown envelope, please contact the Brown Envelope Coordinator by the following day.

“OPT-Out” Option

After the first month of the school year, each family has the choice to “Opt-Out” of receiving inserts in their brown envelope. **You will still receive the brown envelope each week to utilize the envelope the following day to send in important forms;** Scrip, Grocery, and Zip Scrip orders, Nutri-Serve lunch payments, PTA fundraiser orders etc... The color dot on the brown envelope indicates that you have “opted-out” of receiving brown envelope inserts and they will only be added to your brown envelope when the school deems them necessary. If you “OPT OUT” of receiving inserts in the brown envelope, you understand that “OPT OUT” also means you agree to utilize the website to obtain weekly communications.

Brown Envelope Duty

Every grade level is assigned a month that the parents are responsible for “filling” and “emptying” the Brown Envelope. The Room Parents for each grade have the responsibility to solicit parent volunteers from their grade level at least one week before their monthly duty starts. There must be at least two volunteers provided for both days (first and second school day of the week), yet preferable 4-5 volunteers on the “filling” day (first school day of the week). The more volunteers available, the faster the Brown Envelopes are ready for distribution. It is suggested that the Room Parents contact the parent volunteers to remind them the day before their assigned duty. It is the Room Parent's responsibility to make sure there is enough coverage of parent volunteers from their grade to assist with the Brown Envelope for their assigned month.

“Filling” of the Brown Envelope starts around 9am and “Emptying” must start at 8:30am on a Scrip Week. The Brown Envelope Coordinator will direct the “filling” of the brown envelope and the volunteers must wait for the Coordinator's directions before beginning. It is very important that all brown envelopes be thoroughly checked on the “emptying” day since important school correspondence, forms, and TIP order forms are placed in the Brown Envelope.

The Room Parents must submit (via e-mail) their month's volunteer list to the Brown Envelope Coordinator for review before the start of their assigned month. If there are any questions regarding Brown Envelope duty, please contact the Brown Envelope Coordinator.

Inserts

All inserts into the Brown Envelope must be authorized by the principal before any copies are printed. All Brown Envelope Insert requests must be submitted by 9 AM the Friday morning before their inclusion in the Brown Envelope.

BUS TRANSPORTATION

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

Bus Policy

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

Bus Agreement

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

Consequences to NON-COMPLIANCE of bus rules

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

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

CHANGE OF ADDRESS/TELEPHONE NUMBERS

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

CURRICULUM

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

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

DISCIPLINE POLICY

Philosophy

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

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

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

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

Expectations

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

Academic Accountability

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

Cafeteria

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

Classrooms

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

Hallways/Stairways

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

Playground

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

DISCIPLINE & Consequences

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

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

PLEASE NOTE –

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

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

DRESS CODE & UNIFORMS

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

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

Grooming

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

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

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

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

Uniforms

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

School Logo

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

Winter Uniforms

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

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

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

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

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

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

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

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

Summer Uniforms

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

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

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

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

Shoes: Low cut school appropriate sneakers are permitted with the summer uniform.

Sweater: If weather necessitates, only a maroon sweater with the school logo (as outlined in the winter uniform section) may be worn.

Uniform Suppliers

Risse Brothers Lands End (select items)
1724 Route 70 East Preferred School #9000-6415-5
Cherry Hill, NJ 08003 1-800-469-2222
(856) 751-0175 www.landsend.com/school
www.rissebrothers.com

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

Gym Uniforms

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

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

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

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

DRESS DOWN DAY DRESS CODE

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

“Spirit Wear” Guidelines

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

EARLY DISMISSALS

Emergency Early Dismissals

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

Illness/Appointments

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

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

EIGHTH GRADE AWARDS

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

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

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

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

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

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

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

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

ELECTRONICS (Grades 6-8)

Cell Phones

Cell phones are permitted for security purposes. Cell phones must be turned off at all times on school property. If a cell phone goes off in class, or if a child is observed using a cell phone/i-phone for any personal reason (texting, photographs, video, music etc.) between the hours of 8am and 2:30pm on school grounds will have their phone confiscated by the teacher and given to administration. The phone will be returned the next school day by the principal to a parent only. A second offense will result in an after school detention and any additional offense may result in suspension.

Electronic Equipment

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

E-MAIL INFORMATION SYSTEM

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

EXTENDED DAY PROGRAM

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

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

EXTRA-CURRICULAR ACTIVITIES PARTICIPATION POLICY

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

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

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

FAMILY DIRECTORY

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

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

FIELD TRIPS

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

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

Chaperones

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

FIRE/SCHOOL SECURITY DRILLS

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

HARASSMENT/DISCRIMINATION

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

CAP

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

Confidentiality

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

Definitions:

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.

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

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

Remediation

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

HEALTH SERVICES

Accidents and School Illnesses

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

Medication

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

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

1. A written order from the physician.
2. The medication in its original container clearly labeled with:
 - Name of student
 - Name of medication
 - Dosage
 - Physician's name
 - Date
3. A completed parent/guardian permission form releasing the school district and the school nurse from any liability thereof. This form is available from the school nurse.

Illness

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

INTERNET AND SOCIAL COMMUNICATION

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

INVITATIONS

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

LIBRARY/READING MATERIAL

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

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

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

LITURGY

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

LOST AND FOUND

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

LUNCH PROGRAM

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

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

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

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

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

LUNCHES AND LUNCH ROOM PROCEDURES

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

PARENTAL ACCESS

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

PARENTAL INVOLVEMENT

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

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

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

PLEASE

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

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

PARENT-TEACHER ASSOCIATION (PTA)

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

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

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

PEANUT-FREE TABLE

We are concerned about the safety of all our students and it is important that the school does all that it can to protect them. We have established a “peanut-free” table. Preference for seating at this table will be given to children who suffer from peanut and other food allergies documented in the nurse’s office. The number of non-allergic children allowed to sit at this table will be up to the discretion of the teacher on duty.

PRESCHOOL PROGRAM

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

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

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

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

PROMOTION AND RETENTION

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

REGISTRATION

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

REPORT CARDS & PROGRESS REPORTS

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

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

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

Kindergarten scale

Letter Grade	Definition
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

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

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

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

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

SACRAMENTAL PREPARATION

The faculty of CKRS recognizes the fundamental right of the parents to prepare their children for the reception of the Sacraments and strongly encourages the parents to fulfill their obligations. Our curriculum is so planned as to assist the parents in preparing their children for the first reception of the Sacraments of Reconciliation and Holy Eucharist, and for the reception of the

Sacrament of Confirmation. Diocesan directives mandate that students receive the Sacraments for the first time in their home parish.

SCHOOL BOARD

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

SCHOOL PICTURES

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

SPECIAL SERVICES

Child Study

It is at times necessary for a teacher to recommend evaluation of a child for academic, social, and/or emotional reasons. Early assessment of possible problem areas does help most children for whom it is suggested.

Services

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

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

SPORTS PROGRAM

The focus of the CKRS sports program is on having fun and not on winning; the emphasis is always on trying your best and not on being the best. Yet competition can be healthy. We all want our children to feel that confidence and satisfaction that comes with putting effort into studies and into sports. We want them to improve and eventually succeed. But we don't want them to lose sight of the joy that comes with playing for its own sake. Our job as parents is to help our children strike the right balance between the two. At times it is healthy to leave our own competitive impulses behind. We strive to teach the value of competing over the value of winning. We strive to teach them good sportsmanship and empathy for others. We learn to respect our opponents and be gracious in victory and in defeat. We put disappointment in perspective and keep on going. A feeling of competence comes when the child discovers his or her area of strength. This can be in all areas of academia as well as areas of sport. Parents are always the best teachers. The example they set is the model their children are likely to follow.

Extra-Curricular Sports Activities

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

Basketball Boys and Girls (4th-8th)

Field Hockey Girls (5th-8th)

Softball Girls (7th-8th)*

*If the numbers are not enough, 6th grade will be included.

Track Boys and Girls (3rd-8th)

STANDARDIZED TESTING

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

STUDENT COUNCIL Qualifications to Run for Student Government

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

TECHNOLOGY ACCEPTABLE USE POLICY

The Technology available at Christ the King Regional School is for the use of the students and faculty for educational purposes. In order for students to use the technology services of this school, students and their parents must understand and accept the following Acceptable Use Policy. Internet access is available to students and teachers in our school. The access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for students and staff. Material viewed, created and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to insure that usage is appropriate, has a legitimate educational purpose and is in conformance with this Policy. Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found searching a site, which is deemed offensive, will earn disciplinary action. Depending on the offense, the consequences may include loss of technology use privilege, disciplinary action up to and including suspension or expulsion, and/or criminal complaint.

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

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

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

TELEPHONE RULES

We ask that you make **ONLY VERY IMPORTANT CALLS** to the school during teaching hours. **PLEASE** contact respective room parents for general information. Request for a conference with a teacher should be made in a note addressed to the teacher who will contact you to arrange a meeting.

TRANSFERS

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

TUITION AND FEES

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

Default

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

Delinquency at Marking Periods

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

Hardships

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

Late Fees/Bank Charges

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

Other Fees

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

Partial Payment Policy

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

Record Transfer Policy

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

Refund Policy

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

The Tuition Office will handle all refunds for SMART 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 SMART. The Parent Phone Line for SMART is 1-888-868-8828. Christ the King Pre-K Program offers tuition installment payment plans of 1, 2 and 8 payments. Annual K-8 Tuition and Pre-K tuition will be collected by the Tuition Office.* Detailed payment schedules are available in the school office.

TUITION INCENTIVE PROGRAM (TIP)

TIP is a tuition incentive program that ensures equitable participation of school families in tuition management. It provides families the option to help fund tuition through outside sources and enables families to receive tuition rebates or credits as well as raise funds for PTA enrichment. It also provides the financial resources for the PTA to pay its assessment towards the annual

school budget. This year's current assessment is \$130,000 with \$90,000 to be raised through TIP fundraising and \$40,000 through Annual Giving Fund. Families now have a choice to support CKRS with two different options.

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

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

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

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

Daily Grocery & Zip Scrip Program

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

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

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

Grocery certificates are also available from home sellers in our neighborhood community. A list of home sellers can be found on the CKRS website.

Bi-Weekly Scrip Program

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

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

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

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

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

UNIFORM EXCHANGE

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

VOLUNTEERS

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

To fulfill the criminal background check, volunteers must have fingerprints taken. Sagen/Morpho is the company that handles the fingerprinting for the Diocesan. Please contact the school office for more information.

Regular contact means on going contact with minors. There is no “time” definition such as 30 minutes a week. Regular contact is not a once a year event, like chaperoning a field trip or attending a class party. Regular contact is not volunteering for two events. If an individual plans to volunteer for more than three events, a criminal background check needs to be acquired. Contact the principal with any questions.

WEATHER EMERGENCIES

School Closings

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

Code Number Used By Radio Stations:

CAMDEN COUNTY, CHERRY HILL – 551

CHRIST THE KING REGIONAL GRAMMAR SCHOOL – 636

WEEKLY SCHOOL NEWS-BRIEF

Distribution

The weekly School News-Brief is posted on the CKRS website, www.ckrs.org, on or before the first school day of the week. It will also be distributed through the brown envelope, if requested.

Submissions

Submission of all information into the News-Brief needs to be coordinated with our *Parent Communication Coordinator*, Mrs. Marybeth McCann. All submissions for the News-Brief must be approved by the principal. The deadline for newsletter submissions is every Thursday at 9:00am for the following week’s newsletter. **Information submitted after Friday at 9am WILL NOT BE PLACED in Monday’s newsletter (unless authorized by the Editor) – it will be published in the following week’s News-Brief.**

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

*****IMPORTANT NOTICE*****

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

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

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

From the “Office of Catholic School