

# CHRIST THE KING SCHOOL

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[www.ckparish.org](http://www.ckparish.org)

(REVISED AUGUST, 2008)

**Office Hours: 7:30 A.M. - 4:00 P.M.**

<b>PASTOR: Father Brian Rafferty</b>	<b>757 - 622 -1120</b>
<b>PRINCIPAL: Rachael Chatham</b>	<b>757 - 625 - 4951, ext. 105</b>
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**“CHRIST THE KING SCHOOL IS ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS, THE COUNCIL ON ACCREDITATION AND SCHOOL IMPROVEMENT AND THE COMMISSION ON INTERNATIONAL AND TRANS-REGIONAL ACCREDITATION.”**

**“CHRIST THE KING SCHOOL IS ALSO ACCREDITED BY THE VIRGINIA CATHOLIC EDUCATION ASSOCIATION (VCEA) WHOSE ACCREDITATION PROCESS HAS BEEN APPROVED BY THE VIRGINIA COUNCIL FOR PRIVATE EDUCATION COMMITTEE ON ACCREDITATION AS AUTHORIZED BY THE VIRGINIA STATE BOARD OF EDUCATION.”**

**CHRIST THE KING SCHOOL**  
**TEACHES OUR CHILDREN WELL**  
**HEART MIND BODY SPIRIT**

**Christ the King Catholic School is a parish school established in 1954. Fully accredited by the Commonwealth of Virginia in conjunction with the Diocese of Richmond, the school serves students of all faiths, races and ethnic backgrounds in grades Pre-K through eighth.**

**The primary mission of the school is to provide quality Catholic/Christian education based on the Catholic Faith with strong academic training. This experience will enable the student to become a productive member of society.**

**Christ the King School is staffed by lay teachers, who are dedicated to excellence and concerned about the well being of all our students. Our students are encouraged to think reflectively, creatively and independently.**

**A nurturing and caring atmosphere prevails in the school that is conducive to learning. Smaller classes encourage this style of learning to succeed. Emphasis is placed on Christian values throughout our curriculum, our co-curricular activities and our after-school activities. Our students flourish due to the commitment of our faculty, the participation of loving parents and the support of a dedicated Parish.**

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## ATTENDANCE POLICY

### GRADES K - 8:

- School is in session from 7:55 a.m. until 3:00 p.m. except on Wednesdays with a dismissal of 2:15 p.m.
- Students may not enter the school building before 7:55 a.m. unless they are enrolled in the Morning Care Program.
- In case of inclement weather, the gym will be opened and supervised from 7:45 a.m. - 8:00 a.m.
- Only students in before/after school care may be on the school grounds before 7:45 a.m. and after 3:15 p.m.; Wednesdays 2:30 p.m.
- Any student dropped off before 7:30 a.m. will be charged for day care.

### SNOW AND INCLEMENT WEATHER:

- Please listen to WTKR/TV (Ch. 3), WAVY/TV (Ch. 10), or WVEC/TV (Ch. 13) for the closing of Christ the King School specifically.

### TARDINESS:

- It is the responsibility of the parent or guardian to have students at school promptly at or before 7:55 a.m. If a student is tardy, the parent/guardian must sign in at the Main Office. EXCESSIVE TARDINESS IMPACTS ON A STUDENT'S PERFORMANCE IN CLASS. IN ORDER TO EMPHASIZE THE IMPORTANCE OF BEING ON TIME AND PREPARED FOR SCHOOL, A STUDENT WHO IS TARDY WILL RECEIVE A DEMERIT. (Please see Discipline Code.)

### ABSENCE:

- Parents must notify the school no later than 9:00 a.m. on the day of a student's absence. *(NOTE: Upon returning to school, students are to present a note, signed by the parent or guardian, to the home room teacher. It is the student's responsibility to complete all missed assignments and make arrangements to schedule missed tests/exams).*

### EARLY PICK-UP:

- Should it be necessary for a student to leave school before the 3:00 p.m. dismissal, the request must be written and signed by a parent or guardian. The parent/guardian must sign student out in the log located in the Main Office.
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## SCHOOL VISITATION

**No parent or guardian is permitted to go directly to the classroom. A Visitor's Pass must be procured from the Office and returned before leaving the building. Parents are welcome to visit the classroom, but you must contact the Principal, Mrs. Chatham, to arrange a time a day or two in advance.**

## PARENTAL RESPONSIBILITIES

- Know and understand the rules your child is expected to observe at school.
- Make certain your child's attendance at school is regular and punctual, and that all absences are properly reported and excused.
- Insist that your child is dressed in compliance with the school uniform dress code.
- Do not send your child to school if he/she has a fever, or is not completely free of a communicable disease.
- Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, to be accountable for his/her actions and to be of service to others.
- Teach your child, by word and example, respect for the law, for the authority of the school and for the rights and property of others.
- Instill in your child the desire to learn; encourage respect for honest work and an interest in exploring broader fields of knowledge.
- Become acquainted with your child's school, the staff, curriculum and activities. Attend parent-teacher conferences, meetings and school functions.
- Ensure that you and your child understand that supplying, handling, using, transmitting or possessing any type of weapon on school property, on the way to school, or at any school sponsored event is prohibited and will lead to expulsion.
- The possession, use or sale of a controlled substance is prohibited and will lead to expulsion.
- Homework is important because it is a valuable aid in helping students make the most of their school experience.

*Homework is given because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits.*

- IN ENROLLING YOUR CHILD AS A STUDENT OF CTK, YOU ENTERED INTO A CONTRACT OF PAYMENT FOR YOUR CHILD'S EDUCATION. PARENTS ARE OBLIGATED TO PAY THE REQUIRED TUITION/FEES ON TIME DURING THE SCHOOL YEAR. YOU RISK YOUR CHILD'S ENROLLMENT IF YOU ARE DELINQUENT IN YOUR PAYMENT FOR TWO MONTHS.
- There is a delinquent fee of \$20.00 for each month that tuition is not paid.

## TUITION & FEES

- May be paid in full or on a ten month payment basis - major credit cards accepted.
- A Technology Fee and Book Fee will be due on July 5th.
- 8<sup>th</sup> grade only - \$150.00 Activity Fee.
- The FIRST tuition payment is DUE August 5<sup>TH</sup>.
- The tenth and FINAL payment is DUE May 5<sup>th</sup>.
- It is absolutely necessary for payment to be made for the school to operate within its budget.
- Transcripts WILL NOT be forwarded to a new school until all bills are paid.
- There is a 30 hour volunteer requirement (20 hours for a single parent) that is part of the school contract. For each hour NOT worked, a \$15.00 fee must be paid. 16 of these hours must be Bingo.
- ANY TUITION IN ARREARS FOR TWO MONTHS MAY NECESSITATE A PARENT BEING ASKED TO WITHDRAW THE CHILD FROM SCHOOL.

## STUDENT RESPONSIBILITIES

STUDENTS ARE EXPECTED TO DISPLAY MANNERLY CONDUCT AND A RESPECTFUL ATTITUDE IN SPEAKING WITH ALL THOSE IN AUTHORITY AT CHRIST THE KING SCHOOL.

- Take advantage of the program of studies offered by the school.
- Support and participate in school activities.
- Be in school on time and be prepared for instruction to begin.
- Be self-controlled and non-disruptive in classrooms, hallways, cafeteria, playground and at school functions. FIGHTING WILL NOT BE TOLERATED.
- Be clean and dressed according to the school uniform policy.
- Be reasonable, modest, self-controlled and considerate in your relationships with other students and school personnel.
- Keep your language and gestures respectful and free of profanity or obscenities.
- Respect private, public and school property.
- Be prepared for class each day by making sure all homework is done and that you have all necessary supplies. If for some reason an assignment cannot be completed, a note should be written by the parent/guardian to the teacher explaining the reason.
- A homework notebook will be used in grades 1 - 6. Weekly homework

## HOMEWORK POLICY

***\*\*Christ the King School expects that academics will be made a top priority at home.\*\****

### **GRADES 1 - 8:**

- Each teacher will have a written homework policy specific for that classroom. This policy will be sent home and must be signed by BOTH parent and student.
  - Homework counts toward report card grades.
  - If a student is absent, a parent may pick up the child's missed homework for that day by contacting the school office before noon to request it. The assignments may be picked up in the main office at dismissal time to give teachers sufficient time to put the work together.
  - It is the student's responsibility to make up missed assignments and schedule times to make up missed tests/exams.
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## HOMEWORK NOTEBOOK

### **GRADES 1 - 6:**

- Required for every student in grades 1 - 6 and is provided by Christ the King School.
  - Homework will be copied in the notebook each day, along with any special projects, field trips and other important dates.
  - Notebook **MUST** be maintained daily and signed by the parent.
- 

## STANDARDS FOR WRITTEN WORK

The following guidelines will help you to reinforce the school's effort:

- Students will follow a CTK standard heading for all copybook assignments and papers. (See below for an example)

Jane Doe  
Math - pg. 123 (#5- #15)

June 6, 2008  
6B

(NOTE: This heading is standard for all copybooks and written assignments. The name and subject/assignment will always be on the left margin and the date and student's grade will be on the right margin.)

- One-inch margins all around paper.
- BLACK or BLUE ink must be used unless in Math class.
- RED pen only for corrections.
- Use a ruler to underline all assignments and to draw straight lines.
- All assignments must reflect QUALITY work, following the CTK N.C.A.A. Rule: Neat - Complete - Accurate - Authentic.
- Writing must be in complete sentences, using correct grammar, punctuation and spelling.
- All written work will receive a grade involving both content and presentation.
- \*PLAGIARISM IS NOT ACCEPTABLE.

(NOTE: Plagiarism is the act of copying from any resource (books, magazines, Internet, etc.) and submitting work as one's own ideas without crediting the source. This act is labeled as literary theft and students will receive a FAILING GRADE for the assignment.)

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## REPORT CARDS, HONORS & JUNIOR HONOR SOCIETY

- Progress Reports are sent home halfway through the marking period.
- Report Cards are received three times a year.
- Parent Conference Days are scheduled for the first and second Report Card.
- Conferences may be scheduled as needed.
- Children will be recognized after each grading period for Honors.
- Honors are awarded in grades 3 - 8.
- Students in grades 6<sup>th</sup> - 8<sup>th</sup> are eligible for membership in the Junior Honor Society. (See addendum)
- Any student who has served an OSS or ISS is not eligible for honors in that marking period.

### FIRST HONORS:

- A grade of 93 or higher in EVERY subject.
- No deficiencies in Personal Behavior and Development.

### SECOND HONORS:

- A grade of 85 or higher in EVERY subject.
- No deficiencies in Personal Behavior and Development.

### GRADING SYSTEM

A	100 – 93	Excellent
B	92 – 85	Above Average
C	84 – 77	Average
D	76 -70	Below Average
F	69 & Below	Failing

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## PROMOTION

❖ Christ the King endeavors to maintain high academic standards. We hold that certain skills must be mastered before a student can proceed further in his/her education. In order to do this, all major subjects must be successfully completed at each grade level before a student is promoted to the next grade. Therefore, Christ the King holds the right to retain any student that has not met the requirements for his/her grade, according to the Diocesan Curriculum.

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## DIOCESAN CRITERIA FOR ALGEBRA I IN CATHOLIC SCHOOLS

Specifics of the school's Algebra I program are outlined below:

- Successful completion of seventh grade Pre-Algebra curriculum
- Participation in a one year Algebra I program
- A minimum of 140 hours of instruction time
- Successfully pass the DIOCESAN ALGEBRA I examination

The following information may be of interest:

- Examination grading will be accomplished by Algebra teachers from other schools
- Actual awarding of high school credit, assuming the criteria cited above has been satisfied, remains the prerogative of this school.
- Should a student complete the course but fail the Diocesan exam, the possibility exists that the students will be placed in a Geometry course in a public high school. This is the normal progression following an Algebra I course. This does not mean the student has been granted high school credit for the Algebra I course.

Standards for determining Algebra I and Pre-Algebra readiness in many of our Diocesan schools are:

- Consistent growth in mathematics classes
  - Exhibiting reasoning skills
  - Recommendations by mathematics teachers
  - Standardized test scores above the 90<sup>th</sup> percentile and strengths in math across all skills
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Eighth graders may take a Diocesan Spanish exam. If the student passes, high school credit will be given for Spanish I.

## MEDICAL/EMERGENCY INFORMATION

*IMMUNIZATION RECORDS AND A PHYSICAL EXAM MUST ACCOMPANY A CHILD BY THE FIRST DAY OF SCHOOL.*

### ❖ BASIC IMMUNIZATION

A certificate from a licensed physician must be presented to the school prior to admission stating that the child has completed his/her immunization against communicable disease:

- DPT (diphtheria, pertussis, tetanus)
- Poliomyelitis - 3 doses
- MMR - 2 doses (2<sup>nd</sup> prior to Kindergarten)
- Hepatitis B series - 3 shots total
- PPD test WITH documented results
- Varicella Chickenpox - required for children born on/after 01/01/97, unless documented that they have had the disease. Parents of children who have not been exposed to the disease are encouraged to discuss the vaccine with their pediatricians. Chickenpox can cause serious problems, hospitalizations and even death.
- Effective July 1, 2006, a booster dose of Tdap (DPT) vaccine is required for children entering 6<sup>th</sup> grade if at least 5 years have passed since the last dose of tetanus-containing vaccine.

### ❖ PHYSICAL EXAMS

All children entering school for the first time must present evidence of having had a physical examination no earlier than twelve months prior to the date of entry. *The Commonwealth of Virginia form must be used.*

### ❖ EMERGENCY

It is absolutely essential that each student has an emergency authorization card on file, in the main office, with the work telephone numbers of parents or guardians kept up to date. Please notify the office immediately of any changes during the school year.

### ❖ MEDICINE

If a child must take medicine during school:

- A doctor's authorization slip must be on file.
- A written order must specifically include the name of the drug, dosage, and time interval.
- The signature of a parent or guardian requesting the school to comply with the doctor's order must also be on file.
- Verbal permission is NOT acceptable.
- Authorizations include medicines such as *Tylenol/Motrin*; no aspirin will be used.
- Medicines must be delivered to the school by the parent/guardian

- and labeled by the physician or pharmacy.
- Students may not take medication at school without the knowledge or permission of a school official. (i.e., cough drops, inhalers)
- All medicine must be in the original container.

**PLEASE DO NOT ASK US TO DISPENSE MEDICINE UNLESS IT IS ABSOLUTELY NECESSARY.**

**The clinic volunteers handle medical situations which occur during the school day and not for lingering illnesses which have been noticed at home. CHILDREN ARE NOT TO BE SENT TO SCHOOL IF THEY ARE ILL OR HAVE A FEVER!**

❖ **STREP THROAT & OTHER CONTAGIOUS ILLNESSES**

Any student who tests positive for strep throat CANNOT return to school for 24 hours following the start of medication, due to the highly contagious nature of the illness. A note must be brought to the school office stating that the 24 hour period has been observed. In addition to strep throat, please do not send your child to school if they are suffering from any form of contagious infection or illness (i.e. pink eye, lice, ring worm, etc.).

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**DIOCESAN SCHOOL BOARD OF THE DIOCESE OF RICHMOND**

**HIV INFECTION/AIDS**

**April 11, 1989  
1992 (Revised)**

**DEFINITION**

HIV is a virus that launches a slow, relentless attack on the immune system and other cells throughout the body. In some cases, as long as ten (10) years elapse from the time of infection to when the symptoms develop. HIV is a blood borne and not an air borne virus. It is most often spread to others through sexual intercourse with an infected person and/or the sharing of contaminated needles; infected mothers can pass the virus to their infants before or during birth; and HIV may be spread through blood or blood products. HIV cannot be transmitted through casual contact.

A person infected with HIV is diagnosed as having AIDS if they develop certain serious diseases or conditions. These include pneumonia, encephalitis and skin cancer - Kaposi's sarcoma. AIDS (Acquired Immune Deficiency Syndrome) is the end state of HIV infection and the condition called AIDS cannot spread from person to person.

According to the current recommended guidelines from the Center for Disease Control (U.S. Department of Health), some HIV/AIDS infected students may pose an increased risk to others if they have one or more of the following conditions or as being in one or more of the following categories:

1. Pre-Kindergarten children;
2. Those who lack control of body secretions;
3. Those who exhibit behavioral problems such as biting; and
4. Those with open and un-coverable oozing lesions.

**POLICY CONCERNING HIV/AIDS**

Christ the King School, following the policy of the Diocese of Richmond, Virginia, does not discriminate with regard to students infected with HIV/AIDS. These students would be placed in classroom situations according to procedures operative for all students and are entitled to the same rights, privileges and services.

The individuals right of confidentiality will be maintained by those privileged to this information due to the role each play in ensuring a quality school environment for the student. All school personnel and volunteers are required to use universal precautions.

**Decisions concerning admissions and changes, if any, in the educational program of the student infected with HIV/AIDS will be made on a case-by-case review by the student's Principal in consultation with the Superintendent of Schools, and if necessary, other persons designated by the Principal (i.e. school nurse, student's physician).**

**Parents, please instruct your child to wash his/her hands frequently, especially after using the bathroom and before eating.**

**All cuts should be covered with a Band-Aid.**

**Any student whose clothing has been exposed to bodily secretions must change their clothes immediately; (i.e., blood, urine, vomit). This will necessitate a call to the parent unless a change of clothing is available at school.**

**This is a Federally Mandated Guideline as a precaution against Hepatitis B and HIV.**

**We have the legal responsibility to notify the parent and have the student removed from school if a change of clothing is not available.**

**The above policy is also applicable to Hepatitis B.**

**WE MUST HAVE CURRENT EMERGENCY NUMBERS ON FILE IN THE MAIN OFFICE.**

## SCHOOL DRESS CODE

ALL SCHOOL UNIFORMS ARE PURCHASED  
THROUGH FLYNN & O'HARA (800) 441 - 4122  
[www.flynnohara.com](http://www.flynnohara.com)

WINTER DRESS CODE	BOYS: K - 5	BOYS: 6 - 8	GIRLS: K - 5	GIRLS: 6 - 8
SHIRTS	Yellow golf shirt w/CTK logo - LS/SS Yellow button-down oxford - LS/SS Yellow turtleneck with CTK on collar	Navy blue golf shirt w/CTK logo - LS/SS (All undershirts for boys must be white; bottom two buttons must always be buttoned and ALL shirts tucked in.)	Yellow Peter Pan collar blouse - LS/SS Yellow Golf shirt Yellow turtleneck with CTK on collar	Navy blue golf shirt w/CTK logo - LS/SS (All shirts are to be tucked in; bottom two buttons must always be buttoned)
SWEATERS/FLEECES	Navy blue or green school sweater	Navy blue school fleece (Winter only - required)	Navy blue or green school sweater	Navy blue school fleece (Winter only - required)
PANTS/SKIRTS/SLACKS/JUMPERS	Navy blue uniform pants (All pants must be worn at the waist.)	Khaki pants (All pants must be worn at the waist.)	Navy blue uniform slacks OR green plaid uniform jumper	Khaki slacks or skirt (All skirts must be no more than two inches above the knee.)
BELTS (Must be worn at all times with pants or slacks)	Fitted navy, black, brown or khaki	Fitted navy, black, brown or khaki	Fitted navy, black, brown or khaki if slacks are worn	Fitted navy, black, brown or khaki if slacks are worn
SOCKS	Navy blue or black crew socks No-show & ankle socks are not allowed.	Navy blue or black crew socks No-show & ankle socks are not allowed.	Navy blue knee socks or blue opaque tights with jumpers; navy blue or black crew socks with slacks No-show & ankle socks are not allowed	Navy blue knee socks or blue opaque tights with skirt; navy blue or black crew socks with slacks No-show & ankle socks are not allowed
SHOES	Black, brown or navy oxford leather shoes	Black, brown or navy oxford leather shoes	Black, brown or navy oxford leather shoes - FLAT HEELED SHOES ONLY	Black, brown or navy oxford leather shoes - FLAT HEELED SHOES ONLY
GYM UNIFORM	Purple CTK sweat pants and sweatshirt/white socks	Black CTK sweat pants and grey sweatshirt/white socks	Purple CTK sweat pants and sweatshirt/white socks	Black CTK sweat pants and grey sweatshirt/white socks

## SCHOOL DRESS CODE (CONT.)

SUMMER DRESS CODE	BOYS: K - 5	BOYS: 6 - 8	GIRLS: K - 5	GIRLS: 6 - 8
SHIRTS	Yellow golf shirt/CTK logo	Navy golf shirt/CTK logo	Yellow golf shirt/CTK logo Yellow Peter Pan collar blouse	Navy golf shirt/CTK logo
SHORTS WITH BELT	Navy blue walking shorts	Khaki walking shorts	Navy blue walking shorts	Khaki walking shorts
SHOES (All tennis shoes must have laces and be tied tightly.)	Low-cut, below the ankle tennis/walking shoe White, black, tan or navy	Low-cut, below the ankle tennis/walking shoe White, black, tan or navy	Low-cut, below the ankle tennis/walking shoe White, black, tan or navy	Low-cut, below the ankle tennis/walking shoe White, black, tan or navy
SOCKS	Navy or white crew socks No-show and anklelet socks are not allowed.	Navy or white crew socks No-show and anklelet socks are not allowed.	Navy or white crew socks No-show and anklelet socks are not allowed.	Navy or white crew socks No-show and anklelet socks are not allowed.
GYM UNIFORM	Yellow CTK T-shirt/purple CTK shorts/white socks	Gray CTK T-shirt/black CTK mesh shorts/white socks	Yellow CTK T-shirt/purple CTK shorts/white socks	Gray CTK T-shirt/black CTK mesh shorts/white socks
SHOES FOR GYM (winter & summer uniform)	Non-marking athletic shoes, low cut and below the ankle NO HEELYS	Non-marking athletic shoes, low cut and below the ankle NO HEELYS	Non-marking athletic shoes, low cut and below the ankle NO HEELYS	Non-marking athletic shoes, low cut and below the ankle NO HEELYS
<b>MISCELLANEOUS</b>				
JEWELRY	ONLY: Necklaces with Christian symbols on a metallic chain. No earrings	ONLY: Necklaces with Christian symbols on a metallic chain. No earrings	ONLY: Necklaces with Christian symbols on a metallic chain EARRINGS: Small studs ONLY	ONLY: Necklaces with Christian symbols on a metallic chain EARRINGS: Small studs ONLY
HAIR	Must be off the neck and above the brow line in front; sides neatly trimmed. No fad hairstyles or colors. No hats or head coverings allowed.	Must be off the neck and above the brow line in front, sides neatly trimmed. No fad hairstyles or colors. No hats or head coverings allowed.	Hair should be neatly groomed. No fad hairstyles or unnatural coloring No hats or head coverings allowed	Hair should be neatly groomed. No fad hairstyles or unnatural coloring No hats or head coverings allowed
MAKE-UP	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED
NAILS	Groomed neatly	Groomed neatly	NO polish. Artificial or long nails are not permitted.	NO polish. Artificial or long nails are not permitted.

## STUDENT LIFE

### ❖ AFTER SCHOOL ACTIVITIES

- Math
- Art
- Band
- Choir
- Forensics
- Science Club
- Information on all activities above will be sent home during the first week of school with times and dates of meetings.
- Other school clubs will take place as interests arise.
- Community Service Hours - Grades 6, 7 & 8

### ❖ COMMUNITY SERVICE HOURS - SERVICE IN GOD'S NAME

- Students in grades 6 - 8 are required to complete 20 to 30 hours of community service each year.
- Community service hours can be completed in school (after school hours), at Church and throughout the community.
- Students receive forms to describe the nature of the service, number of hours and the signature of an adult supervisor.
- The form must be signed by the Vice-Principal prior to performing the community service.

### ❖ COUNSELING

- A certified counselor is available part time.
- An art therapist from EVMS is also available two (2) days per week.
- Students may go to either counselor with parental permission.

### ❖ FIELD TRIPS

- Trips are educational experiences which broaden the concepts of the classroom.
- Trips are encouraged and scheduled by the individual teacher throughout the year and authorized by the Principal.

### ❖ LIBRARY

- Books may be checked out for a one week period.
- Fines do accrue for overdue books AND it is the student's responsibility to take care of them.
- Use of the Library is a privilege that may be revoked at the discretion of the librarian, in consultation with the teacher.

## ❖ LUNCH

- Christ the King School serves hot lunches daily under the National School Lunch Program (NSLP).
- We prepare all lunches on-site in our school cafeteria and guarantee that the meals prepared will be nutritional and well balanced according to the meal patterns required by the NSLP.
- The cost of the meal is \$2.75.
- Detailed information is sent home with the students at the beginning of the school year.

## ❖ RECESS

- All classes, K-6th, are permitted outside during their scheduled lunch time.
- K-4 will be located on the playground behind the lower school classrooms.
- 5<sup>th</sup> & 6<sup>th</sup> will be located on the tennis courts behind the school.
- All students are supervised during recess. PLEASE CONTACT THE SCHOOL IF YOU ARE INTERESTED IN VOLUNTEERING AS A PLAYGROUND MONITOR.

## ❖ SCOUTING

- Christ the King Parish sponsors scouting.
- Students are encouraged to join scouting which fosters good citizenship.
- For more information, please call the church office at 622 -1120.

## ❖ SPECIAL PROJECTS

- Students should take an active part in various service projects.
- There are several community sponsored projects to be a part of, and more information will become available throughout the year.

## ❖ SPORTS

- All students and members of the CTK Parish are able to participate in all sports offered.
- Students in grades 5 - 8 are able to try out for cheerleading.
- All students must maintain academic standards and a “C” average overall and adhere to the behavior expectations as stated by the school.
- The Athletic Association meets monthly and would appreciate parental involvement.

## SPIRITUAL LIFE OF THE SCHOOL

### ❖ LITURGY

- Celebrated every Monday at 8:30 a.m. throughout the school year
- All parents are welcome to attend school Mass.

### ❖ PEACEMAKERS

- Students are encouraged to display the qualities of a peacemaker, of cooperation, self-discipline and responsibility.
- Each month teachers will select a student who acts respectfully and responsibly to be Peacemaker of the Month.
- Students are recognized after Mass on a designated Tuesday.

### ❖ PRAYER

- Classes begin each morning with prayer, along with the Pledge of Allegiance and the Student Pledge for Peace.
- At times, Scripture will be reflected upon.

### ❖ PRAYERFUL EXPERIENCES

- Students participate in prayerful experiences to enhance their spiritual life, such as the Living Rosary and Stations of the Cross.

### ❖ RELIGIOUS INSTRUCTION

- Religion is a core class in grades Pre-K through eighth grade.
- CTK strives to provide experiences that encourage our students to grow as Christians.
- Parents are encouraged to take an active part in shaping their children's spiritual life, including attending Mass/church together.

### ❖ SERVERS

- Boys and girls in grades 3 - 8 are encouraged to be altar servers at weekly Masses.
- These students are representatives of the Parish community at worship and should be sincere and dependable.

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## PARENT TEACHER ORGANIZATION

All families are members of the P.T.O. Parents/guardians are expected to attend these important meetings. The general meetings begin at 7:00 p.m. Classroom visitation begins at 6:30 p.m. and gives you the opportunity to view class projects, etc. This IS NOT the time to have a conference with a teacher; however, you may make an appointment to meet the teacher at a later time.

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## ADDITIONAL INFORMATION

### ❖ BOOKS

- All textbooks are rented to students who are responsible for keeping them covered and in good condition.
- Restitution must be made for destroyed, lost or mutilated books.
- Students are responsible for carrying all books to and from school and in-between classes in book bags.

### ❖ CALENDAR

- Monthly calendars are distributed through e-mail.
- Contains activities and events for the school year
- SCHEDULED ACTIVITIES ARE SUBJECT TO CHANGE.

### ❖ CARS

- All drivers must take precautions to ensure the safety of our students.
- Please comply with the requests of the teacher supervising the playground before and after school.
- Be aware of traffic cones, which are situated so they will separate the play area from parked and moving cars.

### ❖ CTK NEWS UPDATES/COMMUNICATION FOLDERS

- Newsletter sent via e-mail every Monday or, upon request, a hard copy can be sent home in the Communication Folder. Please update any change in e-mail addresses.
- Newsletter includes important school events, dates, calendar changes and additional information pertaining to the school.
- The Communication Folder is sent home on Mondays and provides information concerning sports, fund raisers, etc. Parent's signature is required on the folder and is to be returned the following day.

### ❖ ENROLLMENT

- Information and registration forms are available in the main office.
- The Principal reserves the right to accept or deny admission.
- There is a non-refundable registration fee.
- In order to enter Kindergarten, a child must be five years old by 09/30.
- Parents must present a birth certificate for each child to be registered.

### ❖ FEES

- Technology fee: Paid in ten month installments with tuition
- RETURNED CHECK FEE: \$30.00 FOR ANY RETURNED CHECKS

#### ❖ STUDENT INSURANCE

- **Student Accident Insurance - Excess Coverage:** If the student is injured at school, the policy will pay expenses that are not payable by any other insurance policy the parent/guardian may have.
- Insurance is mandatory and is included in the book fee.

#### ❖ TELEPHONE POLICY

- NO student or teacher will be called to the telephone except in case of an emergency.
- Students will not be able to call home for forgotten items except lunches or glasses.
- If lunches or glasses are brought to school, they must be brought to the main office and have the child's name on them.
- **NOTE: NO CELL PHONES ARE PERMITTED ON SCHOOL GROUNDS AND MAY NOT BE TAKEN ON FIELD TRIPS.**

#### ❖ TITLE I

- Christ the King School participates in Title I, a federally funded program.
- Title I is designed to help students improve and maintain their skills in reading and/or math by individualizing instruction based on children's needs. Individualization of instruction is achieved by providing services through a remedial teacher who provides small group instruction.

#### ❖ VIRTUS - PROTECTING GOD'S CHILDREN

- Any person doing volunteer work involving children must attend an awareness session of "Protecting God's Children". Please visit [www.virtusonline.org](http://www.virtusonline.org) to find and register for a session. Upon completion, please provide the school office with a copy of the certificate.

#### ❖ VOLUNTEER SCREENING AND BACKGROUND CHECK

- All volunteers must complete a Volunteer Select Application for screening purposes (cost \$4.00) every four years. A form for the Virginia Department of Social Services Central Registry Search must also be completed for the screening process (cost \$5.00). These fees are subject to change.

## ❖ VOLUNTEERING

- Your expertise is an asset to our school. Please be inventive in offering your services.
- CTK needs the assistance of parents in various areas of the school.
- All parents are required to complete 30 service hours within one year (20 hours for single parents). Sixteen of these hours must be Bingo.
- Opportunities range from playground duty, working in the clinic and yearly projects such as Frosty's Wonderland and the Christmas Pageant.
- Bingo volunteers are always needed.
- Please log volunteer hours in the Volunteer Book in the office.
- BEFORE VOLUNTEERING WITH THE STUDENTS, YOU MUST COMPLETE THE VIRTUS TRAINING AS WELL AS COMPLETE THE BACKGROUND SCREENING PROCESS.

## ❖ VSP - Policy Regarding Virginia State Police Sex Offender Registry

- Christ the King School is registered with the Virginia State Police to receive electronic notification of the registration or re-registration of any sex offender located within the same or contiguous zip code area as the school.
- Parents may check the Virginia State Police web site at:  
<http://sex-offender.vsp.virginia.gov/sor/index.html>  
to learn of any sex offenders located within the same or contiguous zip code area as the school.
- Written notification from the Virginia State Police on the registration or re-registration of any sex offender located within the same or contiguous zip code of the school may be obtained by requesting this information from the State Police at;  
<http://sex-offender.vsp.virginia.gov/sor/java/register.jsp>

**INFORMATION PROVIDED BY THE VIRGINIA STATE POLICE FROM THE SEX OFFENDER REGISTRY SHALL NOT BE USED FOR INTIMIDATION OR HARASSMENT PURPOSES.**

## CODE OF CONDUCT/DISCIPLINE

We believe it is essential that parents/guardians be responsible for the formation and training of their child/children. The essence of Christian Discipline is self-discipline; therefore, Christ the King students are expected to exercise self-control and conduct themselves properly at all times. It is important that parents promote a Christian based home environment that will extend to the school environs. For the safety and well being of our entire school body, it is essential that rules and regulations be established and implemented. To this end, the following discipline system will be enforced throughout the school.

### Demerit System

To inform parents/guardians about behavioral concerns or problems, teachers will send home a demerit notice (see sample copy). Demerit notices will be retained in the main office and a copy will be issued to the student. *These are to be signed and returned to the school.*

- Parental notification letters are sent home after the *third* and *fifth* demerit.
- After the *third* demerit, the student will meet with the Assistant Principal or Principal and the teacher will conference with the parent.
- After the *fifth* demerit, the Assistant Principal or Principal will conference with the parent.
- After the *seventh* demerit, the student will receive an Out of School Suspension (OSS) to be served the next school day.
- Accumulated demerits are erased at the beginning of each trimester.
- Repeated OSS may result in Expulsion.

Demerits are issued for a variety of rule violations included, but not limited to:

- gum chewing
- tardiness to school
- dress code violations
- unauthorized food/beverages
- misbehavior or disruptions in classrooms, dining room, library, computer lab, or science lab
- disrespectful language/profanity
- fighting (non physical)
- cheating (which includes giving as well as receiving information)
- possession and/or use of cell phones or electronic devices

Immediate Assistant Principal/Principal Referrals will be issued for the following violations included, but not limited to:

- fighting (physical)
- bullying
- stealing
- verbal threats
- physical or psychological harassment of others
- behavior that bring discredit to Christ the King on or off the premises
- possession and/or use of a weapon
- over the counter medications
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**CONSEQUENCES for Principal Referrals will be determined by the Assistant Principal/Principal as per the specific circumstances and may include any or all of the following:**

- **LOSS OF SCHOOL PRIVILEGES**
- **IN SCHOOL SUSPENSION (ISS)**
- **OUT OF SCHOOL SUSPENSION (OSS)**
- **EXPULSION**

**\*\*THE PRINCIPAL RESERVES THE RIGHT TO AUTOMATICALLY SUSPEND/EXPEL STUDENTS AS DEEMED APPROPRIATE AT ANY TIME DURING THE SCHOOL YEAR.**

**\*\*CELL PHONES WILL BE CONFISCATED AND WILL ONLY BE RELEASED TO A PARENT/GUARDIAN.**

**\*\*INTERNET SECURITY: STUDENTS WHO ENGAGE IN INAPPROPRIATE COMMUNICATION WILL BE IMMEDIATELY REMOVED FROM THE SCHOOL.**

**In-School Suspension:**

- **In-school suspension, ISS, removes a student from his/her regular class schedule for an entire day.**
- **The student is restricted from participating in any school activities, including athletic practices and games for seven days.**
- **Students will spend their ISS in a supervised area of the school.**
- **Students will complete class work assigned by teachers and any additional tasks deemed appropriate. (Example: If involved in a food fight may be required to clean the cafeteria. If involved in defacing the school (graffiti) may be required to wash walls and paint.**

**Out Of School Suspension:**

- **Out of school suspension, OSS, removes a student from school for a pre-determined amount of time.**
- **The student is restricted from participating in any school activities, including athletic practices and games for fourteen days.**
- **Students are not permitted in school or on the school grounds.**
- **All missed work must be made up.**
- **Before normal student activities may resume, parents/guardians must meet with the Principal and teacher(s) on the day following the end of the suspension period.**
- **Court actions may be taken when local, state or federal laws have been broken.**

Prohibited conduct is any behavior incompatible with the school environment, the Christian way of life and good citizenship and includes, but is not limited to the following:

**Unauthorized Use of Computer Technology:** Unauthorized or illegal use of computers, software, computer networks, telecommunications and related technologies, or involvement in willful acts that cause physical, financial, or other harm or which disrupts information technology is prohibited.

**Attendance:** Tardiness, truancy, excessive absences, skipping school or class and leaving the classroom, building or assigned area without permission.

**Food/Beverages:** A student will not eat in or carry food to unauthorized areas of the school.

**Cheating/Plagiarism/Misrepresentation:** Students are expected to do their own work, including the requisite research and calculations necessary to produce the required results. To this end, they are to respect the private, personal ownership of the work of someone else.

**Personal property:** The unauthorized possession or use of any type of electronic or mechanical device which distracts or impedes the educational process is prohibited. This includes pagers, CB radios, cellular phones, boom boxes, walkman, Game Boys, etc.

**Student Dress Code:** A student will maintain grooming standards that promote safety, health and acceptable standards of social conduct. Students are expected to follow the uniform policy outlined in the Parent-Student Handbook.

**Disruption:** Any physical or verbal disturbance which interrupts or interferes with teaching and the orderly conduct of school activities is prohibited. The following are examples of disruption: inappropriate talking, throwing any object, horse play, teasing, refusing to remain seated, making rude noises and chronic lack of supplies necessary for class.

**Disrespectful Behavior:** A student will behave in a respectful manner toward teachers/staff and other students. Examples of disrespectful behavior are: walking away, talking back, refusing to identify oneself properly, rude behavior and challenging authority.

**Insubordination:** A student will obey the directions of any staff member. Examples of insubordination are: failure to comply with directions or instruction of a staff member, refusal to work in class, refusal of detention, refusal to participate in in-school alternatives, not showing up for class and refusal to report to in-school suspension.

**Profanity/Obscenity:** Cursing or using abusive language including swearing, obscene or offensive gestures, derogatory written materials and misuse of technology to convey an offensive message.

**Medication:** Students are not allowed to be in possession of medication (prescribed or over-the-counter) at any time. All medications must be taken to the office by the parent and will be administered by specified office personnel as per the guidelines in the Parent-Student Handbook. Medications needed during field trips are likewise handled through the office and administered by the classroom teacher at the required times. Changes in dosage or the discontinued use of medication must be made in writing to the office.

12. **Fighting/Assault:** Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. The following acts are prohibited: two or more parties striking each other for the purpose of causing bodily harm, threatening, incitement/instigation and physical abuse. A student exhibiting physical aggression may be expelled depending on the severity of the incident.
13. **Bullying/Harassment - Examples Are:** Making others feel inferior by belittling, intimidating, threatening, harassing; telling and spreading rumors about students or teachers.
14. **Tobacco:** The law requires all school buildings to be smoke free. All students are prohibited from the use and possession of tobacco products, matches and lighters on school property. This prohibition includes all related extracurricular activities associated with school.
15. **Mace/Mace-like Devices:** A student shall not supply, handle, use, transmit or possess pepper gas, mace or similar substances on school property, on the way to or from school or at school sponsored activities.
16. **Firearms/Look-alike Weapons:** Possession of an instrument or device that resembles or looks like a pistol, revolver or any type of weapon capable of propelling a missile is prohibited. These may include, but are not limited to, a cap pistol, water pistol or any look-alike gun. The Principal may determine if a look-alike is considered a weapon.
17. **Weapons/Explosives/Fireworks:** A student will not supply, handle, use, transfer or possess any weapon on school grounds or during school sponsored activities. This prohibition also applies to any other object designed or used to inflict bodily harm or to cause a person to fear for their safety or well being. Additionally, possession or use of any substance that could cause harm or irritation to another is prohibited. Nor will they make any threats to obtain the above to inflict mental or physical distress to others. Examples are as follows: bomb, knife/razor, blade/box cutter, ammunition, fireworks, small explosives such as firecrackers, caps, snapper pops and stink bombs, and others may include, but are not limited to slingshots, ice picks, multi-fingered rings, heavy chains, metal knuckles, clubs, stun guns, cigarette lighters, martial arts objects, chemical bombs, glass capsule stink bombs, laser pointers, the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other person.
18. **Serious Violations:** A student will not participate in any criminal acts in violation of local, state or federal laws.
19. **False Fire Alarms/Bomb Threats:** Activating a fire alarm without cause, reporting a threat to damage or bomb school property or encouraging, inciting, enticing or soliciting any person to commit such a threat is unlawful and forbidden.