



CHRIST THE KING  
LUTHERAN SCHOOL

## **Parent-Student Handbook** **Grades K-8 +++ 2019-2020**

5296 Park Avenue +++ Memphis, TN 38119

School Office: 682-8405 +++ Early Childhood Office: 682-8668

Church Office: 682-8404 +++ Fax: 682-7687

On the Web: [www.ctkschool.com](http://www.ctkschool.com)

Disclaimer: CTK reserves the right to make changes to the handbook during the school year. Any changes will be communicated and go into effect immediately. The principal of CTK or the administrative designee makes rules to promote safe and orderly functioning of the school.

## **BOARD OF CHRISTIAN EDUCATION**

Mr. Bob Bortz	Chairman
Mr. Kevin Madden	Secretary
Mrs. Kim Britt	
Mr. Bo Summers	
Mr. Johnny Behnke	
Mrs. Laney Traylor	Ex-Officio Member

The Day School Board of Christian Education is a governing body of the church with the chairman being elected by the congregation and the rest of the membership being appointed by the Church Council. They work under the Policy Governance model. The Board meets monthly and focuses its work on “ends,” that is, the outcomes most desired by the Board and not “means,” that is, the avenue by which the ends are attained. School administration holds the primary responsibility for the “means.”

### **Accreditation and Professional Membership**

Christ the King Lutheran School meets and exceeds the requirements of the State of Tennessee and the guidelines for Lutheran schools. Christ the King is accredited by the National Lutheran School Accreditation program.

Christ the King Lutheran School is a member of the Memphis Association of Independent Schools (MAIS) and the Lutheran Education Association (LEA).

# STATEMENT OF BELIEF

## **We Believe...**

### **+ in the Triune God - the Father, the Son, and the Holy Spirit.**

*"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit." Matthew 28:19*

### **+ that God the Father created this world and the universe perfectly.**

*"In the beginning God created the heavens and the earth." Genesis 1:1*

### **+ that Jesus Christ, true God and true Man, came into this world; that He suffered, died and rose again from the dead; and by His action, paid for the sin of all humankind.**

*"We believe that Jesus died and rose again and so we believe that God will bring with Jesus those who have fallen asleep in him." 1 Thessalonians 4:14*

*"For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord." Romans 6:23*

### **+ that the Holy Spirit, through the Word, sanctifies us and brings us to faith in Jesus Christ.**

*"You were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God." 1 Corinthians 6:11*

### **+ that we are saved by grace through faith and that good works, while they do not save us, are a witness to our faith.**

*"For it is by grace you have been saved, through faith — and this is not from yourselves, it is a gift of God — not by works, so that no one can boast." Ephesians 2:8-9*

### **+ that the entire Bible is the inspired Word of God; that it is without error and that God reveals His will and His plan of salvation through it.**

*"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work." 2 Timothy 3:16-17*

### **+ in the existence of hell, and that it is real.**

*"Do not be afraid of those who kill the body but cannot kill the soul. Rather, be afraid of the One who can destroy both body and soul in hell." Matthew 10:28*

### **+ in the existence of heaven, where God will one day gather all His believers in Christ.**

*"Dear friends, now we are children of God, and what we will be has not yet been made known. But we know that when He appears, we shall be like Him, for we shall see Him as He is." 1 John 3:2*

### **+ that man is saved by faith in Christ.**

*"Jesus said to the woman, 'Your faith has saved you; go in peace.'" Luke 7:50*

# PHILOSOPHY

## Introduction

Christ the King Lutheran School is a ministry comprised of supportive church members, pastors, school staff, parents, and students. It is not a school that exists unto itself; rather, we recognize our role and function in light of the congregational community, our local community, and globally.

## The Role of Staff

The Word of God serves as the basis for education at Christ the King. The challenge each staff member faces is to establish an environment for learning which communicates who we are as individuals and how we function as a community of faith, giving witness to Christ in word and action.

We believe in the totality of a child's educational development, incorporating aspects of spiritual growth, intellectual awareness, social training, emotional outlets, and physical stimulation. Quality learning experiences relate the Christian faith to life experiences of the child.

Finally, it is imperative that efforts are made to keep Christ as the central focal point. Following His command to "love one another" and to "make disciples of all nations," this message is delivered in our methods and materials as we take into account the environment from which each child comes and the world in which the student will function as a young adult.

## The Role of Parents

We believe that the academic, emotional, moral, physical, and spiritual growth of every child begins at home. Therefore, parents are the primary educators of their child. As partners, parents and staff need to reinforce this relationship between child, parent, and school. It is a collective effort to effectively balance the life of home and school.

Christ the King Lutheran School seeks to collaborate with parents for the benefit of the child. We strive to work together to "*train up a child in the way he should go*" so that the child is fully prepared to take the next step in his journey in faith and academics.

## The Role of Students

We recognize that students are sinners redeemed by the blood of Jesus Christ and living a life of the grace He offers. We believe that it is the primary responsibility of the student to acquire knowledge and skills toward self-discipline, maturity, and intellectual growth.

As our world increases the role of technology and self-fulfillment, it is imperative to think logically, creatively, and critically. Therefore, we utilize creative methods of discovery and scientific approaches to experimentation to gain basic knowledge, improve communication skills, and to appreciate the contributions of all in our culturally diverse community.

We also believe that God created male and female as social beings. We are committed to work toward the development of the child as a steward of His gifts in the home, church, and community. The emotional, social, and intellectual aspects of a student's life are critical elements to their areas of growth that need to be addressed at the time of enrollment at Christ the King. When placing a student into an appropriate grade level, Christ the King considers the development aspect as well as intellectual needs to ensure proper readiness.

## **The Mission of Christ the King Lutheran School**

Christ the King Lutheran School exists to Equip Children for Christian Leadership.

## **The Vision for Christ the King Lutheran School**

Through an intentional Christ-centered approach, Christ the King Lutheran School will provide a premier education in a nurturing environment to a diverse student body.

## **Christ the King Lutheran School Core Values**

- Jesus Christ is taught and integrated in all activities
- Home, church, and school partner together
- Academic excellence
- Love and serve the children God sends us
- Grow in Christian leadership
- Safe and supportive environment

## **Three Desired Outcomes**

- Academic Excellence
- Equipping Christian Leaders
- Positive School Climate

## **ACHIEVEMENT TESTS**

Stanford Achievement Tests are administered in April to all students in grades 1-8. Results of the tests and an explanation of how to interpret the tests are sent home to the parents in a summer mailing.

The Otis-Lennon School Ability Test (OLSAT) is administered as well to students in grades 3 and 6.

## **ADMISSION PROCEDURES**

Returning Students: Follow the guidelines set regarding re-enrollment. In December, all families will receive a re-enrollment packet and the packet should be returned by the specified date with the specified registration fee.

New Students: All new enrollees are encouraged to meet, along with their parent, the Admissions Director and the principal. This begins the home/school connection process. A tour will be given of the campus and an explanation of the educational program will be shared. Parents will be given an opportunity to share their goals for their child.

Those desiring to continue the process will be asked to complete the necessary application forms. An entrance test will be given to all incoming K-8 children. The fee for entrance testing is payable prior to testing.

Upon notice of acceptance, all other forms, health records, and transcripts are to be collected. The Registration Fee is due within ten days to guarantee a place in the grade level.

New Student Probation: All newly accepted students are placed on academic probation and conduct probation during the first trimester they attend Christ the King. At the end of the first trimester, the principal may extend the length of the probationary period or ask that the student leave Christ the King Lutheran School.

Priorities for Acceptance: Re-enrollment occurs in December, when current Christ the King families have an opportunity to secure enrollment for the coming school year. Once the application is complete and registration fees have been paid, registration is considered complete. New applicants may enroll during this period, but they will not officially be considered until after the end of the re-enrollment period. Priority for new applicants determined by the Board of Christian Education is as follows:

- Children of members of Christ the King Lutheran Church
- Siblings of children enrolled the previous year
- Children of families with no church affiliation
- Children of members of LCMS churches lacking schools
- Children of parents holding membership in other Christian congregations not having schools
- Children of other LCMS church that do have schools

Age Requirement for Kindergarten: State law mandates that children entering kindergarten must be five (5) years old on or before August 15. Exceptions to this policy require that test scores or other comparable evidence be provided to ensure that early admission is in the best interest of the child. There must be unanimous agreement between the teacher, Preschool Director, and principal that such an early admission is best for the child.

## BEFORE/AFTER SCHOOL CARE

Before School Care is available from 6:30-7:45 a.m. daily for students. There is a fee for the program. Before 7:15 a.m., students should be dropped off in the Early Childhood Center. After 7:15 a.m., students meet in the Science room of the Administrative Office Building. They are walked to the school entrance by 7:45 a.m.

Students are to be picked up by 3:25 p.m. (or 20 minutes following the completion of a shortened schedule day). If not, they report to After School Care.

Charges for Before/After School Care are billed based upon the hours of care used. Please note that an additional \$5.00 is assessed for each five minutes past the 6:00 p.m. closing time that a child has not been picked up. In case of emergency, please call and let the staff know you will be late.

## ATTENDANCE POLICIES

Attendance is taken in each room promptly at 8:00 a.m. If a student is late, the parent (adult) who brought the child to school should come to the office with the child and complete the Sign-In Book information. The student will be walked to their class.

Parents should notify the main school office at 901-682-8405 by 9:00 a.m. on the day of the child's absence. Students who miss the school day due to illness will not be allowed to participate in school activities on the day of the absence. Students must be present for an academic half-day following the lunch hour to be eligible for extra-curricular activities - practice or play - on that day. An excuse issued by a medical professional will waive this requirement.

- Absences:**
- + After 10:00 a.m. and before noon, the student is absent for the morning session or 1/2 day
  - + If the student leaves for the day after 12:00 p.m., they are absent 1/2 day.
  - + When a student is absent from school, a parent must call the school and explain the cause of absence.
  - + If a student is absent three (3) consecutive days without a valid excuse, the student is truant. We will report the absences to the District Supervisor of Attendance.
  - + School-sponsored events such as field trips are considered regular school days and students are expected to attend.
  - + Work missed when one is absent due to illness is to be made up within a reasonable time following a student's return to school. "Reasonable" is normally understood to mean within the same number of days as the sickness lasted. Special circumstances will be considered, however, especially if the absence exceeded three days.
  - + Assignments may be picked up daily from the office. In the event of a prolonged absence (over five days), assignment sheets and homework may be picked up. Please call the office by noon to request the materials.

**Excessive Absences:** Christ the King Lutheran School reserves the right to review student enrollment and grade placement based on absences at any time. If a student reaches **12 absences** during any school calendar year, their academic and attendance record will be reviewed by the administration of the school to determine the best course of action regarding grade placement for the following year and enrollment status.

**Leaving School Before the End of the Day:** If it is necessary to take a student out early, the parent (adult) must come to the office to have the student released. Parents must sign the Sign-Out Book in the office. If it is a planned early dismissal, send a note to the child's teacher or call the school office by 9:00 a.m. to notify the school.

**Tardiness:** Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Christ the King feels it is of vital importance that students are in their classrooms ready to learn at the start of the school day and beginning of each class period. Being punctual is an important life skill. Students arriving to their homeroom after 8:00 a.m. are late to the beginning of the day and must be signed in at the office by an adult. A note explaining the tardy is beneficial. If your child has a planned tardy to school, please contact the office before 9:00 a.m. to let us know they will be in later that day. Christ the King encourages that such appointments are made outside the school day whenever possible. The only excusable tardy is for medical, dental, or other approved educational services appointments. **Beginning with the 8th unexcused tardy in a trimester, a one day unexcused absence will be assessed on the child's permanent attendance record. Once an excess of 10 tardies per trimester is reached, a mandatory meeting between administration and parents is in order to assess appropriate further discipline.**

We also believe in letting the natural consequences of an action be a motivation for a change in behavior. If a child is late to school, the natural consequence is missing any work that is handed out or graded during the time the student is not present. All teachers may not give academic credit to work that a student missed because of their tardiness to class/school. Exceptions may be made for family emergencies, medical appointments, or other approved educational service appointments with a note signed by the responsible person. Continued tardiness to school will be handled as continued defiance to school policy.

## **BUILDING AND PROPERTY CARE**

Students are expected to treat property with care and respect. Students are held responsible for any intentional or accidental damage to school property. Textbooks become the student's responsibility when issued at the beginning of the year. Normal wear is expected; unnecessary wear and damage will result in the student being charged the replacement cost of the book.

## **BUILDING SECURITY**

We are concerned for the safety of our children, and in their interest, the outer doors of the buildings are locked during the school day. If you arrive after 8:00 a.m., the buildings will be locked. In that circumstance, you must sign in at the office and someone will let you in the building. **Please do not pound on the door and interrupt classes.** Likewise, all visitors and all parents must go to the office to sign in **before** entering buildings. All strangers on the campus will be asked their business, and if there is a suspicious individual present, the teachers will be alerted by telephone to "**secure the building**". All doors are locked and students kept in classrooms until the situation is clarified.

## **CHAPEL/ALL SCHOOL DEVOTIONS**

Chapel and All School Devotions are an integral part of a child's faith development at Christ the King. Chapel services are generally held on Wednesdays, beginning at 8:10 a.m. in the sanctuary. Students, teachers, and pastors are involved in these services. An offering is taken for various mission projects locally and globally. Parents and guests have an open invitation to attend any time.

All School Devotions are conducted daily except on Chapel day. These ten-minute devotions begin at 8:05 a.m. in the sanctuary and include a devotion, Scripture memorization, song, prayer, and pledges to the American and Christian flags.

## **CHEATING/PLAGIARISM**

Cheating is defined as using, submitting, or attempting to obtain data or answers by deceit or by means other than those authorized by the teacher. It is not a character value that Christians should display. The student who allows cheating to take place is as guilty as the student who cheats. Because work

done as a result of cheating is not a true reflection of a student's ability, cheating will result in total loss of credit on the test, assignment, or project for the student involved. The teacher will notify the parent if their child is involved in cheating. Additional disciplinary action may follow by the teacher or principal.

## **CHILD ABUSE/NEGLECT REPORTING OBLIGATIONS**

In accordance with Christ the King Lutheran School and Tennessee State Law TCA 37-1-403 (b), school staff is obligated under penalty of up to a \$2500 fine to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **CHURCH HOME**

We believe in the power of worship as we seek to grow in a relationship with Jesus. If your family does not have a church home, please feel free to worship here at Christ the King. Our services are 8:30 and 11:00 am with Sunday school in between (9:45-10:45),

## **CO-CURRICULAR AND INTRAMURAL ACTIVITIES**

We encourage students to participate in co-curricular activities offered by Christ the King. They serve as an enriching and important part of the total school experience and contribute to a broader scope of learning and fun at Christ the King. Co-curricular activities include a variety of sports listed below as well as dance/ballet, knitting, drama, computers, painting/pottery, gymnastics and others dependent on the number of enrollees in the activities. Intramural floor hockey is also offered for grades 1-4.

Interscholastic Athletics: Christ the King sponsors teams that compete in football (with Woodland), cross country, soccer, volleyball, basketball, track, and t-ball/baseball.

Eligibility Policy for Participation in Interscholastic Athletics: Good citizenship and good behavior in the classroom and on the athletic field/court must be displayed at all times. A student's misbehavior may warrant a suspension from participation in athletics at the final discretion of the athletic and school administration.

Each student-athlete must meet academic eligibility qualifications. A student earning a cumulative trimester grade in any subject lower than a C- (75%) may be suspended from participation in athletics. The athletic director will review the academic progress of student-athletes on a weekly basis. Students earning a grade lower than a C- (75%) due to missing assignments or lack of effort, as concluded by teacher, athletic director, and administrator, may be declared ineligible for one week. Students will be allowed to participate in practices, but cannot wear a team uniform or play in the games until the one week period ends. The administration may exercise the right to reinstate eligibility at any given time. Student-athletes who are ineligible for a combination of three (3) weeks during a season shall be declared ineligible for the remainder of the sport season.

Appropriate participation forms, physicals, and fees must be turned in during the sign-up period prior to the start of each athletic season.

A student who is absent from school (unless it is an approved educational service absence) is ineligible to participate in after-school sports for the day. To be eligible, the student must be in attendance for an academic half-day following the lunch hour to be eligible for extra-curricular activities.

## COMMUNICATION

It is always our intent to have open and honest communication with the home and school. If questions or an issue arises, we ask that the following procedures, based on Matthew 18, be followed:

- Step 1: Contact the person directly involved with the question or concern. It will, in most cases, bring clarity to the question or concern.
- Step 2: If the question or concern has been discussed with the immediate party and resolution has not taken place, contact the principal.
- Step 3: If, after the question or concern has been discussed with the principal and immediate party and resolution still hasn't occurred, contact one of the pastors of the church.
- Step 4: Finally, if the above steps do not resolve the issue, it may be taken to the Board of Christian Education where they will review the situation under the governance policies.

Students through grade 5 have a planner or student folder that serves as a valuable tool regarding assignments and class work. Parents are encouraged to get in the habit of regularly checking it as they communicate with their child about class work and events.

In grades 6-8, TeacherEase serves as a communication tool for teacher, student, and parent.

Parent and teacher conferences are held at the midway point of the first trimester of the school year. Parents may also email teachers during the school day and leave messages about their child. **A response should be received within twenty-four (24) hours.**

TeacherEase is our internet school portal for students in grades 1-8 that helps parents view up-to-date student grades, assignments, email, and classroom information. Parents will be instructed as to the proper sign-in procedure so that they can have access to their child's information. Progress reports and report cards are viewed through TeacherEase. The final report card will be mailed to the family home at the end of the school year after all accounts have been paid in full.

## COMPUTER USE

Technology plays an integral role in the curriculum at Christ the King. Students in grades K-6 regularly use iPads in the classroom as well as computers in the computer lab. Computers support and enhance our curriculum and prepare students for their high school years.

Students in grade 6, 7 and 8 have access to a MacBook Air laptop computer. A keyboard is available for each iPad and is stored in the middle school classrooms. Some student techbooks and many computer apps are used throughout the year for the classroom-learning environment. Parents have an option to purchase insurance through the school using the iPad/laptop protection plan. If insurance is not purchased, the family is responsible for the cost to replace an iPad/laptop.

## CURRICULUM

Our curriculum is dedicated to educating the whole child and incorporates National, State, and Christian learner outcomes. Our elementary program is academically oriented in that we stress the basics: language arts, science, social studies, mathematics, and fine arts. We give particular emphasis to reading, which is the key to all other learning. The aim is to challenge each child to reach his or her maximum potential, thus preparing them for productive and effective lives of Christian leadership and service. Instruction in Christian doctrine, as drawn from Scripture, is central to the curriculum.

**Grades K through 5** are essentially organized as self-contained classes, taught by one teacher, except

for adjunct instructors in Art, Music, and Physical Education, which are taught in addition to the core curriculum.

**Grades 6 through 8** are more departmentalized than the earlier grades, reflecting the increasingly specialized nature of the teaching and learning taking place at this level. Students in grades 6-8 all have their own computer for use throughout the school year. It must be turned back in at the end of the year.

**Grades 7-8** students have an opportunity to participate in an Advanced Honors program. It is based on four criteria: achievement test scores, report card grades, teacher recommendation, and parent approval. Students in Advanced Honors will have completed 9<sup>th</sup> grade coursework in three subject areas: Mathematics, Science, and Literature. Advanced Honors grades will be weighted an extra five percentage points on the report card. An overall “B” average must be maintained to stay in the Advanced Honors program.

**Physical Education:** Participation and attendance in our physical education programs are required of every student. Students with health problems severe enough to exclude them from physical education must have a doctor’s written excuse on file in the school office. The note should be dated and indicate period of time during which the student should not participate. Any child who does not have a note, and does not participate, will be graded accordingly.

Mid-term reports and report cards will be available for viewing online every trimester. In Grades 1-8 parents may access student progress via [www.teacherease.com](http://www.teacherease.com).

## DAILY PLANNER

Students in grades 1-5 will be given a Daily Planner to write their assignments. Homeroom teachers will often check the planners at the end of the day to see that assignments have been recorded. Parents are encouraged to check this planner frequently. It will provide information about work in progress and serves as another way of communicating with the teacher.

## DISCIPLINE POLICY

Proverbs 22:6 says, “*Train up a child in the way they should go.*” Christ the King Lutheran School attempts to follow these words from Scripture in our school discipline. We do not view discipline as punishment, rather, it is a means of teaching self-control, responsibility, cooperation, and respect. Our staff interacts with students in accordance with the teachings of Jesus Christ. Our teaching staff encourages actions that are necessary for positive growth, redirects the negative behavior where it is necessary, and ultimately, attempt to stop unacceptable behaviors that interfere with the learning process. Our goal is to lead children to understand that a love of the Lord is the first priority in life, a love for one another as brothers and sisters in Christ as we serve and respect individuals’ rights follows, and loving and respecting oneself as God’s child is third. Promoting this good behavior in our students follows four distinct stages:

1. **Redirection:** The teacher, guided by God’s Word, accomplishes the enforcement of discipline. Classroom teachers will take measures to ensure that the classroom environment remains positive and educational. In most cases, a word of counsel from the teacher to the student sufficiently corrects the problem.
2. **Parent Contact:** If a teacher cannot obtain acceptable conduct and cooperation from a student, it will be reported by the teacher to the parent(s) of the student(s) involved. The most important outgrowth of the discipline plan is the understanding that both the parent and the teacher have a mutual interest, namely, the success of the child. Ongoing communication between the parent and the teacher can help guide the child through a successful school year.
3. **Referral:** If the problem remains unresolved, the student is referred to the principal. The principal will work toward an understanding and resolution, and the student will be returned to

class as soon as possible. The principal may gather information and work with teachers, parents of the student, and other staff members as needed to create strategies to ensure the student's success. The result at this stage may result in logical consequences including, but not limited to, some form of further conference, apology, rectification of damages, behavior contract, suspension, or an alternative thereof.

4. Consultation: If the problem continues, or if a serious problem arises requiring immediate suspension from the school, a consultation of the student, parent(s), and school administrator(s) is required. The student's return to school will be determined as a result of the consultation process. The conditions of the probationary return will be outlined upon return. If the problem still continues, the principal may recommend the child be expelled from school and immediately contact the chairman of the Board of Christian Education of the action.

**Students at CTK are expected to demonstrate:**

1. Respect for oneself, for others and their property
2. Responsibilities for one's own actions, decisions, and the acceptance of consequences for those decisions
3. The modeling of Christ-like behavior that reflects Christian values

**Code of Conduct for Students**

At all times while on school property or participating in any activity associated with Christ the King, students are required to conduct themselves in an appropriate, orderly and respectful Christian manner.

**Consequences may involve the following:**

- Verbal Warning
- Parent Contact
- Separation from classmates
- Time-Out
- Missing recess time
- Separation from the classroom or team
- Loss of privileges
- Absence from assemblies or field trips
- Physical task to complete
- Mandatory behavior plan
- Parent conference
- Detention
- Suspension -in or out of school
- Expulsion
- Other consequences deemed appropriate

**Examples of behaviors resulting in consequences:**

- Name Calling
- Disrespect
- Misusing the Lord's name
- Inappropriate language and gestures
- Inappropriate physical contact
- Causing injury to another as a result of deliberate actions
- Breaking classroom rules
- Disturbing classroom learning
- Dishonesty or cheating
- Misbehavior for a substitute
- Bringing inappropriate items to school
- Failing to respect or obey school safety rules
- Throwing food during lunch
- Dress code violations
- Inappropriate behavior on a field trip
- Failure to comply with reasonable directives from any teacher or staff member
- Other actions unbecoming students of Chris the King.

In the case of flagrant misbehavior, the school principal may begin the process at any level, including recommendation of expulsion. The Board of Christian Education will automatically review this action. Parents will have the right to appeal such an action to the Board and may ask for an immediate hearing to be held within three school days. The progressive stages are necessary only when there is no resolution.

Finally, the school will *not* use corporal punishment on a student for any misbehavior.

## **DRUG TESTING**

Christ the King Lutheran School strives to provide an environment free of drugs, including alcohol and tobacco. There is, therefore, an emphasis on preventing use of these materials by providing accurate information about them to students and parents.

Any student involved in the use, sale, or distribution of drugs (including alcohol and tobacco) on campus, or at school sponsored functions, is subject to one of the following:

- 1.Suspension with professional counseling required before readmission can be considered.
- 2.Expulsion

The Principal and the Board of Christian Education will consider the facts of each case to determine which disciplinary action is taken.

Christ the King does not require drug testing of students during the enrollment process and we do not test randomly after enrollment is complete. However, Christ the King Lutheran School retains the responsibility to assure that students are drug free. To that end, if substantiated evidence is presented to the leadership of Christ the King, a student may be required to undergo drug testing by a qualified medical officer. Once required, the student may be placed on a temporary suspension until conclusive results are made available. If testing is not completed within the time frame provided, the student's continued enrollment will be reviewed by the school principal and Board of Christian Education or their appointees.

## **ELECTRONIC DEVICES and CELL PHONES**

Students must keep cell phones and personal electronic devices turned off and either stowed in their backpack or kept in the homeroom teacher's desk drawer. Electronic devices may be used before 7:45 a.m. and after 3:20 p.m. outside the school buildings so as long as they do not create a distraction. Off-campus use of electronic devices is at the discretion of the Christ the King adult in charge of the activity. Electronic devices include, but are not limited to cell phones, iPods, portable music players, hand-held electronic games, ipads, tablets and smart watches. Items confiscated due to misuse may be picked up from the school office by the parent and additional consequences may apply.

Audio/Video Recording – Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information and/or compromise the integrity of educational programs. Accordingly, the use of audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.

Exceptions – With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- The use is specifically required to implement a student's current and valid IEP.
- The use is at the direction of a teacher for educational purposes.
- The use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.

## FIELD TRIPS and CLASS TRIPS

Classes are taken off campus to places of interest that relate to their class work. All children are expected to take part in these trips. A permission slip containing the details of any trip is sent home for parents to read and sign.

Individual automobiles may be used to transport students to school related activities at the owners risk. In such cases the following is understood and practiced:

1. No more passengers will be carried in the vehicle than the number of available working seat belts.
2. All passengers should have their own seat belt or booster seat if necessary and use it while the vehicle is being operated.
3. The driver of the vehicle must have a valid driver's license and current insurance policy on the vehicle. A copy of both must be on file with the school office.
4. CTK does not insure the non-school owned vehicles.
5. Christ the King does have insurance to protect the school against lawsuits brought against it should an accident occur and the school is found negligent.
6. Younger siblings are discouraged from attending field trip events.
7. Drivers are not allowed to stop during the field trip for treats and drinks of the passengers.

## FINANCES

The school is operated by Christ the King Lutheran Church. Members show their commitment to Christian education through their generous offerings and tithes. Christ the King Church also subsidizes the school via utilities, expenses, maintenance, and grounds upkeep. Tuition is charged for all students, though there is a slightly reduced rate for members of the congregation. The deposit and tuition fees are reviewed each year and revised as necessary to meet operational expenses.

1. Registration fees are payable upon Christ the King Lutheran School accepting a child for enrollment, and are non-refundable.
2. Entrance testing fees (grades K – 8) are payable at the time of testing, and are non-refundable.

There are three options for paying tuition:

1. One payment of the entire tuition, which carries a \$200 discount.
2. Two installments – one half in August and the other half in December
3. Ten monthly installments paid from August through May in accordance with Christ the King's arrangements with **LCEF's Joyful Response Electronic Tuition Program**. One's monthly payment is automatically drafted from one's checking account. Payments may be scheduled for drafting on the 1<sup>st</sup> OR 15<sup>th</sup>, or the 1<sup>st</sup> AND 15<sup>th</sup> (half of each month's transfer) of each month. Complete details and necessary forms are available in the business office.

Financial Problems: Should you have a problem with the **LCEF** tuition program, or with our office, please let us know right away. If personal financial circumstances cause difficulty in making your payment, please notify the office immediately, and we will make every effort to work with you.

All tuition and fees must be paid in full by the end of the school year. If a student's account is past due at the end of the year, records will be held and/or end-of-the-year activities may be restricted.

## GRADING AND REPORT CARDS

Christ the King issues report cards each trimester. These reports are available to students in grades 1-8 through our school management system, TeacherEase. Kindergarten students will receive a hard copy of each report card. Following is the academic grading scale:

<u>Grading Scale:</u> (1st through 8 <sup>th</sup> grade)	<u>Non-Core Subject Grading Scale</u>
100% - 94% A	E Excellent
93% A-	S Satisfactory
92% B+	N Needs Improvement
91% - 86% B	U Unsatisfactory
85% B-	
84% C+	
83% - 76% C	
75% C-	
74% D+	
73% - 66% D	
65% D-	
64% & below F	

Conduct grades are recorded on the report card. To better understand these grades, please review the following:

### **E - Excellent**

- Positive role model and leader
- Participates in a meaningful way
- Behavior is exemplary
- Demonstrates an active love for Christ
- Respect for self and others
- Honesty and integrity
- Responsibility and work ethic

### **S - Satisfactory**

- Respectful and cooperative
- Prepared and “on task” in class
- Meeting behavioral expectations

### **N - Needs Improvement**

- Lacks cooperative attitude
- Displays poor preparation and/or work habits
- Socializes too much, distracts others

### **U - Unsatisfactory**

- Disrespectful, uncooperative
- Not engaged in the learning process
- Disrupts class order, prevents others from learning

**Honor Roll and King’s Honor Roll:** Beginning in grade 4, students earning a grade point average of 3.0-3.49 are placed on the Honor Roll. An average of 3.50-4.00 is high honors, or King’s Honor Roll. Averages are calculated from grades in all core subjects – Christian Studies, Reading/Literature, English Grammar, Mathematics, Science, Social Studies/History, and Spanish. Grades of 75% (C-) and Excellent/Satisfactory in non-core subjects need to be maintained in all classes for a student to be on Honor Roll.

**Honors Reception Requirements:** An Honors Reception is held in April to recognize students who earned Kings Honor Roll status in the first two trimesters.

**Exams:** Christ the King students are prepared for high school, in part, by exposing them to cumulative exams at the end of each trimester in grades 7 and 8. Such tests are given in science, math, history, grammar, literature, and Spanish. Study sheets and review times are provided in all subjects, and typically, the exam is calculated as 12.5% of the trimester grade.

## **HAND IN HAND PARENT VOLUNTEER ORGANIZATION**

All parents, grandparents, and friends of Christ the King are invited and encouraged to participate in Hand-In-Hand Parent Volunteer activities. The focus of Hand-In-Hand is to work toward accomplishing the mission of Christ the King and works under the direction of the school administration. Hand-In-Hand has been active in fund-raising projects, supporting educational activities in the classrooms, offering assistance for athletic and fellowship activities, and offering aid and assistance to our teachers and staff at Christ the King.

## **HANDS FREE TENNESSEE**

Effective July 1, 2019

PC0412 makes it illegal for a driver to:

- hold a cellphone or mobile device with any part of their body,
- write, send, or read any text-based communication,
- reach for a cellphone or mobile device in a manner that requires the driver to no longer be in a seated driving position or properly restrained by a seat belt,
- watch a video or movie on a cellphone or mobile device, and
- record or broadcast video on a cellphone or mobile device.

Violation of this law is a Class C misdemeanor. A traffic citation based on this violation is considered a moving traffic violation. Fines for violations of the law include:

- \$50 = First-time offense
- \$100 = Third-time offense or higher; violation results in a car crash
- \$200 = Violation occurs in a work zone while workers are present; violation occurs in a marked school zone while flashers are in operation

## **HARASSMENT POLICIES**

Christ the King Lutheran School commits itself to provide a compassionate, welcoming, and non-threatening environment for each student to learn and succeed. We believe that any form of harassment and/or bullying is unacceptable in our school family. If either occurs, students should be assured of the fact that it will be addressed quickly, thoroughly, and effectively. We also expect anyone - whether student, teacher, staff worker, family member, or school personnel - who witnesses or has knowledge of an incident of harassment or bullying will report the incident to a staff member immediately and with the promise of confidentiality if desired. The allegations will be promptly investigated.

This policy prohibits student-to-student harassment/bullying whenever it is related to school activity or attendance, and occurs at any time, including but not limited to any of the following: while on the church/school grounds, while on school-sponsored activities away from campus.

## Definitions

**Bullying** is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others.

**Harassment** is any unwelcome conduct based on a protected class under the federal civil rights laws that is severe, pervasive or persistent and creates a hostile environment that interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school. Harassment meets one or more of the following criteria: is an act directed at one or more students that is received as harmful or embarrassing; is directed at one or more students; substantially interferes with educational opportunities, benefits, or programs of one or more students; substantially affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; is based on a student's actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have any distinguishing characteristics; is repeated over time – is severe, persistent, and pervasive; and/or causes mental duress or psychological trauma to the victim.

**Cyber-bullying/harassment** is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablet, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include mean text messages or emails, rumor sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Harassment and bullying behaviors would include (but are not limited to):

- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberately impeding or blocking movement or any intimidating interference with normal work or movement.
- **Verbal Harassment:** Derogatory comments or jokes; threatening words spoken to another person including relational aggression, or a behavior that is intended to harm someone by damaging or manipulating his or her relationship with others.
- **Visual Harassment:** Derogatory, demeaning or inflammatory written words, pictures, cartoons, posters, drawings, or gestures.
- **Peer Sexual Harassment:** Comments and/or actions of a sexual nature that are unwelcome and make the recipient uncomfortable including, but not limited to, rumors of a sexual nature, inappropriate touching.
- **Sexual Harassment:** Christ the King Lutheran Church and School has adopted a policy prohibiting sexual harassment involving students, employees, or non-employees. The policy specifically prohibits sexual harassment and indicates the procedures for reporting and for disciplinary action. This policy applies to students, teachers, and non-employees on campus.

A charge of harassment or bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment and/or bullying will result in disciplinary action, up to and including expulsion. Persons found to have made false or frivolous charges will also be subject to disciplinary action.

## Corrective, Administrative Procedures

### First Reported Incident

- The principal will interview the student who feels he/she has been bullied.
- Students who witnessed the incident will be interviewed.
- Investigate, talk to the accused student and develop a strategy to help change behaviors.
- If the instance warrants it, the principal, affected student, and accused student will meet for conflict resolution.
- Request a written apology to the victim. A copy will be kept on file.

- Contact the parents of the accused.
- The principal will document the conference.

#### Second Reported Incident

- Interview all students that may be involved. Contact the accused student's parents.
- Issue an in-school or out of school suspension.
- The principal will document the conference.

#### Third Reported Incident

- Interview students involved to verify the incident.
- Student, parent(s), principal, and Board of Christian Education representative, have a conference.
- Issue a suspension or expulsion as the situation warrants.
- The principal will document

NOTE: There may be times when, due to the circumstances of the infraction, the procedures may not be followed step by step. An extreme breach of behavior may result in immediate suspension or expulsion.

## HEALTH INFORMATION

Tennessee law and the regulations of the Shelby County and City of Memphis health departments require that new students enrolling in or transferring to Christ the King Lutheran School must present complete health records which include:

1. Current immunization records ( signed by health care provider )
2. Current hearing and vision test results

Students whose health records are incomplete or missing may not attend school.

Vaccines Needed for Admission:

#### **Enrolling in Kindergarten:**

Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)  
 Hepatitis B (HBV)  
 Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)  
 Poliomyelitis (IPV or OPV) final dose on or after 4th birthday is now required  
 Varicella (2 doses or history of disease)  
 Hepatitis A (total of 2 doses)

#### **Entering Grade 7**

Tetanus-diphtheria-pertussis booster (Tdap)  
 Verification of immunity to Varicella: 2 doses or history of disease

Health Screenings: State law requires that students in certain grades be screened for defects in hearing and vision. Your doctor may do the tests and include the results on your health record sheet. The school will also provide a service for vision screening at school at no cost, as well as speech & hearing screening for Preschoolers – 2<sup>nd</sup> grade at no cost to parents.

Infectious Diseases: State law requires that children identified as having certain infectious diseases be sent home. The law also requires that they remain at home until completely free of fever, or other symptoms, for 24 hours without the aid of medication. In some cases, a doctor's affidavit may be required to certify that a child is no longer contagious. We understand that sending children home can create problems for working parents, but it is imperative that we protect our children's health and obey the law.

Head Lice: According to the State of Tennessee and Health Department Policy, any child infected with head lice may not return to school until there is proof of treatment prior to re-admission.

Illness or Injury at School: In the event a child becomes ill at school or in extended care, he or she is separated from the other children. In the case of an injury, a child is given first aid, and his/her parents/guardians are called. In serious instances, if parents cannot be located, 911 is called, and the child is

transported to a hospital. It is critically important that we have all current emergency phone numbers, and that you inform us immediately if they change.

Insurance: To expedite emergency treatment, we require all students to file insurance information with the school office.

## **HOMEWORK**

Homework is a positive and necessary aspect of the educational process. The amount and complexity varies with class and age levels. Homework is assigned when work required for concept mastery cannot be completed in the available time.

**Late Work:** A student is expected to turn in work that is due as a part of the course requirements. Individual lower school teachers will have specific rules in this regard and the grades 4-8 standard policy is 50% one day late and 0% thereafter. Work is still expected to be submitted.

## **INCLEMENT WEATHER**

Tune in to local television stations to see/hear about school closings due to inclement weather. An announcement stating **Christ the King Lutheran School is closed** means that all campus programs are closed and all programs are cancelled for that day. We will also post an announcement of school closing information on our school web page and send out an email to all families. Christ the King Lutheran school respects and supports the parents' decision regarding attendance on any inclement weather day. We realize that some families travel longer distances to school. We will remain open whenever possible to accommodate those families that can safely commute to school and work.

## **LEAVING CAMPUS**

If your child needs to leave the campus during the school day for an appointment, please contact the school office or send a note to your child's teacher noting the time the child will be picked up, the purpose he/she is leaving, and the expected time of return. The student will be waiting in the office for the adult to arrive. Parent (or responsible adult) needs to come in and sign out the child in the Sign Out book found in the office. When returning, deliver the child to the office, sign the Sign In book, and the child will be walked to his/her class.

## **LIBRARY**

Christ the King maintains a volunteer-staffed library for use by the students and teachers. Each class is scheduled to visit the library at least once each week. Students in grades 1-8 may borrow a total of two items for a two-week period.

If a book is lost or destroyed, the borrower will be expected to pay full replacement cost and shipping as necessary. Should a parent choose to replace the lost/damaged item, only like items will be accepted. (Example: We will not accept a paperback replacement for a hardcover or library bound book of the same title). Final report cards will not be issued until all borrowed items are returned and lost/damaged item fees are paid.

## **LOST AND FOUND**

All lost and found items are put into the lost and found container located in the teacher work room of the Upper School building. The owner may recover any lost items before or after school. At certain times of the year, after a published warning, all unclaimed items will be donated to a charity.

## **LUNCH PROGRAM**

Christ the King offers a nutritious hot lunch program for students in grades K-8 on each Monday-Thursday. Lunches may be ordered on a monthly basis. Students also have an option of bringing their own lunch from home. Parents also have an option of purchasing a daily carton of milk - white or chocolate - for the year.

Each Friday, a hot dog lunch may be ordered. This serves as a fundraiser for the 7th and 8th graders class trip in the Spring.

Microwave ovens are not available for students to heat up items brought from home for lunch. Soda, carbonated drinks, or energy drinks are not allowed during lunch. Parents are highly discouraged to bring in fast food for their child's lunch. Children with food allergies must indicate it on the school registration form where it will be kept on file in the school office.

Students eat lunch in the gymnasium. The first lunch period begins at 11:30 a.m. and the last lunch period begins at 12:05 p.m. Teachers supervise lunch daily.

## **MEDICATION POLICY**

State law forbids the school to dispense medication of any kind without permission from a parent or legal guardian. We cannot give prescription medication unless authorized by a parent or guardian with a written, dated, and signed medical form. Such medications must be in the original pharmacy container bearing the prescription number, the date filled, the physician's name, and the proper dosage. We ask that you fill out a medication authorization form and your doctor complete and sign it. We cannot assist you without this form on file. Under no conditions will we give aspirin or other pain medications to students without written consent from a parent as it is illegal for us to do this. Students are not allowed to have any medication in their pockets, purses, backpacks, lockers, lunch bags, etc. All medication (including cough drops and lotions) must be kept in the office.

## **MUSIC EDUCATION**

Students in grades K-4 will have music instruction twice each week throughout the school year. They are taught singing skills and music fundamentals. Students participate in singing at Sunday morning worship services four times a year at Christ the King Lutheran Church.

Students in grade 5 will have an opportunity to learn how to play the recorder, a traditional musical instrument on a weekly basis.

Students in grades 6-8 have an opportunity to participate in the Handbell Choir. They are instructed in the ancient art of ringing techniques once a week and participate in four Sunday morning worship services throughout the year at Christ the King Lutheran Church along with several other events on campus and in the community.

## **NON-DISCRIMINATION POLICY**

Christ the King Lutheran School does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status or national origin in its educational programs or activities, including employment or admissions. At the same time, Christ the King Lutheran School cherishes its right and duty to seek and retain a student body and personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance its Lutheran, Christian tradition.

## **PARENT-TEACHER CONFERENCES**

During the midway point of the first trimester, all parents are invited to come to the school for a parent-teacher conference. Parents that have a child in grades K-5 will meet for approximately twenty minutes with the homeroom teacher to discuss progress and parents with a middle school student in grades 6-8 may sign up to meet with the middle school teachers for a twenty minute conference. Additional conferences during the entire school year are encouraged and may be requested by either the parent or the teacher.

## **PET POLICY**

Please do not bring your dogs or other pets on campus during school hours and at athletic events after school hours and on the weekend. Sometimes dogs leave messes, sometimes children are frightened or allergic and sometimes dogs do not like other dogs. If you must bring your pet when picking up or dropping off your student, please keep your pet in your vehicle and we will bring your child to you.

## **PICTURE DAYS**

Two picture days are scheduled each year, one in the fall (school uniform required), and one in the spring. Check the school calendar, Christ the King web page, and Weekly Newsletter for the exact dates.

## **RE-ENROLLMENT**

Re-enrollment begins in December. Usually this is automatic, but there are situations in which we may wish to re-examine the re-enrollment of a student. All tuition and fees must be current to re-enroll. If a child does not seem to be benefitting from the instructional program at Christ the King, or we can no longer provide the best learning environment for a child's needs, an assessment team may convene to examine the student's academic progress, test scores, health and discipline records, and would also consult with the parents of the child. If the decision is made that it is in the child's best interest to be enrolled elsewhere, this decision is communicated to the Board of Christian Education.

## **RELEASE OF STUDENTS**

Students given to the care of Christ the King Lutheran School for a regular session school day and for all school-sponsored school activities will be released to custodial parents or legal guardians and up to four additional designated individuals. Other individuals will be noted by parents or guardians on the annual Christ the King Student Enrollment Form.

A custodial parent will only be denied access to their child when court documentation shared with the school administration specifies such. The documentation must be specific enough that that school can clearly determine which privileges have been revoked and should include beginning and ending dates.

A member of Christ the King Lutheran Church and School administrative team will communicate with independent counsel if questions remain unanswered after viewing official documents.

In such cases, a copy of the court order will be kept on file in the school office. The faculty will be informed, in confidence, of the court order, and in knowing will share the responsibility to see that every effort is made on behalf of the school to uphold the official ruling.

## RETENTION AND PROMOTION

Christ the King Lutheran School believes in the education of the whole child. Therefore, retention and promotion of a child are based on the child's age, ability to work at a given grade level, attendance, and behavior. A child will be placed each year at that grade level which is most appropriate to that level of his or her academic skill and ability to succeed socially. All reasonable interventions will be considered before a decision is made to retain a student. This policy is in effect for all students at Christ the King (early childhood through grade 8). If a child is retained, a specific plan will be created and implemented for that child to ensure he/she has a successful experience.

In grades 5-8, retention may be recommended if a student's cumulative grade point average is equivalent to a 'D' (1.0). A cumulative grade point average of a 'D-' (0.7) or lower will make retention or summer school mandatory. If a student receives two trimester 'F' grades in Mathematics, Science, Literature, Grammar, or History/Geography, they will be required to show proof of some type of remedial work in the subject area before being promoted to the next grade level. Remedial work could include tutoring, summer school, learning centers, etc. It becomes the responsibility of the parent to initiate a remedial plan.

Students are promoted at all grade levels if progress, as measured by grades or other developmentally appropriate criteria, has sufficiently met the requirements to justify it.

## SAFETY

Christ the King Lutheran School maintains a Crisis Management Plan for our campus. These procedures keep our students, faculty and staff safe and assure our school parents that everything possible is being done to assure the safety of their child.

## SCHOOL HOURS

Before School Care	6:30 – 7:45 a.m.
Extended Care	3:00 – 6:00 p.m.
Kindergarten	8:00 a.m. – 3:00 p.m.
Grades 1 through 8	8:00 a.m. – 3:10 p.m.

## SPECIAL ACADEMIC PROGRAMS

Christ the King Lutheran School offers an additional academic program to help students achieve to the fullest of their abilities - **STRIDES**

**STRIDES Discoveries:** This program under the STRIDES program provides individualized or small group (2-4 students) instruction for those with mild learning difficulties or remedial needs in language arts (reading/grammar) and mathematics. Small classes, positive learning experiences, and the use of multiple teaching techniques provide a supportive and successful environment for helping these children to reach their academic potential. Additional tuition is charged for this program, available to students in grades 1-8.

**STRIDES:** students who have been diagnosed with a learning disability and have a current evaluation and Individual Education Plan (I.E.P.) on file. Teachers work with students and guide them academically, emotionally, and spiritually to achieve their potential in several subject areas. P.L.U.S. is a multi-grade, multi-age level class, with a ratio of one teacher for every five children in a self-contained classroom. Students are also integrated in their grade level activities and non-core subjects daily. This program has its own tuition schedule and is available to students in grades 1-6.

## **SPECIAL ACTIVITIES AND EVENTS**

Throughout the year, Christ the King hosts special activities and events for student, parents, grandparents, and friends to enjoy. Several of them are listed:

**Christmas Program:** In December, students participate in the Christmas program. This event is a highlight as we prepare for the celebration of Christ's birth.

**Family Chapel:** Annually, parents or grandparents are invited to have lunch in the school gym with students and then join the student body for a time of worship in the sanctuary.

**Grandparents Day:** In the fall, Grandparents and special friends are invited to come for a morning of quality time in the classroom, sanctuary, and gymnasium with their grandchild. Grandparents and students will end the day at 11:30 a.m.

**Science Fair:** On alternating years, all students in grades 7 and 8 display their Science Fair project for judging. The best of the projects advance to the Shelby County Science Fair at Christian Brothers University.

**CTK Week:** Usually held in the month of January, this annual week-long event celebrates the blessings of our Lutheran school. Dress up days, service projects, and the staff versus the 8th grade basketball game are some of the highlights of the week.

## **STUDENT DROP OFF AND PICKUP**

**Morning Drop Off:** Those with children in the Upper School (grades K - 8) should enter the east parking lot from Park Avenue and drive alongside the covered walkway, which forms a "U" turn leading to the exit driveway. Administration and 8th grade students will help unload students from their vehicles. Children will proceed to class by walking on the sidewalk into the buildings. **Pull your vehicle as far forward in the line as you possibly can before unloading students. Unload children from the right side of the car directly to the sidewalk.**

**Afternoon Pick Up:** Teachers, assistants and Extended Day Care workers are not allowed to release children of any age to ride home with anyone other than the individuals listed on the school records. We ask that you provide us with the names, addresses, social security numbers, and driver's license numbers of all alternate drivers. If a last minute substitution must be made, then call us with that information before the individual arrives here.

Drivers with children in the Upper School should enter the east parking lot from Park Avenue and drive alongside the covered walkway, which forms a "U" turn leading to the exit driveway. Teachers will help load students in their vehicles. **Pull your vehicle as far forward in the line as you possibly can before receiving your child.**

**No child will be allowed to walk in the parking lot to a parked vehicle without an adult escort.**

Parents waiting to pick up children should not enter the buildings prior to actual dismissal.

## **STUDENT LEADERSHIP COUNCIL**

Students in grades 6-8 have an opportunity to develop their leadership skills by being a part of the Student Leadership Council at Christ the King. This group plays a critical role in developing and coordinating various special events and drives throughout the school year.

## STUDENT DRESS

French Toast products must be worn both in the interest of good uniform practice, and in fairness to all our families. Regular uniform items and dress uniforms listed below may be worn any day of the week, but dress uniforms must be worn on chapel days or on certain designated field trips.

### Slacks and Shorts:

- Khaki French Toast walking shorts (boys or girls)
- Khaki French Toast slacks (girls and boys).
- Slacks and shorts must be worn with a belt for grades 3rd and up. Slacks & shorts will be worn with the waistband at the waistline, not at mid buttock.

### Shirts and Blouses:

- Knit polo shirts, ordered through French Toast, in navy blue, yellow or red with school crest may be worn by girls and boys with slacks and shorts.
- Girls may also wear knit shirts with skirts or skorts, except on chapel days.
- Boys may wear their blue or white oxford shirts on regular school days if they choose, and girls may wear their yellow or white oxfords with slacks and shorts on such days as well.
- Shirts, over blouses, and blouses will be buttoned, except for the top button.
- Only solid white shirts are acceptable as an undershirt.
- Shirts and blouses are tucked in at all times. (except over blouses)

### Skirts and Jumpers:

- Girls may wear the skort with uniform blouse or knit polo shirts with the school crest and the uniform skirt or skort with oxford blouse or knit polo shirts with school crest.
- Skirts and skirts should place the hemline between one inch above and one inch below the knee.

### Socks, Leggings, or Tights:

- Boys must wear solid white, navy blue, brown, or black socks daily. Girls may wear socks, tights, or leggings. They must be solid red, white, black, or navy blue. Leggings must reach the ankles.

### Shoes:

- Athletic shoes are acceptable, as are leather loafers or saddle oxfords.
- No open toed or open heeled shoes, no sandals, no clogs, no “croc”, and no boots are permitted. Shoes with laces must be laced and always tied.

### Outerwear:

- Navy blue, white, or red vest, cardigan, or pullover style sweaters may be worn over the uniform shirts. Sweaters other than French Toast products are acceptable only if the weave is plain and the colors are white, red or navy blue.
- Sweatshirts bearing the Christ the King Cross & Crown or Kingsmen logo are also acceptable when worn over a collared shirt.
- French Toast also sells a full zip Polar fleece jacket with school monogram in navy blue that is acceptable. Though we have this uniform jacket, it is not a required item. Outerwear will not be allowed to be worn in classrooms during the school day.
- Please Note: Warm-ups, or other CTK sports team sweatshirts, may be worn to games but shall not be worn as part of the regular uniform.

The school requires that uniforms be worn for Physical Education classes in grades 5, 6, 7, and 8.

### Chapel Day Uniforms:

- Boys, K-8<sup>th</sup> grade Khaki slacks with blue or white oxford cloth shirt. 3rd grade and up must wear French Toast tie in our school colors.
- Girls, K-8<sup>th</sup> grade Plaid or navy skort and white or yellow blouse

Dress uniforms are required on chapel days, and for some designated field trips. Coats are not to be worn during chapel.

Place Name on Uniforms (French Toast products have tags inside for that purpose).

#### Additional Considerations

1. No more than two pair of earrings may be worn by girls.
2. Earrings are not acceptable for boys.
3. Boys are prohibited from having facial hair and sideburns must not exceed the tip of the earlobe.
4. All hair must be clean, out of the eyes and conservatively cut. Hair color should look natural. No hair dye of unnatural colors. Any hairstyle deemed distracting in an educational setting will not be allowed.
5. No permanent or temporary tattoos may be displayed.
6. If or when makeup or jewelry is worn, it must be subtle or appropriate
7. Excessive makeup is inappropriate.
8. The administration has final authority on all matters related to the Dress Code.

#### Consequences for Uniform Infractions

“Out of uniform” is described as any missing or inappropriate items, styles, or type of apparel that does not appear in the section describing the grade appropriate uniform.

1. The first time a student is found out of uniform, a warning slip will be issued by the homeroom teacher. The warning slip must be signed by the parent/guardian and returned to the teacher.
2. The second time a student is found out of uniform, the parent/guardian will be contacted to bring the appropriate clothing to school.
3. Any subsequent violations may result in suspension.
4. If a student is not wearing appropriate dress for a field trip, he or she forfeits the right to go on the field trip.

## **STUDENT RECORDS**

The student record procedure at Christ the King Lutheran School is:

- Parent or guardian of student is allowed to review the child’s files upon request, and if a student is over 18, he/she may review his/her own files.
- Records will not be furnished to individuals outside school instructional staff without written authorization from the parent, guardian, or student himself/herself if he/she has reached the age of 18.
- Parents, guardians, or students over age 18, upon the examination of student records, may file a request with the principal that objectionable information be removed from student records.

## **TELEPHONE USE and MESSAGES TO STUDENTS**

Students may use classroom phones if under the direct supervision of an approving teacher. The office phone will be available to students in case of emergencies and unplanned events and not for simple forgetfulness. Forgotten lunches, P.E. uniforms, homework, etc. are not considered emergencies. Phone messages from parents will be communicated to the rooms so they are received in a timely fashion.

## **VALUABLES**

Valuables should not be brought to school. This includes such items as large sums of money, jewelry, significant keepsakes, and electronic devices. Distracting items are subject to confiscation by the teacher. Purses and other valuable items should not be left unattended at any time. All items should be marked with the owner's name. Christ the King Lutheran School is not responsible for lost or stolen valuables.

## **VISITORS TO CLASSROOMS**

We welcome and encourage parents to visit. Parents should stop into the main office to secure a visitor's badge prior to admittance.