

# Christ The King Lutheran School Southgate, MI

*Educated to Disciple, Disciplined to Serve  
“And they shall be taught by God” - John 6:45*

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***A message from the principal...***

Dear CTK Parents and Guardians,

Thank you for joining us. We're so glad you're here! As a graduate of Christ The King Lutheran School, I know, from experience, the difference we offer. CTK has provided academic excellence and Christian education to the downriver community since 1957. We are pleased to welcome you to the CTK family and partner with you in your student's development.

This handbook serves as a reference to important information and operating guidelines of Christ The King Lutheran School. The information contained in this handbook is based on state law, the Michigan Association of Non-Public Schools, and the Lutheran Church-Missouri Synod.

Please remember to lift our church, school, staff, students, and families in prayer throughout the year.

God's Blessings,  
Dr. Kelli Kapp-Heifner

*Handbook information in this directory was compiled from records of Christ The King Lutheran School. If there are any errors or omissions, we regret any inconvenience caused by them. We worked diligently to make the contents as accurate as possible with the information available.*

## **Mission Statement**

“Educated to Disciple, Discipled to Serve”

## **Standards**

Christ The King Lutheran School is recognized by the State of Michigan, accredited by the National Lutheran School Accreditation, and the teachers are certified by the State Superintendent of Public Instruction, as well as our synodical superintendent's office. Graduates and transfers are accepted by all public and parochial schools upon the recommendations of the Principal.

Christ The King Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **Purpose of Christ The King Lutheran School**

The primary purpose of Christ The King Lutheran School is to provide our students with an exemplary academic education within a Christian environment. We also exist to help our students and their families grow into a life of true Christian discipleship as they come to realize God's love for them. A life of discipleship is one in which the person comes to believe in the Lord as his personal Savior, and then also seeks out others who do not yet know Jesus, and helps them come to that same saving faith.

At the same time, the school strives to shepherd each of the individual families into a closer relationship with Jesus. Through our curriculum and daily interaction with the students and parents, we will emphasize the basic characteristics of discipleship, and help our students and their families to meet the challenges set before each Christian in the Great Commission: "Go therefore and make disciples of all nations baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you."

Matthew 28:19, 20

As a foundation for this spiritual training, the school strives to offer to all students a quality education, which will help them grow and mature intellectually, emotionally, and physically.

## **Church and Sunday School Attendance**

We envision the school as being an integral part of our parish's program to educate and train our young children. Our purpose is to help provide a strong spiritual inclination toward a growing faith and a life of true discipleship. We anticipate that all our students and their families would attend Church and Sunday School (Adult Bible Study) on a weekly basis. Teachers will take and record attendance on Monday mornings.

### **My Pledge as a Christ The King School Parent**

As parent/parents of a Christ The King student/students, we pledge:

1. To pray for our child and all involved in his/her education.
2. To provide a Christian atmosphere in the home, which is the most vital influence in the child's life.
3. To attend worship services and Sunday School faithfully.
4. To take primary responsibility of my child's behavior by encouraging and admonishing our child to obey teachers and the school's rules with respect and prompt attitude.
5. To cooperate with and to uphold the teachers in the exercise of Christian discipline and in the training of our child.
6. To go directly to the teacher in a Christian manner if questions or concerns arise (see Matthew 18:15).
7. To take an active role in seeing that our child's assigned homework is completed and to provide an opportunity for completing the task.
8. To fulfill our financial obligation to Christ the King Lutheran School, realizing the importance of prompt payment.

All CTK Parents/Guardians must acknowledge receipt and review of this pledge: With the grace and help of God, I understand and fully accept the covenant that I am making and pledge to follow through on the objectives stated above.

### **Entrance Requirements**

Christ The King has adopted the following prioritization for the acceptance of students, should applications exceed classroom capacity. They are:

1. A previously enrolled member of Christ The King
2. Applicant has sibling attending Christ The King
3. Christ The King church member not currently enrolled
4. Non-member with membership in process (process to be completed before the start of the school year)
5. Non-member (date placed on our waiting list)

Should the class be filled for which you are applying, you have the option of being placed on our waiting list for the following school year. You would then be notified during Phase III of our enrollment process. (Refer to Enrollment Procedure on page 6.)

All new students to Christ The King (Kindergarten through 8th grade) will be admitted only after receipt of registration fee, completed application, report cards, attendance and discipline reports, achievement test scores, as well as an entrance exam (entrance exam cost is \$25.00 per student). Parents must meet with the principal and, if possible, the prospective student's teacher. The CTK admissions board will review every new applicant before acceptance can be given. The admissions board includes: the principal, the pastors, the admissions counselor, and the teacher.

The child's acceptance is based upon meeting the qualifications given above and upon the amount of classroom space available. Placement will be made according to the recommendations of the previous teacher/school, and the results of the entrance exam. Until all records and forms are received, enrollment and grade placement are conditional. If significant information is withheld or there is inaccuracy of information provided, and/or if upon receiving files from the student's previous school there is reason to be concerned about meeting the educational needs of the student, Christ The King reserves the right to reconsider the student's acceptance.

A nine-week probationary period is customary. If the probationary period needs to be modified, the principal will determine the length of probationary period in special cases and the family notified in writing. The termination or continuation of the probationary status will be a matter of review for the principal upon recommendation of the faculty.

A student may be refused admission for any of the following reasons, including, but not limited to:

- Refusal to comply with enrollment policies
- History of not being able to function spiritually, emotionally or academically in a regular classroom
- History of discipline problems or social maladjustment
- The school's inability to provide specialized services such as special education, English as a second language, and other specialized services for which staff is not trained

All required forms (including, but not limited to, the enrollment application, immunization record, parent pledge and tuition contract) must be submitted before a child is officially enrolled.

### **Preschool Entrance Requirements**

To be eligible for the 3-year preschool program, the child must reach the age of three by September 1st. Pre-Kindergarten must reach the age of four by September 1st. All preschool students must be potty-trained and able to use the facilities independently by August 1 before the school year begins.

### **Kindergarten Enrollment**

When applying for enrollment in Kindergarten, a copy of the child's birth certificate must accompany the application. Students entering kindergarten must be 5 by September 1st.

Immunizations and current health form must be submitted by the first day of school for all new students.

### **Insurance**

All students are required to have accident and health insurance. Parents may use their personal health insurance carrier.

## Enrollment Policy

Christ The King admits students and administers its educational programs, and athletic and other school-administered programs in accordance with the law. All pupils who enter Christ The King are on a probationary period of nine weeks.

### Enrollment Procedure

#### Schedule for Registration:

Registration for the following school year will be made available to students in the following order:

Phase I: Registration of current CTK church member students & siblings (*Last week of January*)

*Phase II: Registration of current students & siblings*

Phase III: Open enrollment to Christ The King church member students not currently enrolled and CTK daycare families

Phase IV: Open enrollment (*First week of March*)

Specific registration time frames will be announced after January 1. It is important families register during their assigned time frame. Any early online registrations will have a voided time stamp. Preschool, Kindergarten, and School Open Houses will be held throughout the year.

A date for testing will be scheduled for all new students enrolling in Kindergarten through 8<sup>th</sup> grade. Final acceptance for all new students and re-enrolling students will be determined by the admissions board. At the time of acceptance, all registration fees and any missed tuition payments must be paid in full.

## Tuition

Payments may be made with cash, check or money order in the office and also be made online at [www.ckpanthers.com](http://www.ckpanthers.com). Auto payments can also be set up through this website. Credit card payments are accepted but a 3% fee will be charged.

Tuition may be paid monthly or annually. All tuition is due on the tenth of each month. If the tenth of the month falls on Saturday or Sunday, the payment is due on your next scheduled school day.

First tuition payments must be received by July 10. If the first tuition payment is missed, the student's spot will be forfeited. Final payments will be due on May 10th.

### 2023 - 2024 Tuition and Fees:

Preschool	2 – full days	\$2,860.00
Preschool	3 – half days	\$2,420.00
Preschool	3 – full days	\$3,465.00



Preschool	5 – half days	\$2,970.00
Preschool	5 – full days	\$4,015.00
Kindergarten through 8 <sup>th</sup> Grade		\$4,510.00

Optional Fees:

\$150 Scrip Buyout

\$120 Lunch Worker Buyout

Band Fee (5th - 8th Grade): \$100 w/o instrument & \$50 w/ instrument

**Active Christ The King Member Recognition Policy**

CTK families who attend a minimum of 70% of the weekend worship services will receive a credit. Church attendance is tracked through the church office using the Ritual of Fellowship book. MEMBERS, IT IS VERY IMPORTANT THAT YOU SIGN IN EACH SUNDAY. This attendance record pertains to parent or financially responsible party as well as the student. Those members with less than 70% attendance will pay their full tuition payments, while active members will see a credit on their tuition account in January. Kindergarten through 8<sup>th</sup> grade will receive \$308.00 per student.

Tuition must be paid in the school office, not through regular church envelopes. There will be a \$30.00 charge on all returned checks.

Although tuition for children of member families is considered part of the family's annual contribution to the church, for income tax purposes this amount is not tax deductible. A scholarship program is available for member families whose tuition exceeds their tithe.

**Non-Member Tuition Assistance**

Christ The King congregation has had a long-standing belief that tuition should not prevent a child from having the opportunity to obtain a Christian education. If any parent feels that they will be able to pay only a portion of the tuition, they are encouraged to apply for tuition assistance by submitting the appropriate application to FACTS, an independent company that reviews all applications and recommends a financial aid amount. Contact the School Office for more information. There is a nominal application fee.

Any questions regarding the tuition assistance process shall be directed to the School Office. It should further be noted that Christ The King does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic and other school- administered programs.

**LCMS Sister Church Discount**

Christ The King is part of a larger organization, Lutheran Church Missouri Synod. In fact, CTK is the only remaining LCMS school in the downriver area. To help reach out to our sister churches' families and provide them with a quality Lutheran/Christian education, we offer a \$150 discount for active members of these churches. Forms, available in the school office, must be completed by the pastor or church leader before the discount is applied.

### **Multiple Child Discount**

Non-member CTK families in grades K-8 are awarded a \$110 discount per year for the second, third, etc... child enrolled.

### **Withdrawal Refund Schedule**

If elective disenrollment should happen during the school year, a 30 day notice is mandatory to receive any refund on prepaid tuition. The refund will be based as follows:

July 1st – Aug. 31st: 75% of prorated tuition minus yearly fees

Sept. 1st to end of 1st Semester: 50% of prorated tuition minus yearly fees

2nd Semester: No refunds, plus all remaining fees due upon withdrawal

### **Delinquent Payment Policy**

The school office will work with those families who have trouble meeting their financial obligations. Each situation will be handled individually. Failure to contact the office to make payment arrangements will result in dismissal of your child. Any family delinquent in monthly payments equal to or greater than two months of tuition per child will forfeit the enrollment of their child(ren) until a payment equal to half the amount due has been received. Failure to work toward fulfilling your financial obligation will result in legal action.

## **Principal's Advisory Committee**

CTK has established a "Principal's Advisory Committee" to assist the Principal, especially in matters concerning the institution of new policies or the dismissal of students from enrollment. The committee meets monthly or more often, if necessary. Parents are welcome to address the committee by appointment only. For questions about the PAC or to schedule an appointment, please contact the school office.

## **Security**

CTK provides a safe environment for all students. We comply with all state mandates regarding security and drill procedures.

## **Weapon Policy**

CTK complies with the city ordinance. Weapons, including but not limited to, knives, pocket knives, lighters, matches, fireworks, firearms, are not allowed at any time on campus. CTK prohibits an Open Carry Gun Policy for all individuals, with the exception of uniformed police officers. Individuals with a Concealed Weapon Permit must have authorization from the Senior Pastor on file to have their weapon on the premises.

## **School Day**

Preschool Half Day:	8:25 a.m.	to	11:30 a.m.
Preschool Full Day:	8:25 a.m.	to	2:45 p.m.
Kindergarten – 2nd grade:	8:25 a.m.	to	2:50 p.m.
3 <sup>rd</sup> grade – 5 <sup>th</sup> grade:	8:25 a.m.	to	2:55 p.m.
6 <sup>th</sup> grade – 8 <sup>th</sup> grade:	8:25 a.m.	to	3:00 p.m.

### **Preschool - 8th Grade**

Doors will open at 8:10 a.m. School begins at 8:25am. Student dismissal is staggered. Students not picked up by 3:15 p.m. will be sent to Extended Child Care and billed accordingly. Extended Care is not offered on half days of school. Half day dismissal is from 11:15am-11:30am. If a student is not picked up after a half day of school, the account will be billed according to the late policy for Extended Care.

### **Attendance**

Students are more likely to succeed academically when they attend school consistently. Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success, both in school and in life. Parents who make regular school attendance a priority are helping their children learn to accept responsibility, and that is an important lesson for a successful life.

It is expected that students be in school each day unless prevented by illness or an unexpected emergency. Homework assignments will be recorded for absent students to receive when they return, unless teacher/parent make other arrangements. In order to be excused on "Take Your Child to Work Day", a note must be sent in prior to the student's absence.

Parents must phone the office by 9:00 a.m. if their student will be absent or tardy.

A tardy is when the student is not in the classroom at 8:25 a.m. Three tardies are recognized as one absence.

A letter will be sent home when a student has reached 10, 15, and 20 absences. If a student reaches 25 absences, the student will not be promoted to the next grade. Reenrollment may be denied based on student attendance.

Due to the difficulty in making up assignments and taking exams, we strongly discourage vacations during the school year. In the event a vacation is planned, classwork will not be available ahead of time. Illnesses, funerals, doctor, dentist appointments and similar circumstances are considered excused.

### **Student Illness/Return to School**

A student experiencing any communicable disease is asked to remain home until the symptoms have been resolved for 24 hours. This includes, but is not limited to, gastrointestinal issues, influenza, and Covid-19. Students returning to school must be fever free for a minimum of 24 hours without fever-reducing medication.

Should a student become ill during the school day, parents/guardians will be notified by the school office. We expect families to make reasonable accommodations to pick up their ill child at the earliest possible time. Families are encouraged to provide additional emergency contacts to the school office.

### **Policy Regarding Absences and Make-up of Homework**

#### **Absent work**

Students are given the same number of days to make up the work that they were absent (i.e. one day absent, one day to return). Absent work may be picked up from the school office at 3pm if prior arrangements have been made with the classroom teacher.

#### **Missing or late work**

Students will have one to two days to correct or return work that was not submitted on time. Individual classroom policies regarding additional consequences will be provided by the teacher at the beginning of the school year. This could include missing a special class (gym, music, art, etc.) to make sure work is complete.

#### **Grades 3 – 5**

Absent: One day per absence to make up missed work. Late work dropped one letter grade or 10%. Students can re-do an assignment on papers receiving a D+ or lower. They can raise their grade to nothing higher than a C-.

#### **Grades 6 – 8**

One week to turn work in after last day of absence to get full credit (no penalty received).  
Missing assignments: incomplete assignment slip and email home. Grade earned reduced by: 10% on day 1, 20% on day 2, 30% on day 3, 40% on day 4. 5th day or later will receive a zero.

#### **Visitor Policy and Interruptions**

All school visitors must use the school entrance, obtain a visitor's pass in the school office, and sign the Visitor's Log. The only exception is on Wednesday morning when visitors are welcomed to worship with us in chapel. Parents and visitors must not interrupt a classroom. Parents and visitors are welcome in the school office but are not permitted to enter classrooms without prior permission from the school office. Any forgotten items, such as lunch or textbooks, may be brought to the school office.

#### **Student Sign-In and Sign-Out**

Should it be necessary for a student to leave the building during school hours for an appointment, parents must report to the school office and sign their student out. The school office staff will phone the classroom and have the student sent to the office. The parent must sign the student back in when they return. Parents are NOT to pick students up directly from the classroom.

The teachers complete attendance forms at 8:25 a.m. Students who arrive after 8:25 a.m. MUST report to the office before going to class. Please inform the office of any scheduled appointments which would cause your child to arrive after 8:25 a.m.

## **Communication**

The CTK School Newsletter is shared weekly by email. A hard copy of the newsletter is available upon request. The newsletter can be found on our home page at [www.ctkpanthers.com](http://www.ctkpanthers.com) and lists current information that is updated weekly. CTK uses Gradelink Student Management System which allows parents to view grades, account balances, etc.

Social media communication is available through our ministry website, YouTube channel, Facebook page, and Instagram page. Posts are added to inform and share school and church ministry. Classroom websites are available to parents and students, with specific grade level and classroom information.

## **School Closing Procedures and Emergencies**

In case of an emergency, school closing, and/or important news, we will use our communication system through Gradelink: sending a voicemail, email, and text message. Radio and television stations are also notified. We will be referred to as "Christ The King, Southgate". **IMPORTANT TO NOTE:** To avoid confusion, please be aware there is also a "Christ The King Catholic."

## **Medication Policy**

No medication will be administered by school personnel unless parents have submitted a signed Medication Authorization form (prescription and over-the-counter) on file. The form is available in the school office and can also be accessed online. All medications must be kept and dispensed in the school office. If it is necessary for a student to have prescribed medication (such as inhalers, epi-pens, etc.) on their person, the school office and student's teacher **MUST** be notified.

Allergies are to be reported to the school office and will be entered into the student's Gradelink file.

Trained school personnel will administer minor first aid treatment in case of an injury. The school complies with federal OSHA standards regarding blood-borne pathogens. These include the use of protective gloves by staff when having any contact with body fluids. A parent will be notified immediately in the event of a head injury or deep wound. Notification of other injuries is at the discretion of school personnel.

## **Immunization Policy**

All students shall comply with the State of Michigan required Immunization and Health Laws prior to admission. A Health Appraisal Form must be completed and certified by a health care organization or a physician before the first day of school. Should the parents of a student choose not to have him/her immunized, they are required to schedule a face-to-face appointment with the Wayne County Department of Public Health. The Health Department will

provide information about the benefits of vaccination and the risks of disease. Once this requirement is met, parents will receive their “certified” immunization waiver to bring to the School Office. For current requirements, parents may visit the State of Michigan website at [www.mich.gov](http://www.mich.gov).

## **Head Lice Policy**

Christ The King has incorporated a 100% nit free policy; therefore, any student found to have head lice will not be allowed to return to school until the condition is resolved.

## **Curriculum Overview**

### **Religion Instruction**

All children receive daily Christian instruction. Our religion program, Biblically-based instruction through God’s Word and stories from the Bible, is designed to introduce our students to their Savior and to teach about God and His great love for them. Students are also taught how the precepts of God’s Word will have a positive effect on their lives. Lutheran doctrine is presented, but Christian principles are emphasized. Our religion curriculum is not designed to lead to confirmation. If a family is interested in being confirmed at Christ The King Lutheran Church, please contact the Church Office (734) 285-9695.

On Wednesday mornings, children meet for chapel services. Led by staff, individual classes, and invited guests, children worship God in a warm, positive setting. Parents and guests are always welcomed and encouraged to attend.

### **Preschool**

A Scope & Sequence of our Preschool Program is available online ([www.ckpanthers.com](http://www.ckpanthers.com)) and upon request from the school office.

### **Primary Grades (Grades K-2)**

Reading, Phonics, Language, Spelling, Mathematics, Social Studies, D’nealian and Cursive Handwriting, Science, Spanish, Music, Art, Physical Education, Computers.

### **Intermediate Grades (Grades 3-5)**

Reading, Mathematics, Science, Social Studies, Michigan History, Language, Vocabulary, Creative Writing, Spelling, Handwriting, Spanish, Physical Education, Music, Art, Computers.

### **Upper Grades (Grades 6-8)**

Reading, Mathematics, Pre-Algebra, Algebra, Composition, Language Arts, World History, American History, Geography, Science, Spanish, Physical Education, Vocabulary, Study Skills, Computers, Handbells, Art, and Band.

### **Homework**

Parents should expect their children to receive homework on a regular basis, depending on the each classroom’s policy. While some time is usually allotted to work on assignments throughout the day, most students should still have assignments to complete at home. CTK encourages a

home/school connection. Homework should not take an excessive amount of time. Should your child be spending an unreasonable amount of time completing assignments, please contact your child's teacher.

### **Testing**

K-8 students will be given the NWEA Achievement Tests in the fall and spring. Our K-8 students take the iReady test in Math and Reading three times per school year. Results are available to parents.

### **Resource Room**

Your child's academic growth is very important to us. God has created each of us with different strengths and weaknesses. If your child's weakness may be in a particular subject area or with study skills as a whole, a resource teacher is available to work with your child individually or within a small group.

### **Academic Distinction**

CTK recognizes the top three academic achievers in each eighth-grade class and top seventh grade student each year. Calculations are based off quarter, mid-term, and final grades in seventh and eighth grade. Traditionally, these top three students are designated with the titles: valedictorian, salutatorian, and class essayist. In the event of a tie for valedictorian, CTK will not recognize a salutatorian. If a tie occurs for class essayist, CTK will recognize the top four academic achievements.

The CTK chapter of the Lutheran Junior Honor Association recognizes outstanding academic and service achievement. Eligible students in grades 5, 6, 7, and 8 will be invited to apply for membership after completion of the first semester.

## **Special Academic Needs**

For students with special academic needs identified by a Michigan Non-Public School Service Plan, a 504, or other medical documentation, Christ The King will implement the following practices:

1. Baseline skills assessment
2. Team conference (teacher(s), parents, principal) held when:
  - a. Excessive teacher attention is needed in classroom
  - b. Achievement test results show a two grade deficit in abilities
3. Any modifications or adjustments in assignments or grading are agreed upon between parents and teacher and noted on report card
4. Incorporation of increased skill integration (i.e. spelling in creative writing, language in social studies, etc.)
5. Direct, clear communication

Remediation or reteaching is available through the Resource Room on a limited basis for qualifying students.

### **Parent-Teacher Conferences**

Academic conferences are scheduled at the end of the 1st quarter (early November). 3rd quarter conferences (mid March) are available upon request. Parents are encouraged to arrange for individual conferences at any time to discuss their child's progress.

### **Grading Scale**

94 – 100	=	A
92 – 93	=	A-
89 – 91	=	B+
84 – 88	=	B
82 – 83	=	B-
79 – 81	=	C+
73 – 78	=	C
70 – 72	=	C-
68 – 69	=	D+
62 – 67	=	D
60 – 61	=	D-
Below 59	=	F

HONOR ROLL (3.7) and no D's or F's

MERIT ROLL (3.0) and no D's or F's

### **Retention Policy**

It is the policy of Christ The King Lutheran School to ensure all students are placed at appropriate grade levels. Promotion to the next grade level is based on many factors. There may be instances in which the child's academic and social performance will require that the student be retained in a grade.

The following procedures shall apply in the case of retentions in grade:

1. No later than the end of the second quarter, the classroom teacher shall determine whether any of the students in his/her classroom are in danger of requiring retention based on lack of significant academic progress.
2. If the classroom teacher determines that a student is in danger of requiring retention, the teacher must give written notice to the parents or guardians as soon as possible, but in any event no later than the last day of the third quarter.
3. All communications should be supported with evidence of student work and documented for future reference.
4. The decision to retain a student in grade shall be made by the building principal on recommendation of the student's teacher. The teacher shall make the recommendation to retain the student no later than May 15th and provide the parents or guardians with a verbal and written notice of the decision to recommend retention. The building principal



shall make the determination to retain a student in grade no later than May 15th of the year.

5. The principal and teacher may consider the following factors when determining whether to retain a student in grade:
  - a. Academic Achievement
  - b. Student's Effort and Ability
  - c. Developmental Readiness: Cognitive, Social, and Emotional
  - d. Testing Data and Work Habits
  - e. Attendance Records

## **Graduation Requirements**

Graduation from Christ The King Lutheran School will be based on the student's academic achievement, effort and ability, and attendance record. Those who qualify based on the above criteria and have paid all tuition and fees will receive a Diploma of Graduation. Academic Transcripts will be held for those with an outstanding balance.

## **Dress Code**

External appearance reflects an attitude of pride in self, school, and community. Students are expected to be in proper dress code each day starting with the first day of school.

**DRESS CODE POLICIES WILL BE ENFORCED.**

Uniform infractions will be communicated to parents and corrections expected. Three dress code violations will result in loss of dress down privileges for the remainder of the quarter.

### **CTK Dress Code 2023/2024**

#### **K-8 STUDENT DRESS CODE (Monday – Thursday)**

CTK has one online uniform store. Our Land's End school number is 900052143. You may choose to purchase items from Land's End or any other uniform retailer. Our CTK logo is only available year-round through Land's End.

#### **Bottoms**

##### **Pants**

- Solid black or khaki chino/docker style for boys and girls can be purchased anywhere and must be worn with a belt. **NO JEANS, LEGGINGS, or CARGO PANTS**
- Pants must not be excessively long, worn, or faded and be free from rips and holes.
- All pants will be worn at the waist.
- **ONLY solid brown or black belts with buckles are permitted. NO RHINESTONES, STUDS, OR OTHER EMBELLISHMENTS**

##### **Shorts/Capri**

- Solid black chino/docker type shorts can be purchased anywhere. Shorts must have a zipper and belt loops.

(NO JEAN, CARGO, OR CARPENTER STYLE SHORTS)

- Shorts must be hemmed and no shorter than 5 inches above the knee (measured from the top of the knee when standing).
- Apparel must not be excessively worn or faded.

#### Optional for Girls: Skirts, Skorts and Jumpers

- Black & gold plaid may be purchased from Land's End.
- Solid black and khaki skirts/skorts can be purchased anywhere. No knit/fleece skirts.
- All lengths should not be shorter than 5" above the knee (measured from the top of the knee when standing).
- Leggings may be worn under skirts in place of tights; however, leggings are not outerwear and skirts must still be appropriate length.

### **Tops**

#### Shirts: Black, White or Gold Long or Short-Sleeved Polo

- White or black can be purchased anywhere (no pockets of any type)
- Gold polos can be purchased from French Toast, Land's End, or Old Navy.
- All shirts must be tucked in.

#### Fleece and Sweaters

- Black and gray fleece jackets can be purchased from our online spirit wear store at various times throughout the year or Land's End.
- Embroidered names on the fleece are optional.
- Black or white cardigan sweaters are permitted.

### **Footwear**

#### Socks/Tights

- Socks/tights must be 80% solid white, black, grey or tan.
- Small logos or colored trim is permitted on socks.

#### Shoes

- Tennis shoes are allowed.
- Dress type shoes must be flat or have a heel no higher than ¾ inch.
- All sandals must have back straps and be worn with appropriate socks.
- Boots worn with uniforms must be no higher than ankle height. Other boots are permitted only on Fridays or Dress Down Days. Winter boots should not be worn as all-day shoes.
- No moccasins, Crocs, slippers, flip-flops, open-toe shoes, or athletic slides are permitted.
- All shoes must be fastened or tied, if applicable.

### **Accessories**

- All belts must be brown or black and have buckles.
- Hair accessories may be of any color. Permitted hair accessories include: hair bows, barrettes, pony tail holders, and plain headbands. Costume type/fad accessories are not permitted. Appropriateness of these items is on a case by case basis.
- No hats or caps are to be worn in the building, with the exception of Spirit Dress Days.

- Girls may wear one post/stud type earring in each ear. Earrings are prohibited for boys. No other body piercings allowed.
- Modest make-up is permitted for girls in grades 6, 7, and 8.
- Girls are permitted to wear nail polish, but finger nails must be kept at a short length.
- Students may wear one necklace. No necklace designs, including pendants, should be offensive to others, as determined by the administration. Costume type necklaces are not permitted.
- Boys' hair must be cut above the eyebrow, cut above mid-ear length, and not exceed the shirt collar. Girls hair must be neat-looking. No faddish colors or styles are permitted for boys or girls, including razor clipped designs and mohawks.

### **K-8 Student Friday Dress Code/Dress Down Days**

#### **Pants/Jeans**

- All colors of jeans/slacks/skorts/shorts/capris/shirts allowed.
- Athletic pants and joggers are permitted. All pants must fit properly and be in good condition.
- Yoga pants are not permitted.
- Leggings are only allowed under a dress or skirt and may not be worn as pants for girls in 4-8 grade. Leggings may be worn as pants on dress down days by girls in kindergarten through third grade.
- All pants will be worn at the waist.
- Shorts must be hemmed and no shorter than 5 inches above the knee when standing.

#### **Shirts**

- Camouflage, sports jerseys, and hooded shirts/sweaters/sweatshirts are allowed.
- All shirts must be sized properly.
- T-shirts may not display offensive or inappropriate language (i.e. anti- school, anti-homework, things like "I'm with Stupid").
- No mesh, see-through, spaghetti straps, tank tops, sleeveless shirts, or midriff shirts are permitted.

#### **Girls Optional: Dresses/Skirts**

- All dresses/skirts must no shorter than 5" from the top of the knee when standing.
- Leggings may be worn under skirts in place of tights in the winter.
- Dresses must have a modest bodice.
- Sleeveless dresses are not permitted.

### **Preschool Student Dress Code**

- Closed-toed shoes, such as tennis shoes, are best for playing. Open-toed sandals, flip flops, dress shoes, crocs, etc can be a climbing, tripping, running, playing hazard.
- Each child is required to provide a full change (or changes) of clothing to be left at the preschool in case of an accident. This includes a top, bottoms, underwear, and socks. All clothing should be marked with child's name.
- Children should be wearing clothing they can easily manage to unfasten and refasten when going to the restroom.

- All clothing should be in good taste.

ALL DECISIONS REGARDING DRESS CODE ARE MADE BY THE PRINCIPAL AND ARE FINAL.

## **Student Responsibilities**

**Participation:** Students are responsible to be actively involved and committed to the activity of learning. They are expected to attend classes and school functions. Every student is responsible for completing all work assigned by his/her teacher(s).

### **Student Conduct**

No organization can exist without certain guides to regulate its functions. Students at Christ The King Lutheran School are members of a community involved with other people who have rights, feelings, ambitions, and desires that need recognition and consideration. Mutual respect, concern, and the love of God should guide our relationships at Christ The King. Our actions should reflect that we are a Christian community.

Above all, students at Christ The King Lutheran School have a right to learn. We strive to see that this right is protected. Any conduct that interferes with a fellow student's right to be in a healthy learning environment will be considered a serious matter. Disruptive behavior in the classroom is not fair to the students and to the teacher because it interferes with what school is all about - learning.

### **Respect for People**

We are committed to recognizing the value of our ongoing relationship to the community. Students are expected to be courteous and respectful to others: administrators, teachers, school staff, volunteers, parents, other students, peers, and all guests to our school in all their interactions.

### **Character Education Program**

"Yet, O Lord, you are our Father. We are the clay, You are the potter; we are all the work of Your hand." Isaiah 64:8

It is the goal and philosophy of Christ The King Lutheran School to promote character attributes which combat negative influences in society. Positive traits are taught to promote character that is distinctly different than the societal norm and leads our students to lead God-pleasing lives as young adults.

7 Pillars of Character as listed below.

Reverence

Responsibility

Respect

Trustworthiness/Integrity

Fairness

Citizenship

Care/Compassion

### **Respect for Property**

A school environment should be treated with care. A clean, orderly, unmarred school environment is a happier place to be than one in disarray. Students should take care to put refuse in a proper receptacle. Students should respect all school property and the property of other students. They should not deface or damage school walls, lockers, doors, desks, books, or equipment. Gum chewing is not permitted on CTK premises at any time.

### **Lunch/Recess Behavior**

Students may never leave school grounds during lunch or recess without expressed, pre-arranged parental permission AND office notification. Students eat lunch in the lunchroom and are supervised by their teachers. Students should carefully clean up their places before leaving. Lunch trays, silverware, and garbage should be placed in the proper receptacle.

Students should consume the lunch they've bought or brought from home. Sharing food with others is not permitted. Throwing food or other objects, tampering with another's food, horseplay, or other forms of poor dining room behavior, as well as failure to comply with any lunchtime rules or instructions, will result in disciplinary action.

All students must remain within the recess boundaries (in the gym, on the playground, on the black top). Students should avoid rough play during recess, inside or outside. Behaviors such as, but not limited to, include tackle football, snowball throwing, pushing, pulling, and shoving others and are not allowed. The supervising teachers and/or recess parent supervisors have the final say in interpreting the above rules. All supervisors should be respected and his/her directives followed.

### **Cell Phone/Electronic Device Policy**

Students are permitted to have cell phones and personal electronic devices (Apple Watches, iPods, iPads, Chromebooks, etc.) in the building. Authorization forms MUST be on file in the office. All devices will be turned off or placed on silent and kept in students' lockers or bookbags. Students may not use their phones to make calls, send texts, or take photos at any time throughout school hours without teacher permission. In the event a student must contact a parent, all communication will come through the office phone. Exceptions may be granted for special cases by the principal. AT NO TIME ARE PHOTO TAKING DEVICES PERMITTED IN LOCKER ROOMS OR RESTROOMS. Cell phone usage on field trips is at the discretion of the teacher. Smart Watches may not be worn during the school day. Violations of the rules result in confiscation of the device, and it will be released to a parent only. Our device policy was created to enhance learning and reduce distractions for our students. Repeated violations will result in the loss of privilege to bring devices to school.

### **Bullying and Cyberbullying**

Christ The King Lutheran School defines bullying as any gesture, written, verbal, or physical act that will have the effect of harming a person or damaging their property or placing them in reasonable fear of harm. Bullying has the effect of insulting or demeaning the person or group in such a way as to disrupt or interfere with the school's educational mission. Harassment, intimidation, and bullying not only refer to what transpires at school or on school grounds, but also on the Internet.

Christ The King Lutheran School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Engagement in online sites such as, but not limited to, YouTube, Facebook, SnapChat, Instagram, etc. may result in disciplinary action if the content of a student's post includes defamatory comments regarding the school, the faculty, other students, or the church.

**WE EXPECT PARENTS TO ACTIVELY MONITOR THEIR CHILD(REN)'S CYBER ACCOUNTS.**

### **Off-Campus Conduct**

The administration of Christ The King Lutheran School reserves the right to discipline its students for off-campus behavior that is contrary to behavior expectations during the course of the school day. This off-campus (sister schools, field trips, community venues, home) behavior includes, but is not limited to, cyberbullying.

### **Expectations and Consequences**

Our philosophy of discipline is based on Eph. 6:1 "Children obey your parents in the Lord, for this is right. Honor your father and mother, that it may be well with you, and that you may live long on the earth."

Since the school is understood to be "in loci parentis" (in place of parents), discipline in our school must be an extension of discipline in the home. We, therefore, need your total cooperation and support. The guidelines of student conduct are outlined in this book and will serve as a basis for our discipline code

It is essential in a school setting that a safe and orderly environment is maintained. Whenever student misbehavior is addressed, we will try to maintain a consistent, fair and reasonable approach to corrective action. It is our goal to strive for appropriate and acceptable student behavior in all school activities. Listed below are examples of possible student misbehaviors. These misbehaviors are divided into categories based on the severity of the offense.

Accompanying each list of misbehaviors is a list of possible consequences for that level. The administration reserves the right to classify any unlisted behaviors into the level it deems proper and enforce consequences accordingly.

<p><b>Level 1 Misbehaviors</b></p> <p>Excessive noise  Habitual tardiness  Assembly misbehavior  Lunchroom misbehavior  Restroom misbehavior  Talking in class  Minor abuse of school or personal property  Inappropriate language  Gum chewing in school</p>	<p><b>Level 1 Consequences</b></p> <p>Teacher-student conference  Recess detention  After school detention  Writing Assignment  Teacher-parent contact  Isolation from class/lunchroom/recess  Restoration or repair of damage</p>
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<p><b>Level 2 Misbehaviors</b></p> <p>Repeated Level 1 misbehaviors  Dishonesty  Hazardous horseplay  Habitual absences  Class disruption  Refusal to do homework  Cheating  Plagiarism  Harassing, sexual harassing, bullying or threatening others  Disrespect to others  Defiance or insubordination to authority  Abusive language  Public Displays of Affection  Failure to complete a disciplinary assignment  Inappropriate technology usage</p>	<p><b>Level 2 Consequences</b></p> <p>Teacher-parent contact  Removal from class  Recess detention  After school detention  Referral to the principal  Writing assignment  Principal-parent contact  Loss of participation in school activities  Pastoral counseling  In school suspension  Out of school suspension</p>
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<p><b>Level 3 Misbehaviors</b></p> <p>Repeated Level 2 misbehaviors  Fighting/physical abuse  Abusive language, profanity, obscenity, or threatening others  Throwing food or objects  Theft</p>	<p><b>Level 3 Consequences</b></p> <p>Principal-parent conference  Pastoral counseling  In school suspension  Out of school suspension  Restitution of damages  Loss of participation in school activities  Expulsion</p>
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<p><b>Level 4 Misbehaviors</b></p> <p>Repeated Level 3 misbehaviors  Refusal to comply with discipline policies</p>	<p><b>Level 4 Consequences</b></p> <p>Principal-parent Conference  Mandated counseling</p>
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Leaving school grounds without permission Possession of or use of illegal substances Possession of or use of dangerous objects Attack on another person Tampering with fire alarms or video cameras Theft Major abuse of school property Vandalism Arson	In school suspension Out of school suspension Confiscation of dangerous/illegal objects Referral to police Restitution Expulsion
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**DEFINITION**

Suspension: the temporary removal of a student from all regular school activities for a limited time (1 to 5 days) as a sanction of inappropriate student behavior.

Expulsion: the permanent removal of a student from enrollment as a sanction for inappropriate student behavior.

The discretion of the principal is used in violations which are deemed extreme or serious. The principal (with the support from the Principal’s Advisory Committee) may expel from school students for reasons that include, but are not limited to, extreme or serious violations, habitual insubordination, disorderly conduct, and the endangerment of the health, safety, or morals of other students.

**Sexual Harassment Policy**

I. The Policy

A. It is the policy at Christ The King Lutheran School to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the CTK, faculty, staff, parent, volunteer, or student to harass another member of the school community through conduct of communications of a sexual nature as defined in Section II. Sexual harassment, as prohibited by this policy, will not be tolerated.

II. Definitions

A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by a faculty member, staff member, parent, or volunteer of the school to any other member, adult or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of employment or educational advancement;
2. Submission or rejection of such conduct by an individual is used as the basis for educational or employment decisions; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.



- B. Sexual harassment may include but is not limited to:
  - 1. Sexually related verbal harassment or abuse;
  - 2. Sexually related written harassment or abuse;
  - 3. Pressure for sexual activity;
  - 4. Repeated remarks to a person, with sexual or demeaning implications;
  - 5. Unwelcome touching; or
  - 6. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning grades, job and the like.

### III. Procedure

- A. Any student who believes that he/she has been subject to sexual harassment as prohibited by this policy may complain to any other adult teacher or employee of CTK with whom she/he feels comfortable discussing the matter. Parents may communicate complaints on behalf of their children to their child's teacher, the school principal, the chairperson of the Vestry, or the pastor, whichever individual was not the alleged harasser.

Within 24 hours of receiving a complaint of sexual harassment, the adult receiving the complaint shall immediately complete and forward a written Harassment Report on a form to be approved by the Vestry to the school principal or chairperson of the Vestry. If the principal is the alleged harasser, the Harassment Report shall be forwarded only to the chairperson of the Vestry.

- B. Upon learning of a complaint, CTK will investigate the allegations. As deemed appropriate by CTK, the complainant will be consulted as to the facts of the allegations and his/her suggested remedy, and the alleged harasser may be provided an opportunity to respond to the allegations.
- C. If CTK determines that a violation of the policy has occurred, appropriate remedial action will be taken in CTK's discretion.
  - 1. The complainant will be notified at the conclusion of the investigation that appropriate remedial action has been taken. However, all documents generated during the course of the investigation will be kept confidential by CTK to protect the privacy of all involved, except to the extent required by law or as authorized by the Vestry.
  - 2. Appropriate civil or criminal authorities may be notified of any substantiated charges.

### IV. Sanctions

- A. Violations of this Policy which are determined by CTK to have merit will result in disciplinary action being taken against the offender. Disciplinary action may include, but need not be limited to, suspension or termination of CTK employees or agents and suspension or expulsion of CTK students, as deemed appropriate by CTK.
- B. Sexual harassment is illegal in many circumstances under both state and federal law, and violations of this policy may be reported to the appropriate civil or criminal authorities for prosecution of offenders.

## **Forum Resolution**

When a conflict situation, or offense arises: parent to parent, parent to teacher, parent to administration; we will attempt to follow Jesus' formula spelled out in Matt: 18 to resolve the conflict.

Matt: 18:15-17 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church, and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

LEVEL 1: Two parties meet, discuss the problem and try to come to a solution that is satisfactory to both. If this is accomplished the matter is concluded.

LEVEL 2: If the conflict is not resolved at Level 1, then the two parties meet with a Forum team consisting of the Principal and 2 teachers (Upper and Lower Elementary) to help reason, discuss, and hopefully resolve the problem. An unresolved resolution would advance to Level 3.

LEVEL 3: Parties involved meet with the Principal's Advisory Committee and Pastoral representation, in an attempt to resolve the conflict. If the problem is still unresolved, the process moves to Level 4.

LEVEL 4: All parties involved will meet with the Vestry to resolve the problem.

Observing these steps, we seek to resolve situations needing healing with spiritual and Biblical principles.

## **Hot Lunch Program**

Hot lunch is prepared daily. The cost of the meal is \$3.50. Milk is \$.80 per carton; apple juice is \$1.00. The cost for seconds of the main item is \$.75. Lunch menus are available on the school website ([www.ctkpanthers.com](http://www.ctkpanthers.com)).

In order to keep the costs low, parents of students in preschool – 8th grade are asked to assist up to four times in the lunch program during the school year. Parents/guardians may be asked to help serve the meals, assist students, and/or clean up the kitchen. The parent/guardian is to be present at 11 a.m. and assist until approximately 1 p.m. Parents desiring to opt out of this program may pay the \$120 buy-out fee.

The volunteer schedule will be created through Sign Up Genius. It is your responsibility to check the schedule and select days that you can assist. If you are unable to work your

scheduled day, you must contact the school office a minimum of three days before your scheduled date.

If you do not come in on your scheduled day and have not arranged for a substitute, you will be charged a "no show" fee of \$40.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age, or disability. Persons with disabilities who require alternate means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

## **Athletics**

Student athletes in grades 5-8 desiring to participate in extracurricular athletics need a sport physical prior to the team's **first game**. There will be a \$20 fee for each sport in which a student participates. The fee is to be turned in with the permission slip. Rules and regulations regarding athletics will be explained at a parent meeting prior to each sport. Parent volunteers are needed to assist at home games. You are required to work up to four times a season. If you do not fulfill your volunteer obligation, your account will be billed \$50 for each missed session.

Our school participates in the Western Lutheran Athletic League. For more information visit [wlalsports.org](http://wlalsports.org).

### **Athletic Eligibility Policy**

All student athletes will be evaluated on a bi-weekly basis beginning with the first official practice of each sport to determine their athletic eligibility. To remain eligible, the student must maintain a "C-" average or above in all subjects. If a student is receiving a current grade of a "D" or an "F" in any subject, he/she will be on probation and will have three weeks to raise that subject's grade by 1 letter while maintaining a "C-" average or above in each of the other subjects. Any student not meeting the eligibility requirements will progress through the following steps:

Step 1- An ineligible student will be placed on academic probation for a three-week period. This is defined as a warning in which the student may still practice and play.

Step 2- If a student remains ineligible at the end of the probation period, the student is suspended from practice and game participation during the next two weeks.

Step 3- If a student remains ineligible after the two-week suspension, he/she will be prohibited from participation in that activity for the remainder of that season.

## **Incidental School Information**

### **Class Field Trips**

Children are expected to attend all class field trips. Those who do not attend will be given an absence. If you have committed to attending a field trip (student and/or parent) and then are unable to attend, we are unable to refund any costs already accrued.

Chaperones are asked to refrain from bringing siblings on field trips. For safety reasons, full attention needs to be focused on the students.

Drivers will need to complete or update a Field Trip Transportation Form for each outing. Drivers must adhere to all safety precautions, including no speeding, smoking or texting, and may not make any unauthorized stops.

## **Music**

### **Choirs**

Students in grades 1 - 3 may join Cherub Choir. Students in grades 4 - 8 may join School Ensemble. Choirs sing at various school events and scheduled worship services.

### **Band Program**

Band is offered to students in grades 5 through 8 at a cost of \$100.00 (for students who are renting a CTK instrument) and \$50.00 (for students who have their own instrument) per year. The band also plays at various school events and scheduled worship services.

### **Handbell Choirs**

All 6th - 8th graders participate in a handbell choir. These three choirs also play at various school events and scheduled worship services.

## **Christmas Program**

The philosophy of Christ The King Lutheran School is based on Matthew 28 which commands us to reach out to the lost and make disciples of all nations. The Children's Christmas Program is a golden opportunity to witness to family, friends, and community. We view attendance for the practices and performances not as an option, but as a joyful duty in response to Christ's love for the world. We expect our CTK students to participate accordingly, unless poor health or an emergency prohibits your attendance.

## **Pet Policy**

Unless special arrangements have been made through the school office, pets should not be brought to school. In consideration of children who may be frightened by or allergic to some animals, pets must remain in cars.

## **Room Parent Information**

Room parents are an important part of our school program. They work with the teachers in helping to plan and organize various parties and special events throughout the school year. A room parent information meeting will be held at the beginning of each school year to discuss responsibilities.

## **Graduation Ceremonies**

First grade families serve as hosts for the Kindergarten graduation in June. The Room Parent(s) should contact the Kindergarten teacher to work out specific details regarding the graduation and reception.

Seventh grade families serve as hosts for the Eighth grade graduation in June. The Room Parent(s) should contact the seventh grade teacher to also work out specific details regarding the graduation and reception.

### **Party Fund**

A \$10.00 fee is collected annually, and included in the tuition and fees, from each student to be placed in a room party fund. \$5.00 is to go toward teacher and aide gifts and \$5.00 is to be used to purchase refreshments for special events. Room parents should turn in all receipts for reimbursement to the school office for in a timely manner. Reimbursements will not exceed class funds.

### **Teacher Birthdays and Christmas Gifts**

Teachers' birthdays can be celebrated in the classroom. Room Parents will NOT send a note or call parents of children in the teacher's homeroom asking for donations to purchase a gift for the teachers. The gifts will be purchased out of monies collected with registration. If families wish to give an additional gift, they may do so on their own.

Each class arranges for a Christmas gift exchange for the students. Families are asked to purchase an appropriate gift. The suggested cost of the gift should be \$7.00 - \$10.00 per child. Teachers will assist in arranging the exchange and scheduling the party.

### **Student In-School Birthday Celebrations**

We welcome the opportunity to celebrate each student's special day. Parents and guardians are welcome to send in birthday treats to share with the student's class, teacher, and school staff. In order to minimize distractions and keep celebrations consistent, we ask only one type of birthday treat be sent.

### **Invitations for Private Parties**

Please be considerate when planning a party outside of CTK. Unless you are inviting the entire class or all the boys/girls, please do not distribute invitations at school. This will hopefully alleviate any hurt feelings on the part of those not invited.

## **Extended Child Care**

The purpose of the Christ The King Lutheran School Extended Care (EC) school. We will help to facilitate your child's positive development in all aspects of his/her life; spiritual, physical, social, emotional, and intellectual. It is our goal to support and supplement the Christian training that is provided in your home.

Admission in the Christ The King EC program is limited to children attending Christ The King Lutheran School in grades preschool through eighth grade. Registration forms will be available. You must complete ALL the information on the Michigan Department of Consumer and Industry

Services Child Care Information Card and return it to the school office your child's first day in the program.

To reach EC before and after school hours, please call (734) 934-0156.

### **Operating Hours Preschool thru 8th**

The before school care will operate from 7:00 to 8:10 a.m. After school care will be offered from 3:05 to 5:30 p.m. On half days only AM school care will be provided. No childcare will be provided on days there is no school in session, such as vacation days. This would also include any school cancellation days.

### **Before School Care**

All children sign in upon arrival. During the morning hour the children will be supervised in indoor games and quiet time activities. Your child may bring a simple, ready to eat, breakfast. Any food must be consumed by 8:00 a.m. The children will be dismissed at 8:10 a.m. to go directly to their classrooms.

### **After School Care**

Students should report to the EC room upon dismissal and sign in with the supervisor. Students are able to participate in a variety of activities such as games, toys, crafts. Play is in the gym or outside whenever possible. The program will be as loosely structured as possible to allow your child the creative playtime that all children need. A parent or designated adult MUST sign the child out of EC. NOTE: No after school childcare will be provided on half days. Any student not picked up by 3:15 p.m. or in direct supervision of a teacher or parent will be placed in the after school room.

### **Technology Rules**

Personal phones, iPads, and video game systems are permitted and will be monitored by the Extended Care Supervisor. The EC Supervisor has the authority to limited usage and restrict content. All decisions of the Supervisor are final. CTK IS NOT RESPONSIBLE FOR THE LOSS OR DAMAGE TO THESE ITEMS.

### **Rules**

All school rules stated in the Christ The King School parent handbook apply during care.

### **Snacks**

A simple snack and drink will be served each day at or about 4:00 p.m. Students are permitted to bring their own snacks. Food restrictions due to allergies MUST be clearly communicated to the EC Supervisor.

### **Illness**

In the event that your child becomes ill, you will be notified. We reserve the right to require an ill child be sent home.

### **Medication**

The center will NOT dispense any medications. Children with known medical conditions, i.e. asthma, allergies, diabetes, etc. are able to have necessary medication readily available or in their possession.

### **Minor Accident or Injury**

Basic first aid will be administered. If an accident or injury occurs, the EC staff will complete an incident report. Parents can request a copy of it from the school office.

### **Serious Accident or Injury**

If a medical emergency arises, the child will receive immediate attention. Authorized people are contacted in this order: 1) parent, 2) designated person listed on the Child Information Card. If no contact can be made and immediate attention is imperative, ambulance services will be called. The center will utilize the hospital you have designated on your child's card. Parents are responsible for keeping the Child Information Card up to date.

### **Safety Guidelines**

All school safety guidelines will be followed.

### **Fees**

\$2.25 per half hour per child

Late charges will apply beginning at 5:30 p.m. at a rate of \$1.00/minute per child.

Billing is calculated weekly. Charges will be reflected on your Gradelink account. Payment is due monthly.