

Christ the King School and Montessori

Parent/Student Handbook 2016-2017



At that time Jesus said in reply, "I give praise to you, Father, Lord of heaven and earth, for although you have hidden these things from the wise and the learned you have revealed them to the childlike.

Yes, Father, such has been your gracious will.

All things have been handed over to me by my Father. No one knows the Son except the Father, and no one knows the Father except the Son and anyone to whom the Son wishes to reveal him.^o

Matthew 11:25-27

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VOLUNTEERS Many times during the school year, we require the services of volunteer helpers who assist as teacher aids, typists, drivers for field trips, and in many other ways. We urge you to advise teachers or the office if you would be willing to help with any of these duties. The Diocese of Bismarck requires Christ the King to do a background check on all volunteers. If you plan to volunteer, please fill out a form in the school office. Once a background check is on file, it does not need to be done each year.....	18
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Welcome to Christ the King School and Montessori

where students and staff are happy, safe and learning.

We are excited to be able to partner with you in the education and development of your children. While we strive for academic excellence, we are also committed to providing many opportunities each day for your child to come to know, love and serve God, and ultimately, find their purpose in Him. We are committed to engaging and energizing your children by providing a 21st century curriculum in a world that is fast moving. Resilience, Relationships, Risk Taking, Resourcefulness and Reflectiveness are our key life skills that really form the umbrella of learning at our school. These are used to support students with their learning and equip them with life skills. Learning at Christ the King will be an interactive experience. Inspiration and motivation are provided through our exciting and creative 21st century skills-based curriculum. We link children's learning across subjects so that connections between new skills being learned are made. Further opportunities to practice, apply and develop these skills are provided as children continue their learning journey.

We know we have succeeded if your children leave our school with:

- ✓ a firm grounding in all areas of the curriculum.
- ✓ skills that have prepared them for the future.
- ✓ the desire to continue their learning journey.
- ✓ an experience of an enriched and fulfilled life.
- ✓ the ability to be a confident, inquisitive and motivated person.
- ✓ the knowledge and skills to make informed choices.
- ✓ the attributes of being a valued member of the Christian community and the community at large.
- ✓ consideration for others and the environment.
- ✓ an awareness of their own identity and integrity as a Catholic and Christian.
- ✓ happy memories of Christ the King School.

If you have any questions, concerns, or suggestions, please feel free to call or stop by our school office at any time.

Denelle Scheerle
Assistant Principal

MISSION STATEMENT

Our mission is to teach and model Christian values, to meet or exceed state education standards, and to prepare our students with a strong foundation of Christian life skills.

OUR PROMISE

We run an inclusive school, considering the needs of all our children. We provide equal opportunities for all our children and staff at Christ the King School.

OUR DREAMS AND VISIONS:

- ✓ We believe, through our Catholic faith tradition, in nurturing a spirit of prayer, worship, liturgy, humaneness and service as a thread that runs through the fabric of our lives.
- ✓ We believe Christ the King is a place where every person is respected, valued and honored with dignity and integrity as a human being.
- ✓ We believe in the principle of building a culture of participation, support, and involving parents in all stages of student learning and development.
- ✓ We believe and place high value in establishing close links between home and school so that we can effectively work together to achieve the very best for your child.
- ✓ We believe teachers and staff are partners with parents in the formation and education of their children's character.
- ✓ We believe students will develop their skills and creative thinking in a challenging educational environment where each can strive for academic excellence with the help of the teachers and staff.
- ✓ We believe in the development and integral growth of the person, intellectually and spiritually, across the entire curriculum.
- ✓ We believe each individual is uniquely and wonderfully created by God for a greater purpose, possessing God-given talents and gifts which we help to develop and nourish for the welfare of the entire human family and for the greater glory of God.

CURRICULUM

Christ the King School carefully follows the curriculum guidelines laid down for the schools of our state for each grade level in mathematics, science, language arts, social studies, reading, music, physical education and art. Christ the King School is fully accredited and follows the accreditation guidelines set by the Department of Public Instruction of the State of North Dakota. In addition to an excellent academic program, Christ the King also provides a full religious education program for its students.

Faith-Filled Life

Students at Christ the King have daily religion classes in which they learn about Sacred Scripture, Jesus' teachings, the basic beliefs of the Catholic Church, morality and spirituality. Each week, Mass is offered and the students participate in various capacities, such as choir members, lectors, or as altar servers. Classes join in monthly Eucharistic Adoration and students also have the opportunity to receive the sacrament of Reconciliation at penance services. In addition, the second grade students are prepared for the sacraments of Reconciliation and Holy Communion.

Although Christ the King is a Catholic school, we happily welcome students of other faiths. We will respect their traditions and ask the same respect for our traditions.

ADMISSION POLICY

New students are admitted according to state regulations. A child entering the first grade must have reached the age of six by July 31.

Christ the King offers a Montessori Children's House for ages 3-6. Children must be fully potty trained and age 3 by July 31.

SCHOOL DAY

Daily class times: 8:40 am – 3:20 pm for full day Montessori students through grade six.

Daily class times: 8:40 am – 11:40 am for half day Montessori students.

Wrap around care is available 7:00 am to 8:30 am and 3:30 pm to 6:00 pm. Please call the office at 663-6200 to register your child.

Students arriving before school are to remain on the playground. Parents may not drop their child(ren) off earlier than 8:15 am. The official supervision time on the playground begins at 8:15 am. Students should stay on the playground to play until school begins. If the weather is inclement or a student needs help with homework he or she may receive permission to come into the school early.

A child arriving at school after 8:40 am but before 9:55 am is considered tardy and must be signed in at the office by a parent or guardian. Upon the third unexcused tardy a parent meeting will be held. If a child arrives after 9:55 am or leaves before 2:10 pm they will be counted as present for half a day of school. (A full day requires a student to be present for 5.5 hours.)

Students may not be taken out of school by anyone but a parent or guardian, members of his/her family, persons authorized by the parents (by note), or the school and school officials. When a student is taken out of school during the school day the parent/guardian will need to check in at the school office to sign the student out.

Any student not riding the bus home at the end of the day must be picked up by a parent or guardian no later than 3:40 p.m. at the school entrance.

SCHOOL YEAR

North Dakota law requires schools to be in session for a total of 175 days. Christ the King School follows the Mandan Public School's calendar as close as possible, which meets the state requirements. Our calendar is available in the school office and on our website: www.ctkmandan.com/school-calendar.

ATTENDANCE

Consistent attendance is necessary for the process of learning. Students are expected to be present and punctual for all classes throughout the school year.

In the case of all absences parents are asked to contact the school office by phone or email between 8:00 – 8:40 am stating the reason for the absence. If a child needs to leave during school hours the parent must check in at the school office and sign their child out before taking their child.

Occasional significant family trips can be valuable learning experiences. Prior notification to the school office and teacher is required.

Two types of absences are recorded in the attendance file: excused and unexcused.

An **excused** absence will be given for:

- Person illness or injury
- Family or personal situations
- Appointments: medical, dental, therapy, etc.

An **unexcused** absence will be given for:

- Absence from school for reasons other than those cited above.
- An unverified absence
- Suspensions

COMMUNICATIONS

We build a culture of participation, support, and involving parents in all stages of their child’s learning and development. We place high value on establishing close links between home and school so that we can effectively work together to achieve the very best for your child. We value your views and aim to involve and communicate effectively with parents.

Our school uses the Sycamore Education website to allow our families to track their students’ grades, as well as to communicate with staff, view calendar information and lunch menus, and to view accounting information.

A monthly calendar is posted on the Sycamore website and also on the parish/school website. This will help to keep parents informed on events taking place in the school. Parents may browse the school’s website at www.ctkmandan.com for updates on school events.

Parents are encouraged to develop a close working relationship with teachers so that good communication may be maintained between the home and school. If there is a problem or question, the first person contacted should be the teacher involved. When a situation cannot be resolved after discussion with the teacher, the principal should be consulted.

HOMEWORK

We believe that a balance between work and play is needed and that hobbies and interests should be encouraged. Homework will be centered on creative, practical activities and will be set out to suit learning and purpose.

Homework is not a preparation for the next day’s class. It is intended to be an application of the lessons learned that day in school. Parents can aid their child in completing their homework by:

- providing the child with a quiet place to study.
- seeing that their distractions are kept to a minimum.
- assisting the child when help or clarification is needed.

Students are expected to come to class with their lessons prepared and completed on time. If a valid reason for incomplete homework is accepted, the student will be given time to complete the work. If a

student will be absent for an extended period of time, parents should meet with the teacher to determine what work will need to be completed during their absence.

EQUALITY AND DIVERSITY

We recognize that children are individuals with different learning abilities. Careful assessment is carried out to identify their individual needs and to provide the appropriate programs and support. The school and the curriculum have been designed to meet the needs of every child to ensure equal access for all. Enrichment activities and higher order thinking skills are used to ensure children work at their own level and pace. An excelling atmosphere is not only acceptable, but desirable.

Special Services

Christ the King participates in federally funded programs established in the Mandan Public School District. Title I services in Reading, Learning Disabilities, and Speech Therapy are available to all students who are eligible for these services.

PHOTOS AND STUDENT WORK

The school reserves the right to use students' photos and to display students' exemplary work periodically without parental consent. If a parent chooses not to have their child's photo used or displayed they must provide a written notice to the office stating this information.

BAND

The band program is offered to the fifth and sixth graders at Christ the King School. All students are encouraged to take part.

CHILDREN'S CHOIR

The Christ the King School Children's Choir sings at all school Masses. Rehearsal will be weekly for grades 3-6. The choir will also be scheduled to sing at some weekend Masses.

DISCIPLINE

In order to create an appropriate climate for learning, children are expected to comply with the disciplinary policies in effect at the school and in their classroom. Our goal is to provide a productive learning environment while promoting a positive sense of self-worth, dignity, cooperation and self-discipline for all. Each teacher is the most effective agent for establishing and maintaining good discipline within his or her classroom. Students are directed to respect each other in and out of school. When necessary, the teacher will refer students to the principal for disciplinary action, which may include detention, in-school suspension, out of school suspension, suspension from activities, or expulsion, depending on the severity or frequency of the offense. Parents will be notified if difficulties in discipline arise.

Because we believe that effective discipline includes teaching and modeling appropriate behavior, Christ the King School requires students to apologize for inappropriate behavior to a staff member or fellow student in order to return to school or back to class. The principal will decide whether the apology for the inappropriate behavior will be in writing, verbal, or both depending on the situation. A parent meeting may need to take place depending on the situation.

BULLYING

"Bullying" means:

Conduct that occurs and/or is received by a student while the student is in a school, on school premises, in a school-owned or leased school bus or school vehicle, or at any school or school-sanctioned or sponsored activity or event and

- is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities.
- places the student in actual and reasonable fear of harm.
- places the student in actual and reasonable fear of damage to property of the student.
- substantially disrupts the orderly operation of the school.

"Conduct" includes the use of technology or other electronic media.

Forms of bullying include, but are not limited to:

- Physical contact/assault or attempted physical contact/assault
- Name calling, verbal assaults, or other putdowns
- Damaging or destroying property
- Social ostracism
- Threats of any kind. A threat is defined as a statement that would be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property.
- Intimidation, either physical or mental
- Extortion or attempted extortion

Prohibitions

While at school, on school premises, in a school-owned or leased school bus or school vehicle, or at any school or school-sanctioned or sponsored activity or event, a student or school staff may not:

- engage in bullying.
- engage in reprisal or retaliation against:
 - a. a victim of bullying.
 - b. an individual who witnesses an alleged act of bullying.
 - c. an individual who reports an alleged act of bullying.
 - d. an individual who provides information about an alleged act of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion, in accordance with policy and law. School staff found to be in violation of this policy shall be subject to disciplinary action up to and including termination of employment in accordance with policy and law.

Victim Protection Strategies

When the school confirms that a violation of this policy has occurred, it shall notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but are not limited to the following:

1. Additional training may be provided for all students and applicable staff on implementation of the policy and/or bullying prevention.

2. Notice may be given to the victim's teachers and other staff to monitor the victim and his/her interaction with peers.
3. Assignment given to school staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral made to counseling services for the victim and perpetrator.
5. Modification may be made to the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

BULLYING PROCEDURES

Reporting

A victim or witness of bullying should immediately report the behavior to a teacher, counselor, or school administrator. Upon receipt of a complaint, the recipient shall forward it on to a principal or the superintendent if the principal is the subject of the complaint.

Reporting Options for Students and Community Members

Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

1. Complete a written complaint form – a complaint will have the option of including his/her name on this form or submitting it anonymously. The form may be returned to any school staff member, or filed in one of the school's main offices. Contact the school office to receive a complaint form.
2. File an oral report with any school staff member.
 - **A complaint filed anonymously may limit the school's ability to investigate and respond to the alleged violations.**
 - **Report Forms are available in the school office.**

Reporting to Law Enforcement & Other Forms of Redress

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, the staff member shall report it to law enforcement. Nothing in this policy shall prevent a victim or a victim's family from seeking redress under state and federal law.

Reporting Requirements for School Staff

The school approved form shall be completed by school staff, including school administration, when they:

1. witness an alleged violation of this policy.
2. receive an oral report of an alleged violation of this policy.

Documentation & Retention

All written reports of an alleged violation of this policy received by the school shall be forwarded to the appropriate school administrator for investigation and retention. Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the school for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the school, such reports and investigation material shall be retained for six years after the student turns 18.

Investigative Procedures

School administrators are required to investigate violations of this policy (as prescribed under “Prohibitions”) when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, or retaliation is reported using the applicable method (s) prescribed in the reporting section of this policy.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content and context of the report and whether this report is the first of its type filed against the alleged perpetrator. Investigations may include any or all of the following steps, or any other investigatory steps, that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (Note: In some cases physical evidence may be unobtainable, e.g., a private social networking profile)
2. Interviews with the complainant, the victim and/or the alleged perpetrator (Note: At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator.)
3. Interviews with any identified witnesses
4. A review of mitigating or extenuating circumstances
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and the alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

Students that the school has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to the following:

1. Require the student to attend detention
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the school’s suspension and expulsion policy shall be followed
3. Make restitution if applicable
4. Refer the student to a school counselor
5. Hold a conference with the student’s parent/guardian and classroom teacher(s), and other applicable school staff
6. Modify the perpetrator’s schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim
7. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy’s definition of bullying, it may be addressed under other school disciplinary policies.

For bullying initiated off campus and received on campus (e.g., cyber-bullying), the school only has authority to impose any of the above disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off-campus bullying received on-campus, the school may only take corrective measures as described in items five through seven above.

If the perpetrator is a school staff member, the school shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties, suspension, or a recommendation for termination/discharge in accordance with any applicable law.

SUBSTANCE ABUSE

No Christ the King School student shall use, sell, distribute, buy, receive, be under the influence of or in the possession of alcohol, any substance not being used for its intended purpose, any controlled substance, inhalants, tobacco and tobacco products, and any prescription drugs not prescribed to said student, on any Christ the King property, while on the school bus or while attending any school related function.

The following guidelines have been established to assist in managing substance-abuse violations:

Student in Possession or Use of Identified Substances

First Offense-The principal or designee notifies parents and police, detaining student until the police arrive.

In addition to the regulations of this policy, any student so identified is also ineligible to participate in any extracurricular activities for a period of not less than six (6) weeks.

A parent conference is held as soon as possible after the offense occurs to discuss consequences of the offense.

Family must verify that all conditions set forth by law are being implemented.

Second Offense-Student is suspended until a school board expulsion hearing is held. Actions taken will be given on a case-by-case basis according to severity.

Distribution

Distribution is defined as selling, giving, or taking orders for any of the identified substances. Any student intending to distribute an identified substance based on reliable information as to the fact the student actually distributed identified substance, will be suspended immediately and considered for expulsion.

Tobacco Use in the Schools

Smoking and use of tobacco product is prohibited on all school property and in school-owned vehicles 24 hours per day, 365 days per year. The use of tobacco and/or tobacco products by students, all school personnel, patrons and visitors is strictly prohibited at all times. This also includes other organizations that use the school property for events/activities.

Students: Smoking or possession of tobacco products by students, regardless of age, is prohibited on school property and at all school functions. The principal is responsible for administering appropriate discipline that may include suspension and/or recommendation for expulsion from school.

All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report this violation to a supervisor or principal.

The principal shall develop regulations for the enforcement and implementation of this policy including educational and informational programs to assist students, school personnel, and the public to understand, accept, and cooperate with this policy.

Tobacco Policy – Definitions

For purposes of this policy, “tobacco” is defined to include any lit or unlit cigarette, cigar, pipe, blunt, bidi, clove cigarette, and any other tobacco product, and spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form.

For purposes of this policy, “tobacco use” includes smoking, which means carrying or having in one’s possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco, also known as smokeless tobacco, dip, chew, and snuff in any form. The term use means the chewing, lighting, smoking, and any other usage of any tobacco product.

WEAPONS

Christ the King School determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the student and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school sponsored activity. Such weapons include, but are not limited to, any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal. The principal may recommend a modification of the expulsion on a case by case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the principal.

Other violations of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the principal.

A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing a weapon as defined by IDEA Regulation

300.520(d)(3) to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act.

PLAYGROUND RULES

1. Anything on the ground stays on the ground such as safety mats, rocks, pinecones and sticks.
2. Please empty the rocks from your shoes on the playground before entering the building.
3. No crawling up the slides.
4. No crawling or sitting on the outside of tube slides.
5. One person on a swing at a time. No twisting, jumping off or wrapping around the swings.
6. No ball tag on the equipment.
7. Leave mats on the ground.
8. Stay on north side of the trees located on the playground.
9. No climbing over the fence.
10. Wear protective footwear (tennis shoes) or shoes with straps.

Additional winter rules:

11. Snowball throwing is not allowed.
12. Snow boots and snow pants must be worn to play on the playground.

Students are expected to show respect and obey personnel who supervise play activities at all times. Students may not leave the playground, even to retrieve a ball, without the consent of the supervisor on duty. Supervisors will address any behavior that is unsafe or deemed inappropriate.

TECHNOLOGY

Christ the King School provides all students with relevant technological opportunities because technology has an ever-increasing and permanent role in society. Technology is a tool with inherent interdisciplinary applications. We believe that we must prepare students from an early age in the use of technology and provide them with an understanding of the ethical, social and legal concepts and responsibilities in the use of technology.

Access to telecommunications will enable students to explore thousands of libraries, databases and bulletin boards throughout the world. Internet access is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a respectful and responsible manner. The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers and computer systems
- Violating copyright laws
- Accessing materials which have not been designated for student use by an educator

Access is a privilege, not a right. Access entails responsibility. Disciplinary or legal action will be taken against those who abuse this privilege.

PHONES

Cell Phones/Electronic Devices

Christ the King School discourages bringing electronic devices in the school building during the school day. These include cell phones, personal pagers, beepers, CD players, MP3 players, portable gaming devices, cameras or other electronic devices. However, if a parent or guardian deems it necessary for the student to bring an electronic device to school, the student is required to keep it turned off and in his/her locker or backpack during the school day. Christ the King is not responsible for any lost, damaged, or stolen items.

If a student must use a phone during the school day, he/she may use the main office phone. The student must have a pass to use the phone.

Electronic devices used during the school day or in the student's possession (out of their locker or backpack), will be taken to the school office. The parent will need to make arrangements to pick up the device from the main office. Subsequent violations will result in a parent, student, and administrator meeting.

Parents or guardians who need to get a message to their child during the school day should contact the school office. The message will be delivered in a timely manner to the student.

Cell phone use is allowed after school is out. Inappropriate content (music, language, etc.), or other misuse of cell phones or electronic devices, will result in privileges being taken away. The device will be taken to the office and a parent will be contacted.

Telephone Calls

Classes will not be interrupted for telephone calls. Only in a case of emergency will a teacher or pupil be called out of the classroom. Other incoming calls or notices will be placed in the teacher's mailbox to be picked up throughout the school day

HOT LUNCH PROGRAM

Christ the King participates in the North Dakota School Lunch Program, which provides nutritious meals to students at a moderate cost. The price for students in full day Montessori through Grade 6 is \$2.50 per lunch and adult meals are \$3.50. Write checks out to Christ the King and turn them in at the office and the money will be deposited into your family's cafeteria account, which can then be viewed on Sycamore. Milk is provided with hot lunch, but if a child chooses to bring cold lunch, individual cartons of milk are available for purchase.

Eligible persons may receive free or reduced price meals upon application and approval. Application forms may be picked up at the school office. Reduced lunches are \$0.40. The program is federally funded and administered separately from the regular school program.

MORNING SNACK BREAK

All students will have the opportunity for a morning snack/milk break. The snack must be brought from home. A carton of milk will also be available to the students. The cost for this milk program is \$50 for the school year for grades 1-6 and \$25.00 for all Montessori students.

RECOMMENDED SNACK LIST

We need your help in teaching our children long-term healthy snacking. Nutritious foods are essential to fuel the brain to promote good learning in the classroom. Remember, classroom snacks are *optional*.

Keep the following criteria in mind when sending school snacks:

- Choose nutrient-rich snacks with an emphasis on fresh fruits and vegetables.
- Keep snacks at about 100 calories or less.
- Sugar should not be listed as the first ingredient.

ACCEPTABLE SNACKS

UNACCEPTABLE SNACKS

Fruit/Vegetable-canned, fresh, dried	All nuts/peanut butter
Granola/Cereal Bars	Potato Chips/Cheese Puffs
Yogurt	Candy/Candy Bars
Raisins	Little Debbie Snacks
Pretzels	Twinkies
Dry Cereal	Frosted Cereals (Fruit Loops, Lucky Charms, etc.)
100% Fruit Snacks	Gummy Fruit Snacks
Muffins	Cookies
Popcorn (already popped)	Pop Tarts
String Cheese	Cake/Cupcakes
Beef jerky	Soda Pop/Juice Boxes
Chex Mix	Trail Mix
Bagels/English Muffins	Doughnuts
Pudding	Brownies
Snack Crackers	

Revised 8/2015

Christ the King School aims to teach, encourage and support healthy eating.

BICYCLES AND SKATEBOARDS

Bicycles must be parked in designated areas. Bicycles are to be walked to and from the playground at all times. No skateboards are allowed on Christ the King property.

RECEIPTS, BOX TOPS, COKE REWARDS, SCRIP

Box Tops for Education and Coke Rewards codes are collected at the school and can be turned in at the office. Scrip cards, which allows our school to receive a percentage of your purchase amount, can also be purchased at the school office, and a list of participating businesses can be found on the Christ the King website.

LIBRARY

Christ the King School Library provides an extensive collection of age appropriate materials available for check out. A fine is charged for damage to library materials. Lost library books will be paid for by the student/parent. The person checking out a book will be held responsible for loss or damage. Fees are set by the librarian. Donations to the library are always welcome. Please contact the school office prior to dropping off materials.

E-Reader Policy

Checking Out:

- Students in grades 4-6 in good standing (i.e. library account is not blocked due to unpaid fees or lost materials) can check out an e-reader. The check out limit is one e-reader per household at any given time. The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning e-readers.
- A student/parent will need to complete an “e-Reader Agreement” with each checkout, acknowledging financial responsibility for lost or damaged equipment.
- E-readers are checked out for 14 days with no renewal available.
- Once an e-reader is checked out to a student, the e-reader becomes the responsibility of that student per the E-Reader Agreement. For more information regarding the E-Reader Agreement, contact the librarian.

PROMOTION AND RETENTION

Promotion and retention of a student is based on completion and comprehension of work at a particular grade level. Retention will only be considered if one can reasonably foresee that the student will profit by such action. Parents will be notified and consulted in advance when retention is considered.

REPORTS TO PARENTS

Report cards are issued each trimester. Parents are informed of any deficiencies, and suggestions may be made for actions which may be taken to help students improve their grades. Grades and comments are available on the Sycamore Education website on an ongoing basis.

Parent-teacher conferences are held twice each year. Dates and times will be announced in advance. Parents should remember, however, that special conferences may be arranged at any time when there is an apparent need.

The following scale will be used to evaluate students in the academic areas. For grades 1 & 2, a more descriptive reporting method is used ranging from an advanced level to novice.

94 -100 = A 87 - 93 = B 79 - 86 = C 70 - 78 = D Below 70 = F

Parents of children in the Montessori Children's Houses will receive periodic progress reports by the teachers.

VOLUNTEERS

Many times during the school year, we require the services of volunteer helpers who assist as teacher aids, typists, drivers for field trips, and in many other ways. We urge you to advise teachers or the office if you would be willing to help with any of these duties. The Diocese of Bismarck requires Christ the King to do a background check on all volunteers. If you plan to volunteer, please fill out a form in the school office. Once a background check is on file, it does not need to be done each year.

MEDICAL

Doctor and Dental Appointments

Students may be excused for doctor or dental appointments during school hours only if other times are not available. Parents must give their permission in writing or call the school office in advance. Students may leave only for an appointment and are expected to return after the appointment.

Immunization Certificates

The 1979 North Dakota Health Immunization Law requires that no child be admitted to kindergarten or elementary school in any public or non-public schools unless he or she has a certificate of immunization on file at the school or submits one prior to admission. The law, which became effective on July 1, 1979, requires that the certificate be signed by a physician or local health department representative and be presented to school officials by the parent or guardian of the child. The certificate of immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, and polio. The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic from any of the communicable disease for which immunization is required, those children who are not adequately immunized, including children exempt, may be excluded from school until the danger of the epidemic is over.

Medication

No medication will be administered to a child by school personnel unless signed instructions have been received from the parents. Any health problems requiring special attention or actions should be reported to the principal. Any student requiring medication, either prescription or non-prescription, must have a signed consent form by a legal guardian or parent on file in the school office. Medication will not be dispensed without a signed form.

Accidents, Illness or Injuries

In case of an accident, injury, or concussion during school hours, the parent will be notified. If a parent cannot be reached, the emergency number previously given by the parent will be called. If no one can be contacted and the school personnel believe that medical attention is required, the child will be referred to a physician. Please be sure that the emergency form has been filled out and returned to the school.

When a student becomes ill in school, the parents are called. No student will be sent home without the parent's consent and knowledge. The Center for Disease Control (CDC) and the ND Department of Health has advised that children are kept home from school at least 24 hours after their fever is gone.

(Their fever should be gone without having taken a fever-reducing medicine.) A fever is defined as 100 degrees F or 37.8 degrees C.

Head Lice Policy

The American Academy of Pediatrics and the North Dakota Department of Health do not recommend “no-nit” policies as they have not been shown to be effective in reducing the incidence of head lice. If a child is found with head lice parents will be contacted and resources will be provided concerning treatment. Resources are also available through Custer Health.

Insurance

Christ the King does not carry any form of medical insurance for children who are injured while on school property or during school activities. It is the responsibility of parents to make arrangements for medical insurance or to pay for the costs of medical treatment.

TRANSPORTATION RULES

BUS RULES

Transportation Discipline System:

Mission Statement:

To transport all students, a very precious cargo, in a safe, quiet, and enjoyable manner to and from school and school-related activities.

Rules of the bus:

1. Respect and obey your bus driver and/or bus aide.
2. Stay seated, talk quietly, keep head, arms, or other parts of the body inside the bus, do not disturb others or their property, or throw objects on or off the bus. Failure to follow rule—up to a one-week suspension.
3. Fighting, obscene language, physical harm to others, their property, or the bus is forbidden. Failure to follow rule—up to a two-week suspension, plus repayment of any damages.
4. Bringing or using unauthorized articles on the bus is forbidden. Use of tobacco, drugs, alcohol, possession of firearms, explosives, matches, knives, or other weapons shall be dealt with severely.
5. Bullying/harassment on the bus will not be tolerated.

Consequences:

If a student creates a safety hazard or causes a discipline problem, the following steps will be taken. Based on the severity of the infraction, school or law enforcement authorities may be notified or suspension may be issued after any infraction. The Director of Transportation will make the final decision.

1st Offense: Parents will be notified in writing or by telephone that the student’s behavior is not appropriate. Student may be moved to different assigned seat or another consequence may be given.

2nd Offense: Student rider will be suspended from bus service for three days. A conference will be held with student, administration and/or Transportation Director.

3rd Offense: Student rider will be suspended from bus service for five days and will serve three days of after-school detention. A conference may be held to include the student, administration and/or Transportation Director, parent, and driver. Parent will be responsible for picking up the student on the days of after-school detention.

4th Offense: Student rider will be suspended from bus service for the remainder of the school year.

STORM DAYS AND INCLEMENT WEATHER

Families are asked to listen to KFYZ-TV or KFYZ Radio (AM 550) for school cancellations. If a storm is so bad that it would be a danger to a student to leave school, Christ the King will keep the students in school until the storm passes. If Mandan Public Schools cancel the rural bus service for the day, we may still have school for the town students. **If Mandan Public Schools cancel school due to weather, Christ the King School will be closed as well.**

Remember, warm coats, caps, gloves and boots are required by students to stay safe and warm during the winter. The general guidelines for keeping children inside from recess or for bringing them in early are: 10° F below zero temperature, 10° F below zero wind chill factor



Christ the King School and Montessori Dress Code Policy

Students at Christ the King School and Montessori Children's House are expected to wear clothing and accessories that reflect positive Christian modesty and taste while attending school or representing school activities. School uniform clothing listed below can be purchased from any vendor, but may not contain brand logos and must stay within the color and fabric guidelines.

Tops: Long or Short Sleeved Polo Shirts

Style: cotton/polyester blend, long or short sleeved polo shirts with no logos

Colors: Navy, white, light blue, and red

Outerwear (in class): Jackets

A navy zip-up CTK logo jacket purchased from Pure Country can be worn during class.

Contact the CTK School Office to order a jacket.

Bottoms: Pants, Shorts, Capris, Skirts, Skorts, and Jumpers

Style/Material: docker-style, cotton twill, cotton blends (no denim), regular or relaxed fit

Colors: Navy or khaki

Montessori Children's House only: Denim allowed

Belts are encouraged, but not mandatory – black or brown dress belts allowed

Socks/Tights/Leggings

Colors: White, black, or navy (no logos)

Boys may wear crew socks or short socks. Girls may wear knee socks, crew, dress, or short socks.

Shoes

No black soled tennis shoes. Dress shoes, loafers, oxfords, sneakers, and sandal styles are acceptable but must be conservative and modest. Socks must be worn except when with sandals. Flip flops are not allowed, but sandals with back straps are allowed.

Tattoos and Body Piercings are prohibited. Girls may wear earrings, but no other body piercings are allowed for either boys or girls.

Hair must be neat, clean, and in a contemporary style. Unnatural color will NOT be allowed. Hair pieces are acceptable.

Hats/Caps are not allowed to be worn in the building during school hours.

General Info:

- All clothing must be modest, neat, clean, in good condition, and must be sized to fit.
- All students are required to tuck in shirts, which must completely cover midriffs.
- Sleeveless garments and hooded sweatshirts may not be worn during school hours.

- Shorts, skirts, skorts, and jumpers must be no shorter than 3 inches above the knee. Carpenter, cargo, and stretch style shorts are not permitted.
- Outdoor clothing such as caps, hats, and coats may not be worn during class.
- Faculty may adjust dress code for special functions (i.e. field trips).
- Non-uniform days will be scheduled at the discretion of the administration.

DISCIPLINARY ACTION for INFRACTION or NON-COMPLIANCE with the Unified Dress Code

1. If the student is not in compliance with the Unified Dress Code, the parent must notify the school office (by telephone or note) to explain why the student isn't in compliance.
2. If the school office is not notified, and the student is not in compliance, the parent will be notified to bring appropriate clothing to school for the child.
3. In the event the parent is unavailable, a notice will be sent home with the student explaining the infraction. The student must return the form signed by the parent. At that time, they must be in compliance with the Unified Dress Code.
4. If there are three violations within a trimester a parent, child, principal conference will be held.
5. More than three violations of the Christ the King Dress Code may result in suspension from school.

In all cases the Christ the King administration reserves the right to determine what constitutes proper dress in the spirit of the Unified Dress Code and in accordance with good taste and modest styles for a Catholic School.

TITLE I DISPUTE OF RESOLUTION POLICY

Any individual who believes the Mandan Public Schools has violated the regulations of law governing the Title I program should submit a detailed statement of facts supporting the allegation to the principal. The principal shall investigate the complaint and provide the individual with a written response within thirty (30) days.

Any complaint must include:

- the date
- the name of the district, unit, or the individual the complaint is against
- the name, address, and telephone number of the person making the complaint
- a detailed description of the complaint, including specific facts
- the signature of the person making the complaint

In the event the complaint is unresolved, the complainant has thirty (30) days to forward the complaint to the Superintendent. The Superintendent shall hold a hearing within thirty (30) days of the complainant's request to determine the validity of the complaint and resolve it, if possible.

If the complaint is not resolved to the satisfaction of the complainant, the complainant may forward the complaint to the Department of Public Instruction-Title I, 600 East Boulevard, Bismarck, ND 58505-0440. The Department will investigate the charges and issue a report providing suggestions for resolutions within sixty (60) days of receipt of the complaint.

If the complaint is still not resolved to the satisfaction of the complainant, the complaint may be forwarded to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue NW, Washington, DC 20208.

GREIVANCE PROCEDURE

If any patron wishes to grieve a decision made by a staff member, administrator, or the school board, that person must contact the principal for instructions on the proper grievance procedure. Grievances that go beyond the principal need to be in writing.

- Step One - Contact Teacher/Staff Member
- Step Two - Contact Mike Heilman
- Step Three - Contact Fr. Nick Schneider, Pastor

CHRIST THE KING CONTACT INFORMATION

Ashley David	ashley.boell@ctkmandan.com	Montessori Directress
Cate Zebroski	cate.zebroski@ctkmandan.com	Montessori Directress
Claire Bedore		Montessori Aide
Carmen Erhardt Fitchner		Montessori Aide
Sheryl Brown	sheryl.brown@ctkmandan.com	Grade 1
Rebekah Slocomb	rebekah.slocomb@ctkmandan.com	Grade 2
Denelle Scheerle	denelle.scheerle@ctkmandan.com	Grade 3
Jeanne Wolf	jeanne.wolf@ctkmandan.com	Grade 4
Loretta Maher	loretta.maher@ctkmandan.com	Grade 5
Abelardo Flores	abelardo.flores@ctkmandan.com	Music
Sandy Boehm	sandy.boehm@ctkmandan.com	Library

Administrative Staff

Father Nick Schneider	frschneider@ctkmandan.com	Pastor
Michael Heilman	mike.heilman@ctkmandan.com	Principal
Denelle Scheerle	denelle.scheerle@ctkmandan.com	Assistant Principal
Kim Nutsch	kim.nutsch@ctkmandan.com	Administrative Assist.

Support Staff

Perry Arndt	perry.arndt@ctkmandan.com	Maintenance Super.
Trissa Ford	patricia.ford@ctkmandan.com	Cook
Karla Hillstrom	karla.hillstrom@ctkmandan.com	Cook

School Board Members

	<i>Call the office for contact information</i>	663-6200
Jonathan Marohl, President	Mark Frost	
Maren Gerhardt, Vice President	Laura Gardner	
Kim Kleinknecht, Secretary	Jennifer Holle	
	Loren Kopyy	

**Christ the King School
Parent/Student Handbook
2016-2017**

The Christ the King School Parent/Student Handbook is available on our website. Follow the links to Our School and School Handbook, or go directly to: ctkmandan.com/school-handbook.

To receive a printed copy of this handbook, contact the school office.

Please review the 2016-2017 CTK Handbook, then sign and return this form to the school office on or before Friday, September 2, 2016.

I, the undersigned, have read and understand the outlined Parent/Student Handbook.

PARENT/GUARDIAN – PRINTED NAME

PARENT/GUARDIAN SIGNATURE

DATE

Revised August 2016