

CHRIST THE KING LUTHERAN SCHOOL
FAMILY HANDBOOK
KINDERGARTEN – GRADE 8
2020 – 2021



People Helping People Become All Christ Calls Them to Be

Christ the King Lutheran School
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INTRODUCTION

This handbook has been developed to assist families in understanding *who* Christ the King Lutheran School is and introduce them to its policies and procedures. ***This handbook is to be updated annually and is to be read by all school families.*** If there are questions concerning any of the school's policies or procedures, we ask that you bring them to the principal or the Education Committee.

SCHOOL STRUCTURE AND GOVERNANCE

Christ the King Lutheran School is governed by the Executive Council of Christ the King Lutheran Church. Under the Executive Council, the school maintains the following structure:

Christ the King Lutheran Church and School's Education Committee advises the Executive Council on matters regarding CTK's educational ministries.

The School Administrator/Principal is tasked with overseeing the entire educational ministry of Christ the King Lutheran Church and School and is responsible for carrying out all school-related tasks including supervision of instruction, discipline, staffing, and administrative duties. Christ the King has an assistant principal to aid in the execution of administrative responsibilities.

Classroom teachers are directly responsible for their classroom and their students. Families are encouraged to speak regularly with their child's teacher regarding the progress of their child or any concerns they might have.

The **Education Committee** of Christ the King Lutheran School is thankful for the opportunity to partner with you in *helping your child become all Christ calls them to be*. The Education Committee stands ready to serve families by striving to provide an outstanding educational experience for you and your child. May the Lord bless our partnership.

The Education Committee of Christ the King Lutheran Church and School

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Kristin Dominguez, Committee Secretary

Corie Lauremore, Committee Member

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CHRIST THE KING LUTHERAN SCHOOL AND THE WELS

The Wisconsin Evangelical Lutheran Synod (WELS) has been providing Christian education for over 150 years. Considering its early childhood, elementary, and high school system, the WELS manages the fourth largest private school system in the United States. Currently, WELS congregations operate nearly 400 early childhood centers, 300 elementary schools, and 27 high schools.

Christ the King Lutheran School (CTK) has been operating as part of the WELS school system since 2010. CTK operates an early childhood education center along with a kindergarten through grade eight program on the

same campus. Students from CTK consistently score above the national average on standardized testing. CTK is blessed with a faculty specifically trained to be professional educators in the WELS school system. All teachers hold at minimum a bachelor's degree in elementary education.

STATEMENT OF RELIGIOUS BELIEFS AND CONVICTIONS

As a Christian school and non-profit institution, Christ the King School reserves the right to refuse enrollment or to disenroll students whose personal or family's beliefs and practices conflict with Christ the King School's understanding of the Word of God. Christ the King School is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS). The WELS website, www.wels.net, is a helpful resource to more fully understand CTK's teachings and beliefs as revealed in Scripture.

No student or family shall at any time contest or undermine the stated purpose of the school or its teachings as revealed in Scripture, in or outside the classroom. Any student or family actively promoting or living a lifestyle contrary to Scripture may be subject to disenrollment.

MISSION, VISION, AND OBJECTIVES OF CHRIST THE KING LUTHERAN SCHOOL

Christ the King Lutheran School functions as part of the overall ministry plan of Christ the King Lutheran Church and seeks to carry out the campus-wide mission of...

"People Helping People Become All Christ Calls Them to Be"

Christ the King Lutheran Church and School work collaboratively in carrying out this mission on campus and in the community. With the all-powerful Word of God, CTK will encourage God's people to grow into all they have been designed to be and reach out into the community to those who may not yet know Jesus as their Savior from sin.

VISION STATEMENTS

To carry out its mission, Christ the King Lutheran School commits itself to collaborate with families to accomplish the following:

- Partner with parents/guardians in fulfilling their God-given responsibility of bringing up their children in the training and instruction of the Lord (Ephesians 6:4).
- Help students discover and develop their talents and abilities to be used in thankful service to the Lord.
- Encourage students and their families to have a life-long relationship with Jesus Christ.
- Provide a safe, nurturing environment with high academic standards
- Incorporate proven instructional methods, quality materials, and a standards-based curriculum taught in the light of God's Word.

OBJECTIVES

Christ the King Lutheran School desires to collaborate with families to see children succeed in all aspects of life. Partnering with families, CTK seeks to ensure that children will have what it takes to make a positive impact in this community and beyond. CTK desires to serve families by helping their children grow and develop into all God has designed them to be. CTK has identified four specific areas in which it will serve students in the process of Helping People Become All Christ Calls Them to Be:

1. Christ the King Lutheran School will partner with families to help students grow within the five domains of development.

- **Spiritual** – Students will learn to grow in the knowledge and grace of God, trusting in Jesus Christ as their personal Savior from sin through His suffering, death and resurrection. In response to this gift, students learn to live a life of serving Jesus by serving others.
- **Intellectual** – Students will receive a high quality, well-rounded, Christ-centered education that prepares them for a lifetime of service to God and neighbor. All subjects will be taught in the light of God’s Word. It will become evident that God’s Word applies to every aspect of life.
- **Physical** - Recess, physical education classes, and athletic programs will help students grow physically. Students will learn that their bodies are a gift from God and that they accept responsibility for their health, safety, recreation and rest.
- **Emotional** – Students will learn to recognize that feelings and emotions are real and need to be identified, validated, and aligned with God’s will for his people.
- **Social** – Students will learn to recognize all people as God’s creation and to show kindness, unconditional Christian love and respect to their peers, family members, pastors, teachers, government authorities and all God’s representatives here on earth.

Christ the King Lutheran School also believes that students need to be equipped for a world that is constantly changing. It is likely that many of the careers CTK students will find themselves in do not even exist yet.

2. CTK will partner with families to provide opportunities for students to develop the 21st Century Skills of...
 - **Critical Thinking/Problem-solving** – comparing evidence, evaluating claims, & making sensible decisions
 - **Communication** – speaking and writing skills and the ability to process and analyze information through a variety of media formats
 - **Collaboration** – working with others effectively and efficiently to accomplish a common goal
 - **Creativity/Innovation** – exploring options and designing alternative solutions “thinking outside the box”
3. CTK will partner with families to provide opportunities for students to develop the Life Success Skills of...
 - **Integrity** – honesty manifested by adherence to moral principles
 - **Self-discipline** – self-monitor, delay gratification, and resist temptation
 - **Empathy** – understand the feelings and perspectives of others as decisions are made
 - **Perseverance** – tenacity in difficulty, striving to achieve, never giving up
 - **Clearly defined moral values** – understand Biblical guidance for daily living
4. CTK will partner with families to equip students for readiness in the 4 C’s.
 - Ready for **College**
 - Ready for **Career**
 - Ready for **Citizenship**
 - Ready for **Christian-living**

The blessing of Christian education is that these objectives and qualities are developed with guidance from the scriptural tenants of Love the Lord your God with all your heart and with all your soul and with all your mind and Love your neighbor as yourself (Matthew 22:37, 39).

EXPECTATIONS

Families can expect that Christ the King Lutheran School faculty and staff will:

- Be prepared to serve students and families each day.
- Have a servant’s attitude in their approach to ministry.
- Carefully assess each child’s individual abilities.

- Encourage each student to work to his or her potential.
- Have a willingness to assist students.
- Be available for students and parents.
- Speak well of Christ the King Lutheran School's students and families.
- Express the joy of carrying out the Gospel ministry at Christ the King Lutheran School.
- Pray for the students and families of Christ the King Lutheran School.
- Treat students and families with Christian love and respect.

Christ the King Lutheran School faculty and staff expect that students will:

- Have a willingness to participate, cooperate, and learn.
- Take responsibility for class assignments and projects.
- Complete all assignments on time using one's God-given talents to their fullest.
- Go to the classroom teacher when there is a question or problem regarding class work.
- Challenge themselves to succeed at the highest possible level.
- Understand and reflect the joys and blessings of the Gospel ministry carried out at Christ the King Lutheran School.
- Pray for your families and Christ the King Lutheran School's faculty staff.
- Treat other students, support staff, and teachers with Christian love and respect.

Christ the King Lutheran School faculty and staff expect that families will:

- Have your child at school on time each day.
- Provide spiritual development opportunities for your child.
- Encourage your child to use his/her God-given talents to the best of his/her ability.
- Regularly discuss school with your child.
- Encourage your child to seek help from his/her teacher when questions or concerns arise.
- Discuss your child's progress with his/her teachers.
- Share with your child and others the blessings of Christian education.
- Speak well of your child's teacher and the Christ the King Lutheran School's faculty and staff.
- Pray for your child, the faculty, and staff at Christ the King Lutheran School.
- Treat other families, the staff, and faculty with Christian love and respect.

STATEMENT OF EXCELLENCE

CTK will pursue excellence in:

- Being a school dedicated to the Word of God
- Being a school which demonstrates Christian love and respect toward all
- Being a school seeking to serve students and families
- Being a school committed to academics
- Being a school striving for continuous improvement

CULTURE OF PROFESSIONALISM

Christ the King Lutheran School is an equal opportunity employer and does not discriminate based on race, color, sex, age, national origin, disability, or veteran status. A climate of high expectations, both professional and ethical has been established for administrators, teachers, and support staff.

Christ the King Lutheran School's *Teacher Qualifications and Professional Ethics & Reporting Professional Misconduct Procedures* documents are posted in teacher work rooms, on the school's website, and on hallway bulletin boards.

Christ the King Lutheran School strives in every way to follow the scriptural encouragement found in Colossians 3:17, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."

THE LEARNING ENVIRONMENT AT CHRIST THE KING LUTHERAN SCHOOL

Christian love and respect and educational purpose characterize the classroom environment at Christ the King. CTK faculty and staff promotes responsibility, mutual respect, civility, and academic excellence in a safe learning and teaching environment. This learning atmosphere is relaxed but orderly – a place where instruction can take place and the joy of growth and development can be experienced. In maintaining structured, disciplined classrooms, the teachers provide an educational setting where learning occurs. CTK strives to assist parents in *Helping Students Become All Christ Calls Them to Be* by providing...

- A Christian environment that is loving and caring.
- Facilities that are safe and clean.
- Classrooms that are engaging and conducive to learning.
- A campus which welcomes families.
- A school of best-practices.

ELASTIC CLAUSE

This Family Handbook does not include every situation that may possibly arise during the school year. If any situation not specifically covered should arise, in Christian love, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and God's kingdom will be considered. Each situation is different and will be handled on an individual basis. The administration reserves the right to deviate from the policies and guidelines outlined below.

CHRIST THE KING LUTHERAN SCHOOL POLICIES AND PROCEDURES

STATEMENT OF NONDISCRIMINATION

Christ the King prohibits harassment and/or discrimination against a student based on gender, race, color, disability, linguistic preference, ethnic or natural origin, and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to students at the school. We further abide by the laws of the Americans with Disabilities Act (ADA).

ADMISSIONS

GENERAL GUIDELINES

- Admission to CTK is based on availability.

- Students will be placed in the grade level that corresponds with their chronological age using September 1 as the cut-off date.
- Christ the King may administer diagnostic tests to place students at the appropriate academic level.
- Christ the King practices a non-discriminatory enrollment policy.

ADMISSIONS PROCESS

- Step 1:** Family connects with CTK via phone, email, or the CTK website and is directed to either schedule a campus visit or complete the online *Admissions Application*.
- Step 2:** Campus visit schedule is finalized, the family visits, and is provided with additional school information including calendar, tuition information, and handbook. (This visit is to include the prospective student.)
- Step 3:** Family completes the application process in TADS and pays the \$75 Application Fee and completes the *Transcript Request* form. (Students entering grades 3 – 8 may be asked to *shadow* for part of a school day prior to Step 4.)
- Step 4:** Notification from the school office of acceptance for enrollment (either in the class or to the waitlist) will be made within 5 school days of completing Step 3 (Acceptance is conditional until complete student records have been received.)
- Step 5:** Family submits other required forms (i.e. health & immunization forms) through TADS and completes a tuition and fees payment agreement.

Please Note: Updates of immunizations will be required while students attend CTK. Your child’s immunization record will be evaluated on a regular basis by the local health department. *Children who do not have updated immunization records (or exemption documentation) cannot be allowed in the school.* The immunization record will be returned to the family upon request when the child leaves the school. *Christ the King does accept students who exempt themselves from immunizations for religious reasons.*

ADMISSIONS CONSIDERATIONS

Class Size Limits

With consideration of physical space and striving to provide an optimum learning environment, CTK’s Education Committee and Executive Council have established the following class size limits for CTK’s kindergarten through grade 8 educational program.

- Kindergarten through Grade 2 22 students per classroom
- Grade 3 through Grade 5 24 students per classroom
- Grade 6 through Grade 8 26 students per classroom

Considerations

The following considerations are made by the CTK Admin Team, Faculty, and the Education Committee regarding students being enrolled in the upcoming school year’s elementary school classrooms.

- Active membership at Christ the King Lutheran Church
- Siblings currently in program
- Child of CTK personnel
- Longevity in CTK’s educational ministries
- Current CTK student in good standing
- Child is from family without a church home
- Applications for enrollment received during the re-enrollment period (students of current CTK families) will be given priority.

At its first meeting after CTK's period of re-enrollment (January 1 - 20 of the current school year), CTK's Education Committee will adopt a list of students being enrolled for each grade and establish a waitlist for those grades in which there are more applicants than spots available.

ATTENDANCE

Regular school attendance is the responsibility of the family and student. Christ the King believes that consistent school attendance is essential for academic success and that all absences affect learning. Therefore, CTK's Student Attendance Policy has been developed to meet the following objectives:

- Raise student achievement and close gaps in student performance
- Identify attendance patterns to design attendance improvement efforts
- Know the whereabouts of every student every day
- Verify that individual students are complying with education laws related to compulsory attendance

State law allows the parent to write notes to document and excuse up to 10 days of student absence for illness or excusable reasons per year; 5 days in the first term (August-December) and 5 days in the second term (January-May). Beyond those 10 days, if a student has a serious reason to miss additional days, the school principal can review parent requests to excuse up to 5 more days per year, for a total of 15 days.

Beyond 15 days per year, only doctor/therapist or court notes can be accepted to excuse absences. It is very important to document all days of absence with a note which must be turned in at school even if the reason for absences does not allow the day to be excused.

REPORTING ABSENCES

A parent or guardian is asked to call the school office (**386-447-7979**) by 8:30 a.m. to report an absence (unless a notice of a planned absence has been submitted to the principal or classroom teacher). In the Case of families who do not report an absence, the school will attempt to contact a parent/guardian to determine a student's whereabouts.

When a parent or guardian does not excuse a student's absence, the absence is considered *unexcused*. According to Florida law, students with 15 or more unexcused absences within a 90-day period are considered truant and will be reported as such. Repeated unexcused absences could result in the student being dismissed from school.

ARRIVING LATE & LEAVING EARLY

- Students arriving at school between 9:00 and 10:30 are marked with a quarter-day absence
- Students arriving between 10:30 and 12:00 will be marked with a half-day absence.
- Students leaving school between 12:00 and 1:30 will be marked with a half-day absence.
- Students leaving school between 1:30 and 3:15 will be marked with a quarter-day absence.

When a child arrives late to school in the morning, parents are asked to check the child in at the school office. School personnel will accompany the child to the classroom and sign him/her in.

Students leaving early must check out through the school office. The office calls the student out of class when the parent arrives. The school requests that every effort be made to schedule appointments during non-school hours or on days when school is not in session for students to be present the entire school day.

Students must be in school the entire day to participate in co-curricular activities. Exceptions are made for pre-approved absences involving scheduled appointments.

TYPES OF ABSENCES

Excused Absences

- Personal illness
- Illness in the immediate family requiring the student to be at home
- Death in the family
- Scheduled medical appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the child's teacher.
- Quarantine
- Court appearance
- Observance of religious holiday
- Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal or designee. Parents must submit documentation related to the condition.
- Absences due to vacations, local non-school events, programs or sporting activities.
- Absences due to older students providing day care services for siblings.
- Absences due to non-compliance with immunization requirements (unless lawfully exempted).

TARDINESS

Students are expected to be on time for school and families are asked to make every effort to make this happen. If a student is tardy more than five times in a quarter, the student may serve an after-school detention. If a student is tardy more than 10 times during a quarter, the family will meet with the principal. Persistent tardiness could result in the student's dismissal from school.

MAKE-UP WORK

Teachers will allow students to make up and receive a grade for tests and assignments missed during an absence. Students typically have one day to make up work for every day of an excused absence. Students are required to make-up work for all absences, truancies, or suspensions. In the event of a planned absence, families may request schoolwork for their child by contacting the classroom teacher. Please keep in mind that the teacher may not be able to provide all schoolwork in advance.

ATTENDANCE AWARDS:

At the end of the school year, students who have achieved the following requirements regarding attendance will receive the corresponding awards.

- **Perfect Attendance** = Students do not miss any school & have not been marked tardy
- **Outstanding Attendance** = Students miss no more than 3 days of school & have been marked tardy 3 or fewer times.

Please note, students arriving at school with fevers or other illnesses will be sent home. Please also keep in mind that even excused absences will count when calculating student attendance.

FINAL THOUGHTS ON ATTENDANCE

While 100% attendance is the goal for every student, it is expected that students *will* attend at least 90% of the time. This is especially true for school choice students. Students who do not attend at least 90% of the time may be in jeopardy of losing their scholarship from the state of Florida. If a student forfeits a scholarship because of attendance, the family will be charged full tuition for that child.

Attending school regularly is critical for academic success. When a day of school is missed, a lot of learning opportunities are missed as well, many of which cannot be replicated. CTK teachers appreciate your efforts in getting your child to school every day on time. CTK feels it is best practice for students to be at school every day to make the most of their educational experience and in preparation for life after school.

BULLYING

Definition: Bullying is unfair and one-sided. It happens when someone purposely and habitually hurts, teases, frightens, threatens, or alienates someone else.

Christ the King Lutheran School is committed to making our campus a safe and caring place for all students. Everyone is to be treated with Christian love and respect. Bullying of any kind will not be tolerated. All concerns relating to bullying should be reported to a teacher and/or the principal and will result in appropriate consequences according to the discipline policy.

BULLYING BEHAVIORS MAY INCLUDE THE FOLLOWING:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way, or name calling
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

STUDENTS AT CHRIST THE KING LUTHERAN SCHOOL WILL BE ENCOURAGED TO DO THE FOLLOWING TO PREVENT BULLYING:

- Treat each other with unconditional Christian love and respect
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

TEACHERS AND STAFF AT CHRIST THE KING LUTHERAN SCHOOL WILL DO THE FOLLOWING TO PREVENT BULLYING AND HELP CHILDREN FEEL SAFE AT SCHOOL:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports using the *Four-A Response* process and coaching (Affirm/Ask/Assess/Act)
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline policy
- Provide immediate consequences for those who retaliate against students who report bullying.

CAMPUS VISITORS

All campus visitors are required to sign in and out at the school office. While on campus, visitors are expected to where a Visitor's ID Badge. Parents of Christ the King students are always welcome to visit the school. Visits by other adults or by friends of students may also be arranged with the principal and classroom teacher in at least 24 hours in advance of the proposed visit. Unauthorized visitors may be asked to leave the building and campus to ensure the security of our students.

CELL PHONES

The main office is staffed for answering phone calls. If a parent needs to communicate with their child during the day, please contact the office at 386-447-7979.

If parents feel their child absolutely needs a cell phone, the phone must be turned off and kept in the student's backpack/bookbag before the start of school and remain off while on school property. This includes iPods and cell phones used for music. Students may *not* use their phones for calling, texting, or emailing during the day. Students caught using cell phones during school will have their phone confiscated and a parent/guardian will retrieve the phone from the administration.

COMMUNICATION

Christ the King desires to build a culture where parents and teachers partner together in providing quality Christian education. To that end, the staff of CTK is truly committed to maintaining open channels of communication with the families of our students.

Below are some important avenues designed to promote efficient and effective communication:

ORIENTATION/STORM DAY

In early August, parents have an opportunity to meet with the teachers and Principal at CTK's Orientation/Storm Day to discuss the school's philosophy, policies, and procedures. This event gives CTK the opportunity to provide parents information about new policies, reinforce specific policies, and provide an opportunity to ask questions about CTK's educational ministry. Included with this event is an opportunity for students and families to visit classrooms and meet the teaching staff. Families are provided information needed for a successful school year and students can bring in their books and supplies in advance of the first day of school.

TADS

Each family is provided a TADS Educate account which provides the opportunity to track attendance, academic performance, and behavioral progress. Each family will be given a login and password to access your account and monitor student progress.

PARENT-TEACHER CONFERENCES

Christ the King Lutheran School holds formal parent-teacher conferences in the fall and spring of the school year. These conferences provide an opportunity for families to visit with teachers and discuss their child's spiritual, social, emotional, physical, and academic development.

TEACHER AVAILABILITY

If at any time during the school year families have questions concerning their child's progress or behavior, they are encouraged to call or email the teacher and arrange a mutually convenient time to meet. The teacher will make every effort to return your call or respond to your email within 24 hours.

CLASSROOM VISITATION

As part of CTK's open-door policy, parents are welcome to visit their child's classroom and see education in action. Parents may participate in the classroom activities or just come and observe. Prior to the visit, please contact your child's teacher.

DROP-OFF/PICK-UP

When a student is dropped off or picked up from the classroom, families will have an opportunity to connect with the teacher. This is not the time to discuss concerns or sensitive issues, but it can be used to set up a future meeting. Thank you for your understanding.

VOLUNTEERING

Parents are welcome to volunteer at Christ the King. Opportunities are plentiful. Whether it's one day a month or one day a year, please consider being a part of your child's classroom experience. Your presence enhances your life, your child's life, and our educational programs as well. If interested, please contact your child's teacher or the school principal.

WEEKLY UPDATE (E-NEWS)

Classroom teachers will typically send home a weekly email to inform families of classroom news and events. The school office will also send a weekly newsletter via email to keep families informed about school-wide news and events.

WHEN CONCERNS ARISE

We realize that at times problems or misunderstandings between home and school will arise. It is not good to leave these matters to themselves, even for a short period of time. If at any time you have a question or concern, please follow the process below which is based on Christ's instruction given to us in Matthew 18. It is the aim of this process to resolve any problems in a God-pleasing manner.

When there is a complaint or concern about another member of the school family seek to deal with the other individual in a private and respectful manner first. If that is a parent, then speak with that parent. If that is a teacher, then speak with that teacher. If the situation cannot, after sincere effort, be resolved, then the matter may be brought to the school principal. If the issue still cannot be resolved, Christ the King's Education Committee will take up the concern with the assistance of the Campus Pastor.

Please avoid talking to or involving other individuals in an issue that is none of their concern. This type of behavior only leads to gossip, misinformation, and hurt.

If your child comes home and shares with you something of concern, please reach out to your child's classroom teacher and ask the question beginning with three important words, **"Help me understand..."** A classroom teacher may not be aware of an issue your child shares. This question provides an opportunity for families and teachers to work together for the good of the entire school community.

Under no circumstances should families express concerns or frustrations with the school, a teacher, or other students via social media. This type of behavior is harmful to campus culture and will not be tolerated. Inappropriate use of social media on the part of a CTK family could result in a student's dismissal from Christ the King Lutheran School or Early Childhood Education program.

CURRICULUM

The curriculum at Christ the King seeks to enrich the mind and enlighten the heart through the timeless truths of God's Word. CTK's curriculum is designed to meet the diverse needs of learners, gives encouragement to use one's gifts to God's glory, and is based on learning standards set forth by the Florida Department of Education.

RELIGION

Each classroom has a daily religion period. Students in grades kindergarten through sixth use the *Christ Light* religion curriculum which over the course of the year studies Biblical accounts from the Old and New Testaments. Students in grades seven and eight participate in Bible study class twice a week during which a specific book of the Bible is studied and Catechism instruction twice a week during which Christian doctrine is studied. A hymn or religious song is studied by all grades each week as well.

A unique component of the religion curriculum at CTK is memory work. Each week, students are assigned scripture passages, parts of the Catechism, and hymns for memorization and recitation. CTK believes there is academic value in memorizing and spiritual value beyond compare when God's word is in the hearts and minds of His children.

LANGUAGE ARTS

A clear understanding of the English language is imperative for success in all areas of the curriculum and everyday life. CTK's language arts curriculum accomplishes this through its integration of reading, phonics programs, writing, spelling, grammar, and oral expression in a sequential and developmentally appropriate order. Students in grades K-6 use programs from Collaborative Classroom, either *Being a Reader* or *Making Meaning* as the foundation for instruction in Language Arts. Students in grades 7 and 8 use novels, short stories, and articles as the basis for their study of Language Arts.

MATHEMATICS

The traditional math approach at CTK gives students a firm foundation in computation, math concepts, problem solving strategies, and data interpretation. To promote consistency in mathematics instruction, all our classes, Kindergarten through 8th grade, use the *Saxon Mathematics* program. This math program is experiential in nature and employs manipulative and real-life situations to build mathematical knowledge.

Students who have completed pre-algebra (*Saxon Math Course 3*) are eligible to take high school level Algebra 1 through Florida Virtual School (FLVS). Taking Algebra 1 while still in grade school positions a student to take Calculus 1 in high school. Students who have completed Algebra 1 then take high school Geometry through FLVS.

SCIENCE

The science curriculum at Christ the King leads children to a greater appreciation of the awe-inspiring world in which they live. By means of textbook investigation, hands-on experimentation, group projects, and technology-aided presentations, students discover various aspects of physical, earth, and life science. Special emphasis will be placed on developing skills such as observing, comparing, hypothesizing, predicting, measuring, testing, and interpreting.

SOCIAL STUDIES

The scope of study in CTK's social studies curriculum includes exposure to a variety of social science disciplines: world cultures, values and customs, history, geography, sociology, current events, economics, and civics. Instruction and activities in these areas are structured to help young students develop skills such as critical thinking, decision-making, cause-and-effect relationships, and reading charts, maps, and graphs. This curriculum aspires to give students the necessary tools to be active, well-adjusted citizens and leaders in today's world.

TECHNOLOGY

The development and use of modern technology continue to evolve and shape our lives. Students are given the opportunity to develop familiarity with the physical structure of computers and with operating various computer programs to supplement cognitive growth. Classrooms are equipped with computer equipment, educational software, and high-speed Internet access.

MUSIC

CTK's music program contains the integrated components of music theory and music appreciation. The Quaver music instructional program is used to teach basic elements such as notation, rhythm, and music terminology to prepare students to read music and explore musical instruments. Vocal skills are developed through pitch exploration, ear training, and classroom singing.

ART

Concepts such as line, shape, form, color, pattern, design, and composition are developed in an art curriculum that allows children to express their creativity and discover their talents. Young artists learn to value not only the product, but also the process. The children also enjoy exposure to well-known artists, their unique styles, and classical works. Other goals include development of fine motor skills, improvement of hand-eye coordination, and experiences in collaborative learning.

PHYSICAL EDUCATION

The goals of CTK's physical education program include instruction in the rules, skills, and strategies of team and individual sports, physical fitness and cardiovascular development, practical experiences in leadership, teamwork, and sportsmanship, and development of a positive self-image in a safe, structured environment. CTK uses the SPARK physical education curriculum in grades K-8. Expectations include participation in all games and activities, respect for peers and instructors, proper care of equipment, and cooperation.

The P.E. program makes use of the *SPARK* instructional program and is designed to enable each child to achieve success while developing an interest in life-long physical activity. Participation in P.E. for students with medical problems or physical limitations will be modified as needed.

CO-CURRICULAR ACTIVITIES

At Christ the King, we strive to offer various co-curricular activities to accommodate the interests and abilities of all our students. Through these various programs we seek to accomplish the following goals:

- Co-curricular activities that are fun and enjoyable
- Co-curricular activities that are affordable and inclusive
- Co-curricular activities that are wide-ranged and wholesome
- Co-curricular activities that allow students to pursue music, the arts, and athletics

CTK CHOIR

Children who enjoy singing are encouraged to further their musical interests through membership in the CTK Choir. Opportunities for part-singing, solos, and small group ensembles are part of this weekly activity. Public performances at church and in the community provide an opportunity for children to share their faith, promote their school, and expand their musical horizons. Students in grades 3 through 8 may choose to join this voluntary choir.

ATHLETICS

In CTK's athletic program, coaches encourage students to develop personal commitment, teamwork, and good sportsmanship. Christ the King offers organized athletic programs including soccer, basketball, track, cheerleading, and run club to help young, aspiring athletes learn the rules and develop their skills. Active participation in athletics strengthens friendships, enhances team building skills, improves coordination and strength, and promotes physical well-being. The children ultimately learn to view sports competition as both fun and rewarding. Dates and times are released seasonally.

CLUBS

Christ the King School has begun to form some afterschool clubs as well. Currently, there are opportunities to be involved with chess or checkers, yearbook, or art club at various times during the school year.

CONDUCT AND DISCIPLINE

All students are expected to obey and show respect to those in authority. Hebrews 13:17 serves as a guide "Obey your leaders and submit to their authority. They keep watch over you... Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you." Students are also expected to be considerate, kind, and courteous toward each other. Matthew 22:39 states, "Love your neighbor as yourself."

Upon enrolling a child at Christ the King Lutheran School, a parent gives his child's teacher the authority to carry out the disciplining of the child while attending school or any of its functions. The parents can expect that CTK's teachers will correct their children properly in the spirit of Christian love and concern.

In all cases of discipline, Christ the King Lutheran School personnel will act with utmost love for the children and with their best interest in mind. We exist to partner with parents in *helping their child become all Christ calls them to be*.

In general, discipline is part of classroom management and is handled by the teacher. The exceptions to this are detentions, probations, suspensions, and expulsions, which involve the Admin Team and/or the Education Committee.

Disciplining is a teaching or leading process. CTK's discipline program is based on the proper application of Law and Gospel. The law condemns and curbs a person's sinful nature as it shows the undeniable need for a Savior. But it is the gospel (good news) of Christ which changes the heart and motivates a person for true discipleship. Simply put, the discipline program at Christ the King Lutheran School is reflected in these three objectives:

- To teach and model appropriate behavior.

- To stop inappropriate behavior.

- To promote personal responsibility and accountability.

The goal at CTK is to teach children how to be self-disciplined. When teachers or an administrator disciplines a student, they are showing that they care too much for them to let them behave in a way that is not God-pleasing and want to take the time and effort to help children learn how to behave appropriately. This is done in partnership with the home. It is critical that school and home cooperate in helping the child learn self-discipline. Teachers are encouraged to partner with families to address specific discipline issues within the classroom.

In no instance will physical punishment be used (e.g. spanking), nor will discipline be related to food, rest, or toileting. We prefer to give encouragement for and praise of good behavior, while offering corrective guidance and redirection for improper behavior/attitudes. We do our best to anticipate problems and redirect a child's activities. We will narrow choices if necessary. Positive words will be used to encourage positive behavior. We will encourage children to use words to express themselves.

If a child is exhibiting an inappropriate behavior, the child will be told they need to stop, explain why the behavior is unacceptable, and offer reasonable alternatives. Logical and natural consequences as well as temporary loss of privileges may be used as a reasonable alternative. If the child is repeating inappropriate behavior, the parents will be consulted.

Under most circumstances, discipline follows a progression until the desired outcome is reached. This progression would include discussions with the student, teacher, parents, principal, pastor, and Education Committee as appropriate.

To maintain a high-quality learning atmosphere and educational program, students who consistently break the rules set by Christ the King School will be disciplined appropriately. If corrective action is not taken on the part of the student, along with any necessary encouragement from his/her family, the student may be asked to leave the program.

School disciplinary action may include:

- **Referral** - When a discipline issue is not resolved at the classroom level the student may be referred to an administrator. The student's family will be informed whenever a discipline referral is made.
- **Detention**— A one-hour period after the school day during which the student works on a predetermined project.
- **Suspension** – The student is removed from the classroom for a specified period. Conditions of the suspension may vary.
- **Probation** – A period during which a student is expected to demonstrate specified behaviors
- **Expulsion** – Permanent removal from school.

For school-wide discipline issues the following guidelines will be used:

- After two referrals, the student may be required to serve a detention period.
- After two detention periods are served; the student may receive a one-day suspension and be placed on probation.
- After two suspensions have been served; the student may be expelled from school.

Situations which are considered extreme or presenting an immediate danger are determined by the principal and Education Committee and are dealt with immediately.

Appeals Procedure

- A student who has been disciplined can appeal his/her case by asking to appear before the Admin Team and the Chairman of the Education Committee with his/her parents. The following procedure will be followed:
 - **Step 1:** After a ruling of suspension/expulsion has been made, the student's parents must submit a written appeal to the Admin Team within five days after the notification of said disciplinary action.
 - **Step 2:** Upon receipt of the written appeal, the Admin Team and Chairman of the Education Committee shall meet within three school days to make a ruling regarding the matter. If no resolution is reached from this interaction,
 - **Step 3:** Then a final appeal may be made to the Education Committee. Their decision is final.
- Discipline under appeal will be in effect until the appeal process has been completed.
- A quorum of the Education Committee must be present.

DAILY WORSHIP

Students at CTK will have multiple opportunities to worship our Lord throughout the week. Teachers will conduct classroom devotionals and the student body will meet for a chapel service led by CTK's pastor on

Friday's. Friday chapel services will also give students the opportunity to bring an offering for the Lord to support a mission project beyond the CTK campus.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) REGULATIONS

Parents and students have a right to confidentiality as outlined by the **Family Educational Rights and Privacy Act Regulations (FERPA)**. **While these rights apply to institutions receiving federal funding, CTK will follow the guidelines established for the protection of parents' and students' records.**

FERPA gives parents and students the following rights regarding educational records:

- The right to access educational records kept by the school.
- The right to demand educational records be disclosed only with parent/student consent.
- The right to amend educational records.

Parents/students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA. Educational records are defined by FERPA as:

Records that are kept in the sole possession of the [institution], are used only as a memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. Such records may include:

- Written documents. (including student advising folders)
- Computer media.
- Microfilm and microfiche.
- Video or audio tapes or CDs.
- Film.
- Photographs.

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

RECORDS NOT CONSIDERED AS EDUCATIONAL RECORDS

The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty. (NOT kept in student advising folders)
- Campus police records.
- Medical records.
- Statistical data compilations that contain no mention of personally identifiable information about any specific student.

Faculty notes, data compilation, and administrative records kept **exclusively** by the maker of the records that are **not accessible or revealed to anyone else** are not considered educational records and, therefore, fall

outside of the FERPA disclosure guidelines. However, these records may be protected under other state or federal laws such as the doctor/patient privilege.

TWO TYPES OF EDUCATIONAL RECORDS

There are two types of educational records as defined under FERPA. Each type of educational record is afforded different disclosure protections. Therefore, it is important for faculty and staff to know the type of educational record that is being considered for disclosure.

DIRECTORY INFORMATION

Some information in a student's educational record is defined as directory information under FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the parent/student. However, the parent/student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:

- Name.
- Address.
- Phone number and email address.
- Dates of attendance.
- Degree(s) awarded.
- Enrollment status.

Though it is not specifically required by FERPA, CTK will keep directory information confidential.

NON-DIRECTORY INFORMATION

Non-directory information is any educational record not considered directory information. Non-directory information must not be released to anyone, including parents of the student, without the prior written consent of the student. Further, faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers.
- Student identification number.
- Race, ethnicity, and/or nationality.
- Gender.
- Transcripts and grade reports.

Transcripts are non-directory information and, therefore, are protected educational records under FERPA. Parents/students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies. Institutions should require that parents/students first submit a written request to have transcripts sent to any third party as the privilege of privacy of this information is held by the student under FERPA.

PRIOR WRITTEN CONSENT

In general, a parent's/student's prior written consent is always required before institutions can legitimately disclose non-directory information. Prior written consent must include the following elements:

- Specify the records to be disclosed.
- State the purpose of the disclosure.
- Identify the party or class of parties to whom the disclosure is to be made.
- The date.
- The signature of the student whose record is to be disclosed.
- The signature of the custodian of the educational record.

Prior written consent is not required when disclosure is made directly to the parent/student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or information requested by regional accrediting organizations.

CTK does **not** need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure.

CTK will always seek written consent from the parent before disseminating educational records to third parties.

FIELD TRIPS

Field trips are a part of your child’s educational experience at CTK. Field trips will be announced well in advance of the trip’s date. Prior to a school or classroom field trip each family will receive a letter explaining the trip along with a permission form. Families are asked to return the form promptly to avoid a situation in which a child would not be able to accompany his/her class on a field trip. Except for any end of the year “fun” school field trip, and the 7th and 8th grade trip to Washington D.C., field trip costs for students are included in the registration fees.

On occasion, drivers and chaperones will be needed. Chaperones and drivers are required to undergo a background check at least one week prior to the trip. (Background checks are valid for five school years.) All field trip drivers must have a completed *Volunteer Driver Form* and supporting documentation on file in the school office.

GRADING

Assessing student progress is a critical element of the teaching process. Accurate evaluation of learning directs and guides teaching. Teachers engage in daily ongoing assessment of students’ understanding and proficiency as the basis for choosing and moving from one instructional sequence to the next.

GRADING

Students in grades will be graded using the following scale:

A+	100	B+	87-89	C+	77-79	D+	67-69
A	95-99	B	83-86	C	73-76	D	63-66
A-	90-94	B-	80-82	C-	70-72	D-	60-62
						F	below 60

REPORT CARDS

Student progress is graded and officially recorded on the quarterly report card. Quarterly report cards are printed and sent home at the end of each grading period. Parents are asked to sign the envelope and return it to the classroom teacher.

PROMOTION

The promotion of each student from grade to grade is based upon the student's satisfactory achievement of required class work. A child will not be retained without previous consultation with the families. Promotion is based on achievement standards the school has established and the God-given abilities of the student.

HONOR ROLL

As a way of recognizing academic effort, CTK maintains an A and B honor roll awards for students in grades 3-8. Honor Roll is based on the grades obtained throughout each quarter in the *core academic subjects (religion, mathematics, language arts, science, and history)*. The following criteria are used for Honor Roll distinction:

- **A Honor Roll** 3.67 GPA or Higher
- **B Honor Roll** 3.00 – 3.66 GPA

GRADUATION GUIDELINES

Only students who are currently enrolled and have passed/completed the pre-approved classes set by administration of Christ the King, will be eligible for graduation from eighth grade. In addition, all tuition and fees must be paid in full to the school prior to the student participating in any graduation ceremonies and/or transferring records.

HEALTH AND SAFETY

FIRST AID AND CPR CERTIFIED

Christ the King faculty and staff are CPR and First Aid Certified and meet American Red Cross and American Heart Association recommendations. Knowledge obtained through these courses permits CTK faculty and staff to be ready to handle emergencies due to sudden illness or injury to students.

IMMUNIZATIONS AND HEALTH FORMS

Florida law requires that all students have the necessary forms on file by the first day of class. Students cannot begin classes at Christ the King without a current, completed physical exam form and proper documentation of up-to-date immunizations. Forms are available from your doctor.

MEDICATIONS

If your child must have prescribed or non-prescribed, oral or topical, during school hours, the medication must be in the original container with specific instructions in writing. This should include the child's name, medication name, dosage, and time to be taken. Parents must include written authorization for non-prescribed internal or external medication. Parents are asked to deliver the medication directly to a teacher. Refrigeration will be available for those medications requiring it. *If medication—including sunscreen or bug spray—is to be given during the day, a medical release and authorization form will need to be signed.*

ILLNESS

Parents are responsible to inform the school when a child is or will be absent for any reason. For more information, please reference our attendance policy. In the case of illness, the staff would appreciate knowing the nature of the illness in case it might be contagious. When advisable, a release form from the physician will be necessary for a child to return to school. Parents will be advised of any communicable diseases to which the children may have been exposed. A parent may excuse a child from school by calling the office: 386-447-7979.

If your child arrives at school with the following symptoms - nausea, runny nose, sore throat, flushed appearance, abnormal irritability - or develops these symptoms while at school, the parent/guardian will be notified and asked to take their student home as soon as possible. **The child must not come back to school until they are symptom free for 24 hours (this includes diarrhea, vomiting, or fevers of 100 degrees or higher).**

EMERGENCIES

Medical emergencies may, on occasion, occur at school. In the event of a life-threatening situation (example - unconsciousness), the school may need to contact the appropriate emergency medical service first, before calling the parents. In case of an accident or illness where immediate emergency care is not deemed necessary, but where a child is unable to remain at school, the school will contact the parents to arrange transportation

home. Likewise, if a child shows symptoms of illness during the day, the child will be isolated, and the parents will be called.

Parents, please remember that the school must always be able to reach you. If neither parent can be reached at home, work, or cell, the emergency contacts listed on the child's emergency card will be phoned and asked to pick up the child.

If for any reason during an emergency, the children cannot stay on school property, they will be taken to the Ranger Station directly to the south of our property or to the farm directly to the north of our property. Parents will be notified where they can pick up their child via email, phone, and/or text.

MINOR ACCIDENTS

All minor accidents – cuts, scratches, bumps, and bites are given First Aid treatment and recorded with accident reports. Parents/guardians will be informed of the specific event.

SERIOUS INJURIES

If your child suffers a serious injury, procedures as outlined in CTK's Emergency Protocols will be initiated. The school will call 911 followed by the parents; provide First Aid until help arrives; and determine who will accompany the injured student to the hospital. An Accident Report form will be completed describing the nature and extent of the injury. **All head injuries will be reported to parents.**

LICE

If lice and/or lice nits (eggs) are discovered on any student(s), a "no nit" policy will be followed. CTK understands how difficult it is to rid the hair and scalp of all the eggs related to lice, but also recognizes how easily lice can be spread. Therefore, if your child is sent home with lice and/or nits, they will not be allowed back into school until they are free from all nits for 24 hours. Students must receive clearance from a health care professional before returning to school or be checked/cleared by CTK personnel.

SEVERE WEATHER

Whenever possible the principal will inform faculty and staff of area weather warnings issued by the National Weather Service.

EMERGENCY EVACUATION DRILLS

In compliance with state regulations, evacuation drills are performed once a month. For the safety of all, detailed drill procedures are shared and periodically reviewed in each classroom.

HOMEWORK/SCHOOL WORK

Homework/schoolwork is not a means to itself, but rather the unfinished portion of classroom work used to practice new skills, reinforce the lessons, or assess student learning. You can expect that your child will bring home some degree of work most school days. Some rough guidelines for homework time are as follows: grades one and two about fifteen to thirty minutes per night, grades three through five about thirty minutes to one hour, grades six through eight about one hour to ninety minutes. Please call your child's teacher if your child regularly spends an extraordinary amount of time on his/her homework.

All assigned homework/schoolwork, whether it is done at school or home, is expected to be completed and handed in on time.

INSURANCE

Christ the King Lutheran Church and School is fully insured with property and liability insurance as required by the state of Florida and as deemed necessary and appropriate for our educational ministries.

INVITATIONS

If invitations are brought to school to be distributed for parties, an invitation must be given to each student. If you do not care to invite the entire class, please send invitations in another way outside school hours.

LUNCH/SNACKS/TREATS

Christ the King does not offer a lunch program. Students will bring their own cold lunch and drink. Students may choose to bring a snack for the morning break/recess. If your child will be attending the extended program following their school day, please also send an afternoon snack and drink.

Elementary and middle school children will be eating under the shade outside or in the common areas (ECC Common Room or Church Lobby).

Candy is not allowed as a snack, and only by special exception as a part of the lunch. Parents are encouraged to make snacks and lunches as healthy as possible.

Drinks and food can be kept cool or warm by use of a thermos container, ice pack, or a thermal lunch box. Students will not be allowed to microwave food. We recommend water bottles versus juice pouches so students can refill whenever needed.

Please encourage them to eat something nutritious before coming to school. Children who do not eat breakfast may be quite sluggish until snack time. The child's attention span may be affected, preventing optimal learning during class time.

Children can bring treats for their birthdays or other special occasions. The treats will be distributed and eaten at an appropriate time, at the discretion of the teacher. Please check with your child's teacher before a treat is brought to school about the timing of the treat and the contents of the treats (since some students have allergies). **Treats must be purchased, not homemade.**

MANDATORY REPORTING OF SUSPECTED ABUSE

The teachers and principal of Christ the King Lutheran School are required by law to report incidents of suspected sexual, emotional, physical, or other abuse and neglect to the proper authorities. Under this law, parents are not to be notified of the report.

PROPERTY DAMAGE

Damage done to any church or school property, whether willful or accidental, must be paid for by the responsible party. Arrangements for the repair or replacement of the damaged property should be made with the school leadership or Executive Council of the church and school. Students will also be fined for textbooks that show signs of undue wear.

SCHOOL CLOSING

In the case of severe weather, we will follow the closing announcements of the Flagler County School District. Whatever action the Flagler County Schools are taking, CTK will do the same and will be announced through

local media outlets. If for any other reason the school needs to be closed, you will be notified via Facebook, email, or TADS text-blast services.

SCHOOL HOURS

Christ the King School is open from 7:00 AM to 6:00 PM. Extended care is available at an additional cost for students in kindergarten through grade 8 for students needing to arrive prior to 8:00 AM or stay beyond 3:30 PM

Before School Care	7:00 AM - 8:00 AM
Grades K-8:	8:30 AM - 3:15 PM
After School Care	3:30 PM - 6:00 PM

ARRIVAL/PICK-UP PROCEDURES

- Students arriving prior to 8am are to be signed in to extended care by a parent or guardian.
- Parents may park in the lot and bring their children to the classroom or drop them off by using the drop off lane.
- Students picked up at the end of the day must be signed out by a parent or guardian.
- After 3:30pm, sign out sheets will be with the extended-care director.

If someone other than the designated person(s) will be picking up your child, please indicate this in the morning by noting it in the right-hand column of the sign-in/out sheet, or call the school and we will make a note of it. Please inform this person they are required to allow us to copy their driver’s license and keep it on file. We will not release your child to anyone we cannot verify as an authorized person. Late pick-ups will result in extended care fees.

Parents are asked not to park in the fire lane or alongside the curb at the front of either building.

SCHOOL PICTURES AND YEARBOOK

School pictures will be taken each year, generally in the fall. A professional school photography company takes the pictures, which you may purchase if you desire.

A school yearbook will also be produced and made available at the end of the school year.

SECURITY

Christ the King Lutheran School strives to be a secure campus and is equipped with secure entry points. Signs notify visitors that they must report to the school office. Visitors are required to sign in, wear a visitor’s badge, and sign out. Classroom doors will be kept locked during the day. The staff has been advised to approach any unfamiliar visitors and ask how they may be helped. Students who see unfamiliar people or suspicious activity should inform one of the staff members immediately.

STANDARDIZED TESTING

Three times a year, students in grades 3-8 are tested using the national NWEA Measure of Academic Progress (MAPS) tests. Students in grades one and two will also be tested three times a year using NWEA testing services to measure foundational literacy skills and reading fluency.

Test results for all student will be uploaded to TADS Educate and a copy will be placed in each student’s cumulative file. These tests are used to measure academic growth and development and assist in planning and addressing curricular needs for individual students and the school.

STUDENTS WITH SPECIAL NEEDS

Christ the King is not equipped to meet the needs of all children, including, but not limited to, those with severe physical and/or learning challenges. We will make every attempt to serve all families. If the staff cannot adequately meet the child's needs, we will suggest agencies through which parents can receive help. These actions are always carried out in the best interests, care, and education of the student.

TECHNOLOGY

Students at Christ the King will have access to multiple kinds of technology such as computers and iPads. Students are expected to use technology in a manner which give glory and honor to God. Families and students will agree to abide by CTK's Acceptable Use Policy when registering in TADS. Inappropriate or reckless use of technology may result in loss of privileges or other discipline as appropriate.

TUITION AND FEES

Tuition and fees are determined by CTK's Finance Committee in consultation with the Administrative Team. The Executive Council of CTK then approves the rates for the upcoming school year. Tuition rates are based on the actual cost per student. During the 2018-19 school year, the actual cost of education was just under \$7,000 per child in grades K - 8.

Prior to the beginning of the enrollment process, tuition rates and all fees (application, registration, co-curricular, and extended care) will be available for families. A current tuition and fees schedule is available in the school office.

CTK recognizes that attendance at a Christian school requires a commitment of time and financial resources on the part of families. We are thankful for the willingness of families to make this commitment for the benefit of children. With that in mind, CTK wants parents to be aware of various tuition assistance and scholarship programs.

SCHOLARSHIPS/TUITION ASSISTANCE

- *Step Up for Students*
- *Family Empowerment Scholarship*
- *McKay Scholarship*
- *Gardiner Scholarship*
- *CTK Tuition Assistance*

Note: Each scholarship requires the family to apply and provide specific information. It is the responsibility of the families to complete all required forms on time to be considered eligible for any of these scholarships. Scholarship checks are sent directly to Christ the King Lutheran School and are co-endorsed by the family and CTK's business manager. If a student withdraws from CTK prior to the end of the school year, any scholarship funds remaining on the student's account are returned to the scholarship granting organization. (For more information on scholarships and tuition assistance, please visit CTK's website or contact CTK's TADS Coordinator

Tuition assistance awarded directly by Christ the King Lutheran Church is provided to families who support and demonstrate a commitment to Christian education and CTK's mission of *People Helping People Become All Christ Calls Them to Be*. Christ the King Lutheran Church and School is blessed to partner with families in fulfilling this mission. Tuition assistance from Christ the King Lutheran Church can be withheld for those who by their actions demonstrate a lack of support or commitment to Christ the King Lutheran Church and its educational ministries.

FINANCIAL POLICIES

Christ the King Lutheran School maintains its ability to offer a high-quality Christian education with qualified teachers through the tuition and fees it collects. It is necessary that all balances be paid in full and on time. Your cooperation with the following is appreciated!

- Parents may opt for payment plans ranging from 1 - 12 months.
 - Families opting for the 10, 11, or 12-month payment plan may roll registration, extended care, and activities fees into their tuition payment plan. The first payment will be due on the July date selected by the family prior to the start of the upcoming school year. .
 - Families opting for payment plans of 9 months or fewer must pay registration fees by July 1 of the upcoming school year but may roll extended care and activities fees into their tuition payment plan. The first payment will be due on the August date selected by the family prior to the start of the upcoming school year.
- Families may choose to have their payment due date on the **5th or the 20th** of each month.
- Payments are automatically withdrawn from your account by an outside tuition management agency called TADS.
- Automatic withdrawals are set according to the agreement you set up with TADS *prior to the start of the school year*.
- There will be **no proration or rebates of any prepaid fees for any student during any month**, including if your child is absent for vacations, sickness, etc. .
- All balances from a previous school year must be paid in full for a child to return for the upcoming school year. (Special circumstances can be brought to the attention of CTK's Finance Committee for consideration.)

Students entering 8th grade may not be on a 12-month tuition payment plan and must have their account paid in full prior to graduation.

.If a student withdraws prior to the end of the school year, tuition and extended care fees can be refunded on a prorated basis.

What if a family is having trouble making their scheduled payments?

- If sufficient funds for payment are not in the account on the designated withdrawal date a family has two options:
 - A 5-day grace period is given to make a payment to TADS or...
 - A family may meet with the principal to discuss an alternate payment plan. Please note, alternate payment plans must be approved by CTK's Finance Committee.
- Failure to do one of these two things will result in a \$50 late fee and additional TADS fees.
- Families with an outstanding balance more than 60 days past due (of any amount) may jeopardize continued enrollment at CTK. In addition, in such cases, a bill collection service may be called and an additional fee of up to 40% may be added to the account.

Christ the King Lutheran School seeks to work with all its families. If there is a concern about tuition payments, please contact the principal.

UNIFORMS

The following dress code has been developed in accordance with Christ the King's commitment to excellence in education. CTK has developed standards of dress which are conducive to a positive learning environment and reflect pride in our school. Students are expected to wear the school uniform unless otherwise stated.

Parents/guardians will be informed of uniform violations and students may be subject to disciplinary action for repeated uniform violations.

GIRLS' UNIFORMS

- Khaki or navy pants with a belt
- Khaki or navy shorts with a belt
- Khaki or navy capris with a belt
- Khaki or navy skirt or jumper with a belt
- A guideline for the appropriate length of skirts/shorts/skorts is as follows: *The bottom of the skirt/skorts/shorts should be no more than four inches from the center of the student's knee when standing.*
- NOTE: Skirts/skorts/pants/shorts that do not have belt loops do not need a belt
- A purple, gold, or white polo (CTK logo is optional for the 2020-21 school year)
- Tennis shoes/athletic shoes are to be worn

BOYS' UNIFORMS

- Khaki or navy pants with a belt
- Khaki or navy shorts with a belt
- A purple, gold, or white polo (CTK logo is optional for the 2020-21 school year)
- NOTE: Pants/shorts that do not have belt loops do not need a belt
- Tennis shoes/athletic shoes are to be worn

GENERAL GUIDELINES

- Jeans (shorts, pants, skirts, etc.) may only be worn on Fridays unless otherwise stated. **Jeans are to be free of rips, holes, etc.** (Jeans – shorts, skirts, etc. must meet the length guidelines above)
- Students may wear a CTK t-shirt on Fridays in place of the purple, yellow, or white polo.
- Shirts are always to be worn tucked in.
- Articles of clothing should be marked with the child's name.
- Clothes must be neat, clean, and in good repair.
- For safety reasons, excessive jewelry and dangling or hoop earrings are not allowed. Small earrings may be worn.
- Hair is to be neatly brushed or combed.
- Dyed or treated hair will only be permitted if of natural color.
- Out of the ordinary hair styles should be avoided.
- Solid white, navy, or black tights and leggings may be worn *under* shorts, skirts, etc. No designs or patterns are allowed.
- On those cooler Florida mornings students may wear a CTK sweatshirt in the classroom or a solid purple or gray sweatshirt with no logos

UNIFORM VIOLATIONS

Students who come to school without the appropriate uniform apparel will receive a uniform violation notice from the classroom teacher to be signed by a parent or guardian and returned the following day. Repeated uniform violations may result in a detention period or other disciplinary action.

CLOSING THOUGHTS

Christ the King Lutheran School is operated under the guidance and authority of Christ the King Lutheran Church. Through the school, children are taught the precious truths of God's Word across the curriculum. The school does not take the place of the family's role in educating children; rather the school exists to partner with

parents in this important responsibility. It is the desire of the CTK faculty and staff to create a culture of cooperation, high expectations, and mutual respect as we work together to carry out the task our Lord has placed before us – helping children become all Christ calls them to be.

May God bless us in our endeavors!

CONTACT INFORMATION

Christ the King Lutheran School
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Palm Coast, FL 32164

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Fax: 386-447-4121
Website: www.ctkpalmcoast.com

Please utilize the website for information on contacting your child’s teacher, the administrator, or the school pastor. Also, your child’s teacher provided contact information with you in the beginning of the school year. If you need additional information, please do not hesitate to call the school.

School EIN Number: 47-2162787