



# **STUDENT/PARENT HANDBOOK 2023-2024**

## **Christ the King School**

2 Lamarck Drive Snyder, NY 14226

Phone: 716-839-0473

[www.myctkschool.com](http://www.myctkschool.com)

Rev. David Bellittiere

Pastor of Family #16

Mrs. Maria Wangler

Principal

Administrative Assistant: Mrs. Annette Della Posta

Nurse: Sheila Justin

Vice Principal: Mrs. Francesca Nicholson

Pre-K 3: Ms. Kim Ferron and Mrs. Tammy Perry, aide.

Pre-K 4: Ms. Catherine Zaepfel and Ms. Michelle Cavarella, aide.

Pre-K 4: Miss Theresa Morano and Mrs. Jennifer Pirritano, aide.

Kindergarten: Mrs. Francesca Nicholson and Mrs. Jean Maslona, aide

Grade 1: Mrs. Kelly Mercure and Mrs. Jean Maslona, aide

Grade 2: Ms. Mary Doka

Grade 3: Miss Stephanie Hannold

Grade 4: Mr. Christopher Downey

3,4,5 Aide: Mrs. Pam Piotrowski

Grade 5: Miss Maris Zakroczemski

Grade 6: homeroom and 6,7,8, Math, Algebra: Mrs. Amber Francisco

Grade 7: homeroom,6,7,8 Social Studies, 8<sup>th</sup> Religion:

Mrs. Kristin Buckingham

Grade 8: homeroom and 6,7,8, 9H ELA: Nicole Jaszczak

6<sup>th</sup> Science: Nicole Jaszczak

ALS teacher, 7<sup>th</sup> and 8<sup>th</sup> grade Science: Miss Jennifer Porreca

8<sup>th</sup> Grade Honors Science, Living Environment, Mr. Mark Hughes

6,7,8 Spanish and 6<sup>th</sup> and 7<sup>th</sup> Religion Teacher: Erin Reukauf

Athletic Director and Phys Ed: Mr. Matthew Klein

Latin: Mrs. Frances Antoniadis

Technology Coordinator: Mr. Michael Wesolowski

Art and Music: Miss Reilly Brouillard

School Counselor: Dr. David Moran

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*The administration of Christ the King School, which is the Pastor of Christ the King Parish, the principal of Christ the King School and in cooperation with the Catholic Schools Department of the Roman Catholic Diocese of Buffalo sets policies.*

*Policies and procedures may be changed or added to by the administration with notification given to parents/guardians and students.*

*A parent or guardian enrolling a child into Christ the King School, constitutes parental/guardian acceptance of school policies and provisions in the school's handbook.*

## **Family #16 Information:**

### **Southern Erie Vicariate**

Rev. David Bellittiere, Pastor

Rev. Msgr. Paul Litwin, Senior Parochial Vicar

Rev. Joseph Gotto, Senior Parochial Vicar

Rev. Joseph Tokasz, Chaplain of Schools

### **Churches and Schools that are in Family #16**

St. Leo the Great

St. Benedict's

Christ the King

St. Aloysius Gonzaga

Infant of Prague

SS Peter & Paul

### **\*A new Safety Committee has been established, as of 8/31/2022**

Mr. and Mrs. Schmidt

Mr. Falzone

Mr. Streit

Mr. Striejewske

Mrs. Wangler

### **Limited Board of Jurisdiction**

*Established in 11/2020*

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## **Mission Statement of Christ the King School**

As a ministry of Christ the King Parish, Christ the King School upholds the teachings of Jesus Christ and the doctrine of the Roman Catholic Church. Christ the King School nurtures the development of all students through their journey of faith, academics, and physical growth in an atmosphere that encourages them to recognize their strengths, overcome their weaknesses with the opportunity to reach their potential-spiritually and academically.

## **The Dimensions of our Mission**

The original development of the school's mission is unknown. The school's mission was revised 2014-2015, by the school principal, pastor of the parish and consultation with two teachers with longevity in the school.

Christ the King School ensures that the community of stakeholders understands and supports its mission by making a "living document" through its academic, social-emotional and governance of the school.

The most recent revision of the school's Mission was 2014-2015. It was approved by the pastor and the administrator of Christ the King School.

- School website
- School newsletter
- Student/Parent handbook
- Posted in all classrooms
- Distributed at all open houses

## **Christ the King School's Beliefs and Core Values**

1. To have the Gospel values and the basis of Catholic life-doctrine, liturgy, paraliturgy, sacraments, prayer, and service-permeate the school day and activities of the school.
2. To create an environment that honors each student's uniqueness and dignity.
3. To develop each student's knowledge and understanding in all areas of academic study.
4. To promote the student's self-worth, self-reliance, and self-discipline.
5. To help students accept responsibility for their behavior and thus grow to become mature persons.
6. To encourage students to weigh moral values conscientiously so as to act accordingly and avoid wrongdoing.
7. To teach children the dignity they share with everyone created in the image of God.
8. To educate the whole person to become a contributing member of a higher level educational institute and eventually society in general.
9. To involve parents/guardians and members of the community in the educational process of the students.

**“Christianity, Tradition, Knowledge”**

## Statement of Faith

- Daily prayer, both private and public, helps promote opportunities for the expression and development of a loving relationship with God. Children will be made aware of God's presence within themselves and in their surroundings. Talking in a familiar fashion with God and listening to God will be encouraged.

It is important that the Church's great prayers be understood, memorized and prayed frequently. Children must be imbued with an appreciation of traditional devotions and rituals of our Catholic faith such as:

- The celebration of the Mass
- Stations of the Cross
- The Sacrament of Reconciliation
- \* The Sacrament of First Holy Communion
- The Rosary
- Observance and celebrations of the liturgical year and feasts
- The lives of the Saints
- Shared prayer will be encouraged on all grade levels by example and practice.
- The school day begins and ends in the school gym with community prayer.
- School atmosphere and decor will reflect the Gospel message and seasons of the liturgical year.
- All students, faculty members and staff, both Catholic and non-Catholic, will participate in the prayer life and rituals of the school.
- Parents are to extend the prayer life of their children with a prayer life at home within the family.



## **Celebration of the Eucharistic Liturgy and Sacraments**

- A school wide Mass is celebrated on the First Friday of each month that school is in session. Dates and times for these Masses will be listed on the monthly school calendar.
- Grades 3-8 will be scheduled to attend a parish Friday 8:00 am Mass on a rotating basis. The schedule of these Masses will be given to students and parents by the homeroom teacher.
- A school wide celebration of the Eucharist is scheduled on the Holy Days of Obligation that occur on days that school is in session. Dates and times for these Masses will be listed on the monthly school calendar.
- All students, faculty members and staff, Catholic and non-Catholic, will attend the school liturgies. Parents, relatives and friends are invited to attend and celebrate with us.
- Opportunities for the reception of the Sacrament of Reconciliation (Confession) will be provided whenever possible but especially during the liturgical season of Lent, for students in grades 3-8.

**Parents need to be sure that they attend Sunday Mass with their children. We encourage our non-Catholic families to attend a Sunday Service in their own church.**

## **Accreditation and Honors**

- In 2019 , Christ the King School was awarded Middle States Accreditation by The Middle States Commission of Elementary and Secondary Schools.

## **Admission Policy**

- Christ the King School is a ministry of Christ the King Parish and serves the surrounding communities. All students and parents/guardians must accept the philosophy and mission of Christ the King School.

## **Nondiscrimination Policy**

- Christ the King School does not discriminate on the basis of sex, race, color, religion or national or ethnic origin in admitting students.

## **Parent Cooperation Statement**

- The Catholic Church and Christ the King School recognizes parents as the primary educators of their children. The education of students at Christ the King School is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not to be made lightly.

## **Kindergarten Admission**

- The ideal entry of a child into the Catholic educational system is when the child is eligible for Kindergarten.
- A child entering Kindergarten must be 5 years old on or before December 1 of the entering school year.
- Christ the King School Kindergarten teacher will perform Kindergarten screening assessments to determine if the child is academically and socially mature to enter Kindergarten.
- Immunization and health physical in accord with New York State Department of Health and the local public school district must be complete before the beginning of Kindergarten.

## **Student Registration Process**

- Registration packets for students are available at the school office. The completed forms are returned to the school office and then sent to the parish business office to be recorded. Families will receive a Tuition Payment Contract. The returned signed Tuition Payment Contract is the official student registration.
- As enrollment openings become available, the following priorities will be used to accept students to Christ the King School:  
Current students and families of students at the school  
Verified members of Christ the King Parish  
Members of other Catholic Parishes  
Non-Catholic families
- School registration is announced in the Parish bulletins and local media
- Transfer students from public educational institutions as well as transfer students from other Catholic schools may be admitted to Christ the King School .
- Transfer students with their parents/guardians need to meet with Christ the King School principal. Acceptance is subject to review by the principal of Christ the King School.

## **Tuition**

### **Tuition Schedule**

- The tuition rate is set based on the yearly school budget by the parish business manager
- The tuition rate schedule allows for multiple children.
- There is a tuition scale for families who are registered and contributing members of Christ the King Parish as well as a tuition scale for families that are non-Catholic.

Catholic families that are members of another parish are assessed the non-Catholic tuition rate. Families from another Catholic parish without a school are assessed the parish tuition rate.

- **Catholic families must attend Mass regularly to receive the parish tuition rate.**

- A registration fee is payable at the time of registration

## **Tuition Payment**

- Tuition payment plans are determined by the family as indicated in the Tuition Payment Contract.
- Tuition payments are collected through FACTS Tuition Management.
- Tuition payment must be kept current. There are penalties for past due tuition payments. Penalties may include but are not limited to late charges and keeping the child from attending school until the tuition is made current.

## **Financial Aid**

- The Diocese of Buffalo does offer tuition assistance through the Bison Scholarship program. Information and required forms are distributed to families at the time of registration.
- From Christ the King Parish, the Angel Fund. Parents may apply through FACTS Tuition Management.

## **Tuition Assistance**

- Christ the King is proud to support our first responders, including active law enforcement, EMT's, firefighters and active/retired military and will provide a \$250 tuition discount for those who serve. Please contact Kelly Caterina, Business Manager, directly to receive this discount at [kcaterina@ctksnyder.com](mailto:kcaterina@ctksnyder.com) or 716.839.1430, ext. 203.

# Academics

## Curriculum

- Christ the King School follows the curriculum guidelines and the Next Generation Curriculum learning standards issued by the New York State Education Department as a basis for instruction.
- These guidelines are enhanced through curricula published by the Catholic School Department of the Roman Catholic Diocese of Buffalo.
- Christ the King School encourages the cross curricular integration of subject material among teachers and grade levels.
- Curriculum material that is presented in any way is aligned with the teachings of the Roman Catholic Church.
- Christ the King School is designated by the Department of Catholic Education of the Diocese of Buffalo as a STREAM school.
- Christ the King School offers STREAM academies.

**\*Accelerated Classes are offered in grades 6,7,8 for ELA, Mathematics and Science. Students will be moved in and out of accelerated classes depending on their work habits and grades, at the discretion of the teacher and principal.**

# Testing

## New York State Testing Program

- Christ the King School participates in the New York State Department of Education statewide pupil and program evaluation tests.
- New York State Tests in Grades 3-8 include: Math, English Language Arts and Science in grade 8.
- The results of the tests are shared with the parents/guardians.

## Standardized Testing

- Standardized achievement assessments, through Renaissance (STAR testing), are administered to students three times a year to monitor academic growth.

## Local Tests/Assessments

- Teacher constructed tests are given as an assessment of material covered in specific subject areas.
- End of school year assessments/exams are administered. Parents and students will be notified as to the scheduling of these assessments.
- The set-up/construction of the end of school year assessments will vary in terms of the types of questions that are asked and may include projects, research and writing of the answers outside of the actual class time.

## **Homework**

- Homework is an important part of a student's education and establishes a daily link between home and school.
- Homework reinforces skills and information which was presented in class.
- Homework prepares students for upcoming topics.
- Homework teaches students to develop self-discipline and responsibility.
- Homework aids in evaluating student progress.
- Each student in grades 2-8 is provided with a student planner. The students are to record their assignments in their planners. Parents/guardians are encouraged to review the planners daily.
- Parents/guardians may access the teacher's homework through the Remind App or Class Dojo, which is provided by your child's teacher, to obtain assignments.

## **Suggested Homework Length**

- The suggested length of time for homework per evening is 10 minutes times the grade level as recommended by the Department of Catholic Schools of the Roman Catholic Diocese of Buffalo.
- The suggested time may vary depending on the nature of the specific assignments.
- A student may spend too much time on homework due to a number of reasons. The classroom teacher should be notified.
- Parents who request homework for students who are absent should call the school office in the morning for the request and plan to pick the homework up at the end of the school day.
- Students who are on family vacations during the school session should be prepared to make up the work when they return to school.
- Teachers will allow students a reasonable amount of time to complete missed homework because of absence.

# Grading

## Student Evaluation Reports

- Christ the King School will report pupil progress to parents/guardians by using the student evaluation Report Cards.
- Student Report Cards are distributed each trimester, 3x per year.
- Progress reports are sent to students in grades 3-8 during the marking period.
- Parent/Teacher conferences are scheduled during the 1<sup>st</sup> marking trimester. Subsequent conferences are arranged at the discretion of the teacher and or parent/guardian.
- Parents may request that a copy of a student's report card be sent to a custodial parent/guardian. The request should be made to the home room teacher.

## Grading Scale

The following code is a general guide to grading:

### **Grades 3-8:**

***A = 95 – 100***

***B = 86 – 94***

***C = 76 – 85***

***D = 65 – 75***

***F = 64 or below***

***\*A grade lower than a 60% will be designated as a 60 with a comment.***

## Determining the Report Card Grades

- Each trimester and final average is calculated by eSchool programming.

\*The purpose of grading is to give students and parents feedback that helps them to identify their individual strengths and weaknesses.



## **Handwriting**

- Handwriting should coincide with the use of current technology.
- Printing is developed in Pre-K3 and Pre-K4.
- Students in grades kindergarten-2nd grade will continue to be instructed in the use of manuscript writing.
- Students in grade 2 will begin formal instruction in cursive handwriting.
- The formal school heading for student work is:
  - Name
  - Teacher
  - Class
  - Day Month Year

## **Academic Intervention Services (AIS)**

- Christ the King School has an Academic Intervention Coordinator.
- Teachers will notify the Academic Intervention Coordinator if they suspect a student may be experiencing learning difficulty.
- The teacher and the Academic Intervention Coordinator will be in communication with the parent/guardian to explain the process and options of intervention.
- A variety of Academic Intervention Services are provided to students who qualify by the Amherst Public School District. Some of these services are provided on site at Christ the King School.

## **Grade Level Retention**

- Grade level retention will be recommended if a student consistently has been unable to meet grade level standards.
- Frequent parent/guardian communication will take place during the school year.
- A final decision will be made in conference with parent/guardian before the end of the school year.

## **Academic Awards**

- First Honors is awarded at the end of each trimester to students in grades 4-8 who achieve an average of 95-100.
- Second Honors is awarded at the end of each trimester to students in grades 4-8 who achieve an average of 90-94.9
- Diligence is awarded at the end of each trimester to students in grades 4-8 who are conscientious and working to their potential.
- Handwriting is awarded to students at the end of each trimester who display neatness in their handwriting.

## **Sacramental Programs**

- Reconciliation is celebrated in Grade 2.
- First Eucharist is celebrated in Grade 3.
- Sacramental Programs are in collaboration with the Christ the King Parish Faith Formation office.

## **Health Services**

A school nurse is assigned to Christ the King School by the Amherst Central School District. The school nurse is on site during each school day. Health services that are provided for students attending Amherst Central Schools are also provided for students at Christ the King and include those students residing outside of the Amherst School District but attend Christ the King School. The duties of the school nurse include but are not limited to administering First Aid to injuries, attending to illnesses, dispensing medication and record keeping.

## **Dispensing Medications**

- When prescription medication is to be given to a student in school, written permission by a physician must be on file with the school nurse.
- Medication is to be kept in the school health office, unless otherwise stated.
- Over-the-counter medication such as, but not limited to, cough drops, aspirin, Tylenol, Ibuprofen and cold medications are to be kept in the school health office and must be accompanied with written permission from parent/guardian in order for it to be dispensed.
- Students should not carry medication to and from school on the school bus.
- When students are on field trips, it will be the responsibility of the home room teacher to dispense the medication in the absence of the school nurse.

## **Allergies/Asthma**

- Parents are asked to ensure that the school is provided with labeled medications.
- The school nurse will provide all staff with a confidential list of students who have any medical concerns.
- Students with food allergies will be cared for as determined by the type and severity of the allergy.
- It is the responsibility of the parent/guardian to provide the school with appropriate snack items for students with allergies.

## **Immunizations**

- The New York State Public Health Law requires all students meet the Department of Health Immunization requirements for school entrance and attendance with proof of required immunizations.
- Parents/guardians are asked to contact the school nurse for current New York State mandates.

## School Counseling

Christ the King School provides school counseling to all students in PreK-8<sup>th</sup> grade. The school counselor is certified by New York State to provide such services. The philosophy at CTK is that if students' mental health and well-being are negatively impacted then this will in turn impact their academic success. The goal of school counseling is to work with students to navigate negative influences toward their mental health and well-being in order to return them to classroom refocused and prepared for learning. This is a standard education service that includes individual counseling, small-group counseling, and classroom guidance lessons.

Individual counseling consists of students discussing social-emotional, academic, college and career readiness concerns.

Small-group counseling is based on the needs of students who would benefit from psychoeducation on a common experience (e.g., anxiety, managing ADHD, challenges with peer interactions) as they impede their academic success. These small groups usually consist of no more than 8 students. Small-groups are formed based on students' developmental levels (e.g., 4<sup>th</sup> and 5<sup>th</sup> graders).

Classroom guidance lessons are instances when the school counselor comes into the classroom to discuss a topic relevant to the entire class. This is based on a unique need for any given grade.

### Informed Consent

Parents and guardians have the right to choose whether their child engages with school counseling services. If it is desired that a student does not see the school counselor, a parent/guardian must send an email to [dmoran@myctkschool.com](mailto:dmoran@myctkschool.com) to inform the school counselor of such request. Otherwise, given that school counseling is a standard educational service, for individual counseling and classroom guidance lessons consent is not required from parents. However, for small group counseling information will be sent home with the student to inform the parent/guardian of the group's purpose, duration, and general topic of discussion to which consent is required for participation. Parents/guardians choose whether to consent for their child to participate in the group. Beyond informed consent, students at CTK cannot legally give informed consent, however, they can assent to counseling even though they have parental consent.

### Confidentiality

Confidentiality is a professional's promise or contract to respect students' privacy by not disclosing anything revealed during counseling, except under certain conditions as there are limits to confidentiality. School counselors are ethically bound to take appropriate action if students engage in behavior that presents clear and imminent danger to themselves and others. The school counselor is required to call a parent or guardian if a

student plans to or has already self-injured (cutting, burning, suicide attempt, etc.), indicates an eating disorder, possible drug or alcohol addiction, runaway plan, or other dangerous behavior. If a student's behavior is a threat to others, the matter is usually turned over to the principal, who will then contact the parent or guardian. Finally, the school counselor is required to report known or suspected child abuse or neglect. If a student discloses such information child protective services will be contacted.

### **Parent/Guardian Acknowledgement**

I, \_\_\_\_\_, do hereby acknowledge that I have received and read the information provided regarding school counseling services at Chris the King School. If I wish to have my child excluded from receiving school counseling services, I understand that I must notify the school counselor via email to inform this person of my request.

\_\_\_\_\_  
Student Name and Grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Attendance

- School attendance is important for the academic success of each student. Since regular attendance is necessary and essential for student success, and since curriculum is taught sequentially, attendance must be a priority for all parties. Christ the King School, along with parents and students, realizes its importance and shares in the responsibility of maintaining consistent school attendance for all students.
- The educational process entails regular attendance in class. It should be realized that when a child is absent from school, the teachers continue to present classroom instruction. Whenever possible, appointments and family vacations **should be arranged when school is not in session. Work will be given when the student returns from vacation.**
- Excessive absences and tardiness will result in a parent/guardian, teacher and principal notification.

## Attendance Record

- Christ the King school is aligned with New York State Law regarding the matter of attendance.

## Absences

- When a student is absent from school a parent or guardian should call the school nurse or the school secretary to report the absence before 9:00 am.
- Students should be fever free for 24 hours before returning to school.
- When the student returns, a written excuse, signed by the parent or guardian, must be given to the homeroom teacher specifying when and why the student was absent.

**\*Covid-19 protocols given by ECDOH and NYSDOH will be followed.**

## **Tardiness**

- Students should be in the gym for morning prayer by 7:50 am.
- A written excuse signed by the parent or guardian must be given to the homeroom teacher specifying the reason for the tardiness.

## **Appointments and Vacation Times**

- Students must present a written request signed by the parent or guardian to the home room teacher on the morning of the appointment.
- The request should include the date, type of appointment, time that the student will be leaving school and if the student is expected to return.
- In the event of an emergency, a parent or guardian may telephone the school nurse or school secretary giving notice of an appointment.
- The student will be met at the main office area to be signed out by the parent, guardian or designee.
- Parents/guardians are encouraged to schedule trips and family outings during the time when school is not in session.

## **Arrival and Dismissal Times**

- Students may arrive as early as 7:15 am.
- Parents should not leave the parking area until a staff member is present at the entrance door.
- All students must be in the gym by 7:50 am.
- Dismissal begins at 2:05 pm.
- Staff members maintain the arrival and dismissal entrances.

\*Pre-k classes begin at 8:00am and finish at 2:00pm.

## School Closings

- When the Amherst School District closes due to inclement weather, Christ the King School is also closed.
- When the surrounding school districts that transport students to Christ the King School close, but our school is open, those students in the closed districts do not have to attend school since there is a lack of official transportation. Parents/guardians may choose to transport the students to school privately.
- **Currently all news or emergency texts from CTK will originate from 716-219-8204.** Please add this number to your contacts to avoid missing any important information regarding potential school closings or other urgent matters.
- Generally, when school is closed for the day, evening activities are also canceled unless otherwise indicated.

## Discipline

### Philosophy

As a Catholic school, we commit ourselves to the growth and development of the whole child. It is important that we achieve discipline based on the student's ability to exercise prudent self-control in living and working with others. Discipline based on self-discipline leads to integrity and moral excellence. Hence, it is essential that students be provided with choices, right judgments, and acting with appropriate Christian behavior.

In the administration of discipline, Christ the King School will act in an ethical manner characterized by fairness and compassion. Discipline should be considered an aspect of Christian development and not a form of punishment.



## **School Conduct**

- Appropriate behavior is expected in all areas of the school-that is, in classrooms, including physical education, music, art, technology, during lunch time, and in activities within or outside of, but related to Christ the King School, such as the playground, bus transportation, sporting events and field trips.
- Each classroom teacher will set his/her own classroom management technique which is to aid in the prevention of disciplinary problem

### **Examples of inappropriate behavior may include but are not limited to:**

#### **Open defiance of those in authority**

- Talking back to those in authority
- Not following the school uniform policy

#### **Uncooperative attitude or behavior**

- Repeated disruption in any class which impedes the academic progress of others.
- Not completing class work/assignments to one's ability.

#### **Intimidation, teasing, mental and /or physical abuse to others**

#### **Bullying**

"Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who would have a difficult time in defending himself or herself" (The Owens Bullying Program)

#### **Stealing, dishonesty, destroying school property and/or property of others.**

#### **Serious immoral conduct in speech and or action.**

## **Violation of Civil Law**

- Use and/or possession of cigarettes/e-cigarettes, drugs, alcohol, weapons and other harmful instruments
- Vandalism

## **Academic dishonesty**

- Plagiarism
- Copying of and/or taking other students' work

## **Blogs and Cyberbullying**

- Defamatory comments made regarding the school, the faculty, other students or the parish through any means of social media, to include, but not limited to, Facebook, Twitter, Instagram, Discord...
- Sexting

## **Disciplinary Action**

The choice of disciplinary action will depend on the type of inappropriate behavior and/or the number of times a student has displayed this behavior. This may be any one or combination of the following:

- verbal warning
- written notification to parents or guardians
- reprimand
- detention
- suspension from transportation
- suspension from participation in athletic events
- suspension from social extracurricular activities
- suspension from privileges including recess and field trips
- exclusion from a particular class
- expulsion/involuntary transfer to another school
- suspension in or out of school

## **Search and Seizure**

Any search of a student's desk or storage space along with seizure of student's property may be performed.

## **Discipline in Violent Situations**

When alleged or threatened violent behavior threatens the safety of others.

### **Procedure**

- The student is placed on in-school suspension
- The principal initiates an administrative investigation to validate student behavior
- The principal notifies the Superintendent of Catholic Schools
- The principal schedules a conference with the student's parents/guardians. They are informed that:
  1. The student will be placed on out-of-school suspension until all investigative procedures and reports are completed and submitted to the principal for review
  2. A mental health assessment report is required
  3. The family is responsible for supervision of the student while on suspension
  4. The student must complete school work assigned by the teacher(s)
- A written letter may be distributed to the school community-depending on the severity of the situation- informing them that a situation has occurred and that the proper procedures are in place.
- The principal may consult with the Superintendent of Catholic Schools to determine re-admittance of the student to school.

# Safe School Procedures

Christ the King School has in place a "safe school plan" to take into consideration the issues of intruders in the building, lockdowns, emergency evacuations, and the effect of area wide disasters. The measures that are taken are not intended to keep our parents and friendly visitors out of the building, but are necessary today to keep those inside the building and on our grounds as safe as possible.

## Access Control System

- At all times of the day, all the doors in the building are locked.
- Those wishing to enter the building must use the door under the archway.
- For identity purposes, a video camera and intercom has been placed at that door.
- A "buzz in" system is used for entry.
- Persons who have been cleared to enter the building must still be acknowledged by the school secretary or principal.
- **Upon entering the building parents/guardians and visitors must go directly to the main office.**
- The doors are approved doors with crash bars for emergency exit.

## Lockout

- Used when the threat is general or the incident is occurring outside of the school building or in the vicinity.
- This allows the school to continue with the normal school day, but curtails entrance into the building.

## Lockdowns/Shelter in Place

- Used when there is an immediate and imminent threat to the school population.
- Persons that are inside of the school are secured in the rooms they are currently in and no one is allowed to leave those areas until the situation has been curtailed.
- No one except official responders are allowed in the building

## **Evacuation**

- Used when the building is determined to be unsafe for persons to remain in the building.
- The decision to evacuate, other than immediate fire, is determined by the administrator and/or local, state, federal, law enforcement agencies or fire department.

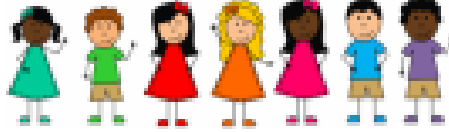
## **Drills**

- Drills for fire, lockdowns/shelter in place, lock out and evacuation are conducted throughout the school year.

## **Emergency Information Form**

- An Emergency Information Data form is sent home at the beginning of each school year.
- Parents/guardians need to complete the form and return it to school promptly.
- The forms are kept on file in the school office and with each teacher.

# Uniform Policy



Students are to take pride in their appearance and are expected to be dressed and groomed neatly. Uniforms are to be purchased at the designated vendors so that the articles of clothing are “uniform”.

## Boys K-8

- Navy uniform pants
- White knit collared long/short sleeves, turtleneck, or oxford shirts-CTK or plain
- Students in grades 6,7,8 may wear maroon colored shirt
- Navy uniform shorts in Sept.-Oct. 15th, May-June
- Belts (2-8)
- Socks that **cover the ankle** in **white, navy**

## Girls K-5

- Plaid uniform jumper worn no shorter than 1” above the knee
- Navy uniform pants
- Plaid skort
- White knit long/short sleeves, turtlenecks, blouses with collar
- Navy uniform shorts in Sept.-Oct. 15th, May-June.
- Socks: **cover the ankle**, crew, knee high, tights in white or navy

## Girls 6-8

- Plaid uniform box-pleat skirt, plaid wrap around kilt
- Navy uniform slacks
- Solid navy blue uniform skirt
- Navy Skort
- **Skirts or skorts are to be worn no shorter than 1” above the knee**
- White knit long/short sleeves, turtlenecks, blouses with collar
- Students in grades 6,7,8 may wear maroon colored shirts.

- Navy uniform shorts in Sept., May-June
- Socks for girls: **cover the ankle**, crew, knee high, tights in **white or navy**.

## **Additional Dress Code**

- Christ the King monogram **crew** sweatshirt may be worn
  - Solid navy cardigan, pullover or vests for both boys and girls
  - **No slides, clogs or crocs, uggs or boots worn in school with uniforms**
  - Sneakers or closed shoes may be worn
- \*Out of uniform days students may wear **appropriate** length shorts/skirts, crocs with strap in the back. No slides or flip flops.....

## **Physical Education Uniforms**

- Navy shorts and gold/yellow T-shirts
- Grades 3-8 change for physical education.

**\*If a student has artificial nails that impede academic requirements in technology or other classes, that student will be asked to remove such nails.**

**\*If a student has hair longer than their shirt collar or hindering their vision, that student will be asked to have their hair cut.**

\*Detention will be given after 3 uniform notices are given.

\*CTK Hoodies may be worn as an 8th grade **privilege**.

# Varia

## Communication

- Communication between parents/guardians and your child's teacher is important.
- A variety of communication means are available.
- Parents/guardians should not interrupt a teacher's class to discuss any concerns. This is best accomplished by setting an appointment with the teacher.
- A family directory is prepared each year and is distributed to Christ the King School families. Families are asked to provide contact information. Participation is by permission only. The Family Directory is used for **school and school organizations communication only.**
- **School Newsletters come out electronically on Tuesday afternoons.(If you would like a paper copy, please request one from the Main Office. )**

## Electronic Devices and Student Cell-Phones

**\* Students in grades 6,7,8 will hand in their phones during homeroom at the beginning of the school day.**

- Students are not permitted to use their cell-phones during school hours.
- If students need to use the phone, they may use the phone in the school office area.
- Generally, electronic devices, electronic games are not permitted in school
- A teacher may allow some electronic devices to be used for educational purposes. These devices are to be used only in that class with the teacher in charge and should not be assumed that the devices may be used throughout the school.**The school is not responsible for lost or damaged devices.**

\*Grades 3,4, and 5 must keep their phones off and in their book bags (no lockers available). If this rule is not followed, the phone will be taken away and given back to the parent.



**\*Apple watches** are not allowed to be used during the school day. There is a setting in which these watches may just tell time and no messages in or out. In that case, the watch may be worn.

## **Parent Volunteers**

As always, we depend considerably upon the generosity and good will of parents and guardians for assistance with so many school functions.

Those wishing to be volunteers must follow the guidelines of the Diocese of Buffalo by:

1. Attending Safe Environment Workshop and Sign the Diocesan Code of Conduct
2. Agree to a criminal background check
3. Stay present with the Virtus online bulletins

## **Field Trips**

Field trips can be worthwhile components of an educational program, since firsthand experience always leaves a more indelible impression than secondary sources.

- Class field trips are designed to be entertaining and educational.
- Before the trip, the classroom teacher will send home specific information about the trip along with a permission form.
- The permission form is to be signed by the parent/guardian and returned to school. Verbal permission is not accepted.
- Designated parents, who are assigned by the teacher to be chaperones, will assist the teacher with supervision of the students.
- Chaperones have a tremendous responsibility to safeguard the well-being of the students that the teacher has assigned to their care. Chaperones may not bring younger children along with them so as to focus on the responsibility of being a chaperone.
- The number of chaperones is determined by the requirements of the organization that is being visited.
- Students must ride the bus to and from the field trip with their class and teacher.
- Monies collected for the field trip are non-refundable.

## **Lunches**

- Hot Lunch is available daily.
- Paid staff and volunteers monitor the students during the lunch period.
- Students bring their lunches from home.
- Milk may be purchased
- Lunch is 30 minutes which includes recess time.
- On good weather days the students will go outside for lunch recess.

## **Cafeteria Expectations and Behavior**

The following are the rules and expected behavior during lunch while in the cafeteria:

- Follow the instructions of all supervisors
- Keep your voice low
- Treat all workers, supervisors, and other students respectfully
- Remain sitting unless you have permission to stand
- Use “please” and “thank you”
- Follow procedures for cafeteria seating
- No saving seats
- Dispose of garbage in the proper receptacles
- Walk in the lunchroom
- Clean your place of crumbs, wrappers, cartons, and bags
- No fighting, pushing, shoving, taking, or giving “cuts”
- No throwing food, popping bags, or leaving messes on tables or floors
- No food or beverages outside the cafeteria
- Students need to be excused by a lunch monitor to leave the cafeteria

## **Consequences for Unacceptable Cafeteria Behavior in Order of Infraction**

1. Verbal warning
2. Time out
3. Move to a different table
4. Move to the silent lunch
5. A student is sent to the school office. Written contact to parent.
6. Removal from the cafeteria. Conference with parents is required prior to returning to the cafeteria. Possible further disciplinary actions to follow the conference.

**Behavior Disturbances** in the hallways make learning difficult in the classrooms. It is imperative that all movement in the hallways be quiet including students, faculty, staff, parents, and visitors.

## **ANTI-BULLYING, NON-DISCRIMINATION, AND NON-HARASSMENT POLICY**

All students have the right to an education free of discrimination and harassment. A student's ability to learn and to meet high academic standards and a school's ability to educate its students is compromised by incidents of discrimination or harassment including bullying, taunting, or intimidation. Everyone at **Christ the King School** is committed to making our school a safe and supportive learning environment. We will treat each other with respect, and we will refuse to tolerate bullying, discrimination, and harassment in any form. Trying to justify discrimination, harassment, or bullying as "just a joke" will not be accepted or tolerated.

### **Examples of bullying, discrimination, and harassment include:**

- Hurting someone physically by hitting, kicking, pushing, or pinching
- Stealing or damaging another person's property
- Ganging up on someone
- Name-calling or teasing someone in a hurtful or threatening way
- Using put-downs, such as insulting someone's weight, gender, appearance, height, race, disability, etc.
- Making comments or actions of a sexual nature which are unwelcome and make the recipient uncomfortable, such as spreading rumors of a sexual nature, making comments about someone's body, inappropriate touching, grabbing, or showing of private body parts
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other students not to associate with someone
- Intimidating aggression through phone calls, text messaging, and social media outlets, such as email, Facebook, Twitter, video chat, instant messaging, etc.
- Harassing anyone on the school property or at a school function

**Staff at our school will do the following to prevent discrimination, harassment, or bullying and help students feel safe at school:**

- Report all incidents to the principal
- Closely supervise students in all areas of the school and school grounds
- Watch for signs of discrimination, harassment, or bullying and stop it when it happens
- Respond quickly and sensitively to discrimination, harassment, or bullying reports
- Take seriously parent concerns about discrimination, harassment, or bullying
- Look into all reported discrimination, harassment, or bullying incidents
- Provide a safe environment for students who report discrimination, harassment, or bullying

**Students at our school prevent bullying by:**

- Treating each other respectfully
- Refusing to discriminate, harass, or bully others
- Refusing to let others be discriminated against, harassed, or bullied
- Refusing to laugh, watch, or join in when someone is being discriminated against, harassed, or bullied
- Trying to include everyone in play, especially those who are often left out
- Reporting discrimination, harassment, or bullying to an adult

**New York Dignity for All Students Act**

No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex by school employees or students on school property or at a school function.

## **Extra-Curricular Activities**

A variety of sports are offered.

Athletic eligibility:

- Students must exhibit proper and respectful behavior in and out of school.
- All medical forms and parent permission forms must be in the office.
- Attendance at school is mandatory on the day of a practice or game.
- Academic work must be maintained.
- The school reserves the right to limit or eliminate a team from participation in games if necessary.

After school clubs and activities are offered at Christ the King School throughout the school year. Information on these clubs and activities are sent home in advance.

## **Special Observances**

- Students may celebrate their birthdays in school.
- Treats may be brought in for this occasion.
- Invitations for private birthday parties or gatherings of any kind must be mailed to the invited students' home-not distributed through school.
- Students may be out of uniform when celebrating their birthday.

## **After School Care**

- After school care is available
- Information is available in the school office
- \* LE3 currently runs the afterschool program

**\*ALL STUDENTS IN GRADES 6,7 AND 8 WILL NEED 5 HOURS OF COMMUNITY SERVICE. MRS. WANGLER WILL HAND OUT FORMS OCTOBER 1ST.**

## **Parents' Guild**

- The Parent Guild works to enhance the educational, religious and social opportunities for students, staff and families of Christ the King School.
- Activities of the Parent Guild are financed by fund-raising efforts.
- A Board of Directors oversees the Parent Guild organization.
- All parents/guardians of students attending Christ the King School are members of the Parent Guild

## **Sports Boosters**

- The Sports Booster organization oversees the athletic program, arranges the teams and provides the coaches.
- Financing is from fund-raising efforts.

## **Photo Release/Acceptable Internet Forms**

- Photo release and Acceptable Internet forms are sent home at the beginning of the school year.
- Parents/guardians must sign them and return them to the school office.

## **AHERA: Asbestos Hazard Emergency Response Act**

We are notifying parents/guardians that according to AHERS regulations we are required to have an asbestos plan in place. The plan is reviewed on a regular basis. If any parent, guardian, school staff wishes to see this plan, a request can be made to the principal.

After reading this Handbook, both parents and students must sign a statement on the Handbook Agreement Form.

Our signatures below indicate that we have read the 2023-24 handbook and agree to be governed by it.

Student/s Signature/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

\_\_\_\_\_

*Your child's safety and well-being are our first priority.  
This form must be signed and returned to the student's homeroom teacher or the school  
office within one week of student attendance at  
Christ the King School.  
Thank you!*



