



# Christ the King Catholic School

*education enlightened by faith*

## **New Family Frequently Asked Questions**

### **What are the guidelines for dropping off and picking up students?**

Before School: Extended Care opens at 7:15am in the gym. All students arriving prior to 8:00 am go directly to the gym, students are not allowed to wait outside the school unsupervised. Students are released from the gym at 8:00 am and are escorted into the school. Children can be dropped off using the Church parking lot or the north lot (off Michael Drive). When dropping off children in the Church parking lot please do not drive up to the orange cones and let children out - this can be dangerous for others. When dropping off children in the north lot (off Michael Drive), please use the drive-through lanes near the Gym, or park on the far side and walk your child across in the crosswalk.

After-School: When picking up students in K-3 without older siblings, please park by the Church and walk to the outside 2nd grade door. When picking up students in 4-8 please use the drive-through lanes in the north lot, or park on the far side and wait for your students to cross in the crosswalk (Older siblings will pick up K-3 siblings in their classrooms and escort them to the parking lot). Students not picked up by 3:25 pm will be checked into Extended Care. Students participating in after-school activities will be picked up in their classroom at 3:10 pm and escorted to the activity.

### **What is the “sign-in book” and when do I use it?**

The sign-in book is located at the front desk in the main office. Parents are asked to sign-in students that arrive to school later than 8:10 am and sign-out students that leave prior to 3:10 pm. This process is in place to help assure the safety of all of our students and make sure that students are supervised at all times.

### **How do I pick up my child early from school?**

We ask that parents send a written note to the homeroom teacher in the morning stating what time the student will be leaving. When picking up your child, please arrive a few minutes early and we will call the classroom and have your student pack-up and come to the main office.

### **What are share hours and how do I log my share hours?**

Volunteer share hours significantly help offset school costs. Examples of qualifying share hours are: participation in classroom activities, fundraising activities, serving on school committees, assisting with office work, helping with CYO, participating in any Christ the King Parish ministries, etc. Each family is required to volunteer a minimum of thirty hours per school year (fifteen hours for single parent families). One half or 15 share hours (7.5 hours for single parent families) must be completed and recorded in the Volunteer Share Hour Log by January 31st. Families will be billed for uncompleted or unrecorded hours at the rate of \$15.00 per hour on the following monthly statement.

The share hour log is located on the coffee table in the main office. Parents may record their hours in person or email the school office at [office@ctk.pvt.k12.or.us](mailto:office@ctk.pvt.k12.or.us)

### **What are service hours and how are they recorded?**

As a member of a Christian community, part of our commitment to live the Gospel message is to serve others. In order to fulfill this Gospel mission and to prepare our upper grade students for future leadership challenges and opportunities, the following criteria for service has been established:

- Students in Grade 6 – twenty hours of service
- Students in Grade 7 – twenty-five hours of service
- Students in Grade 8 – thirty hours of service

The types of service opportunities to satisfy these requirements may vary. In order for a project to qualify, students may not receive any compensation or award, except for the goodwill they create by being of service to others. If your child is active in a ministry of the parish (altar server, choir, Vacation Bible School, etc.), these hours can satisfy the service requirement. Students are responsible for tracking and submitting their service hours to: [servicehours@ctk.pvt.k12.or.us](mailto:servicehours@ctk.pvt.k12.or.us) The deadline for submission of service hours to be counted for any service award is May 1st.

### **What is the uniform exchange?**

Uniforms that have been out-grown but not worn-out are brought to the school to be made available to other families. The uniform exchange, located in the main office, is open to everyone at no charge and parents are welcome to look through all the clothing. Special Uniform Exchange Days occur during the summer, usually the week prior to school starting. Check with the school office regarding availability of uniforms throughout the school year. Students who need fresh clothing during the school day will be given items, at no cost, from the uniform exchange. Parents may drop-off clean, gently used items for the uniform exchange anytime during the school year.

### **Where can I purchase school sweatshirts?**

School sweatshirts are available year-round in the main office. Sweatshirts come in several different styles, sizes, and colors (blue and green). School sweatshirts are the only sweatshirts to be worn during the school day, except that any coat and jacket can be worn during recess.

### **What do I do if my child is sick?**

Please call (503-785-2411) or email [office@ctk.pvt.k12.or.us](mailto:office@ctk.pvt.k12.or.us) by 9:00 am.

### **What is the Extended Care program and when is it open?**

As a service to the parents of our students, the school operates an extended day care program. Care is offered to our students from 7:15 am to 8:00 am and from 3:10 pm to 6:00 pm. It is offered every full school day and on 12:00 pm dismissal days from 7:15am to 8:00 am and 12:00 pm to 4:00 pm. Students not picked-up after school by 3:25 pm are automatically checked into Extended Care. Care will not be offered on holidays, teacher in-service days, Christmas vacation, Spring break or during the summer. Please pay close attention to the school calendar and the Family Envelope for notification of when care will not be available.

### **Where can I find an up-to-date school calendar?**

The school calendar can be found on the school website. The school uses Google Apps for Education, to the school calendar is in Google and parents are welcome to subscribe to it. In addition, the calendar is available as a PDF to download.

**What is the Family Envelope (FE) and how do I get one?**

The weekly Family Envelope (F.E.) is our primary means of communication between school and home. It contains the principal's newsletter, official notices, current information on school activities, classroom newsletters, and other vital communication. The red FE folder goes home with the youngest child on Monday or the first school day of the week. We ask that parents return the red FE folder with their child. This is a good vehicle for any business items or replies you wish to send to the school. Our website [www.ctkweb.org](http://www.ctkweb.org) (Family Information - Family Envelope) also contains the entire contents of the red FE folder.

**How is transportation handled for school field trips?**

The general policy is that any field trip that is farther than a one hour drive requires a chartered school bus, regardless of grade. For field trips under an hour away, volunteer parent drivers are used. Car seats or booster seats need to be sent with the student if required by law.

**What is the Monday Morning Prayer Service?**

The school begins every Monday with a school-wide prayer service in the gym. Each week the prayer service is led by a different grade. The prayer service includes general announcements and the Pride Ticket drawing and begins at 8:10 am and ends around 8:30 am. Parents are always welcome to attend.

**What is free dress and how often does it occur?**

The last Thursday of every month is a Free Dress Day for students, unless otherwise noted. If Mass falls on a Thursday during the school year, free dress day will be suspended for that day. No free dress on field trip days, unless specifically noted on the permission slip. Free dress tickets, good for any Thursday, may be purchased up to the date of the school auction. Students using a free dress ticket give their homeroom teacher the ticket in the morning when they arrive at school. Free dress guidelines can be found in the parent/student handbook. The parent/student handbook is posted on the school website.

**Why does the school have a no nut policy?**

A nut allergy can be a life-threatening condition. In order to ensure a safe and worry-free campus for all of our students, the school continues to be nut-free. No peanut or tree-nut products are allowed in the building. It is important for us all to understand that a child does not necessarily have to ingest or eat the food to which they are allergic. Rather they can be endangered if a classmate touches/eats peanuts or peanut products and later touches a surface that the allergic child comes into contact with. Products with labels that include wording similar to "processed in a facility that also process nuts" are OK to eat at school. Products with labels that include wording similar to "may contain nuts" should continue to be left at home. The guidelines, which includes snack suggestions, are posted on the school website.

**Do I need a background check to volunteer at school?**

Parents submit a background check during the registration process. Background checks are good for 3 years.

**What is the Christ the King Parish Subsidy?**

The church generously donates 20% of its yearly offertory collections as mandated by archdiocesan policy. The Parish subsidy is approximately \$145,000 per year. The amount we receive to offset our operating costs will vary from year to year as a reflection of the overall total collected that year from our parish and school families at church. Right now, the parish subsidy offsets 9% of our operating budget. The more often we give to the

church, the more our school benefits. Twenty cents of every dollar donated to Christ the King Church's offertory is donated back to our school.

### **What is the School Advisory Council?**

The Christ the King School Advisory Council (SAC) is a group consisting of elected and appointed volunteers from within the School and Parish community. The umbrella role of the School Advisory Council is to provide policy direction to educational programs for Christ the King Catholic School. The responsibility involves six distinct functions (Taken from the Archdiocese of Portland "School Advisory Council Primer"):

- To participate in and encourage strategic planning
- To develop and defend policy
- To offer financial advice
- To serve as a good public relations source
- To evaluate itself periodically
- To participate in the selection process of the principal who is the SAC's executive officer

School Advisory Council meetings are generally held on the second Tuesday of each month at 6:00 pm in a designated location. Please check the school calendar for specific dates/times. In addition, all School Advisory Council agendas and meeting notes are posted on the school website.

### **What is the Parent Community Organization?**

The Parent Community Organization is comprised of parents and guardians of Christ the King Catholic School students, school staff, the principal, and the pastor. The PCO works cooperatively with the school administration and is responsible for community building and the promotion of goodwill among parents, faculty, staff, the administration, and the parish. Meetings are held throughout the school year.

### **Why is there a Family Fundraising Commitment?**

We must raise approximately \$150,000 from fundraising to supplement tuition cost. The total cost to educate each student is approximately \$6,500 based on an enrollment of 240 students. Tuition covers approximately 80%, the Parish subsidy covers approximately 10%, and fundraising covers the remaining 10% of expenses. With every family contributing a minimum required amount, we can help assure an equal and fair distribution of our school's fundraising needs.

### **What is the Family Fundraising Commitment and how can I meet it?**

Each family is being asked to contribute \$600 for their yearly fundraising obligation, which helps to meet the total school fundraising responsibility. The \$600 family fundraising commitment only accounts for 2/3 of the total fundraising dollars necessary to meet the overall fundraising responsibility of the school.

\$600 total fundraising commitment via a combination of the following opportunities:

- Year Round Scrip: scrip purchase is optional, 5% of purchases (May 1 - April 30) count toward the fundraising commitment. Scrip can be purchased daily at the school office;
- Spring Auction: 100% of in-kind services and auction procurement, 100% of free dress ticket purchases, 100% of support a student, 100% of the Paddle Bid, 50% of dinner tickets and sponsor tables, and 100% of purchases at the auction (including your guests) count toward the fundraising commitment;
- Winter Tuition Raffle: 70% of raffle ticket sales count toward the fundraising commitment.
- Fall Jog-a-Thon: 100% of money raised counts toward the fundraising commitment.
- Annual Fund: 100% of money donated to the school's Annual Fund will count towards your fundraising commitment.