

POLICY MANUAL
2008 - 2009



CHRIST THE KING
CATHOLIC SCHOOL
Home of the CTK Bears
Telephone: 225-7883

**Christ the King School
Parent - Student
Statement of Responsibility
&
Statement of Responsibility for Athletics**

The statement below must be signed and returned to the school office by September 1.

“My child/children have read the Christ the King Policy Manual, which includes the Athletic Policy, and although we may not agree with all the regulations, we understand the student must adhere to them while he/she is at school, participating in our athletic program or in attendance at school-sponsored activities. In the event that we are not entirely certain of some aspects of school policy, we will contact the principal for clarification within one (1) week after receipt of that policy.”

PARENT/GUARDIAN SIGNATURE PRINT NAME DATE

“As a student at Christ the King School, I accept responsibility for my behavior and agree to follow all rules and regulations that govern student behavior at my school, in my classroom, and regarding athletics.”

PRINT STUDENT NAME TEACHER PRINT STUDENT NAME TEACHER

PRINT STUDENT NAME TEACHER PRINT STUDENT NAME TEACHER

State Law (80-1629.6 through 80-1629.8) requires documentation of student and parent receipt of student discipline policies.

School Year 2008 - 2009

Due September 1

Driver Liability Form

The Driver Liability Form, #6.30 of the Diocesan Policy Manual, is to be signed by every driver of a private vehicle when transporting students for off-campus activities. This driver liability form need only be signed once each year, but retained in the school office until the end of the school year.

6.30 DRIVER LIABILITY

In the event I drive students for off-campus activities, I understand that I must have liability insurance in the amount consistent with the laws of the State of Arkansas. All passengers in my vehicle will be wearing seat belts.

_____	_____	() Can Drive
Signature	Print Name	() Cannot Drive
_____	_____	() Can Drive
Signature	Print Name	() Cannot Drive

(Please sign and turn in to the school office by September 1.)

Date _____

School Year 2008 - 2009

CHRIST THE KING CATHOLIC SCHOOL

Accredited by ANSAA

Arkansas Nonpublic School Accrediting Association

Dear Parents:

This book of policies has been prepared for you so that you might fully understand the philosophy, goals, and practical operation of our school. Our School Board made quite a considerable study of other schools' handbooks and our own particular concerns in order to achieve the balance and approach considered proper.

We intend to operate our school by the policies presented in this book. You would be at a disadvantage not to familiarize yourselves with the policies. Many of your questions and problems will find a ready answer here. Questions that come to mind throughout the school year should be researched here before inquiring at the school office.

The first goal of our school is to teach and live the doctrines of Jesus Christ. Our second goal is to offer a fine academic program. We believe that these two goals complement one another, working together to form the whole person.

We are counting on you to give the words within this handbook life. By your cooperation our school can become a great one and your children can achieve the greatness of life for which God created them. Please help us to fulfill the dream.

In the Lord,

Rev. Msgr. Francis I. Malone, J.C.L.
Pastor

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STATEMENT OF PHILOSOPHY, GOALS AND OBJECTIVES

Christ the King School is a Catholic institution committed to the teaching of Catholic doctrines and Christian values and dedicated to providing a quality academic program. The school recognizes the rights of individuals as children of God deserving honor and respect, and works toward the following goals and objectives with the involvement and cooperation of the students' parents or guardians.

These goals are as follows:

1. To provide Christ the King students a well-rounded academic program with Catholic fundamental as its core.
2. To provide quality education to all those children in the parish who desire to take advantage of such an opportunity.
3. To instill a positive attitude towards the learning process while providing students with the opportunity to achieve academic excellence.
4. To strongly promote and recognize Christian values and moral behavior.
5. To promote unity, love, respect and understanding among all people regardless of race, religion or socioeconomic group.
6. To foster positive self-esteem and mature responsible behavior with the purpose of arriving at the fullness of Christian life.
7. To encourage teachers to strengthen their Christian commitment and professional growth.

RELIGIOUS PRACTICE

The great truths of the Catholic faith must be taught in the home by parents - first by example, then by precept. Family prayer should be emphasized, for it is one of the surest ways to develop a consciousness in children of the abiding presence of God.

Christ the King School admits students of both sexes, of any race, color, national or ethnic origin.

In compliance with state law and diocesan regulations: "No child shall be admitted to kindergarten unless he has attained the age of five years on or before September 15th of such school year. No child shall be admitted to the first grade unless he has attained the age of six years on or before September 15th of such school year.

If the child is a Catholic, a baptismal certificate must be presented at the time of registration. All non-Catholic students must present a birth certificate, previous school records and schedule an interview with the principal and/or pastor prior to acceptance and admission. Current immunization records in accordance with Arkansas law must be provided at the time of registration.

ADMISSIONS POLICY:

The admissions committee considers various criteria in the acceptance of new students. Listed below are some of the more important criteria.

Catholic families in the Christ the King parish, especially those who already have children attending the school *

Catholic families from other Catholic parishes in the area

Non-Catholic families in the area

All other admission priorities will comply with the admission policy of the Diocesan school office.

* Also, the following criteria will be taken into consideration in the event there are more In-Parish children than spaces available:

Families who consistently attend Mass (as indicated by the weekly use of church envelopes)

Active participation in the parish and/or school

Siblings already enrolled in Christ the King School

Number of years the family has been enrolled in the parish

Contributions to the School Building Fund (mandatory)

Entrance Age - No child will be admitted to Kindergarten unless he/she has attended the age of five (5) years on or before September 15th of such school year. **All new families must attend a mandatory orientation meeting with the Pastor**

Documentation of the state required immunizations plus a birth certificate, baptism certificate (if applicable) and a social security number are to be presented at the time of registration of all beginning students and transfer students.

CHILD ABUSE

Any individual having contact with or responsibility for children at Christ the King School are mandated by law to report any suspected child abuse or neglect. Suspected Abuse or neglect must be reported immediately to the principal, and the Department of Human Services or SCAN must be called. The reporter should not attempt to investigate or substantiate the suspected abuse nor should he or she contact the child's parent(s) unless requested to do so by the investigative agencies. Any person required to report suspected abuse who willfully fails to do so is subject to a fine and a jail sentence as well as being civilly liable.

Sexual Abuse

Any person working in any capacity with children of Christ the King (including volunteers)* must read the diocesan policy regarding the Sexual Abuse or Sexual Exploitation of Children by Church Personnel. The policy is available to read in the school office. You must then sign a form that is also available in the school office stating that you have read and understood the policy before you will be allowed to work or volunteer in the church or school. If we already have your signed form on file, you do not have to fill out another one. Any person working in any capacity with children of Christ the King (including volunteers)* must also attend a "Protecting God's Children" class and submit to a background check through the diocese.

**A regular volunteer or employee is any person who functions in the name of the Church in the capacity of chaperoning, mentoring, supervising, teaching or training minors (those 17 years of age or younger) three or more times a year. Positions may include: athletic director, catechist, chaperone for overnight events, clerical/office help, crossing guard, custodian (school or parish), daycare worker, instructional assistant, library assistant, maintenance (school or parish), playground monitor, "room" mother or father, sacramental preparation instructor, scout volunteer, server trainer/sacristan, tutor/private instructor, youth choir director, youth ministry commission member, youth ministry activities chaperone, youth program leader, or youth ministry retreat team member. Checks are not required in those situations if contact with children is minimal.*

IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY

The requirements for entry into school, irrespective of grade, are at least three doses of Acellular Diphtheria/Tetanus/Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT pediatric) or Tetanus Diphtheria (TD adult) at least three doses of Polio vaccine; two doses of Rubeola (measles) vaccine, one dose of Rubella (German measles) vaccine and one dose of Mumps vaccine. **Additionally three doses of Hepatitis B vaccine and one dose of Varicella (chickenpox) vaccine are required before entering Kindergarten. Three doses of Hepatitis B are required for Transfer students (students not enrolled last school year) and students entering the seventh grade.**

TUITION

Tuition payments will be made by automatic Bank withdrawals on the 5th or 15th of the months August through May. We will not hold a draft until a later date than the ONE you have set. Specific tuition schedules are available in the school office.

Tuition may also be paid in an annual, or semi-annual basis. Annual and first semi-annual tuition payments are due on August 1st. The second semi-annual tuition payment is due on January 1. Any annual or semi-annual tuition account that is more than 30 days PAST DUE will be charged a 5% late charge.

Any student whose tuition account becomes more than 60 days past due MAY BE SUBJECT TO SUSPENSION.

Students of families who fail to meet their financial obligations MAY NOT BE ALLOWED to register or attend the following school term.

If there is any doubt that you will be able to meet your financial obligations, IT WILL BE ESSENTIAL THAT YOU REQUEST A CONFIDENTIAL TUITION AID FORM AT THE TIME OF REGISTRATION, SHOULD A FINANCIAL CRISIS OCCUR AFTER REGISTRATION AND YOU ARE UNABLE TO MEET YOUR OBLIGATION, AN IMMEDIATE CONFERENCE WITH THE PRINCIPAL AND/OR PASTOR SHOULD BE SCHEDULED.

CHRIST THE KING CHURCH AND SCHOOL

TUITION POLICY REVISED JANUARY 2006

Introduction

Each month the School Board examines the budget and financial report for the operation of Christ the King School. In the Spring of each year a new budget is put together by the School Board and approved by the Parish Council in conjunction with the Parish Finance Council.

It is during this budgeting process that increases in tuition are decided upon along with any other financial adjustments. Families are then notified of the assessment for their family, depending upon the actual number of children enrolled.

Tuition Policy - Part I

For purposes of determining Christ the King tuition, the following "Schedules" will apply:

Schedule A - "Christ the King Parishioners"

This Schedule includes families who are not only registered members of Christ the King Church but who also have a record of regularly supporting Christ the King Church by the use of Church envelopes in the previous twelve months. It does not mean a set amount of contributions. And as each family is encouraged to actually budget their contributions monthly, the consistency of their support will determine their tuition rate.

Also included in this Schedule are those who are currently members of the Cathedral parish or St. Bartholomew parish. Those included here must obtain a written confirmation from their pastor that they are active members who financially support their church.

Schedule B - "Catholic Non-parishioners"

This Schedule includes Catholic families who are not registered members of Christ the King Church. *It also includes members of Christ the King Church for whom there is no record of regularly supporting Christ the King Church by the use of Church envelopes in the previous twelve months.*

Schedule C - "Non-Catholics"

This Schedule includes families who are not members of the Catholic faith.

Tuition Policy – Part II

Annual Appraisal

As part of the annual enrollment process for new and returning applicants, each families' record of contributions to the Church will be re-evaluated to determine the Schedule of Tuition for the new school year. **Tuition for the academic year 2006-2007 will be based on families record from January 2006-June 2006.**

Multiple Child Discount

Christ the King will continue to support a discounted tuition scale for Catholic families who have multiple children enrolled in the school. However, the percentage will be reviewed on an annual basis by the School Board, working in concert with the pastor and the principal. In no year will the discount be lessened by more than five percent. **Discounts for the academic year 2006-2007 will be discounted less by 2%.**

Church Support

This tuition policy acknowledges that Christ the King Church will continue to provide ongoing financial support of the School as it has for the past twenty years. It is this ongoing support that allows Christ the King School to provide tuition rates that are affordable, supporting the Catholic Church's commitment to the mission of providing a Catholic education in a quality environment.

An underlying presumption of this support is that Catholic families also contribute to the life of the Church by way of their time, talent and their treasure. This policy allows Christ the King School to benefit directly from the financial support of the Church and the contribution of the Catholic family to Church life in order to determine the appropriate tuition Schedule for all families.

Questions and Answers

How is Christ the King School funded?

There are two principal sources of income to the school: the tuition and the subsidy of the parish. The Church makes up for the rest of the costs of operating the school. For example, all of the financial operations of the school, **which is a substantial amount of work** is currently underwritten by the Church.

But, is not the tuition a parent pays to the School another way to tithe?

Tuition is **not** tithing. Tithing is rooted in scripture as the giving of ten percent of what one receives. And while few people actually tithe, the Church teaches through her precepts that because God has given us everything we own, we are under an obligation from Him to financially support the Church [Catechism of the Catholic Church # 2043]. Tuition is payment for something received. Without such support the Church could never carry out its mission in all the other areas it ministers to her members.

Do all of our School Families contribute to Christ the King Church, and what is the average of those contributions?

Sadly no, about 51% of our school families contributed less than \$ 500 last year. Other than that, for the calendar year 2005-2006, the average family [with children in the school] contributed \$ 866.50.

What is the point of this calculation for the future?

Basically, it means that those who contribute less than the average are being supplemented by those who give more than that amount. It means that as long as 51% of our school families contribute less than a certain amount of money each year in the Church collection, five things happen: first, the Church is put in a more difficult position to subsidize the school because it is taking care of its other responsibilities and ministries too; second, as a result the cost of tuition increases at a higher rate and makes a Catholic education less affordable to some families; third, it challenges the wisdom of the % of discounts for multiple children; fourth, it prevents the school from constantly improving the quality of education and the salary and benefits given to our teachers; and lastly, it stymies the school from accumulating a reserve for the constant repairs and upkeep of our school facility.

What is the rationale for discounting multiple children?

Christ the King has always demonstrated that it is family oriented. Because of this, and given the increasing cost of education, the tuition for multiple children is discounted so that families can more readily

afford the tuition costs. For the past number of years each Catholic family has been discounted by a certain percentage. If a family has more than one child in the school, each of them is discounted: second child: 25% discount; third child: 50% discount; fourth child is discounted 75%. Fifth child? FREE.

Are there other hidden costs?

The simple answer would be “no;” they are not hidden, but a more detailed answer would be “yes, in that most people are not aware of what it actually takes to operate the school and to plan for the future. The School does not operate for profit, but within the Schedule is a way for the school to build-up its reserves so that over a long period of time, it has the funds to cover what tuition cannot. For example, if the roof has to be replaced, if there is major damage to the school that insurance cannot cover, if we need to increase our technology, etc. You name it, it costs money to do it.

So what can be done?

Traditionally, the answer was two-fold: first, the Church would make up the shortfall, and second, the tuition would increase every year. Like your own personal expenses, the Church and school expenses increase every year. In order for the Church to meet its financial obligations and subsidize the school, and in order for the school to increase its quality of education, changes must take place.

What kind of changes?

First, every family should expect that there will be a tuition increase every year. The amount of that increase will depend upon the ability of the school to meet its budget for the upcoming school year. Second, every member of the Church, not just families with children in the school needs to reassess their financial support of the Church. In other words, every family member of Christ the King should be contributing to the Church on a regular basis.

Is there anything else?

Yes, the system of giving a discount to every family with multiple children must be a fair and just policy, and the discount must be reasonable when balanced against the budget.

Is there a set amount of how much a family is to contribute to the Church?

Working with the School Board and the Parish Finance Council, a study was conducted of what the other Catholic schools in central Arkansas are doing. Every school has a different policy. Most of the Churches require that families with children in the school must give a minimum designated amount to the Church each year. Some Churches bill families who are short of that mark before they can register their child for the next year. Some of the Churches place parishioners into two categories: parishioners who contribute and parishioners who do not. With the latter group, they are charged a higher rate of tuition. Most of the Churches charge Catholic non-parishioners a higher rate than they charge their own parishioners. And most charge non-Catholics a higher rate than parishioners and catholic non-parishioners. So, to answer this question, “is there a set amount of how much a family is to give?” The answer is different from Church to Church.

Our policy is that each family should look at what the “average” contribution is – and make that the benchmark for their own contributions to the Church each year. We realize that for some families, that figure is beyond their capability; then they should do their best before God. And while for those families that do give the average and well above it, they need to continue their generous giving.

What are the implications of this policy as it affects tuition?

- a) Families can expect every year tuition will be increased.
- b) If a parish family has no record of regularly supporting the Church in the previous calendar year, their tuition will be increased on the same level as Catholic non-parishioners [see Schedule B]; **HOWEVER, SINCE THERE IS NO SET AMOUNT OF CONTRIBUTIONS TO THE CHURCH, NO FAMILIES SHOULD BE AFFECTED BY THIS POLICY AS LONG AS THEY DEMONSTRATE THROUGH THE USE OF THEIR ENVELOPES THAT THEY ARE REGULARLY CONTRIBUTING TO THE CHURCH.**
- c) Catholic non-parishioners and non-Catholic families in Christ the King School [see Schedule B and C] will be charged a higher tuition than parishioners.
- d) The discount for second, third, and fourth children in the family will be minimally decreased each year, and in no year by more than 5 %. For the 2006-2007 year it will only be decreased by 2%.

LASTLY AND VERY IMPORTANTLY: no child or family of Christ the King Church will ever be asked to leave Christ the King School, nor will pressure be applied to remove their children because of their inability to meet any financial obligation. There are some families who apply for scholarships each year, and they should continue to do so. However, if they do not have a record of regularly supporting the Church, they will not be eligible for scholarships. *If and when emergencies occur within a family that jeopardizes their ability to pay tuition – they are strongly encouraged to contact Monsignor Malone personally for assistance.*

This policy goes into effect with the 2006-2007 school year, and is established as the official school tuition policy, issued on January 20, 2006.

Addendum to Policy

First, invariably Christ the King families who currently do not have a record of using their envelopes will wonder if they are going to be placed in a higher tuition category immediately because up to now they have not been using their envelopes, or that we have no record of their financial support of the Church. *This is not the case.*

Since this policy is being presented early in the calendar year 2006, every parish family will have the opportunity to demonstrate that they are “on board,” by using their envelopes immediately. *This will be evaluated in June to set tuition rates per family.* In years to come, it will be based on a full twelve months.

Second, it has been a policy of the Little Rock parishes for about 25 years that should a family attend a Catholic Church in the Little Rock/North Little Rock area on a given weekend – if they use their own Church envelopes, those envelopes are mailed back to the parish. In other words, if you attend Holy Souls and drop in a CTK envelope, Holy Souls will mail it back to CTK.

If you have any questions regarding this new policy, please direct them to either Msgr. Malone (msgrmalone@ctklr.org) or Kathy House (khouse@ctklr.org).

INSURANCE

All parents are given an opportunity to purchase school insurance. Forms for school insurance are available on Back to School Night or sent home with students the first week of school.

BOOK RENTAL AND FEES

All books for the current school year must be paid in full before scholarship funding will be considered for the following academic year. SHOULD A FINANCIAL CRISIS OCCUR AFTER REGISTRATION AND YOU ARE UNABLE TO MEET YOUR OBLIGATION, AN IMMEDIATE CONFERENCE WITH THE PRINCIPAL AND/OR PASTOR SHOULD BE SCHEDULED.

Textbooks are issued on a rental basis and must be checked in at the end of the school term or before withdrawal. Any student who loses or damages a book shall replace it at full cost. ALL STUDENTS ARE REQUIRED TO COVER HARDBACK BOOKS PROVIDED THROUGH THE RENTAL SYSTEM. (DO NOT USE CONTACT PAPER TO COVER HARDBACK BOOKS. WE **DO** RECOMMEND YOU USE CLEAR CONTACT PAPER TO COVER ALL CONSUMABLE BOOKS AND FOLDERS.) All students are required to have a bookbag for carrying books.

Consumable books and materials must be purchase. Book bills and fees are mailed in June and due in full by August 1. A \$20.00 late fee will be assessed after August 1.

If for any reason a parent wishes to purchases a textbook, this may be done: however, the book rental fee must also be paid.

CURRICULUM

Christ the King School will follow diocesan and Arkansas state requirements regarding basic materials, specific courses, and time allotments.

1. A planned instructional program will lead to discovering and developing the abilities of each student.
2. Christ the King School will offer a balanced curriculum including religion, language arts (English, reading, literature, oral and written communication, speech arts, handwriting, spelling, usage, and grammar), science, mathematics, social studies, (history, geography, civics, economics and sociology), art music, health, physical education, Catholic Family Life, and such electives as deemed practical and helpful.

SCHOOL HOURS

Grades 1-8: Monday - Friday from 7:45 a.m. to 2:45 p.m.

Pre-K and Kindergarten: Monday - Friday from 7:45 a.m. to 2:30 p.m.

For Casual Day early dismissal dates see calendar in back of this policy manual.

Supervised hours are Monday - Friday from 7:30 a.m. to 3:00 p.m.

Students are not to arrive for school before the school doors open at 7:30 a.m. Students are to go directly to their classrooms. All students shall leave the school promptly after dismissal and go directly home. Students awaiting parents after school are to wait in the areas designated by the principal and follow the directions of the After School Duty teacher. No ball playing is allowed and students are not to use the playground equipment before school or while waiting to be picked up after school.

The school assumes responsibility for the supervision of the students no longer than fifteen (15) minutes before and 15 minutes after the regularly scheduled school hours. Beyond that time, the safety of the student is the responsibility of the parent or guardian. Any Student not picked up by 3:00 p.m. will be sent to Child Watch After School Care and you will be required to pay the Drop-In charge.

Written permission by the parents for the students to walk or ride a bicycle to and from school must be on file in the school office. Students will not be allowed to leave the school campus without this written permission. Students will not be allowed to leave school early and bicycle or walk home. Students must be signed out by a parent. If school is dismissed early due to inclement weather, students will not be allowed to bicycle or walk home.

Arrival/Departure-During School Hours:

If student arrives at school after the 7:45 a.m. bell they must report to the school office. They will receive a Tardy Slip to give to their teacher. When leaving during the school day for any reason, please sign him/her out at the office. He/she will be called to the office by intercom.

PARENTS/VISITORS

Parents are asked **NOT** to interrupt their child's class during the school day to bring items (homework, lunches, bookbags, etc.) forgotten by students or parents. **ALL** parents, visitors, relatives, and former students need to come through the school office to check in before, during and/or after the school day. If you are eating in the cafeteria, you must call the school office (225-7883) before 8:30 a.m. to reserve a lunch. If you would like a conference with your child's teacher, please call the school office and leave a message for the teacher. He/she will return your call and set a mutual time to meet.

The teachers' workroom and lounge is for "teachers only" during the hours 11:30 to 1:30 and after 2:45.

School age visitors to CTK School may visit only during lunch and recess times and are to be supervised by the adult who brought him/her to school.

Materials submitted by a parent, student or other party may not be distributed to the student body, in whole or in part, without first obtaining the permission of the principal and a copy submitted to the school office. This includes, but is not limited to, solicitations for business (e.g. dance, karate) and youth organizations and activities (e.g. campus, scouts).

PLEASE DO NOT SEND BALLOONS AND/OR FLOWERS TO STUDENTS.

ATTENDANCE AND ABSENTEEISM

Pupils are expected to be in attendance at all times when school is in session unless illness or an emergency prevents it. Generally, a pupil who has accumulated 25 days of absences during the school year should repeat the grade, or will be required to attend summer school. Proof of attendance at summer school must be presented at the time of fall registration.

At times absence due to illness or family emergency is unavoidable. If a child is absent, please call the school office before 9:00 a.m. or send a note to the office via a brother or sister. When calling to report the absence, you may also request homework to be left in the office or sent home with a brother/sister or friend. **The work may not be picked up in the office until the end of the school day.** UPON RETURNING TO SCHOOL, THE CHILD IS REQUIRED TO BRING A NOTE TO THE CLASSROOM TEACHER STATING THE REASON FOR HIS/HER ABSENCE.

When requesting a student to be dismissed from school for any reason, parents are to submit a WRITTEN REQUEST IN ADVANCE to the school office. For the SAFETY OF THE CHILD, the parent or other authorized person must come to the office to meet the child.

When parents take children out of school for vacations or trips, the PRINCIPAL AND THE TEACHER must be notified IN ADVANCE. Parents assume full responsibility for the education of the child. Teachers are not required to write out lessons in advance. Upon returning to school from an absence, a student must approach his/her teacher and ask for tests and assignments to be made up.

No student may leave the school premises during school or absent themselves from school sponsored functions and events without express permission of the principal. A student who violates this rule will be subject to disciplinary action at the principal's discretion.

TARDINESS

Promptness is a trait to be developed. Parents, through their efforts, help instill this trait in children. A child is considered tardy for school if he is not in his classroom when the 7:45 bell rings. Tardiness interferes with a child's progress in school and constitutes a disturbance for all members of the class. **IF A CHILD COMES IN LATE, THE STUDENT AND PARENT (OR DRIVER) MUST REPORT TO THE OFFICE FOR A PASS BEFORE GOING TO THE CLASSROOM.**

If a student is tardy three times for an unexcused reason, it will equal one day absent.

ILLNESS

Children with temperatures of 100 degrees or higher should stay home from school. They should not return until they have had a normal temperature for 24 hours (fever-free w/o Tylenol, etc.). Children who have been prescribed antibiotics for contagious diseases such as strep throat, tonsillitis, or bronchitis should not return to school until they have taken the medication for 24 hours. Children who are vomiting or have diarrhea should stay home. The 24-hour rule is a good guideline here, too. Pain relievers ARE NOT AVAILABLE in the school office. Parents should make sure "sick days" are not appealing. Children who are rewarded with videos, TV, special foods or playing outside could quickly learn to prefer home to school. Staying home sick should mean staying in bed - either sleeping, reading or playing quietly.

If your child has been ill, he/she may not be permitted to stay in at recess. Send them dressed appropriately for the weather because they will go outside at recess. The teachers have outside duty and they may not leave the students in the classroom, library, etc., unsupervised. If they are too sick to go out at recess, please keep them home.

CAFETERIA POLICY

Parents or visitors who wish to order a cafeteria lunch must call the school office before: 8:30 a.m. If you would like to bring a lunch for yourself or your child(ren), just come by the school office to sign in the visitor book before proceeding to the cafeteria.

Students are not allowed to "charge" lunches. If your child does not have any lunches left on his/her account (blue slip), please send a lunch. If your child forgets his/her lunch or lunch money, you may bring it to the office before their lunchtime and your child will look for it there.

BLUE SLIPS = NO LUNCHESES OR DRINKS LEFT

PINK SLIP = 1 OR 2 LUNCHESES OR DRINKS LEFT

Please check your child's bookbag daily for pink or blue slips so you will know when the account is getting low. You will receive a pink slip when the account shows 1 or 2 lunches or milks left. You will receive a blue slip when the account has no lunches or milks left. So, if you see a blue slip, you must send more money before your child can purchase a lunch.

If a child's lunch has not arrived by the time his/her class eats lunch, a tray will be ordered for the child.

EMERGENCY CLOSINGS

School closings because of inclement weather will be announced on major radio and television stations. In case bad weather necessitates the closing of school, Christ the King will abide by the decision made for the Catholic schools by the Diocese. PLEASE LISTEN TO THE NEWS, AND **DO NOT CALL THE SCHOOL OR CHURCH OFFICE**. On days we have a delayed opening because of the weather, be aware that the faculty or staff will not be at school at 7:45 a.m. If the roads are hazardous, we cannot guarantee that someone will be here when you drop off your children on your way to work.

If the school closes, or there is no school due to inclement weather, **NO** extracurricular activities will be held that day, i.e. basketball games, practices.

ALL decisions regarding Emergency Closings, Emergency Early Dismissals, and Delayed Openings are made by the **Diocese, not the principal.**

If the schools remain open and the weather is threatening, each family will have to decide for itself whether to send the children to school. The safety of the children is the most important consideration.

If the school is in session and the weather conditions deteriorate, listen for news of an early dismissal, which the safety of the children may require. Should this occur, be sure that your child knows where to go if you are not at home. If you cannot listen for the news, you are responsible to have someone other than the school listen for you and get in touch with you. Our telephone lines have to be left open for emergency calls. Make sure you have made arrangements to get your child home safely. The school will not have staff to protect your child after the closing time.

PLEASE NOTE: If school closes due to inclement weather, CHRIST THE KING AFTER SCHOOL CARE is also canceled.

UNIFORMS

Uniforms are required for all students attending Christ the King School. In addition to being a convenience for both parents and students, uniforms play an important role in maintaining the proper academic atmosphere.

Girls (Pre-K)

Pre-K tee shirt or sweatshirt

Uniform navy blue shorts (The Toggery) (**shorts only allowed August – November and March – Last day of school**) OR

Uniform navy blue skorts (The Toggery)

Girls (Grades K -4)

Burgundy and gray plaid jumpers, knee length (The Toggery)

Uniform navy blue shorts (The Toggery) (**shorts only allowed August – November and March – Last day of school**) OR

Uniform navy blue skorts (The Toggery)

Girls (Grades 5 - 6)

Burgundy and plaid skirts, knee length (The Toggery)

(May wear 4th grade jumper w/bib removed)

Uniform navy blue shorts (The Toggery) (**shorts only allowed August – November and March – Last day of school**) OR

Uniform navy blue skorts (The Toggery)

Girls (Grades 7 -8)

Burgundy and plaid skirts, knee length (The Toggery)

Girls (All Grades)

Shorts (any color) **must** be worn under the jumper/skirt
Regulation navy blue (K-6) uniform slacks may be worn during cold weather
Gray, white, navy, black or burgundy plain knee socks or socks (that are visible)
Gray, white, navy, black or burgundy tights with jumper, skirts, shorts or skorts
Gray, white, navy, black or burgundy tight fitted leggings, **MUST COVER ANKLE**
Dress Cross and Crown logo knit collared shirt or plain white knit collared shirt or blouse w/ Peter Pan collar,
or button-down oxford cloth shirt (long or short sleeves)
Navy blue, black, brown or cordovan belt (if slacks or shorts have loops)

Boys (Pre-K)

Uniform navy blue TWILL slacks (mandatory during December, January & February) oOR
Uniform navy blue TWILL shorts (only allowed August – November and March – Last day of school)
Pre-K tee shirt or sweatshirt

Boys (Grades K-6)

Uniform navy blue TWILL slacks (mandatory during December, January & February)
(Slacks may be purchased at The Toggery, Target, Sears, and Penney's) OR
Uniform navy blue shorts (only allowed August – November and March – Last day of school)

Boys (Grades 7-8)

*Khaki (not stone) TWILL slacks (mandatory during December, January & February) OR
Khaki TWILL shorts (only allowed August – November and March – Last day of school)
(NO CARGO PANTS OR SHORTS)

Boys (All Grades)

Dress Cross and Crown logo knit collared shirt or plain white knit collared shirt, OR
button-down oxford shirt (Long or short sleeves)
Navy blue, black, brown or cordovan belt (if slacks or shorts have loops)
Plain white socks, (that are visible)

PLEASE! PLEASE NOTE (7 -8 grade students only)

*The uniform slacks and shorts **MUST** be khaki and must match The Toggery sample of Khaki (BR-KHAKI). Acceptable brands are School Apparel (available at The Toggery): Dockers and Duckhead (Penney's, Sears, other stores)

All Boys and Girls - Optional Wear

CTK logo T-shirt (worn only with shorts, shorts and slacks) and regulation burgundy emblem sweatshirt
(available at the Toggery)
Burgundy cardigan sweater may be worn (available at The Toggery)
ONLY PLAIN WHITE T-SHIRTS MAY BE WORN UNDER THE UNIFORM SHIRTS!
OFFICIAL SCHOOL T-SHIRTS WERE MADE TO BE WORN WITH SHORTS, SKORTS & PANTS
NOT WITH JUMPERS & SKIRTS
NO HATS OR CAPS MAY BE WORN IN THE SCHOOL BUILDINGS
NO "SAGGING" - SLACKS AND SHORTS MUST FIT AT THE WAIST!
Blue jeans or jean - cut slacks are NOT allowed.

T-shirt Fridays – **Rexfest and Honduras optional t-shirts can only be worn on Fridays except Casual Days** (first Friday of the month) can be worn with pants, skorts or shorts in August-November and March until the last day of school.

Target carries shirts and navy pants and shorts.

There is a School Apparel Outlet located in Star City, Arkansas, which carries overstocks and seconds on the uniform pants, shorts, and sweaters. They do not have a telephone. Their hours are Wed - Fri from 9:30 to 5:00, and Saturdays from 8:00 to 3:30.

The Toggery is located in Pleasant Valley Plaza, at 11220 N. Rodney Parham. Their telephone number is 227-8492.

Shoes

Shoes for students are required to be "tasteful" and appropriate for school wear. Boots and cleated shoes are not allowed because they cause floor maintenance problems. Only shoes with non-marking soles are allowed. Fluorescent or printed canvas shoes are not permitted with uniform. Boots of any kind, clogs or sandals (open toe or open back) may not be worn ever. No skating shoes are allowed on school grounds.

ONLY TENNIS SHOES WILL BE ALLOWED ON THE GYM FLOOR.

Jewelry

Jewelry should be kept to a minimum so as not to detract from the uniform. Necklaces are not allowed to be worn at school. Expensive jewelry is not permitted. Hair barrettes, bows, ribbons, headbands, and earrings should be modest in size and style. (No dangling earrings). Colors should coordinate with school uniform. No earrings for boys.

NO MAKE-UP, VISIBLE TATTOOS, FAKE NAILS, OR COLORED FINGERNAIL POLISH IS ALLOWED.

Casual Day Attire

Casual Day attire should be in good taste. If shorts are worn they must be uniform shorts (only allowed in August-November and March until the last day of school). No tank tops, jeans with holes, or mini-skirts allowed. Objectionable or rude words (i.e. beer T-shirts) are NOT allowed on shirts worn on Casual Day. Items of clothing deemed objectionable will be held in the principal's office until the end of the school year, and parent will be called to office to change item of clothing. Workboots and sandals may not be worn.

Attire for School-Sponsored Events (Graduation, etc.)

Generally, clothing should be in good taste and appropriate for a Catholic school event. Specific details regarding type of attire may be sent out in advance of the event. Skirts and dresses should be of modest length. Halter style, tank top, off-the-shoulder, see-through, low-cut, cropped or backless tops and dresses are not permitted.

The final decision for appropriate attire will rest with principal.

**IF YOUR CHILD IS IN VIOLATION OF THE DRESS CODE,
DISCIPLINARY ACTIONS WILL BE TAKEN (CONDUCT POINTS DEDUCTED).**

HAIRSTYLES

For both boys and girls, hairstyle shall be worn in appropriate manner and never extreme. Boys are expected to maintain a hairstyle with no less than one-half of the forehead and all of the ears visible. The hair in the back should never drape over the collar. Beards, mustaches, and sideburns are not allowed. Girls' hairstyles must be so arranged as to be off the face and out of the eyes. Dyed hair is not permitted. The final decision for appropriate hairstyle will rest with the principal. If any of the above rules are violated, a note will be sent home to the parent (or the student sent home) and the student will only be allowed back in school after the violation is remedied.

POSSESSIONS BROUGHT TO SCHOOL

All items which a student brings to school or the after-school program shall be marked with his name (sweater, sweatshirt, coat, gloves, cap, etc.). This includes **both** of a pair. If a child misplaces or loses articles at school, he should check the CLASSROOM OR LOST AND FOUND CABINET.

Items specifically not to be brought to school include beepers, electronic games, radios, cameras, CD's or cassette tapes/players*. Sports equipment should also be left at home. Such belongings can be lost or broken at school. We would appreciate your help in keeping toys and equipment at home. **LASER POINTERS & KNIVES** of any kind are forbidden and are not to be brought to school. **NO OTHER WEAPONS, REAL OR TOY**, shall be brought to school at any time.

**Cell phones that are bought to school must be checked in at the office before school and checked out at the end of school.*

No personal toys or games are to be brought to school without permission **in advance** from the teacher or after school program. **NO GUM IS EVER ALLOWED ON THE SCHOOL PREMISES!**

A student shall **never** bring to school any more money than is needed for lunch or fees. Children are often careless and forget where they leave things, and money is the most difficult to identify. Please caution your children about leaving money where it will be a temptation to others.

The school is not responsible for items lost, stolen, or broken at school.

SEARCH OF PROPERTIES

(This comes directly from the Diocesan Manual 2.20)

Since cubbies and desks are the properties of the school, periodic checks of both cubbies and desks, together with their contents may be made by authorized personnel. Such action may also be taken when the principal has reason to believe that they contain certain illegal substances or other items that would be harmful to others in the school community. Personal property such as purses and backpacks may be searched.

YEARBOOK

The yearbook will be sold in the fall and distributed in the spring. It contains pictures of students, staff, and candid shots of activities during the year.

LIBRARY

If a book is lost or destroyed, the student will be responsible for the replacement cost. All records will be held until the matter is resolved.

GRADING

Grades are determined by a combination of daily work and test scores. Therefore, it is imperative that students do the assignments and take the tests. Credit cannot be given to a student who has not performed. It is the responsibility of a student to ask for any make-up work incurred by absence. Upon returning to school from an absence, a student must approach his/her teacher and ask for tests and assignments to be made up. A grade of zero will given for a test or assignment not completed.

Report Cards/Interim Reports

Pupil progress is reported to all parents four times each year. During the fifth week of each nine weeks' reporting period Interim Reports will be sent home with students in grades 2-8. Progress reports (when needed) will be sent home with students in Kindergarten and 1st grade. Specific cut-off and send home dates are listed in the school calendar.

Report cards are distributed at the end of each quarter (nine-week periods). When failure seems inevitable, parents shall be properly notified in advance.

All report cards require the signature of the parents before they are returned to the teacher. Parents should be aware of the times when report cards are distributed. The school calendar lists the end of each quarter. Report cards are distributed within a week after the quarter ends.

GRADING (continued)

A Superior Achievement	93% - 100%	<i>Grade 1 grading is as follows:</i>
B Above Average	85%-92%	O - Outstanding
C Average	77% - 84%	S - Satisfactory
D Passing	70 - 76%	N - Needs Improvement
F Failure		

PROMOTION

Promotion will be based on the passing mark of seventy percent (70%) or parent/teacher consensus. Two failures (other than failure in the Fine Arts or Health and Physical Education) constitute a grade failure unless they are made up during summer classes approved by the principal. Proof of attendance at summer school and passing marks will be presented to the principal before the child is permitted promotion.

Subjects in the curriculum are: Religion, Mathematics, Language Arts (Reading, English, Spelling, Penmanship), Science, Social Studies (History, Geography), Fine Arts (Music, Art), Health and Physical Education.

HOME ASSIGNMENTS

Home assignments, whether written or study work, are a necessary part of each student's educational program. One of the most important objectives of education is to teach the student how to study. Parents can do much to help their child attain this objective by:

- ⇒ Providing an atmosphere conducive to study
- ⇒ Scheduling a definite time for study
- ⇒ Showing an interest in the child's work
- ⇒ Realizing that homework does not solely consist in written work, but that both written and study work are important.
- ⇒ Expecting the child to have his assignments for homework written down
- ⇒ Checking with the teacher if the student repeatedly says he has no homework

Home study time varies according to the needs of the individual child. Children will not be permitted to call home for forgotten assignments.

If your child is ill, call the school office (225-7883) by 9:00a.m. to report the absence and to request homework. Homework can be picked up in the school office after 2:30 p.m. or sent home with a friend or sibling. *However, if your child is very ill he/she will be allowed time to make up any missing assignments or tests. We do not take requests for Jr. High homework.*

GUIDANCE PROGRAM

Every teacher is concerned with helping students meet their personal, emotional, and educational needs. The guidance program involves the following services:

1. Orientation of pupils.
2. Records: individual inventory of physical and mental growth.
3. Testing: Achievement test are administered to students in grades K-8 at the time designated by the Diocesan School Office.
4. Parent-Teacher conferences are held the first semester of the school year. Additional conferences for individuals may be arranged if the teacher or parent indicate this need. The Parent -

Teacher conference can be an invaluable help to both parents and teachers. The student's life is continuous, and unless both home and school unite in a close partnership to make his/her growth continuous, the student is heavily penalized and suffers accordingly. Learning situations should not be such that one kind of growth exists at school and an entirely different kind of growth at home. Parents are also urged to compare the child's achievement with previous records, rather than with the attainment of others, and to consider achievement in terms of ability.

5. The classroom teacher is responsible for:
 - A. Informal guidance in classroom, on playground, etc.
 - B. Formal individual counseling for personal, educational and social needs
 - C. Referrals to professional source

TELEPHONE

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not usually called to the phone. No student will be allowed to use the office phone to request a forgotten lunch or school work. Since office telephones are constantly in use for school business, students may not use an office telephone to call home unless there is an *emergency*. Teachers are not called to the telephone during class hours unless it is an emergency. All messages are written and delivered as soon as possible.

There are a great number of students who are not sure how they are to go home after school. Children who are not picked up by 3:00 p.m. will be sent to Child Watch After School Care and the daily drop-in charge will be applied. Students may not use the phone to *remind* their parents to pick them up after school.

PARTIES

On a given day, all class birthday parties will be held annually. For Kindergarten see Kindergarten Supplement at the back of the manual. Teachers will make arrangements through the room mothers for refreshments. No individual student birthday parties will be held. Other parties include a Christmas party and a Valentine party. If parents or room mothers want to provide small treats at times other than the scheduled party days, they should make arrangements with the individual teachers. Drinks and cupcakes are time consuming and, therefore, are discouraged. No gift items of any kind shall be delivered to students. Invitations to private student parties can be delivered at school provided each student in the class receives an invitation.

BALLOONS ARE NOT ALLOWED. LIMOUSINES TO PICK UP STUDENTS FOR PARTIES FROM THE SCHOOL AND CHURCH PARKING LOTS ARE NOT ALLOWED.

MOVIE/VIDEOS

To promote and recognize Christian values and moral behavior, a stated goal of Christ the King School, only movies with a MPAA rating of "G" (General Audiences) will be allowed to be viewed at the school. Seventh and Eighth grade students will also be allowed to view movies rated "PG" (Parental Guidance Suggested) if the teacher has previewed the movie prior to showing it to his/her class, and has received prior approval from the principal. "PG - 13" movies are not permitted.

BICYCLE REGULATIONS

Written permission by the parents for the students to ride bicycles must be on file in the school office. Parents should instruct their children in the rules of bicycle safety. Bicyclists must enter and follow the flow of automobile traffic on school grounds. We do not require, but we strongly encourage the use of bicycle helmets for the safety of the children. Helmets may be stored in the classroom during the day. All bicycles must be parked and locked in the designated area (near the Kindergarten entrance). Violation of safety rules will result in the revocation of bicycle privileges.

Students on bicycles who arrive late for school must enter the building through the school office and obtain a tardy slip. Parents will be called. Please do not send your children to school on bicycles when they have missed early classes due to a visit to the doctor, dentist, etc. Similarly, students will not be allowed to leave school early on their bicycles. Students must be signed out by a parent.

If school is dismissed early because of inclement weather, students on bicycles will not be allowed to ride them home. Arrangements should be made in advance so the student knows with whom they are to ride home.

No student is to loiter in the bicycle rack area. When the vandal(s) can be identified, vandalism of bicycles will result in the responsible party being charged for repairs and appropriate disciplinary action will be taken. The school/church takes no financial responsibility for the bicycles.

MOTOR VEHICLE REGULATIONS

Motor scooters or any motor vehicles may be ridden to school under the following conditions:

1. Written permission from the student's parent or guardian must be on file in the school office.
2. Vehicle must have required licenses and/or safety requirements.
3. Vehicle must be parked in designed area.
4. Driver will operate vehicle in safe, responsible manner while on school premises.
5. Driver may not give rides to fellow students.

*Students applying for a driver's permit must have a required State Police form, available in the school office, which indicates the student is maintaining a C average. In addition, the student must provide a Social Security Number and a copy of his/her birth certificate.

SCHOOL BOARD

School Board members serve a 3 year term. The appointment procedure will be held early in the Spring of the school year.

Eligibility: Nominees will have served on a School Board Committee or have been involved in the work of the board in a significant way to be eligible for consideration. Nominees should be genuinely interested in supporting the school and willing to work cooperatively with the pastor and principal.

Procedure: Current School Board members, the pastor and the principal may recommend a nominee. The slate of recommended nominees will be presented to the pastor for approval. Nominees will be contacted by the School Board President to determine their willingness to serve and asked to fill out a Bio Sheet. The appointed School Board members will be introduced to the school community at the earliest opportunity through written correspondence.

The function of a School Board is to establish policy, not to administer the school. Administrative decisions are the responsibility of the principal, in cooperation with the pastor, who seeks to conduct the educational program in terms of established policy. Persons willing to work on the School Board should be genuinely interested in supporting the school and be willing to work cooperatively with the pastor and principal. One must be open to the ideas of others and be able to offer suggestions in an objective manner. Before a person serves on the School Board, he/she should attend the training workshop sponsored by the Diocesan School Office. This annual workshop is to be held in August; Date, location and time to be announced. School Board meetings are usually held every third Monday of each month at 5:30 p.m.

PARENT - TEACHER ORGANIZATION

Christ the King Parent-Teacher Organization meets regularly. A notice will be sent home to the parents to inform them of the dates and times of the meetings and the special topics to be discussed for the events scheduled. Parents of children in the school are automatically members; the dues per family are included in book fees.

Parents and teachers are urged to attend Parent-Teacher Organization meetings, as they are a means of keeping open lines of communication between the home and the school.

PLAYGROUND

Playground supervision is conducted according to safety and health regulations. Pupils shall go outside during recess period during good weather. No pupil is to enter the building during recess period without permission from the playground supervisor.

FIRE AND TORNADO DRILLS

Fire drills will be conducted once a month. Students will be informed of the fire exit plans. Tornado drills are conducted several times during the school year.

HEALTH SERVICES

Vision and hearing tests are given every year for all students in Kindergarten, and Grades 1, 3, 5, and 7. If the results indicate that additional tests are needed, the parents of the child are notified. Scoliosis Screening is done in Grades 5 - 8. Abnormalities are documented and parents are notified.

MEDICATIONS

In accordance with state standards, we adhere to the following regulations regarding medications taken by children at school:

1. The medication must be in the original container with the child's name on the prescription.
2. A Medication Administration Release Form (available in the school office) must be signed before any medication will be given at school.
3. All medications must be kept in the school office.

HANDWRITTEN NOTES ARE NOT ACCEPTABLE

3. Permission for long-term medications must be renewed at the beginning of each semester. Minor accidents are taken care of by the teacher or health room volunteer. In case of a serious accident, the principal or secretary will contact the parents as soon as possible. If the parents cannot be reached, the emergency number on file will be tried. If the emergency number cannot be contacted, the injured child will be taken to the hospital immediately.

FIELD TRIPS

If a teacher plans a field trip for a class, a note will be sent home to the parents. The parents must sign this note giving permission to participate in the field trip. The teacher reserves the right to deny a student field trip permission. The parents are asked to help with transportation. Parents who drive must also send in their own child's permission slip.

The teachers will bring their students out to the following areas and give drivers a list of passengers:

- ⇒ Field Trips for K-6th Grade will depart from and return to the Kindergarten Entrance.
- ⇒ Field Trips for 7th Grade will depart from and return to the Junior High Entrance.
- ⇒ Field trips for 8th Grade will depart from and return to the Gym Entrance.

All field trips must be within Pulaski County. The principal, in consultation with pastor, can allow exceptions to this policy.

Drivers must have liability insurance in the amount consistent with the laws of the State of Arkansas. You are required to sign and return the Driver Liability Form in the front of the policy manual. Each child must wear a seat belt while being transported to and from the field trip destination. It is the responsibility of the parent providing the transportation to make sure each child is buckled up. Teachers shall advise each parent as to their responsibility.

PARENTS SHOULD PROVIDE TRANSPORTATION TO AND FROM THE SITE OF THE FIELD TRIP ONLY. SPECIAL TREATS OR SIDE TRIPS FOR SNACKS ARE NOT PERMITTED.

DISCIPLINE

The main purpose of good discipline at Christ the King School is to train the pupils in self-discipline. Self-control on the part of students is essential to good classroom order. To bring this about, the school has imposed regulations, which every student is expected to follow.

Students are to be courteous at all times, in all places. A learning atmosphere and discipline are practically synonymous.

It is our desire to instill respect for authority and for the rights of others. Students must fully understand that ANY teacher has the authority to correct misconduct at any time.

Christ the King School does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school. Christ the King will not tolerate bullying in any form and has universal jurisdiction concerning bullying to include e-mail, blogs, etc.

BEHAVIOR ON/OFF CAMPUS

Since a Christ the King student represents the school at all times, both on and off campus, it should be understood that any conduct which brings discredit to the student or to the reputation of Christ the King School and its community may result in disciplinary action by the school.

DETENTION

Assertive discipline is an important part of Christ the King. However, realistically, with some students other measures will have to be taken from time to time.

Detention Hall will be held for Grades 4 - 8 on Thursdays, after school from 3:00 until 4:30 p.m. This may be a silent, sit still time, a study period, or a work detail as determined by the teacher on duty. If the student fails to be on time, an additional detention hall will be set automatically.

Detention Hall will be served on the Thursday following the day the student receives the Detention Hall form from the teacher. The teacher will send the student to see the principal; parents will be called through the office and informed of the Detention Hall assignment. If for some legitimate reason such as prior appointment (doctor, orthodontist, etc.) a student cannot report for detention hall, a parental note will be required by Thursday morning to that effect. An alternate date will be assigned by the principal. Failure to serve the detention on the assigned date will result in a detention for the following Thursday plus an additional Thursday.

There are general behavior rules, which each teacher will post in the classroom. Every student will be expected to know and follow these rules. Infractions include the following:

1. Excessive Talking
2. Disruptive Behavior (student)
3. Disruptive Behavior (teacher)
4. Restless/Inattentive
5. Rude/Discourteous
6. Eating Candy or Gum
7. Tardiness
8. Other

Five points will be deducted from the student's conduct grade for each of the above infractions.

Any student who incurs 4 conduct infractions in one day will be sent home for the remainder of the day and will be assigned to detention hall on the following Thursday.

Major Offenses - Immediate Detention Hall (suspension/expulsion if warranted):

- ⇒ Fighting
- ⇒ Satanic symbols, worship, etc. of major caliber
- ⇒ Any activity that is gang related (including mode of dress, use of symbols, gestures and/or pictures)
- ⇒ Defiance of school authority (Principal, Teacher, Staff)
- ⇒ Cruelty to other students (Verbal, Physical and/or Cyberspace)
- ⇒ Willful destruction/defacing of school or church property

- ⇒ Consistent lack of cooperation both within or outside the classroom
- ⇒ Chewing gum or bringing food or drink in the computer lab or science lab
- ⇒ Possession, use, distribution or purchase of any drug, tobacco in any form, or alcoholic beverages, in the school, on the school grounds, or at any school function
- ⇒ Bringing matches or lighters
- ⇒ Bringing pocket knives, slingshots, firearms or any type weapon on the school or church grounds
- ⇒ Profanity, verbal abuse or obscene gestures, language, pictures or conduct
- ⇒ Leaving campus or designated area without permission
- ⇒ Theft
- ⇒ Cheating
- ⇒ Gambling
- ⇒ Any other offense deemed major by the principal
- ⇒ Altering computers in any way and/or accessing/altering another student's files

#Of Major Infractions Results

1st & 2nd	Detention Hall Thursday, 3:00 to 4:30 p.m.
3rd*	1 day at-home suspension
4th*	3 day at-home suspension
5th*	5 days at-home suspension
6th*	Expulsion

** Work graded while the student is suspended will receive an automatic zero and conduct grade will be a zero for each day the student is suspended. The above procedure is general and the principal may alter the procedure if the offense warrants immediate suspension or expulsion.*

MANUAL OF POLICIES AND REGULATIONS FOR ELEMENTARY AND SECONDARY CATHOLIC SCHOOLS OF ARKANSAS, DIOCESE OF LITTLE ROCK

2.21 ALCOHOL/DRUGS

THE POSSESSION, USE, DISTRIBUTION OF ILLEGAL DRUGS OR ALCOHOLIC BEVERAGES IS NOT PERMITTED IN THE SCHOOL, ON THE SCHOOL GROUNDS, OR AT ANY SCHOOL FUNCTION.

1. If any student brings to school or has in his/her possession any drug or alcohol during school hours or at any school function, regardless of time or place, he/she is liable for expulsion.
2. He/she will be suspended immediately and parents will be notified.
3. Return to school will be contingent upon the student being actively involved in professional counseling and/or therapy if chemical dependency is evident. A second offense will result in automatic expulsion.
4. When a student is involved in the distribution of alcohol/drugs to other students, whether for financial gain or not, he/she will automatically be expelled from school. The distribution of drugs in the State of Arkansas is a felony. Secondly, the action is aiding and abetting another youth in an illegal action. Such conduct will not be tolerated by the Diocese of Little Rock and its school system.
5. A teacher is required by law to report to school authorities any incident of alcohol or drug abuse. Not to report such an incident is against the law. (Arkansas code Ann.6-21-608)

A student with four major infractions in one school year is subject to possible probation for the next school year. A student with five major infractions in one school year may be denied admittance for the next school year.

AFTER HOURS SCHOOL ACTIVITIES

Disruptive or inappropriate behavior by a student at school sponsored activities that occur outside of normal school hours (athletic events, programs, etc.) will be subject to the same disciplinary actions as if the offense took place during normal school hours.

COMPLAINTS

ANY PERSON FEELING AGGRIEVED CONCERNING ANY MATTER CONNECTED WITH THE SCHOOL WILL CONTACT THE INDIVIDUAL CONCERNED BEFORE DISCUSSING IT WITH OTHER PATRONS.

1. If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
3. If the problem is still not resolved, the person will contact the pastor to discuss the matter.
4. If no solution is found to the problem, the matter will be referred to the superintendent.
5. School Board members *are not to attempt to solve* problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal.

COURTESY

Respect and courtesy should be shown at all times to all adults and fellow students. We expect children to conduct themselves in a refined, courteous and Christ-like manner at all times - at play and at work.

ROLE OF PARENTS

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring, hence parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. It is particularly in the Christian family, enriched by the grace and sacrament of matrimony that from their earliest years children should be taught, according to the faith received in baptism, to have knowledge of God, to worship Him, and to love their neighbor. While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.”

Declaration of Christian Education, VATICAN COUNCIL II

SCHOOL/PRINCIPAL'S RIGHT TO AMEND POLICY MANUAL

The school or principal retains the right to amend the policy manual for just cause. Parents will be given prompt notification if changes are made.

STUDENT COMPUTER/INTERNET ACCEPTABLE USE POLICY

The computers at Christ the King Catholic School, both in the classrooms and in the computer lab, will be used by students ONLY under the supervision of a teacher or other adult school personnel. Students using the computers are responsible for proper care and use.

Internet access is available to students and teachers at Christ the King School. We are very pleased to bring this access to the school and believe this offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence at Christ the King School by facilitating resource sharing, innovation, and communication.

The Internet is an electronic network connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to electronic mail communication with people all

over the world; information and news from private, public and governmental agencies; public domain and shareware software of all types; discussion groups on a plethora of topics ranging from Chinese cultures to the environment to music to politics; access to many University Library Catalogs, the Library of Congress, CARL, and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is our belief that there is no present or future technical solution which can completely guarantee the restriction to students of unwanted Internet material; however, Christ the King School firmly believes that the value of access to educational materials and interactions outweighs the risks of access to controversial materials.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you or your child is about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. VIOLATIONS OF THESE PROVISIONS MAY RESULT IN LOSS OF ACCESS TO THE COMPUTERS AT CHRIST THE KING SCHOOL AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTIONS.

TERMS AND CONDITIONS OF USE

1. Acceptable Use - The purpose of our connection to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of computers by students and teachers must support the educational objectives of Christ the King School.

- * Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

- * Illegal activities are strictly prohibited.

- * Students are not allowed to download any files from the Internet.

- * Students are not allowed to subscribe to any mail list.

- * Students are not allowed to use the Internet for personal communication.

- * STUDENTS MUST OBTAIN ADULT SUPERVISION AT ALL TIMES.

2. Privileges - The use of the Internet through Christ the King School is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Other disciplinary action may be taken through the school. Based upon the acceptable use guidelines outlined in this document, the computer teacher and the school principal will deem what is inappropriate use and their decision is final.

3. Network Etiquette - Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- * Be polite. Do not write or send abusive messages to others.

- * Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

- * Electronic mail is not allowed by individual students.

- * Do not use the network in such a way that you would disrupt the use of the network by other users.

- * Cyber bullying or any other form of harassment will not be tolerated.

4. Reliability - Christ the King School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your error or omissions. Use of any information obtained through the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the teacher in charge.

- * Do not demonstrate the problem to other users.
- * Attempts to log into the computer as any other user will result in loss of privileges.
- * Do not give out your password to anyone.
- * Do not give out your name, address, or phone number over the Internet.
- * Do not give out anyone's name, address, or phone number over the Internet.

6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user on the Christ the King School Internet system. This includes, but is not limited to, the uploading or creation of computer viruses. You will notify the teacher in charge if you encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in the loss of networking privileges.

7. Copyright - Copying another person's work on the Internet and calling it your own is a violation of copyright law. This pertains to text, graphics, or sound. When using other people's work, permission must be obtained, when possible, and credit given the author accordingly. The use of the Internet at Christ the King School is a privilege and not a right. I understand and will abide by the Internet Use Agreement. Any violation of the above regulations is unethical and may constitute a criminal offense. Should any violation be committed, access privileges may be revoked and school disciplinary action may be taken.

8. Students are not permitted to load any software/programs on the school computers (this includes software they bring from home).

9. Students are not permitted to use any programs on the school computers other than those directed by the teacher/aide.

Pre-K and KINDERGARTEN SUPPLEMENT

On behalf of Christ the King School we welcome you and your child. The major goal of our program is to provide your child with educational opportunities that will enable him or her to grow intellectually, socially, emotionally, physically and most importantly, spiritually. We will work hard to serve this goal. We wish for you and your child a year to remember - full of learning, acceptance, growth, and meaningful experiences. We need your help and support, and invite you to participate with us in providing a worthwhile educational program for your child.

Sincerely,

Pre-K Teachers:
 Terri Poldrack, Dir. (868-7752)
 Judy Bright (851-4230)
 Kathleen Hartnedy (227-4538)
 Audrey Martine (954-9322)

Pre K Aides:
 Lorrie O'Byrne (868-6282)

Kindergarten Teachers:
 Shelly Quick, KA (280-0976)
 Beth Ann Christy, KB (330-1237)
 Marki Falcon, KC (219-1400)
 Kristen Bridges, KD (227-8567)
 K Aide Tricia Hopper (868-8117)

Uniform - Kindergarten

Kindergarten children will be required to wear the school uniform as specified in the Christ the King School Policy Manual. All clothing that could be removed - such as raincoats, sweaters, sweatshirts and jackets must be labeled with the child's name.

Uniform - Pre-K

A Pre-K tee shirt and sweatshirt may be worn with navy blue shorts or slacks. Girls may also wear navy blue skorts.

Toys

From time to time we ask children to bring educational materials to share in class. We urge you to guide your child into bringing only those things that will be worthwhile to the entire group. We discourage bringing toys and playthings to class. There will be days when they will be allowed to bring a special toy such as a Christmas toy after the holidays. Notes will be sent home regarding these days.

School Hours

School will begin at 7:45 a.m. The doors *will* be locked at 7:45 a.m. Any Kindergarten student delivered to the school after 7:45 a.m. must be escorted to the main school office where they will receive a tardy pass before going to class. School will dismiss at 2:30 p.m.

Pre-K School Hours: Any child delivered after 7:50 a.m. must be escorted into the Pre-K office to be checked in.

Children will not be allowed to go home with other children or a relative unless a written note is sent to school that morning.

Drop-off

When dropping off in the morning, please wait to see that your children have entered the building before you drive away.

Pick-Up

We will be using a numbering system for picking children up. Every carpool will be assigned a number and given numbered cards. Each car will need to keep the numbered card in the front passenger window. If you have more than two drivers you will need to make additional numbered cards. The children will be called by carpool numbers as their cars arrive at dismissal time. Your cooperation in this procedure will insure the safe and expedient dismissal of the children.

Health Records and Illness

Each child in kindergarten must present his or her immunization record at pre-registration.

Childhood diseases are very communicable. When your child shows an indication of illness, please do not send him to school. If your child is too sick to play outside, he should be kept at home. Please do not request that your child stay inside **except** in unusual circumstances, as we are not always able to provide ample supervision to the children left in the building during recess time.

Your child's teacher will exercise reasonable judgment concerning weather. Children need to dress appropriately for outdoor play in all seasons. This includes mittens and hats in wintertime, as we will play outside unless the temperature is below freezing.

Snacks and Birthdays

The children will be provided a nutritious snack every morning. However, on a child's birthday he may furnish refreshments if he wishes. These will be served at snack time. If you plan to celebrate a birthday at school, please make arrangements with the teacher in advance. Children with summer birthdays will have a time to celebrate their "un-birthday".

Conferences and Reports

Conferences will be planned with parents at least twice during the year. Generally the first conference will be scheduled at the end of the first nine-week quarter and the last one will be scheduled the third quarter. However, additional conferences may be scheduled throughout the year if necessary. We will make every effort to arrange a conference time convenient for **you**.

Report cards will be sent home on nine-week intervals. The first nine weeks will be spent getting to know your child's strength and weakness, so no written report will be sent home at that time.

POLICIES AND STANDARDS CHRIST THE KING JUNIOR HIGH SCHOOL

I. Required Material (Bring these to class daily)

- A. Pencils (#2 Lead)
 - Blue or Black ink pens (2)
 - Red ink pen or red pencil (1)

Pencils must be sharpened and pens must be full of ink when the class begins. Other materials may be required as lessons dictate. Such materials may include markers, graph paper, poster board, or colored pencils. Zipper bank bag required – NO spacemarkers or pencil boxes permitted.
- B. Notebook & spiral notebook with perforated pages.

Each subject will require one large pocket divider as well as ample supply of loose-leaf paper.
- C. Each student will receive a customized assignment notebook, which must be placed in his or her binder notebook and brought to each class to write down the assignments.

* Failure to bring materials will result in conduct infraction.

II. Completed Homework

In order for the classroom to be conducted in an efficient and orderly manner, every student will bring his/her completed homework to class daily. Homework may be checked daily but not necessarily graded. Homework is assigned so that the student can practice a concept or seek information.

III. Requirements for all Written Work

- A. Heading:
 - All assignments (class work, homework, tests, etc.) will have a heading written in the upper right hand corner of the page, observing the margin.
 - Example: Name
Class/Grade/Period
Date
Assignment
- B. *All notes and most tests are to be written in pen in all subjects with the exception of math. All math work will be done in pencil to allow the student to erase mistakes easily and neatly. All reports, compositions, and/or projects are to be completed using blue/black ink or are to be typed. DO NOT use erasable ink pens. Requirements may vary by teacher preference.

IV. Grading Based on a Point System

- A. Homework – See information above
- B. Class work – Each correctly answered question will receive one point.
- C. Quizzes – Each correctly answered question will receive two points or at teachers point choice.
- D. Test - Each correctly answered question will receive four points, or will vary according to material being tested, at the discrepancy of the teacher.
- E. Projects, Compositions, etc. – The point value will vary according to the teacher and the assignment.

*Students are asked to record all class work, quiz, and test scores, along with project and composition scores on the grade sheets provided by the teacher.

*Since standardized tests are not allowed to be sent home, we will send home a notification of a low grade on a major test if necessary. This is to help you help your child at home. The tests are filed in individual folders, and you are encouraged to come to school and review the areas with which your child has had trouble. If individual instruction is necessary, please contact us through the school office so we can make arrangements.

V. Discipline

- A. There are general behavior rules, which each teacher will post in the classroom. Every student will be expected to know and follow these rules. Infractions include the following:
 - 1. Excessive Talking
 - 2. Disruptive Behavior (student)
 - 3. Disruptive Behavior (teacher)
 - 4. Inappropriate Language
 - 5. Rude/Discourteous
 - 6. Eating Candy or Gum
 - 7. Tardiness

4. Restless/inattentive

8. Other

5 – 10 points will be deducted from the student's conduct grade for each of the above infractions.

*Some infractions automatically earn 10 points:

- Misbehavior in church
- Misbehavior while a substitute is in charge
- Gum/candy

*Some students may earn points each day as follows:

No conduct infractions	20 points
One conduct infraction	15 points
Two conduct infractions	10 points
Three conduct infractions	5 points
Four conduct infractions	0 points
<i>Any major</i> infraction	0 points

Any student earning four conduct infractions in one day will receive 0 points and serve detention hall. Each week students may earn up to 100 points.

Weekly points are averaged together at interim and at the end of the quarter to determine conduct grade, player eligibility for sports, and eligibility for privileges where applicable. Occasionally, a teacher may need to take a stronger disciplinary action but not feel a detention hall is necessary. At that time, a discipline referral will be issued to the student, and the teacher will specifically note what disciplinary action was taken. Conduct points may be deducted at the teacher's discretion.

B. Detention

Major Offenses – Immediate Detention hall (suspension/expulsion if warranted):

- ⇒ Fighting
- ⇒ Satanic symbols, worship, etc. of major caliber
- ⇒ Any activity that is gang related (including mode of dress, use of symbols, gestures and/or pictures)
- ⇒ Defiance of school authority (Principal, Teacher, Staff)
- ⇒ Cruelty to other students (Verbal and/or Physical)
- ⇒ Willful destruction/defacing of school or church property
- ⇒ Consistent lack of cooperation both within or outside the classroom
- ⇒ Chewing gum or bringing food or drink in the computer lab or science lab
- ⇒ Possession, use, distribution, or purchase of any drug, tobacco in any form, or alcoholic beverages, in the school, on the school grounds, or at any school function.

MANUAL OF POLICIES AND REGULATIONS FOR ELEMENTARY AND SECONDARY CATHOLIC SCHOOLS OF ARKANSAS, DIOCESE OF LITTLE ROCK

2.21 ALCOHOL/DRUGS

THE POSSESSION, USE, DISTRIBUTION OF ILLEGAL DRUGS OR ALCOHOLIC BEVERAGES IS NOT PERMITTED IN THE SCHOOL, ON THE SCHOOL GROUNDS, OR AT ANY SCHOOL FUNCTION.

1. If any student brings to school or has in his/her possession any drug or alcohol during school hours or at any school function, regardless of time or place, he/she is liable for expulsion.
2. He/she will be suspended immediately and parents will be notified.
3. Return to school will be contingent upon the students being actively involved in professional counseling and/or therapy if chemical dependency is evident. A second offense will result in automatic expulsion.
4. When a student is involved in the distribution of alcohol/drugs to other students, whether for

financial gain or not, he/she will automatically be expelled from school. The distribution of drugs in the State of Arkansas is a felony. Secondly, the action is aiding and abetting another youth in an illegal action. Such conduct will not be tolerated by the Diocese of Little Rock and its school system.

5. A teacher is required by law to report to school authorities any incident of alcohol or drug abuse. Not to report such an incident is against the law. (Arkansas Code Ann.6-21-608)
 - ⇒ Bringing matches or lighters
 - ⇒ Bringing pocket knives, slingshots, firearms or any type of weapon on the school or church grounds
 - ⇒ Profanity, verbal abuse or obscene gestures, language, pictures or conduct
 - ⇒ Leaving campus or designated area without permission
 - ⇒ Theft
 - ⇒ Cheating
 - ⇒ Gambling
 - ⇒ Altering computers in any way and/or accessing other student's files and altering them
 - ⇒ Any other offense deemed major by the principal

Detention will be held on Thursday at the school and will be supervised by a member of the staff. Students will receive 0 points in conduct on the day that a major infraction occurs. The following procedures will be in effect for anyone who fails to follow the standard of acceptable conduct:

First/Second Major Infraction	Thursday Detention (3PM –4:30PM)
Third Major Infraction	1 Day Home Suspension
Fourth Major Infraction	3 Day Home Suspension
Fifth Major Infraction	5 Day Home Suspension
Sixth Major Infraction	Expulsion

A notice will be sent home at the end of the week if a student's conduct grade for that week is low.

VI. Testing

To prepare the student for the cumulative/comprehensive tests they will be taking in high school, the student will take semester tests in addition to chapter and unit tests given throughout the quarter. Semester Test will be given at the end of the second and fourth quarters (first and second semesters). These tests will cover material from the entire semester and will last approximately two hours. These tests will comprise one-fifth of the student's semester grade. The first and second semester will be averaged for the final end-of-the-year grade.

*Please note the weeks of semester tests in planning your schedules.

**Any eighth grade student receiving all A's from the first three quarters and from class-work from the fourth quarter will be exempt from the second semester test in that subject.

VII. Uniforms

Please refer to the dress code in the Policy Manual Pages 7 – 9. Junior High Students should be especially mindful of the following:

1. Shirts must not have logos of any kind.
2. Only plain white t-shirts may be worn under the uniform shirt.
3. Shirt tails must be tucked in at all times.
4. Uniform skirts should be knee-length.
5. Jewelry should be kept to a minimum. Necklaces and dangling earrings are not allowed.
6. Cargo pants/shorts are NOT to be worn.
7. Belts must be worn at all times with pants/shorts that have loops.

8. Plain white socks are to be worn (that are visible).
9. No make-up, visible tattoos, colored fingernail polish, or sculptured nails are allowed.
10. Dyed hair is not permitted.
11. Attire for school-sponsored events (Graduation):
Generally, clothing should be in good taste appropriate for a Catholic school event. Specific details regarding type of attire may be sent out in advance of the event. Skirts and dresses should be of modest length. Halter style, tank top, spaghetti straps, off-the-shoulder, see-through, low-cut, slip style dresses, or backless tops and dresses are not permitted. The final decision for appropriate attire will rest with the principal.

CLASS RULES

1. Remain in your assigned seat if the teacher must leave the room.
2. Respect your fellow classmate's space and possessions.
3. Keep a clean classroom.
 - a. NO gum
 - b. NO white-out
 - c. NO broken pens
 - d. NO nail polish/cosmetics
4. Take care of school property
 - a. NO writing on desk
 - b. NO leaning back on chairs
 - c. NO putting feet on walls

Christ the King School Athletic Program STATEMENT OF PHILOSOPHY & GOALS

ATHLETIC POLICY

It is the policy of the parochial league that the academic and religious development of the students is of primary importance at all times. The privilege of athletic participation may be earned only through satisfactory levels of achievement in academics and religion. At any time that organized athletics become a detriment to the student's academic or religious achievement, he or she will become ineligible for athletic participation until a satisfactory achievement level is attained.

CHRISTIAN SPORTSMANSHIP

"Christian Sportsmanship" means participating in competitive sports in such a way as to give glory to God and spread the good news of Jesus Christ. It includes respect for the authority of the coaches and officials, respect for others (teammates, opposing teams, fans) and respect for self.

Christ the King School is a Catholic institution committed to the teaching of Catholic doctrines and Christian values and dedicated to providing a quality academic program. The school recognizes the rights of individuals as children of God deserving honor and respect, and works toward the following goals and objectives with the involvement and cooperation of the student's parents or guardians in our athletic program.

1. To provide Christ the King students a well-rounded athletic program founded on the principles of Christian sportsmanship.
2. To provide athletic participation to all those children in the school who desire to take advantage of such an opportunity.

3. To instill a positive attitude towards the learning process while providing students with the opportunity to achieve athletic excellence.
4. To strongly promote and recognize Christian values and moral behavior.
5. To promote unity, love, respect and understanding among all players regardless of abilities.
6. To foster positive self-esteem and mature responsible behavior with the purpose of arriving at the fullness of Christian life.
7. To encourage coaches and sponsors to strengthen their Christian commitment.

I. STAFF

The school principal has the ultimate responsibility for and final authority regarding the Athletic programs at Christ the King Catholic School. The Athletic Director works under the general supervision of the principal and is responsible for coordinating all activities associated with the athletic programs of the school, including registration, scheduling, recruitment of coaches, team assignment, practice times, and so on. All of our coaches are volunteers and we are very grateful for the time and talent they share with our children. If a problem should arise during the sports season, the first person to talk with is your child's coach. If the problem cannot be resolved at this level, then contact the Athletic Director. After every attempt has been made to work out a solution and the problem remains, then you may contact the school principal.

II. PARTICIPANTS

- A. Soccer - all students in grades kindergarten through 3rd grade that attend Christ the King School and Christ the King REY. (Exception would be any student asked to leave the school for disciplinary reasons.)
- B. Basketball - all students in grades 5 through 8.
- C. Football - all students in grades 7 and 8.
- D. Cheerleading - all students in grade 8.
- E. Volleyball – all girls in grades 5 – 8.
- F. Golf – all students in grades 6 – 8.
- G. Track – all students in grades 6 – 8.
- H. Mascot - 8th grade student who will be selected from all interested and qualified students by a random drawing.
- I. If any other activity is added, that is a parochial league sport, we will be bound by the rules of that league.

J. Students are expected to show the same degree of respect and obedience to athletic coaches as is expected of them in their relationship to classroom teachers. During the course of any sanctioned athletic activity, the student (player and fan), coaches and parents are representatives of the parochial league and their school. No one should engage in any activity or exhibit any behavior which detracts from the goals or image of the school or parochial league. Students may lose eligibility for athletic participation, if in the opinion of the coach, the principal, or the pastor; the actions of the student are in such opposition to Christian sportsmanship or detract from the image of the school, church, or league.

III. COACHES GUIDELINES

- A. All coaches will be under the direct supervision of the principal and athletic director and serve at the pleasure of the principal.
- B. All volunteer coaches should be over 21 years old and have a working knowledge of the activity

they are coaching or a strong willingness to learn.

- C. Coaches will be required to attend any meetings held before or during the sport's season and sign the diocesan policy regarding child abuse.
- D. The primary function of the volunteer coach should be to adhere to the philosophy of the school and goals of the program. The coach should be a model of sportsmanship and understand that the self-esteem of the child is more important than winning. Coaches must remember that the least skilled player deserves as much attention as the most skilled player on the team.
- F. Coaches will always conduct themselves in a manner that represents the school. They are to set an example for their players by the way they act at practice and games.
- G. Coaches may be prohibited from coaching on either a permanent or temporary basis from one year to the next if they are not representing the school in an acceptable manner.
- H. Coaches are to teach their players to always be good sports.
- I. Coaches are to try to have fun with their players as well as maintain discipline at all times.
- J. Coaches are representing Christ the King School and should always keep this in mind when at practice or at games.
- K. No coach will be allowed to coach more than two teams in any one sport, unless there is no other alternative.
- L. Invitational Tournaments – If coaches want to pick and choose players, then they will not be allowed to use school uniforms. They can purchase T-shirts to use. Since invitational tournaments are not parochial league sponsored, the parochial league rules do not apply. Parochial league coaches should be encouraged to follow playing time rules, making sure children are given time to play.

Coaches, whether paid staff or voluntary, should bear in mind at all times that sports are only games and their actions and behaviors should reflect such.

Coaches should be mindful of the physical safety of the students and not place the student in a position where serious injury may occur. The coaches should bear in mind their position with regard to leadership and development of the child. Coaches must not physically or emotionally abuse any student who is under their supervision.

Coaches should be aware of individual ability, skills, and attitudes among the students and realize that children are not adult athletes and will perform accordingly. Each student who is a member of the team should receive ample opportunity for playing in games on a regular basis. This is not to say that coaches should not field their strongest team as game conditions dictate. Persons who abuse these guidelines may be asked to give up their role as coach for the parochial league.

IV. SELECTION OF VOLUNTEER COACHES:

- A. Cheerleading - Sponsors will be faculty members appointed by the principal.
- B. Football - Each year, one head coach will be appointed by the principal. Assistant coaches will be selected by the head coach in consultation with the principal from qualified volunteers.
- C. Basketball - Volunteer coaches will be selected from all interested in coaching. First preference will be given to parents of children on the team. If more than one parent wants to be the head coach, they will be given the opportunity to work out an agreeable coaching solution among themselves. If an agreeable solution cannot be reached, the principal will select the head coach based on experience. If interested parties have equal experience, a random drawing will decide the head coach position.
- D. A coach that takes a team at the entry level into a sport (i.e. 5th grade basketball) will be allowed to stay with that team through the 8th grade whenever possible. If a coach must leave, the assistant coach may be moved to the head coach position or a qualified coach will be found. In the event a team needs to be split, a qualified coach will be found for that team.
- E. Soccer - Coaches are assigned to teams in the following age divisions:

Under 6 - kindergarten (Coed)

Under 8 - 1st and 2nd grades
Under 9

1. For the Under 6-age divisions, parent volunteers are needed each year to coach these teams. No prior soccer experience is necessary.
2. Head coaches for all other age divisions will be chosen based on the following priorities:
 - a. Head coaches who coached in the same age division during the previous year.
 - b. Assistant coaches who coached in the same age division during the previous year.
 - c. Head coaches who coached in the younger age division during the previous year.
 - d. Assistant coaches who coached in the younger age division during the previous year.
3. In the event that there are more potential head coaches than the number of teams available, a meeting will be held among the coaches to try to decide by consensus who will be the head coaches for the year.

V. SCHEDULES

A. Practices

The athletic director will draw up available practice schedules and a random draw will be used to assign teams to practice times.

1. Soccer & Football

Schedules will be assigned in the fall. An effort will be made to keep the same practice times for soccer in the fall and in the spring, if possible.

2. Basketball

Practice times will be done by random draw prior to the season at the coaches' meeting.

B. Games

Games schedules are set by the league of each sport. The school has no control over game times or locations.

C. Tournaments

No parochial team may participate in more than four (4) tournaments in one school year. This includes ALL pre-season and post-season tournaments.

Participation in any tournament must be approved by the principal and athletic director.

Tournament fee over \$50.00 must be paid by the coach and their team.

VI. POLICIES AND GUIDELINES SET FORTH BY THE PAROCHIAL LEAGUE AND CHRIST THE KING SCHOOL

- A. Regular attendance at practices and games is necessary to be eligible to play on the team.
- B. Rules for player participation will apply for both season and tournament-play.
- C. If a child is academically ineligible, he/she may practice at discretion of the school and the coach.
- D. If a child is ineligible to play (academic or conduct), he/she may not dress out to play in a game.
- E. Pep rallies are limited to maximum of four for the school year.
- F. School closures for inclement weather, sickness, etc., will automatically postpone games and practices.
- G. Playing Rules - Basketball
 1. Every 5th & 6th, 7th & 8th grade participant must play a minimum of a quarter each game. In order to fulfill the quarter obligation, each player will start a quarter and play that entire

quarter unless injured or fouled out, or for disciplinary reasons.

2. If a child is absent from school or arrives after 10:00a.m, due to illness, injury, or leaves school sick (even if they return later in the day), the child may **NOT** practice or play in the game scheduled for that day.
 3. A coach may play an individual up one grade level if the team is unable to have a minimum of eight (8) players present for the game. The coach is allowed to bring the team roster total to eight (8) and no more. A coach is **NOT** allowed to cut a player in order to play up a better player, unless approved by the Superintendent of Catholic Schools. Playing down is not allowed. A player is allowed to play in a maximum of two (2) games per day. A player may play up for only one team. A player playing up is only allowed to play one quarter unless an injury or a player has fouled out leaving the team with 4 players.
 4. The 5th and 6th grade boys and girls division will play five (5) minute quarters.
 5. The 7th and 8th grade boys and girls division will play six (6) minute quarters.
- H. Playing Rules - Soccer: All players must play at least one half of each game.
- I. Playing Rules - Football: There is no minimum amount of playing time per player for football.
- J. Safety: Each student participating in a sport must turn in a current health physical report.
- K. Academic & Conduct Eligibility: Christ the King will follow the academic and conduct eligibility rules of the parochial league as follows:

Academic Eligibility

Students in grades 5 - 8 participating in football, basketball, cheerleading, soccer, and other activities, must maintain a grade of 77%. This grade is arrived at by averaging the grades in the subjects listed below. No individual grade in any subject (an F) may be below 70%. If a grade falls below this average, the student will be on probation until the next report.

Transferring students from league schools will continue any academic or conduct probation when transferring from one league school to another.

	Religion Spelling	Science	Reading/Literature Math	Language Art	Social Studies Computer
Marking Code:	A	93% - 100%			
	B	85% - 92%			
	C	77% - 84%			
	D	70% - 76%			
	F	Below 70%			

Modified Program Academic Eligibility:

Students participating in extracurricular activities, who are on modified grading scales, must maintain an average grade of 70% with no individual grade being N (below 60%).

Conduct Eligibility:

Conduct grading for all students will be on a 4.0 system as follows:

- 4.0 = 93% - 100%
- 3.0 = 85% - 92%
- 2.0 = 77% - 84%
- 1.0 = 70% - 76%

Students participating in extracurricular activities must maintain an overall average of 3.0 (B) in conduct.

Final conduct grade will determine the eligibility roster for the beginning interim period the following school year.

In addition, the principal has the right to suspend a student from a practice, game, or team for disciplinary reasons.

L. Enforcement

Interim academic grades will be used for possible reinstatement of a student who is on academic probation. Only quarter report card grades will be used to place a child on academic probation. Interim conduct grades and quarter report card grades will be used to place students on probation, as well as reinstate students. Spring (4th) quarter academic grades will not affect fall sports eligibility. Spring (4th) quarter conduct grades will affect fall eligibility.

M. Transfers

Transferring students coming into the school will serve a probationary time, at the discretion of the principal, until the interim report or the first nine (9) week grading period.

N. Uniforms

Players represent their school while they are wearing team uniforms. They are expected to act appropriately in public whenever they wear team uniforms before, during, or after athletic events. If a student acts inappropriately while representing the school, disciplinary action may be taken.

VII. ASSIGNMENT TO TEAMS:

The Athletic program strives to maintain competitive balance between teams in all sports.

A. Football - All 7th and 8th grade students are on one football team.

B. Cheerleading - All 8th graders are on one squad.

C. Pep Club - All 7th grade girls are on one squad.

D. Soccer

1. Coach's child only – Head coach will draft team. Those wanting to assist will do so for the team their child is on.
2. Kindergarten - Random draw to assign players to teams.
3. Gr. 1-3 - Players are assigned to teams by a supervised draft to assure equality.
4. From fall to spring, teams will be kept together, if possible.
5. If new players sign up to play in the spring, a draft will be used to divide those players.

E. Basketball and Volleyball - Players will be assigned to teams as follows:

1. Coach's child only – Head coach will draft team. Those wanting to assist will do so for the team their child is on.
2. Players are assigned by coaches by means of a supervised draft to assure equality
3. Teams will be kept the same for 5th and 6th grade. Teams will be re-divided in the 7th grade. Any new players signing up to play will be assigned to teams by coaches' draft with an equitable distribution of players maintained.

F. Track – All 6th, 7th, and 8th grade players are on one team.

G. Golf – All 6th, 7th, and 8th grade players are on teams by grade level.

H. For a valid reason, a parent may petition the Athletic Director to move their child to another team for the following year.

- I. The Athletic Director will have the final say on when there are enough participants to split into more than one team.
- J. Deadlines for signing up for teams will be set, announced and adhered to. The only exception will be new students that come to school after deadline, in which case the student will be added to the roster, if possible.

VIII. PARENTS:

It is very important that parents function as role models for their children. Parents are strongly encouraged to attend games in which their children are participating as an expression of parental concern for their child. Parents' involvement in a child's athletic development can be strengthened if the parent can observe the child's strength and weaknesses and guide the child accordingly. Parent behavior at games should exemplify the behavior expected of the child. Belligerent or demanding comments or actions toward coaches, opposing players, and game officials can easily be transferred to the child resulting in a loss of respect for leadership and authority. As in the case with students, the reflection upon the school and parochial league caused by parent behavior should be positive.

IX. GYM CLEANING AND FIELD CLEANING

The last team on the field or in the gym that day will be responsible for cleaning the gym or field by picking up trash and putting away equipment. It is the coach's responsibility to see that this is done.

X. BANNERS

Banners displayed in the gym will be limited to 8th grade league champions in each sport. All banners will be purchased by the team members of the championship team. They may not be any longer than 4' X 8'. The banner must either have each coach's name and every player's name or no names at all, the team name and record, and the year.

XI. INJURIES

If a student is injured and goes to the doctor, they must have a note from that doctor before they will be allowed to resume practice or play in a game.

**OFFICIAL DATES FOR ROSTER CHANGES
WILL BE AS FOLLOWS
FOR THE 2008-2009 YEAR**

September 19	Interim
October 24	Report Card
November 19	Interim
January 16	Report Card
February 6	Interim
March 19	Report Card
April 24	Interim
May 28	Report Card

Report Cards or Interim Reports may be handed out any time during the designated week, but all schools will use the above dates to determine the eligibility of students playing sports.

Final report cards will determine the eligibility roster for the beginning interim period.

**School Calendar
Christ the King School
2008-2009**

July 29 – 31Principal’s Retreat/Workshop - Subiaco
August 11-15.....Teacher’s in-service/workdays

FIRST QUARTER

August 18 (Monday)..... Pupils Report to School
September 1 (Monday).....LABOR DAY (SCHOOLS ARE CLOSED)
October 17 (Friday).....First Quarter Ends
(44 Days)

SECOND QUARTER

October 20 (Monday).....Second Quarter Begins
October 31 (Friday).....Parent-Teacher Conferences (SCHOOLS ARE CLOSED)
November 26 - 28 (Wednesday-Friday).....Thanksgiving Holidays (SCHOOLS ARE CLOSED)
December 19 (Friday).....Second Quarter Ends
December 20 - January 4.....Christmas Break (SCHOOLS ARE CLOSED)
(44 Days)

THIRD QUARTER

January 5 (Monday).....School Reopens – Third Quarter Begins
January 19 (Monday)Martin Luther King Day (SCHOOLS ARE CLOSED)
January 25 - 31National Catholic Schools’ Week
February 16 (Monday).....Presidents’ Day (SCHOOLS ARE CLOSED)
March 11 (Wednesday).....Third Quarter Ends
(43 Days)

FOURTH QUARTER

March 12 (Thursday).....Fourth Quarter Begins
March 13 (Friday).....Arkansas Catholic Professional Day (SCHOOLS ARE CLOSED)
March 23-27 (Monday-Friday).....Spring Break (SCHOOLS ARE CLOSED)
April 1 + 2 Parent-Teacher Conferences 3P-6P – call office for appointment
April 3 (Friday).....SCHOOLS ARE CLOSED
April 10 (Friday).....Good Friday (SCHOOLS ARE CLOSED)
April 13 –17 (Monday – Friday).....Stanford 9 Testing
May 25 (Monday)Memorial Day-School Office closed
May 28 (Thursday)Last Day of School - Fourth Quarter Ends
(47 Days)

The 2008-2009 calendar has 178 student days.

1:30PM Early Dismissal Days:

September 5, 2008	October 3, 2008	November 7, 2008	December 5, 2008
January 9, 2009	February 6, 2009	March 6, 2009	May 1, 2009

Roster Changes – Interims:

September 19	November 19	February 6	April 24
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Roster Changes – Report Cards:

October 24	January 16	March 19	May 28
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STAFF

Rev. Msgr. Francis I. Malone, Pastor		225-6774
Mrs. (Buddy) Kathy House, Principal		868-8941
Mrs. (Dennis) Mary Lee Kellar, Assistant Principal		224-5555
Pre K Director	Mrs. (Larry) Terry Poldrack	868-7752
Pre K A	Mrs. (Benny) Judy Bright	851-4230
Pre K B	Mrs. (Matt) Kathleen Hartnedy	227-4538
Pre K C	Mrs. (William) Audrey Martine	945-9322
Pre K D	Mrs. (Larry) Terry Poldrack	868-7752
Pre K Aide	Mrs. (Dan) Lorrie O'Byrne	868-6282
Room #		
101	KA Mrs. (Matt) Shelly Quick	280-0976
102	KB Mrs. (Chris) Beth Ann Christy	821-2059
103	KC Mrs. (David) Marki Falcon	219-1400
104	KD Mrs. (Jerry) Kristen Bridges	227-8567
K Aide	Mrs. (Chris) Tricia Hopper	868-8117
105	1A Mrs. (Richard) Christy Blair	803-4644
107	1B Mrs. (Jeff) Kathy Newman	868-7525
110	1C Mrs. (Patrick) Lisa Sweeney	954-8843
113	2A Mrs. (Doug) Nancy Roe	821-5604
114	2B Mrs. (Roberto) Maria Maldonado	223-3144
106	2C Mrs. (Jeff) Laura Snow	223-8171
212	3A Mrs. (Daniel) Edna Koehler	225-1282
209	3B Mrs. (Doug) Anne Kennedy	868-4959
108	3C Mr. David (Laura) Trigg	224-1125
210	4A Mrs. (Tony) Debby Curtis	868-6081
208	4B Mrs. (Brian) Diane Sharp	223-3925
207	4C Mrs. (Jim) Paula Mann	851-4336
201	5A Mrs. (David) Jenny Wood	590-3674
204	5B Mrs. (Greg) Jan Owen	224-9874
202	5C Mr. John (Stephanie) Beall	803-0525
205	6A Mrs. (Jay) Christine Chafin	227-7107
203	6B Miss Carla Selig	834-2523
206	6C Mrs. (Tom) Francie Ross	224-7672
303	7A Mrs. (Rick) Paige Coppola	907-5366
307	7B Mr. Danny (Steph) Hartnedy	425-8693
304	7C Mrs. (Curt) Diane Goodfellow	225-6506
304	7C Mrs. (Brian) Myra Davidson	223-3273
305	8A Mrs. (Jim) Rebekah Stewart	851-2504
302	8B Miss Lisa Mattes	821-2592
301	8C Mrs. (Tom) Mary Kleinsorge	224-7544
402	ART (Upstairs/Gym) Mrs. (Jeff) Paula Kalina	224-1772
212	LIBRARY Miss Marie Ryan	868-9679
GYM	Athletic Director Mrs. (Johnny) Ann Morris	225-6521
GYM	P.E. Grades K-8 Mrs. (Tony) Jan Pipkin	227-9213
306	MUSIC Grades K-6 Mrs. (Brian) Lisa Dugger	407-0669
	JR. HIGH STUDY HALL Mr. Bill Hogue	664-2487
308	COMPUTER 5-8 Mrs. (Lester) Paula Frank	803-3503
308	COMPUTER K-4 Mrs. (Chuck) Jeanne Quick	821-6455
SCHOOL AIDE	Mrs. (Martin) Nan Rindahl	223-2880
AFTERSCHOOL CARE	Mrs. (Paul) Connie Branscum	803-4641
SCHOOL SECRETARY	Mrs. (Chuck) Diane McDaniel	868-4824
ADMINISTRATIVE ASSISTANT	Mrs. (Jeff) Cynthia Roberts	224-5637
DIRECTOR OF DEVELOPMENT	Mrs. (McCabe) Jennifer Reynolds	837-4046
CONTROLLER	Ms. Jackie Kaufman	663-6870
ASSISTANT CONTROLLER	Mrs. (John) Ginger Bilger	821-1650

School Board

Sylvia Angtuaco, President.....	228-5015
Dominic Flis, Vice President.....	227-0621
Shelly Chambers, Secretary.....	240-5864
Melissa Plafcan	868-1166
Suzanne Donlon.....	868-8918
Adam Mitchell.....	868-6493

PARENT - TEACHER ORGANIZATION OFFICERS

Toni Woody, President.....	821-4303
Dixie Walters, Vice-President	821-1415
Rosanne Sampson, Secretary.....	519-0169
Cathy Harris, Treasurer	224-6186

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