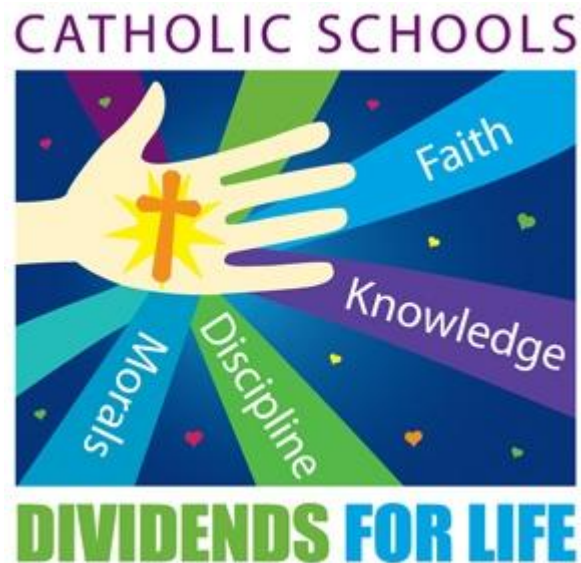




*CHRIST THE KING
CATHOLIC SCHOOL*



**2009 - 2010
STUDENT HANDBOOK**

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CHRIST THE KING CATHOLIC SCHOOL 2009-2010 STUDENT HAND BOOK

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Christ the King School reserves the right to amend this hand book at any time. Notice of amendments will be sent home via the Friday Folder.

I. **INTRODUCTION**

A. **Statement of Philosophy** (Diocese of Little Rock Policies and Regulations Manual)

Christ the King Catholic School, as part of the Catholic Schools of the Diocese of Little Rock, seeks to offer high quality academic programs which are integrated with religious truth and values. Students are prepared for life in today's Church and Society and for leadership in society and the Church of tomorrow through a strong, basic, and contemporary curriculum which includes instruction and formation in the beliefs, values, and traditions of Catholic Christianity.

The development of the whole person of the student: spiritually, intellectually, personally, socially, and physically, is the focus of Catholic education. The teachers, as partners with the parents, play a significant role in this educational ministry as they daily witness to the meaning of mature faith and Christian living. They are selected with care and are challenged to on-going professional and spiritual growth.

B. **Mission Statement**

Christ the King Catholic School provides a quality Catholic education supported by the family, the teacher, the parish, and the community and makes a commitment to meet the specific needs of the academic, physical, social, and spiritual development of each student in a Christ-centered environment.

C. **Accreditation**

Christ the King School is a member of NCEA (National Catholic Education Association) and has ANSAA (Arkansas Nonpublic School Accrediting Association, Inc.) accreditation.

D. **Goals** (Diocese of Little Rock Policies and Regulations Manual)

Broad goals of Christ the King Catholic School are to teach the Gospel message, to build a faith community, and to be of Christian Service.

Specific goals include:

- (1) To create a Christian educational community where human knowledge, enlightened and enlivened by faith, is shared by teachers, students, and parents in a spirit of freedom and love.
- (2) To develop religious understanding and provide opportunities for personal commitment to religious values.
- (3) To specifically teach Catholic principles and Christian values.
- (4) To offer personal experiences in Christian living through liturgy, sacramental life, prayer, guidance, and example.
- (5) To encourage staff members to grow as Christians.
- (6) To instruct in human knowledge and skills which enable students to actively participate in the parish community and society.
- (7) To help each student develop a positive attitude toward lifelong education, including the power to think constructively, to solve problems, and to reason independently.

- (8) To facilitate and improve the student's opportunity to learn.
- (9) To play a significant role in raising national levels of knowledge, competence, and experience.

E. Parent's Role in Education

"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

Parents as Partners

As partners in the educational process at Christ the King Catholic School, we ask parents:

-To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes class assignments on time.

-To actively participate in school activities such as PTO, Parent-Teacher Conferences, and Fund-raising.

-To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.

-To notify the school with a written note when the student has been absent or is tardy.

-To notify the school office of any changes of address or important phone numbers.

-To meet all financial obligations to the school.

-To inform the school of a special situation regarding the student's well-being, safety, and health.

-To complete and return to school any requested information promptly.

-To read school notes and newsletters and to show interest in the student's total education.

-To support the annual fundraising activities of the PTO, the Church carnival, The Annual Appeal and the Trust Endowment Fund; periodically, parents are asked to support a capital campaign, over and above their annual giving, to meet the essential building needs of the school.

-To support the religious and educational goals of the school.

-To support and cooperate with the discipline policy of the school.

-To treat teachers with respect and courtesy in discussing student problems.

II. ADMISSION/TRANSFER INFORMATION

A. Student Admission

The student admission policy of Christ the King (CTK) Catholic School is as follows:

- Priority 1 - CTK parish children with siblings attending CTK Catholic School and children of certified teaching staff of CTK Catholic School.
- Priority 2 - CTK parish children with no siblings attending CTK Catholic School.
- Priority 3 - Catholic out-of-parish children with siblings attending CTK Catholic School.
- Priority 4 - Catholic out-of-parish children with no siblings attending CTK Catholic School.
- Priority 5 - Non-Catholic children with siblings attending CTK Catholic School.
- Priority 6 - Non-Catholic children with no siblings attending CTK Catholic School.

B. Immunization Requirements (Diocese of Little Rock Policies & Regulations Manual)

Immunization certificates will be required for all students entering school for the first time and those who transfer from other schools. The minimum requirement for entry into school, regardless of grade, are three doses of Diphtheria/Tetanus/Pertussis (DTP) or Diphtheria/Tetanus (DT), three doses of polio vaccine, a Rubeola (measles) vaccine, and a Rubella (German measles) vaccine. One dose of DTP and polio vaccine must be given after the fourth birthday. Both measles vaccines must have been administered on or after the first birthday. Mumps vaccine, although not required by law, is strongly encouraged. As of January 1, 2001, three doses are required before completing school year for all Kindergarten and transfer students. One dose of Varicella (chickenpox) must have been administered on or after the child's first birthday. One dose is required for all Kindergarten students. A documented physician's history of disease may be accepted in lieu of vaccine.

C. Age Requirements (Diocese of Little Rock Policies & Regulations Manual)

Beginning with the 2009-2010 school year students may enter kindergarten if they will attain the age of five (5) years on or before September 1st.

D. Nondiscriminatory Policy

Christ the King School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

E. Student Records

Christ the King School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

F. Office Records

Parents/Guardians are requested to notify the school office in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

G. Student Directory

Within the first month of the school year, each family may purchase a Student Directory listing students' and parents' names, addresses, emails and home telephone numbers. The Student Directory should be used to acquaint parents with the names of their child's classmates and their parents and should not be used or sold for other purposes.

H. Telephone Use and Cell Phones

The office and classroom phones are business phones and students are permitted to use them only in case of emergency. Forgotten homework, forgotten athletic equipment, etc. do not constitute emergencies. Arrangements for after school visits with friends should be made at home. Students may not bring cell phones to school. If a student must have a cell phone at school parents are asked to contact the principal to make arrangements.

I. Lost and Found

Any items found in the school building or on the school grounds should be given to the secretary or placed in the Lost and Found basket located in the nurse's office. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity. Parents: Please remember to mark sweatshirts, jackets, lunch boxes with child's name.

J. Emergency Drills

Fire

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Close classroom doors, outside doors, and any fire doors that may be open.
- Do not close any windows.
- Students walk silently in an orderly single line.
- Exit following directions posted in the classroom.
- Once outside, teachers check the roll.
- Stay in designated spot in silence until signaled to return to the building.

Tornado/Disaster

Tornado/Disaster drills are held at least twice per school year. The procedures are:

- Students walk silently in an orderly single line.
- Exit following directions posted in classroom for Tornado/Disaster Drills.
- Take a position of kneeling with hands covering head until signal is given for release.
- Teachers check the roll.
- Return to classroom quietly when signaled.

Earthquake

Earthquake drills are held periodically. Procedures include:

- Drop, cover head immediately.
- Crawl under desk or nearest table
- Listen for further instructions.

Safety Drills

Intruder in the building or on the premises. The procedures are:

- CODE RED will be announced.
- All classroom doors are locked.
- All windows are covered.
- Stay in the room and have children sit on the floor away from the door.

- All doors remain locked until an all-clear announcement is made.

No outdoor activity. The procedures are:

- CODE YELLOW will be announced.
- Continue normal activity; however, no activity outdoors until an all-clear announcement is made.

Evacuate school building. The procedures are:

- CODE GREEN will be announced.
- Teachers will escort students to second location which is the Church.
- Students will remain with teachers at the Church until an all-clear announcement is made.

III. **ACADEMICS**

Christ the King School will follow diocesan requirements regarding basic materials, specific courses, and time allotments. A planned instructional program will lead to discovering and developing the abilities of each student.

Christ the King School will offer a balanced curriculum including religion, language arts (English, reading, literature, oral and written communication, handwriting, spelling, and phonics), science, mathematics (Math Olympiads 4th-6th) social studies (history, geography, civics, economics), art, music, physical education, Spanish, technology and such electives as deemed practical and helpful.

A. **Grading**

Each teacher will provide students and parents with class expectations and grade curriculum. The grading scale for Christ the King Catholic School, grades 2 through 6, is as follows:

A	-	Superior Achievement (93 - 100%)
B	-	Above Average (85 - 92%)
C	-	Average (77 - 84%)
D	-	Passing (70 - 76%)
F	-	Failure (Below 70%)

Students in grades K-1 have only a conference during the first grading period. Students then receive S (Satisfactory) and N (Needs Improvement) grades during the 2nd, 3rd, and 4th quarters.

B. **Weekly Take-Home Folders**

At the end of the week, each student will bring home a "Friday Folder" containing his/her week's work - both homework and class work - along with information from the school. Other communication, flyers, etc. from individuals or organizations must be cleared through the school office. **The parents are asked to look over the work with the student on Friday or as soon as possible.** The parents will then sign and date the folder and send the empty folder back to school the following Monday to be used again on Friday. If there are any papers that have "**Sign and Return**" on them, please go over them with your child, sign, and return them in the folder.

C. **Mid-Quarter Reports**

At mid-point in each quarter of school, a report will go home to the parents or guardians of each student in Grades 2-6. For students experiencing low-passing or failing grades, this report is an advisement that concentrated efforts must be made to raise the grade before the reporting period is complete. Parents are encouraged to consult the teacher concerning these low-passing or failing grades.

Midterms will be sent home on the following dates in the Friday Folder:

- September 18, 2009
- November 20, 2009
- February 5, 2010
- April 23, 2010

Report Cards will be given out or sent home on the following dates:

- 1st quarter mandatory Parent - Teacher Conference (October 21 or 22)
- Friday, January 8, 2010 in Friday Folder
- 3rd quarter mandatory Parent - Teacher Conference (March 17 or 18)
- Friday, May 28, 2010, in Friday Folder

D. Parent-Teacher Conferences

Informal conferences with the teacher about a student's progress are always welcome. Appointments to meet with the teacher are encouraged. Formal Parent-Teacher Conferences will be held after the first and third quarters. **Attendance at formal Parent -Teacher Conferences is mandatory.**

Conferences will be held on the following dates:

- October 21, 2009
- October 22, 2009
- March 17, 2010
- March 18, 2010

E. Awards

To be considered for the **Principal's Honor Roll**, a student in grades four through six must have A's in all his/her academic subjects and an "S" (Satisfactory) in all non-academic subjects for the quarter. To be considered for the **Christ the King Honor Roll**, a student must have a B average with grades of A, B, or C, but no D's or F's and an "S" in non-academic subjects.

Each month (September – May) classroom teachers nominate one student from their class to receive the **Golden Eagle Award**. Students may receive this award for: stewardship, citizenship, working to the best of their ability academically, or showing major improvements in a specific area and/or for random acts of kindness. Students will be reminded in this way: E=empathy, A=attitude, G=gifts of kindness, L=loyalty, E=enthusiasm, and S=stewardship. Certificates and eagle pins are given to the recipients at the Terrific Tuesday Assembly held in the Parish Center the first Tuesday of each month beginning at 1:55 p.m. Parents are always welcome and encouraged to attend our Terrific Tuesday Assemblies.

Students in the sixth grade have the opportunity to receive the **President's Award for Academic Achievement**. Students may receive this award in recognition for academic success in the classroom during the fourth through sixth grades. To be eligible for the President's Award for Academic Achievement, students at each award level (elementary, middle, or high school) must meet all requirements. Standards for the award are to be established by each school that reflect a 90 percent level or higher on the traditional grading scale. This category enables school personnel to use new assessment and evaluation tools in developing award criteria at their school and apply the criteria fairly to all students. The primary indicators of excellence must be based on high academic achievement and in high achievement in reading or math on state tests or nationally-normed tests.

F. Promotion Policy and Retention Policy

Advancement to the next level at Christ the King School is based on a student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advanced level.

Promotion to the next grade level depends on successful completion of all subject areas. The administration may recommend the repetition of a level, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next level.

G. Home Study Assignments

Formal home study is assigned to help students to become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. Below is a list of recommended home-study times.

Recommended Home-Study Times

Grade 1	10 minutes plus 30 minutes of reading nightly
Grade 2	20 minutes plus 30 minutes of reading nightly
Grade 3	30 minutes plus 30 minutes of reading nightly
Grade 4	40 minutes plus 30 minutes of reading nightly
Grade 5	50 minutes plus 30 minutes of reading nightly
Grade 6	60 minutes plus 30 minutes of reading nightly

Source: How Much Homework is Too Much? www.greatschools.net.

When a student is absent for more than two days, a parent should call the school office before 9:30 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00-3:30 p.m. For short absences, students should make arrangements with classmates and/or teacher regarding assignments.

H. Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Christ the King School. Preparations for two sacraments, Reconciliation and the Eucharist, are the core of our efforts. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to baptized students.

I. Week-Day Masses

All students will attend Mass with his/her class on a regular basis. There will be opportunities to participate in the liturgy in ways appropriate to the student and age level. Weekly Mass is celebrated at 8:15 on Friday mornings. On Holy Days, the Mass is at 8:30 in the morning. There will be other Masses as announced. Parents are always welcome to attend these Masses.

J. Prayers to Remember

(*grade prayer is introduced)

Sign of the Cross (*Kindergarten)

In the name of the Father,

and of the Son,
and of the Holy Spirit.
Amen.

Our Father (*Kindergarten)

Our Father, who art in heaven,
Hallowed be Thy name;
Thy kingdom come;
Thy will be done on earth
as it is in heaven.
Give us this day our daily bread;
And forgive us our trespasses
As we forgive those
who trespass against us;
And lead us not into temptation,
But deliver us from evil.
Amen.

Hail Mary (*Kindergarten)

Hail Mary, full of grace
The Lord is with thee;
Blessed are thou among women,
Blessed is the fruit
Of thy womb, Jesus
Holy Mary, Mother of God
Pray for us sinners
now and at the hour of our death.
Amen

Angel of God (*Kindergarten)

Angel of God, my guardian dear,
To whom God's love entrusts me here;
Ever this day be at my side, to light
And guard, to rule and guide.
Amen.

Trinity Prayer (*Kindergarten)

Glory be to the Father,
and to the Son,
and to the Holy Spirit.
As it was in the beginning
Is now, and ever shall be forever.
Amen.

Before Meals (*Grade 1)

Bless us, O Lord, for these thy gifts
Which we are about to receive,
From thy bounty,
Through Christ our Lord.
Amen.

After Meals (*Grade 1)

We give You thanks, almighty God,
For these and all the gifts,
Which we have received
From your goodness,
Through Christ our Lord.
Amen.

Act of Contrition (*Grade 2)

My God,
I am sorry for my sins with all my heart.
In choosing to do wrong
And failing to do good,
I have sinned against You,
Whom I should love above all things.
I firmly intend, with Your help,
To do penance,
To sin no more,
And to avoid whatever
Leads me to sin.
Our Savior Jesus Christ
Suffered and died for us.
In His name, my God, have mercy.
Amen.

The Apostle's Creed (*Grade 3)

I believe in God, the almighty, Creator of heaven and earth;
And in Jesus Christ, His only Son, our Lord;
Who was conceived by the Holy Spirit, born of the Virgin Mary
Suffered under Pontius Pilate, was crucified, died, and was buried.

He descended into Hell;
The third day He rose from the dead;
He ascended into heaven;
Sits at the right hand of God, the Father Almighty;
from there He shall come to judge the living and the dead
I believe in the Holy Spirit, the holy Catholic Church
The communion of saints the forgiveness of sins,
The resurrection of the body, and the life everlasting.
Amen.

Morning Offering(*Grade 4)

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day, for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all our associates, and in particular, for intentions recommended this month by the Holy Father.

Nicene Creed (*Grade 4)

We believe in one God,
the Father, the Almighty,
maker of heaven and earth,
Of all that is seen and unseen.

We believe in one Lord, Jesus Christ,
The only Son of God,
Eternally begotten of the Father,
God from God, Light from Light,
True God, from true God,
Begotten, not made,
One in Being with the Father.
Through him all things were made.
For us men and for our salvation
He came down from heaven:

By the power of the Holy Spirit
He was born of the Virgin Mary,
And became man.

For our sake he was crucified
Under Pontius Pilate;
He suffered, died, and was buried.
On the third day he rose again
In fulfillment of the Scriptures;
He ascended into heaven
And is seated at the right hand of the Father.
He will come again in glory
To judge the living and the dead,
And his kingdom will have no end.

We believe in the Holy Spirit,
The Lord, the giver of Life,
Who proceeds from the Father and the Son.
With the Father and the Son
He is worshiped and glorified.
He has spoken through the prophets.
We believe in one holy Catholic
And Apostolic Church.
We acknowledge one baptism
For the forgiveness of sins.
We look for the resurrection of the dead,
And the life of the world to come.
Amen.

Hail, Holy Queen(*Grade 5)

Hail, Holy Queen, Mother of Mercy, our life, our sweetness, and our hope! To you do we cry, poor banished children of Eve; to you do we send up our sighs, mourning and weeping in this valley of tears. Turn, then, most gracious advocate, your eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary.

Penitential Rite (*Grade 6)

I confess to Almighty God,
and to you, my brothers and sisters,
that I have sinned through my own fault.

we lightly strike our breast

in my thoughts and in my words,
in what I have done,
and in what I have failed to do;
and I ask blessed Mary, ever virgin,
all the angels and saints,
and you, my brothers and sisters,
to pray for me to the Lord our God.

May almighty God have mercy on us,
forgive us our sins,
and bring us to everlasting life.
Amen.

Act of Faith(*Grade 6)

O my God, I firmly believe that You are one God in three Divine Persons: the Father, the Son, and

the Holy Spirit. I believe that Your Divine Son became man and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the holy Catholic Church teaches, because You have revealed them, who can neither deceive nor be deceived.

Act of Hope(*Grade 6)

O my God, relying on Your infinite goodness and promises, I hope to obtain pardon for my sins, the help of Your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer.

Act of Love(*Grade 6)

O my God, I love You above all things, because You are all-good and worthy of my love. I love my neighbor as myself for love of You. I forgive all who have injured me, and I ask pardon for all whom I have injured.

IV. DAILY SCHOOL INFORMATION AND POLICIES

A. School Hours

Before School - The first bell rings at 7:50 A.M. and the tardy bell rings at 8:00 A.M. Pre-school children report to their classroom when they arrive. All other children (Kindergarten – 6th grade) will go into the school and sit in the hall by their classroom door until the first bell rings. If a child needs to be dropped off at school before 7:30 A.M., please contact the school office.

After School - School dismisses at 3:00 P.M. and all children should be picked up by 3:15 P.M. For the safety of our children, parents must pick up their child/children/carpools at the designated dismissal area in the afternoon. **Children are to be picked up outside of the school building.** After-school care is available in the school from 3:00 to 5:30 P.M. Any child left fifteen (15) minutes past school dismissal time will automatically be sent to After School Care.

According to the Diocese of Little Rock Policies and Regulations, the school assumes responsibility for the supervision of the students no longer than fifteen (15) minutes before and after the regularly scheduled school day. Beyond that time, the safety of the student is the responsibility of the parent or guardian.

B. Parking

Duty teachers will leave their classrooms at dismissal and help with the outside duty for fifteen minutes. The Church Parking Lot (meet at the bell tower) will be a pick up point for all second through sixth graders who do not have a sibling in pre-school, kindergarten, or first grade. "S" Street will be the pick-up for pre-school, kindergarten, first grade and their siblings in grades two through six. All carpools will be picked up on S Street.

Parents may park in the church parking lot and walk their child to the school door in the mornings. Children may also be dropped off in the circle drive between the Parish Center and the Old Church. Drivers should pull forward as far as possible to allow several cars to unload at once. For the safety of all, please do not park in this parking lot as it tends to get congested. Please do not stop and drop off on S Street or pull into the small lot in front of the office doors in the mornings.

C. Early Dismissal

Taking a student off campus for any reason other than official school business during a school day constitutes an early dismissal. **Parents and guardians are encouraged to make dental and doctor appointments after or before school hours.** If it is necessary to take the student out of school, the parent will go to the school office and request an early dismissal slip. This slip denotes the time of the dismissal and the reason. The student will be called to the office for dismissal. When the student returns, he/she should check in back through the office. **Students are released only to the parent/guardian, unless a letter or phone call from the**

parent/guardian, indicate other arrangements.

If a child comes to school after 10:00 A.M., the child is considered absent 1/2 day. The child must stay until 1:30 P.M. to be considered present a full day of school.

The first Tuesday of each month school is dismissed at 2:30 P.M. for teacher meetings. Students may wear their Early Dismissal/Annual CTK T-Shirt on this day.

D. Visitors

For the safety of the children, all parents/visitors/volunteers must check in at the school office and receive a visitor badge.

E. Student Absence

The school should be called on the day the student is absent. If the parent does not call by 8:30 A.M., a parent will be contacted. This policy is for the protection of the Christ the King School students.

A written statement giving reasons for absence or tardiness must be brought to the school office on the student's return. For absence due to illness, children will be given one day for every day absent to make up work.

Should absences for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence. Absences due to personal reasons must be approved 48 hours in advance from the office and from the teacher. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation unless classroom teacher agrees.**

Monday ABSENT	Tuesday ABSENT	Wednesday ABSENT	Thursday STUDENT RETURNS	Friday
Monday	Tuesday MISSED WORK DUE AT 8:00	Wednesday	Thursday	Friday

For example: A student misses 3 days, Monday, Tuesday and Wednesday and returns on Thursday. The child will have 3 days, Thursday, Friday, and Monday to complete the work. The missed work will be due at 8:00 a.m. on Tuesday morning, NO EXCEPTIONS. If the work is not handed in by the due date, all missed work will receive a grade of 0%.

If there is a test given the day the student returns, the student will take the test with the other students that day. Exceptions may be made at the discretion of the principal.

F. Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must report to the office.

G. Attendance (Diocese of Little Rock Policies & Regulations Manual)

According to the state law every parent/guardian residing in the State of Arkansas and having custody of children between 5 and 17 will send such children to a public, private, or parochial school, or home school. Exceptions allowed: any child who will not be 6 by October 1, if parents file a signed kindergarten waiver with school office. **Generally, a student who has accumulated**

25 days of absences during a school year will be required to attend summer school, make up missed work, or repeat the grade.

H. Snow Days

In case of inclement weather, Christ the King Catholic School generally follows the practice of the Ft. Smith Public Schools. Announcements are made on local television stations. Parents and guardians are asked to watch the television for the notification. The announcers will announce that "Christ the King Catholic School" or "Fort Smith Public Schools" will be closed.

I. Complaints (Diocese of Little Rock Policies and Regulations Manual)

1. General Complaints
Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with others.
2. Contact the Teacher
If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
3. Contact the Principal
If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
4. Contact the Pastor
If the problem is still not resolved satisfactorily, the person will contact the pastor to discuss the matter.
5. Contact the Superintendent
If no solution is found to the problem, the matter will be referred to the superintendent.
6. Do Not Contact the School Board
School Board members are not to attempt to solve school problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal.

J. School Safety/Harassment

Christ the King School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken seriously. Students making such threats (seriously or in jest) face detention, suspension and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

K. Title IX

Christ the King School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

L. School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must be properly covered. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts.

V. HEALTH

A. Prescribed & Over the Counter Medicines

If a child has to take any medication in school, either over the counter or that which a doctor prescribes, that medication must be sent to school in the original container along with a note containing the following:

- a. Child's name
- b. Name of child's doctor (for prescription medication)
- c. Frequency
- d. Dose
- e. Date

At no time will the student be allowed to keep the medicine in his/her possession unless it is asthma medication or an Epipen. Please communicate to the classroom teacher of any asthma medication or Epipens needing to remain in the classroom.

B. School Nurse

The school does not have the daily services of a resident nurse; however, our school nurse normally is present in the school on Mondays. The school nurse is available to Christ the King School for periodic vision and hearing screenings. Weight/height measurements are taken at the beginning/end of the school year. According to state law, a scoliosis screening will also be conducted at Christ the King School for 6th grade girls. Vision and hearing screenings are conducted in Grades PS, K, 1, 2, 4, and 6 and all new and transfer students, plus any requests.

Student head and/or serious injuries are always reported immediately to the parent/guardian.

C. Other Information

If a student has a temperature of 100.5 degrees or more, the child may not return to school until they have been fever free and symptom free for 24 hours.

Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to school.

VI. DISCIPLINE (Diocese of Little Rock Policies and Regulations Manual)

One of the assets of a Catholic education is the opportunity for students to learn the value and practice of self-discipline. The meaning of self-discipline is: a person's ability to wait, think, and delay personal gratification for the good of the individual, other persons, or a group.

In contrast to self-discipline, persons in authority through consequences and/or rewards define discipline as the direct control of behavior. Discipline is imposed when a student chooses not to be self-disciplined.

The purpose of discipline is to develop personal responsibility, to communicate rules and regulations, to teach courtesy and respect for self and others, to establish order, and to instill in students self-discipline.

Reasons for rules should be clearly understood by adults and students. Rules are designed to uphold the purpose and mission of the school, to ensure the safety of each person, and to build an environment where learning occurs.

Below are **SCHOOL RULES** that affect the daily living of the school community:

1. RESPECT YOURSELF, OTHERS, AND ALL PROPERTY
2. CONTRIBUTE TO THE LEARNING ENVIRONMENT
3. FOLLOW SCHOOL AND CLASSROOM PROCEDURES
4. PRACTICE SELF- DISCIPLINE SKILLS

During the school year, fifteen self-discipline skills will be emphasized to students. Selected skills will receive direct attention and will be taught by direct instruction, modeling and infusion.

SELF-DISCIPLINE SKILLS

1. Can listen
2. Can follow instructions
3. Can ask questions when something is not understood
4. Can share
5. Can be trained in the essentials of social skills
6. Can work cooperatively with others
7. Can understand and explain the reasons for rules
8. Can select and develop procedures for accomplishing an objective
9. Can be trained to be a leader
10. Can learn the essentials of good communication skills
11. Can set their own schedules and time limits
12. Can work together to resolve problems
13. Can take the initiative to resolve problems of mutual concern
14. Can distinguish fact from feeling
15. Can sacrifice from a motive of love

SCHOOL DISCIPLINE CYCLE

The School Discipline Cycle will be used if a student:

1. Seriously or continuously violates classroom/school rules and procedures.
2. Must be removed from the group in order to protect a student and/or to ensure the learning environment of the school.
3. Is in physical or psychological danger or puts another in danger, is irrational or unreasonable, or pushes beyond the limits of respect in speech and/or actions.
4. Has moved four cards in one day.

Step One: If the student has moved four cards in one day, they may attend an intervention meeting with the Principal.

Step Two: If a student moves four cards in one day a second time during the school year, there will be a meeting with the Principal and/or the School Disciplinary Board. The School Disciplinary Board will consist of the principal, the teacher involved, and two rotating staff members. Parents will be invited, but not be required to attend.

1. Students will appear before the School Disciplinary Board.
2. Addressing the inappropriate behavior, the student and the School Disciplinary Board will develop a plan of action.
3. The student will be held responsible for the plan of action.
4. Parents will be notified in writing of the actions taken by the board.

Step Three: If a student moves four cards in one day a third time during the school year or *in extreme cases when the principal determines the seriousness of the action warrants starting at Step Three:*

1. The student will receive a detention and may meet with the School Discipline Board. Parents will be notified in writing of the reason for the detention and the day it will be served.
2. Parents will be notified in writing of the day and time of the School Discipline Board meeting.
3. The previous behavior plan will be reviewed and modifications made or a new plan of action will be developed if necessary.

4. The Board may recommend in-school suspension, which the parent must pay the substitute salary, or an out-of-school suspension.
5. Parents will receive written notification of the Board's decision.

Dentention

1. Dentention will be served on the day scheduled by the principal.
2. Dentention will begin at approximately 3:15 p.m. on the assigned day, allowing the student time to use the restroom and to get a drink of water before reporting.
3. If student fails to serve the dentention on the assigned day, further consequences will be incurred. Only previously scheduled doctor or dentist appointments will excuse a student from serving a dentention on the assigned day.
4. Dentention consists of sitting quietly at a desk. No work, talking, or reading is allowed. If a student talks or is disruptive during dentention, an additional day of dentention may be given.

Step Two can be repeated as long as the student is able to demonstrate that learning from mistakes is occurring and shows a willingness to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the School Discipline Cycle.

Step Four: In extreme cases, the School Disciplinary Board may recommend expulsion.

1. The decision to expel a student rests with the principal and the pastor.
2. If expulsion is the decision, the student's parents will be notified in writing, the reasons for the expulsion given, and the right to request a hearing explained.
3. The principal and the pastor may reconsider the expulsion when a parent makes a written request for a special hearing.

A very few serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate move to Step Four.

A. Conduct

- (1) Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- (2) Corporal punishment is contrary to diocesan policy and is not to be used as a means of student control.
- (3) Emphasis is placed on positive values rather than negative. When violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher, and all who have been offended by the student's misconduct.
- (4) Means of coping with problem situations are to deny privileges to misbehaving students, to talk to students in private, to inform parents or guardians, to seek positive help for the students from the Principal and/or Pastor.
- (5) Serious or continuous disciplinary problems will be referred to the principal, and parents will be notified of the infractions and of the disciplinary action taken.
- (6) If a student cannot be helped through any of the above means, the principal will follow the procedures for suspension or expulsion as outlined in policy 2.18, SUSPENSION, 2.19, EXPULSION.
- (7) Conduct not tolerated:
 - a. Any disorderly conduct or destruction of property. Students will pay for any damage to school or parish property.
 - b. Disrespect or abuse of school staff.
 - c. Possession of firearms or other weapons.
 - d. Theft
 - e. Cheating of any type. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion.
 - f. Possession of or use of alcohol, tobacco or drugs.
(See 2.21 ALCOHOL/DRUGS)

B. Suspension/Expulsion (Diocese of Little Rock Policies and Regulations Manual)

Suspension is defined as a temporary exclusion of a student from a school for disciplinary reasons. Suspension of a student for disciplinary reasons will be the decision of the principal in consultation with the pastor.

1. Students may be suspended by the principal for serious reasons for a period of time not to exceed ten (10) days.
2. The principal will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and the requirements for reinstatement.

Expulsion is defined as the permanent dismissal of a student from school. Expulsion, or permanent dismissal, will be the decision of the principal in consultation with the pastor.

1. Notification of the expulsion will be sent to the school board president.
2. A written report containing reasons for the expulsion will be sent to the student's parent(s)/guardian(s) and to the diocesan superintendent.
3. If parents wish to appeal the decision, they will contact the president of the school board who will arrange a hearing with the Arbitration Committee. (Refer to Diocesan "Right of Appeal" policy.)

C. Tardiness

Tardiness disrupts the classroom. It is necessary that the students be present on a daily basis when classes begin. A student is tardy **if not in the classroom** at the time of the 8:00 A.M. bell. A tardy will be considered unexcused unless the tardy is due to a doctor or dental visit, car trouble, or bad weather.

If tardy, a parent must sign a tardy slip before the student is allowed to go to class. The student will then take the tardy slip to the classroom teacher. The parent will be called if they do not come in to sign the tardy slip and will be asked to return to school to sign their child in for the day.

VII. FINANCIAL OBLIGATIONS AND ORGANIZATIONS

A. Registration/Supply/Activity/Book Fee

Each student who enters Christ the King Catholic School must pay the **Registration/Supply/Activity/Book Fee** at the time of registration or by May 1st for the upcoming school year. The fee is \$225 per student and is non-refundable. Should a decision to withdraw the student be made after registration, the \$225 fee will be forfeited.

The Multi-Purpose fee does not include:

- Major PTO Fundraisers (Sally Foster, Pancake Breakfast, etc.)
- Class/Student Pictures
- Student Council Events
- Volunteer Hours
- Book Fairs

B. Tuition

Christ the King parish operates the school for the benefit of the children of the parish. These students pay a tuition that is established by the pastor in consultation with the School Board. Tuition is **ONLY** payable by one of the following methods:

1. Monthly pre-authorized bank drafts on the 1st, 10th, or 20th, of each month beginning in August and concluding in May of the current school year.
2. Semi-Annual payments on August 10th and January 10th of the current school year.
3. Annual payment on August 10th.

ANY ANNUAL OR SEMI-ANNUAL TUITION ACCOUNT THAT IS MORE THAN 30 DAYS PAST DUE WILL BE CHARGED A \$50.00 LATE FEE FOR EACH MONTH PAST DUE.

C. Tuition Rate (CTK School Policy - 002)

The tuition rate for all students in Kdg. – 6th enrolled at Christ the King School is based upon the following three (3) categories of tuition-based responsibilities. During registration, parents will denote the category which best fits their family situation. The Principal and Pastor reserve the right to review the selected tuition category in order to support the tuition rate selected. To be considered an Active Parishioner, church envelopes must be used consistently. Reviews of the use of church envelopes will be conducted every 6 months by the Pastor. Letters will be sent by the Principal and/or Pastor to the parents who, after review, will be required to change from the Active Parishioner tuition rate to the Non-Parish tuition rate.

1. Christ the King Active Parishioner:

Parish Child(ren)	Annual Tuition	Semi-Annual Tuition	10 Month Tuition
1	\$2,500.00	\$1,250.00	\$250.00
2	\$4,450.00	\$2,225.00	\$445.00
3	\$5,990.00	\$2,995.00	\$599.00
4	\$7,340.00	\$3,670.00	\$734.00

1. Parent/Guardian is registered members of Christ the King Church.
2. Parent/Guardian supports Christ the King Church through consistent use of church envelopes.
3. Parent/Guardian and Christ the King student attend Mass regularly at Christ the King Church.
4. Student has received age-appropriate sacraments.
5. Parent/Guardian are responsible for contributing their time and talent, in a sustained manner, to the Christ the King parish through verifiable activities.

Consistent use of envelopes is reviewed every 6 months by the Pastor.
If consistent use of envelopes is not established, tuition status will change.

2. Non-Parish

Non-Parish Child(ren)	Annual Tuition	Semi-Annual Tuition	10 Month Tuition
1	\$4,700.00	\$2,350.00	\$470.00
2	\$9,400.00	\$4,700.00	\$940.00
3	\$14,100.00	\$7,050.00	\$1,410.00
4	\$18,800.00	\$9,400.00	\$1,880.00

3. Preschool Tuition Rates:

Monday-Thursday 8:00 to 11:00 am with extended day on Friday 8:00 am – 3:00 pm

Annual	Semi-Annual	10 Month
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Tuition	Tuition	Tuition
\$1,910.00	\$955.00	\$191.00

Monday-Friday – 7:30 am to 3:00 pm

Annual Tuition	Semi-Annual Tuition	10 Month Tuition
\$3,620.00	\$1,810.00	\$362.00

Monday-Friday – 7:30-5:30 p.m.

Annual Tuition	Semi-Annual Tuition	10 Month Tuition
\$4,060.00	\$2,030.00	\$406.00

4. Parishioners of either **St. Michael's in Van Buren or Sacred Heart of Mary in Barling** will use the following rates:

Catholic – Out of Parish	Annual Tuition	Semi-Annual Tuition	10 Month Tuition
Per Child	\$2,950.00	\$1,475.00	\$295.00

D. Delinquent Accounts (CTK School Policy - 001)

This policy applies to all current CTK students regarding tuition and fees and is administered as necessary by the principal and/or pastor.

- All tuition is due by the 20th of the month. If not paid in full by the first day of the following month, the tuition is considered delinquent and a \$10.00 late fee is applied to the tuition amount.**
- After 30 days delinquent, if the tuition payment is not made, the parent/guardian will be contacted by the principal to make proper arrangements.
- If after 45 days delinquent and payment arrangements have not been made with the principal, the parent/guardian will be contacted by the pastor.
- If after 60 days delinquent and payment arrangements have still not been made, the child may not be able to remain in school.
- If tuition is not **paid in full** by June 1st or arrangements not made, the child will not be readmitted for the next school year.

Records and progress reports will be withheld until all tuition payments and fees have been paid and the account is cleared or until arrangements are made with the pastor and/or principal.

E. Dining Program

All students eat lunch in the dining room. Christ the King Catholic School offers a student lunch each day. (An exception to this is the rare occasion when the cafeteria is closed.) The menus are approved by the State Department of Education. The lunch menu is included in the student's Friday Folder each week. The cost is \$2.00 for one lunch. Milk *only* or extra milk is \$0.50. No soft drinks are allowed in the cafeteria during lunch. The cafeteria cannot heat food from home

due to the health code.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. This institution is an equal opportunity provider.

While in the dining room, students are expected to use the same manners required in the classroom. Courtesy toward other students and cooperation with teachers are in order at all times. The dining room is considered a classroom to promote good eating habits.

All students bringing their lunch must have it with them when they arrive at school. If they forget their lunch, they will be served and charged for a cafeteria lunch. **Parents may not bring a child's lunch after 8:00 A.M.**

Parents are welcome to eat a **cafeteria lunch** with the students. The cost of an adult lunch is \$3.00. Parents must call the cafeteria at 782-0614 to make a reservation by 10:00 a.m. of the day they wish to eat in the cafeteria with their child. **Children should not be taken from the school grounds for lunch. Parents may not bring outside lunches (McDonald's, Wendy's, etc.) to their child for lunch.**

Christ the King Catholic School participates in the National School Lunch Program. Free and reduced lunches are available for eligible students. A letter of explanation and student application is sent home the first week of school. The completed application is returned to the school office for eligibility verification. **All information remains confidential.**

LUNCH CHARGES

Lunch charges are billed by the cafeteria at the end of each month. The cafeteria bill will be sent home in the Friday folder on the first Friday of the month. Charges not paid by the 15th of the month will be charged a \$10.00 late fee. Please remember to call the school office if you do not receive a bill. Please do not combine other charges to the cafeteria bill payment.

F. Library

The school has a well-equipped automated library and materials center.

The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of five cents per school day is required for overdue books. If a book is lost or damaged beyond repair, the student will be responsible for reimbursing the library in the amount of \$15.00 for hardback books and \$10.00 for paperback books. Students who have lost or damaged books may not receive quarterly report cards until their account is cleared.

Parents are encouraged to purchase a library book to honor someone such as a memorial, birthday, etc. Please contact the school librarian for more details.

G. After School Care (ASC)

After School Care is provided from 3:00 p.m. (or end of school day) until 5:30 p.m. for students of Christ the King School. Children in Grades 3-6 are required to complete approximately 45 minutes of homework while at ASC. Full-time ASC payments are due the fifteenth of each month by bank draft. Fees for September through May are:

Three Days or More

Monthly	1 Child	\$ 85.00
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	2 Children	\$ 150.00
	3 Children	\$ 210.00
	4 Children	\$ 260.00
Drop-In	1 Child	\$ 10.00
	2 Children	\$ 15.00
	3 Children	\$ 20.00
Snack Fee		\$ 50.00/Semester payable in August & January

Failure to pick up a child by 5:30 p.m. results in a charge of \$1.00 for every minute after 5:30 p.m. This charge must be paid at time of pick-up.

August fees are prorated, \$45.00 per child for the month. This is the only month that full-time ASC may be paid monthly by a check unless you are paying annually or semi-annually. Drop-In ASC is to be used for emergencies only. Contact the school office with the child's name, grade and responsible person's name and phone number, so the ASC manager can be notified.

Drop-In fees will be billed at the end of the month. The ASC bills will be sent home in the Friday folder on the first Friday of the month. Bills not paid by the 15th of the month will be charged a \$10.00 late fee. Please remember to call the school office if you do not receive a bill. Please do not combine other charges to the After School Care payments.

H. School Board (Diocese of Little Rock Manual of Policies and Regulations.)

Christ the King Catholic School has a consultative school board elected by the patrons of the school and/or selected by the principal. Since the main purpose of the board is to assist the pastor and principal in providing quality Catholic education in the parish school, the majority of the board members are to be practicing Catholics. In addition, a majority of the members are to be parents with children enrolled in the school. One or more representatives may be non-Catholic or from parishioners who do not have children in the school.

The school board advises on matters pertaining to policies, budget, PTO fund-raisers, and the selection of the principal for the school. School boards are to follow the guidelines adopted by the Diocesan Board of Education and approved by the bishop.

In early spring, a notice will be put in the church bulletin and sent home to each school family indicating what vacancies will be open on the school board. The usual categories are:

- a. Parents with children in the school
- b. Parishioners who do not have children in the school

Anyone interested in serving on the school board should request an application from the parish or school office. After applications are returned at the designated time, the pastor and board will review them to determine the people eligible to be placed on the ballot. Persons selected should be genuinely interested in supporting the school and who are willing to work cooperatively with the pastor and principal. The ballot will be sent home with the students and all parents/guardians will be given the opportunity to vote. The ballots are to be returned as requested. The person(s) with the highest number of votes will be elected.

School Board Officers for 2009-2010

President	Jay Kutchka
Vice-President/Treasurer	Donnie Frederick
Secretary	Tracy Shultz

I. Parent-Teacher Organization (PTO)

The PTO consists of all parents or guardians of students and the faculty of Christ the King Catholic School. The purpose of the organization is to coordinate the educational activities of the home and school and to promote fund-raising projects for the benefit of the school. It does this by providing a forum for discussion of school activities, developing a better understanding with parents and teachers, and providing assistance and support to the administration. This year PTO meetings will be held on September 11, October 14, January 15, and April 2. All meetings will begin promptly at 7:00 p.m.

Officers for the upcoming year are nominated and elected in the early spring.

PTO Officers for 2009-2010

President	Heather Latta
Vice-president	MeLissa Wiederkehr
Secretary	Lynley Wright
Treasurer	Susan Hinshaw

J. Homeroom Parents and Classroom Parties

Homeroom parents are volunteers who assist the teachers with classroom activities and parties. During the school year, two parties are permitted which are All Hallows Eve and St. Valentine's Day. The parents provide the refreshments for the students and help plan and supervise the party. Activities such as field trips are also ways the parents assist the teacher. At times, the homeroom parents are asked to coordinate transportation for the students to attend various off-campus activities.

K. School Trust and Endowment Fund (TEF)

A number of parents and parishioners have chosen to support Christ the King Catholic School by making contributions to the School Trust and Endowment Fund. Five Trustees are appointed by the School Board and serve five-year terms. They oversee the Fund to accomplish the stated mission "to provide an opportunity for all children within the Parish to receive a Catholic education at Christ the King School."

TEF was founded in 1994 at Christ the King, as were many other endowments at Catholic Schools in Arkansas, in response to a Diocesan development campaign. TEF was established to ensure the future educational needs of our school. Interest income from investments is to be used to supplement traditional funds as well as to provide for financial stability.

A minimum donation of \$500 to TEF entitles the contributor to an inscription on the honorarium. Plate colors vary according to the size of the donation. The large, hand carved colored blocks represent the physical, spiritual, and academic aspects of an education at Christ the King. The endowment builds on these traditional elements by providing for the future needs of our school.

Contributions may be made monthly by using the goldenrod school envelopes during Mass collection at Offertory and checking the school endowment box. Contact a Trustee if you are interested in donating stock, life insurance policies, or making a will bequest, memorial, or gift in honor of someone. Contributions are tax-deductible.

TEF Board of Trustees:

Father Tom Elliott
Kent Magrini
Mike Siebenmorgen
Hugh Maurras
Diana Redding

VIII. GENERAL INFORMATION

A. Uniform Code

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. Wherever our students go, they are identified as members of our school by the uniform they wear. We are very proud of our school and our students as we strive to project the distinctive image of excellence and quality that are our goals. **All boy and girl uniforms will be purchased from Christ the King Catholic School's uniform supplier.** The school supplier is *Parker School Uniform (1-800-650-2193, 4008 S. Yale, Tulsa, OK 74135.) The website is www.parkersu.com and the web ID code for Christ the King is **TU126024**. Polos and sweatshirts may be purchased from Precision Graphix in Fort Smith.

Casual Day Attire/Early Dismissal

Children may wear their Christ the King t-shirt with uniform shorts/slacks on the early dismissal day each month.

Free Dress

Each student is permitted a **FREE** dress day on his/her birthday. Free dress should be in good taste. NO spaghetti straps or tank tops, short-shorts, Spandex-like shorts, or T-shirts with inappropriate wording or advertising are allowed. The final decision for appropriate attire will rest with the principal.

• GIRLS

- *Jumpers: Plaid uniform for Pre-School through Grade 6.
- *Blouse: White rounded Peter Pan collar short or long sleeve
White midy with sailor collar and navy piping
- *Ties: Navy blue snap tie must be worn with rounded collar blouse.
Navy midy style must be worn with the midy.
- Slacks: Navy uniform or plaid uniform slacks may be worn.
- *Shorts: Plaid uniform shorts.
- Pique Shirts: Official white or hunter green polo shirt with school monogram
- *Skort: Plaid uniform skort
- Socks: Solid white socks must be visible above the top of the shoe.
No logos on socks.
- Tights: Opaque or cable knit tights must be the colors of the uniform.
NO LEGGINGS.
- Hair Bows & Headbands: Must be the colors of the school uniform.
- Sweatshirt: Navy blue or white official sweatshirt of the school. The sweatshirt must not be oversized for the student.
- Hoodies: Navy blue official hoodies of the school. The hoodies must not be oversized for the student.
- Sweater: Uniform navy blue V-neck cardigan or vest.
- Shoes: Athletic shoes must be black, navy blue (color of the sweatshirt), white or gray. The shoes must be predominantly the school uniform colors. White, navy, brown or black leather shoes are acceptable. No hiking boots, heeies, sandals, clogs, lights, slip-ons or musical shoes. If the shoes have laces, they may not be neon. If shoes have Velcro, they must fit snug on the foot. If you have any questions or doubts, please check with the school office before your child wears the shoes to school and the shoes cannot be returned.

- Belts: Girls must wear blue/black belts when navy pants are worn.

Girls must wear navy gym shorts under their dresses / skirts.

***These girl's or boy's items must be purchased from Parker Uniforms.**

****These white or green boy's and girl's pique knit shirts must be purchased from Parker.**

- **BOYS**

- *Slacks: Navy blue twill from uniform company. (No logos.)
- **Shirt: Official white or hunter green pique polo shirt with school monogram.
- Belt: Navy blue or black belt must be worn at all times.
- Socks: Solid white socks must be visible above the top of the shoe. No logos on socks.
- Shoes: Athletic shoes must be black, navy blue (color of the sweatshirt), white or gray. The shoes must be predominantly the school uniform colors. White, navy, brown or black leather shoes are acceptable. No hiking boots, heellies, sandals, clogs, lights, slip-ons or musical shoes. If the shoes have laces they may not be neon. If shoes have Velcro, they must fit snug on the foot. If you have any questions or doubts, please check with the school office before your child wears the shoes to school and the shoes cannot be returned.
- Sweatshirt: Navy blue or white CTK official sweatshirt (not oversized).
- Hoodies: Navy blue official hoodies of the school. Hoodies may not be oversized for the student.
- *Shorts: Solid navy blue uniform walking shorts.
- Sweaters: Uniform navy blue V-neck cardigan or vest.

GENERAL UNIFORM

Only official school sweaters & sweatshirts may be worn inside the classroom. Orders for the official school sweatshirt will be sent home in the Friday Folder. Parents may choose coats at their own discretion.

Girl and Boy Scouts may wear their troop's designated uniform on the day of their meetings.

B. Appearance and Jewelry

Students are not allowed to wear makeup in Christ the King Catholic School. This includes all facial makeup such as eye shadow, lipstick, and rouge. Students may not wear nail polish or any type of fake nail. Only religious necklaces are allowed. Only stud earrings or very small hoop earrings, one per ear, for girls is allowed. Boys are not allowed to wear earrings. No temporary or permanent tattoos are allowed.

Hairstyles

For both boys and girls, hairstyles 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. Girl's 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 in order to remedy the violation.

C. Flowers and Other Deliveries

Students are not allowed to receive balloons, flowers, gifts, or candy delivered to school. If a delivery is made for a student, the school office staff will refuse delivery and request that the item is sent to the student's home address.

D. Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grade levels do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location and the experience insures a successful learning opportunity.
4. Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. If a child is at least six (6) years of age or at least sixty pounds (60 lbs.) in weight, a safety belt shall be sufficient to meet the requirements of this section. 9History. Acts 1983, No. 749, & 2; A.S.A. 1947, & 75-2602; Acts 1995, No. 1274, & 2:2001, No. 470, & 1.
6. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal permission **cannot** be accepted. Permission slips are due 48 hours after receipt of the slip.
7. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave campus during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school secretary for information needed to complete the form.

E. Student Birthdays

Invitations delivered at school for a birthday party must include the entire class, or if a girl, all girls, or a boy, all boys. Teachers are not responsible for the invitations getting home.

Parents may bring individual treats for the entire class for the student's birthday, i.e. cupcakes and cookies. Ice cream or candy may be purchased from the Student Council. **These are to be shared at lunch.** Please discuss plans with the teacher beforehand.

Students may have free dress on their birthday. If a student's birthday is on the weekend or during the summer, the student, parent, and teacher will decide on a day for the student to have free dress during the school year.

F. Parent Participation Hours

Each family that has a child attending Christ the King School or Pre-school, whether part-time, or full-time, is required to complete 15 Parent Participation Hours (PPH) or pay a monetary compensation of \$15.00 per hour for every hour not served. The compensation shall be payable to Christ the King School PTO. In order for a PPH to count towards the 15 hours, it must benefit the school. If the event or activity is tax deductible or there is a monetary donation involved, then it does not count toward a PPH.

Faculty and staff, including part-time employees, of Christ the King with children attending school are also required to complete their 15 hours.

Participation in the following events qualifies as PPH:

1. Working a booth, set-up or take-down at the Parish Carnival
2. Working at any PTO fundraiser, such as, but not limited to:

- a. Spaghetti Supper
 - b. Pancake Breakfast
 - c. Fish Fry
 - d. Book Fair
- (Purchasing items from Sally Foster or SCRIP does not qualify for PPH.)
3. Working at TEF fundraisers
(Giving or buying a party does not qualify for PPH.)
 4. Chairmanship and committee membership of any PTO event
 5. Attending PTO meetings and School Board meetings
 - a. There is a 2-hour max per family for PTO meetings, per meeting
 6. Performing playground maintenance
 7. Performing school and schoolyard maintenance
 8. Performing duties/activities at school, such as, but not limited to:
 - a. Helping in the classroom
 - b. Assisting in the office
 - c. Being a Homeroom mother/father
 - d. Or driving on field trips
 9. Leader of Girl Scouts or Boy Scouts.
 10. Coaching the school sponsored Christ the King School basketball team.

Only the above listed items will qualify.

If there is a question as to whether an activity meets the criteria, contact the PTO President. The PTO President will then contact the PPH committee to determine the validity.

Who can earn Parent Participation Hours?

Any immediate family member is eligible for earning PPH. Immediate family is defined as parents, siblings (over age 14), and grandparents. Please consult the PTO President in the event of extenuating circumstances.

Your child will not receive his/her report card and transcripts will not be sent to other schools until your 15 hours are completed or you pay a monetary compensation of \$15.00 per hour for every hour not served.

G. Required Parent-Teacher Orientation Meetings

A parent/teacher orientation meeting for new and returning parents to Christ the King School is held before the first day of school. The Christ the King School Handbook and classroom handbooks/brochures are distributed at these meetings. Each family will receive no more than two hours of PPH for attending this meeting.

H. Student Supplies for Each Grade

All student classroom supplies are purchased by the school secretary and offered as a convenience to parents. Every student will have their classroom supplies on his/her desk the first day of school. This cost is covered by the Multi-Purpose Fee. This effort is not a fundraiser, but is offered as a service to our parents.

I. Student Accident Insurance

All students will be offered the option to enroll in school accident insurance. The Diocesan board of Education will assist the superintendent in selecting the insurance to be used by the Catholic Schools in the Diocese. Christ the King School does not carry additional insurance for students. Information on student insurance is sent home the first week of school.

J. Teacher/Staff Gifts

Personal gifts for teachers/staff are discouraged. If you wish to purchase a present, please limit it to a gift for the classroom or a memorial library book. Teachers may offer suggestions for classroom needs.

K. Rolling Back Packs

Pre-School, kindergarten, first, second, and third grade teachers request no rolling backpacks and teachers in grades fourth through sixth discourage rolling backpacks due to limited locker space.

L. VIRTUS Training

All adults planning on working with children or transporting children on field trips are required to attend VIRTUS training sessions "Protecting God's Children" and complete the required paperwork. These sessions are offered at various times throughout the year in local parishes. Please consult the Parish Bulletin or School Scoops for the dates and locations.

PLEASE REMEMBER – VOLUNTEERS CANNOT WORK ONE-ON-ONE WITH CHILDREN OR DRIVE ON FIELD TRIPS IF THE TRAINING AND PAPERWORK HAVE NOT BEEN COMPLETED.

CONTINUING EDUCATION IS REQUIRED OF ALL VIRTUS CERTIFIED VOLUNTEERS. LOG ON TO WWW.VIRTUS.ORG FOR INFORMATION REGARDING ARTICLES TO BE READ FOR CONTINUING EDUCATION.

M. Christ the King School - Faculty & Staff

Pastor	Reverend Tom Elliott
Principal	Ms. Marna Boltuc
Administrative Assistant	Mrs. Pat Barber
Preschool	Mrs. Diane Miller
	Mrs. Ramona Keizer
Kindergarten	Mrs. Cathy Blazic
	Mrs. Karri Karrant
First	Mrs. Marilyn Clauson
	Mrs. Marilyn Self
Second	Mrs. Myndi Keyton
	Mrs. Vicki Sharum
Third	Ms. Ashleigh Robertson
	Mr. Andy Short
Fourth	Mrs. Christine Chafin
	Mrs. Jackie Sillavan
Fifth	Mrs. Stephanie Stubblefield
	Mrs. Genny Yoes
Sixth	Ms. Patty Harding
	Mrs. Julie Stec
Art	Ms. Janice England
Music	Mrs. Judy Weisenfels
P.E.	Mrs. Angela Meeks
Spanish	Ms. Norma Nelson
Technology	Mrs. Jessica Prater
Library	Mrs. Jessica Prater
Title I	Mrs. Diana Redding
	Mrs. Susanna Siebenmorgen
School Nurse	Mrs. Letricia Shows, R.N.
After School Care	Mrs. Krista England, Mgr.
	Miss Bridget Dollar
	Mrs. Janice England
	Mrs. Jeannette Haifley
	Mrs. Kristin Rogne
	Mrs. Kay Sudhoff
Cafeteria	Mrs. Melody Sanford, Mgr.
	Mrs. Angel Geels
	Mrs. Betty Geurtz
	Mrs. Pat Moore
	Mr. Jim Strelau
Maintenance	Mr. Joe Griffith
	Mr. Steve Prescott
	Mr. Ralph Ruth



CHRIST THE KING CATHOLIC SCHOOL
1918 South Greenwood
Fort Smith, AR 72901

Phone: 479-782-0614
Fax: 479-782-1098
www.ctk-school.com

MEDICATION ADMINISTRATION RELEASE FORM

To Christ the King Catholic School Staff:

I request that you give medication to my child, _____ during the school day. I have read and agree to follow the medication policy outlined in the "Student Handbook" (V. Health: A. Prescribed Medicines)

Student: _____ Grade: _____ Teacher: _____

Name of Medication: _____

_____ Prescription _____ Non-Prescription Time Given: _____

This medication is for the following: _____

In emergency, call: _____ Phone Number: _____

Doctor: _____ Phone Number: _____

Hospital: _____ Phone Number: _____

Print Name: _____

Signature: _____

Date: _____



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DRIVER LIABILITY

I, _____, agree to drive students for off-campus activities during the 2009-2010 school year. I have liability insurance in the amount required by the laws of the State of Arkansas. All passengers in my vehicle will wear seat belts.

Print Name: _____

Signature: _____

Phone Number: _____

ACCEPTABLE COMPUTER USE POLICY FOR STUDENTS OF CHRIST THE KING CATHOLIC SCHOOL

Christ the King Catholic School provides computer and Internet access for its students. All activities while using the computers or the Internet in this school, must be in support of education and research, and consistent with the educational objectives of the school. We must recognize that with access to computers and people all over the world, also comes the availability of material that may not be of educational value. The school is taking precautions to restrict access to controversial materials. On a global network, however, it is impossible to control all materials and an industrious user may discover controversial materials and information. Use of the computers and Internet is a privilege, not a right and is subject to terms and conditions.

Computer Access

- Hardware or software shall not be destroyed, modified or abused in any way.
- Intentionally altering the files and/or the hardware on the school computers will be viewed as vandalism.
- Each student will be held responsible for the intentional altering of a computer workstation that occurs while they are logged into the computer or network
- Using, deleting, copying or modifying files or data on a computer belonging to others without their consent is prohibited.
- Loading software on any computer without authorization of teacher is forbidden.
- Making illegal copies of licensed or copyrighted software is prohibited.
- The administration or teacher has the right to access information stored in any user directory on the current user screen, or electronic mail.

Internet Access

- Use of the Internet without the knowledge and permission of a teacher or other authorized personnel is prohibited.
- Before accessing the Internet, each student will receive instruction in the proper use of the on-line tools.
- Use of the Internet without a clearly defined educational objective, understood by both student and teacher, is not allowed.
- Transmission, installation, or downloading of materials in violation of copyright laws is prohibited.
- Students must notify teacher immediately of inappropriate material found.
- Software may not be downloaded without the permission of the teacher.
- Students will use polite language, appropriate to a school setting.
- Students are not to reveal their personal address and phone number or those of other students or staff.
- The administration or teacher has the right to access information stored in any user directory, on the current user screen or electronic mail.

Students wishing to use the school computers and the Internet must observe these terms. Violation of any of the terms will result in disciplinary action, which will include temporary or permanent suspension of computer privileges and other disciplinary measures.

STUDENT ACCEPTANCE ACKNOWLEDGEMENT

I, _____, acknowledge that I have read the Acceptable Use Policy for Computer and Internet Access. I further acknowledge that I understand the Policy and agree to abide by its terms and conditions. I understand that any violation may result in suspension of computer privileges and disciplinary action.

Student Signature _____ Grade _____

Date: _____

PARENT ACCEPTANCE ACKNOWLEDGEMENT

As parent/guardian of the above signed student, I have read the Acceptable Use Policy for Computer and Internet Access. I understand that access is designed for educational purposes. I recognize that it is impossible for Christ the King Catholic School or Internet User Services to restrict all access to controversial materials, and I will not hold the school responsible for materials acquired on the Internet. I further understand that any violation by my child may result in suspension of computer privileges and disciplinary action.

Parent/Guardian Signature _____

Date: _____



CHRIST THE KING CATHOLIC SCHOOL
2009 – 2010
CALENDAR

First Quarter
(44 days)

August 13	Mandatory Parent Orientation
August 17	First Day of School
September 7	Labor Day – NO SCHOOL
October 16	First Quarter Ends

Second Quarter
(41 days)

October 19	Second Quarter Begins
October 21-22	Parent Teacher Conferences
October 23	Professional Development – NO SCHOOL
November 25-27	Thanksgiving Holiday
December 18	End of Second Quarter
December 21	Christmas Holiday Begins

Third Quarter
(47 days)

January 4	Classes Resume; Third Quarter Begins
January 18	MLK, Jr. Day – NO SCHOOL
	Professional Development
February 15	Presidents' Day – NO SCHOOL
March 11	End of Third Quarter
March 12	Professional Development – NO SCHOOL

Fourth Quarter
(47 days)

March 15	Fourth Quarter Begins
March 17-18	Parent Teacher Conferences
March 19	Spring Break Begins
March 22-26	Spring Break
March 29	Classes Resume
April 2	Good Friday – NO SCHOOL
April 5	Easter Monday – NO SCHOOL
April 6-9	Stanford 10 Testing (1 st -6 th grades)
May 28	End of Fourth Quarter; Last Day of School

Calendar includes 178 student days. One Snow Day is built into this calendar.

**CHRIST THE KING CATHOLIC SCHOOL
FIELD TRIP
PARENT PERMISSION FORM**

The _____ is planning a trip to _____

Day: _____ Date: _____ Time: _____

Teacher in charge: _____

Special information: _____

Children should always wear their school uniforms unless noted above.

In order to devote full attention to Christ the King students, siblings are not allowed on field trips.

Drivers need to be at school by _____

-----TEAR HERE-----KEEP THE TOP PORTION-----

PLEASE RETURN THIS BELOW INFORMATION BY: _____

I request that my child, _____, be allowed to ride as a passenger in another person's car or ride a bus (as arranged by the school), for the purpose of going to and from the _____ on _____ . I understand that all the passengers in private vehicles will wear seat belts. By my signature, I agree to hold harmless of negligence any adult chaperone, any faculty or staff member, the school, parish and diocese, in case an accident occurs while on this trip except to the extent of applicable liability insurance.

During the activity I can be reached at _____ .

If I cannot be reached please call _____ at _____ .

_____ Drivers will be needed.

_____ I can drive and take _____ students.

Parent Signature _____ Date _____