

SCHOOL INFORMATION: DAY TO DAY POLICIES AND PROCEDURES

UNIFORMS

Uniforms are required for all students attending Christ the King Catholic 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 and are models of our commitment to modesty, safety and a distraction-free learning environment. **All boy and girl uniforms will be purchased from one of Christ the King Catholic School's uniform suppliers: Atlas Apparel or Especially for You.**

Girls

- Jumpers: Plaid uniform for Preschool through Grade 5. Girls must wear gym shorts under their dresses / skirts.
- Blouse: White rounded Peter Pan collar shirt or long sleeve; white midy with sailor collar and navy piping
- Ties: Navy blue snap tie must be worn with a rounded collar blouse. Navy button in tie style must be worn with the midy.
- Slacks: Navy, khaki or plaid uniform slacks may be worn.
- Shorts: Navy, khaki or plaid uniform shorts.
- Pique Shirts: Official white or hunter green polo shirt with school monogram
- Skort: Plaid uniform skort
- Socks: Solid white or black socks must be visible above the top of the shoe. No logos on socks.
- Tights: Opaque or cable knit tights or leggings must be a solid color (no patterns) in either solid white, solid navy, solid hunter green or solid black. Solid color leggings may also be worn.
- Hair Bows & Headbands: Must be the colors of the school uniform.
- Sweatshirts: 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 worn (especially on PE days). No heels, 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. Boots may be worn on the cold, winter days during the months of November-March. The boots should be solid black, white, brown, and they should not have heels. 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 navy blue, brown or black belts when navy or khaki pants are worn.

Boys

- Slacks: Navy blue or khaki twill from Atlas Apparel. (No logos.)
- Shirt: Official white or hunter green pique polo shirt with school monogram.
- Belt: Navy blue, brown or black belt must be worn always.
- Socks: Solid white or black socks must be visible above the top of the shoe. No logos on socks.

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- Shoes: Athletic shoes must be worn. 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 or khaki uniform walking shorts from Atlas Apparel.
- Sweaters: Uniform navy-blue V-neck cardigan or vest.

Special things to note:

- **Only official school sweaters & sweatshirts may be worn inside the classrooms. Spirit sweatshirts may only be worn in the classroom on spirit days (this includes basketball and cheer sweatshirts).**
- Girl and Boy Scouts may wear their troop's designated uniform on the day of their meetings.
- Girls may wear tights or leggings under their uniforms. If leggings are worn, the bottoms must be covered by the socks. There should be no skin visible. Tights must be solid black, navy, white, or hunter green. There should be no patterns or designs of any kind on the tights.
- Girls must wear gym shorts under their dresses / skirts.
- Uniform pants must be navy or khaki twill pants from Atlas Apparel. Girls may also wear plaid pants. (Skinny pants, corduroy pants, or pants with logos are not considered part of the school uniform)
- All uniform items must be purchased from Atlas Apparel.

CTK DAY & SPIRIT DAY

Every Tuesday is designated as Spirit Day. Students can wear any current or previous CTK school t-shirts (Spirit Shop T-shirts, organization t-shirts, or sports team) with uniform bottoms on these days. Any sleeveless jersey shirts require a shirt with sleeves to be worn under the jersey with uniform bottoms only. CTK Day is **every** Friday. Students should wear the current CTK bible verse t-shirt with uniform bottoms.

FREE DRESS

Throughout the year “free dress” days are awarded to students for a variety of reasons. Each student is also permitted a free dress day on his/her birthday. Free dress should be in good taste and appropriate. The final decision for appropriate attire will rest with the principal.

- No bicycle shorts/pants
- No short-shorts or Spandex-like shorts; shorts must fall at or below the fingertips when children are standing with arms at their sides
- If leggings are worn, a shirt that falls below the child’s hips should be worn with them
- No spaghetti strap or tank tops (girls and boys)
- No t-shirts with inappropriate wording or advertising are allowed

APPEARANCE, JEWELRY, HAIRSTYLES

Students are not permitted to wear makeup in Christ the King Catholic School. This includes all facial makeup such as eye shadow, lipstick, and blush. 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.

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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 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. Feathers are not permitted in hair. 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 to remedy the violation.

SCHOOL DROP-OFF/PICK-UP PROCEDURES

Arrival/Departure

Parents can enter the church parking lot off Greenwood Ave. and U Street and exit only west on S street from 7:30 - 8:00 a.m. All parents walking their students to the building will park in the church parking lot and walk their children across the street. Parents enter through the gate beside the school office to drop-off preschool and fourth through fifth grade students.

Specific entry areas are as follows:

- Preschool parents will drop off all preschool students and their siblings at the lower playground double doors facing S St.
- K-3rd grade students will be dropped off in the circle drive or with their youngest sibling. The circle drive should only be used by families with students in kindergarten-3rd grade. **PARENTS CANNOT PARK IN THIS LOT.**
- 4th-5th grade students will be dropped off at the double doors by the gym entrance or with their younger siblings.

Pick up procedures: Parents will pick-up students in the same locations as the children were dropped-off in the morning.

*All preschoolers must be checked in and out with their scan cards per DHS requirements.

*According to Minimum Licensing Requirements for Child Care Centers set forth by the "Child Care Facility Licensing Act" Ark. Code Ann. 20-78-201-220:

1. Children shall be signed in and out daily by a parent or guardian, or designee. Electronic sign in and out systems will meet this requirement.
2. The record shall include the date and time of arrival and departure.

Morning Bell - The first bell rings at 7:55 a.m. and the tardy bell rings at 8:00 a.m.

Dismissal Bell – Preschool children will be dismissed at 2:50 p.m. Students in grades K-6 will be dismissed 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 areas in the afternoon.

After School Care (ASC) 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 (ASC) and responsible for charges incurred. Pickup procedures for ASC is for parents to enter through the double doors by the gym.

***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.**