

# **Christ the King**



## **2023-2024 Parent Student Handbook**

**5973 SW 25<sup>th</sup> Street  
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# Christ the King School

5973 SW 25th Street • Topeka, Kansas 66614  
(785) 272-2220 • [www.ctkschooltopeka.org](http://www.ctkschooltopeka.org)

Dear Parents,

On behalf of the faculty and staff, I extend a warm welcome for a happy and successful school year. This handbook is a guide for you during this school year. It contains the Archdiocesan Mission Statement for Catholic Education, Christ the King's School Mission Statement, and the policies, programs, and regulations of our school.

Cooperation and communication between home and school is vital in providing quality education. The philosophy developed and adopted by our staff involves you in specific areas. The education of your children cannot be a success without your direct involvement and participation. Your help and support is greatly appreciated.

Please read and review this handbook with your child. If you should have any questions, feel free to call the school or stop by and we will be happy to discuss the handbook with you.

Best wishes for a pleasant school year!

Peace in Christ,

Relynn Reynoso,  
Principal

*A PRAYER FOR PARENTS*

*Most loving Father,  
You are the best example of parenthood.  
Fashion us in Your image.  
Teach us what to give and what to withhold.  
Show us when to be angry and when to praise.  
Make us gentle and considerate;  
Yet, firm and watchful.  
Keep us from spoiling our children  
And spare us from being too strict.  
Father, as you have loved us.*

*Lord, we pray for Christ The King School.  
Strengthen the faculty with Christian Faith.  
Help us to work with them in providing our children  
With the gift of a Catholic education.  
Allow us to accept our share of the responsibility  
For what happens here.  
Father, help us all to see that working together,  
Christ The King School can help to build Your  
Kingdom of justice and peace.*

*AMEN*

*Have a wonderful Year....  
\*One filled with many blessings  
\*and much happiness!*

# **ARCHDIOCESAN CATHOLIC SCHOOL MISSION STATEMENT**

**Be It Known**

**To All Who Enter Here**

**That CHRIST Is The Reason  
For This School,**

**The Unseen But Ever Present  
Teacher In Our Classes,**

**The Model Of Our Faculty,**

**The Inspiration Of  
Our Students.**

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

**Christ The King School is a Catholic  
School where all students will learn  
and grow with God.**

“The Student Handbook is intended to be in compliance with Archdiocesan policy. If the Archdiocese changes policy during the course of a school year, Christ The King School will implement those changes effective immediately. Christ The King School recognizes the authority of the Archdiocese in the policy of running Catholic schools.”

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## **ADMISSIONS**

"The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race, color, national origin and gender and admit them to all rights, privileges, programs, and activities generally made available to students in these schools. Preference in admissions is given to members of the Catholic parishes/regions served by the Archdiocesan schools and members of the Catholic faith.

The school Principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender, age, color, or national origin) among students, faculty, staff and volunteers in school and in school-sponsored activities."  
(Archdiocesan Policy p. 36)

Christ the King Elementary School is a Catholic School within the Archdiocese of Kansas City in Kansas, supported by Christ the King Parish. Christ the King Parish expects Catholic families to support their parish.

"Since the Catholic school curriculum and activities are designed to support community-building and the Catholic mission, it is important for all students to participate in all school activities. To this end, non-Catholic students are expected to participate in liturgical and prayer services (with the exception of receipt of sacraments, open only to members of the Catholic faith) and are not exempted from these or religion/theology class requirements." (Archdiocesan Policy #6010)

The principal may deny admission to anyone for good and sufficient reason.

The school will make a commitment on June 1 to pre-enrolled students for the following school year based on the admission priority policy.

Admission priority will be given to:

1. Student applications, which are received at the time of pre-enrollment during Catholic Schools Week shall have priority as new applicants and for continuation in the following school year.
2. Tithing CTK Parishioners with students currently enrolled at CTK and/or Hayden High School.
3. Tithing CTK Parishioners with students not currently enrolled at CTK School.
4. Catholic Families of students currently enrolled at CTK School.
5. Catholic Families of students not currently enrolled at CTK School.



6. Non Catholic Families with students currently enrolled at CTK School.
7. Non Catholic Families with students not currently enrolled at CTK School.

**There will be a non-refundable fee per student at the time of pre-enrollment.**

## **WAITING LIST**

A waiting list is maintained in the school office of applicants for enrollment. Applicants on the waiting list shall be prioritized as to date received. Names will be accepted September 1 or later for the waiting list for the following school year.

If two or more parishioners apply on the same date, but not all can be accepted for enrollment, priority will be given to parishioners tithing the longest in CTK Parish.

Students who are not enrolled because of full classes must again call the office on or after September 1 to keep their name on the list.

## **KINDERGARTEN STUDENT**

To enter Kindergarten, a child:

- Must be five (5) years old on or before August 31st.
- Must present an official certified birth certificate. (A copy will be kept in the school office.)
- Must present a copy of a Baptismal certificate.
- Must present an official form verifying immunizations, which include two (2) MMR, five (5) DPdT/DT, four (4) IPV, three (3) Hepatitis B, and two (2) Varicella.
- Must have a physical examination before entering school. A dental and eye examination are strongly recommended.

## **TRANSFER STUDENTS**

"Children who apply for admission to Archdiocesan schools, elementary and secondary, by transfer from non-public schools or from public schools, will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school principal. After such evaluations have been completed, the principal will determine the final grade placement of the child." (Archdiocesan Policy #6000)

Students will be considered for admission if the student has a "C" average and no history of discipline or behavior problems in the school from which they come. Students transferring into CTK School from any other school will be on a probationary period for 18 weeks with a review at 9 weeks. If the transferring student maintains "C" average grades and avoids repeated or serious violations of school/class rules, the student will continue under regular status. If the student has had poor academic performance in the prior school, a test may be given for admission and to determine grade placement.

The principal may deny admission to anyone for good and sufficient reason.

## **ATTENDANCE AND ABSENCES**

To comply with the compulsory school attendance law of Kansas (K.S.A. 72-1112) a child must attend school every day unless excused for a good reason. Children should not be kept home to baby-sit, shop or go to special events. National research studies indicate a high correlation between successful academic achievement and faithful attendance.

If a student is not in the classroom during regular school hours, they are considered absent. If a student comes to school after 10:00 A.M., they will be considered 1/2 day absent. A student leaving for the day before 1:30 P.M. will be considered 1/2 day absent. Students who are absent will not be allowed to participate in any school-sponsored activity on that date.

Parents/Guardians will be contacted if their child is habitually absent or tardy. Frequent absences and tardiness may be reported, as stated in K.S.A. 72-1113, to the appropriate authorities for action.

PARENTS MUST NOTIFY THE SCHOOL OFFICE BY 9:00 A.M. IF THEIR CHILD IS GOING TO BE ABSENT OR TARDY. A child who is returning to school after an absence must present a written excuse to the office. The note should include 1) the date of absence, 2) the reason for the absence, and 3) the signature of the parent/guardian.

THE CALENDAR HAS BEEN DESIGNED TO INSURE OPPORTUNITIES FOR VACATION TIME AND BREAKS. IT IS MOST BENEFICIAL FOR THE STUDENT TO BE PRESENT FOR SCHOOL AT ALL OTHER TIMES. PLEASE DO NOT PLAN VACATIONS FOR TIMES WHEN SCHOOL IS IN SESSION.

## **ARRIVAL AND DISMISSAL POLICIES**

The school day begins at 7:55 A.M. and dismisses at 3:10 P.M. The first bell rings at 7:50. All students should be in their homerooms by 7:55 A.M. or they will be considered tardy.

Students should not leave school during the day. Parents/Guardians must go to the office and sign out students leaving before 3:10 P.M. and sign in students arriving after 7:55 A.M. The school cannot be responsible nor liable for students while they are off school premises.

## **BEFORE AND AFTER SCHOOL**

Students are welcome after 7:35 A.M. each morning. Teachers are available to supervise the students at this time in the Parish Center. Students between the ages of 5 and 12 who arrive before 7:35 must be enrolled in the EEC Before Care program.

Enrollment in the EEC Before Care program must be done prior to using the program, even on an emergency basis. Forms are available in the EEC office.

The west drive near the church is closed from 7:30 - 8:00 A.M. Vehicles enter through the east entrance and make a right turn into the first parking area where they curve around so they end up by the sidewalk near the Parish Center. (See map on page 24)

The EEC parking lot is reserved for EEC families who are dropping off their children. The designated school drop off zone is in front of the Parish Center, not the EEC parking lot. Please be kind to our EEC families.

Drivers who choose to park their vehicles **must take the time to walk** their children into the Parish Center. After the children are dropped off in the drop-off zone, the vehicles exit out the east drive. The east drive handles two-way traffic so **vehicles must turn right onto 25th Street when the school traffic is heavy.**

All students should be picked up by 3:20 P.M. Persons picking up students after school are to park in the parking lot. Students remaining after 3:20 will be sent to the school office. Parents will be called and expected to pick up their children immediately. If parents cannot be reached, emergency numbers will be used to arrange for transportation.

When the weather is inclement at 3:10 dismissal, students will wait inside the Parish Center for their drivers to pick them up. Drivers are expected to park their vehicles and come inside to get the children.

### **CALLING HOURS AT SCHOOL**

Parents are welcome to visit the classroom at any time with prior arrangement. Parents or other visitors must stop at the school office and check in with the secretary before going to a classroom. Students may not bring peer guests to spend time at school with them.

If a conference with a teacher is necessary, the conference should be scheduled in advance and not during school hours. Every effort will be made by the teacher to see a parent as soon as possible.

### **CHANGE OF CONTACT INFORMATION**

If, during the school year, there is a change of address or telephone number, please notify the school office in writing. It is imperative that we have this information should an emergency arise.

### **COMMUNICATION**

"In keeping with the church's principle of effective communication, problems should be solved at the lowest level whenever possible. Thus, it would seem advisable that persons having a problem with another individual go directly to that person before going to that person's superior. If a parent has a complaint about a teacher, it seems only just that the parent discuss the difficulty first with the teacher. If a parent is reluctant to confront a teacher alone, the administrator might offer to be present at a conference. Requiring persons to attempt to work out their difficulties mutually is certainly consistent with the demands of the Gospel and makes good legal sense as well." (Shaughnessy, pp.61-62)

Students and parents are expected to go to the source to get the best answers to their questions. Administrative decisions are discussed in the administrative office. Classroom questions are best answered by classroom teachers. Please call the school office or write a note to schedule an appointment outside of school hours.

## COMMUNITY

The Church acknowledges that a child's parents are the primary and principal educators (Declaration on Christian Education, Vatican). However, the Church, in a special way, can assist parents in their sacred duty of education by providing excellent academic formation and "by announcing the way of salvation, communicating the life of Christ and helping believers arrive at the fullness of that life" (Ibid). A Catholic school is the best resource that the Church has to offer parents in helping them expand and cultivate the minds, hearts and spirits of their children.

Parents and schools must work together so that the formative encounters that children experience at home and in the midst of family life are compatible with the formative encounters they experience at school. A Catholic education bears the greatest fruit when there is a consistent religious and philosophical ethos both at home and in school. A home environment that does not uphold the same moral and religious vision as that presented at school risks causing conflict and confusion for the child. Catholic schools must present to students a vision of the human person, marriage and family life, human sexuality, as well as expectations of moral and religious conduct that are consistent with the teaching of Christ and his Church. It is, therefore, incumbent upon parents to demonstrate unity with the Church on these essential teachings.

The Church recognizes that there may be, from time to time, family situations (neglect of religious duties, adultery, same-sex unions, abusive behavior, etc.) that are incongruent with Church teaching on these matters. It is incumbent upon parents to strive to rectify such situations. In some cases, parents may be unwilling or virtually unable (in the case of same-sex civil "marriages") to align their family lifestyles with Church teachings. This fact does not alter the expectations the Church has of parents who wish to enroll their children in Catholic schools in the Archdiocese. If parents do not respect the beliefs of the Church, or choose to live in a manner that openly rejects those beliefs, then partnering with those parents becomes very difficult, if not impossible. Thus, Catholic schools have the right, in such situations, to determine if enrollment is in the child's best interest.\*

*\*In cases where a child is already enrolled or is seeking enrollment, but has a parental situation or home environment that is in conflict with Church teaching as described in the above policy, each case should be evaluated individually and with the child's best interest in mind. School leaders and/or pastors must consult with the Superintendent of Catholic Schools, who may, in turn, consult*

*with the Archbishop for guidance regarding the enrollment of students whose parents or home situations do not meet the expectations outlined in this policy.*

## **Parents**

Parents shall:

- model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- support the efforts of the schools in the education of their child(ren);
- share talent, time and treasure with their parishes and schools;
- as their child(ren)'s first teacher, encourage and help them to learn;
- promote regular attendance and punctuality;
- provide an appropriate environment and schedule adequate time for completion of school work at home;
- maintain Christian decorum in all manner of communication with school personnel and other members of the school community.
- ensure home environments that do not create conflict between home and school experiences as described in policy #6000.

Principals and teachers shall assist parents in understanding the approach, content and methods of Catholic education and school matters. In addition, schools shall communicate in writing to parents a code of acceptable parent conduct. In particular, this policy needs to be highlighted so that there is clarity with parents about the policy. Schools reserve the right to reevaluate a student's enrollment based upon parental behaviors that violate this policy.

## **CUMULATIVE RECORDS**

"Schools shall maintain a cumulative record for each pupil. This record extends from his/her entrance into school through the twelfth grade. The cumulative record includes the following:

- Personal and family data including certification of name and date of birth;
- Standardized test data;
- Medical reports;
- All achievement records;
- Other records which may contribute to the better understanding of the students.
- All material in each cumulative record shall be treated as confidential and accessible only to the professional staff of the school and to the student's parents and guardians."(Archdiocesan Policy #6340)

## **NON-CUSTODIAL PARENTS**

"This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order."

(Shaughnessy, p. 61)

## **RETENTION**

"Teachers shall consult the principal about the possible grade retention of a student. At the end of the first semester, the principal and teacher shall consult with the parents or guardian concerning the possible retention of their child in the same grade level due to unsatisfactory achievement and or lack of attendance in classes. Follow-up conferences shall be held during the remaining months and a decision will be made by May 1 of the current school year. If a parent disagrees with the recommendation to retain a student, every effort should be made to find a suitable academic solution for the child. The Principal has the final decision-making authority in matters of grade placement. Documentation of such should be placed in the student's file." (Archdiocesan Policy #6380)

## **SEVERE WEATHER / EMERGENCY INFORMATION**

The following television stations will carry school closing information for all Topeka Catholic Schools.

WIBW TV -13      KSNT TV - 27      KTKA TV – 49

We will try to have any closing information as soon as possible in the morning so please keep listening for word.

**PLEASE DO NOT CALL THE SCHOOL, PRINCIPAL OR CHURCH OFFICE, BUT LISTEN FOR THE RADIO OR TELEVISION ANNOUNCEMENT.**

## **TORNADOES**

Should there be a tornado warning to take cover, the children will be moved to the approved shelter in the school. They will be kept there until an "all clear" is announced for the county.

If a tornado WATCH is in effect at dismissal time (3:10 P.M.) the children will be dismissed as usual. If a tornado WARNING is in effect, the children will be kept at school until the ALL CLEAR is given or until parents come to take their children.

Periodic tornado drills and fire drills, as required by the State, are held in the school.

## **DISCIPLINE**

Christ the King School has a school-wide discipline policy it follows called the Code of Conduct. School discipline is directed toward the Christian character formation and orderly function of the total school program. Christ the King School believes that parents and teachers share the responsibility for the development of positive behavior in the spirit of Christian principles. The best discipline is self-discipline. **Parents are expected to cooperate fully with discipline policies.**

## **CLASSROOM DISCIPLINE**

Individual classroom discipline is handled by the teacher through:

- Positive reinforcement of appropriate behavior
- Conflict resolution
- Time-out practices
- Student-teacher conferences
- Parent-teacher conferences
- Each class has its own list of rules and consequences in addition to general school rules. Both class and school rules must be obeyed. The individual student is to be guided in developing self-discipline.

## **SCHOOL DISCIPLINE**

Rules which apply to all areas of the school are:

- Respect and obey all school personnel.
- Keep hands, feet, and all objects to yourself.
- Be kind with words and actions.
- Walk quietly down the right side of the hallways.
- Take proper care of all property.



- Obey classroom, lunchroom, and playground rules.
- Follow the dress code.
- No gum on school property.
- No distribution of personal party invitations or exchanging gifts among students.
- No toys can be brought from home.
- Cell phones and smart watches must be turned into the school office during school hours.

Students whose behavior is consistently inappropriate may receive the following:

- Extended time-out, after-school detention, or in-school suspension (after a student's tenth detention they will be placed in in-school suspension for a half day).
- An ineligibility from participating in Topeka Parochial League sports
- A conference with parents, students, principal and teachers involved
- A suspension from school
- Continued abuse of any school rule will cause students to be placed on probation. Parents will be informed of this action in writing.

## **SUSPENSION**

A student may be suspended for repeated minor offenses under any of the following conditions:

- Other attempts at behavior correction have been taken and have failed.
- The student has been warned that continued misbehavior may result in suspension.
- The parents and/or legal guardians have been asked to come in for a conference prior to suspension.

Suspension or expulsion may result ***immediately*** for any of the following offenses:

- Possession, sale or use of narcotics or alcoholic beverages.
- Willful damage or theft of school property, including furniture.
- Use of tobacco on school grounds.
- Defiance, in action or words, to any teacher or staff member.
- Continued willful disobedience.
- Behavior that endangers the welfare, safety, or morals of others, including fighting.
- Continued profanity or vulgarity.

## **WEAPON POSSESSION**

In accordance with state law, "A student shall not possess weapon(s) at school, on school property or at a school supervised or sponsored activity."  
(Archdiocesan Policy #6135)

### **Expulsion for Weapon Possession**

"If it is determined in accordance with the Policies concerning long term suspension/expulsion that a student knowingly possessed a weapon at school, on school property or at a school supervised or sponsored activity, the student shall be expelled from school for not less than one calendar year. The President of a secondary school and the Principal of an elementary school have sole discretion to modify such expulsion." (Archdiocesan Policy #6135.1)

### **Reports of Weapon Possession**

"A student expelled from school for weapon possession shall be reported to the appropriate law enforcement agency, and (1) if a juvenile, to the Social and Rehabilitation Services (SRS) of the state of Kansas, and (2) if age 13 or older, to the division of vehicles of the Kansas Department of Revenue."  
(Archdiocesan Policy #6135.2)

### **Definition of Weapon**

#### **"Weapon" means"**

Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

- The frame or receiver of any weapon described in (1);
- Any firearm muffler or firearm silencer;
- any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce, (E) mine, or (F) similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts whether designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or

- other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust of movement; or
- any other objective that may be defined by law from time to time as a weapon.

**The Definition of "Weapon" Does not include:**

- An antique firearm;
- Any device that is neither designed nor redesigned for use as a weapon, except as noted below;
- Any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device;
- Surplus ordinance sold, leased, or given by the secretary of the army pursuant to the provisions of section 4784 (2), 4685, or 4686 of title 10 of the United States Code;
- Class C common fireworks. Although excluded from the definition of "weapon" as set out in this policy, students shall not possess fireworks of any type at school, upon school property or at a school supervised or sponsored activity." (Archdiocesan Policy #6135.3)

**Possession/use Weapon-like Objects**

"Students shall not knowingly possess any object that might reasonably be considered a weapon or is being used as a weapon at school, on school property or at a school supervised or sponsored activity.

Violation of this policy may result in discipline up to and including expulsion in accordance with applicable student conduct policies." (Archdiocesan Policy #6135.4)

**Anti-Bullying Policy**

***I give you a new commandment: love one another. As I have loved you, So you also should love one another. John 13:34***

Christ the King Catholic School is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation or bullying. If any such behaviors do occur, all community members will be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

Definition: "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, electronic, or

physical act: physically harms a student or damaging the student's property, has the effect of substantially interfering with a student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions, "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Cyberbullying: Cyberbullying means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Social Media: Any social media post or page created by a student(s) inside or outside of school that causes a "substantial disruption" to the operation of the school will be addressed by the school discipline policy. The following are examples of social media behavior that might cause a "substantial disruption".

- Any social media post that undermines the authority of a priest, principal, board member, school official, teacher, staff member, member of the Christ the King community or community at large.
- Any social media post that is deemed mean spirited and bullying in nature that is directed toward a student or member of a student's family.
- Any social media posts that are deemed "sexually explicit, indecent, or lewd".
- Any social media page that is insulting, contains vulgarities, sexual innuendos, pictures, or videos.
- Any false social media page created/used for the purpose of harassing, cyberbullying or bullying others.
- Any social media posts that constitutes a "true threat" – "a statement that a reasonable recipient would interpret as a serious expression of intent to cause harm or injury to another."

Counseling, corrective discipline, and or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate interventions, restoration of a positive, Christ-like environment, and support for victims and others impacted by the

violation. False reports of or retaliation for reporting harassment, intimidation or bullying also constitutes violations of this policy.

#### Prevention:

1. Christ the King Catholic School will communicate with all students, employees, volunteers, and patrons that bullying behaviors (including cyber bullying) will not be tolerated.
2. Bully prevention (including cyber bullying) lessons will be taught regularly through counseling and classroom activities.
3. School rules are posted, and students/parents will sign a behavior contract.
4. Religion classes will support the teachings of Jesus and Christ-like behaviors.

#### Procedures

1. Report of incident is made to a trusted adult.
2. The incident is reviewed and appropriate measures according to the action are taken with reconciliation of students as the goal.
3. Each incident will be monitored to ensure repeat offenses do not occur.
4. If such incident reoccurs, measures taken are at the discretion of the school's disciplinary committee and/or principal.

### **PROCEDURE FOR SUSPENSION**

Procedures and due process for suspension and expulsion from school follow the Archdiocesan Policies #6110 and #6120.

"A short-term isolation or a short-term suspension may be imposed on a student only after giving the student oral or written notice of the charges against him/her and affording the student an opportunity to tell his/her side of the charges to the Principal/designee. However, if the presence of the student endangers other persons or property or substantially disturbs, impedes or interferes with the operation of the school, the Principal/designee may suspend the student forthwith without being heard for a term not to exceed five (5) school days." (Archdiocesan Policy #6110.1)

### **EIGHTH GRADE GRADUATION**

"Students are eligible to receive a diploma from the elementary and secondary schools of the Archdiocese after satisfactory completion of the required studies both of the Catholic School System, the State of Kansas and after all tuition and fee obligations to the school have been met. Graduation exercises in the elementary and secondary school shall be kept simple and appropriate. They

should be in keeping with the meaning and purpose of Catholic Education. Elementary schools shall not sponsor graduation parties or dances. If such social affairs are to take place, they are the responsibility of the parents." (Archdiocesan Policy #6360)

Graduation will take place on a Friday evening during the celebration of a 7:00 P.M. Eucharist. A reception will take place in the parish hall following the graduation mass. The principal will determine what is to be served and the Church will pay for the cost. Seventh grade parents of the school will do the serving. A class photo will be taken by a professional photographer. The eighth grade graduation parent committee works closely with the school to coordinate graduation events. The graduation events sponsored by the parents must not interfere with graduation events scheduled by the school.

## **SCHOOL ADVISORY COUNCIL**

The School Advisory Council serves as an advisory council to the principal and the pastor on matters concerning the operation of the school, its policies and procedures. The council provides a vehicle for the two-way communication among the school, parents/guardians, and the parish. Meetings are held monthly during the academic year and are open to anyone who wishes to attend. Agenda items must be submitted in writing or by phone to the principal at least ten days prior to the next regularly scheduled meeting.

Membership in the council consists of seven (7) elected members and representatives from the Parent-Teacher Organization and Early Education Center Council. The pastor, principal and a representative from the Finance Council serve as Ex-officio members.

### **Role of School Advisory Councils**

"School Advisory Councils, by Canon Law, exist at the discretion of the Pastor and Principal and are designed to be a strictly consultative nature. The Council is designed to serve as a "sounding board" to the Principal. When called upon, the Council gives feedback to the Principal and Pastor regarding policy and standards for the school. Policy gives direction; it does not tell how to get there. Administrators are responsible for developing methods and programs to implement policy. Matters involving curriculum, personnel, and individual student concerns of a confidential nature are solely the purview of administrators and pastors and are not appropriate topics for school council consideration." (Archdiocesan Policy #5100.1)

## **DRESS CODE**

Parents are expected to use good judgment in sending their children to school dressed appropriately. Clothing should be neat, clean, and of proper length and size. Modest and proper grooming affects the attitude and self-image of the students.

### **GENERAL INFORMATION**

- All students must be in uniform on the first day of school.
- All shirts must be tucked in at all times.
- Make-up is not allowed.
- Only girls are allowed to wear earrings of moderate length and design. One earring in each ear lobe is permitted. Wearing multiple earrings in body parts is not permitted.
- Hair must be well groomed with no bizarre or outlandish hairstyles (writing, signs, emblems, cornrows, Mohawks, significantly unnatural colors, etc.).
- Hair length must be above the eyebrows and collar and not exceed the bottom of the ears (when pulled down straight) for male students. Males need to be clean shaven.
- Scout uniforms must be approved by the school office. Scouts may wear these approved Scout uniforms on meeting days if their meeting is immediately after school.
- Only solid white tee shirts may be worn under uniform shirts for warmth. Christ the King tee shirts may be worn on designated days.

### **SHOES AND SOCKS**

- All students must wear shoes and socks. No sandals are permitted.
- Shoes must have backs and toes; no clogs or shoes with back straps, no backs or no toes.
- Platform shoes are not permitted for safety reasons in PE and recess.

### **WHITE OR NAVY BLUE SHIRTS**

- All white oxford, knit polo, and turtleneck shirts may be short or long sleeved with white buttons and no exposed brand names.
- Navy blue, white and red knit polo and turtleneck shirts may be short or long sleeved with no exposed brand names.
- All shirts may be purchased at any store where available.

### **NAVY BLUE OR KHAKI SLACKS AND WALKING SHORTS**

- Polyester/cotton twill navy and/or khaki walking shorts and slacks must have no exposed labels or brand names.
- Slacks and shorts may be purchased at any store where available.
- Boys must wear their slacks on days when their homeroom prepares the 8:05 mass.

- 6th-8th grade girls must wear pants or skirts for mass (no shorts).
- Pants must be authorized dress code style (no skinny pants, leggings, or knit jeggings).
- No cuffs on the bottom of pants

### **JUMPERS, SKIRTS, AND SKORTS K-8**

- Girls must wear their plaid jumpers, plaid, navy blue or tan skirts, or navy/khaki slacks on days when their homeroom prepared the 8:05 mass.
- Girls in grades 6-8 must wear pants or skirts for Mass.
- Skirt length can be no shorter than 2 inches above the knee.
- Macbeth plaid jumpers, skirts, shorts and skorts must be purchased from the Dennis Uniform Company or Class Act. Navy blue and khaki skirts and skorts must be purchased from Class Act. Skirts and skorts must retain their original manufacturer's hem.
- Shorts, leggings, or tights must be worn under skirts and jumpers for modesty.
- No words or logos on leggings
- There will be no rolling of shirt bottoms or the waistbands on shorts, skirts, and skorts. Please do not alter the length.

### **OFFICIAL CTK SPIRIT WEAR - OPTIONAL**

- Red cougar sweatshirts must be worn with a uniform shirt.
- Red sweatshirts with CTK logos must be purchased from Class Act and worn with a uniform shirt.
- Red, navy, or white polo shirts with CTK logos must be purchased from Class Act.
- Navy blue sweaters and sweater vests with or without CTK logos must be purchased from Class Act.
- Red sweaters and sweater vests without CTK logos must be purchased from Class Act.
- Red sweaters and sweater vests with CTK logos must be purchased from Class Act.
- Red Booster Club hoodies can be worn to school but must be purchased from the CTK Booster Club.
- CTK Polar Fleece Jackets may be worn with a uniform shirt.

*Teachers will monitor the dress code. The principal will be the final authority.(Revised 8/5/19)*



## **FIELD TRIPS**

"Field trips are school-sponsored events that should be extensions of the instructional process. Such activities are encouraged provided that these guidelines are followed:

- The field trip shall have stated educational outcomes;
- The students shall be prepared for the observations they will make on the trip;
- The students shall participate in a follow-up assignment which will help them assimilate the knowledge they have gained from the trip;
- All applicable Archdiocesan policies are followed;
- Instructions are given to volunteers that describe their responsibilities.

(Archdiocesan Policy #6350)

## **Permission Forms**

"In order to participate in school-sponsored field trips, students must be in good academic and disciplinary standing. A Request for Participation Form signed by parents and teachers must be on file in the office for each school-sponsored field trip.

"NOTE: Verbal permission cannot be accepted but fax transmission is acceptable. The permission forms must be kept for at least two years."

(Archdiocesan Policy #6350.1)

"The use of buses for transportation of students for field trips is strongly recommended. Contracted transportation must provide proof of insurance. If private vehicles must be used, only those personally owned vehicles whose owners carry liability insurance for a minimum of \$100,00/\$300,000 shall be used. Confirmation of this insurance should be on file in the principal's office. Drivers must be 21 years of age or older and have a valid driver's license."

(Archdiocesan Policy #6350.2)

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.

## **FINANCIAL POLICY**

Christ the King Parish utilizes a "tithing" program by all parishioners to provide funding for parish and school operations, repairs, and maintenance, charitable and welfare responsibilities, and archdiocesan commitments. Tithing, as understood in the Biblical context, is one-tenth of your income to be returned to God. However, in view of the many charitable responsibilities most families have, tithing to Christ the King Parish is understood to be 5 percent of gross family income.

The Christ the King Catholic Grade School funding model adopted by the Christ the King Finance Council and School Advisory Council is as follows:

Active School Families of Christ the King Parish (as defined below):

- 40% from tithing of non-school families
- 60% from tithing of active school families, parent fees and fundraisers

Non-active School Families and those not members of Christ the King Parish:

- 100% from family

For the 2023-2024 school year, the cost of education is \$7,600 per student. Active school families of Christ the King Parish pay fees of \$2,495 per student. Non-active families and those who are not members of Christ the King Parish pay the full cost (\$7,600) for their children's education.

Discounts are available for those families with three or more students. Financial assistance is also available for families who submit a financial aid application and qualify.

Active School Families of Christ the King Parish meet the following criteria:

- Attend Mass every Sunday and on Holy Days of Obligation
- Spend time daily in personal and family prayer
- Strive to be good Catholics at home and in the workplace
- Have current time and talent survey on file and share their gifts and talents with the Christ the King Parish Family through active involvement in parish ministries
- Have a current financial commitment on file to support Christ the King Church by tithing (or working towards tithing) at the following levels:
  - Tithe 5% of gross family income to Christ the King Church
  - Tithe 1% of gross family income to the Archdiocese of Kansas City
  - Tithe/Donate 4% of gross family income to other Christ the King fundraisers and/or other charities of your choice

Christ the King Parish tithing commitments are from January 1 to December 31 and are renewed annually in the fall during the Parish Stewardship Drive. All commitments are to be current but if some unforeseen situation develops which might change your commitment, the Principal and/or CTK School Finance Council Representative must be notified and appropriate adjustments will be made. This is critical, since achieving the monthly Parish budget (including payment of all school costs) is dependent upon fulfillment of all tithing pledges.

Every Catholic family should keep in mind "Education is an investment in the future of your child."

## **HEALTH AND SAFETY**

To ensure regular attendance in school, parents are urged to have health and dental check-ups during vacation periods. It is undesirable that a child attends school when it is evident that they are ill or that their condition will not benefit them or their classmates by being in school. Children who have been sick with a fever or vomiting need to be fever free or not vomiting for **24 hours** before returning to school. Antibiotics for contagious diseases need to be given for **24 hours** before returning to school. Parents should make known to the teacher any physical conditions or defects which are not obvious but which may affect a child in his/her school work and activities.

Fresh air and exercise are very important so students will not be permitted to stay in at recess unless there is a written request from the parent. *Children should be dressed appropriately for the weather.* During severe weather the children have indoor exercises and activities.

In case of a serious accident or illness, the school will make every effort to contact the parent immediately. If this is impossible, we will contact one of the emergency names you have submitted on the Emergency Form. For this reason, it is the parent's obligation to be sure the school census card is complete with names and telephone numbers whereby this contact may be made quickly.

In health related crisis situations such as a pandemic, the school will respond accordingly with guidance from the Archdiocese, Health Department, Kansas State Department of Education, etc.

## **MEDICINE**

If it is necessary that a child take medicine during the day, the parent/guardian should bring the medicine to the school office in its original container and sign a Medication Release form. No medicine, prescription or over the counter, will be given by members of the school staff without this written permission. **ALL MEDICINE IS TO BE KEPT IN THE SCHOOL OFFICE UNTIL NEEDED!**

## **INTRUDER DRILLS**

Monthly intruder drills are held during school. Procedures are posted in the school and explained to the students.

## **FIRE DRILLS**

Monthly fire drills are held during school. Procedures for evacuating the school building are posted in the school and explained to the students.

## **PARENT TEACHER ORGANIZATION (PTO)**

### **Role of Parent-Teacher and/or Parent Organizations**

"Parent-Teacher Organizations are designed to assist the school Principal with community building and stewardship efforts for the school parishes. To this end, these organizations usually plan social activities for school families and coordinate volunteer efforts for both in-and-out-of-school service programs. In addition, the organizations are often called upon to assist with fund-raising events and activities. Fund-raising efforts should be consistent with those noted in "Archdiocesan Guidelines for School Fund-raising."

(Archdiocesan Policy #5200)

### **School Fund-raising**

"Fund-raising activities/events should be in keeping with the doctrine of the Catholic Church and accepted legal practices. Activities that require children to solicit from strangers are not appropriate. Approval of the Principal and/or Pastor must be obtained before any monies generated from fund-raising efforts are dispersed. Funds should be maintained in an approved school account, under the control of the school President or Principal. At the end of the fiscal year, any funds in excess of an amount predetermined by the principal and Pastor (in the case of secondary schools, the President and/or Board make this determination) should be deposited in the school's general fund. An independent review of finances with regard to fund-raising should be conducted annually." (Archdiocesan Policy #5200)

## **VOLUNTEERS**

A successful school is dependent upon parental involvement. In order to attain a level of success in our school, each family is required to give fifteen (15) hours of time to the school. These hours will be accounted for by the PTO.

Opportunities for involvement in our school include room parents, library aides, health assessments, lunch aides, recess supervision, computer lab, athletic coaches, and office aides.

## **HOMEWORK AND READING**

The children are encouraged to read library books and to do outside projects. We strongly suggest that time be set aside for quiet study at home during the evening. Parents are encouraged to read to preschool and kindergarten children to encourage interest and pleasure in reading.

Homework is assigned to reinforce materials already taught and to foster habits of independent study. If a child never has homework, or devotes too much time to homework, the parents should contact the teacher to discuss the matter.

Homework assignments shall be educationally sound and promote greater parental respect for the school program. It is strongly recommended that homework be given. It shall provide for an application of previously learned material, a correlation of past and present material, and related supplementary reading. Departmental structures require coordination of assignments. **In case of illness, homework can be requested through the teacher.**

Parents can assist in developing good study habits in their children by:

- Providing a definite time and a place for study
- Providing a quiet atmosphere
- Limiting television viewing
- Showing a real interest in the child's work, but letting the child take responsibility for the assignment.

## **IMMUNIZATION POLICY**

The Kansas School Immunization Law requires all students attending Kansas Schools to have received a series of immunizations prior to school admission.

## **KANSAS IMMUNIZATION REQUIREMENTS**

Based on the age of the child as of September 1<sup>st</sup> each school year.

"Any student entering an Archdiocesan school for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary for the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance." (Archdiocesan Policy #6040)

**Students who are not completely immunized or do not have the most current immunization in a series of immunizations, will be excluded from school** until such time as they complete the series or provide a medically approved exemption. A written notice will be sent to parents or guardians of the pupils to be excluded and the reason for exclusion stated therein, as well as the conditions under which the pupils may return to school.

### **EXEMPTIONS FROM IMMUNIZATIONS**

In general, government and school authorities may legally grant exemptions to immunizations for two reasons: medical and religious.

Medical—Schools should grant medical exemptions, provided that local public health authorities determine there is no public health risk in doing so and provided that parents present validation of medical issues certified by an appropriately recognized medical professional.

Religious—Archbishop Naumann has determined that parents in the Archdiocese of Kansas City in Kansas may claim religious exemptions to immunizations. This allowance for religious exemption should in no way be interpreted as a requirement that all Catholic parents claim such an exemption. (Archdiocesan Policy #7060.1)

### **LUNCH POLICY**

Monthly lunch menus are posted on the school website.

Teachers take lunch count each morning by 8:00 a.m. Student's order options are "Hot", "Cold", "Milk", and "Guest Lunch".

Family lunch/healthy snack account activity is monitored by the school Food Service Director.

In regards to a misplaced cold lunch, or hot lunch that was ordered by a student who needed to leave school prior to lunch, the account will only be charged if a *student is served* a hot lunch.

Students should stay at school during the lunch period.

Christ the King Catholic School participates in the National School Lunch Program in cooperation with the USDA. To apply for Free/Reduced school lunch benefits, please contact the Food Service Director or visit [ctktopeka.eduk12.net](http://ctktopeka.eduk12.net).

*Please no pop or fast food in the cafeteria.*

In keeping with federal regulations passed down by the USDA, Christ the King will abide by the following lunch charge/balance policy.

All lunch accounts that reach a negative balance are to be paid as soon as possible with minimum lunch account balance showing \$0.00. Grade cards will be kept each semester until \$0.00 account balance is shown.

Christ the King will continue to serve lunch to students who order a hot meal, regardless of the account status. Christ the King will also continue to charge for the meal(s).

### **MONEY**

When sending money with a child for any purpose whatsoever, it ***must be placed in an envelope marked clearly with the student's name, grade, amount enclosed, and what it is for.*** Use correct change whenever possible.

### **MUSIC**

The school music program includes vocal music for all grades and band instruction for grades 5 - 8. Students enrolled in band will be billed a band fee through their FACTS account.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held after the 1st and mid-3rd quarters. All parents should take part in these. Quarterly Progress reports will be sent home with the students.

If you wish to have a conference at other times during the school year, you may contact the teacher or school office to set up an appointment. Teachers are not available during school hours for conferences.

### **PARKING LOT / PLAYGROUND SAFETY**

The safety of the students is of utmost importance. In order to ensure the safety of the students, the following guidelines have been adopted:

- The west driveway near the church is closed from 7:30 - 8:00 A.M. Vehicles enter through the east entrance and make a right turn into the first parking area where they curve around so they end up by the sidewalk near the Parish Center. After the children are dropped off in the drop-off zone, the vehicles exit out the east drive. The east drive handles two- way traffic so vehicles **must turn right** onto 25th Street when the school traffic is heavy.
- Drivers who choose to park their vehicles must take the time to walk the children into the Parish Center.

- Students arriving for school are welcome after 7:35 A.M. and should proceed directly to the Parish Center. Teachers are available to supervise at this time.
- Students riding bicycles should walk them on and off the premises. Students walking or riding bicycles to and from school should arrive after 7:35 A.M. and leave immediately at 3:10 P.M.
- Students walking to and from school should use the crosswalks on the corner of Wanamaker and 25th and the corner of Westport and 25th. Do not cross in the middle of the block.
- Persons picking up students after school are to park in the parking lot.
- Students awaiting rides will wait outside the Parish Center doors. Students will not be allowed on the playground after school.
- Drivers should not stop on 25th Street to drop off or pick up students. Please use the parking lot.
- Teachers and parents will monitor the parking lot crosswalks after school.

### **PHONE CALLS**

Students are not permitted to use the school telephone without permission from their homeroom teachers or the office. Students will not be released from class to accept phone calls. Parents should discuss ride information and schedules before school. Messages will be given to the students at recess, during class breaks or after school. In an emergency situation, the message will be delivered immediately.

Teachers may not leave their classrooms to accept or make telephone calls during the school day (unless it is an emergency). If you wish to confer with faculty members, please call outside of class time or leave a message with the office staff for the teacher to call you.

### **PHYSICAL EXAMINATIONS**

"Every student up to the age of nine years who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the local school office." (Archdiocesan Policy #6030)

**IMMUNIZATIONS NEED TO BE UP-TO-DATE, AND FORMS NEED TO BE AT SCHOOL BEFORE A CHILD BEGINS THE FIRST DAY OF SCHOOL.**

Throughout the school year, children are weighed, measured, have vision and hearing (K, 1, 2, 5, and 8) tests given at school.



All students participating in Topeka Parochial League sports must have a physical examination form in the school office before being permitted to practice or play.

### **PROGRESS REPORTS**

Students in the upper grades receive mid-terms in the middle of each quarter. This gives students time to improve their grades before the end of the quarter. Parents are encouraged to contact the teacher if they have any questions. Parent-Teacher Conferences are held at the end of the first and mid-third quarters of school. Report cards are sent home with the student approximately one week after the end of the quarter.

### **REGISTRATION**

To confirm the spring enrollment and to complete necessary school forms, a registration day is held in mid-August. The curriculum fee covers textbook rental, workbooks, manipulatives, student magazines and religious curriculum. The Archdiocesan fee maintains the superintendent's office and provides secondary student accident insurance. Other fees such as lunch, band, sports, etc. will be billed to your FACTS accounts.

### **RELIGIOUS EXERCISES**

Formal prayer and spontaneous prayer or meditation will be part of the Catholic training children receive each day. Special seasons of the Church such as Advent, Lent, the months of October and May are observed by all-school prayers and celebrations. Students will be given an opportunity to participate in the Liturgy, the sacramental life of the Church and Para liturgical celebrations. Parents are encouraged and welcome to attend any of these liturgies.

### **SACRAMENTAL PREPARATION**

The Sacraments of Reconciliation and the Eucharist are prepared for and received for the first time by the second grade students. Parent meetings are held before the reception of the sacrament to inform parents of their role in sacramental preparation.

Each year the Sacrament of Confirmation is administered to students in Grade 8. Intense preparation precedes the reception of the Sacrament. The date of Confirmation is set by the Archbishop. Parents will be informed of the date as soon as it is scheduled.

If your child has not received these Sacraments and has passed the age when these Sacraments are normally given, contact the Director of Religious Education to arrange for their reception.

### **SPECIAL SERVICES**

Children who have exceptional needs may participate, if they qualify, in programs available through the local districts in which they live. Students can be tested for special education programs to see if they qualify according to the state guidelines and local school district guidelines. Referrals for services may be initiated by parents, teachers, or the principal.

### **TEXTBOOK RENTAL POLICY AND PROCEDURES**

Textbooks and workbooks are provided by the school. A technology fee and an Archdiocesan fee are included in your registration fees. The upkeep of our school materials is the concern of all who are involved; students, staff and parents. Parents assume liability for the willful or negligent destruction of school property by their child.

Books are issued in class to students by number. The name of the student, book number and condition is recorded by the teacher on an inventory form. Books are to be carried to and from school in a book bag or backpack. Students will be held responsible to reimburse the school for losses or careless damage to books and materials. **REPORT CARDS WILL NOT BE ISSUED UNTIL ALL BOOKS ARE RETURNED AND FINES ARE PAID.**

At the end of the school year, the books are collected by the teacher, examined, and condition determined. This condition and any fines are noted on the inventory form and forwarded to the school office. In the normal course of events, a book will pass through the following sequence over a five year time period:

- NEW - first year of use
- EXCELLENT - second year of use
- VERY GOOD - third year of use
- GOOD - fourth year of use
- FAIR - fifth year of use
- UNUSABLE - answers in book, pages ripped out, broken bindings or missing covers, extraneous writing.

Normal wear will move the book, a year at a time, through the various levels. If a book, in the teacher's opinion, bypasses one of these levels, a fine equal to one year's rental fee per level will be assessed. Fines are collected in the school office.

If a book is lost, regardless of condition, the student must pay to replace the book (new book price.).

If a student leaves school before the end of the year, rental books must be turned in to the teacher for evaluation and assessment. **ALL BOOKS MUST BE**

RETURNED AND FINES PAID BEFORE RECORDS CAN BE TRANSFERRED.  
CURRICULUM FEES ARE NONREFUNDABLE.

Workbooks are consumable and issued to the student by name. Students must pay purchase price to replace destroyed or lost workbooks.

### **WITHDRAWALS**

The principal must be contacted before parents withdraw a child from school. When a child transfers to another school, his/her records are sent to the receiving school upon request of that school.

**NO REPORT CARDS WILL BE GIVEN OR RECORDS TRANSFERRED UNTIL ANY ACCRUED FEES INCLUDING LIBRARY OR BOOK FINES HAVE BEEN PAID.**

### **ASBESTOS NOTIFICATION TO SCHOOL EMPLOYEES AND STUDENTS OR THEIR LEGAL GUARDIANS:**

As required by 40 CFR Part 763, you are hereby notified of the activities relating to the presence (if any) of asbestos containing materials in your school building.

A management plan has been developed which contains the results of these activities. The activities involve inspections, periodic surveillance, re-inspections and all actions dealing with asbestos containing materials.

This notification is part of the management plan and will be given to all school employees and students or their legal guardians once each school year.

This notification and the management plan are routine documents required by law for all schools and their preparation does not mean that an asbestos problem exists at the school.

In accordance with paragraph 763.84 (f), the management plan is available for inspection during regular business hours of the school or the administrative office. Copies of the plan are available at a cost of 25 cents per page. Request for copies of the management plan shall be made in writing three business days prior to the date the copy is desired. Written request must specify which pages are desired or all pages will be copied. Payment in full will be required before the copy is received.

Bibliography

*Handbook of Archdiocesan Catholic School Policies and Procedures, Approved by Archbishop James P. Keleher, Effective August 1, 2001.*  
Shaughnessy, Mary Angela. *School Handbooks: Same Legal Considerations.* Washington, D.C.: National Catholic Educational Association, 1996

## **CHRIST THE KING SPORTS POLICY/TOPEKA PAROCHIAL LEAGUE**

### **Article I - Philosophy and Purpose**

**The purpose of the Athletic Program is to help youth grow in the image of Christ through athletic events; to assure its contestants and managers and coaches of complete honesty and fair play at all times; to provide proper safeguards for its contestants; and to cultivate the confidence of the general public and integrity of the contest played out under its sponsorship and supervision. Our sports program has been organized to enable as many students to participate as possible.**

Athletics should contribute to the student's development of a healthy self-concept. Young boys and girls should be taught at this age that they are capable of athletic participation.

Maximum game participation of all athletes will help insure that the athletes will continue to have the confidence and hope in themselves that is necessary for growth and development as well as athletic participation. The athletic director and the coaches are responsible to see that the fundamentals of each sport are taught to each athlete, that the fun aspects of game competition are stressed, and that each athlete should participate in each game.

Teams can be organized and participants can be placed on particular teams based upon their ability and skill.

All participants in any sport at Christ the King School must be enrolled and attending the school.

### **Article II - Athletic Director and/or Sports Committee**

The Christ the King Athletic Director/Sports Committee is responsible for all sports programs at CTK School. The Athletic Director will coordinate the sports program on the school level and will secure and be responsible for the coaches of the school teams.

The Athletic Director shall also have the following duties:

- To educate coaches regarding the objective of game participation of all athletes and require that coaches make every effort to obtain this objective.
- To require that physical, medical, and release forms are executed before the particular sport commences.
- To assure practice facilities and times for both boys and girls school sponsored sports programs on a basis that is as fair and equitable as possible.
- To be responsible for proper storage of all equipment and maintaining an up-to-date inventory, so that all necessary equipment is available at the commencement of each sport activity at school.
- To be responsible for development and selection of players and of multiple teams when there are a large number of participants of a particular sport. When the number reporting out for any one of the school's teams exceeds the customary team size, the Athletic Director shall form two or more teams. A method of team selection will be discussed with coaches. All final divisions will be approved by the Athletic Director. If the number is larger than normal, but insufficient to form two teams, there may be one team. However, in no case will anyone who wishes to play be cut.
- To assign coaches for soccer, basketball, volleyball, and track teams.
- The Director shall also have the power and authority to relieve a coach of his/her duties and responsibilities.
- To see that the coaches are informed of the Topeka Parochial League and School policies and regulations concerning the sports program.
- To provide all coaches with the School's athletic policies, the Topeka Parochial League policies, and the sheet containing the responsibilities of coaches to each coach prior to the start of a particular sport.
- To periodically observe and supervise the conduct of coaches during practices and competition.

### **Article III - Responsibilities Of Coaches**

Each coach is responsible for supervision and instruction of athletes who participate in a particular sport. Likewise, they are to adhere to the Topeka Parochial League and School regulations, rules, and policies concerning the sports program.

The following is a list of the responsibilities for all Christ the King School coaches:

- To help youth grow in the image of Christ through athletic events.
- To assure contestants of complete honesty and fair play at all times.

- To cultivate the confidence of the spectators, parents, and participants in the sporting events played.
- To turn in a list of player's names, uniforms, sizes and numbers to the Athletic Director and the School office at the beginning of each sport season.
- To keep a record of all equipment and uniforms issued and to see that the equipment and uniforms are returned at the end of each season.
- To see that athletes who go out for a sport will participate in accordance with the School philosophy and the philosophy of the Topeka Parochial League.
- To attend any required coaching clinics as directed by the Athletic Director.
- To see that practice times and schedules are set and that the participants in each sport are totally informed of practice times and schedules.
- To be responsible that the gym, locker rooms, and other facilities used by the athletes be left in good order and locked, and not leave until all athletes have left the premises.
- To see that their personal conduct at practice sessions and games is a good example to the young people in their care as well as in keeping with the objectives of the program as a whole. For example, profane and abusive language will never be a part of any athletic function, and no coach shall degrade any participant or contestant, either at practice or at a game, official, or coach from another school, or allow any of their athletes to do so.
- To accept without undue anger the decisions of game officials. If a decision of an official is to be questioned, it should be done in a calm, quiet, and reasonable manner, and in accordance with Topeka Parochial League rules.
- To consult with the athletic director on any problems that may arise.
- To not allow students with "D" or "F" grades to participate.

#### **Article IV - Parent Code of Conduct**

1. Parents must be aware of the School's philosophy pertaining to athletics and the policy of the Topeka Parochial League.
2. The parents must make sure that their athlete completes all medical forms, releases, and any other documents required by the School athletic policy and Athletic Director, and make sure that they are turned in to the Athletic Director prior to the commencement of a particular sport. Failure to have this completed and on file with the Athletic Director prior to the commencement of a given sport will result in that

- athlete or participant being declared ineligible for that sport for that season.
3. Parents and/or participants have the responsibility to inform the coach of absences or tardiness for practices or games. Two missed practices without notification to a coach or Athletic Director will result in 1 week ineligibility from Tuesday through the following Monday.
  4. Parents must not openly question an official's or coach's judgment, honesty, or integrity. Officials and coaches are to be symbols of fair play and sportsmanship.
  5. Parents should encourage their athletes to be gracious in victory and to turn defeat into victory by working towards improvement.
  6. Parents should attempt to relieve the pressure of competition, not increase it. A young athlete is easily affected by parental influences.
  7. Parents must be kind to the coaches and the officials in all sports. The coach is a volunteer, giving of personal time and effort to provide an athletic activity for your athlete.

#### **Article V - Responsibilities Of Students Participating In The Sports**

##### **Program:**

1. Each student participating in the sports program must be working up to his/her ability and cooperating with teachers and school personnel.
2. Participants are to demonstrate good sportsmanship, before, during and after all contests.
3. Each participant representing the School must set a good example for others in the School; i.e. proper language, respect, sportsmanship, etc.
4. Participants are to be on time and present for all practices and games, unless excused. It is the student's and parents' responsibility to inform the coach of absences or tardiness for practices or games.

#### **Article VI - Sportsmanship and Eligibility**

Students participating in the school sports program are expected to maintain acceptable behavioral and academic standards. Coaches and teachers will establish effective methods of communication to determine students' ongoing eligibility for participation. Judgment of academic effectiveness shall be based on effort.

Policy adopted 2/18/82 by Topeka Catholic Schools

In accordance with this policy the following standards have been adopted:

- **Assignments** - Three incomplete or missing assignments for the teacher of any one subject will result in ineligibility for TPL sports for one week.

Each time the student misses an assignment, hands in an incomplete assignment, or turns in late work, it counts toward their ineligibility.

- **Mid-terms and Report Cards-** Midterms are given the fifth week of each nine week period. Report cards are given one week after the end of a nine week period. Any student receiving a "D" or "F" on a mid-term or report card may become ineligible until such time as the grade is improved. The student's ability and effort is considered for eligibility purposes and will be monitored by the teachers and principal.
- The teacher will contact the parents when students have two incomplete, missing, and/or late assignments and inform them that a third incomplete, missing and/or late assignment will result in ineligibility. The parents will be informed of grades at mid-term and report card time. The principal shall remind the teachers about the eligibility policy and contact the athletic director who will notify the coaches about any ineligible students.
- **Behavior** - The student can be put on ineligibility for either disruptive or unacceptable behavior.

In each of the above standards the teacher shall notify the student and it shall be the responsibility of the student to report to the coach this ineligibility. It shall also be the student's responsibility to obtain documentation from their teacher to present to the coach when the student becomes eligible again. The Athletic Director and coaches have the right to verify that all participants are eligible.

### **ELEMENTARY STUDENTS AT HAYDEN EVENTS**

The five elementary schools in Topeka form a close unit with Hayden Catholic High School and are the main source of Hayden's future school population. In order to develop a healthy faith community, participation in Hayden events is encouraged. Parents are encouraged to accompany their students to football and basketball games and other school functions and to remain with them at these activities for proper supervision. Neither Hayden nor the elementary schools approve of sending elementary students to these events without having the parents remain to supervise.

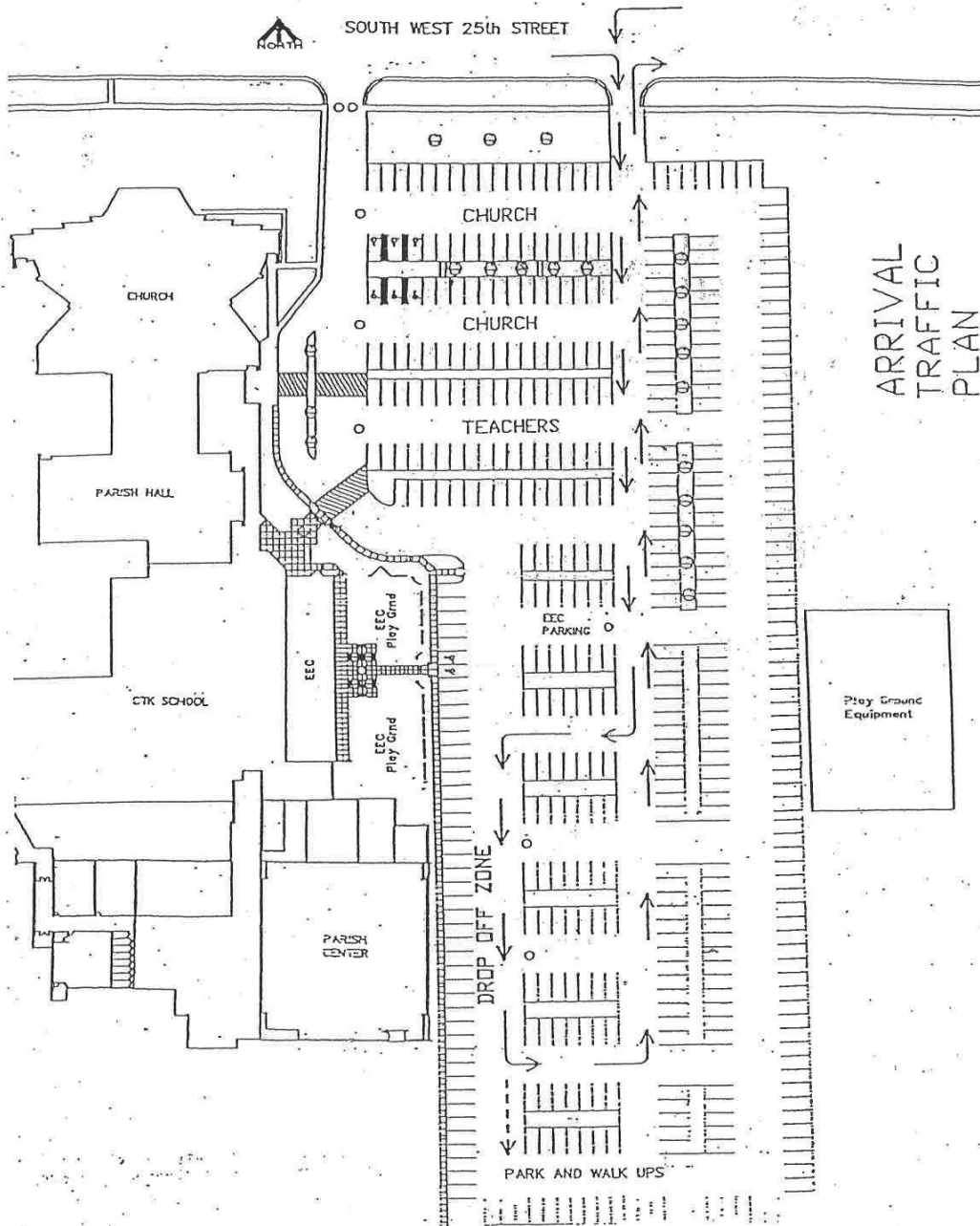
This will allow everyone the comfort of enjoying the events without worrying about students who are misbehaving, talking during the national anthem, throwing concessions on the audience, shooting water guns, using alcohol, hanging around in areas where they are not supposed to be, and other similar misbehavior.

Together we can help our children present themselves as good examples to the community.



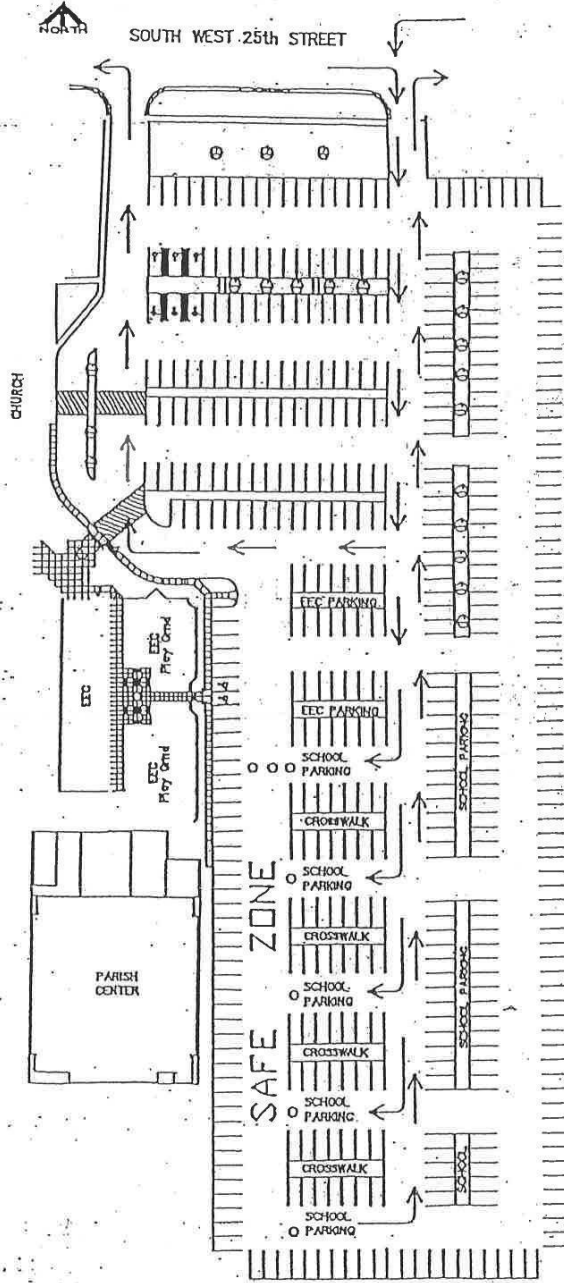
# **Before and After School Traffic Plans**

# Before School Traffic Plan



ARRIVAL  
TRAFFIC  
PLAN

# After School Traffic Plan



*\*Calendar is subject to change\**

## 2023-2024 CALENDAR

### CHRIST THE KING CATHOLIC SCHOOL

August 9-15	Professional Days
August 10	5:00-7:00 P.M. School Registration in Yadrich Hall
August 16	First Day of School-Half Day-7:55-11:45 A.M.; No lunch served. First Day of School Group Photographs of Homerooms
September 1	No School. Professional Development Day
September 4	No School. Labor Day
September 29	Hayden Homecoming
TBD	Iowa Tests of Basic Skills-Grades 3-8
TBD	Individual Pictures
October 6	No School. Faculty Faith Formation
October 9	No School. Faith and Reason Conference for all teachers in Archdiocese
TBD	Hearing and Vision Testing
October 18	Last Day of 1 <sup>st</sup> Quarter
Oct. 19-20	No School. Parent/Teacher Conferences
November 1	All Saints Day
TBD	Individual Picture Retakes
Nov. 22-24	No School. Thanksgiving Vacation
Nov 27	No School. Faculty Faith Formation
TBD	2nd Grade First Reconciliation
December 8	Feast of Immaculate Conception
December 19	Last Day of 2nd Quarter-Half Day-7:55-11:45 A.M.; No lunch served
Dec.20-Jan. 2	No School. Christmas Vacation
January 3	School Resumes
January 12	No School. Faculty Faith Formation
January 15	No School. Martin Luther King Day
Jan. 27-Feb. 2	Catholic Schools Week
February 2	Half Day; Dismissal at 11:45; No lunch served
February 5	No School. Faculty Faith Formation
February 14	Ash Wednesday
Feb. 15-16	No School. Parent/Teacher Conferences
February 19	No School. President's Day
March 8	No School. Faculty Faith Formation
March 11-15	Spring Break
March	Last Day of 3rd Quarter
TBD	Spring Fling (more information to follow)
TBD	8th Grade Confirmation
March 27	No School. Faculty Faith Formation
March 28	Holy Thursday – No School

March 29	Good Friday – No School
March 31	Easter Sunday
April 1	Easter Monday – No School
April 7	2nd Grade First Communion
April 19	No School. Faculty Faith Formation
May 2	May Crowning
May 17	8 <sup>th</sup> Grade Graduation
May 21 quarter	Last Day of School. Half Day; Dismissal at 11:45; Last Day of 4th