

CHRIST THE KING



CATHOLIC SCHOOL

DAPHNE, ALABAMA

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CKCS MISSION STATEMENT

The Mission of Christ the King Catholic School is to guide the students in the ways of Jesus Christ by teaching through example like Jesus, by promoting Christian values in a disciplined environment, and by providing an excellent education.

PHILOSOPHY

CKCS faculty is committed to fostering the spiritual, cognitive, social, emotional, and physical growth of our students. We accomplish this by providing a loving, nurturing, stimulating, and safe environment where students are encouraged to explore and question as they discover their strengths and talents, and appreciate the same qualities in others.

We are committed to providing an educational experience that includes a strong emphasis on spirituality and Christ-like behavior. We provide sound academic preparation and a curriculum intended to help each child grow and develop as a responsible, competent, confident person with self-discipline, and a commitment to the principles of justice and peace.

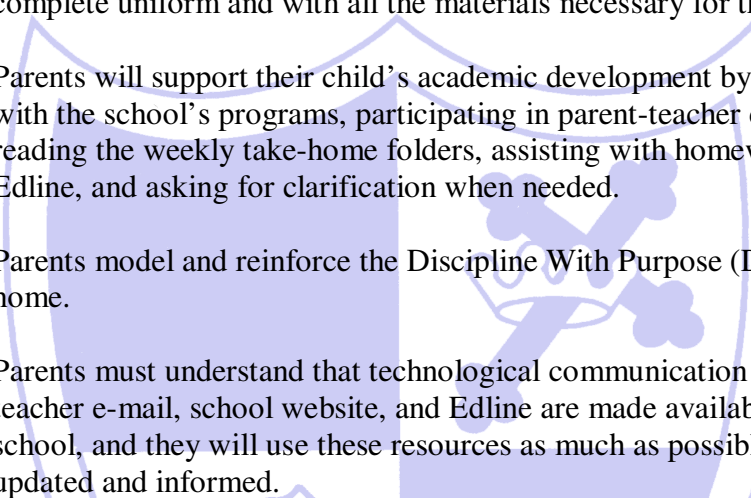
ADMISSIONS

Christ the King Catholic School does not discriminate on the basis of sex, race, national or ethnic origin, in administration of its educational policies, admission policies, athletic and other school-administered programs. Neither does it discriminate in any way with regard to sex, race, national or ethnic origin, in employment.

THE ROLE OF PARENTS IN CATHOLIC EDUCATION

Parents have the God-given natural right to educate their children. They are acknowledged as the first and foremost educators of their children. Parents have an obligation to raise their children in an atmosphere of love and respect that is reinforced by the school to produce exemplary Christian citizens.

- 1. All parents have the obligation to instill in their children a respect for authority so that instructions will be obeyed promptly and cheerfully. They will teach their children to look upon teachers, school staff, playground supervisors, and volunteers as representatives of their parents.**

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2. Parents must be active partners in the spiritual development of their children by reinforcing at home, through word and example, our Catholic Faith. They should pray daily with their children, share in the Religion homework, model appropriate behavior and dress at mass, attend weekly liturgies and sacramental preparation meetings.
 3. Parents will bring their children to school well rested and fed, clean, in complete uniform and with all the materials necessary for their classes.
 4. Parents will support their child's academic development by cooperating with the school's programs, participating in parent-teacher conferences, reading the weekly take-home folders, assisting with homework, using Edline, and asking for clarification when needed.
 5. Parents model and reinforce the Discipline With Purpose (DWP) skills at home.
 6. Parents must understand that technological communication through teacher e-mail, school website, and Edline are made available by the school, and they will use these resources as much as possible to stay updated and informed.

The education of your child is a partnership between you and the school. If, in the opinion of the school administrators, the partnership is irretrievably broken, you may be required to withdraw your child from the school.

ACCREDITATION

Christ the King Catholic School is accredited by the Southern Association of Colleges and Schools, and meets all the requirements of the Archdiocesan Department of Catholic Education and the State of Alabama Department of Education for private schools.

CATHOLIC SCHOOL

DAPHNE, ALABAMA

SCHOOL ADMINISTRATION

Pastor

The pastor is the spiritual leader of the parish and the Christian educational community within the parish. The pastor shares in the work of the archbishop of the archdiocese. As a delegate of the archbishop, the pastor is the administrative head of the parish and the school.

School Principal

The principal is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to learning. The principal is responsible for the day-to-day operation of the school.

Assistant Principal

The assistant principal is responsible for maintaining the school program in the absence of the principal. Discipline, student services, religion chairperson, and federal programs are distinct areas handled by the assistant principal.

Faculty Advisory Committee

This committee consists of a representative from the various departmental levels along with the principal and assistant principal. This committee supports, suggests, and advises so that a team approach is used in setting goals and plans for improvement in all facets of the school.

School Advisory Board

The school advisory board is a duly constituted board whose authority is derived from the Ordinary of the Archdiocese and the Archdiocesan Board of Education. The primary functions of the board are to aid and support the principal and staff and to represent the parents in helping to determine the kind of education the children will receive.

The board is responsible for: setting policies to help guide the process of providing quality Catholic education for those members of the parish who desire it, setting the annual budget, fees, and tuition rates, hiring the principal with the approval of the pastor, and in consultation with the Superintendent of Schools, providing the necessary materials to create a climate conducive to maintaining standards of excellence, and ensuring that the facility and campus are maintained in excellent condition.

PTO

The purpose of the Parent-Teacher Organization is to work with the pastor and principal for the welfare of the school and the students.

DAPHNE, ALABAMA

CURRICULUM

Our school follows the curriculum guidelines promulgated by the Archdiocese of Mobile and the State of Alabama Courses of Study. Our curriculum teaches Catholic values and social justice principles, respect for human rights, and academics. Our textbooks are selected with the direction of the archdiocesan curriculum coordinator, archdiocesan committees, teachers, and principals.

Religion

Our religion program provides all of us with the opportunity to practice Catholic Christian principles in our daily lives. Non-Catholic students are required to participate in all activities, though they are unable to receive the sacraments. Religious activities include: morning rosary, prayer before each class, weekly masses, Adoration of the Blessed Sacrament, Stations of the Cross, the May Procession, preparation for the sacraments of Reconciliation, Holy Eucharist, and this will be our last year to prepare for Confirmation. Fifth through eighth grade students are required to perform service hours each quarter.

Academics

The academic program embodies Religion, Mathematics, Language Arts, Science, and Social Studies. The course of study for K-8 grades meets all the requirements of the Archdiocese of Mobile, the State of Alabama, and Southern Association of Colleges and Schools.

Honor Roll

Students in grades 6 – 8 may earn placement on the Honor Roll each quarter. This is to recognize special academic achievement on the part of students. There is an A Honor Roll and an A/B Honor Roll. All classes with letter grades will be used to determine if a student attains the Honor Roll. Students may not have any U in conduct or in any of the DWP skills on the report card. Students will receive an honor roll certificate each quarter to recognize their hard work and earned placement on the Honor Roll.

Student Records

Educational records are confidential and are available only to parents or guardians and to those members of the school staff who have a legitimate educational interest in the student. Parents shall, upon written request and with 24 hours notice, be entitled to review and/or obtain copies of the educational records relating to their child. These records include registration information, census information, yearly averages, and standardized test scores.

Student Evaluation

Report cards are issued four times a year. Parent-teacher conferences are held at the end of the first and third quarters. Grade updates are available online at Edline for grades 1-8. Teachers update grades weekly or as needed.

Promotion - Retention

Promotion in the Archdiocese is based on the maturity of the child, achievement of at least the minimum course work, and regular attendance. In grades 1 and 2, at least two 1's in Reading or two 1's in Math would result in retention. In grades 3 – 8, a yearly average of "F" in two major academic areas would result in retention. Major academic areas include: Religion, English, Reading, Math, Social Studies, and Science. If retention should occur, an alternative setting for the student may be recommended.

Homework

- reinforces what is learned in school
- allows a child to apply himself/herself to a task
- teaches time management
- develops critical thinking

Homework is an obligation, not a matter of choice. Successful completion of homework enhances a child's quarter grade as a component weighted with tests, assessments, projects, and class participation. **Participation in sports and other activities should not interfere with homework or with the child's performance in school. Your child's first responsibility is to be a student and to participate fully in all aspects of his/her school experience.**

The following outlines the time required for completion of average homework assigned on a nightly basis. Actual needed time may vary.

Grade	Average Time
K-2	30 minutes
3-4	35 minutes
5-6	60-75 minutes
7-8	60-100 minutes

Physical Education

The physical education program requires active participation of students unless prohibited by a doctor. Parent's written request may excuse a student from participating temporarily, but may not exceed two consecutive classes. The program is based on State Department Guidelines, the President's Physical Fitness recommendations, and the Archdiocesan Curriculum. The program meets the safety, health, and recreational needs of children while fostering a Christian attitude toward good sportsmanship.

Grading Scale for PE:

Grades 1-5
S or N

Grades 6-8
A – F

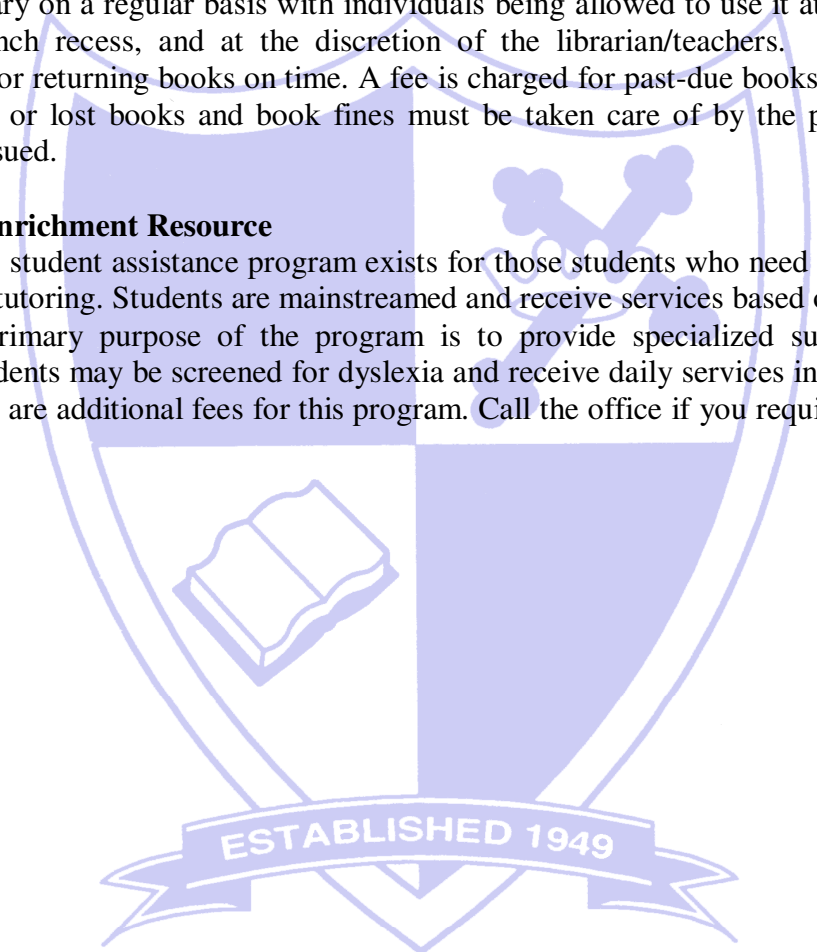
DAPHNE, ALABAMA

Library

The full-time librarian coordinates the school's instructional resource center and its various types of media. Through the librarian, materials are available to teachers, students, and parents. Library skills are taught according to the level of need and understanding of students. An appreciation of literature is fostered through story time and literary projects. The Accelerated Reader Program, open to all students in grades 1-8, offers students the opportunity to improve their reading comprehension level. Students visit the library on a regular basis with individuals being allowed to use it at other times, including lunch recess, and at the discretion of the librarian/teachers. Students are responsible for returning books on time. A fee is charged for past-due books. Restitution for damaged or lost books and book fines must be taken care of by the parent before grades are issued.

Academic Enrichment Resource

An academic student assistance program exists for those students who need individual or small-group tutoring. Students are mainstreamed and receive services based on individual need. The primary purpose of the program is to provide specialized support to the student. Students may be screened for dyslexia and receive daily services in the resource room. There are additional fees for this program. Call the office if you require additional information.



CATHOLIC SCHOOL

DAPHNE, ALABAMA

POLICIES AND PRACTICES CONCERNING PARENTS AND STUDENTS

Parent-Student Handbook Disclaimer

Failure to read the Parent-Student Handbook does not excuse students or parents from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. **All policies contained in the Parent-Student Handbook are subject to change without prior notice.**

No student, parent, or employee of the Archdiocesan Catholic School System shall be subjected to any type of harassment. Our school system is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. Respect for others is shown through language, behavior and personal interaction. Therefore, any type of demeaning behavior involving verbal, physical, visual or sexual affronts will not be tolerated.

The Rights of Non-Custodial Parents

At the time of registration, the parents shall provide complete and accurate information regarding the custodial care of the student and visitation rights. Upon request, parents shall furnish to the principal a copy of each relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to inform the school of any change in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third party access to the child.

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to educational records relating to his or her child and, upon written request, may receive copies of school notices relating to the school and school activities. **A \$45 postage and handling fee is required annually for duplicate mailings of school notices (report cards, newsletters and monthly calendars.)**

Child Protection Training

The Archdiocese requires that all faculty, staff and persons who volunteer in any capacity at the school be trained in the Child Protection Program. Once obtained, this training must be renewed each school year. Information concerning this annual training can be found on the Archdiocese website at www.mobilearchdiocese.org/childprotection/ or by contacting the school office

Visitors

A visitor is a person that comes to the school on a non-regular basis and has a specific purpose for coming to the school. All parents, visitors, and guest speakers must sign in and out at the office and wear visitor badges while they are on campus. Visitors shall be deemed bound by this handbook and by all school policies and directives. Visiting students are not allowed to spend the day in class with their friends.

Technology Use Policy

Christ the King Catholic School is committed to preparing its students to live out their faith in a global technological society. All uses of technology are viewed in the context of the moral and ethical teachings and policies of the Catholic Church and the school's Mission Statement. We support technology as a tool and a resource to better prepare our students for their role in the 21st century. While this policy attempts to be as comprehensive as possible, new situations may develop that are not outlined in this policy. Those situations will be dealt with in a manner consistent with the policies in the handbook and the school's Mission Statement.

To further its Mission, Christ the King Catholic School has established an internal network in which computers on campus are able to exchange information, communicate within the network, access the server and utilize available technological resources. In order to keep this network and its workstations operating as effectively and productively as possible, users must follow Christ the King Catholic School's Use Policy when using any and all workstations on campus. All computer use must be for educational purposes and be consistent with the mission statement, handbook and policies and procedures of Christ the King. File space on the CKCS network is the legal equivalent of a student's locker. All applicable rights and policies in regard to a student's locker apply. Users must respect the legal protections to data and software provided by copyright and license law.

All network users are held responsible for their actions and activity within their computers. Students and parents should know that violations of the law and school policy, such as destruction or damage to equipment, software, or data belonging to the school or other users will be dealt with in a serious and appropriate manner. Unacceptable uses of the network can result in the suspension or revoking of access and privileges.

Any attempt to harm or destroy data of another user or to harm, destroy or interfere with the CKCS network, or any other network connected to the CKCS network, will result in the immediate termination of user privileges and administrative discipline. Uploading or creation of computer viruses is considered malicious vandalism and will be treated accordingly. All illegal activities such as transmission of any material in violation of any U.S. or state law or regulation are prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by license agreements.

Students are responsible for any damage occurring to the school's hardware and software due to inappropriate actions or inaction while using the computers. Fees may be assessed and charged to the student for required repairs or replacement.

Internet Use Policy

Christ the King Catholic School is pleased to be able to offer high-speed Internet access to its students to support its religious and educational goals and objectives. The Internet is a valuable tool for students to access educational resources and conduct research, but is also uncensored and contains information and allows use that is inappropriate for students. It is the School's policy that all use of the Internet by students shall, at all

times, be consistent with the religious and educational goals and objectives of Christ the King Catholic School and Parish. **Students (through their parents or guardian) shall assume primary responsibility for understanding appropriate standards and conduct in using the Internet.**

All access to the Internet must be in support of education and research. Students are not permitted to access links or areas of cyberspace whose content is deemed pornographic, illegal, or racially, ethically or morally offensive by the standards of the School and Parish. Students also agree to act in an ethical manner when using the Internet. Any infringement of copyright or acts of plagiarism are violations of the CKCS Acceptable Use Policy. Chat rooms, websites such as Facebook, Twitter and student email accounts are not to be accessed at school.

Internet Access at Christ the King Catholic School is a privilege, not a right. This privilege may be revoked at the sole discretion of Christ the King Catholic School at any time. A student violating the School's Internet policy may be subject to further discipline. Christ the King Catholic School disclaims all liability for the content of material that a student may access on the Internet, for damages suffered in the course of or as a result of a student's use, and for any other consequences of a student's Internet use.

Child Abuse Reporting

The faculty and staff of Christ the King Catholic School comply with the child abuse reporting laws of the State of Alabama. Reporting procedures established by the Mobile Archdiocese are followed when making reports to the Department of Human Resources.

Counseling Services

School counseling services are available at CKCS. Students and faculty may see the counselor on an as needed basis. School counselors also provide classroom services and follow the Mobile Archdiocese School Counseling Curriculum.

Communication

Each month you will receive a brown envelope with enclosures that parents are expected to read. This will include letters from the Principal, the president of the School Board, the P.T.O., and a monthly calendar. You are asked to sign and return the envelope. These communications are also available on line at our website (www.ctheking.org).

CKCS utilizes the Edline online communication and grade posting system. Teachers will post grades and classroom news and assignments there. Parents and students are able to log in and review that information. Each student receives an Edline account when enrolled at CKCS. If parents or guardians have any questions about an Edline account, the request must be submitted to the office, in writing with a parent signature. Teachers of grades 1 - 8 will post grades weekly to Edline. It will be apparent through those postings if a student is not accepting the responsibility for items expected.

Parent/Teacher Conferences

If you wish to speak to a teacher, please call the school office to leave a message for the teacher or email the teacher directly. The teacher will return your call or answer your email as soon as possible.

Publicity

Our goal is to “**let our light shine**”, and to share our good news with our parents, parishioners, and the wider community. The school publishes a web page www.ctheking.org, a monthly newsletter, the Annual Report, a yearbook, and announcements in the church bulletin. We also submit information and photos to the Catholic Week and the local newspapers.

Arrival

Teacher supervision begins at 7:30 a.m. Students are not allowed into the classrooms before 7:30 a.m. and should arrive on campus between 7:30 and 7:45 a.m. **Children whose parents must leave them at school before 7:30 are to report to the gym where there is supervision beginning at 7:00 a.m. These students will be dismissed to their classrooms at 7:30.** A fee will be charged for the use of this service. Students are expected to be seated and ready for class in their homeroom by 7:45 a.m. Classes begin at 7:45 a.m. and students who **arrive at or after 7:45 a.m. are tardy** and must sign in at the Health Room.

Report of Absences

Parents of students who are absent from school must send a written note to the child’s teacher, on the day the child returns to school, stating the reasons for the absence. **Parents should call the office (626-1692) by 9:30 a.m. to let us know why your child is absent.** They may request homework assignments at that time. All homework assignments will be placed on the bookshelf in the hall – just outside the office – at **3:00 p.m.** Please tell siblings to check the bookshelf if they are to pick up homework assignments. **All requests for homework assignments should be made before 9:30 a.m.**

Archdiocesan Attendance Policy

Absences

For an absence to be excused, the parent/guardian of the student must send a written note with the student when he/she returns to school. Students must be present for one-half of the school day to be counted as a day on roll. Early dismissals are discouraged.

Absences will be excused for illness, death in immediate family, emergency conditions as determined by the principal, out-of-town trips with prior consent of the principal. The school is not required to provide schoolwork/homework before an excused trip; however, students will be allowed the opportunity to make up missed work. Students are allowed up to but not exceeding 10 excused absences for the school year. A written note from the parent/guardian must accompany an excused absence. Any absence over ten excused absences must be accompanied by a doctor’s note.

Should a student’s absences (excused and unexcused) exceed 10 days, the parent/guardian will be contacted by the principal in order to determine the reasons for

the additional absences. Should it be determined by the principal that these additional absences are due to chronic illness, family difficulties or due to other extenuating circumstances, the principal may make exceptions to the ten absences allowed for the year. Should a student's absences exceed 10 days and the additional absences are not determined extenuating, the Office of Catholic Schools will be notified. Should unexcused absences exceed 20 days, the local truancy authorities may be notified. The principal will follow the recommendations of the truancy authorities.

Tardiness/Early Dismissals

Parents should make every effort to have their students arrive on time for school and remain for the full day. Daily attendance is required except for illness or emergency. A student must be present in class for 3 academic hours in order to be marked present. Tardiness and absences can be detrimental to a child's work and progress. If a student is tardy, they must present a parent, doctor/dentist note to have the tardy excused. When the student has been tardy/early dismissals (both excused and unexcused) **10 times**, the Office of Catholic Schools may be notified. After 20 times tardy/early dismissals (both excused and unexcused), then the truancy authorities may be notified.

Early dismissal is not permitted after 2:30 each day. Once a child has been checked out for dismissal, they should not return to the campus. Only check-outs for appointments or family business will be excused.

Automobile: Following the 3:00 p.m. dismissal bell, all students who travel by car will line up in front of the designated classrooms and remain there until their parents, or others authorized to do so, arrive to take them home. **This is the only area where students may be picked up. Teachers supervise the students as they leave from this area. Parents who pick students up at other areas do so at their own risk and without faculty or Board approval.**

Bus: Students will be dismissed at 2:55 to board the bus waiting on Sixth Street. All students riding the school bus from Fairhope are subject to the same policies while on the bus as we have at CKCS. For their safety, they should remain seated and be respectful of each other. Bus riders not riding the bus must be picked up in the carpool area for their safety.

Bicycle riders/Walkers: Students leave the classrooms at 3:00 and leave immediately so that they are out of the area before the automobiles begin moving. Please contact the homeroom teacher if your child is to walk home or ride a bicycle.

Students may not enter the school buildings once they have been dismissed for the day. Maintenance personnel are not allowed to open classrooms for forgotten items. Teachers do not have accessibility to classrooms other than their own. Students are expected to take home whatever is needed to complete their assignments/study.

Late Pick-Up: Students will be taken to the library or office hallway at 3:15 to wait for pick-up. Those students who have not been picked up by 3:30 p.m. will be placed in the Extended Day Care Program. Parents will be charged for this service. **This policy will be strictly enforced for the safety of your children.**

CKCS assumes no liability or responsibility for parents and students who do not follow the above rules and procedures.

Extended Day Care

Students who are registered for this program are expected to report there directly at 3:00. They are to walk through the school hall, leave their book bags in the hall, and walk into the art room. Extended daycare is subject to the supervision of the school, and all policies and procedures in this handbook will be enforced.

Field Trips

A field trip is a privilege not a right. Field trips are scheduled to enhance student academic, spiritual and cultural development. Students who are disruptive or who have misbehaved on previous trips automatically exclude themselves from future trips. **Due to insurance regulations, siblings are not allowed.**

No student will be allowed to go on a field trip unless he/she has turned in and properly completed the official Archdiocesan forms. No adults may accompany the students on a field trip unless they have completed the Child Protection Training.

Classroom Interruptions

In order to provide a distraction-free environment for all children, parents should do the following:

- Make sure your child has everything he/she needs before they leave home in the morning.
- Should they forget something, tell them that you will bring it to school (clearly labeled) and place in on the bookshelf in the office hallway.
- Have children at school early enough so that they can have book bags unpacked and be seated in their desks and ready to pray when the bell rings at 7:45 a.m.
- Plan appointments after 3:00 p.m.

Lunch Break

Students eat lunch in the classrooms and may purchase ice cream as dessert, except for Kindergarten students. Glass containers and carbonated drinks are not allowed. Replacing a forgotten lunch with a fast food lunch is discouraged.

Milk Program

Milk is served daily. Milk fees must be paid in advance at the beginning of the school year, either for half year or entire year. Students who wish to purchase milk should obtain a milk order form from the office, complete it and return it with a check payable to CKCS. Cash is not acceptable.

Requests to change the type of milk originally purchased (white to chocolate or chocolate to white) must be made in writing to the office and changes will be made for the upcoming month.

Off Limits Areas for Students

The Church, Rectory, Assumption Hall, Parish offices, Immaculata Center, Lighthouse Youth Center, kitchen at rear of gym, and the pre-school are off limits to students during the school day, except under the direct supervision of faculty or staff.

Parties

Class parties are allowed at Christmas and at the end of the year only. Class parties are not allowed during Lent.

Birthdays

Party invitations may be distributed in school **only if every student in that classroom is invited or just all the boys or all the girls.** This is done to prevent hurt to students and to create a feeling of belonging in the homeroom family. Deliveries of flowers or balloon bouquets are forbidden. At the discretion and approval of the classroom teacher, cupcakes or cookie cakes may be brought to celebrate a birthday. There must be enough for all the children in the classroom.

Fire Drills, Tornado Alerts

Fire and tornado procedures and routes are posted in all classrooms and in the school hall. Fire drills are conducted monthly, and a tornado drill is conducted each semester.

Back Packs

Students in grades K-3 may ***not*** have rolling backpacks. They do not have heavy books to take home. Students in grades 4 – 8 ***may have*** rolling backpacks if they are the type that are collapsible and can fit in their cubbies or lockers.

Animals

For the safety of our children, all animals and pets are strictly forbidden on campus at any time. Please do not bring pets to pick-up at dismissal.

DAPHNE, ALABAMA

Health

Illness during school: Students who become ill during school hours will be sent to the health room. Parents must come to the office, sign the dismissal book, and meet the child in the health room. Parents must take their children home when:

- The child has a temperature above 100 degrees
- The child is or has been vomiting
- The child has certain communicable diseases such as chicken pox, lice, impetigo, ringworm, or conjunctivitis/ pink eye.

Before the student returns to school the following criteria should be met:

- Students must be free of fever above 100 degrees for 24 hours and **without** medication for 24 hours prior to returning to school.
- Students must be free of vomiting and/or diarrhea for 24 hours and **without** medication for 24 hours prior to returning to school.
- Students with excessive coughing, sneezing, or nasal drainage should remain at home.
- Students with communicable diseases may return to school after receiving required treatment. A letter from the physician must be submitted to the nurse before the child is readmitted to school.

Medication: All medication will be kept in the Health Room.

- Parents or guardians who request the nurse to dispense medication to their children must fill out an authorization form. This must be renewed each year.
- Medication must be sent in the original prescription bottle. Some over-the-counter medications may be kept in the Health Room, i.e. Advil, Tylenol, only if accompanied by a doctor's prescription with directions for administration, in the original bottle, sealed. The reason for administration, for example, headache, ankle pain, must be on the prescription. Students must have a note to have cough drops or Chapstick in their possession.
- Students are not allowed to have any medication in their possession. Medicine to be taken at school must be delivered to the Health Room by a parent or guardian. Please do not send medication with students.
- The parent or guardian must pick up student's medication at the end of the school year. **Medications not picked up at that time will be destroyed during the first week of June.**

CKCS is not responsible for any problems arising from dispensing medication at a parent's/doctor's request. Students are not allowed to carry or self-administer any medication.

DAPHNE, ALABAMA

DISCIPLINE

CKCS administration, faculty, and staff have high standards and expectations for each other and for our students. All are called to respect each other, as we strive to build a community where peace and harmony are evident and where each person has the freedom to grow and flourish, as God wants.

When the atmosphere in the school and home environment is conducive to the ideals of Catholic/Christian education, the goals sought will be achieved and through our efforts, the children will be the beneficiaries and the quality of all our lives will improve.

Statement of Policy

Our code of conduct and the administration of discipline are based on Catholic values, the dignity of the human person, and the Discipline With Purpose program. Our goal is to help students become self-disciplined. To achieve this we need the cooperation of students, parents, and the school staff. Our guidelines are stated clearly so parents and children alike may understand both the behavioral requirements and the consequences of not meeting these requirements. The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion.

DWP Handbook

This book is to help you as you strive to model, teach and utilize DWP skills at home. Each family should have a copy. If you do not, please contact the office.

THE FIFTEEN DISCIPLINE WITH PURPOSE SKILLS ARE:

Kindergarten-Third Grade (Basic Self-discipline)

1. Listening Skills
2. Following Instructions
3. Asking Questions
4. Sharing
5. Social Skills

Fourth-Sixth Grades (Constructive Self-discipline Skills)

6. Cooperation
7. Reasons for Rules
8. Accomplishing a Task
9. Leadership
10. Communication

Seventh-Eighth Grades (Generative Self-discipline Skills)

11. Organization
12. Resolving Problems
13. Initiating Solutions
14. Distinguishing Fact vs. Feeling
15. Sacrificing/Serving Others

All-School DWP Rules

Respect yourself, others, and things around you
Contribute to the Learning Environment
Follow All Classroom Procedures

Teachers help students understand what the three school rules **look like and do not look like** in all their classrooms as they create and write their Classroom Discipline Cycles. Teachers teach both the School and the Classroom Discipline Cycles to the students. They model the 15 skills, pre-teach ways to demonstrate the skills, infuse skill language in other curricula, and use prepared lesson plans to directly teach the self-discipline skills.

Students are expected to:

- Model excellence at all times.
- Treat everyone with respect and courtesy.
- Obey all school rules and procedures
- Be honest, truthful, and trustworthy.
- Display good citizenship and use good sportsmanship.
- Be self-disciplined in the halls, classrooms, restrooms, and playground, before, during, and after school.
- Never leave a class, study hall, or activity without permission from the teacher.
- Be prepared for class and do their best to learn all they can.
- Remain seated in their desk should the teacher leave for an emergency.

Steps to Respect

A bullying prevention program, the Steps to Respect curriculum is designed to promote friendship and prevent bullying behaviors. Students are taught a variety of self-discipline skills including strategies for making and keeping friends and steps used to join a group activity and positive assertive behavior. Students learn to recognize, report and respond to bullying behavior, and become aware of the responsibility of bystanders. Steps to Respect is taught by the classroom teacher to students in K – 8.

Second Step

A violence prevention curriculum, Second Step is designed to promote social competence and reduce social-emotional problems by reinforcing the Discipline With Purpose skills in the areas of empathy, emotional management (impulse control, emotion regulation, anger management), and social problem solving. Second Step is taught by the classroom teacher to all students in K-3, two to four times a month.

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DISCIPLINE STATEMENT

Any student choosing to display inappropriate behavior that may potentially impact the reputation of Christ the King Catholic School or the Catholic school system, whether during school hours or outside of school hours, whether on the school campus or off, may receive disciplinary consequences for said behavior as determined by school officials.

DISCIPLINE TERMS

Definition of Terms

Administration – May consist of principal, assistant principal, Pastor or department chairpersons.

Behavioral Contract – A document detailing a student's specific plan for behavioral improvement. It must be signed by student, parent(s), and administration.

Demerit – Category I infractions on the disciplinary report form used to notify parents of inappropriate student behavior. (See sample in back of handbook) Three demerits in a quarter will result in a detention. Demerits are accumulated on a per quarter basis.

Detention – Detentions are Category II infractions on the disciplinary report form used to notify parents of inappropriate student behavior. The accumulation of three detentions during the course of an academic quarter may result in a suspension. Detentions are regularly held on Tuesdays after school from 3:00 – 4:00 p.m. **Students are required to report to detention on the day assigned.** Parents will be notified of a detention which will be indicated on the Disciplinary Referral Form. This must be signed by the parent and returned to the teacher the next day. **Detention has priority over any school activity.** Detentions may **ONLY** be postponed with a doctor's notification or administration's permission. Failure to report for detention will subject a student to further disciplinary action, in addition to the reassignment of previously scheduled detention.

Discipline Conference – A meeting among student, parent(s), administration, during which a plan for improvement will be outlined.

Exclusion – Attendance at field trips, special events, and/or classroom parties during school hours, as well as participation in out-of-uniform days may be denied to students on exclusion. Additional exclusions may apply as determined by administration.

Expulsion – The removal of the student from Christ the King Catholic School. A final appeal may be made in writing to the Superintendent only by the student's parent or guardian and must be within ten (10) days of the notification of the disciplinary action by the school. Appeals may be made if there is a question of procedure or if substantial new information is available. The written request must include a statement giving the specific reason(s) for the appeal.

Out-of-school Suspension – A student who is suspended out-of-school will not be allowed on campus or to take part in any school activities during the suspension period. A Discipline Conference with the student, parent(s), and the administration is required before the student may return to campus. **A behavioral contract will be signed and implemented at that time.** An out of school suspension is considered to be an unexcused absence. Therefore, any work missed during the days of the suspension may not be made up for credit, and the student will receive a zero for the classes missed.

Saturday School – At the discretion of the principal, a student may be required to attend Saturday School from 8 – 9:30 on a Saturday morning. This may be in addition to or instead of an out-of-school suspension. School suspension and Saturday School may affect a student’s extra-curricular activities.

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DISCIPLINE PROCEDURES

Philosophy: Discipline is an integral part of the teaching process. In fact, learning can best be achieved in an orderly classroom.

OBJECTIVE:

The objective is to ensure a positive, safe, and productive learning environment. Students are to:

- Obey school rules
- Use their time wisely
- Be considerate of others
- Be prepared; return homework, reading books, assignments, etc.
- Be honest and truthful

Expectations of All Students:

- Follow directions the first time they are given
- Raise hand before speaking
- Walk quietly in line
- Observe personal space of yourself and others
- Keep classroom and school clean
- Respect teachers and classmates
- Contribute to the learning environment

ESTABLISHED 1949

Kindergarten – Second Grade

Each teacher implements a conduct and discipline system that is developmentally appropriate for the students’ age level. The approaches in each class include incentives for good behavior as well as consequences for inappropriate behavior. The approaches may include conduct cards, pulling sticks, Oops pad, or other suitable approaches that are effective. All discipline plans will be fully discussed at individual grade level parent meetings and a written plan will be provided by each teacher. Conduct systems may be changed or modified to meet the needs of the students throughout the school year.

Incentives may include, but are not limited to

- Daily rewards, treats, stickers, etc.
- Friday Fun
- Participations in activities

Consequences may include, but are not limited to

- Verbal warnings

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- Loss of privileges
- Exclusion from activities
- Daily communication with parents
- Conference with parents as deemed necessary
- Referral to the office which may result in detentions, suspension, etc.

NOTE: A student may progress further than one step at a time depending on the student action or behavior. This will be determined by the teacher and administration.

Academic Infractions

Teachers of grades 1 - 8 will post grades weekly to Edline. It will be apparent through those postings if a student is not accepting the responsibility for items expected.

Students in grades 3 – 5

Academic Notices

A student who fails to return notes, letters, homework, forms or Take-Home-Wednesday folders, etc. and /or is unprepared for class, without books, materials, supplies, etc. will receive an Academic Notice to be signed by the parents and returned the next day. The student will serve a classroom consequence each time he/she receives this notice. Consequences may include: a written assignment, time out at recess, exclusion during some classroom or school activities, or detention. These infractions may lower the student's grade. After 3 of these academic notices, a communication will occur between teacher(s), parents, and/or student to create a plan for improvement. This may be in the form of a meeting, telephone call, or other medium for communication. If the practice of not completing/returning items becomes habitual, the teacher may decide to issue Category I demerits for these academic items. In that case, the parent will be notified in advance of the accommodation being made for that student.

Academic Notice Infractions

- Failure to return notes, letters, homework, Brown Envelope, Disciplinary Report Form or Take Home Wednesday Folder.
- Unprepared for class, without books, materials, etc.
- Failure to complete daily class work

Students in grades 6 – 8

By the time a student is in middle school, the student's grades are directly affected by any failure to return assignments or other unpreparedness for class. Students are required to come to class prepared. It will be apparent through Edline postings if a student is not accepting the responsibility for items expected. Teachers will notify parents individually if there is a need to discuss chronic failure to come prepared to class. Parents may also contact the teacher at anytime there is a question or concern about student progress.

Behavioral Infractions Third – Eighth grades

Category I

Category I infractions are handled by the teacher, who will issue a demerit. A copy of the demerit form will be sent home via the student for parent to sign and return the next day. **Three demerits will result in a detention.** After 2 detentions in a quarter, a conference will be arranged with parents, student, teachers and /or other significant parties to create a plan for improvement. This conference may be in the form of a meeting, telephone call, or other medium for communication. Once three detentions resulting from Category I offenses have occurred in the same quarter, the student shall serve a suspension.

Category I

- Failure to follow individual teacher's classroom rules; excessive talking or noise
- Eating or drinking without permission; chewing gum
- Uniform violations, including hair and make-up violations
- Loud talking/noise while walking to PE, Church or any Specialist class
- Not following arrival and/or dismissal rules (tardy for classes during day)

Category II

The individual teacher handles Category II infractions. A copy of the form will be sent home via the student for parent to sign. **One Category II infraction will result in detention and/or Saturday School and/or exclusion. A student may be excluded from a trip, activity, etc. if he/she has received a detention. Three Category II infractions in the same quarter will result in suspension.**

Category II

- Deliberate disobedience of playground rules or refusal to follow the directions of a school official or adult on duty
- Violation of the Acceptable Use Policy for computers and other technology
- Destroying or damaging property. Restitution will be required.
- Intentional physical aggression
- Throwing or kicking any object that could result in student injury or damage to property
- Use of obscene manifestations: profane language, profane gestures, harassment
- Any other conduct unbecoming of a Catholic student

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Category III

These offenses will subject the student to suspension, or expulsion as determined by the Administration. Three suspensions of any type, as well as any one of the offenses listed below, may result in expulsion.

Category III Infractions

- Possession or consumption of tobacco, alcohol or any other drug*
**May result in automatic expulsion unless professional services are obtained.*
- Possession and/or use of a weapon or instrument used as a weapon
- Fighting
- Verbal abuse of any faculty or staff member.

Upon any suspension or expulsion, parents will be called to come and pick up their child immediately. The administration will meet with the student's parents to present a final decision regarding continuation at CKCS. Where appropriate, law enforcement will be notified.

Cheating/Plagiarism

Cheating and/or plagiarism will result in the student receiving a zero and may result in additional discipline consequences to be determined by the teacher and/or administrator.

Cell phones or electronic devices

There are no cell phones allowed on campus. Students have access to a telephone during the day in the office. After school, there is a phone in the gym for use after practices. If a cell phone is found, it must be picked up by a parent from the principal the following Monday. If a cell phone is found a second time, it will be confiscated and may be picked up from the principal on the last day of school.

Electronic devices are not allowed on campus. Electronic devices include, but are not limited to IPODs, games, etc. Electronic devices may not be used during the school day. If found in use, the same rules apply that apply to cell phone use.

Important Notes

- The school may search cubbies, desks, and lockers at any time without prior notice.
- We also reserve the right to search student book bags without prior notice. Book bag searches may be conducted monthly.
- The School Administration may invoke any step or penalty in the Discipline Process for any discipline infraction and/or accumulation of infractions.
- Because some violations are also violations of state and/or federal laws, law-enforcement officials, along with the applicable legal consequences, may become involved at the discretion of the school and/or local law enforcement authorities.

Archdiocesan Weapons Policy

Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic Schools provide a safe academic and social environment for their students, teachers, staff and parents. The possession of dangerous weapons is a threat to the health, safety and well being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

DANGEROUS WEAPON – A dangerous weapon is a firearm (defined in section 921 of Title 18 of the United States code) or Anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or switch blade knife, gravity knife, stiletto, sword or dagger; or any bill, black-jack, bludgeon or metal knuckles. (Alabama Code)

Facsimiles of a dangerous weapon are subject to this policy. Any student to be found in possession of a dangerous weapon shall be expelled or suspended for a period of not less than one calendar year. The principal shall determine whether the student shall be expelled or suspended. The expulsion or suspension may be subject to any appeal rights which may exist. In cases where there are substantial mitigating circumstances, the principal may impose a term of suspension of less than one year but only with the permission of the Superintendent.



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EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are a privilege, not a right. If a student incurs disciplinary infractions, the student may be subject to the loss of the privilege.

Athletics

According to the Southern Association of Colleges and Schools, no elementary school may sponsor athletic programs. The athletic programs at CKCS are parish sponsored under the auspice of the archdiocesan Catholic Youth Organization (CYO). CKCS is a member of the Alabama High School Athletic Association. More information may be obtained through the Athletic Director at the parish office.

Altar Servers

Students in grades 4 – 8 are eligible to serve at Mass. Classes are offered periodically throughout the school year.

Student Council

The Student Council is a service organization, which has as its purpose to help those in need. The Council is composed of a president, vice president, secretary, treasurer and two representatives from each 4 – 8 grade classroom. Council members serve as school leaders and should model exemplary behavior and maintain a high grade point average.

Council members must:

- Maintain a minimum of a “C” in all academic subject areas.
- Have satisfactory conduct grades
- Receive no more than 2 detentions during the school year.
- Attend all regularly scheduled meetings
- Participate in all Student Council projects and activities

Student Council members may be removed at the discretion of the principal, for any serious failure to meet academic or behavior standards.

Honors Recognition

An Honors luncheon will be held during fourth quarter for honor students who have made all As on at least one report card during the first three quarters and have maintained a G in conduct in all classes during all three quarters.

Academic Competitions and Clubs

Many other extracurricular activities are offered to eligible students during the school year, especially students in grades 5 – 8. These may include but are not limited to: Math Counts, Scholar’s Bowl, Running Club, Band, Chess Club, Coastal Kids, etc.

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FINANCES

Tuition is charged on a **yearly basis**, but can be paid monthly. All fees must be paid before a child is registered for the following year. All payments for the current year must be completed before a child is withdrawn.

- A \$45.00 service charge is applied for all returned checks.
- No post-dated checks are accepted.
- Tuition is due the first of every month. After the 10th, a \$45.00 charge is added. If an account is three months delinquent, the parent is required to meet with principal.
- If a child withdraws any time during a month, the full month's tuition is due.
- For financial details, refer to your signed Tuition Agreement.
- The School Board may require pre-payment of tuition based on past payment history.
- There will be a charge for special services, records/research. This charge will be an hourly fee plus a copy fee plus postage.

Christ the King Catholic School may be able to offer some tuition assistance to families in need. The *school and church* provide the funds being allocated. To be eligible, families must complete an online assessment through the FACTS institution <https://www.factstuitionaid.com/facts/gaindex> . This is all confidential and FACTS recommends the amount that the family may eligible.

STUDENT WITHDRAWAL DURING THE SCHOOL YEAR

The school office should be notified in writing one week in advance of the pending withdrawal. This will enable records to be brought up to date. A copy of the permanent record will be sent to the new school upon written request from that school. Transcripts will not be sent until after all fees are paid and library books returned.

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UNIFORM REGULATIONS

Students are required to be in uniform and properly groomed when they arrive. The school reserves the right to determine suitability of dress/grooming for all school functions and to require corrective action when deemed necessary. Students are not allowed to change into out-of-school clothing before they leave school at 3:00 p.m. Uniforms may only be purchased from Sunshine Uniform Company. Boys are required to wear long pants from Nov. 1, 2011 through March 1, 2012.

Girls K-2

1. Jumper or skort – green plaid, with CKCS monogram on jumper
2. Navy pants in cold weather
3. Blouse – white, Peter Pan collar, or hunter green polo, long or short sleeve
4. Shoes – all white tennis
5. Socks – white crew socks or CKCS ankle socks
6. Outerwear – gray CKCS sweatshirt, CKCS navy hooded sweatshirt or CKCS navy fleece
7. Solid black, navy blue, or grey gym shorts must be worn under jumpers

Boys K-2

1. Trousers or shorts – dark navy twill with Sunshine logo. Boys will be required to wear long pants from Nov. 1, 2011 through March 1, 2012.
2. Shirt – green knit polo with CKCS monogram, long or short sleeve
3. Shoes – all white tennis
4. Socks – white crew socks or CKCS ankle socks
5. Outerwear – grey CKCS sweatshirt, CKCS navy hooded sweatshirt or CKCS navy fleece

Girls 3-5

1. Skort – green plaid
2. Navy pants in cold weather
3. Blouse – green knit polo with CKCS monogram
4. Shoes – grade 3 – all white tennis. Grades 4 & 5 – red-soled, light brown bucks
5. Socks – white crew socks or CKCS ankle socks
6. Outerwear – grey CKCS sweatshirt, CKCS navy hooded sweatshirt or CKCS navy fleece

Boys 3-5

1. Trousers or shorts – dark navy twill with Sunshine logo. Boys will be required to wear long pants from Nov. 1, 2011 through March 1, 2012.
2. Belt – brown braided
3. Shirt – green knit polo with CKCS monogram. This must be tucked in at all times.
4. Shoes – grade 3 – all white tennis. Grades 4 & 5 – red-soled, light brown bucks with long pants and all white tennis shoes with shorts
5. Socks – white crew socks or CKCS ankle socks
6. Outerwear – grey CKCS sweatshirt, CKCS navy hooded sweatshirt or CKCS navy fleece

Girls 6-8

1. Skirt – green plaid, pleated
2. Blouse – yellow, fitted, with CKCS monogram, must be long enough to pass ‘superman test’ (A student standing with her arms raised should not expose any skin or under wear).
3. Shoes – red-sole, light brown bucks
4. Socks – white crew socks or CKCS ankle socks
5. Outerwear – grey CKCS sweatshirt, CKCS navy hooded sweatshirt or CKCS navy fleece

Boys 6-8

1. Trousers or shorts – khaki, with Sunshine logo. Boys will be required to wear long pants from Nov. 1, 2011 through March 1, 2012.
2. Belt – brown, braided
3. Shirt – green polo with CKCS monogram
4. Shoes – red-sole, light brown bucks. White sneakers are worn with shorts.
5. Socks – white crew socks or CKCS ankle socks
6. Outerwear – grey CKCS sweatshirt, CKCS navy hooded sweatshirt or CKCS navy fleece

Tennis shoes - colors other than white on side and top of shoe are **not** acceptable. Logos other than white are acceptable only on the heel and/or tongue.

*****All jumpers, skorts and skirts must be no shorter than 3” above the knee, front and back, when the child is kneeling.**

*****All green polo shirts must be tucked in when worn (except with jumpers)**

Miscellaneous

- All uniforms must be appropriate size. Oversized clothing is forbidden.
- Boy and Girl Scouts may wear their **official** scout uniforms on meeting days. We may also grant an exception to the regular uniform for field trips.
- T-shirts worn under shirts or blouses must be solid white without any writing or logos. Sleeves cannot be longer than the uniform sleeve. Students who do not comply with this regulation will be asked to remove the T-shirt.
- Girls in all grades are permitted to wear solid black, navy or grey shorts under jumpers and skirts.

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Spirit Shirt Day

Students have a choice:

1. Any CKCS shirt with blue jeans (no shorts, unless they are uniform shorts, only during the months that shorts are allowed), uniform socks and tennis shoes.
2. Any CKCS shirt with regular uniform bottoms, socks and uniform shoes.
3. Eighth grade students may wear the official 8th grade t-shirt in place of the spirit shirt.

This day is not an out-of-uniform day. All the guidelines regarding jewelry, make-up, nail polish, hats, and outerwear still apply.

Complete Out of Uniform Day

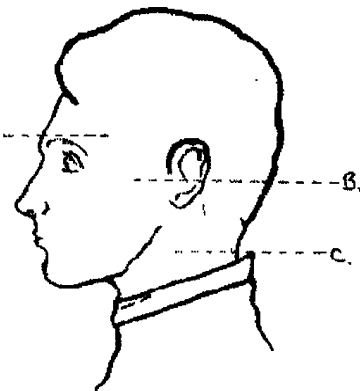
On the occasion of a complete out of uniform day, students are reminded that this is still a day of school and modest dress appropriate to a Catholic school is expected. Sleeves on all clothing should cover the shoulder and shorts should be finger tip length or longer and be worn at the natural waist. **Closed toe and closed heel shoes with socks must be worn.**

Cold Weather

- During extremely cold weather, solid WHITE turtleneck may be worn under the uniform shirt/blouse.
- Girls in K – 8 may wear solid white or solid black leggings under their jumpers/skirts. Uniform socks must also be worn. Leggings should be purchased at Sunshine Uniforms.
- Girls may also wear navy uniform pants (gr. K-5) on cold days. Girls in grades 6 – 8 may wear uniform khaki pants.
- Thermal wear or ‘Underarmor’ (shirts and pants) and sweatpants are not allowed at any time with the regular uniform.
- Only the school uniform outerwear items may be worn in the classrooms, to assemblies, to church, or on field trips. CKCS outerwear must be worn underneath any non-CKCS outerwear anytime a student is outside on the playground, during break and at recess.

Hair

- Radical styles of any kind are not allowed
- Girl’s hair must be neat, well groomed, and off the face. If a girl’s bangs are longer than her eyebrows, she must wear a headband or barrette to keep the bangs off her face.
- Boy’s hair must be cut
 - above the eyebrows (A) ,
 - not below the middle of the ears (B) ,
 - and above the top of the collar (C).



Jewelry

- Students may wear a religious medal or cross on a simple chain, one ring per hand, and a simple wristwatch. No other jewelry is allowed. Plastic or elastic bands may not be worn on the wrist.
- Multiple piercing is not allowed. Girls may wear stud earrings only – one per ear.
- Boys are not permitted to wear earrings.

Make-up

Students may not wear make-up. Only clear nail polish is allowed.

STUDENT DROP-OFF AND PICK-UP POLICY

Morning Drop-Off: There are two (and only two) approved methods of dropping off your child / children for school.

1. Enter the parking lot from Main Street. Please ask your children to gather their belongings prior to entering the parking lot. Drive your car into the parking lot, around the circle, as far as you can go before stopping. When you have reached the point where you can drive no farther due to the vehicles stopped ahead of you, let your children exit your vehicle from the **PASSENGER SIDE ONLY, BUT STOP ONLY ONCE!** At no time should a parent get out of the car to unload children. All children should exit your vehicle at that single stop, whether by the 8th grade classrooms or the administration building. We have upper grade students, volunteer parents, and teachers standing out in the parking lot for assistance, no matter the weather. They will ensure that your child gets safely to the proper place. When exiting the parking lot, there is **NO LEFT TURN ON TO COLLEGE AVENUE. ALL TRAFIC MUST TURN RIGHT.**
2. If you prefer to walk your child/children in to school, park your car in the parking lot on Dryer Avenue. Escort your child/children across Dryer Avenue at the crosswalk with the Crossing Guard near the gym and accompany them to the classroom. Children **may not** enter the school property by themselves from this location.

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[CLICK ON LINK FOR DIAGRAM](#)

Afternoon Pick-Up: There are two (and only two) approved methods for picking up your children after school.

1. Enter the parking lot area from College Avenue. **DO NOT** block the westbound lane of College or the intersecting streets while waiting to enter the parking lot. Pull all the way forward into the empty space of your choice in the parking lot until each lane is filled. **DO NOT** block other spaces or lanes to the west (your left) if they are available. This maximizes the number of children being picked up in the first wave, and it prevents a traffic jam on Main Street, College Avenue and Sixth Street. As exiting traffic turns beside Assumption Hall, it splits into two lanes to turn onto Main Street.

Parents should not leave their cars unattended when not parked within the lined designated parking lot. This includes cars parked between Assumption Hall and the rectory and those waiting on College Avenue. These cars will be in the 2nd wave of afternoon pick-up.

2. Park your car in the parking lot on Dryer Avenue and meet your child by crossing at the crosswalk near the gym and going to the sidewalks inside the courtyard. Return to your car with your child / children, crossing at the crosswalk. As you exit the parking lot, you may turn left or right onto Dryer Avenue. Children may not exit the school property by themselves at this location.

Other notes for Afternoon Pick-Up:

- Do not park anywhere alongside Assumption Hall; this blocks one of the two lanes by which cars exit onto Main Street.
- No one will be permitted to exit the parking lot between 2:30 and 3:00 P.M. for any reason. Traffic cones will be placed at the front of the car pool lines at 2:30 PM.
- No one should enter the parking lot or the front parking lot from Main Street after 2:45 p.m. for any reason. "EXIT ONLY" signs are posted facing Main Street in the afternoon for carpool traffic only.
- At no time should a running vehicle be left unattended while in the parking lot during afternoon pick-up.

[CLICK ON LINK FOR DIAGRAM](#)

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