

**OUR LADY OF THE HOLY SOULS
CATHOLIC SCHOOL
1001 NORTH TYLER
LITTLE ROCK, ARKANSAS 72205**

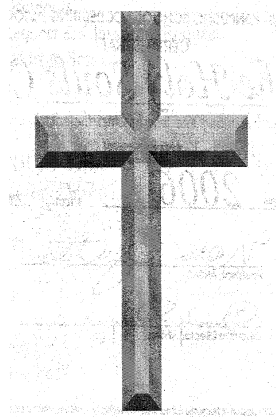
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STATEMENT OF PHILOSOPHY

The educational philosophy of Our Lady of the Holy Souls Catholic School is to provide an environment that will ensure the development of each student intellectually, physically, socially, spiritually, and morally within the values and traditions of Catholic Christianity. Working together the administration, faculty, staff and students strive to develop a faith community where individuals can grow in the knowledge of God, life, the universe, and culture.

We strive to teach the students self-control and responsibility. These two aspects are necessary for producing students who will be responsible members of society who respect the rights of others. We believe that these goals can be accomplished by nurturing the child's natural desire to learn, experiment, and discover for himself as well as by the use of activities that are teacher-oriented.

A continuing dialogue with parents exists to maintain the continuity of values shared by the school and the home. We ultimately hope to develop attitudes in the students that make them aware of their duties to be followers of Jesus on a daily basis.

CERTIFICATE OF ACCREDITATION

ANSAA

ARKANSAS NONPUBLIC SCHOOL ACCREDITING ASSOCIATION

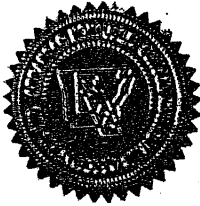
CERTIFIES THAT

Our Lady of the Holy Souls Catholic School

Is a Member in good standing and who has met the criteria and standards of the

ANSAA

Accreditation is granted from August 2006 through July 2013.



Nora Yates
President, ANSAA

Beverly Drey
Executive Director, ANSAA

Affiliated with the National Federation of Nonpublic School State Accrediting Associations, which is approved by the U.S. Office of Education and CASE (Council for the Advancement and Support of Education).

Holy Souls Catholic School is accredited by the Arkansas Nonpublic School Accrediting Association. With this accreditation and validation, Holy Souls School sets itself apart as an institution dedicated to providing its students with the best possible learning environment.

TABLE OF CONTENTS

STATEMENT OF PHILOSOPHY	1
ENTRANCE ADMISSION	7
1. General	7
2. Admission Guidelines	7
3. Baptismal & Birth Certificate/Vaccinations	7
4. Age Requirements	7
5. Teacher Request & Classroom Request	8
6. Withdrawal from School	8
REGISTRATION	8
TUITION AND SCHOOL FEES	8
1. Tuition for 2008-2009	8
2. Payments	9
3. Book Rental	9
4. Book Fees	9
5. Other Fees	9
6. Obligations	9
7. PTO Dues	9
8. Athletic Fees	10
9. Cheerleading Fees	10
10. Lunch Fees	10
11. Extended Care Fees	10
SCHOLARSHIP/TUITION AID	10
ACCOUNTS RECEIVABLE POLICY	11
SCHOOL HOURS	11
1. Daily Schedule	11
2. School Hours	11
3. Arrival Time	12
4. Early Dismissal	12
ABSENTEEISM AND TARDINESS	12
1. Reporting an Absence	12

TABLE OF CONTENTS (Continued)

2. Twenty-Five Days of Absence	12
3. Tardiness	12
REQUESTING DISMISSAL FROM SCHOOL	12
1. Planned Reason	12
2. Vacations and Trips	13
3. Leaving School Premises	13
4. Class Activities Outside of School	13
EMERGENCY CLOSING	13
1. Decision of the Catholic Schools	13
2. Threatening Weather	13
3. Early Dismissal	13
CURRICULUM	13
1. Subjects	13
2. Homework	14
3. Make-up work	14
4. Grading	14
5. Learning Differences	14
6. Conduct Grades	14
7. Report Cards	15
8. Promotion	15
9. Parent-Teacher Conferences	15
10. Edline	15
UNIFORMS	15
1. Uniform Policy	15
2. Girls Dress Code	15
3. Boys Dress Code	16
4. P.E. Girls & Boys 6-7-8	16
5. Dress Policy, Grades PreK-8	16
DISCIPLINE PHILOSOPHY AND GOALS	17
1. Goals of Discipline	17
2. Methods of Obtaining Self-Discipline	17
RULES AND PROCEDURES (Pre-K-8)	17
1. Parent Student Contract	17
2. General Rules of Conduct	17
3. Major Offenses	18

TABLE OF CONTENTS (Continued)

4. Property Damage	18
5. Possessions Brought to School	18
6. Use of the Telephone	18
7. Medication at School	19
8. Forgotten Books, etc.	19
9. Flowers or Balloons Delivered to School	19
10. Cafeteria Rules	19
11. School Lunches	20
12. Soft Drinks	20
13. Milk Allergies	20
14. Peanut Allergies	20
15. Playground Supervision	20
16. Playground Rules	20
DISCIPLINE PHILOSOPHY AND GOALS 6-8	21
1. Goals Of Discipline Policy	21
2. Methods Of Obtaining Self-Discipline	21
DISCIPLINE POLICY GRADES 6-8	21
1. Recognition For Good Behavior	21
2. Behavior	21
3. Consequences for each mark given	21
4. Procedure For Tracking Marks	21
5. Number of Detentions and Results	21
6. Major Offenses	21
7. Number of Major Offenses and Results	22
8. Individual Classroom Rules	22
9. Harassment Policy	22
COMPLAINTS	23
1. General Complaints	23
2. Contact Teacher	23
3. Contact Principal	23
4. Contact Pastor	23
5. Contact Superintendent	23

TABLE OF CONTENTS (Continued)

ATHLETICS	23
1. Holy Souls Athletics	23
A. Philosophy	23
B. Procedure for Complaints	23
C. Guidelines	23
D. Absent From School & Eligibility To Play	24
E. Sports Deadlines For Signing Up	24
F. Assignment to Teams	24
G. Cheerleading Rules	25
H. Basketball Rules	25
I. Golf Rules	25
J. Track & Field	26
K. Cross Country	27
2. Parochial League 2008-2009	28
A. Preface	28
1. Students	28
2. Coaches	28
3. Parents	28
4. Guidelines	28
B. Administrative	29
C. Playing Rules	31
Basketball	31
Volleyball	32
Football	32
D. General Player Eligibility	32
E. Academic & Conduct Eligibility	33
F. Parochial League Athletic Board Committee	33
G. Official Dates for Roster Changes	34
H. Consequences For Infractions of Rules	34
SCHOOL SERVICES	34
1. Health Service	34
2. School Insurance	34
3. Parent-Teacher Organization	34
4. School Board	34
5. Volunteers	35
6. Extended School Care	35
7. Fund-Raisers	35
8. Learning Differences	35
9. Asbestos Management	35
10.DHS Requirement	36
11.Right to Amend	36

ENTRANCE ADMISSION

1. GENERAL

Our Lady of the Holy Souls Catholic School admits students of both sexes, of any race, color, nationality or ethnic origin.

2. ADMISSION GUIDELINES

A. *First Priority*

Catholic families in Holy Souls parish, especially those who already have children attending the school.

B. *Second Priority*

Catholic families from other Catholic parishes in the area.

C. *Third Priority*

Non-Catholic families in the area.

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

- Families who consistently attend Mass (as indicated by the regular use of Church envelopes)
- Active participation in parish and/or school activities
- Siblings already enrolled in Holy Souls School
- Number of years family has been enrolled in the parish

3. BAPTISMAL, BIRTH CERTIFICATES & VACCINATIONS

A Baptismal Certificate and a Birth Certificate must be presented at the time of registration. The Arkansas Department of Health requires that a child receive by school age, 5 doses of DtaP, 4 doses of Oral or Inactivated Polio, 3 or 4 doses of HIB, 3 doses of Hepatitis B, 2 doses of Measles/Mumps/Rubella, and 1 dose of Varicella vaccine. A vaccination record must be present at time of admission.

4. AGE REQUIRMENTS: 1ST GRADE, KINDERGARTEN, PRE-K (4 YR)

In compliance with state law and diocesan regulations, "No child shall be admitted to first grade unless he/she has attained the age of six years on or before September 15th of such school year." No child shall be admitted into kindergarten unless he/she has attained the age of five years on or before September 15th of such school year. No child shall be admitted to the four-year old program unless he/she has attained the age of four years on or before September 1st of such school year.

5. TEACHER REQUEST & CLASSROOM REQUEST

Due to the professional qualifications of all teachers at Holy Souls School, parental request for a specific teacher **will not be granted**. If the parent feels the need to discuss special learning differences of his or her child prior to the class placement, the need must be put in writing and an appointment made with the principal to discuss an educational plan for the up coming year. The letter and appointment must be completed before the **end of April**. **No request will be granted after the April deadline.**

6. WITHDRAWAL FROM SCHOOL

When a family is moving or withdrawing from school for any reason, the parents must **submit a letter to the principal** stating the reason for leaving and the planned date of departure. The same procedure should be used if the family is not returning for the next school year. The student's classroom place is not released until the school has been officially notified in writing of the student's withdrawal.

REGISTRATION

Registration for the 2008-2009 school year will be held in January, 2008. A registration fee of \$150.00 per family and \$25.00 per child (maximum \$225.00) is paid at this time. The registration fee is non-refundable.

TUITION AND SCHOOL FEE

1. TUITION FOR 2008-2009

FOUR-YEAR OLD PROGRAM: PER CHILD / \$3,285 (\$365.00 PER MONTH)

The four-year old tuition of \$365.00 per month includes two snacks per day. If you already have a child enrolled in school, your tuition will be \$365.00 plus the tuition for your other child/children.

FACILITY AND RESOURCE FEES /All new families enrolling in Holy Souls School will pay a one-time Facility and Resource Fee of \$500 per family.

FEES PAYABLE TO HOLY SOULS CHURCH / Prior to registration, a family must be practicing Catholics registered in the parish and have contributed at least \$630.00 to church support during the 2007 calendar year. For out-of-parish students, there is a one-time contribution requirement of \$630.00 per family to the Holy Souls Building Fund.

For non-Catholic students, there is a one-time contribution of \$1,100 per family to the Holy Souls Building Fund. All of these fees are made payable to Holy Souls Church. For those students who enroll midway through the seventh grade or eighth grade only, there is a one-time contribution of \$500.00 per family. For non-Catholic Pre-Kindergarten students, the \$1,100.00 contribution is waived pending enrollment into Kindergarten.

IN-PARISH FAMILIES (Grades K-8)

IN-PARISH (K-8) Contributed Previous Calendar Year	\$630.00 to Parish
ONE CHILD	\$310/mo for 9 mos. = \$2,790.00 Annual
TWO CHILDREN	\$534/mo for 9 mos. = \$4,806.00 Annual
THREE CHILDREN	\$714/mo for 9 mos. = \$6,426.00 Annual
FOUR CHILDREN	\$792/mo for 9 mos. = \$7,128.00 Annual

OUT-OF-PARISH (K-8)	One time contribution \$630.00 to Parish
EACH CHILD	\$476/mo for 9 mos. = \$4,284.00 Annual

NON-CATHOLIC (K-8)	One time contribution \$1,100.00 to Parish
FIRST CHILD	\$556/mo for 9 mos. = \$5,004.00 Annual
Each ADDITIONAL CHILD	\$505/mo for 9 mos. = \$4,545.00 Annual

2. PAYMENT

Tuition may be paid annually, semi-annually, or by bank draft. Tuition paid by bank draft will be due the 5th or 20th of each month beginning in August. The first semi-annual payment will be invoiced and due July 25, 2008, the second payment is due December 12, 2008. The annual tuition payment will be due in full by July 25, 2008.

Checks for school supplies, and other activities are to be made payable to Holy Souls School. Payments may be mailed to the school or brought to the school office. If payments are brought to the office, please enclose the money or check in an envelope on which you indicate the name, grade, amount, and the purpose for which the money is to be applied.

3. BOOK RENTAL

Textbooks are issued on a rental basis and must be checked in at the end of the school term or before withdrawal. Any student who loses or damages a book shall replace the book at full cost. All students are required to cover rental books and carry them in a book bag.

4. BOOK FEES

Rental books, consumable books, and classroom materials must be pre-paid in May for the following school year. Book bills and fees for 2008-2009 total \$200.00 per child. Book fees to be paid for the 2009-2010 school year have not yet been determined.

5. OTHER FEES

Student Resource Fee	\$ 50.00 (PK-5 th grade)
	75.00 (6 th -8 th grade)
Art Fee	10.00 (K-8 th grade)
Kindergarten Snack Fee	100.00 (K only)

6. FINANCIAL OBLIGATIONS

Students of families who fail to meet financial obligations may be required to leave the school. Transcripts will not be forwarded to another school until all payments are made. Refer to Accounts Receivable Policy on page 11.

7. PARENT-TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization dues are \$15.00 per family.

8. ATHLETIC FEES (GRADES 5-8)

Football, Basketball, Volleyball, Cheerleading, Cross Country, Track and Golf fees are \$45.00 per sport payable by July 27, 2007. Basketball, volleyball, golf, track and field uniforms and football jerseys are included in the fees. (volleyball knee-pads, football pads, pants, and helmets must be individually purchased). Any sport played that is not paid for by the deadline for that sport will have a \$20.00 late fee charged to their account. (See page 26 for deadlines)

9. CHEERLEADING UNIFORMS

Uniform Rental Fee	\$30.00
Sweatshirts	\$25.00
Shoes, Socks, Bloomers	\$60.00

10. LUNCH AND MILK

Lunch and Milk	\$ 2.60
Milk	\$.50

11. EXTENDED CARE PROGRAM / *For more information see page 35*

Registration Fee / \$25.00 PER CHILD

After School Care Hours 3:00-5:30

Daily Rate \$8 per student
Weekly Rate \$30 per student

Summer & Holidays 7:15 to 5:30

Daily Rate \$25 per student
Weekly Rate \$85 per student
Summer Activity Fees and rates for 2009 have not been set.

SCHOLARSHIP & TUITION AID/GRANTED BY HOLY SOULS CHURCH

The Holy Souls Church Scholarship and Tuition Aid program is designed to enable active parishioners with Catholic children to send their children to Holy Souls School, even though the parents may be unable to pay full tuition rates at this time. The Private School Aid Service (PSAS) will administer the Church’s tuition assistance program. The PSAS Company will provide a high degree of objectivity, professionalism, and confidentiality. When applying for financial aid, each family is required to complete a formal application and to send the application, any supporting documentation, and a \$20.00 application fee directly to PSAS. Application for financial assistance may be picked up in the School office or in the Church Business Office. The deadline for submitting applications is April 30, 2009. All applicants will receive written responses by June 15, 2009. Families receiving scholarship monies will be responsible for all school fees including books, pre-registration, athletics, PTO, school activity fees, cafeteria, and Extended Care.

ACCOUNTS RECEIVABLE POLICY

Collection Procedures:

Our Lady of the Holy Souls Catholic School, Extended Care and Cafeteria (collectively referred to as “Holy Souls”) has established a systematic procedure for collecting receivables. **The responsible party (defined as a student’s family, guardian or custodial parent)** must pay any past due debts and obligations incurred in prior academic terms before being permitted to register. Additionally, all known debts and obligations incurred during the current term must be paid prior to a student being allowed to complete pre-registration for any future terms. In addition, no grade reports, certificates of credit, diplomas or transcripts will be issued to any student with any unpaid or delinquent debt or obligation owed to Holy Souls.

Billing Procedures:

Registration fees are collected immediately when incurred during the registration process. For receivables other than registration fees, collection efforts should begin no later than thirty days after the obligation has been incurred.

Delinquent Accounts:

For all accounts receivable, a minimum of three (3) billings or letters of contact shall be sent by Holy Souls at thirty (30) day intervals once an account becomes delinquent (**defined as thirty (30) days or more past due.**) The **second** letter or billing for delinquent amounts will require a meeting with Business office personnel **within ten (10) days** to determine the appropriate course of action for repayment. If the parties involved do not agree to this meeting, then a “Termination of Attendance” letter requesting payment within a period not to exceed ten (10) days will be sent by certified mail. A “Termination of Attendance” form will be initiated immediately by the Business Office if payment is not made in response to the final request. This will result in the termination of the student’s enrollment.

SCHOOL HOURS

1. DAILY SCHEDULED CLASSES

Excluding recess, lunch, and religion, daily scheduled classes are in session for 5 hours and 30 minutes each day. Students in grades PreK-8 attend Holy Mass or prayer services at least once a week.

2. SCHOOL HOURS

The official school day begins at 8:00 a.m. and continues through 3:00 p.m. The school doors will open at 7:45 a.m. For the SAFETY OF YOUR CHILD we strongly urge you to plan your arrival to coincide with opening time. All students will leave the grounds promptly after dismissal at 3:00 p.m. and go directly home. Students awaiting parents are NOT to use the playground equipment, but are to wait in the areas designated by the school or use the after school Extended Care service. Students not picked up by 3:20 p.m. will be sent to Extended Care and the parent will be charged the daily rate of \$8.00 per child.

3. ARRIVAL TIME

Pre-K and kindergarten students are to go to their classrooms upon arrival. Students in the first grade through fourth grades are to go to the gymnasium, entering through the cafeteria door. Students in the fifth through the eighth grades are to report to the cafeteria. The attending supervisors will dismiss all students at 7:45 to go to their classrooms.

4. EARLY DISMISSAL

School will be dismissed at 1:30 p.m. for in-service and faculty meetings on the first Friday of each month.

ABSENTEEISM AND TARDINESS

1. REPORTING AN ABSENCE

If a child is absent, please call the school office or send a note to the office via a brother or sister. When calling to report the absence, you may also request homework to be left in the office (must be requested by 10:00a.m.) or sent home with a brother/sister or friend. The work may not be picked up in the office until the end of the school day. Upon returning to school, the child is required to bring a note to the classroom teacher stating the reason for his/her absence.

2. TWENTY-FIVE DAYS OF ABSENCE

Pupils are required to be in attendance at all times when school is in session unless illness or an emergency prevents attendance. Generally, a pupil who has accumulated 25 days of absence during the school year should repeat the grade or be required to attend summer school. Proof of attendance at summer school must be presented to the principal by August 1.

3. TARDINESS

Tardiness interferes with a child's progress in school and creates a disturbance for all members of the class. **A child is considered tardy if he/she is not in the classroom when the 8:00 a.m. bell rings.**

In the case of chronic tardiness, parents must walk the child into the building and sign the student into school.

REQUESTING DISMISSAL FROM SCHOOL

1. PLANNED REASON

When requesting a student to be dismissed from school for any planned reason, parents are to submit a WRITTEN REQUEST IN ADVANCE to the school office. For the SAFETY OF THE CHILD, the parent or other authorized person must come to the office to meet the child. **Students will not be allowed to leave with anyone other than the parent unless written permission from the parent has been provided. Students will not be called out of class until the parent is present in the school office.**

2. VACATION AND TRIPS

When parents take children out of school for vacations or trips, the **PRINCIPAL AND THE TEACHER** must be notified in writing **IN ADVANCE**. Parents assume responsibility for the education of the child. **TEACHERS ARE NOT REQUIRED TO WRITE OUT LESSONS IN ADVANCE OR TO MAKE-UP TESTS WHEN THE CHILD RETURNS.**

3. LEAVING SCHOOL PREMISES

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

4. CLASS ACTIVITIES OUTSIDE OF SCHOOL

Any class meeting or activity outside of school time is to have the approval of the principal.

EMERGENCY CLOSING

1. DECISION OF THE CATHOLIC SCHOOLS

When bad weather necessitates the closing of school, Holy Souls School will abide by the decision made by the Catholic Diocese of Little Rock, which will be announced by the media. **PLEASE LISTEN TO THE NEWS FOR ALL SCHOOL CLOSINGS.**

2. THREATENING WEATHER

If the schools remain open and the weather is threatening, each family will have to decide whether to send their children to school.

3. EARLY DISMISSAL

If school is in session and the weather conditions deteriorate, listen for news of early dismissal. Make sure you have made arrangements to get your child home safely. **NO CHILD MAY LEAVE THE CLASSROOM WITHOUT BEING CHECKED OUT THROUGH THE SCHOOL OFFICE.**

CURRICULUM

1. SUBJECTS in the curriculum:

Religion	(Creed, Sacraments, Scripture, Commandments, Prayer)
Language Arts	(Reading, Spelling, Handwriting, Vocabulary, Phonics) Literature, Creative Writing)
Mathematics	(General Math, Pre Algebra & Geometry)
Science	(General Science, Earth / Physical Science, Life Science)
Social Studies	(History, Geography, Economics, AR History, Current Events)
Music	(Appreciation, History, Instrumental, Vocal)
Art	(Appreciation, Drawing, Painting, Clay Sculpturing)
Physical Education	(Health, Fitness, Games & Sports)
Foreign Language	(Spanish - Vocabulary, Conjugation of Verbs Conversation) Grades 3-8
Computers	(Keyboarding & Writing Lab; Integrated Software in Math, Language & Reading) Grades 3-8

2. HOMEWORK

Homework is a necessary part of each student's educational program. Therefore, it is imperative that students do the assigned work. Full credit cannot be given to students who do not turn in assignments completed and on time.

3. MAKE-UP WORK

Make-up work is the responsibility of the student. UPON RETURNING TO SCHOOL FROM AN ABSENCE, A STUDENT MUST APPROACH HIS/HER TEACHERS AND ASK FOR ASSIGNMENTS AND TESTS TO BE MADE UP. A GRADE OF ZERO WILL BE GIVEN FOR A TEST OR ASSIGNMENT NOT COMPLETED WITHIN THE DATE GIVEN BY THE TEACHER.

4. GRADING

Grades are determined by a number of factors – daily work, test scores, projects, class participation and class preparation.

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

Pre-K & KINDERGARTEN GRADING

O	Outstanding
S	Satisfactory
N	Needs Improvement

5. LEARNING DIFFERENCES

Grades for students with documented learning differences are used to indicate a student's progress in relation to his/her ability and not in relation to an expected grade norm. A modified grading scale may be used in the areas of difference of each student. If there are areas of academics, which are not affected by the particular learning differences, the academic standards under GRADING #4 will apply. Each child with documented learning differences will receive a personal education plan stating the modifications for grading.

6. CONDUCT GRADES (6-8)

Conduct grades will be on a 4.0 system. Each teacher will give an individual conduct grade. The grade will be based on the student's behavior in that individual teacher's class rather than being based solely on the number of marks received during the nine weeks.

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

Conduct grading will be evaluated as follows:

4.0	=	"A" Superior Conduct
3.0	=	"B" Average Conduct
2.0	=	"C" Conduct Needs Improvement
1.0	=	"D" Poor Conduct

7. REPORT CARDS

The student's grades are used to report individual progress and should not be used as a comparison to others. Create success for your child by praising good work. If the child is low in a subject, use it as an opportunity to PLAN for improvement. All report cards require the signature of the parents before they are returned to the teacher. The cards need to be returned within one week of the distribution date. Parents should take note of the time when report cards and interims are distributed.

Distribution Date:

September 19	Interim-Edline	October 24	Report Card
November 19	Interim-Edline	January 26	Report Card
February 6	Interim-Edline	March 19	Report Card
April 24	Interim-Edline	May 28	Report Card

8. PROMOTION

Promotion will be based on the passing mark of seventy percent (70%) and parent/teacher consensus. Two failures constitute a grade failure unless the subjects are made up during summer classes or by working with a tutor approved by the principal. Students failing will be given a redemption plan devised by the teacher. Proof of passing marks based on the redemption plan will be presented to the principal before the child is promoted.

9. PARENT-TEACHER CONFERENCES

Parent-Teacher conferences for grades Pre-K through 8th grade will be held on Thursday, October 23 from 3:30 – 6:00 and Friday, October 24, from 7:30 – 3:30. Families will be given an assigned time by October 17. If you cannot keep the assigned time, please notify the school office. The second parent-teacher conference will be Thursday, April 29, 3:30-6:00 p.m. and Friday, March 20, 7:30-3:00 p.m.

10. EDLINE

Edline is a web based program used as a means of communication with families regarding Holy Souls' news, student assignments and grades. Each family will be given an activation code for their family.

UNIFORMS

1. UNIFORM POLICY

Uniforms are required for all students attending Holy Souls School. Students in grades 5-8 not following the dress policy will contact their parents to bring the appropriate uniform, if parents are unable to bring the proper uniform, the student will receive subtractions (5th)/marks (6-8). Students in grades PK-4 not following the uniform policy will be given a uniform infraction notice for the parent to sign. Holy Souls uniforms are available at School Days Discount Uniform, Inc. and The Toggery. The Toggery also offers uniform shoes. UNIFORMS MUST FIT APPROPRIATELY AND BE IN GOOD CONDITION (no holes or faded).

2. GIRLS

A. **SOCKS/TIGHTS:** Red, white, or navy (2 inch crew or knee)NO LOGOS
ALLOWED ON SOCKS/ **NO TENNIS OR ANKLE SOCKS**

B. **SHOES:** Gray, black, brown, red, white, or navy

C. **SHIRT:** Pre-K-6: Short/long sleeve; White with Peter Pan collar with jumper (PK-5), skirts (6th).

red logo or 2-3 button red knit can be worn with shorts or skorts

7- 8: White polo shirt with crest worn tucked into skirt /white t-shirts may be worn under uniform shirt – the t-shirt must be solid white without writing or logos

- D. **JUMPER:** Pre-K-5 red plaid (shorts worn underneath jumper) jumpers must be no shorter than two inches above the knee
 - E. **SKORT:** Pre-K-3 red plaid – skorts must be the same length as walking shorts
May be worn August, September, October, November, March, April, May
 - F. **SKIRT:** 6 – 8: Red plaid box pleated-knee length (shorts worn underneath)
skirts must be no shorter than two inches above the knee
 - G. **WALKING SHORTS/KNIT SHIRTS:** Navy walking shorts, red knit collar shirt, white uniform blouse, or red Holy Souls logo t-shirt
(August, September, October, November, March, April and May)
 - H. **SWEATERS/SWEATSHIRTS:** Holy Souls sweatshirts, navy sweater
(pullover, cardigan, crew or V-neck)
 - I. **OPTIONAL: HAIRBOWS:** Ribbons, pony tail holders, barrettes; may be red, white, navy, or a combination of these colors.
 - J. **OPTIONAL: Pre-K – 6** Navy twill slacks, pleated; worn with white uniform blouse or red collar shirt. **7 – 8** Navy twill slacks, pleated; worn with white uniform blouse only.
 - K. **BELTS:** Gray, black, brown, red, or navy belts are required for girls in grades 4-8 when wearing walking shorts and or slacks. Belts are optional for shorts and slacks in grades Pre-K through 3. *Length of belt must be tucked into belt loop.*
- 3. BOYS**
- A. **SOCKS:** Red, white, or navy (2 inch crew or knee) – **NO LOGOS ALLOWED ON SOCKS/ NO TENNIS OR ANKLE SOCKS.**
 - B. **SHOES:** Gray, black, brown, red, white, or navy
 - C. **SHIRT: PreK-6:** short/long sleeve; 2-3 buttons-red knit shirt with collar and crest t-shirt may be worn with shorts. **7 – 8:** Blue striped, oxford cloth, button down short/long sleeve (only choice for wear with slacks in December, January, and February) White t-shirts may be worn under uniform shirts. The t-shirt sleeves should not be longer than the uniform sleeves and must be solid white without any writing or logos. Crest t-shirts may be worn with shorts.
 - D. **SLACKS:** Navy twill (NO DENIM OR CORDUROY), pleated or non-pleated.
 - E. **WALKING SHORTS:** Navy walking shorts, red knit collar shirt, or red Holy Souls crest t-shirt (August, September, October, November, March, April and May.) Junior High boys may wear striped oxford with shorts.
 - F. **SWEATERS/SWEATSHIRTS:** Holy Souls sweatshirts, navy sweater (pullover, cardigan, crew or V-neck)
 - G. **BELTS:** Gray, black, brown, red, or navy (optional for Pre-K through 3 and mandatory for grades 4-8.) Length of belt must be tucked into belt loops.
- 4. P.E. GIRLS AND BOYS, GRADES 6-7-8**
Regulation P.E. shirt, red gym shorts, tennis shoes, white socks.
P.E. uniforms must be purchased through Holy Souls School.
- 5. DRESS POLICY – ALL GRADES**
- A. **JEWELRY:** Post earrings (girls only), watches, and rings. No double earrings.
 - B. **SHOES:** Sandals, boots of any type, fluorescent, light-up, printed canvas shoes, or shoes with wheels are not permitted. Any shoes with laces must have laces tied. Laces in tie shoes should be white, brown, gray or black. No open toe or open heel shoes.
 - C. **SHIRTS:** All shirts must be tucked in at the waist at all times.

- D. HAIRSTYLES:** Hair shall be worn in an appropriate manner, never extreme. Boys are expected to maintain a hairstyle with hair above the ears and above/off of the eyebrows. The hair in the back of the head should be above the collar. Girl's hairstyles must be off the face and out of the eyes. The final decision for appropriate hairstyle rest with the principal.
- E. NAIL POLISH/MAKE-UP:** None allowed with uniform or casual dress days.
- F. CASUAL DRESS DAY:** Clothes worn on casual dress days should be in good taste. No spandex, tank tops, mini-skirts, boots, sandals, or Birkenstocks, should be worn. No shorts except uniform shorts should be worn. **Parents should check designs and logos on shirts before leaving for school. There are many advertising logos that would not be appropriate for a Catholic School.**
- G. RED LOGO T-SHIRTS** are to be worn only with shorts – Not slacks, jumpers, skirts, or skorts.

DISCIPLINE PHILOSOPHY AND GOALS

1. GOALS OF DISCIPLINE

The ultimate goal of Holy Soul's discipline system is to teach students to become effective modifiers of their own behavior. Self-discipline is learned, therefore, students are taught to internalize self-discipline behavior without diminishing self-esteem.

2. METHODS OF OBTAINING SELF-DISCIPLINE

In order to create independent self-discipline, teachers, parents, administration, and staff must help students:

- express feelings in a controlled productive way
- think through their actions and predict the consequences – assume responsibility for their action (good and bad)
- identify the causes of their misbehavior and change them to more appropriate behavior
- understand that behavior is shaped and modified by its consequences
- model desired behavior
- learn problem-solving skills
- be consistent

RULES AND PROCEDURES

1. PARENT-STUDENT STATEMENT OF RESPONSIBILITY

After reading the handbook, please sign the Statement of Responsibility page located in your summer registration packet and front of handbook and return one copy per family to the school office by July 27, 2007.

2. GENERAL RULES OF CONDUCT

- A. Students will be mannerly, courteous, and respectful.
- B. The learning environment will be orderly, quiet, and conducive to study.
- C. Students will respect school property and the property of others.
- D. Students will WALK and remain quiet when moving through the building.
- E. Gum chewing is not permitted on campus at any time.

3. MAJOR OFFENSES

Detention, in-school suspension, out of school suspension, or expulsion may be given for major offenses. Punishment is at the discretion of the principal. See Discipline Policy Grades 6-8 for consequences. Students in grades PreK-5 will be disciplined at the discretion of the principal. Students will be sent to the office for any Major Offense.

- A. Fighting
- B. Defiance of school authority (principal, teacher or staff member)
- C. Cruelty to others (verbal, physical, or cyberspace)
- D. Willful destruction/defacing of school or church property
- E. Consistent lack of cooperation within or outside of the classroom
- F. Profanity (including inappropriate slang), verbal abuse, obscene gestures, language or conduct
- I. Leaving classroom or designated area without permission
- J. Cheating
- K. Possession of cell phone or personal cell phone use during school hours
- L. Possession, use, distribution, or purchase of any drug, tobacco in any form, or alcoholic beverages in the school, on the school grounds, or any school function
- M. Bringing pocket knives, firearms, or any type of weapon on the school or church Grounds
- N. Any other offense deemed major by the principal

4. PROPERTY DAMAGE

When school property is damaged, the person responsible for such damage will promptly report it and pay for the damage. Any time a student is guilty of vandalism, either during school or non-school hours, he/she will be subject to disciplinary action in addition to restitution.

5. POSSESSIONS BROUGHT TO SCHOOL

All items brought to school should be marked with the student's name (sweaters, jackets, raincoats, etc.) This includes BOTH of a pair. If a student loses articles at school, he/she should check the LOST AND FOUND BOX located underneath the stairwell by the 1C classroom. Electronic devices such as ipods, mp3 players, cell phones, radios, tape recorders, CD players, video games, and message devices are not to be brought to school without special permission and the approval of the principal. Cell phones are not to be in the possession of a student. If a student needs a cell phone for after school activities, the student may check the cell phone into the office at the beginning of the school day and pick up the cell phone at the end of the day. Any student found with a cell phone during the school day will receive an automatic detention. Cell phones are not to be used on school grounds during the hours of 7:45 and 3:20. Purses may be kept in a student's locker, but will not be carried to the classroom or on the playground.

6. USE OF THE TELEPHONE

Student use of the office telephone shall be limited to EMERGENCY CALLS. Neither teachers nor students are called to the telephone during class hours unless it is an emergency. Your child should know arrangements for after-school transportation BEFORE he/she comes to school. Please DO NOT CALL THE OFFICE concerning transportation and homework assignments unless it is an emergency.

7. MEDICATION AT SCHOOL

If a child needs medicine during school hours, the parents must provide the medication along with written instructions for administering. School employees are not allowed to give medication (aspirin, tylenol, ibuprofen, etc.) without written consent of the parent and the parent must provide the medication for the student. ALL MEDICATION IS KEPT IN THE SCHOOL OFFICE. NO MEDICATION IS ALLOWED IN CLASSROOMS, BACKPACKS, OR SCHOOL LOCKERS. The teacher or office staff will take care of minor accidents. In case of a serious accident, the school will contact the parents as soon as possible. If the parents cannot be contacted, the injured child will be taken to the hospital immediately. If a student is sent home with a fever, the student must be fever free for 24 hours before returning to school.

8. FORGOTTEN BOOKS, HOMEWORK, AND OTHER ITEMS

To help students learn responsibility, we ask that forgotten books, homework, lunches, and other school items NOT be delivered to school.

9. FLOWERS, BALLOONS, OR GIFTS DELIVERED TO SCHOOL

Students are NOT allowed to receive balloons, flowers, or gifts that have been delivered to the school. If a delivery is made for a student, the office staff will not sign for the delivery and the flowers, balloons, or gifts will be sent to the student's home address.

10. CAFETERIA RULES

- A. All teachers are responsible for student conduct in the cafeteria.
- B. Teachers will accompany students to the cafeteria and monitor their behavior.
- C. Students who continually disregard the cafeteria rules will be referred to the office for disciplinary action.
- D. Students are expected to conduct themselves properly during lunch, practice good table manners, and follow the rules listed below.
 - a. All students will eat either a lunch prepared by the cafeteria staff or bring a lunch from home.
 - b. Students will walk when entering and leaving the cafeteria.
 - c. Students will form a single line from the classroom to the cafeteria.
 - d. Students will refrain from pushing, shoving, and breaking in line.
 - e. After receiving lunch trays, students will be seated and remain seated at the table until dismissed by the teacher.
 - f. Students will talk quietly while eating lunch.
 - g. Students are not to throw food or take food out of the cafeteria.
 - h. Students will clean the tables and chairs before being dismissed.
 - i. Teachers will check their assigned areas before dismissing the students
 - j. After placing trash in the receptacles, students will return trays and silverware to the dishwashing area.
 - k. Students will be courteous to the cafeteria staff, using "Please" and "Thank you".
 - l. Parents eating lunch with their children in the school cafeteria are asked to call the office by 9:00 a.m. to make a reservation.
 - m. Parents will sign in the school office and get a visitor badge before going to the cafeteria.

11. SCHOOL LUNCHES

It is a school policy that all students will eat in the school cafeteria. They may eat the prepared hot lunch or a sack lunch from home. The cafeteria staff will not heat lunches brought from home. **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS FOR LUNCH FOR ANY REASON.** They are not allowed to have lunch from a fast food chain or restaurant brought to them. If your student purchases a lunch, he/she is required to take the milk offered with the lunch. They are not to bring a lunch when they buy a lunch.

12. SOFT DRINKS

Soft drinks are not allowed in the cafeteria or on the school grounds. Soft drinks are only allowed on special occasions at the approval of the Principal. Soft drinks are not to be brought to school for birthday celebrations.

13. MILK ALLERGIES

Regular milk and chocolate milk will be offered at lunch. If a student has an allergy or intolerance to milk, juice will be offered. The parents will need to send a doctor's note to the office stating the student's allergy treatment. The note will be filed in both the school office and cafeteria.

14. PEANUT ALLERGIES

If a student has an allergy to peanuts, the parents will send a doctor's note to the office stating the student's allergy treatment. The note will be filed in the school office, cafeteria, teachers and playground supervisors. AN EPI pen must be provided for each student with a peanut allergy.

15. PLAYGROUND SUPERVISION

Students will go outside at recess periods during good weather. A written note from a parent will be required if a child cannot go outside due to health reasons. Students are not to enter the school buildings during recess periods without permission from the playground supervisor.

16. PLAYGROUND RULES

- A. Students will go directly to the playground. Students will not stand or play in the area immediately outside the cafeteria. No candy, gum, or food will be allowed on the playground.
- B. Students will stay on the playground during the entire recess time unless they have permission from the playground supervisor to enter the school building.
- C. Students *do not have* permission to go after a ball that has been kicked over the fence. Playground supervisors will retrieve all lost balls.
- D. Students will not climb or hang on the walls and fences separating the playground levels.
- E. No toys from home will be allowed on the playground. Students may bring athletic balls.
- F. Students will not:
 1. Throw Rocks
 2. Fight, curse, or use bad language
 3. Climb on the slides
 4. Stand on the benches
 5. Jump from any apparatus
 6. Take balls, jump ropes, or hula hoops to the pea gravel
 7. Put pea gravel on the asphalt or rubberized play surface

DISCIPLINE POLICY: GRADES 6-8

1. RECOGNITION FOR GOOD BEHAVIOR

Students who have less than four marks within a nine-week grading period will be recognized for their good conduct. A free dress day will be awarded for each student who receives **LESS THAN FOUR MARKS** in any nine week period. Students are also recognized on the quarterly honor roll for outstanding conduct.

2. BEHAVIOR

Self discipline is the behavioral goal of Holy Souls Catholic School. Students who habitually misbehave and do not respond to the stated rules will serve a detention hall as a consequence.

In grades 6-8 the mark system will be used as a consequence for inappropriate conduct. Marks will be given for the following offenses:

1. Excessive Talking
2. Disruptive Behavior
3. Disrespect
4. Tardy to Class
5. No/Incomplete homework
6. Gum or Food
7. Incorrect Uniform

3. CONSEQUENCES FOR EACH MARK GIVEN

For each mark given (up to three marks in one week) the student is required to attend a 15 minute detention on the day following the date the mark(s) was given. (15 minutes per mark). When a student receives a 4th mark in a one week period, they will attend a 60 minute detention the day following the date of the mark. If a student receives a 5th mark in a one week period, the student will receive one day of in-school suspension.

4. PROCEDURES FOR TRACKING MARKS

All marks are to be signed by a parent/guardian and returned to the homeroom teacher the day following the date the mark was given. If a student fails to return the mark with a parent/ guardian signature, they will be required to stay for an additional 30 minutes for detention that same day. The student will call the parent to inform them as needed.

5. NUMBER OF DETENTIONS AND RESULTS

After a student has served two hour long detentions and receives a third hour long detention, a conference will be held with the student, parents, teachers, and administration. After conferencing, if a student again receives four marks in a one week period, the student will serve one day of in-school suspension in-lieu of an hour long detention.

6. MAJOR OFFENSES

The following behaviors will receive an automatic detention (suspension/expulsion if warranted)

1. Fighting
2. Defiance of School Authority (Principal, Teacher, Staff)
3. Cruelty to other students (Verbal, Physical, or Cyberspace)
4. Willful destruction/defacing of school or church property
5. Consistent lack of cooperation within or outside of the classroom

6. Profanity, verbal abuse, obscene gestures, language, or conduct
7. Leaving classroom or designated area without permission
8. Cheating
9. Possession of cell phone or personal cell phone use during school hours
10. Possession, use, distribution, or purchase of any drug, tobacco in any form, or alcoholic beverages in the school, on the school grounds, or any school function.
11. Bringing pocket knives, firearms, or any type of weapon on the school or church grounds.
12. Any other offense deemed major by the principal.

7. NUMBER OF MAJOR OFFENSES & RESULTS

A yearly record will be kept on the number of times a student is disciplined for a Major Offense (page 18). The following tracking system will be used. Depending on the severity of the major offense, a student may be suspended or expelled at any time at the discretion of the principal regardless of the tracking system.

<u># of Major Offenses:</u>	<u>Possible Results:</u>
1 st & 2 nd	In-school suspension
3 rd	1 day at home suspension
4 th	3 days at home suspension
5 th	5 days at home suspension
6 th	Expulsion

Work graded while the student is serving an at home suspension will receive an automatic zero. The above procedure is general and the principal may alter the procedure if the offense warrants immediate suspension or expulsion.

8. INDIVIDUAL CLASSROOM RULES

There are individual classroom rules which each teacher will post in the classroom. Every student will be expected to know these rules. Infractions of these rules will result in warnings (oral) and/or detention hall “marks”. Students will be given conduct report slips when they receive marks.

9. HARRASSMENT POLICY

A. The Catholic Diocese of LR does not condone any form of harassment.

All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school. (Policy 2.26 Harassment: Diocese of Little Rock.) All teachers and school staff are instructed to stop harassment when they witness it and inform the school administration of all allegations or rumors of harassment.

B. The following procedures will be followed in dealing with harassment:

- Report the incident to the Principal.
- The incident will be investigated and the parents will be notified.
- A report of the findings will be made available to all persons involved.
- Records of complaints will be kept on file and confidential.

COMPLAINTS

1. GENERAL COMPLAINTS

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with others.

2. CONTACT THE TEACHER

If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.

3. CONTACT THE PRINCIPAL

If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.

4. CONTACT THE PASTOR

If the problem is still not resolved, the person will contact the pastor to discuss the matter.

5. CONTACT THE SUPERINTENDENT

If no solution is found to the problem, the matter will be referred to the superintendent.

ATHLETICS

1. HOLY SOULS ATHLETICS

A. PHILOSOPHY

The purpose of the athletic program at Holy Souls is to provide an opportunity for all interested students to learn good sportsmanship, teamwork, and to learn and improve in basic skills of the sport. The Athletic Department will strive to encourage the active participation and individual efforts of each student, regardless of skill level. As a result of participating in the sport, the student athlete should develop a respect for authority (coaches, referees, parents) and a respect for others (teammates and opposing teams.) The Athletic Department hopes that each individual will develop self-confidence, increase in self-esteem, and have fun.

B. PROCEDURE FOR COMPLAINTS

1. Submit in writing.
2. Give to school representative (Athletic Director.)
3. If immediate attention is necessary, school administration takes action.
4. If immediate attention is not required, school representative sends to School Board.
5. School Board responds in writing within one month.

C. GUIDELINES

1. By signing the Statement of Responsibility, all coaches, parents, and students agree to follow and adhere to the Holy Souls Athletic Policy and the Parochial League Athletic Policy.
2. Coaches must complete the Virtus, Protecting God's Children training.
3. Team prayer is encouraged before each practice and each game.
4. Holy Souls teams have priority for gym scheduling during basketball season.

5. Team parents are responsible for staffing and cleaning up the concession stand during basketball season and volleyball season.

D. ABSENT FROM SCHOOL & ELIGIBILITY TO PLAY

If a child is absent from school or checks in after 8:30 due to illness, or leaves school early due to illness, he/she may NOT play in the game or cheer in the pep rally scheduled for that day. A full day of school must be attended to be eligible to participate.

E. SPORTS DEADLINES

1. The following sports are offered for students in grades 5-8. Please note the deadlines for signing up and the grade level for participation. If students are not signed up by the following dates, they will not be allowed to participate. Sport fees are due prior to the beginning of the new school year. Physicals and waivers must be in before the start of any sport season.

FOOTBALL	Grades 7-8 Boys	August 25,	2008
CHEERLEADING	Grades 7-8 Girls	August 7,	2008
VOLLEYBALL	Grades 5-8 Girls	August 25,	2008
CROSS COUNTRY	Grades 6-8 Boys/Girls	August 25,	2008
BASKETBALL	Grades 5-8 Boys/Girls	September 18,	2008
GOLF & TRACK	Grades 6-8 Boys/Girls	February 5,	2009

F. ASSIGNMENT TO TEAMS

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

1. Football - All 7th and 8th grade students are on one football team.
2. Cheerleading – All 8th grade girls are on one squad.
3. Pep Club – All 7th grade girls are on one squad.
4. Basketball and Volleyball – Players will be assigned to teams as follows:
 - Coach's child only – Head coach will draft team. Those wanting to assist will do so for the team their child is on.
 - Players are assigned by coaches by means of a supervised draft to assure equality.
 - Teams will be kept the same for 5th & 6th grade. Teams will be re-divided in the 7th grade. Any new players signing up to play will be assigned to teams by coaches' draft with an equitable distribution of players maintained. In the event there is a significant increase or decrease in the number of players on one team, a redraft may be necessary. This will be determined by the principal and athletic director.
5. Track – All 6th, 7th, and 8th grade players are on one team
6. Golf – All 6th, 7th and 8th grade players are on teams by grade level.
7. Deadlines for signing up for teams will be set, announced and adhered to. The only exception will be new students that come to school after deadline, in which case the student will be added to the roster, if possible.

G. CHEERLEADING RULES

1. Try-outs for Captain and Co-Captain's will be based on cheerleading ability, conduct, grades and leadership skills.
2. Cheerleaders must maintain a sportsman-like conduct at all times. No spirit wars will be allowed.
3. No shoulder sits or shoulder stands or difficult stunts will be done without a spotter.
4. The visiting team cheers between the 30-yard line and the end zone. The home team cheers behind the end zone.
5. Half-time performances shall be 5 minutes per school.
6. Cheerleaders will not leave the sidelines for a break until all half-time performances are complete.
7. Cheerleaders will applaud the opposing squad's half-time performance.

H. BASKETBALL

1. No basketball team should have more than ten players, unless there are not enough players to form another team.
2. Teams will stay together during the fifth and sixth grades. At the beginning of the seventh grade, the students will be reassigned by the seventh grade coaches and the athletic director. The teams will stay together during the seventh and eighth grades.
3. The fifth grade teams will be assigned by the incoming fifth grade coaches and the Athletic director after assessing the students' abilities.
4. A student who has an unexcused absence to a basketball practice will miss playing in one game. If he/she misses two practices they will miss playing in two games. An excused absence is granted for illness or a family emergency. The coach must be called when a player will not be at a practice or a game.

I. GOLF

1. Players must have some experience playing golf.
2. Players must have their own clubs.
3. Players must be able to walk 9 holes and carry their bag.
4. Each player must be a member of the First Tee of Arkansas and follow all rules set forth by the organization.
5. Parents will be scheduled to walk with their child's team throughout the season. On your scheduled day, you will check in at the clubhouse and let First Tee know how many members of your team will be playing that day. You will then walk the entire match with your child's team.
6. All parents of students playing golf, will be required to attend a Virtus, Protecting God's Children class before the season begins.
7. Parents are not allowed to carry clubs or offer advice or suggestions in any way while they are on the golf course with the team.

J. TRACK AND FIELD

To have a successful track and field program, parents must be willing to volunteer their time. The number of volunteers depends each year on the number of students that participate. There are approximately 12 volunteers that must be secured before the start of the season. Each volunteer must commit to at least one full meet from start to finish. Meets typically last from 4:30 – 8:30p.m. depending on location availability and restrictions. This does not include coaches or volunteer coordinator. The following are required event positions from Holy Souls:

- 1 Head Coach (coaches, schedules and assists athletes)
- 1 Volunteer Coordinator (schedules volunteers for meets)
- 2 Event Coordinators (in charge of assigned event)
- 10 Event Volunteers (assists assigned Event Coordinator)

1. All parent volunteers will be required to attend a Virtus, Protecting God's Children training session.
2. Each athlete should have proper running shoes and socks. Track "spikes" are allowed.
3. Jewelry is not allowed except for properly covered "newly pierced ears" only.
4. Athletes are encouraged to wear sweats, hats, warm ups, etc. on cold days. Gloves are not permitted for discus or shot put, however, wrist braces are allowed.
5. The maximum number of events an athlete can participate in is 4 track and 2 field. There is no minimum.
6. The maximum number of entries per event is 7 per school. This could be reduced to 4 in the "Championship Meet".
7. Athletes must provide attendance status to the head coach no later than Monday at 5:00p.m. prior to a Wednesday meet. If the head coach is not contacted and the athlete is absent for the meet, the athlete will not be allowed to participate in the next scheduled meet. Sudden injury or illness will be handled on a case by case basis.
8. Practice will be determined based on track availability and restrictions.

Typically there are 5 meets per season. 2 practice meets where all events are split over 2 meets (unlimited participation), 2 league meets (participation restrictions) where all events are included and 1 Championship meet (participation restrictions).

K. CROSS COUNTRY

To have a successful cross country program parents must be willing to volunteer their time during one of the three cross country meets. Our school will be assigned to watch over a particular section of the 2-mile course, with parent volunteers spread out just to make sure the athletes aren't intentionally or unintentionally cutting the course or getting off course.

1. All parent volunteers will be required to attend a Virtus, Protecting God's Children training class.
2. The cross-country run shall be a course 3200 meters in length. Measurement shall be along the middle of the course. The course shall be clearly marked. This may be by a wide line marked with a material which is not injurious to the eyes or skin, or by signposts with large directional arrows wherever the course turns, or by cones, or any combination of these.
3. The course should be at least 3 feet wide at its narrowest place.
4. Each Athlete should have proper running shoes and socks.
5. Jewelry is not allowed except for medical medals or properly covered "newly pierced ears" only.
6. Each contestant shall wear shoes. Shoes shall be worn on both feet and shall have an upper and definitely recognizable sole and heel. The shoe upper must be designed so that it can be fastened securely to the foot. The use of slippers or socks does not meet the requirements of the rule.
7. Each competitor shall wear a full-length track jersey or one-piece uniform issued by the school. The jersey and shorts may have the school identification and the jersey may have the competitor's name.
8. The jersey shall not be knotted or have a knot-like protrusion
9. Bicycle shorts, thigh huggers, abbreviated thigh huggers, leotards, body suits, abbreviated briefs (French or high cut) and similar apparel may be worn under the shorts, but not in lieu of shorts. Loose-fitting boxer-type shorts are permitted for boys and girls and closed-leg briefs/shorts are acceptable for girls.
10. The waistband of a competitor's shorts shall be worn above the hips
11. Bare midriff tops are not acceptable
12. Visible undergarments: any visible shirt(s) worn under the uniform must be unadorned (except for the manufacturer's logo) and of a single color and hue.
Visible garments worn under the jersey and shorts do not have to be the same color.

Meets are typically held at Burns Park Soccer Complex. There are three meets a year and they are typically held on Wednesday's. The parent/volunteer meeting starts at 4:00p.m. The girls' 2-mile race begins at 4:30 and the boys' 2-mile race at 5:00.

2008-2009 PAROCHIAL LEAGUE ATHLETIC POLICY

A. PREFACE

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

1. STUDENTS

Students are expected to show the same degree of respect and obedience to athletic coaches as is expected of them in their relationship to classroom teachers. During the course of any sanctioned athletic activity, the student (player and fan), coaches and parents are representatives of the parochial league. Students should not engage in any activity or exhibit any behavior, which detracts from the goals or image of the parochial league. All children attending games must remain in stands, no playing on court during time outs, no playing in hallways of schools or on playgrounds.

2. COACHES

Coaches should be mindful of the physical safety of the student and not place the student in a position where serious injury may occur. Coaches must not physically or emotionally abuse any student who is under his or her supervision. Coaches should be aware that the student's performance might be limited by their present physical and emotional developmental stage. Each student who is a member of the team should receive ample opportunity for playing in games on a regular basis. Persons who abuse these guidelines will lose the privilege of coaching a parochial league team.

3. PARENTS

It is very important that parents function as role models for their children. Parents are strongly encouraged to attend all athletic events in which their children are participating, as an expression of parental concern for their child's effort. Parent behavior at all times should exemplify the behavior expected of the child. Belligerent or demeaning comments or action towards coaches, opposition players, or officials often results in a loss of respect for authority by the child. Parent behavior at all times should reflect positively on the parochial league.

4. GUIDELINES

The purpose of the athletic program in the parochial league is to provide an opportunity for all interested students to learn good sportsmanship and teamwork, as well as improve in the basic skills of the sport. The athletic department will strive to encourage the active participation and individual efforts of each student, regardless of skill level. As a result of participating in the sport, the student/athlete should develop a respect for authority (coaches, referees, parents) and a respect for others (teammates, opposing teams.) The athletic department hopes each individual will develop self-confidence, increase in self-esteem, and have fun.

These rules have been divided into five major sections: Administrative, Player Eligibility, Playing Rules, Academic and Conduct Rules, Consequences for Rules Broken.

B. ADMINISTRATIVE

1. **All student athletes must attend one of the member schools.** Member schools of the Parochial League: Christ the King, Our Lady of the Holy Souls, St. Edwards, St. Theresa's, Christ Lutheran, Immaculate Conception, Immaculate Heart of Mary, North Little Rock Catholic Academy, Our Lady of Fatima, and St. John's.
2. The parochial league sports include football, cheerleading, cross country, volleyball, golf, basketball, and limited track and field activities.
3. The athletic program will be under the direct supervision of the school principal.
4. Schools are encouraged to have a sign posted near the entrance to the gym reminding all who enter to show good sportsmanship. Teams will pray together prior to each game/match. The home team is responsible for leading the prayer.
5. The athletic director is responsible for submitting all schedules to their principal.
6. All athletic events need to be scheduled one night a week and on weekends. Schools may play more during the week for volleyball, tournaments, make-up games, and when the schedule must be made to accommodate more games. No games are to be scheduled to start after 8:00 p.m. on school nights. School nights are defined as Monday, Tuesday, Wednesday, and Thursday.
7. No parochial team may participate in more than six tournaments in one school year. This includes ALL pre-season and post-season tournaments. (C2)
8. If a coach enters their team in another league they may not wear their school uniform or play under the school's name. All parochial league games must be played as scheduled. **The parochial league games come first (C3 for that team)**
9. Rules for player participation will apply for both regular season and tournament play. (C1)
10. If a child is academically ineligible, he/she may practice at the discretion of the school.
11. If a child is ineligible to play on the date of the game, (academic/conduct), he/she may NOT dress out and play in that game. (C1)
12. Pep rallies are limited to a maximum of four for the school year.
13. School closures for inclement weather, sickness, etc. will automatically postpone games and practices. A decision regarding playing/postponing games on Saturday due to inclement weather, sickness, etc. will be made by the head of the league on the Friday evening prior to the Saturday games. The decision will be disseminated to the principal and athletic directors at that time.
14. Team rosters, background check verification, and verification of attending a Diocesan Safe Environment for Children training session for each volunteer working with children in the sports program must be turned in to the Diocese at least two weeks prior to the beginning of that season. A waiver must be signed by the principal and athletic director stating that a physical is on file at the school for each student dated after June of the playing season. Physicals are required for all students participating in any activity/sport. This includes cheerleading and pep clubs.
15. All schools are to divide their teams equally in numbers and skill level.
16. A game cannot be postponed for illness if a team has enough eligible players to start the game.
17. A game will only be rescheduled for Church and School activities that were not scheduled prior to the season.

18. No player can move over to another team of the same age group within the school. (C1)
19. Each school is to have trained and qualified scorekeepers. No elementary students.
20. All coaches must have SCAN, criminal checks, and pedophilia forms filed at the school before they will be allowed to coach. This is a one-time requirement, not yearly.
21. If a player, coach, or fan is ejected from a game for a flagrant violation they cannot attend the next game at any gym. This should be reported to the principal and the principal will enforce. If there is a second offense they will not be allowed to return for the remainder of the season. (C1) If anyone puts hands on an official, in a hostile manner, this person will be banned from athletic events for one calendar year.
22. If a child is absent from school **DUE TO ILLNESS OR LEAVES EARLY BECAUSE OF ILLNESS** he/she may not play in the scheduled game for that evening. Each school will set a **TIME** that students must be in school if they are ill in the morning (Ex. 8:30, 10:00). (C1)
23. There should always be at least 2 adults at all practices.
24. Players playing up:
 - a. can only have enough players playing up to give the team 8 total players
 - b. can only play one (1) quarter unless the team is down to four players due to an injury to the fifth player or the fifth player fouling out.
 - c. must be designated in the book with an asterisk (*) as playing up
 - d. there **DOES NOT** need to be an asterisk (*) if that younger player playing up is designated, **PRIOR** to the season beginning, as a younger player on that team. If, when the season starts, a school has not turned in their roster, no players can play up and play more than one quarter until the roster is on file with the superintendent and the league director. All AD's will be notified, prior to the season start, which schools have players designated to play up on a team. **NO ROSTER – NO FEE – NO PLAY**
 - e. players can only be designated to play up permanently, without noting in scorebook, if a team only has 4 or 5 grade level players. They can designate up to 6 total players. They can have an additional player to give them 8, but that player can only play one quarter. Teams are still to play grade level players more than players designated to play up. Grade level players should play at least 3 quarters.
 - f. schools that have more than one team **CANNOT** have any players designated to play up
 - g. schools with enough players in the 5th grade cannot play 4th graders up. You cannot divide 5th graders up to form 2 teams by bringing up 4th graders.
 - h. girls cannot play on boys teams
25. No school can bring players from other schools to play up on their team. (C1)
26. If any team fails to show for a scheduled game by game time, the game is forfeited. If both teams fail to show, both teams will receive losses. Any school whose team forfeits a basketball game will be responsible for paying the referees fees (they will reimburse the home gym). Teams are to be at the game site dressed and ready to play 15 minutes prior to scheduled game time.

C. PLAYING RULES

BASKETBALL

1. All federation rules and penalties will apply provided there is not a league rule that supersedes it. (C1)
2. The host gym will provide the game ball and two (2) warm-up balls for each team. Only those balls will be used during warm-up periods. No other balls will be brought into gyms. (C1)
3. All girls' teams and the 5th grade boy's teams will use the smaller ball.
4. The free throw line for the 5th grade boys and girls will be twelve (12) feet. The free throw lane remains usual for the three (3) second call.
5. All post-season tournaments will be single elimination.
6. All grades (5th, 6th, 7th, 8th) must play every participant a MINIMUM of a quarter each game. In order to fulfill the quarter obligation, when entering a game for the first time, each player will start a quarter and play that entire quarter except for medical reasons, fouling out, or disciplinary actions. (C1)
7. A coach may play an individual up one grade level (ex. 5th to 6th, not 5th to 7th) if he/she is unable to have a minimum of eight (8) and no more. Playing a player up under the proper conditions does not result in the loss of the player's eligibility in his/her own grade level. A coach is NOT allowed to cut a player in order to play up a better player. Playing down is not allowed unless it has been approved by the Superintendent of Catholic Schools. A player is allowed to play in a maximum of two (2) games per night. A player may play up for **ONLY ONE TEAM** each year. (C1)
8. The 5th and 6th grade boys/girls divisions will play five (5) minute quarters.
9. The 7th and 8th grade boys/girls divisions will play six (6) minute quarters.
10. The 5th grade boys/girls divisions may press the last two (2) minutes and the entire overtime period of the games. The 6th grade boys/girls division may PRESS* the second half of the game. The 7th and 8th grade boys/girls divisions may press at any time. There will be NO PRESS* in ANY division if one team has a fifteen (15) point advantage. *PRESS is defined as guarding closely beyond the three-point line as well as any full court defense or half court trapping defense. The spirit of this rule is to allow the team to get across the 10-second line.
11. All overtime periods will be two (2) minutes in length. If there is a 30 point advantage in the 4th quarter the clock will continue to run.
12. If a player wears a t-shirt under their jersey it must be same color as the dominate color of the team jersey. If a team has two different colors of jersey (light and dark) or reversible jersey, when they play at home they will wear white, if they play away, they will wear dark.
13. There can only be two (2) non-players sitting on the bench (Coaches). Ineligible players can sit on the bench with the team.
14. If a player is injured and must come out in their first quarter, they may not re-enter that quarter unless it is on the next stoppage of clock. If they do not re-enter immediately, they must still fulfill their quarter requirement the next time they enter the game.

VOLLEYBALL

1. All play will be governed by the federation rules and penalties. All penalties will be per the federation rules.
2. Volleyball will be scheduled at 6:00, 6:40, 7:20, 8:00 during the week. Volleyball can play two weeknights when necessary.
3. In the 5th/6th division ONLY, the service area will be five (5) feet into the court.
4. The post-season tournament will be single elimination.
5. Rally scoring will be used at all grade levels. The best 2 out of 3 games will be played. The first 2 games will be to 25 points. The third game to 15 points. The team must win by 2 points.
6. All players must wear kneepads.
7. Every player must play in each match. This means they must play in the first or second game of the match. (C1)

FOOTBALL

1. In the interest of the safety of the individual child, it will not be required that each child be played a minimum amount of time. A small child or one not as adept should not be played against a larger child. ALL COACHES should try to play players an equal amount of time if the teams are evenly matched. Any player who weighs more than 160 lbs. without pads may not line up in the backfield except as a punter in a punting situation.
2. The conduct grade at the end of the previous year will determine eligibility for the next season. Academics will not be considered for eligibility.
3. There will be three (3) time outs per half.
4. The quarters will be eight (8) minutes in length, stopping per regular high school rules.
5. Half-time will last for a period of ten (10) minutes.
6. Four (4) referees will be used, but play can start with only two (2) present.
7. The HOME team will be responsible for the opening prayer and chain gang.
8. Uniforms purchased prior to 1989 are covered by grandfather clause. Uniforms purchased after that time will follow federation rules with the following exception: "The school name may be above and below the numbers."
8. No player may BEGIN practice without a current physical on file with the school. Current means dated after June 1st prior to the season.

D. GENERAL PLAYER ELIGIBILITY

FAILURE TO OBSERVE ELIGIBILITY RULES WILL RESULT IN FORFEIT OF THE GAME IN WHICH RULE(S) WERE VIOLATED.

The sports program is open to any child who wishes to participate as long as he/she is attending the parochial school and meets the academic and conduct requirements.

SCHOOLS WILL NOT CONDUCT TRYOUTS

No player who has reached age 12 by September 1 may play on the 5th grade team

No player who has reached age 13 by September 1 may play on the 6th grade team

No player who has reached age 14 by September 1 may play on the 7th grade team

No player who has reached age 15 by September 1 may play on the 8th grade team

E. ACADEMIC AND CONDUCT ELIGIBILITY

1. Students participating in football, basketball, volleyball, cross country, golf, track & field, cheerleading, pep club, and other activities, must maintain an average of 77% in the following subjects, with no individual grade below 70%; RELIGION, READING/LITERATURE, SPELLING, SCIENCE, MATH, LANGUAGE, SOCIAL STUDIES, ART, AND ANY OTHER CLASSES THE SCHOOL OFFERS.

Academic Marking Codes: A = 93% - 100%

B = 85% - 92%

C = 77% - 84%

D = 70% - 76%

F = Below 70%

2. Students participating in extracurricular activities must maintain an average of 3.0 in conduct with no grade lower than a 2.0 (85% average).

Conduct Marking Codes: 4.0 = 93% - 100%

3.0 = 85% - 92%

2.0 = 77% - 84%

1.0 = 70% - 76%

3. **Learning Differences:**

A diagnosed learning difference or handicapping condition is a condition that has been evaluated by a psychologist and/or psychological examiner and determined as severe enough to prevent a child from learning through traditional classroom instruction. Copies of test results and suggestions for educational modifications and/or personal education plan, must be filed in the school office.

A modified grading scale may be used in the student's area(s) of difference. If there are areas of academics which are not affected by the particular diagnosed learning difference, or handicapping condition, the academic eligibility standards for non-disabled students will apply. The principal, classroom teacher(s), parents/guardians and students should be aware of the guidelines established in the modifications and/or personal education plan prior to its enactment.

4. **Enforcement**

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

F. PAROCHIAL LEAGUE ATHLETIC BOARD COMMITTEE

The Superintendent of Schools in consultation with the school principals will appoint members of the Parochial League Athletic Board Committee each year. A list of board members, school principals, and athletic directors will be sent to each school at the beginning of the school year. The Parochial League Athletic Board Committee has the ability to determine school probation and suspension from league activities.

G. OFFICIAL DATES FOR ROSTER CHANGES

Will be as follows for the 2007-2008 school year:

September 14	Interim-Edline
October 19	Report Card
November 14	Interim-Edline
January 11	Report Card
February 4	Interim-Edline
March 14	Report Card
April 21	Interim-Edline
May 23	Report Card

Report Cards or Interim Reports may be handed out any time during the designated week, but all schools will use the above dates to determine the eligibility of students playing sports. Player eligibility is enforced on the close of the school day on the dates listed above.

H. CONSEQUENCES FOR INFRACTIONS OF RULES

1. **Consequence #1** (C1) – Forfeit of game or games for which that rule was violated.
2. **Consequence #2** (C2) – The TEAM that violated rule will continue playing but will not be **ELIGIBLE** for any pre/post season tournaments or league trophies.
3. **Consequence #3** (C3) – The team that violated rule will be dismissed from the league and put on **ONE** year probation. That is, not play any sports for one year.

SCHOOL SERVICES

1. HEALTH SERVICES

- A. Vision and Hearing tests are given in grades PK, K, 1, 3, 5, 7, or to any other student referred by the teacher.
- B. Scoliosis tests are given in grades 5, 6, 7, and 8.

2. SCHOOL INSURANCE

The school offers student Accident Insurance, approved by the Diocesan School Office. Applications will be sent home the first week of school.

3. PARENT-TEACHER ORGANIZATION (PTO)

Holy Souls Parent-Teacher Organization meets three (3) times a year. Dates for these meetings will be mailed at the beginning of the school year. Parents of children in school are automatically members. Dues are \$15.00 per family and will be included on your summer registration statement.

4. SCHOOL BOARD

Diocesan School Boards are advisory. The School Board advises on matters pertaining to policies, budget, and the selection of the principal for the school. The School Board follows the guidelines adopted by the Diocesan Board of Education and approved by the Bishop. Members are elected for a period of three (3) years with terms expiring in May.

5. VOLUNTEERS

- A. The Holy Souls Volunteer Committee works throughout the school to assist teachers and students in all aspects of the school day. Sign up sheets will be available at the school open house in August. All volunteers must complete the Virtus, Protecting God's Children - Safe Environment program.
- B. During the school year, volunteers and parents are required to sign in and out through the school office before going to any classroom. All visitors are asked to wear volunteer identification while on the school grounds or in the school building.
- C. All volunteers are required to attend a Diocesan Safe Environment for Children training session. Go to **virtusonline.org** to register.

6. EXTENDED SCHOOL CARE

After school care is provided each day in the Allen Center until 5:30 p.m. When school is closed, weekday care is provided from 7:15 a.m. until 5:30 p.m. There is full day service on conference days, Christmas break and Spring break. A snack is provided each day. See Page 10 for EXTENDED CARE FEES. For registration or information, phone 663-7438 or 663-4513.

7. FUND-RAISERS

The Holy Souls School Board must approve all school fund-raisers before they can be implemented.

8. LEARNING DIFFERENCES

Students who are diagnosed with a Learning Difference are offered the following services :

- Screening through the ABLE Company at a cost of \$25.
- Grading and homework modification.
- Speech Therapy
- Special Needs Coordinator

9. ASBESTOS MANAGEMENT PLAN

Since 1988, Our Lady of the Holy Souls Catholic School ("School"), as part of the Catholic Diocese of Little Rock, has been operating under an Asbestos Management Plan (the "Plan") as required by the U.S. Environmental Protection Agency ("EPA"). At that time, all buildings were inspected in accordance with EPA guidelines for asbestos-containing materials (40 C.F.R. Part 763).

The School is committed to ensuring the safety of all building occupants, and our asbestos control efforts will be based on the advice of experts knowledgeable in asbestos techniques. The School is re-inspected every three years as required by EPA guidelines, and the School has documentation of these inspections for every three-year period subsequent to 1988. The School also has documentation of any abatement work that has been done as well as the periodic surveillance performed every six months.

10. DHS REQUIREMENTS

Our Lady of the Holy Souls is licensed by the Arkansas Department of Human Services (DHS). It is a requirement of DHS that any suspected sign of child abuse is reported to the Child Protection Agency. If an employee suspects any child abuse he/she is required to file a report and call the child abuse hotline. It is then left up to the proper authorities to investigate. Our licensing also stipulates that any staff member or child enrolled at Holy Souls School may be subject to an interview by DHS officials.

11. RIGHT TO AMEND

Our Lady of the Holy Souls School reserves the right to amend this Handbook. Notice of amendments will be sent to parents.

PASTOR	Monsignor Royce Thomas 1003 North Tyler, 72205	663-8632
PRINCIPAL	Ileana Dobbins (Mrs. Alan) 6 Leslie Circle, 72205	225-0050
ASSISTANT PRINCIPAL	Nancy Troillett (Mrs. Tom) 23710 Breezy Pt., Hensley 72065	261-1148
DIRECTOR OF RELIGIOUS ED	Anne Thomisee (Mrs. Wayne) 1016 N Harrison, 72205	663-5571

PTO OFFICERS

PRESIDENT	Susan Edwards	223-0236
VICE-PRESIDENT	Michele Meadors	664-4698
TREASURER	Kelly Parker	664-6640
ASSISTANT TREASURER	Tim Pinter	228-5777
RECORDING SECRETARY	Suzette Smith	831-6835
MEMBERS AT LARGE	Tracy Gibby	221-3509
	Nancy Griebel	280-0880
CORRESPONDING SECRETARY	Leslie O'Malley	663-2328
TEACHER REPRESENTATIVES	Amy Bratcher	661-4692
	Candace Johnson	228-4443

SCHOOL BOARD MEMBERS

President	Bruce Saad 4320 Kenyon, 72205	666-4617
Members:	Susie Whitacre 4923 E. Crestwood, 72207	663-1929
	Meg Chase 4 Loretta Circle, 72227	225-5759
	Laura Hathaway 1901 N. Spruce St., 72207	666-7484
	Becca Kane 1701 N. Spruce, 72207	666-8339
	Tracy Baltz 2900 N. Fillmore, 72207	661-8191
	Greg Peckham 3905 N. Lookout Rd. 72205	666-8882

Cafeteria	663-6125	Diocese of LR (St. John's)	664-0340
Convent	666-9104	Mount St. Mary	664-8006
Gymnasium	666-0775	Catholic High	664-3939
Rectory	663-8632		
Extended Care	663-7438		

**Catholic Schools of Arkansas
Little Rock/North Little Rock**

July 29 – 31
August 11, 12, 13, 14, 15

-Principal’s Retreat/Workshop – Subiaco
-Teacher’s in-service/workdays

FIRST QUARTER

August 18 (Monday)
September 1 (Monday)
September 19 (Friday)
September 23 (Tuesday)
October 11, 12
October 17 (Friday)

-Pupils report to school – full day
-LABOR DAY (schools are closed)
-Interims grades 3-8 Edline
-PTO General Meeting 6:30p.m.
-Fall Fest Weekend
-First Quarter ends

SECOND QUARTER

October 20 (Monday)
October 24 (Friday)
November 8 (Saturday)
November 19 (Wednesday)
November 26-28 (Wednesday-Friday)
December 19 (1:30p.m.) – January 5
January 5 (Monday)
January 7 (Wednesday)

-Second Quarter begins
-Parent-Teacher Conference (schools are closed)
-MATDF Bingo Allen Center
-Interims grades 3-8 Edline
-Thanksgiving holidays (schools are closed)
-Christmas break (schools are closed)
-School Reopens
-Second Quarter ends

THIRD QUARTER

January 8 (Thursday)
January 19 (Monday)
January 24 (Saturday)
January 25 – January 31 (Sun-Sat)
February 6 (Friday)
February 16 (Monday)
March 11 (Wednesday)

-Third Quarter begins
-MARTIN LUTHER KING (schools are closed)
-MATDF Family Bingo
-National Catholic Schools’ Week
-Interims grades 3-8 Edline
-Presidents Day (schools are closed)
-Third Quarter ends

FOURTH QUARTER

March 12 (Thursday)
March 13 (Friday)

March 14 (Saturday)
March 20 (Friday)
March 23-March 27 (Monday-Friday)
April 6 - 9
April 10 (Friday)
April 24 (Friday)
May 25 (Monday)
May 28 (Thursday)
May 29 (Friday)

-Fourth Quarter begins
-Arkansas Catholic Professional Day (schools are closed)
-Catechetical Study Day
-Parent-Teacher Conferences (schools are closed)
-Spring Break (schools are closed)
-Stanford 9 Testing
-Good Friday (schools are closed)
-Interims grades 3-8 Edline
-Memorial Day (schools are closed)
-Last day of school
-Teacher In-service

The following dates will be early out time (1:30 dismissal) for the elementary grade schools: September 5, 2008; October 3, 2008; November 7, 2008; December 5, 2008; January 9, 2009; February 6 ,2009; March 6, 2009; April 3, 2009; May 1, 2009.

