

# CHRIST THE KING CATHOLIC SCHOOL



## 2025-2026 FAMILY HANDBOOK and POLICY MANUAL

Christ the King Catholic School  
1918 South Greenwood  
Fort Smith, Arkansas 72901  
479-782-0614  
[www.ctkschoolfs.com](http://www.ctkschoolfs.com)

## MISSION STATEMENT

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*Christ the King Catholic School is committed to supporting the development of the whole child while providing the highest quality Christ-centered education.*

## CORE VALUES

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Christ the King Catholic School is dedicated to guiding and promoting unity, love, respect, and understanding with the development of a positive attitude towards lifelong education regardless of race, religion, or socioeconomic background.

The school recognizes the rights of individuals as children of God deserving honor and respect.

The purpose of Christ the King Catholic School is to instill the spirit of the living Christ in all students so that they may develop spiritually, physically, academically, and socially into responsible, strong Christians.

The school also promotes healthy self-concepts using consistent, fair discipline and a well-rounded educational program that strives to meet the needs of all children.

## PHILOSOPHY, GOALS AND OBJECTIVES

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

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

Christ the King Catholic School is a Catholic institution committed to the teaching of Catholic doctrines and Christian values and dedicated to providing a quality academic program. The school recognizes the rights of individuals as children of God deserving honor and respect, and works toward the following goals and objectives with the involvement and cooperation of the students, parents, or guardians.

These goals are as follows:

To create a Christian educational community where human knowledge, enlightened and enlivened by faith, is shared by teachers, students, and parents in a spirit of freedom and love.

To develop religious understanding and provide opportunities for personal commitment to religious values through liturgy, sacramental life, prayer, guidance, and example.

To specifically teach Catholic principles and Christian values.

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To help each student develop a positive attitude toward lifelong education, including the power to think constructively, to solve problems, and to reason independently.

To foster positive self-esteem and mature responsible behavior with the purpose of arriving at the fullness of Christian life.

To encourage teachers to strengthen their Christian commitment and professional growth.

### Diocese of Little Rock Catholic Schools Philosophy Statement

The Catholic schools of the Diocese of Little Rock advance the Good News of Jesus Christ according to the teachings, traditions, and values of the Church, and provide high-quality academic programs. The focus of Catholic education is the development of the whole person: spiritually, intellectually, morally, socially, and physically. Our school communities partner with parents to prepare students to lead a life formed by Christian virtues so that they become responsible, strong, faith-filled leaders.

## RELIGIOUS STUDIES

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The great truths of the Catholic faith must be taught in the home by parents - first by example, then by precept. Family prayer should be emphasized, for it is one of the surest ways to develop a consciousness in children of the abiding presence of God.

### SACRAMENTAL PROGRAM

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

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to baptized students. (6.06)

### MASS AND SPECIAL LITURGICAL CEREMONIES

Students in grades K-5 attend Mass at 9 a.m. on Fridays. On Holy Days, the Mass is at 9 a.m. for K-5. Preschool 4-year-old classes begin attending school Masses in January. Our students participate as altar servers, lectors, gift bearers, greeters/ushers, and participants in the school choir. Mass may be attended on days other than Friday in the event of special feast days or at the discretion of the parish priests. Rosary services, Liturgy of the Word, Stations of the Cross, Divine Mercy Chaplet, and other special services will be planned throughout the year.

### PRAYERS TO REMEMBER

(\*grade prayer is introduced)

#### Sign of the Cross (\*Kindergarten)

In the name of the Father,  
and of the Son,  
and of the Holy Spirit.  
Amen.

#### Our Father (\*Kindergarten)

Our Father, who art in heaven,  
Hallowed be Thy name;  
Thy kingdom come;  
Thy will be done on earth

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as it is in heaven.  
Give us this day our daily bread;  
And forgive us our trespasses  
As we forgive those  
who trespass against us;  
And lead us not into temptation,  
But deliver us from evil.  
Amen.

### Hail Mary (\*Kindergarten)

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

### Trinity Prayer (\*Kindergarten)

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

### Before Meals (\*Kindergarten)

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

### Act of Contrition (\*Grade 2)

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

### Angel of God (\*Kindergarten)

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

### After Meals (\*Kindergarten)

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

### Morning Offering (\*Grade 2)

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

The Apostle's Creed (\*Grade 2)

I believe in God, the Father almighty, Creator of heaven and earth,  
And in Jesus Christ, his only Son, our Lord;  
who was conceived by the Holy Spirit,  
born of the Virgin Mary  
Suffered under Pontius Pilate, was crucified, died, and was buried.  
he descended into hell;  
on the third day he rose again from the dead;  
He ascended into heaven;  
and is seated at the right hand of God, the Father almighty;  
from there he will come to judge the living and the dead.  
I believe in the Holy Spirit,  
the holy Catholic Church  
the communion of saints,  
the forgiveness of sins,  
and resurrection of the body,  
and life everlasting.  
Amen.

Nicene Creed (\*Grade 5)

I believe in one God,  
the Father almighty,  
maker of heaven and earth,  
Of all things visible and invisible.  
I believe in one Lord, Jesus Christ,  
The only Begotten Son of God,  
born of the Father before all ages.  
God from God, Light from Light,  
True God, from true God,  
Begotten, not made,  
Consubstantial with the Father;  
through him all things were made.  
For us men and for our salvation  
He came down from heaven,  
and by the Holy Spirit  
was incarnate of the Virgin Mary, and  
became man.  
For our sake he was crucified  
Under Pontius Pilate;  
He suffered death and was buried.  
And rose again on the third day  
In accordance with the Scriptures;  
He ascended into heaven  
and is seated at the right hand of the Father.  
He will come again in glory  
To judge the living and the dead,  
And his kingdom will have no end.  
I believe in the Holy Spirit,  
The Lord, the giver of Life,  
Who proceeds from the Father and the Son.  
Who with the Father and the Son  
Is adored and glorified,  
Who has spoken through the prophets.  
I believe in one, holy,  
catholic and apostolic Church.  
I confess one baptism  
for the forgiveness of sins.  
And I look forward to the resurrection  
of the dead and the life of the world to come.  
Amen.

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### Hail, Holy Queen (\*Grade 2)

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

## Accreditation

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

## ADMINISTRATIVE RIGHT TO AMEND POLICY MANUAL

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The administration of Christ the King Catholic School retains the right to amend the policy manual at any time, which is not a contract. Parents will be given prompt notification if changes are made.

## ADMISSIONS AND RECORDS

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### NON-DISCRIMINATORY POLICY

The Catholic schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origin to all rights, privileges, and activities generally accorded or made available to students at the school. Catholic schools in the Diocese of Little Rock do not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs. (Policies and Regulations, Elementary and Secondary Catholic Schools of Arkansas, Diocese of Little Rock, 4.01)

Christ the King staff is committed to meeting the needs of all students. There are some conditions, however, for which the school cannot provide the necessary resources.

Christ the King Catholic School has fully adopted the Diocese of Little Rock's Human Sexuality policy. The diocesan human sexuality policy is a part of the diocesan Manual of Policies and Regulations for Catholic schools, and is located in subsection 4.42 of the section titled "4.0 Students." It can be viewed on the Catholic Schools Office website at:

<http://www.dolr.org/schools/policy-manual>

### STUDENT ADMISSION AND AGE REQUIREMENT

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

- Priority 1 - Currently enrolled students are automatically re-enrolled unless they are delinquent in tuition or have notified administration in writing by the date given during the enrollment process that they are not returning.
- Priority 2 - CTK parish children with siblings attending CTK Catholic School and children of teaching staff of CTK Catholic School.
- Priority 3 - CTK parish children with no siblings attending CTK Catholic School.
- Priority 4 - Catholic out-of-parish children with siblings attending CTK Catholic School.
- Priority 5 - Catholic out-of-parish children with no siblings attending CTK Catholic School.
- Priority 6 - Non-Catholic children with siblings attending CTK Catholic School.
- Priority 7 - Non-Catholic children with no siblings attending CTK Catholic School.

## AGE REQUIREMENT

Entrance Age - Entrance Age - No child will be admitted to kindergarten unless he/she has attained the age of five (5) years on or before August 1 of such school year. No child will be admitted to first grade unless he/she has attained the age of six (6) years on or before August 1 of such school year.

## TRANSFER STUDENT

Any Kindergarten - 5th grade transfer student is accepted on a 90 day probation status.

## IMMUNIZATION & OTHER REQUIREMENTS FOR SCHOOL ENTRY

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Except as otherwise provided in law or regulation, no child shall be admitted to a public or private school of this state who has not been immunized against poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, mumps, hepatitis B, hepatitis A, meningococcal disease, and varicella (chickenpox) as evidenced by a certificate of a licensed physician or a public health department acknowledging the immunization. A medical professional's [medical doctor, advanced practice nurse, doctor of osteopathy, or physician assistant] history of disease may be accepted in lieu of receiving Varicella vaccine. No self or parental history of varicella disease will be accepted. Exception: If a student has previously received two doses of measles, one dose of mumps, and one dose of rubella before January 1, 2010 the doses will be accepted as compliant to immunization requirements and 2 MMR's are not required. An exemption to the immunization law may be made only by a certificate issued by the Director of the Arkansas Department of Health.

Documentation of the state required immunizations plus a birth certificate and baptism certificate (if applicable) are to be presented **at the time of registration** of all beginning students and transfer students. If you have a state exemption, it **must be presented at the time of application**.

Kindergarten: At least four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP) Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT pediatric) vaccine; at least three doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine; three doses of Hepatitis B vaccine; one dose of Hepatitis A; and two doses of Varicella (chickenpox) vaccine.

1st through 12th grade: At least three or four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT pediatric), Tetanus/ Diphtheria (Td-adult) or Tetanus/Diphtheria/Acellular Pertussis (Tdap) and one dose of Tdap for ages 11 years (as of September 1st each year and older or three doses for unvaccinated persons 7 years of age or older (including persons who cannot

document prior vaccination); at least three doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine; two or three doses of Hepatitis B vaccine; one dose of Hepatitis A for First Grade; two doses of Varicella (chickenpox) vaccine; and one or two doses of Meningococcal vaccine with one dose for 7th grade and a second dose of Meningococcal vaccine at age 16 years (as of September 1st each year).

## **Attendance**

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Arkansas Code 6-18-201, amended, mandates every parent, guardian or other person residing within the State of Arkansas having custody or charge of any child or children age five (5) through seventeen (17) years on or before August 1 of that year, both inclusive, shall enroll and send the child or children to a public, private or parochial school, or provide a home school for the child or children as described in 6-15-501 et seq. Christ the King Catholic School recognizes that prompt, regular attendance in school is extremely important. Excessive absenteeism and tardiness not only adversely affects the learning process of students but may impede the normal progression of a student through the grades. Pupils are expected to attend all times when school is in session unless illness or an emergency prevents it. Generally, a student who has accumulated 17 days of absences during the school year should repeat the grade, be required to obtain tutoring or help to make up missed material, or attend summer school (if provided). (4.09)

### **ABSENTEEISM**

Parents and guardians shall notify the school office by 8:30 a.m. if a child will be absent. After 9:00 a.m., parents will be contacted by school staff if notification has not been made.

An excused absence shall afford the student the privilege of making up all assignments and/or class activities as the teachers direct. Official written verification includes signed doctor, dentist, court or legal documents identifying the office and/or the name of the professional who provided the service.

An unexcused absence shall be a willful absence (truant) from school if it is without the knowledge of the student's parent/guardian. Any other absence not considered excused will be counted as unexcused. Any student who is truant or has an unexcused absence forfeits the right to make up any work for credit.

Upon the 5<sup>th</sup> unexcused absence, in any class within a semester, a letter will be sent to the parent/guardian notifying him/her that upon the 10<sup>th</sup> unexcused absence in the same semester, the student may be denied promotion or credit. Before a student accumulates the 10<sup>th</sup> day of unexcused absence for the semester the student, the student's parents/guardian, may petition the school principal for a conference to address the student's absences (Act 1223 of 2011). When a student has been absent from school for a total of ten days, the principal will arrange a conference with the parents to discuss the possible consequences of continued absences. Generally, a student who has accumulated 17 days of absences during the school year will be required to attend summer school or complete approved coursework to make up the work missed or repeat a grade.

Exceptions to this rule will be made in accordance with a student's IEP. Students with long-term, medically documented illness or injury may be allowed to make up work and may be given assistance in obtaining credit for classes missed.

No student may leave the school premises during school or depart from or miss 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.



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When requesting a student to be dismissed from school for any planned reason (i.e. vacations or trips), parents are to submit a **written** request in advance to EACH of the child's teachers and the principal **at least one week** in advance. Families are strongly discouraged from planning vacations during school times. Extended absences impede academic progress. **NOTE: Teachers are not required to provide lessons and assignments in advance.**

**MAKE UP WORK:** Upon returning to school from an absence, a student must approach his/her teacher and ask for tests and assignments to be made up. For every day absent, a student shall have one school day to complete any missed work. For example: 1 day absent = 1 school day to complete assignments after the student returns; 5 days absent = 5 school days to complete assignments after the student returns.

### Exceptions

- All missed work must be made up before the end of a grading period.
- If a test was assigned before the absence occurred, the student will be required to take the test within 1 day after returning to school or as deemed reasonable by the teacher.

Excessive absences may result in a denial of promotion or graduation (ACA 6-18-222). Excessive unexcused absences may result in the filing of a Family in Need of Services (FINS) petition with the juvenile court.

### TARDINESS

Promptness is a trait to be developed. Parents, through their efforts and example, help instill this trait in children. Tardiness interferes with a child's progress in school and constitutes a disturbance for all members of the class. A child is considered tardy for school if he/she is not in his/her classroom when the 8:00 a.m. bell rings. If a student attends an appointment, they should present a note from the office upon arrival and the school will record the tardy as excused. If a student is late repeatedly, the principal will confer with the parents in an effort to correct this irregularity. If tardiness continues after the conference, the student is liable for suspension or expulsion.

IF A CHILD COMES IN LATE, THE STUDENT AND PARENT (OR DRIVER) MUST REPORT TO THE OFFICE FOR A PASS BEFORE GOING TO THE CLASSROOM.

A student who accumulates five (5) or more unexcused tardies per quarter is considered excessive.

Frequent tardiness or absences may interfere with a student's academic performance and progress. During the 2023-2024 school year, 2,252 tardies were recorded at our school. That is an average of 8 tardies per student. The highest number of tardies for a student was 92. We know that a student's presence at school is vital to their learning success.

**At a student's 4th tardy, a warning note will be sent to the parents. At a student's 5th tardy, fines will be assessed. \$10 for the 5th tardy, then \$20 for the sixth, \$40 at the 7th, and continue to double with each unexcused tardy thereafter in grades Kindergarten through 5th.**

This policy will begin on Nov 1, 2024 .

### EARLY DISMISSALS

For the SAFETY OF THE CHILD, the parent or other authorized person must come to the office to meet the child.

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An early dismissal refers to the removal of a student from school before the end of the school day (3:00 p.m.) for scheduled appointments, lessons, vacations, trips, etc. An early dismissal carries the same weight as a tardy. Presenting a written form verifying an appointment is required.

The tenth (10<sup>th</sup>) unexcused tardy OR early out in an academic quarter will result in a meeting with the principal. Excessive unexcused tardiness or early departure may result in further penalties. A Family in Needs of Services petition may be made with the Juvenile Probation Department when any family exceeds 17 days of unexcused tardiness/early removal in a school year.

#### RIGHTS OF NON-CUSTODIAL PARENTS

Under Arkansas law a non-custodial parent with visitation rights has the right to access all student records that are available to the custodial parent unless the right is specifically limited by the court. Both parents are assumed to have equal custodial rights unless a court order stating otherwise has been presented to school officials. **The parents have the burden of furnishing the school with current court orders.**

CTK School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Parents, who are separated, divorced, or who have never been married are asked to supply a court-certified copy of the custody agreement to the school office.

It is the policy of CTK School and the School Board to afford custodial and non-custodial parents the same access to their children and the same rights and responsibilities toward their children unless a court order supplied indicates otherwise. The non-custodial parent will be given access to all information regarding their students' attendance and participation at CTK School. It is also the policy of CTK School to allow the non-custodial parent access to his/her child during the school day for activities, lunch and transportation to and from school as indicated by the custodial agreement. Any other arrangement is to be provided to the school principal with either a court order or an agreement signed by both parents. **If the court order is not on file in the office, it will be assumed that both parents have equal rights.**

#### OFFICE RECORDS

Parents/Guardians are requested to update their FACTS account with any change of home telephone numbers, addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

#### REGISTRATION FEE AND TUITION POLICY

Christ the King Church provides an annual subsidy to the school supporting the Catholic Church's commitment to the mission of providing a Catholic education in a quality environment. It is this ongoing support that allows Christ the King Catholic School to keep costs of education at a reasonable rate.

An underlying presumption of this support is that Catholic families also contribute to the life of the Church by way of their time, talent, and their treasure. This policy allows Christ the King Catholic School to benefit directly from the financial support of the Church and the contribution of the Catholic family to Church life to determine the appropriate tuition schedule for all families.

As part of the annual enrollment process for new and returning applicants, each family's record of contribution and mass attendance will be re-evaluated at registration to determine the Schedule of Tuition for the new school year. Tuition for each academic year will be based on families' records from the previous year. We encourage you to consider making contributions to the Church by way of the electronic funds transfer (EFT). If you choose this

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method of contributing, you are encouraged to write "EFT Family" on the front of the giving envelope and place your empty envelope in the offering basket as usual.

#### REGISTRATION FEES

Registration fees for all students are due at the time of registration. The registration fee is nonrefundable.

#### TUITION

Tuition for each student in Kindergarten through the 5th Grade is: \$7,640 per year. If your student is utilizing EFA to pay for part of their tuition, failure to submit invoices for payment within 5 days of receiving invoice will result in a \$25 late fee. This fee will be billed to your account through FACT.

Kindergarten - 5th Grade Scholarships are available for Catholics that qualify.

Available scholarship amounts are as follows: \$382 annually, making tuition \$7,258 per year (\$726 monthly).

For Catholics to receive a tuition discount scholarship: I understand that at least one parent/guardian must be a registered Catholic parishioner and participate in parish and/or school activities in a verifiable manner. Parent/Guardian and CTK student(s) will attend Mass regularly and student(s) has received age-appropriate sacraments. In addition, at least one parent/guardian must support Christ the King Church or a West River Valley Parish through the use of church envelopes, automatic bank draft, or other regular identifiable contributions in order to receive the scholarship. Review and/or reconsideration of the parishioner scholarship may be made at any time deemed appropriate by the pastor. **Scholarships are available for kindergarten through fifth grade only.** The preschool is a separate program that has its own tuition rates. Preschool students are not considered to be a second, third, or fourth child in scholarship considerations.

Preschool tuition is as follows:

2 Days (Tuesday/Thursday only): \$333 per month for 10 months

3 Days (Monday/Wednesday/Friday): \$503 per month for 10 months

5 Days: \$623 per month for 10 months

All tuition is an annual amount that is distributed evenly over 10 months. **Your obligation is to the full 10 months, even if you withdraw from the school early.**

After school care charges will be \$165 per month for all students in K-5 and all full time students. Only students enrolled part time in preschool are eligible to pay the part time rate. Preschool students enrolled 2 days attending ASC will have a monthly fee of \$65 and 3 days will have a monthly fee of \$85.

The daily drop-in rate is \$28 per day. Any student that is checked in to after school care at 3:15 will be charged the drop in rate no matter how long they attend that afternoon.

Students of families who fail to meet their financial obligations MAY NOT BE ALLOWED to register or attend the following school term. SHOULD A FINANCIAL CRISIS OCCUR AFTER REGISTRATION AND YOU ARE UNABLE TO MEET YOUR OBLIGATION, AN IMMEDIATE CONFERENCE WITH THE PRINCIPAL SHOULD BE SCHEDULED.

#### TUITION ASSISTANCE ELIGIBILITY AND HARDSHIPS

Tuition assistance is provided by Christ the King Parish and may be available for Catholic families who are members of Christ the King Church. All families applying for tuition assistance or scholarship opportunities must

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apply through FACTS Grant and Aid Management. Financial disclosure is required. This online service is utilized by the diocese and school administration to help determine eligibility and financial need for individual families. Families must have a record of supporting the Church regularly per their financial ability and school through volunteer/service or they will not be considered for tuition assistance.

**If emergencies occur within a family that jeopardize their ability to pay tuition – they are strongly encouraged to contact school administration personally for assistance.**

If your student is a recipient of the LEARNS ACT funding, you are responsible for completing the required online paperwork by the deadlines given to you by the Arkansas Department of Education. If you fail to do the required documentation by the deadline, you will be responsible for paying your student's tuition for that time period.

**PAYMENT POLICY AND DELINQUENT ACCOUNTS**

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

- Tuition is paid on an annual, semester, or monthly basis.
- Monthly tuition is paid August through May. If not paid in full by the first day of the following month, the tuition is considered delinquent.
- If the tuition payment is not made after 30 days delinquent, the parent/guardian will be contacted by the principal or school financial manager to make proper arrangements.
- Possible resolutions to non-payment of tuition may include:
  - establishment of a payment plan to resolve the debt within 3 months
  - changing a parish tuition rate to a non-parish tuition rate
  - reviewing the family's eligibility for financial assistance
  - discontinuing cafeteria and/or ASC usage
  - use of a collection agency, reporting the bad debt to the credit bureau
  - removing the student(s) from enrollment at CTK School
  - If your account is not up to date when registration occurs or tuition is not **paid in full** by the last day of school, the administration reserves the right not to re-admit your child for the next school year.

Do not allow your fees to accumulate from month to month. You must contact the principal or pastor for consideration of unexpected circumstances. The school depends upon your timely payment of fees. Student records and academic progress reports will be withheld until all tuition payments and fees have been paid and the account is cleared.

**POLICY ON REFUNDS**

The obligation to pay annual tuition is for the entire school year. No portion paid or outstanding will be refunded or canceled except upon proof of illness, job relocation, or other good cause shown. In all other cases of absence, withdrawal, suspension or dismissal, the school reserves the right to settle, compromise or waive a Student's annual tuition obligation in such manner as it shall deem advisable in its sole discretion..

## **Academics**

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Christ the King Catholic School will follow diocesan and Arkansas state requirements regarding basic materials, specific courses, and time allotments. Christ the King Catholic School will offer a balanced curriculum including religion, language arts (English, reading, literature, oral and written communication, handwriting, spelling, and

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phonics), science, mathematics, social studies (history, geography, civics, economics, Arkansas History), art, music, physical education, Spanish, technology and such electives as deemed practical and helpful. A planned instructional program will lead to discovering and developing the abilities of each student.

**GRADING**

Grades are determined by a combination of daily work, homework, and test scores. Therefore, it is imperative that students complete given assignments and take required tests. Credit cannot be given to a student who has not performed assigned tasks.

It is the responsibility of a student to ask for any make-up work incurred by absence. Upon returning to school from an absence, a student must approach his/her teacher and ask for tests and assignments to be made up. A grade of zero will be given for a test or assignment not completed.

**REPORT CARDS AND PROGRESS REPORTS**

Pupil progress is reported to all parents four times each year at the end of each nine-week grading period.

Parents can monitor student progress through FACTS by creating an account through <https://factsmgt.com/parents>. Progress Reports will be e-mailed to parents of students in grades K-5. Mid-term and end of quarter dates are listed on the school calendar.

When failure seems inevitable, parents shall be properly notified in advance.

The following grading scale for Christ the King Catholic School second through sixth grade students is used:

<b>Grade 1-5:</b>		<b>Kindergarten grading is as follows:</b>
A	90% - 100%	M-Meets Expectations
B	80%-89%	E-Emerging/Developing Appropriately
C	70% - 79%	I- Improvement Needed
D	60 - 69%	
F	Below 60%	

Students in the preschool 18 months old through 4-year-old preschool will receive progress reports quarterly. The following grading key is used: M-Meets Expectations, E-Emerging/Developing Appropriately and I-Improvement Needed.

**LEARNING DIFFERENCES**

Christ the King Catholic School desires to meet the academic needs of all children. Children with special needs as determined by psychological and/or medical evaluations will be accepted on a probationary basis to allow the school staff and parents sufficient time to determine whether the school can make reasonable accommodations to meet the needs of the child before final acceptance.

Teachers work closely with students and parents to provide modifications and accommodations in programming to serve students who qualify as learning disabled as determined by professional and appropriate evaluations.

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Teachers confer with other staff members to ensure a student’s physical, academic, and social needs are met across the curriculum.

**PROMOTION AND RETENTION POLICY**

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

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

**STUDENT/PARENT/TEACHER CONFERENCES**

Informal conferences with the teacher about a student's progress are always welcome. These can be arranged by calling the school office and leaving a message for the teacher or emailing the teacher to make a mutual arrangement. Formal Student/Parent/Teacher Conferences will be held twice per year. Attendance of formal Student/Parent/Teacher Conferences is mandatory for parents. Students may or may not attend conferences.

**HOMEWORK AND STUDY ASSIGNMENTS**

Home assignments, whether written or study work, are a necessary part of each student’s educational program. One of the most important objectives of education is to teach the student how to study. Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich classwork, and to prepare for certain lessons through various experiences. Parents can do much to help their child attain these objectives by:

- Providing an atmosphere conducive to study.
- Scheduling a definite time for study.
- Showing an interest in the child’s work.
- Realizing that homework does not solely consist of written work, but that both written and study work are important.
- Expecting the child to have his assignments for homework written down.
- Checking with the teacher if the student repeatedly says he has no homework.

Home study time varies per the needs of the individual child. Below is a list of recommended home-study times:

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

Source: *Do our kids have too much homework?* <http://www.greatschools.org/gk/articles/homework-is-too-much/>  
Source: *Research Spotlight on Homework*, NEA Reviews of the Research on Best Practices in Education, <http://www.nea.org/tools/16938.htm>

## CHRIST THE KING CATHOLIC SCHOOL

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Children will not be permitted to call home for forgotten assignments. When a student is absent, a parent should call the school office before 9:00 a.m. to report the absence and to request homework assignments. Homework may be sent home with a friend or sibling or picked up in the school office **between 3:00 and 4:00 p.m.**

#### WEEKLY TAKE-HOME FOLDERS

At the end of the week, each student will bring home a "Friday Folder" containing his/her week's work - both homework and class work. ALL communication or flyers from individuals or organizations must be cleared through the school office. Parents are asked to look over the folder with their student each Friday or as soon as possible. If there are any papers that have "Sign and Return" on them, please go over them with your child and help them to make corrections, sign the form, and return papers to school in the Friday Folder.

#### AWARDS

**Honor Roll:** Christ the King Catholic School rewards academic achievement through recognition on the Honor Roll. To be considered for the **Principal's Honor Roll**, a student in grades four through six must have A's in all his/her academic subjects and an "S" (Satisfactory) in all non-academic subjects and conduct for the quarter. To be considered for the **Christ the King Honor Roll**, a student must have grades of A's or B's in all his/her academic subjects and an "S" (Satisfactory) in all non-academic subjects. A student will not be named to the Honor Roll with an unsatisfactory or below average grade in Conduct or Study Skills.

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

## DISCIPLINE and CHARACTER DEVELOPMENT

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### DIOCESE OF LITTLE ROCK POLICIES AND REGULATIONS MANUAL

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

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

The purpose of discipline is to develop personal responsibility, to communicate rules and regulations, to teach courtesy and respect for self and others, to establish a positive learning environment, and to instill self-discipline. Reasons for rules should be clearly understood by adults and students. Rules are designed to uphold the purpose and mission of the school, to ensure the safety of each person, and to build an environment where learning occurs.

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

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# CHRIST THE KING CATHOLIC SCHOOL

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

SELF-DISCIPLINE SKILLS Self-discipline skills will be emphasized to students.

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

### CONDUCT

Good classroom discipline is first and foremost the responsibility of the classroom teacher.

Corporal punishment is contrary to diocesan policy and is not to be used as a means of student control. Emphasis is placed on positive values rather than negative. When violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher, and all who have been offended by the student's misconduct.

Means of coping with problem situations are to deny privileges to a misbehaving student, to redirect student's behavior and bring back on task, to talk to student in private, to inform parents or guardians, to seek positive help for the student from the Principal and/or Pastor.

Serious or continuous disciplinary problems will be referred to the principal, and parents will be notified of the infractions and of the disciplinary action taken.

If a student cannot be helped through any of the above means, the principal will follow the procedures for suspension or expulsion as outlined in diocesan policy 4.31, SUSPENSION; 4.32, EXPULSION.

<http://dolr.org/sites/default/files/documents/catholic-schools-policy-manual-students-2016.pdf>

\*\*\*Parents and guardians are expected to follow the same standard of conduct set forth by the school for our students and staff. Bullying, threatening texts,

### DISCIPLINE POLICY

School administration will use these guidelines for the following occurrences: unwanted physical contact, insubordination, inappropriate behavior, inappropriate language, bullying, disrespect to staff non-physical, and disrespect to staff physical. This list was developed with teacher input.

Consequences for the offenses:

1. Lunch/recess Detention
2. Before or After School Detention
3. Third offense – In School Suspension (ISS)
4. Fourth offense – Out of School Suspension (OSS)



\* The principal reserves the right to assign any number of days to any of the consequences dependent upon frequency and severity of the offense.

## SCHOOL INFORMATION: DAY TO DAY POLICIES AND PROCEDURES

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### UNIFORMS

Uniforms are required for all students attending Christ the King Catholic School. In addition to being a convenience for both parents and students, uniforms play an important role in maintaining the proper academic atmosphere. Wherever our students go, they are identified as members of our school by the uniform they wear and are models of our commitment to modesty, safety and a distraction-free learning environment. **All boy and girl uniforms will be purchased from one of Christ the King Catholic School's uniform suppliers: Atlas Apparel, Especially for You, and Flynn O'Hara Online Shop.**

#### Girls

- Jumpers/Skirts/Skort: Plaid uniform for Preschool through Grade 5. Girls must wear gym shorts under their dresses /skirts/skort.
- Blouse: White rounded Peter Pan collar shirt (s/s or l/s) with navy blue snap tie. White middie with sailor collar and navy piping.
- Slacks and Shorts: Navy, khaki or plaid uniform slacks or shorts may be worn.
- Shirts: Official short sleeve or long sleeve white or hunter green polo shirt with school embroidered logo.
- Socks: Solid white, navy, or black socks must be visible above the top of the shoe. No logos on socks.
- Tights: Opaque or cable knit tights or leggings must be a solid color (no patterns) in either solid white, solid navy, solid hunter green or solid black.
- Hair Bows & Headbands: Must be the colors of the school uniform or basic muted colors.
- Sweatshirt or Hoodies: Navy blue or white CTK official sweatshirt (not oversized) or zip jacket with school embroidered logo. Navy blue official hoodies of the school with vinyl logo on the center or embroidered logo on the pocket. Hoodies may not be oversized for the student.
- Sweater: Uniform navy-blue or green V-neck cardigan or vest with embroidered logo.
- Shoes: Athletic shoes must be worn (especially on PE days). No heels, sandals, clogs, lights, slip-ons, or musical shoes. If the shoes have laces, they may not be neon. If shoes have Velcro, they must fit snug on the foot. Boots may be worn on the cold, winter days during the months of November-March. The boots should be solid colors and they should not have heels.
- Belts: Girls must wear navy blue, brown or black belts when navy or khaki pants are worn.

#### Boys

- Slacks or shorts: Navy blue or khaki twill from uniform supplier. (No logos) Solid navy blue or khaki uniform walking shorts from uniform supplier.
- Belt: Navy blue, brown or black belt must be worn for boys in grades 1st-5th.
- Shirt: Official short sleeve or long sleeve white or hunter green polo shirt with school embroidered logo.
- Sweatshirt or Hoodies: Navy blue or white CTK official sweatshirt (not oversized) or zip jacket with school embroidered logo. Navy blue official hoodies of the school with vinyl logo on the center or embroidered logo on the pocket. Hoodies may not be oversized for the student.

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- Sweaters: Uniform navy-blue or green V-neck cardigan or vest with embroidered logo.
- Socks: Solid white, navy, or black socks must be visible above the top of the shoe. No logos on socks.
- Shoes: Athletic shoes must be worn (especially on PE days). No heels, sandals, clogs, lights, slip-ons, or musical shoes. If the shoes have laces, they may not be neon. If shoes have Velcro, they must fit snug on the foot. If you have any questions or doubts, please check with the school office before your child wears the shoes to school and the shoes cannot be returned.

### Special things to note:

- **Only official school sweaters & sweatshirts may be worn inside the classrooms. Spirit sweatshirts may only be worn in the classroom on spirit days (this includes basketball and cheer sweatshirts).**
- Skinny pants, corduroy pants, or pants with logos are not considered part of the school uniform.
- All uniform items must be purchased from one of our uniform providers.

### **CTK DAY & SPIRIT DAY**

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

### **FREE DRESS**

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

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

### **APPEARANCE, JEWELRY, HAIRSTYLES**

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

For both boys and girls, hairstyles shall be worn in appropriate manner and never extreme. Boys are expected to maintain a hairstyle with no less than one-half of the forehead and all the ears visible. The hair in the back should never drape over the collar. Mohawk type hairstyles or hair with designs or words shaved into the hair are not allowed.

Girl’s hairstyles must be so arranged as to be off the face and out of the eyes. Dyed or highlighted hair is not permitted. Feathers are not permitted in hair. The final decision for appropriate hairstyle will rest with the principal. If any of the above rules are violated, a note will be sent home to the parent to remedy the violation.

## SCHOOL DROP-OFF/PICK-UP PROCEDURES

### **Arrival/Departure**

**Arrival:** Parents of Kindergarten - 5th grade will enter the Church parking lot from U Street and drop off students on S Street. Preschool parents will enter the school circle drive lot of Greenwood Ave. to drop off any preschoolers and older siblings. Parents should not get out of their vehicle. Any parents needing to park and visit the office should park in the Church lot only.

**Dismissal:** Preschool parents will enter the circle drive lot off Greenwood Ave. They will line up facing south and will not enter crossing traffic. Any K-5th siblings will be sent out to preschool pick-up.

K-5th parents will enter the Church parking lot from U street and wind through the church parking lot to S. Street.

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

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

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

**Morning Bell** - The first bell rings at 7:55 a.m. and the tardy bell rings at 8:00 a.m. The drop off lines close at 7:58 to allow students to be seated in their rooms at 8:00 AM. Any preschool student arriving after 8:30 a.m. will not be admitted unless they have a doctor's note. This is a huge distraction to the children's learning environment. Many specialty classes begin as early as 8:15 a.m.

**Dismissal Bell** – Preschool children will be dismissed at 2:50 p.m. Students in grades K-6 will be dismissed at 3:00 p.m. and all children should be picked up by 3:15 p.m. For the safety of our children, parents must pick up their child/children/carpools at the designated areas in the afternoon.

**After School Care (ASC)** is available in the school from 3:15 to 5:30 p.m. Any child left fifteen (15) minutes past school dismissal time will automatically be sent to After School Care (ASC) and responsible for charges incurred. Pickup procedures for ASC is for parents to enter through the double doors by the gym.

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

**Please do not use handheld cell phones in our school parking lot during drop-off and pick-up. Help keep our children safe.**

### **WIRELESS TELEPHONE USE (27-51-1609)**

**Restrictions in school zones** – (a) Except as provided under subsection (b) of this section, a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building. (b) A driver of a motor vehicle who is passing a school building or school zone during school hours when children are present and outside the building may use a handheld wireless telephone while operating a motor vehicle for an emergency purpose (Effective October 1, 2011)

### **Arrival/Departure During School Hours**

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If a student arrives at school after 7:58 a.m. they must report to the school office. When leaving during the school day for any reason, parents must sign the student out through the office. He/she will be called to the office by intercom.

### Parents/Visitors

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Parents are asked **NOT** to interrupt their child's class during the school day to bring items (homework, lunches, bookbags, etc.) forgotten by students or parents. **ALL** parents, visitors, relatives, and former students must come through the school office to check in before, during and/or after the school day and must be checked in through the HallPass system. ALL visitors will be required to provide a valid government issued ID, driver's license, green card or military ID. Each visitor is issued a Visitor's Pass/Badge. This visitor's badge must be worn at all times while on campus. Visitors must request a badge each time they enter the school.

### CMG Connect

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We will be using the Safe Environment platform produced by Catholic Mutual Group (our risk management provider), called **CMG Connect**. For our children and youth training, we will be using a product called **Circle of Grace**, which is produced by the Archdiocese of Omaha but which is also endorsed by and works in partnership with Catholic Mutual Group. Please see instructions provided to complete your CMG Connect training before volunteering at the school.

### Illness

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Children with temperatures of 100.4 degrees or higher should stay home from school. They should not return until they have had a normal temperature for 24 hours (fever-free w/o Tylenol, etc.) or meet the correct regulations given by the ADH and the CDC. Children who have been prescribed antibiotics for contagious diseases such as strep throat, tonsillitis, or bronchitis should not return to school until they have taken the medication for 24 hours. Children who are vomiting or have diarrhea should stay home. The 24-hour rule is a good guideline here, too. Pain relievers ARE NOT AVAILABLE in the school office.

**If a student misses school because of illness they are not permitted to attend or participate in any school functions that evening. This includes but is not limited to school plays, sports games or practices, PTO events, etc.**

If your child has been ill, he/she may not be permitted to stay in recess. Send them dressed appropriately for the weather because they will go outside at recess. The teachers have outside duty and they may not leave the students in the classroom, library, etc., unsupervised. If they are too sick to go out at recess, please keep them home.

### Cafeteria Policy

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Parents or visitors will be allowed to eat with students during their designated lunch time. Please notify the office by 10:00 a.m. if you plan to join your child for lunch. Fast food is not allowed. Please do not send items to school in your child's lunch that need to be heated. We do not have the resources to microwave student lunches brought from home. Parents and visitors are only allowed to pull their student(s) to eat with, other students are not allowed to join guests.

Hot lunches purchased from Christ the King will be eaten in their classroom/school cafeteria. Cost is \$4 per

lunch/milk is included.

Lunch prepared at home must meet nutritional guidelines set by DHS and contain the four food groups including: a milk product, protein, vegetable or fruit, and a grain. Milk may be purchased for \$.65 for a lunch brought from home. If a student forgets a lunch from home it must arrive by 10 AM or they will have to receive a tray.

Students may charge lunches daily and parents will receive an email notification to review a FACTS statement which will be sent by the 5th of each month and payments will be processed through FACTS. Any discrepancies should be resolved within a two-week period after the billing date.

If you are checking your student out to eat lunch off-campus they may not be checked out before the start of their lunch period. This is a disruption to the learning environment.

### **Emergency Closings**

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School closings because of inclement weather or health related issues will be communicated to parents and guardians through REMIND and email. In case bad weather necessitates the closing of school, Christ the King will abide by the decision made by Fort Smith Public Schools. On days we have a delayed opening because of the weather, be aware that the faculty or staff may not be at school at 7:30 a.m. If the roads are hazardous, we cannot guarantee that someone will be here when you drop off your children on your way to work. If the school closes, or there is no school due to inclement weather or for health related issues, **NO** extracurricular activities will be held that day, i.e. basketball games, practices.

**Please note:** if the school closes due to inclement weather or for health related issues, Christ the King After School Care is also canceled.

### **Possessions Brought to School**

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All items which a student brings to school or the after-school program shall be marked with his name (sweater, sweatshirt, coat, gloves, cap, etc.). If a child misplaces or loses articles at school, he should check the CLASSROOM OR LOST AND FOUND BIN.

LASER POINTERS & KNIVES of any kind are forbidden and are not to be brought to school. NO OTHER WEAPONS, REAL OR TOY, shall be brought to school at any time. Students are not allowed to have smart watches on the school campus.

Students are discouraged from bringing cellphones to school. Students who bring cellphones to school must leave them turned off and in their backpack for the whole day. If a phone is found on a student, it will be turned in to the office and a parent must retrieve it after 3:00 p.m.

No personal toys or games are to be brought to school without permission **in advance** from the teacher or after school program. NO GUM IS EVER ALLOWED ON THE SCHOOL PREMISES with the exception of testing week and the school will provide it.

A student should not bring money to school unless there is a special activity or event that requires cash. The school is not responsible for items lost, stolen, or broken at school.

## Search of Properties

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(This comes directly from the Diocesan Manual 2.20.)

Since cubbies and desks are the properties of the school, periodic checks of both cubbies and desks, together with their contents may be made by authorized personnel. Such action may also be taken when the principal has reason to believe that they contain certain illegal substances or other items that would be harmful to others in the school community. Personal property such as purses and backpacks may be searched.

## Telephone

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Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not usually called to the phone. No student will be allowed to use the office phone to request a forgotten lunch or school work. Teachers are not called to the telephone during class hours unless it is an emergency. **Please do not contact teachers via text during school hours, use Remind or call the school office.** They may not have time to return emails during school hours, so please utilize the office for teacher communication needs.

## Parent Classroom Involvement

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Homeroom parents are volunteers who assist the teachers with classroom activities and parties. Homeroom parents will receive a handbook and training at the beginning of each year. Parents are required to complete volunteer hours each year per the PTO by-laws. The number of required hours will be determined by the PTO each year. The Carnival is a mandatory volunteer event for all families.

## Birthday Celebrations

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Each student is also permitted a free dress day on his/her birthday. Students may also bring a store bought treat for their class to share at snack time. Drinks, party hats, balloons etc. are not allowed. Parents will not be allowed to attend the distribution of treats so there is minimal class disruption.

## Movies/Videos

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To promote and recognize Christian values and moral behavior, a stated goal of Christ the King Catholic School, only movies with a MPAA rating of "G" (General Audiences) will be allowed to be viewed at the school. For educational purposes, PG movies may be shown with prior written parent permission and principal approval.

## Parent-Teacher Organization

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Christ the King Parent-Teacher Organization meets regularly. PTO meeting dates are published on the website and in the PTO calendar in the handbook. Parents of children in the school are automatically members; the dues per family are included in our school fees. Parents and teachers are urged to attend Parent-Teacher Organization meetings, as they are a means of keeping open lines of communication between the home and the school.

## Playground

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Playground supervision is conducted according to safety and health regulations. Students will go outside during recess period when the wind chill is above 32 degrees Fahrenheit and there is no precipitation.

## Fire and Tornado Drills

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Fire drills will be conducted once a month. Students will be informed of the fire exit plans. Tornado drills are conducted several times during the school year.

## Health Services

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Vision and hearing tests are given every year for students in designated grades by our school nurse. If the results indicate that additional tests are needed, the parents of the child are notified.

## Medications

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Medications will only be administered if the parent has completed and signed a "Medicine Administration Authorization" form stating the name of the medication, amount to be given, and times to administer. Medication must be brought in the original container. This form is available in FACTS or can be downloaded from our website. Any prescription or over-the-counter medication administered to a child during school or After School Care hours must have written permission from the parent/guardian and the child's primary care provider (PCP) who is a MD, DS, RNP, or PA. This includes pain relievers, allergy medicine, cold medicine, etc. Your child's primary care provider (PCP) may fax the authorization to school at 479-782-1098. Like a prescription, the doctor must include the child's name, birthdate, name of medicine, instructions on dosage, and times to administer for all over-the-counter medication.

## Complaints

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**ANY PERSON FEELING AGGRIEVED CONCERNING ANY MATTER CONNECTED WITH THE SCHOOL WILL CONTACT THE INDIVIDUAL CONCERNED BEFORE DISCUSSING IT WITH OTHER PATRONS.**

1. If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
3. If the problem is still not resolved, the person will contact the pastor to discuss the matter.
4. If no solution is found to the problem, the matter will be referred to the superintendent.
5. School Board members *are not to attempt to solve* problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal.

## Role of Parents

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"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring, hence parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. It is particularly in the Christian family, enriched by the grace and sacrament of matrimony that from their earliest years children should be taught, according to the faith received in baptism, to have knowledge of God, to worship Him, and to love their neighbor. While belonging primarily to the family, the task of imparting education requires the help of

society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.”

Declaration of Christian Education, VATICAN COUNCIL II

Christ the King School requires parents and visitors to demonstrate the Catholic values that we are instilling in the students at school. The failure of parents to adhere to these expectations may result in the exclusion of their child from school.

## **Use of Name and Logo**

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Our school name and logo may not be used on any physical or electronic materials without written permission from the Principal and/or Pastor.

## **Internet, Electronic Mail, and Social Networking Usage Policy for Students**

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### **Student Agreement & Parent Permission Letter**

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Families should be warned that material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The intent is to make Internet access available to further educational goals and objectives. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. The school supports and respects each family’s right to decide whether to apply for access.

### **School Internet and E-mail Rules**

Students are responsible for behavior on school computer networks just as they are in a classroom or school hallways.

The network is provided for students to conduct research and communication with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required for students under the age of 18. Access is a privilege – not a right and entails responsibility. Individual users of the school computer networks are responsible for their behavior and communication over the networks. It is presumed that users will comply with school standards and will honor the agreement that they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly. Users should not expect that files stored on school servers would always be private. There should be no expectations of privacy when using the school computers, computer network or computer system.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

As outlined in the school policy and procedures the following guidelines must be followed:

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**Computer Access**

- The administration or teacher has the right to access information stored in any student file on any student screen, or student electronic mail.
- Hardware or software shall not be damaged, modified or abused.
- Intentionally altering the files, data or software on the school computers will be viewed as vandalism.
- Loading software on any computer without authorization of the technology coordinator is forbidden.
- Making copies of licensed or copyrighted software is illegal and therefore prohibited.
- Using or sharing another's password is not allowed.

**Internet Access**

- Before accessing the Internet, each student will receive instruction in the proper use of the on-line tools.
- Students must notify the teacher immediately of inappropriate material found.
- Use of the Internet without the knowledge and permission of a teacher or administrator is prohibited.
- Students may not download programs.
- Use of the Internet without a clearly defined educational objective, understood by both student and teacher is not allowed.
- Students will use polite language; obscene languages, harassing, insulting, or attacking language will not be tolerated.
- Transmission or downloading materials in violation of copyright laws is prohibited.

**The following are not permitted:**

- Sending and displaying offensive messages or pictures.
- Damaging computer, computer system or computer networks
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Students are not to reveal any personal information

**The use of personal electronic devices is subject to this policy.**

**Violation may result in loss of access as well as other disciplinary or legal actions.**

CTK is a rethink school. All school devices have the rethink application to help students "rethink" before they send messages that may be unkind.\*\*

## Artificial Intelligence Policy

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1. Purpose:

Our school recognizes the importance of technology in education, including the use of artificial intelligence (AI) tools. This policy aims to outline guidelines for the appropriate and responsible use of AI technologies within our school community.

2. Definition of Artificial Intelligence:

Artificial intelligence refers to computer systems or programs that can perform tasks that would typically require human intelligence. These tasks may include learning, problem-solving, decision-making, and natural language processing.

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**3. Responsible Use of AI:**

- a. **\*\*Educational Purposes:\*\*** AI technologies may be used in the classroom to enhance learning experiences, support student engagement, and provide personalized instruction.
- b. **\*\*Supervised Access:\*\*** AI tools should be used under the supervision of teachers or authorized staff members.
- c. **\*\*Safety and Privacy:\*\*** The school is committed to ensuring the safety and privacy of students. AI applications used within the school must comply with all relevant privacy laws and regulations, and any data collected must be handled securely and responsibly.
- d. **\*\*Ethical Considerations:\*\*** Teachers should encourage discussions about the ethical implications of AI technologies, emphasizing values such as respect, fairness, and empathy.
- e. **\*\*Inclusive Practices:\*\*** AI tools should be selected and utilized in a manner that promotes inclusivity and accessibility for all students, regardless of their individual abilities or backgrounds.

**4. Restrictions:**

- a. **\*\*Age Appropriateness:\*\*** The use of AI technologies should be age-appropriate and aligned with the developmental stage of the students.
- b. **\*\*Content Filtering:\*\*** AI tools should be configured to filter inappropriate content and ensure that students are not exposed to harmful or objectionable material.
- c. **\*\*Commercialization:\*\*** The school will not endorse or promote AI applications that prioritize commercial interests over educational objectives.

**5. Professional Development:**

Teachers and staff members will receive ongoing professional development opportunities to enhance their understanding of AI technologies and their effective integration into the curriculum.

**6. Parental Involvement:**

Parents will be informed about the use of AI technologies in the classroom and will have the opportunity to provide input and ask questions about their implementation.

**7. Monitoring and Evaluation:**

The school administration will periodically review the implementation of this policy to ensure compliance and effectiveness. Feedback from teachers, students, parents, and other stakeholders will be considered in the evaluation process.

**8. Amendments:**

This policy may be amended or updated as necessary to reflect changes in technology, educational practices, or regulatory requirements. Any amendments will be communicated to all relevant stakeholders.

**9. Compliance:**

All teachers, staff members, students, and parents are expected to comply with this AI policy and support its objectives.