



**CHRIST THE KING
CATHOLIC HIGH SCHOOL
PARENT and STUDENT HANDBOOK
2024-2025 ACADEMIC YEAR**

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**President: Dr. Carl Semmler
Principal: Mark Tolcher
Chaplain: Fr. Aaron Huber
Assistant Principal: Brian Keenan
Dean of Students: Susan Bukowski**

The administration reserves the right to make changes or additions to this handbook at any time. Realizing that every situation cannot be anticipated, the Christ the King Administration, Mecklenburg Area Catholic Schools, and the Diocese of Charlotte reserves the right to determine consequences, actions and behavior not included in this handbook.

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MISSION STATEMENT

The Mission of Christ the King (CTK) Catholic High School is to believe sincerely, think critically, act responsibly, and serve others in the name of Christ the King.

BELIEFS

- ❖ We believe individuals should model and integrate the teachings of Christ the King in all areas of conduct in order to nurture faith and inspire action.
- ❖ We believe prayer, worship, and reflection are essential elements that foster spiritual and moral development of our students, faculty, and staff.
- ❖ We believe in cultivating a supportive, healthy, and challenging environment that recognizes the dignity, needs, and diversity of all individuals.
- ❖ We believe academic excellence is a priority as teachers set high expectations of performance while providing appropriate resources and academic challenges.
- ❖ We believe opportunities should be provided for parents and the local community to participate in and support Christ the King Catholic High School.

STUDENT HONOR CODE

“For the glory of Christ the King, I will endeavor to know and to keep the Commandments of Almighty God.”

PARTNERING WITH PARENTS

CTK approaches education from a holistic formative approach. This means that we value the education of the entire person, body, mind and soul. This process is aimed at the formation of the student as he/she grows in their love of God and neighbor. This approach is married to the understanding that faith begins in the home and with the parents/guardians. As such, there is an essential need for a collaborative relationship between the family of the student and the school.

If at any time the family demonstrates a substantial lack of agreement and/or respect for this relationship or mission of the school, then the administration reserves the right to recommend other educational opportunities.

ADMINISTRATION AND STAFF

President	Dr. Carl A. Semmler
Principal	Mark Tolcher
Chaplain	Reverend Aaron Huber
Assistant Principal	Brian Keenan
Dean of Students	Susan Bukowski
Athletic Director	Marcus Duckworth
Director of Advancement	Nicole Seeling
Business Manager	Kim Mastrone
Coordinator of Campus Ministry	Daniel Torres
Information Technology Coordinator	Zach Blankenbaker
Guidance and Counseling	Todd Porter
Guidance and Counseling	Irasema Medrano
Learning Support	Christy Zemcik
Learning Support	Julie Person
Assistant Athletic Director	Jen Tuschong
School Nurse	Cathie Jackson
Facilities Coordinator	Steve Italiano
Main Office Administrative Assistant	Erin Andrews
Receptionist	Shannon Holleran
Athletic Administrative Assistant	Kristen O'Malley
Advancement Data & Alumni Coordinator	Marie Strickland

WELCOME FROM DIOCESAN LEADERSHIP



Diocese of Charlotte
Office of Catholic Schools

1123 South Church Street Charlotte, NC 28203

Dear Families of our Catholic Schools in the Diocese of Charlotte,

Along with your principal, faculty and staff, we welcome you back for another school year of growth and formation in virtue and pursuit of excellence in all things. You are embarking on an incredible journey alongside others who will support you as we all strive to fulfill our mission to become disciples of Christ regardless of where life takes you after graduation.

Our mission is unique because, although we dare to be great, it is not for our glory, but for the greater glory of God and to build up our fellow brothers and sisters. This is the crux of our Catholic Identity and why our expectations and way of doing things are rooted in defined Church teaching. This is why we push each other to live virtuously, continuously improving, even if it seems counter-cultural to the world. Examples of this are seen in the way we respect life from the moment of conception to natural death, uphold the family unit of man and woman as the bedrock of society, and affirm our faith by living in accordance with our God-given biological sex as men or women.

We all are in different places in our faith journey, but know that no matter your background or where you came from, in our schools you are cared for as a unique, wonderful individual. Your talents and background make up the richness of our greater Universal Church, and in communion together, we seek to change the world for the better. Last year was an extraordinary year, and these types of years forge extraordinary people. May God bless you and your family in the upcoming school year.

Dr. Gregory P. Monroe
Superintendent of Catholic Schools

Very Reverend Timothy S. Reid
Vicar of Education for Catholic Schools

LIVING DOCUMENT

A student handbook is a living document. As such, there are items that may need to be updated during the year. In addition, there are some items that do not appear in the handbook that the school may need to make a decision on at the time of the event. We reserve the right to update the guidelines and policies herein at any time. The school administration is the sole interpreter of this document.

STUDENT SERVICES

NON-DISCRIMINATION POLICY

Schools within the Diocese of Charlotte, mindful of their primary mission as effective instruments of the educational ministry of the Church, and witnesses to the love of Christ for all persons, shall not discriminate on the basis of race, color, sex, age, national, or ethnic origin in the employment of personnel and the administration of educational policies, admissions policies, loan programs, athletic, and other school-administered programs.

The Diocese affirms its commitment to minister to the handicapped. Students who are handicapped in any way will be accepted if the school program and educational facilities are able to effectively meet the needs of the student. Our front entrance is ground level and an elevator is located in the west wing.

We affirm our faith in the splendor of humanity through the revealed truth that God created us men and women. As such, all bathrooms, facilities and locker rooms are labeled indicating the God-given biological sex of those who may utilize the space. Faculty bathrooms are for employee use only. Men's and women's restrooms are located in each common area.

STUDENT PERFORMANCE RESPONSIBILITIES

- ❖ Christ the King (CTK) students are expected to help to create a classroom environment that is conducive to the learning of all students, including being prepared for assigned classes, maintaining standards of classroom behavior, and assuming responsibility for learning through classroom participation, including asking for assistance when needed.
- ❖ CTK students are expected to adhere to Diocesan policies and the school's philosophy of education, policies, instructional goals, and objectives.
- ❖ CTK students are expected to represent the mission, philosophy, and spirit of CTK on and off campus at all times.
- ❖ CTK students are fellow members of a Catholic community and are expected to treat each other with dignity at school, off campus, and on the internet.

ACADEMIC ACHIEVEMENT

The vision of Catholic education is to include all children. Our Academic Achievement Program provides support for students who experience academic difficulty. Students are eligible to receive assistance if they have previously been served by the Academic Achievement Program in a Mecklenburg Area Catholic Schools (MACS) school or if they have completed the referral process to receive help at the high school. Academic Achievement services may be different in each school. Choosing to enter our school is an implicit acceptance of our level of support services. Parents/Guardians are expected to be straightforward in disclosing their son or daughter's educational support needs. Failure to do so may jeopardize a student's continued enrollment. The aim of successful learning support is to improve and work towards greater independence.

REMOTE LEARNING

Voluntary sustained remote learning will not be available during the 2024-2025 academic year.

ACADEMIC POLICIES

ADMISSIONS POLICY

Students will be accepted to Christ the King Catholic High School in order of the following classifications:

- 1) Students currently attending CTK.
- 2) Siblings of students attending CTK who are participating Catholic students attending any MACS school.
- 3) Children of parishioners teaching in that particular parish school or MACS school.
- 4) Participating Catholics attending a MACS school.
- 5) Participating Catholic siblings of any student attending a MACS school.
- 6) Participating Catholics of a Mecklenburg County Parish.
- 7) Participating Catholics of a parish outside of Mecklenburg County.
- 8) Siblings of non-participating Catholics or non-Catholic students attending CTK who are attending a MACS school.
- 9) Non-participating Catholics attending any MACS school.
- 10) Non-participating Catholics or non-Catholics not attending a MACS Catholic school.

In all cases involving Catholic students, their pastor must certify that they are participating Catholics.

RE-ADMISSION POLICY

Re-admittance to Christ the King Catholic High School will be granted to former students on a space available basis under the following categories:

Voluntary Withdrawal

- 1) Medical problems - Students forced to withdraw from school due to medical problems will be allowed to re-enter at the beginning of the next full term, subject to satisfactory medical assurance.
- 2) Withdrawal for financial reasons – Students forced to withdraw, temporarily, because of family financial problems may return at the beginning of the next full school year.
- 3) Relocation out of Charlotte - Students who voluntarily withdraw because of a parent's relocation will be readmitted when and if the family returns to the immediate Charlotte vicinity.
- 4) Remaining in the Charlotte area - Students will be readmitted at the beginning of the next full term, subject to any existing waiting list for the class or classes he or she requires.

Re-admittance in such cases will be allowed only once.

Disciplinary Dismissal

- 1) Forced Withdrawal – Students who have been forced to withdraw because of disciplinary reasons may reapply after 365 days providing there is sufficient evidence that the reason for the disciplinary action has been corrected, to include disciplinary records, parent and/or student interviews, and other supportive information that the administration deems necessary. Such students, if readmitted, would be admitted on a probationary basis; that is, subject to immediate

expulsion from the school with the first major infraction of school rules.

2) Expulsion – Students who have been expelled will not be allowed to re-apply to CTK at any time.

STUDENTS WHO HAVE FAILED OUT OF SCHOOL

Students who have failed out of school and satisfactorily improved their academic performance at another school of equal caliber will be considered for re-admittance subject to the decision of the school administration.

COURSES FAILED

Any student failing a required subject for a semester must enroll in a Christ the King Catholic High School approved program. Make-up credit for failed classes will be added to the student's transcript and calculated in GPA, but any failing grade(s) will not be removed from either the transcript or the GPA calculation.

Failure to successfully complete summer school demonstrates an inability to master the course content or a lack of desire to focus on academic requirements. Either may jeopardize the student's enrollment with CTK.

ACADEMIC PROMOTION

Upon the successful completion (all assignments and exams completed; earning a passing overall course average) of all of the courses in a student's schedule a student will gain academic promotion into the next class (Sophomore, Junior, Senior). This is in addition to having a satisfactory disciplinary record and fulfilling all financial obligations. Students who fail a maximum of two credits will be required to enter into an approved credit recovery program or course (summer school). Students who fail more than a total of two credits will not be academically promoted and not be allowed to re-enroll. In rare cases administrative exceptions may be made.

COLLEGE APPLICATIONS, TRANSCRIPTS, and RECOMMENDATIONS

Colleges encourage online applications. If students apply online, it is their responsibility to give advisors and teachers any forms required by the college and to request an official CTK transcript. These will be sent directly to the college. No transcript can be released if the student's account with MACS is delinquent. Because of the volume of applications processed, the school must be given ten working days to complete this process.

If the student is completing a paper application, the lead-time required is the same as for an online application.

SENIOR EXAM EXEMPTION POLICY

Seniors may be exempt from only the second semester final examinations in any *full year course*, if they earn a grade of at least 86.5 in the third quarter and at least 86.5 in the fourth quarter in the respective course. In semester classes, seniors may be exempt from semester final

examinations, in any course if they earn a grade of at least 86.5 in first quarter and 86.5 in the second quarter in the respective course. Seniors may lose exam exemption due to In House Suspension (IHS) or Out of School Suspension (OSS), or the accumulation of other disciplinary infractions that are assigned anytime during their senior year of school. They will also lose their exam exemption after accruing 3 or more unexcused absences in a semester-long course and/or 6 unexcused absences in a yearlong course. Furthermore, they will lose their exam exemptions after accruing ten or more tardies from all classes (inclusive of advisory) cumulative in a year. Note: in AP courses there are no exemptions from the AP exam.

MAKE-UP WORK

All make-up assignments and assessments are the responsibility of the student. All make-up work for short-term (4 days or less) absences should be completed upon their return to school within an amount of time equal to the days missed. For example, if you had 2 absences then you will have 2 days to complete your missing work and all missing assessments. If the work is not completed, a zero will be recorded. Missing assessments should be coordinated with the students' teacher(s). If there is not an opportunity to take any missing assessments in coordination with the teacher, students will be scheduled by their teacher on either Monday or Wednesday after school with the school's after school testing coordinator. *No extensions should be expected for assignments that were assigned more than a week before the absence.* If a student is absent for only part of the day, the student must make immediate arrangements with his/her teachers to complete any missed work in a timely fashion. Extended absences will be handled individually.

MAXIMUM EXAMINATIONS PER DAY

In the event that a student has more than three assessments in one day (1 test and 2 quizzes, or 2 tests and 1 quiz) then the student has the right to speak to his/her instructor who most recently assigned the fourth assessment and request another date.

ASSIGNMENT SUBMISSION

In an effort to assist students in balancing their coursework, any assignment with an online submission will have a due date and time of 7:45am of the morning the assignment is due, unless otherwise specified by the teacher.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Student academic eligibility for all extra-curricular activities (athletics are included in this category) will be monitored every two weeks. A student who is earning less than a "D" average in any two courses or an "F" in any one course at the time of any of these reviews will be required to demonstrate an improvement in his/her grade within a two week period. To demonstrate improvement, a student will be required to attend tutoring or extra help sessions with a CTK teacher, with the National Honor Society tutors, or with another tutor approved by the principal or assistant principal. It is the student's responsibility to attend these sessions and notify his/her advisor of their activities. The student must attend multiple sessions each week. Each session must be documented with dates and times, signed by the teacher, student tutor, or other approved tutor. The student must return the prior week's sheet to the assistant principal.

These tutoring sessions must continue until acceptable grades are posted at either the mid-quarter or end of quarter posting. If a student fails to show grade improvement in each subject of difficulty or begins to fail (earn an F) in any one subject, he/she will be removed from the extra-curricular activity or team. Note, the student is not expected to increase their overall average in the course of difficulty to a C within two weeks, instead they must demonstrate improvement. Improvement may be measured by increase in grades on assignments, quizzes and exams; an observed increased seriousness in classroom activities; and/or a dedication to extra help/tutoring sessions. Students must also continue to maintain a minimum GPA of 2.0 for their currently enrolled classes, or “C” average in order to participate in extracurricular activities.

If a student has been removed from an extracurricular activity, the administration will determine if and when the student will be able to again participate in the extracurricular activity.

GRADING SCALE

The following numerical equivalent scale is used for all courses:

100-97	96-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-68	67-66	65	<65
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.33	4	3.7	3.3	3	2.7	2.3	2	1.7	1.3	1	0.7	0

NATIONAL HONOR SOCIETY

Invitations to apply for membership in the CTK chapter of the National Honor Society (NHS) will ordinarily be extended in the spring semester to 10th- and 11th-grade students who have attained at least a 3.90 cumulative weighted GPA for their entire high school careers and who have completed at least one semester at CTK. A selection committee composed of faculty members will consider each student's application and select for membership those who, in the committee's collective judgment, have demonstrated (beyond the obvious academic achievement of high GPA) excellence in the areas of scholarship, leadership, character, and service.

- ❖ To meet the minimum requirement for leadership, a student must hold an elected or appointed office or leadership position, or be active in two or more organizations, athletic teams, or clubs.
- ❖ To meet the minimum requirement for service, a student must be involved in at least one on-campus or off-campus service project each year. Additionally, students are expected to put service to others above self-interest.
- ❖ Character is assessed based on the student's demonstrated qualities of integrity, cooperation, courtesy, industry, determination, concern for others, and respect for school rules and policies. Students are expected to uphold the CTK Honor Code both on and off campus.
- ❖ Students who have failed any class are not eligible for membership.
- ❖ A student who has been assigned an in-school or out-of-school suspension may not be eligible for membership based upon the nature and scope of the infraction for which the suspension was imposed. The general severity of the infraction along with the improvements the student has made may be shared by the administration with the faculty membership selection committee in considering the student's application.
- ❖ The decision of the faculty membership selection committee is NOT subject to reversal by the school principal. If a selection appeal is requested by a student, the principal will ensure that due process is followed; however, the review of the appeal will be conducted by the faculty committee. The appeals process will only consider new evidence which was not submitted on the original application, or evidence that the selection guidelines were not followed properly.
- ❖ Failure to uphold excellence in any of the four NHS pillars of scholarship, character, leadership, or service may be grounds for dismissal from the chapter

FACULTY/STAFF SELECTION COMMITTEES

Faculty, staff, and coaches will, at times, be invited to participate in selection committees. These include, but are not limited to, NHS membership, college scholarships, academic awards and athletic awards committees. The membership of these committees will be selected by the moderator and/or the administration. The membership of these committees will not be made known to the students and parents, in order to preserve confidentiality and impartiality.

RECORDS

School records pertaining to the individual pupil are to be used only for the promotion of the welfare of the pupil and are not to be made available to any outside person or agency, unless it is

clear that such person or agency will use the records to the advantage of the pupil or pupil's family or unless such outside individual or agency has a legal right of access to the records. Copies of the academic record may be obtained only by personal contact or upon written request and written permission of the student (18 years of age and older) and/or the student's parents.

It is the responsibility of divorced parents to furnish the school with a notarized copy of the custody section of the divorce decree. Schools voluntarily comply with the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Access to the students' records is limited to the superintendent, the professional staff of the school, the parent or guardian of the pupil, a court of competent jurisdiction, and to such other persons as the parent, guardian, or principal may authorize in writing. When a student transfers to another school, the principal must forward the necessary records after a release is signed by the parent. Transcripts must never be issued to an unnamed school. Under no circumstances may a school accept a student from another school without receiving a proper transfer or some other appropriate notification from the sending school.

Official records are the property of the school until all outstanding tuition, fees and obligations are paid or fulfilled. Under these circumstances, schools may retain the student's records.

GRADE DISPUTES

All grades are final unless the required protocol is followed and approved by the Administration. Any dispute over a semester grade must occur within two weeks after the grades have been reported. Any dispute after this time will not be considered. The process to dispute a semester grade is as follows: the student will first address the teacher of the course. Next, a parent may approach the same teacher. Third, a parent may seek out the administration.

SCHEDULE CHANGES

Registration for courses is final.

Schedule changes are authorized during the designated drop/add period.

During the course of a school year after academic evaluation has been made by the teacher, schedule changes sometimes become necessary. If a student is granted permission to drop a course after the designated two-week drop/add period, the student will receive a grade of "W". **NOTE:** Students may not change courses based upon teacher preference.

PLACEMENT IN FUTURE COURSES

A student is placed in a course with a difficulty level based upon his/her past performance, the recommendation of the current teacher, course prerequisites, and the advice of the guidance counselor. We strongly recommend that students, parents and guardians give our recommendations serious consideration. We do wish to consider the opinions of the parents and

guardians.

The process of appealing a course placement has three levels:

First, Submit an appeal form to the Counseling office during the spring registration period. The parent and student must seek the consent of the current teacher and the teacher of the new course.

Second, The respective Academic Department will review and approve/disapprove all appeals.

Third, The Counseling office will notify students and parents of the appeal decision.

ATTENDANCE POLICIES AND PROCEDURES

Rationale

The three elements utilized to determine mastery of a subject area are assessments (both at home and in class), classroom participation, and in-class activities/instruction. The school discourages students from being absent from class. Teacher contact time is essential for successful student learning. Therefore all absences are utilized in determining if a student has experienced the classroom time to achieve a minimum level of mastery.

Attendance records are a legal document and efforts will be made to make them accurate. As such names in student records need to be accurate.

In the biblical tradition, the naming of an individual is reflective of who they are in the City of God. At times, great Judeo-Christian leaders experience a name change to reflect their change of heart (Metanoia) towards their relationship with God. Picking a patron saint at Confirmation is indicative of this tradition. Students are required to register at CTK with their legal name given at birth. Nicknames are acceptable if they reflect a derivation of the legal name and/or are synonymous with their biological sex at birth. The administration reserves the right to make determinations as to the acceptability of nicknames. The use of pronouns in the salutation of electronic and other communications are not needed nor permissible.

ATTENDANCE

Attendance is defined as being in school, on time, and where one is supposed to be for the duration of the school day. Absences and tardies can be classified as excused and unexcused. For student absences, parents are required to notify the front office by 8:00 AM.

Credit will not be given for courses if the student is absent more than 10 class periods per course during the duration of the school year. With principal approval, students with passing grades who lost credit because of excessive absences may validate credit if the absences were caused by extended illness and verified by a letter from a doctor and the student passed the final exam. This must be done within one week of a student's return to school.

The safety of all members of our community is important to us. As such, attendance is taken in each class period. Students may not leave the school without the proper permissions. Students who leave school without permission will be considered to be cutting school and subject to disciplinary consequences. Parents will be notified in a timely fashion if a student is not present at the beginning of the day.

ABSENCES

- ❖ A student may not participate in any school sponsored extracurricular activity if they are off campus due to an unexcused absence. If the unexcused absence is on a Friday, the student may not attend a Saturday event.
- ❖ If a student leaves school due to illness, they are not permitted to participate in a school sponsored extracurricular activity that same day.

- ❖ A student must be at school for the equivalent of 5 consecutive periods to receive daily attendance credit. Students will be marked absent for any classes missed.
- ❖ **Parents will be notified once their son/daughter has accumulated 3 full day absences. When a student accumulates 3 or more unexcused absences, they will be required to attend Saturday school from 8:00-11:00 am at the cost of \$50. If a student does not attend the scheduled Saturday school, they will automatically be given an ISS.**
- ❖ If a student accumulates 6 unexcused absences, they may be suspended from school and be ineligible for all further extra curricular activities for the semester.
- ❖ Unique circumstances will be handled on a case by case basis.

Excused Absences::

- ❖ For short-term medical absences, permission must be submitted in writing by parent or guardian by 3:00 PM **on the day of the absence** to the CTK Front Desk. Absences without notification on the day of the absence will be considered unexcused.
- ❖ After 3 absences, a doctor's note is required stating that a student is required to stay at home. A medical note on a doctor's office letterhead that lists the date and time of the appointment from a local health care physician must be sent to the school on or before the day the student returns to classes.
- ❖ Regular scheduled medical appointments made during school hours with parent notification to the school and doctor's note verification upon return to school is required.
- ❖ **Students are permitted to take 3 College Visits and/or 3 College Showcases during the Junior year and 3 College Visits and/or 3 College Showcases during the Senior year with proper documentation in accordance with our college days policy.**
- ❖ Attendance at a family member's funeral.
- ❖ Arriving late to class because the student was meeting with an administrator, nurse, counselor, or other school personnel.
- ❖ Unique circumstances to be considered by administration on a case by case basis.

TARDIES

Students are required to arrive at school on time and be in their first period class by 7:45 AM. Students arriving after 7:45 AM are recorded as tardy. Students arriving after 7:45 AM must report to the front desk for an admission slip. Likewise, students are expected to arrive at class on time. Four minutes are allowed for class changes. The excused tardy policy is consistent with the before mentioned excused absence policy.

Any student who has 3 or more unexcused tardies (arriving late to school and/or late to any class period) will be required to serve detention for the 3rd tardy. A second detention will be given at the 5th tardy and Saturday school at the 6th tardy, Saturday schools are scheduled for 3 hours from 8:00-11:00 am at the cost of \$50. Students accumulating more than 6 tardies, will be required to serve detention for every tardy thereafter. At 10 unexcused tardies, students may be given ISS or OSS.

EARLY DISMISSAL OF STUDENTS

Requests for early dismissals must be presented in writing, signed by a parent or legal guardian, and given to the front desk before the student's first class. The student will be issued a pass by the front desk, which will record the time of the dismissal. This pass must be shown to the teacher whose class the student leaves. In rare cases of emergency we will accept an email from a parent or guardian provided that it is sent from the official email listed on our student record files.

Leaving during your senior flex is a privilege and not a right. If you are on academic or disciplinary probation, have disciplinary consequences, or are missing any tests or quizzes, you may not leave during your flex period. Seniors who have flex block during H may be allowed to leave the campus early in order to pursue other endeavors such as employment. Such students will need to fill out a form issued by the Dean of Students. Students who choose this option may either stay in the building in a designated common area or must leave campus immediately. Students may not sit in their cars during flex block or dismissal. Students may return to the school if they have any extracurricular activities later in the afternoon, after dismissal is completed.

COLLEGE DAYS

CTK has a college visit program that spans through freshman and senior years. In addition, students may take 3 College Visits and/or 3 College Showcases during their Junior year; and 3 College Visits and/or 3 College Showcases during the Senior year with *proper documentation* in accordance with our college days policy.

A college day request form must be filled out and signed by a parent or legal guardian, student, teachers, and principal or assistant principal or dean and returned to the office three days in advance of the scheduled college day. The deadline for taking a college day during the senior year is May 1. A separate college day form must be filled out and ***signed and stamped*** by the college official on the day of the visit. **This form must be returned to the office the day the student returns to school.**

PARTICIPATION

Students who receive an unexcused absence may not participate in extracurricular activities and athletics on that day or the day following if that day is on a Friday. Students who leave school early for special appointments must be in school for at least 5 periods in order to participate in extracurricular activities and athletics on that day or the day following if that day is on a Friday. Students who leave early because of illness, may not participate in activities and athletics on that day or the day following if that day is on a Friday.

WITHDRAWALS/TRANSFERS

Parents should notify the principal in writing at least one week prior to the student's last day of attendance. Upon a student's departure from CTK a student must return their computer, case, and charger and pay for any damages to the equipment.

DISCIPLINE POLICIES AND PROCEDURES

Rationale

Christ the King Catholic High School has high expectations for behavior for all of its students. We strive to maintain a Catholic culture where manners and respect rooted in the dignity of the human person is the norm. We, therefore, expect that self discipline will be primarily the responsibility of the student. At all times, students should behave in a manner that will be a credit to themselves, their family, the school, and Christ.

*Students shall refrain from any behavior disruptive to school routine.
Students in any way bringing disrepute to the school will be subject to disciplinary action.*

MINOR DISCIPLINARY INFRACTIONS

For minor disciplinary infractions, we operate within a three-two-one discipline referral system. After teacher, staff, or administration warnings have been utilized, a student will be given a discipline referral. When a referral is given, the student must be verbally informed and the discipline referral form must be filled out by the issuing party for the sake of documentation.

When a third discipline referral is given, the student will automatically receive detention. The administration reserves the right to issue an automatic detention or more severe consequence depending on the nature of the discipline referral. This may include issues of academic integrity, destruction of property, disrespect towards any person on our campus, leaving class or campus without permission or other offenses deemed serious by the administration. A 1 hour detention will be issued for the third discipline referral. A second detention will be given at the 5th referral and the student will receive Saturday school at the 6th disciplinary referral. Any disciplinary referrals beyond 6 will be handled with greater severity by the administration, to include ISS or OSS. If a student should fail to show up for a detention without prior approval, he/she will receive a second detention. A student is not permitted to participate in extracurricular activities on the day of their detention or suspensions.

For detentions related to infractions of the aforementioned nature, the detention will last one hour and be scheduled through the Dean's office on either Tuesdays or Thursdays. Note that a large infraction of the rules may result in an immediate disciplinary action greater than a detention. In such instances a teacher will send the student directly to the administration.

There are two general categories that fall into the three-two-one discipline referral system.

First Category:

- ❖ Dress Code - 3 referrals issued by any combination of personnel
 - Students who are repeat offenders of the dress code requirement may not be allowed to attend classes until they have complied with our dress code policies.
 - To be in class, you must follow the dress code.

Second Category:

- ❖ General Discipline
 - Student Classroom Behavior - Students who are sent out of the classroom, face a possible immediate detention. **Detentions will be held on Tuesdays and/or Thursdays from 3:00-4:00pm**
 - Any Parking Infraction

MAJOR DISCIPLINARY INFRACTIONS

If, in the opinion of the teacher or administration, a student has committed a more serious rules violation, or has not shown significant improvement after receiving multiple minor infraction notices, the student may be referred for a Major Discipline Infraction. More serious disciplinary infractions may result in **Saturday School**, “In School Suspension” (**ISS**) or “Out of School Suspension” (**OSS**). An **OSS** is considered more grievous. Additionally, a "Probationary Letter" with specific guidelines for the student may be sent home to the student and parent or legal guardian. Breaking the terms of the disciplinary probation may result in expulsion.

Students with any disciplinary infractions will not be able to participate in *any* extracurricular or athletic events while they serve either a detention, **ISS** or **OSS**. If a student serves a detention or **ISS** they may resume their extracurricular activities the day following their detention or suspension. Seniors who serve an **ISS** or **OSS** anytime during their senior year of school may lose all senior exam exemptions.

SUSPENSION

While the role of education is to help students grow intellectually, spiritually, emotionally, and physically, it becomes necessary at times to remove students from the formal learning environment. This occurs as a serious measure when students have violated the rules of the school to such a degree that their rights as members of the school community are temporarily and sometimes permanently suspended.

When a student is suspended, the following actions will be taken:

- ❖ Parents will be notified immediately and arrangements will be made regarding the suspension.
- ❖ A conference with the parents may be required.
- ❖ A student is suspended with an **ISS** or **OSS** for a designated length of time. During that time, the student may not be allowed to participate in or attend any school-sponsored functions, on-or-off campus.
- ❖ During the suspension, the student will be required to do all the schoolwork that he/she is missing. If the work is completed on the assigned due date or on the date of return, the work will be counted as “exempt” in the gradebook. If the student does not turn in the work on the day of return or on the assigned due date, it will be a zero in the gradebook.
- ❖ A senior student may lose the privilege to any examination exemptions for the school year.
- ❖ Any student who holds a school office and is suspended may be removed from office.
- ❖ Once a student is suspended, any serious violation of the school rules or regulations may lead to expulsion.

EXPULSION

Rationale

Catholic schools are communal by nature and each school is a unique community. Choosing to be part of the CTK community is an outward sign of an inward decision to agree with the moral philosophy contained in this handbook. If a student's presence becomes disruptive to the learning environment, expulsion may occur. A student's inappropriate behavior on campus or at off-campus school activities may lead to expulsion. Students are expected to embody the values of CTK while wearing their school uniform, athletic uniform and or logo apparel at all times, both on and off campus and online. Students whose behavior off campus that involves harassment of a student; demonstrates a pattern of bad behavior or takes a leadership role in bad behavior that is endangering the welfare of other CTK students, among other infractions, may result in expulsion.

Serious violations and expulsion will be determined by the administration. In cases of possible expulsion a student is to remain on **OSS** while the administration reviews the details of the situation. The student and parent will be notified of the infraction and the recommendation of expulsion. A student may wish to submit any new information, which was not previously revealed. While expulsion is a local decision, the principal will consult with the Superintendent or Assistant Superintendent prior to making a final decision.

Students who experience any type of disciplinary dismissal may not be on the campus. Any future administrative meetings on the campus will require a prior appointment and the accompaniment of a parent/guardian.

HONOR CODE AND THE HONOR COUNCIL

Rationale

The CTK Honor Code states: "For the glory of Christ the King, I will endeavor to know and to keep the Commandments of Almighty God." The Catechism instructs us that living a life faithful to the Commandments leads us to know our "true humanity." CTK strives to foster an authentically Catholic culture in which individuals are nurtured in the Faith and challenged to live up to God's Commandments.

In order to help maintain a culture of honor, the CTK community has an Honor Council composed of students and faculty members. Any student who is suspected of academic dishonesty (lying, stealing, cheating, plagiarizing, or of failing to report a violation against the Honor Code, etc.) will be subject to a referral to the Honor Council. The Honor Council will then convene and determine whether or not an infraction has occurred. If a student is found guilty of violating the Honor Code, the Honor Council will *propose* an appropriate consequence to the Dean of Students. The school's administration makes the final decision regarding disciplinary consequences.

ALCOHOL AND DRUGS

Rationale

Our bodies are temples of the Holy Spirit and as such we are all encouraged to respect this reality. Actions which pollute this temple or the temple of our neighbor are not consistent with being a Crusader.

The school recognizes all federal, state, and local laws with regard to alcoholic beverages and drugs. The school will not tolerate the use of prohibited drugs or the use of alcoholic beverages by any student on the school campus or at school-sponsored events off-campus. Any student apprehended using alcohol and/or drugs, in possession of alcohol and/or drugs, or under the influence of alcohol and/or drugs will be suspended or expelled. This includes synthetic and unauthorized prescription drugs. Any student caught selling, buying or using alcohol and/or drugs on campus or at school-sponsored events off-campus may be asked to leave Christ the King Catholic High School. Selling alcohol and/or drugs to fellow CTK students off campus demonstrates a lack of charity for a fellow Crusader and could result in repercussions up to and including expulsion.

If a student is suspected of being under the influence of drugs or alcohol while on campus or at a school sponsored event off-campus, a drug/alcohol test may be administered. In conclusion with the guidance department, the administration may require that a student attend drug counseling and/or receive drug testing.

Students and parents must sign a copy of the Diocese of Charlotte School Drug and Alcohol Statement each academic year.

SMOKING/TOBACCO/NICOTINE PRODUCTS

Students are not permitted to possess, smoke, or use any type of nicotine products on campus or at school-sponsored events. This includes e-cigarettes, vapes, or other similar products. Parents will be notified and students may be given suspension for smoking, possessing, or using any type of nicotine products on campus or at school sponsored events off-campus. Repeated possession or use may result in increased suspensions or expulsion. The using, buying and/or selling of such products on school campus or school sponsored events off-campus will result in a minimum penalty of an **OSS** and Disciplinary Probation. In certain instances it may result in expulsion. The use of contraband during a class period, within the classroom is a blatant disregard for the school and its mission statement. Such acts may result in expulsion.

AUTHORITY TO SEARCH

Lockers and Desks: A student's locker and desk are the property of the school.

The Administration has the authority to search a student's locker or desk at any time. Lockers may never be shared with another student.

School Laptops: A student's school laptop is the property of the school. The Administration has the authority to search a student's school laptop at any time. Random inspections of laptops may also take place. The school reserves the right to install filters on the laptops which may filter web searches and track activity while a student is working both at school and at home.

Personal Possessions: The Administration has the right to search student clothing, book bags, and handbags if there is reasonable suspicion to believe that a student may have possession of a prohibited item.

Automobiles: The Administration has the right to search vehicles on the school grounds if there is reasonable suspicion to believe that a prohibited item may be in the vehicle.

Cell Phones and Personal Electronic Devices: Students who bring personal electronic devices on campus relinquish any right to privacy regarding such devices. Student cell phones are required to be stored in the student's backpack from 7:30 am until 2:50 pm. Students may *not* use their cell phones to purchase items from the cafeteria or from the vending machines. Students must use credit cards or cash for all purchases on campus.

- ❖ The school administration reserves the right to involve legal authorities in a search. If a prohibited item is found, the student may be subject to arrest, suspension, and/or expulsion.
- ❖ Any prohibited devices that become visible will be confiscated by a faculty member and submitted to the administration. If asked, the student will be required to submit the device's password, in order that the administration may determine if inappropriate content is contained on the device. If a student refuses to submit the password, the device will be held by the administration until the parent/guardian comes to the school. At this time a joint review may take place.

PROPERTY DAMAGE, THEFT, AND/OR VANDALISM

If an individual is responsible for damages to school property whether it is done accidentally, due to improper behavior, theft or vandalism, he/she must pay for the necessary repairs as well as submit to disciplinary actions, including suspension, expulsion, and/or being denied the privilege of participating in school functions and/or graduation ceremonies.

HAZING/INTIMIDATION

Hazing or intimidating CTK students or faculty/staff in any form is not permitted. Violators will be disciplined according to the seriousness of the offense and could lead to suspension or expulsion. This rule applies to all co-curricular activities sponsored by CTK, including activities of clubs, sports, classes, etc.

PROHIBITED ITEMS

Students may not bring onto the school's campus items such as, but not limited to, knives (including pocket and Swiss army), pepper spray, mace, stun devices, matches, lighters, weapons, or any other items that may distract from the learning environment or be harmful to others in the learning environment. Knives (including pocket and Swiss army), pepper spray, mace, matches, lighters, weapons, or other items that may cause harm to another person are banned from campus, and all school-sponsored events, on or off campus. Any of the above-mentioned items will be taken from the student, the parent may be called, and the student

will be subject to disciplinary action that may include detention, suspension or expulsion, depending upon the situation. In addition, any items that are related to the occult are strictly prohibited. CTK is concerned with both the physical and spiritual welfare of the students. As such, possession of such items may result in disciplinary action.

ELECTRONIC USAGE

Rationale

We believe that technology is a tool to be utilized for educational excellence, which may free up time for better social human interactions. As such computers are primarily utilized for educational purposes. In keeping with our mission statement when computers are used for purposes of diversion it is expected that the sites visited will be those who foster higher order thinking skills and wholesome moral values. The policies of electronic usage apply to both on and off campus usage.

ACCEPTABLE COMPUTER USE

Students at Christ the King are privileged to have the use of school-owned MacBook Air laptops. These computers are to be used as helpful tools in pursuit of truth. The complete Acceptable Computer Use policy may be found in the Forms Section at the end of this handbook. Please note, in order to prevent damage to the computers, computers are not to be used while eating lunch. No outside electronic devices are allowed unless approved by the administration.

Students are not permitted to photograph, video/audio record, live stream other students or staff members using their personal or school-owned devices without the explicit consent of the faculty/staff member.

CELL PHONES

Cell phones are not to be used during the school day. Student cell phones are required to be stored in the student's backpack from 7:30 am until 2:50 pm.

PERSONAL LISTENING DEVICES

Personal listening devices may only be used with approval from a member of the faculty or staff. If permission is granted, only one ear may be covered for safety reasons.

SMARTWATCHES

Students may not wear smartwatches during any examination or assessment. A teacher reserves the right to ask a student to remove a smartwatch at any time during his or her class.

Please see and sign the Acceptable Use Policy for a complete list of policies regarding computer use at CTK. Failure to comply with the parameters of the acceptable use agreement (see appendix) will result in disciplinary action. Please note that due to the nature of the hard Macbook Covers, no stickers may be applied to either the MacBook or its cover.

UNIFORM POLICY

Rationale

Our dress code not only prepares students for a future as professionals, but also greatly reduces peer pressure and stress. This allows a young person to channel his/her creative energies into their CTK academics and practice the virtues of prudence, modesty and obedience. In addition, as disciples of Christ, we are not called to be deliberate sources of distraction and temptation to our neighbors.

It is expected that each student will exhibit pride in his/her personal appearance by consistently demonstrating a respectable, modest, clean, appropriate appearance that does not distract from the educational environment. Proper attire is expected of all students while in the building or during school-related activities. This includes being a spectator at athletic contests.

We affirm our faith in the splendor of humanity through the revealed truth that God created us men and women. An outward expression of this reverence for men and women is our clothing. As such, all clothing will reflect the God-given biological sex of an individual.

CONTROVERSIAL AND POLITICAL STATEMENTS

CTK prides itself on forming students into critical thinkers. Part of this formation involves respectful examination of ideas and debates within the classroom, guided by the teacher. It is our aim to offer an example of mature discourse that is rarely found in the media today. However, in order to eschew conflicts, outside of the classroom, which may cause a distraction to the otherwise good work of the school, students are asked to not wear clothing, hats, patches, face masks etc. which promote a political candidate, a controversial social and/or political group, make inflammatory and derogatory statements or make statements contrary to the teachings of the Catholic Faith. Notwithstanding this fact, there are times when students will be permitted by the administration to wear items that may be considered offensive to those in conflict with the Catholic faith but are welcome in the City of God. An example of this would be students wearing Pro Life shirts, while attending the Pro Life March in Washington DC. The administration will be the arbiter of what is deemed offensive.

STANDARD DRESS POLICY

If a student is improperly dressed he/she will be given alternate attire to wear, if available. He/she may also call home in order to have appropriate attire brought to school. If the aforementioned solutions are not successful, a student may be asked to stay out of class for the day. Students will be issued a warning about uniform infractions from a teacher or administrator. This warning may be verbal or written. Failure to be in proper uniform during such inspections will result in a detention. *Choices in attire are expected to match the God-given biological sex of the student.*

SCHOOL DRESS GUIDELINES

BOYS' UNIFORM REQUIREMENTS

- ❖ **All students are required to wear the Lands' End rapid-dry uniform pieces with the CTK logo on them.**
- ❖ The length of shorts must be no higher than 3 inches above the knee and of appropriate fitting.
- ❖ Belts are not optional and must be worn with pants and/or shorts. All belts must be a solid color of black, brown, tan, navy, white, or woven.
- ❖ The boys must wear the rapid dry polo. The Rapid dry polo is available in 4 colors: Navy blue, white, cobalt, and gray.
- ❖ All shirts must remain tucked-in for the entire school day.
- ❖ Approved Lands' End collared shirts are required at all times and must be worn under all approved CTK sweatshirts, sweaters, quarter zip-ups, V-neck sweaters, and approved jackets.
- ❖ **All Lands' End uniform pieces must have the CTK logo on them.**
- ❖ The PE Uniform is required for all students taking any CTK PE class. Students who are CTK athletes playing on an official CTK sports team, may wear their CTK Athletic Workout Top instead of purchasing the gray Lands' End top. (*Note: Tank tops are not acceptable.*)
- ❖ Uniform approved outerwear can be purchased from Promothreads. Please make sure you purchase the outerwear from the CTK Uniform Apparel Store on the Promothreads website.
- ❖ No winter-weight jackets or blankets may be worn *inside* the building. Please store those in your lockers.
- ❖ A V-neck pullover sweater from Lands' End is available for male students in navy blue. This is not required but optional.
- ❖ All shoes must be clean and in good condition. Dress, semi-dress, or tennis shoes are permitted. **NOTE:** Crocs, Hey Dudes, Uggs, Yeezy Foam Runners, Flip-flops, strapless shoes, athletic sandals, bedroom slippers, hiking boots, or any similar designed shoes or platform heels are **not** acceptable.
- ❖ Hair must be neat, well trimmed, and a natural hair color. Hairstyles should be above the eyebrows, above the ear lobe, and must be tapered to no longer than the top of the collar in the back. No ponytails, man-buns, barrettes, headbands, and/or scrunchies for boys are allowed. Unconventional cuts, colors, and styles are *not* acceptable. If the length of the hair causes a visual impediment towards learning or is, in general, a distraction to the school community, a hair trim may be requested.
- ❖ Mohawk haircuts or any form of a mohawk haircut is *not* permitted. A student may not cut the side of their hair below a #1, the back of the hair should reflect the same length as the sides.
- ❖ Faces must be clean-shaven. Sideburns are not to extend further than the bottom of the ear lobe. Students who arrive on campus needing to shave will be asked to shave in the boys restroom or be sent home if they do not comply.
- ❖ Nail polish for men in any color is not permitted.

- ❖ Earrings, studs, or facial piercings are not permitted at any time during the school day; this includes on casual dress days.
- ❖ Band-aids may not be worn on ears to cover ear piercings. If there is a medical reason for needing to wear any type of bandages on ears, that must be accompanied by a doctor's note.
- ❖ Mass Dress: All boys must wear pants and *not* shorts on Mass Dress Days.
- ❖ All students may wear approved CTK hoodies or outerwear **on Fridays only**. Senior boys may wear a crew neck sweatshirt and/or a collared polo shirt with a college logo on it all year long. (You do not have to wait until the second semester to wear your college crew neck sweatshirt.)

Occasionally, students may have the option of a "Dress Down Day." These days are a privilege for students and guidelines for a given "Dress Down Day" may be provided over school announcements or via email.

BOYS' DRESS DOWN DAY GUIDELINES

Below are the general guidelines for dress down days:

- ❖ All shoes must have backstraps, be clean, and in good condition
- ❖ Jeans, pants or shorts may not be ripped or torn or have fringe
- ❖ Shirts/pants may not be too tight, too low, too revealing or display midriff
- ❖ Undergarments must be worn at all times.
- ❖ No athletic apparel (ex: athletic shorts or sweatpants)
- ❖ There may be no images or language that act in opposition to the Catholic faith or make controversial political statements or are overtly offensive to others
- ❖ Hats are not permitted

HOLIDAY/SPECIAL EVENT DRESS GUIDELINES

On certain holidays, costumes may be worn, and/or on class trips there may be themes. In addition to any specific guidelines set for the costumes/themes, three general guidelines will be followed:

- ❖ The costumes may not make political statements
- ❖ The costumes may not promote agendas that are contrary to the Catholic Faith
- ❖ The costumes may not make statements that are overtly offensive to others.

GIRLS UNIFORM REQUIREMENTS

- ❖ **All students are required to wear the Lands' End rapid-dry uniform pieces with the CTK logo on them with the exception of the skirts and skorts.**
- ❖ The approved navy blue Lands End skirts and/or skorts must touch the top of the knees.
- ❖ The girls must wear the approved Lands' End rapid dry polo. The Rapid dry polo is available in 4 colors: Navy blue, white, cobalt, and gray.
- ❖ Shirts do not have to be tucked in, but no area of the midriff or back should be exposed at any time.

- ❖ Approved Lands' End Rapid Dry collared shirts are required at all times and must be worn under all approved CTK sweatshirts, sweaters, quarter zip-ups, V-neck sweaters, and approved jackets.
- ❖ Tights are permitted under the skirts/skorts and must be solid in color in blue, black, or gray. No yoga pants, shorts, or similar attire may be worn under the skirts/skorts.
- ❖ Cutting or modifying uniform pieces is not permitted.
- ❖ Undergarments must be worn at all times.
- ❖ The PE Uniform is required for all students taking any CTK PE class. Students who are CTK athletes playing on an official CTK sports team, may wear their CTK Athletic Workout Top instead of purchasing the gray Lands' End top. (*Note: Tank tops are not acceptable.*) ALL students taking any PE class must purchase the Lands' End PE blue shorts
- ❖ Uniform approved outerwear can be purchased from Promothreads. Please make sure you purchase the outerwear from the CTK Uniform Apparel Store on the Promothreads website. All fleece and/or sweatshirts must be approved and display the CTK logo.
- ❖ No winter-weight jackets or blankets may be worn *inside* the building. Please store those in your lockers.
- ❖ A V-neck pullover sweater from Lands' End is available for female students in navy blue. This is not required but optional.
- ❖ All shoes must be clean and in good condition. Dress, semi-dress, or tennis shoes are permitted. Heels may not be higher than 3". NOTE: Crocs, Hey Dudes, Uggs, Yeezy Foam Runners, flip-flops, strapless shoes, athletic sandals, bedroom slippers, hiking boots, or any similar designed shoe or platform heels are **not** acceptable.
- ❖ No flip-flops, sandals without an ankle strap, bedroom slippers, strapless shoes, athletic sandals, hiking boots, combat boots, dress boots above the shin, or any type of shoe with a platform may be worn.
- ❖ Hair must be clean; radical haircuts/styles or colors are not permitted.
- ❖ Facial piercings are not permitted at any time. Girls may have up to two piercings per ear. Gauges are not permitted.
- ❖ All students may wear approved CTK hoodies or outerwear **on Fridays only**. Senior girls may wear a crew neck sweatshirt or collared polo with a college logo on it all year long. (You do not have to wait until the second semester to wear your college crew neck sweatshirt.)
- ❖ Mass Dress: Girls may wear Lands' End approved pants, skirts, or skorts on Mass Dress Days.

DRESS DOWN GUIDELINES FOR GIRLS

Occasionally, students may have the option of a "Dress Down Day." These days are a privilege for students and guidelines for a given "Dress Down Day" may be provided over school announcements or via email.

Below are the general guidelines for dress down days:

- ❖ All shoes must have backstraps, be clean, and in good condition

- ❖ Jeans, pants or shorts may not be ripped or torn or have fringe
- ❖ Shirts/pants may not be too tight, too low, too revealing or display midriff
- ❖ Undergarments must be worn at all times.
- ❖ No athletic apparel (ex: athletic shorts or sweatpants)
- ❖ There may be no images or language that act in opposition to the Catholic faith or make controversial political statements or are overtly offensive to others
- ❖ Hats are not permitted

GUIDELINES FOR HOLIDAY OR SPECIAL EVENT DRESS DAYS FOR ALL STUDENTS

On certain holidays, costumes may be worn, and/or on class trips there may be themes. In addition to any specific guidelines set for the costumes/themes, three general guidelines will be followed:

- ❖ The costumes may not make political statements
- ❖ The costumes may not promote agendas that are contrary to the Catholic Faith
- ❖ The costumes may not make statements that are overtly offensive to others.

STUDENT LEADERSHIP

Rationale

CTK aims at preparing students to become future leaders in society. There are three realities that underlie this preparation. First, is the awareness that the Gospel calls us to serve one another as disciples. Second, our behavior within the community reflects our readiness to take on leadership roles. Third, leaders demonstrate a willingness to go above and beyond what is expected of them, prior to being selected as leaders.

LEADERSHIP POSITION

Students holding elected offices of the student body, clubs, classes, etc. are responsible for consistently conducting themselves in a manner reflective of their office and of the Catholic values upheld by the CTK community. Any student whose behavior results in suspension may be removed from office. Also, if a student fails one or more courses for any marking period during the school year, and holds an office level position within the student body, club, class, etc., that student may be asked to take a hiatus from their duties if it is deemed necessary in order for them to succeed academically. A student may hold the office of President for one organization per school year. In order to maximize the student leadership opportunities in our small community, it is CTK practice that a student is limited to one major leadership position per school year. A major leadership position consists of President, Chairperson and in some cases Vice President of one of our four major school organizations: SGA, NHS, Service, and Honor Council.

CLUBS

Student clubs meet during designated times during the school day, and faculty advisors coordinate the scheduling of activities for various clubs. A list of active clubs at Christ the King Catholic High School may be obtained on the website.

SERVICE HOURS

Service hours are an integral part of the formation curriculum at CTK and a requirement for graduation. It is part and parcel of our mission statement to align our efforts with Gospel values. Service is a hallmark of this effort. In keeping with the concept of tithing and discipleship, we are all encouraged to offer back to God 10% of our blessings, for His greater glory. Since students attend school for approximately 180 days, students are expected to give God one hour of service for 10% of their days at CTK. As such, 18 hours per school year of service are required of each student. These hours will be organized through the Coordinator of Campus Ministry. 9 hours per semester are recommended. As formation is part of our core curriculum, failure to complete these hours may result in a report card and/or transcript held at the end of the academic year, until the hours are completed.

GENERAL POLICIES

FIELD TRIPS

Participation in field trips is a privilege not a right of the student. Field trip forms and overnight forms, when they apply, must be properly completed by the parent/guardian.

ILLNESS AND MIDTERM/FINAL EXAMS

Students are expected to attend midterm/final exams. Any student who misses a summative exam due to illness will need to submit a family physician's note or an urgent care physician's note prior to returning. This note must indicate the longevity of the illness and will suffice for the corresponding days. Failure to provide this documentation will result in an exam grade of "zero." Appeals will be submitted to the administration.

IMMUNIZATION

Immunization records must be presented upon registration to school. The North Carolina immunization requirements for school attendance are available in the registration material and/or from the school nurse. No religious exemptions are accepted for required immunizations.

LOCKERS

Lockers are the property of the school and are subject to be opened for inspection at any time. Students are responsible for the upkeep of their lockers for the entire school year. The school is not responsible for a student's personal property. Lockers may never be shared with another student.

HEALTH ROOM

CTK is staffed with one part-time nurse on campus. Should your student feel ill or unwell during the school day they should go to the health room and be **evaluated by the nurse**. Please discourage your student from contacting a parent to pick them up from school without being seen by one of the nurses first.

If your student has any **medical conditions** (acute and/or chronic) or takes any medication, please communicate with the school nurses. It is imperative we know a student's accurate health history so we can adequately and safely care for them.

Medication: The school nurse cannot give any student medication of any kind, whether over the counter such as Advil, Tylenol, or prescription medication, without a completed **Medication Authorization Form**. This form legally gives the school nurse permission to administer the student medication and must be completed **annually**. If your student requires emergency medication such as an Epi-Pen, asthma inhaler or seizure medication, this form must be completed with an emergency action plan.

No student is **permitted to self-carry** any medication, except emergency medication (as outlined above) and with the appropriate paperwork completed.

We **strongly encourage** parents to complete and submit a Medication Authorization Form on their student(s) to treat minor aches and pains, thus decreasing unnecessary absences and missed instruction time.

****All forms and contact information for the nurses are available on the CTK website under the [Parent/Student Portal](#)****

PARKING PRIVILEGES

Parking is a privilege, not a right. Students may lose parking privileges if the administration determines that students lack the responsibility required for this privilege. Students must display the current and appropriate parking pass in their vehicles. This pass requires an annual parking fee. Failure to display the pass or remit the fee will result in denial of parking privileges and/or a written discipline referral.

Seniors may paint their parking spots for \$60. All designs must be pre-approved by the Administration. Any obscene or objectionable artwork may result in the student parking in the gravel lot and/or further disciplinary actions given by the administration. No refunds will be given.

Students are not to move cars after they are parked until the dismissal bell. No one is to be at or in parked cars during lunch or any time before the dismissal bell.

Students who are excessively tardy will be relegated to the gravel lot upon receiving the 15th tardy for the remainder of the semester.

PERSONAL PROPERTY

The school may not be held responsible for students' personal property.

RESIDENCE OF STUDENTS

Students must live at home with their parents or legal guardians; that is, they must reside in the family home. In case of extenuating circumstances, the administration may decide that it is permissible for a student to reside with another approved family, e.g., a senior whose family is transferred to another city. In that circumstance, it is the administration that makes the decision.

SCHOOL RESPONSIBILITY

The school and/or employees are not responsible or liable for any issues or problems that occur outside of the school and/or at non-school sponsored events.

CLOSED CAMPUS

CTK is a closed campus and students may not leave campus for lunch or any other reason without the written permission of a parent or legal guardian. During lunch, students are permitted in the common areas, the picnic area, or in classrooms when teachers are present.

Students may not be in a classroom or other area of the school for any reason without the

permission or presence of a member of the faculty or staff.

Students may not order food to be delivered during the school day.

During the course of the school day, students are not permitted to be in cars or in the parking lot. The first offense may result in a detention or parent conference depending on the severity of the offense.

VISITORS

All visitors must sign in at the front desk. As a safety precaution, no CTK student is permitted to open any school door for any visitor at any time. Prospective students who wish to shadow one of our current students may do so after setting up an appointment with the receptionist. The receptionist will notify the administration for the proper permission.

STATEMENT REGARDING ALL FORMS OF HARASSMENT

Rationale

We are all travelers on a journey towards self improvement and salvation in Christ. We are called to treat each other with love, as fellow children of God.. The adage of “love the sinner but hate the sin,” is a foundational principle.

CTK will teach the tenets of the Catholic faith in a pastoral manner. At times the dissemination of Magisterial teachings may cause an individual to pause and self-reflect. Catholic moral teachings, at times, may be at odds with a student or his/her family’s choices and sensibilities. This is not to be construed as harassing behavior on the part of the school, but rather an invitation to better understand the Church’s teachings and the school’s expectations of our students.

CTK is committed to providing a safe, secure and positive learning environment for all students. The foundation for this is based upon respect for oneself, one’s peers and teachers. Therefore, any act of harassment is in violation of this handbook and will be treated with serious disciplinary action including ISS, OSS and/or expulsion.

Bullying/Harassment, including, but not limited to, a pattern of negative behaviors directed toward a particular student because of one or more distinguishing characteristics of that student, involving a real or perceived power imbalance and having a negative impact on that student’s overall educational experience. Harassment shall be defined as any repeated behavior that causes undue trouble, worry or torment. Any pattern of biased comments or intimidating action shall be deemed harassment.

Cyberbullying is defined as the use of electronic communication to bully another person in an intimidating or threatening nature. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about another individual. It can include sharing personal or private information about someone else causing embarrassment or humiliation. NOTE: Some cyberbullying can cross the line into unlawful or criminal behavior and will be prosecuted as such.

Sexual harassment is a form of discrimination and is defined as: “Unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature.” Verbal sexual harassment includes offensive words and comments, spoken privately to a person or in front of others. With this in mind, students are prohibited from engaging in overt public displays of affection on school property.

Physical sexual harassment is any uninvited sexually oriented physical act.

Non-verbal sexual harassment includes: making obscene gestures, writing people’s name along with sexual remarks, facial expressions and displaying written or graphic sexual material.

Reporting Procedure:

Any student who believes he/she has been the victim of and/or has witnessed any form of harassment should report it immediately to a member of the faculty and/or staff.

PARENT INFORMATION

PRESIDENT’S ADVISORY COMMITTEE (PAC)

The President’s Advisory Committee is an auxiliary group made up of CTK parents and advisors who assist the President and Principal in the following ways:

- ❖ Helping bring the CTK mission to life and promoting Catholic identity
- ❖ Providing expertise and incremental skills to CTK (beyond the school’s staff)
- ❖ Being advisors and providing a voice to and from the Principal

PARENT TEACHER ORGANIZATION (PTO)

The Parent Teacher Organization is the official organization that promotes cooperation between the home and the school. The primary role of the PTO is to build community and to support teachers and students. Monies raised through dues and other means are used to further that primary mission or to purchase equipment and materials for parent and student programs sponsored by the PTO.

ATHLETIC ASSOCIATION

The Athletic Association helps to provide volunteer and financial support for the school's interscholastic sports program. Parents are encouraged to support and be members of the Association. Its members serve the school through various fundraising projects and by volunteering to work at interscholastic sports events.

PARENTAL RESPONSIBILITY

All parents, guardians, and all visitors to the school’s campus are expected to present photo identification and sign in at the front desk. This is a safety protocol that must be followed universally, regardless of the fact that a parent is visually known to the front desk staff. Parents are not permitted to roam the building.

The faculty and administration try to make themselves as available as possible to our parents/legal guardians. Appointments need to be made with the appropriate person prior to arriving for a meeting.

If a parent/legal guardian is acting in a verbally aggressive or belligerent manner, he/she will be asked to vacate the school and return after making another appointment.

Parents/guardians should be aware that tuition does not cover the total cost of educating each child. The generous support of our volunteers enhance our programs. Parents are not only encouraged, but also expected, to invest their time, talent, and treasure in support of Christ the King Catholic High School.

The educational excellence and personal safety of your sons and daughters is of paramount importance. As such, during the school day and the times just before or after dismissal, faculty, staff and administration may not be immediately available for meetings or discussions. During the school hours it is an appropriate professional courtesy to make prior appointments with faculty, staff and administration, barring an emergency.

Parents are partners in the mission of the Catholic school. Actions that show a substantive lack of confidence in the administration and faculty; cause a substantive disruption of the functioning of the school day; result in the slander, libel or detraction of the character of the administration, faculty and staff, may result in the respective student's separation from the school community. This includes, but is not limited to, electronic communications, online content and the use of social media.

PARENT/GUARDIAN CONCERNS – ESCALATION PROCESS

Any concerns regarding personnel, educational programs or facilities should be directed to their lowest possible level for an equitable solution according to the following sequence:

1. Student/Parent/Guardian
2. Teacher
3. Principal (Administration)
4. Superintendent of Schools
5. Vicar of Education/Chancery
6. Bishop

Social media in any form, including 'mass snail mail,' 'chat room forums' (e.g. Facebook), Twitter, email, or texting is not an appropriate means to discuss concerns about Christ the King Catholic High School. Parents are reminded to use the existing escalation process structures when raising any concern about the school's educational programs, facilities, or personnel. We also strongly encourage all parents to refrain from using social media to discuss sensitive issues about the school, the administration, staff and parents/guardians/students. As a Catholic school we ask everyone to be judicious and charitable before they post or write anything.

Any social media account created that uses the Christ the King name, image and likeness must be approved by the Director of Advancement.

GRADING

- ❖ Grades on PlusPortals will be updated every two weeks.
- ❖ Students and parents with PlusPortals accounts may check grades on PlusPortals at any time during the school year.
- ❖ Official grade reports will be issued quarterly.

FORMS SECTION



Please read the following forms carefully
and then return them signed with your student to school.

ACCEPTABLE USE POLICY

Christ the King Catholic High School Student Required Use and Internet Safety Policy (RUP) (Must be signed each academic year.)

Purpose

Christ the King Catholic High School (CTK) provides every student with a MacBook Air, a Google branded school email account, a PlusPortal user account, in-school access to the Internet, access to network resources such as, projectors, distribution lists and subscriptions, and appropriate software based upon course enrollment. Christ the King also provides Apple-Care and Accidental Insurance coverage for each MacBook Air. This policy provides guidelines and information about the limitations CTK imposes upon use of these resources. Students are expected to exercise good judgment and to utilize technology with integrity. Realizing that every situation cannot be anticipated, the administration of CTK, Mecklenburg Area Catholic Schools, and the Diocese of Charlotte reserves the right to determine consequences for actions and behavior not included in this Required Use Policy.

Terms of the AUP

Our CTK Students will adhere to these guidelines each time the CTK-issued MacBook Air is used on/off campus:

- Students should not share passwords to any school accounts.
- Students should not use another student's computer without permission. Students are responsible for any files or activity conducted on their own computers.
- Make Macbook available for inspection by an administrator or teacher upon request.
- Any messages or files sent, received, stored, accessed, transferred, or downloaded on school-owned technology are *NOT* private.
- Use appropriate language in all communications, avoiding profanity, obscenity, offensive and/or inflammatory language.
- Report to responsible school personnel (administrator, counselor, or teacher) any incident of cyberbullying.
- Exercise caution when sharing personal information. Do not publicly list private information about yourself or others.
- Follow copyright laws and only download or import music, files, software, pictures, movies, or other media with legal permission.
- Back-up data/files regularly.
- Do not interfere with the proper functioning of computer hardware or software, including settings that permit school personnel to monitor the computer.
- Do not attempt to override, bypass, or otherwise change the content filtering software. This includes, but is not limited to, use of proxy servers, hotspots, VPN or similar connections. During school hours, only use of CTK wifi connection is permitted for network or internet access. All other connections will be considered an attempt to bypass our content filtering system and will result in disciplinary action.
- Do not sync personal devices (iPhone, Android, tablet, etc) to school-owned MacBook Air. Once smart device data is synced to the CTK-issued MacBook Air, there is no expectation of privacy related to the files which have been synced.

E-mail specific policies

- Every student will be issued a school email account under the @ctkchs.net domain.
- Students are responsible for checking the @ctkchs.net account *at least once each school day*. School-related messages sent from administration will utilize the @ctkchs.net account. Students are expected to read those informational emails.
- @ctkchs.net accounts are for school related activities, including PlusPortals, Google Drive Access, subscriptions to class software, access to electronic textbooks, communication between fellow students, etc. Only school-related business should be conducted within this account.
- Do not provide school email addresses to any retail or social media website, company, or third party without permission from a faculty member.
- If you access personal email accounts on school owned devices or networks, there is no expectation of privacy.
- Only school related attachments should be sent on the @ctkchs.net account.
- Sending spam is prohibited. Spam is defined as a bulk message sent to people who otherwise would not choose to receive it.
- Students are prohibited from accessing any email account except for their own.
- No inappropriate messaging is allowed including obscene, derogatory, or harassing content.
- If a student becomes aware of any inappropriate computer use of another user, he or she should inform the administration immediately.

Audio and Video

- During class, use of headphones is permitted only with the permission of the supervising teacher.
- Use of the CTK-issued MacBook Air to watch movies, television shows, or videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with permission of all parties being recorded. Faculty and Staff may never be recorded without express permission. This includes streamed lessons during distance learning.
- Any recorded audio or video may not be posted in a public location, such as YouTube or Vimeo without written permission of all parties.
- Video messaging through Facetime, Skype, etc. is prohibited during the school day unless directed to do so by the supervising teacher.

Games and Gaming

- The school reserves the right to remove any program, including games, from a school computer.
- No game played over the school network is permitted except as directed by the supervising teacher.
- No games that include inappropriate content are permitted on the CTK-issued MacBook Air.

Music

- The school reserves the right to remove any music from a school computer.

MacBook Air

- Students must use the MacBook Air case provided by the school for their computers.
- Students will exercise reasonable care of device and charger including but not limited to: not eating or drinking while using the device, being cautious of headphones or pens/pencils before closing the computer

lid, avoiding tossing a bag carrying the computer, etc.

- MacBook Air must be carried and transported correctly. Computer lid should be closed when the computer is in motion.
- No stickers should be applied directly to the MacBook Air or the case. Stickers and adhesive must be removed before the laptop is returned to CTK or a \$60 fee may be assessed.
- Computers should be shut down and restarted at least once a week following the proper sequence.
- Students are responsible to bring their computer to school each school day.

Loaner Computers

- In the event that a student's school-issued device is malfunctioning or in need of repair, the student should notify the school's IT Coordinator immediately.
- Loaner computers will be issued to students in the event that their school-issued device is malfunctioning or out for repair. Under no other circumstances will a loaner computer be issued to a student.
- All school policies for the MacBook Air apply to loaner or replacement devices.

Network Access

- Students must not attempt to access any server or network other than what is public.
- Students may not utilize proxy servers, VPNs, etc to avoid network security settings.
- Students may not use the school network to make online purchases or orders.

File Sharing

- File sharing is prohibited using school computers or networks unless a specific assignment is given by a faculty member that calls for file sharing, such as group work on a Google Doc.
- No file sharing software is to be downloaded to the CTK-issued MacBook Air.

Deleting Files

- Do not delete any files or folders you do not recognize or did not create. Deletion of system files may render your computer useless. In the event this occurs, a \$25 reimaging fee will be assessed. It is always better to ask for help prior to deleting files.

Photos, Screensavers, and Wallpapers

- Inappropriate or copyrighted material may not be kept on the CTK-issued MacBook Air.
- Inappropriate or copyrighted material may not be used as a screensaver or wallpaper.
- If photos of weapons, pornographic material, inappropriate language, drugs, alcohol, gang related symbols, etc are found on the CTK-issued MacBook Air, even through cached internet files, disciplinary action will be taken. A \$25 reimaging fee will be assessed to rid the computer of any inappropriate content.

Acceptable Use of the Internet

The Internet is to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives and the student behavior guidelines of Christ the King Catholic High School. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following: violating copyright laws, reposting (forwarding) another person's communications without the author's prior consent, using threatening or obscene material, distributing material protected by trade secret, utilizing the Internet for commercial purposes, seeking unauthorized access to any resource (hacking into other

computers or files on the Internet or network), downloading, copying, installing or transmitting commercial software, shareware or freeware without permission from the school's designated computer specialist, and/or providing political or campaign information.

Privileges

Inappropriate use of the internet may result in suspension or expulsion from Christ the King Catholic High School.

Security

Attempts to login to the system as any other user or to share any password will result in disciplinary action. If you identify a security problem, you must notify the system administrator immediately.

Vandalism

Vandalism will result in cancellation of user privileges and may result in a suspension or expulsion from Christ the King Catholic High School. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the Internet. This includes, but is not limited to, uploading, creating, or transmitting malicious computer software.

Failure to Comply

Failure to comply with the parameters of this agreement will result in disciplinary action. These actions include but are not limited to, loss of your right to use a laptop, regular laptop inspections, detention, suspension, or expulsion from school.

Terms and Conditions are valid while a student is in possession of a CTK device or accounts.

Agreement/Signatures Required

[Please see page 45 for the signature page.](#)

Diocese of Charlotte Catholic Schools
PHOTO/VIDEO RELEASE FORM 2024 – 2025
(New Form Must be Completed & Signed Each Year)

As the parent/guardian of the student(s) listed below, I give my permission for Christ the King Catholic High School, The Roman Catholic Diocese of Charlotte and/or any other entity operating under the direction of said Diocese, (“School”) permission to record on photography film and/or video, whether digital or otherwise, live streamed, digitally delayed and/or otherwise transmitted, video, pictures, images, sound recordings and/or other reproduction, without restriction, of my participation and/or my student’s participation in any event, instruction and/or activity, that is sponsored by, authorized, associated with and/or supported by the School. I agree that any or all of the material may be used, in any form, as part of any publications, brochure, social media, instruction, sample, internet or other printed materials that the School deems to be an appropriate use, and further that such use shall be without payment of fees, royalties, special credit or other compensation. I agree to indemnify and hold harmless the School, its employees, agents, representatives and assigns from any and all claims regarding the use of said material. Furthermore, I hereby waive any and all claims that I may have, or hereafter acquire, regarding the use of said material by the School, its employees, agents, representatives and/or assigns.

Agreement/Signatures Required

Please see page 45 for the signature page.

DIOCESE OF CHARLOTTE SCHOOL DRUG AND ALCOHOL STATEMENT

(Must be signed each academic year.)

The Charlotte Diocese is committed to providing an optimal education and spiritual environment for all students attending Catholic schools. The Diocese is strongly committed to enforcing responsible behavior, consistent with the goals of Catholic catechism 2211.2291, which includes personal responsibility, health, security, wellness, and compliance with the moral laws of the Catholic Church.

As parents are the primary educators of their children, the Diocese of Charlotte expects parental and student cooperation with the school system, as well as with the laws of the state of North Carolina. Catholic education is a privilege, and students are held to a higher standard of behavior in areas that affect the well-being, safety, and spiritual development of all students; therefore, as a requirement of enrollment and retention in Catholic school, both students and parents are required to consent to participation in all aspects of drug and alcohol misuse policy as a condition of the student's continued enrollment at a Catholic school in the Diocese of Charlotte, North Carolina.

I agree to abide by the policies set forth by the Diocese of Charlotte with regard to drug screening of my child. I agree that we, as parents, and I, as a student in the Diocese of Charlotte, agree to fully comply with the drug and alcohol policy of the Diocese as well as the laws set forth by the State of North Carolina, **on or off campus**. I understand that if either I or my child is found to be in violation of these policies, I and/or my child may be subject to criminal prosecution, mandatory rehabilitation, and/or additional screening requirements in order to remain in school.

Finally, I agree that failure to adhere to the requirements of MACS drug and alcohol prevention policy, by parents and/or students, may result in the expulsion of the student from the Diocese of Charlotte Catholic school system.

Agreement/Signatures Required

Please see page 45 for the signature page.

CHRIST THE KING CATHOLIC HIGH SCHOOL

ACKNOWLEDGEMENT OF RECEIPT OF SCHOOL POLICIES

Please initial each area

	Parent Initials	Student Initials
2024-2025 Parent/Student Handbook	_____	_____
Acceptable Use Policy	_____	_____
Photo/Video Release	_____	_____
Diocesan Drug & Alcohol Statement	_____	_____

You have received an email with forms that need to have your demographic and contact information updated. Please complete them as soon as possible. All Medical Forms can be found at <https://www.ctkchs.org/parents>. Medication Authorization Form must be completed every year – this form does not carry over from the previous year.

Parents and Students: Please sign and return this document to your advisor. Your signature indicates that you have read the above noted documents, understand them and agree to abide by all of the policies contained therein.

Print Student Name: _____

Student Signature & Date: _____

Parent Signature & Date: _____

Parent Signature & Date: _____