



**CHRIST THE KING  
CATHOLIC HIGH SCHOOL  
PARENT and STUDENT HANDBOOK  
2025-2026 ACADEMIC YEAR**

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Principal: Mark Tolcher  
Chaplain: Fr. Aaron Huber  
Assistant Principal: Brian Keenan  
Assistant Principal: 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 reserve the right to determine consequences, actions, and behavior not included in this handbook.*

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## MISSION & BELIEFS

### MISSION STATEMENT

*Students at Christ the King Catholic High School are challenged to believe sincerely, think critically, act responsibly, and serve others in the name of Christ the King.*

### BELIEFS

- ❖ We believe that individuals should model and integrate the teachings of Christ the King in all areas of their conduct to nurture faith and inspire action.
- ❖ We believe prayer, worship, and reflection are essential elements that foster the 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 designed to foster the student's growth in their love for God and their 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 student's family and the school. If, at any time, the family demonstrates a substantial lack of agreement and/or respect for this relationship or the school's mission, the administration reserves the right to recommend alternative educational opportunities.

## ADMINISTRATION AND STAFF

President	Dr. Carl A. Semmler
Principal	Mark Tolcher
Chaplain	Reverend Aaron Huber
Assistant Principal	Brian Keenan
Assistant Principal	Susan Bukowski
Athletic Director	Jennifer Tuschong
Assistant Athletic Director	
Business Manager	Kim Mastrone
Coordinator of Campus Ministry	Daniel Torres
Information Technology Coordinator	Zach Blankenbaker
Director of Guidance	Todd Porter
Guidance and Counseling	Irasema Medrano
Academic Achievement	Katya Woodworth
Academic Achievement	Emma McLeod
School Nurses	Cathie Jackson/ Nicole Tomos
Facilities Coordinator	Steve Italiano
Main Office Administrative Assistant	Erin Andrews
Administrative Assistant	Lisa Roy
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.

A handwritten signature in black ink, appearing to read "Dr. Gregory P. Monroe".

Dr. Gregory P. Monroe  
Superintendent of Catholic Schools

A handwritten signature in black ink, appearing to read "Very Rev. Timothy S. Reid".

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

## **LIVING DOCUMENT**

A student handbook is a living document. As such, there may be items that require updates throughout the year. Additionally, there are some items that do not appear in the handbook, for which the school may need to make a decision 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 can effectively meet the student's needs. 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 the exclusive use of employees. Men's and women's restrooms are located in each common area.

### *STUDENT PERFORMANCE RESPONSIBILITIES*

- ❖ Christ the King (CTK) students are expected to contribute to creating a classroom environment that is conducive to the learning of all students. This includes being prepared for assigned classes, maintaining high standards of classroom behavior, and assuming responsibility for learning through active participation in the classroom, including asking for assistance when needed.
- ❖ CTK students are expected to adhere to Diocesan policies and the school's educational philosophy, as well as its instructional goals and objectives.
- ❖ CTK students are expected to represent the mission and spirit of CTK at all times, both on and off campus.
- ❖ 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*

Immersed in the teachings of Jesus Christ, the Diocese of Charlotte Academic Achievement Program strives to meet the diverse learning needs of all students through differentiated instruction, teacher collaboration, targeted interventions, and accommodations, enabling students to develop individual strengths and pursue growth in virtue.

The Academic Achievement Program is a research-based initiative that provides resources, strategies, and practices to enable all learners to have an equal opportunity for success spiritually, intellectually, emotionally, physically, and socially in the general education classroom. It addresses barriers to learning and promotes engagement in the learning process.

## 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 MACS school faculty members.
- 4) Participating Catholics attending a MACS school.
- 5) Participating Catholic siblings of any student attending a MACS school.
- 6) Participating Catholics of a parish outside of Mecklenburg County.
- 7) Siblings of non-participating Catholics or non-Catholic students attending CTK who are attending a MACS school.
- 8) Non-participating Catholics attending any MACS school.
- 9) 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 who are forced to withdraw from school due to medical issues will be allowed to re-enter at the beginning of the next full term, provided they submit satisfactory medical documentation.
- 2) Withdrawal for financial reasons - Students who are forced to withdraw temporarily due to 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 they require. Re-admittance in such cases will be allowed only once.

#### Disciplinary Dismissal

- 1) Forced Withdrawal - Students who have been forced to withdraw due to disciplinary reasons may reapply after 365 days, provided there is sufficient evidence that the reason for the disciplinary action has been corrected. This evidence may 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 been dismissed from school and have satisfactorily improved their academic performance at another school of equal caliber will be considered for readmission, subject to the school administration's decision.

#### *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 immediately following the respective academic year indicates an inability to master the course content or a lack of commitment to 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. Any student who fails any individual semester (0.5 credit) will be required to participate in an approved credit recovery program or course (such as summer school). Students who fail more than a total of two credits will not be academically promoted and will 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. Due to the high volume of applications processed, the school is required to be given ten working days to complete this process. Current students can request an unofficial transcript from their counselor. Alumni and former students can request a transcript by completing the *Request a Transcript* form on the school's website. 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 the first quarter and 86.5 in the second quarter in the respective course. Seniors may lose their exam exemption due to an In-House Suspension (IHS) or Out-of-School Suspension (OSS),

or the accumulation of other disciplinary infractions assigned at any time 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 accumulating ten or more tardies from all classes (including advisory). Senior attendance is cumulative in one school 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 makeup work for short-term absences (4 days or less) should be completed upon return to school within a time frame equal to the days missed. For example, if you have 2 absences, you will have 2 days to complete your missing work and all outstanding 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 no 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, they must make immediate arrangements with their teachers to complete any missed work in a timely manner. Extended excused absences or extenuating circumstances will be handled on a case-by-case basis.

#### MAXIMUM EXAMINATIONS PER DAY

If a student has more than three assessments on a given day, they are expected to contact the guidance department or the assistant principal as soon as possible. Changes will not be made within 48 hours of the assessment.

#### ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

Student academic eligibility for all co-curricular activities will be monitored every two weeks. Students will become ineligible for all extracurricular activities if they are failing any course on the date of the midterm grades report or the end of the quarter. They will remain ineligible for a minimum of two weeks, when grades are reviewed again. If they are passing all of their courses after the two-week ineligibility, then they may return to extracurricular participation.

If a student fails any course in the second semester, they are required to complete summer school before continuing their education in the fall semester. Similarly, the student will not be allowed to participate in any summer extracurricular activities until their summer school is complete and their summer school transcripts have been submitted to their guidance counselor.

If a student has been removed from an extracurricular activity, the administration will determine when the student can participate again in the 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*

Candidacy for membership in the CTK chapter of the National Honor Society (NHS) will ordinarily be determined in the spring semester for 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 five faculty members appointed by the principal will consider each student's candidacy and select for membership those who in the committee's collective judgment, by majority vote, have demonstrated excellence in the four NHS pillars of scholarship, leadership, character, and service.

- ❖ To meet the minimum requirement for leadership, a candidate must hold an elected or appointed office or leadership position, or be active in two or more organizations, athletic teams, or clubs. The committee will consider all leadership roles held by a student in the school or community since the beginning of ninth grade. The quality or effectiveness of those leadership experiences will be assessed by the committee using the candidate's information form. In assessing leadership, the committee will consider whether the candidate is resourceful in proposing solutions to problems, applying principles, and making suggestions; demonstrates initiative in promoting school activities; exercises positive influence on peers in upholding school ideals and spirit; contributes ideas that improve the civic life of the school; is able to delegate responsibilities; inspires positive behavior in others; demonstrates academic initiative; successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability; and is a leader in the classroom, at work, or in other school or community activities.
- ❖ To meet the minimum requirement for service, a candidate must be involved in at least one on-campus or off-campus service project each year. Once inducted, members are responsible for meeting the minimum service hour requirements as dictated by the chapter. Additionally, candidates and members are expected to put service to others above self-interest. In assessing service, the committee will consider whether the candidate volunteers and provides dependable and well-organized assistance, and is willing to make sacrifices to offer assistance; works well with others and is willing to take on difficult or inconspicuous responsibilities; enthusiastically renders any requested service to the school; is willing to represent the class or school in interclass and interscholastic competition; does committee and staff work without complaint; participates in some activity outside of school, for example, community organizations, religious groups, or volunteer services for the elderly, poor, or disadvantaged; mentors in the

community or students at other schools or organizations within the local community; and shows courtesy by assisting visitors, teachers, and students.

- ❖ Character is assessed based on the candidate's demonstrated outstanding record of conduct and behavior with regard to school and community rules. A student of character cooperates by complying with all school policies and regulations and codes of conduct; demonstrates the highest standards of honesty, academic integrity, and reliability; regularly exhibits courtesy, concern, and respect for others; complies with instructions and rules; and displays personal responsibility. Members are expected to uphold the CTK Honor Code both on- and off-campus.
- ❖ If a candidate requests a selection appeal, 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 that was not submitted with the original information form or evidence that the selection guidelines were not properly followed.
- ❖ 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 may be invited to participate in selection committees at times. These include, but are not limited to, NHS membership, college scholarships, academic awards, and athletic awards committees. The membership of these committees will not be disclosed to students and parents to preserve confidentiality and impartiality.

#### *RECORDS*

Consistent with Diocesan policy, 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 regarding 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 student's academic records and other school-related information. If a court order specifies that no information is to be 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 regarding a semester grade must be submitted within two weeks after the grades have been reported. Any dispute after this time will not be considered. The process for disputing a semester grade is as follows: the student will first address the course instructor. 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 an 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 may 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 on their past performance, the current teacher's recommendation, course prerequisites, PSAT scores, and guidance counselor's advice. We strongly recommend that students, parents, and guardians give our recommendations serious consideration.

The process of appealing a course placement has three levels:

1. 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.
2. The respective Academic Department will review and approve/disapprove all appeals.
3. The Counseling office will notify students and parents of the appeal decision.

### *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 on a quarterly basis.

## 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 taken into account in determining whether a student has had sufficient classroom time to achieve a minimum level of mastery.*

*Attendance records are a legal document, and every effort will be made to ensure their accuracy. 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 using their legal name as it appears on their birth certificate. 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 determine the acceptability of nicknames. The use of pronouns in the salutation of electronic and other communications is neither needed nor permissible.*

### ATTENDANCE

Attendance is defined as being present in school, on time, and in the designated location for the entire school day. Absences and tardies can be classified as excused and unexcused. For student absences, parents are required to notify the front office by 10:00 AM.

Credit will not be given for courses if the student is absent for more than 10 class periods per course during the school year. With principal approval, students with passing grades who lost credit due to excessive absences may have the credit validated if the absences were caused by an 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 a top priority for us. As such, attendance is taken in each class period. Students may not leave the school without the proper permission. Students who leave school without permission will be considered to be cutting school and will be 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 the same day.

- ❖ A student must be at school for at least half of the academic classes to receive daily attendance credit. Students will be marked absent for any classes missed.
- ❖ When a student accumulates three or more unexcused absences, they will be required to attend Saturday school from 8:00 to 11:00 a.m. at a 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 co-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 the parent or guardian by 3:00 PM on the day of the absence to the CTK Front Desk.
- ❖ After more than three consecutive absences, a doctor's note is required to confirm that a student is required to stay home. A medical note on a doctor's office letterhead, listing the date and time of the appointment from a local healthcare physician, must be sent to the school on or before the day the student returns to classes.
- ❖ Regularly scheduled medical appointments made during school hours, with parent notification to the school and verification of a doctor's note upon return to school, are required.
- ❖ Students are permitted to take 3 College Visits and/or College Showcases during the Junior year and 3 College Visits and/or College Showcases during the Senior year, provided they submit proper documentation in accordance with our college days policy.
- ❖ Attendance at a family member's funeral, family wedding's or other Sacraments of the Church.
- ❖ Arriving late to class because the student was meeting with an administrator, nurse, counselor, or other school personnel.
- ❖ Unique circumstances are to be considered by the 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 to class after 7:45 AM are recorded as tardy. Students arriving after 7:45 a.m. must report to the front desk to obtain 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 aforementioned 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 am to 11:00 am, at a cost of \$50. Students accumulating more than six tardies will be required to serve detention for every subsequent tardy. At 10 unexcused tardies, students may be given ISS or OSS.

### EARLY DISMISSAL OF STUDENTS - STOP

Requests for early dismissals must be submitted to the online attendance form by a parent by the beginning of the school day.

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 Assistant Principal. Students who choose this option may either stay in the building in a designated common area or leave campus immediately. Students are not permitted to 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.

### PARTICIPATION

Students who receive an unexcused absence may not participate in extracurricular activities and athletics on the day of the absence or the following day, if that day is a Friday. Students who leave school early for special appointments must be in school for at least 5 class 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, the 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, are the norm. We, therefore, expect that self-discipline will be primarily the responsibility of the student. At all times, students should conduct themselves in a manner that brings credit to themselves, their family, the school, and Christ.*

*Students shall refrain from any behavior disruptive to the school routine.*

*Students who bring disrepute to the school in any way will be subject to disciplinary action.*

#### MINOR DISCIPLINARY INFRACTIONS

For minor disciplinary infractions, we operate within a three-two-one discipline referral system. After warnings from teachers, staff, or administration have been issued, 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 consequences 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 exceeding six will be handled with greater severity by the administration, including ISS or OSS. If a student fails to show up for a detention without prior approval, they will receive a second detention. A student is not permitted to participate in extracurricular activities on the day of their detention or suspension.

For detentions related to infractions of the aforementioned nature, the detention will last one hour and be scheduled through the Assistant Principal's office on either Tuesdays or Thursdays. Note that a large infraction of the rules may result in 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 repeatedly violate 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.
  - Male students who come to school unshaven, a student will be given the opportunity to shave after notifying their parent or guardian.

Second Category:

- ❖ General Discipline
  - Student Classroom Behavior - Students who are sent out of the classroom may face immediate detention. Detentions will be held on Tuesdays and/or Thursdays from 3:00-4:00 pm
  - 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 school's rules to such a degree that their rights as members of the school community are temporarily or 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 participate in or attend any school-sponsored functions, on or off campus.
- ❖ During the suspension, the student will be required to complete all the schoolwork that they are 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 assigned due date, it will be recorded as a zero in the gradebook.
- ❖ A senior student may lose the privilege of 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 subsequent serious violation of school rules or regulations may result in 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 expression of an inward commitment to align with the moral philosophy outlined in this handbook. If a student's behavior becomes disruptive to the learning environment, expulsion may be considered. 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 involves harassment of a student, demonstrates a pattern of poor behavior, or takes a leadership*

*role in behavior that endangers 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 that 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 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.*

To help maintain a culture of honor, the CTK community has an Honor Council composed of both students and faculty members. The council exists to help mitigate instances of academic dishonesty. The Honor Council will be utilized when an incident of academic dishonesty has occurred and the student requests that the teacher's decision and consequence be reviewed by the Honor Council. The Honor Council will convene to determine whether 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 Assistant Principal. 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 that pollute this temple or the temple of our neighbor are not consistent with being a Crusader.*

The school adheres to all federal, state, and local laws regarding 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, tobacco pouches, 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 penalties, including suspension or expulsion. The use, buying, and/or selling of such products on school campus or school 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:* A student's locker and desk are the property of the school.

The Administration has the authority to search a student's locker 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 reserves the right to search student clothing, book bags, and handbags if there is reasonable suspicion that a student may be in 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 are

*not allowed to use their cell phones to purchase items from the cafeteria or 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 for further action. If asked, the student will be required to submit the device's password so 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 may result in suspension or expulsion. This rule applies to all co-curricular activities sponsored by CTK, including activities such as clubs, sports, and classes.

#### *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, which may include detention, suspension, or expulsion, depending on 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 can free up time for more meaningful social 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 that 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 access to school-owned MacBook Air laptops. These computers are to be used as helpful tools in the pursuit of truth. The complete Acceptable Computer Use policy may be found in the Forms Section at the end of this handbook. Please note that, to prevent damage to the computers, they 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, or livestream 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 or personal hot spots 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 the approval of a faculty or staff member. If permission is granted, only one ear may be covered for safety reasons.

### SMARTWATCHES

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

Please review and sign the Acceptable Use Policy for a comprehensive list of policies governing 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. Our goal is to provide an example of mature discourse that is increasingly rare in today's media. 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 remainder of the day. Students will be issued a warning by a teacher or administrator for uniform infractions. This warning may be verbal or written. Failure to wear the proper uniform during such inspections will result in 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 Lands' End rapid-dry uniform pieces with the CTK logo.
- ❖ The length of shorts must be no higher than 3 inches above the knee and must be of an appropriate fit.
- ❖ 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 a woven design.
- ❖ 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 display the CTK logo.
- ❖ Students in PE classes may wear any CTK spirit top with solid-colored blue, black, or grey shorts that are appropriate length as approved by the teacher and administration.
- ❖ 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.)*
- ❖ 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 similarly designed shoes or platform heels are not acceptable.
- ❖ Hair must be neat, well-trimmed, and of the respective student's natural hair color. Boys should not color or add highlights to their hair. They will be asked to return their hair to its natural color prior to returning to school. 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 or mullet style haircuts of any kind are *not* permitted. A student may not cut the side of their hair to a length that is dramatically different from the rest of their hair; 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 earlobe. 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, including 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 the 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 throughout the year. (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 be 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 (e.g., athletic shorts or sweatpants) unless specified by the administration.
- ❖ 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 Lands' End rapid-dry uniform pieces with the CTK logo, with the exception of the skirts and skorts.
- ❖ The approved navy blue Lands' End skirts and/or skorts must reach the top of the knee.
- ❖ 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.
- ❖ CTK polos do not have to be tucked in; 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 skirts/skorts and must be solid in color, available in blue, black, or gray. No yoga pants 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.
- ❖ Students in PE classes may wear any CTK spirit top with solid-colored blue, black, or grey shorts that are appropriate length as approved by the teacher and administration. (*Note: Tank tops and crop tops are not acceptable.*)
- ❖ Uniform-approved outerwear can be purchased from the CTK store. Please ensure that you purchase the outerwear from the CTK Uniform Apparel Store. All fleece and/or sweatshirts must be approved and display the CTK logo.
- ❖ No winter-weight jackets or blankets are permitted *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 similarly 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 a 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. CTK polos or CTK outerwear is also acceptable.

### 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 be 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) unless permitted by the administration.
- ❖ 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 on class trips, there may be themed activities. 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 to prepare 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 the 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. To maximize student leadership opportunities in our small community, it is CTK's practice to limit a student 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 can be found on the school's 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, they are expected to dedicate one hour of service to God 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 and overnight forms, when applicable, 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 note from their family physician or an urgent care physician 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 being 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 first being seen by a nurse.

If your student has any medical conditions (acute and/or chronic) or is taking any medication, please notify 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 administer 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's 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 for 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 the denial of parking privileges and may lead to a written disciplinary referral.

Seniors may purchase a permit and paint their parking spots for \$65. All designs must be pre-approved by the Administration. Any obscene or objectionable artwork may result in the student being required to park in the gravel lot and/or further disciplinary actions 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 at any time before the dismissal bell.

#### *PERSONAL PROPERTY*

The school is not 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 the event of extenuating circumstances, the administration may determine that it is permissible for a student to reside with an approved alternative family, such as a senior whose family has been 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 faculty or staff member.

Students are not permitted to order food for delivery during the school day.

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

### *VISITORS*

All visitors are required to 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 one another 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 actions shall be deemed harassment.

Cyberbullying is defined as the use of electronic communication to bully another person in an intimidating or threatening manner. 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 names along with sexual remarks, facial expressions, and displaying written or graphic sexual material.

### Reporting Procedure:

Any student who believes they have been the victim of/or have 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 provides 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 visitors to the school's campus are expected to sign in at the front desk. This is a safety protocol that must be followed universally, regardless of the fact that a parent is 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 must be made with the appropriate person prior to attending 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 enhances 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.

## FORMS SECTION



Please read the following forms carefully  
and return the Acknowledgment of Receipt of School Policies form  
signed by you and your student to the 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 on course enrollment. Christ the King also provides AppleCare and Accidental Insurance coverage for each MacBook Air. This policy provides guidelines and information about the limitations CTK imposes upon the use of these resources. Students are expected to exercise good judgment and to utilize technology with integrity. Recognizing 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 behaviors not outlined 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 activities conducted on their own computers.
- Make MacBooks 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 the use of the 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 the 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 that 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 by the administration will be sent from 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 by another user, he or she should inform the administration immediately.

#### *Audio and Video*

- During class, the use of headphones is permitted only with the permission of the supervising teacher.
- The use of a 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 the 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 the 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 its computers.

### *MacBook Air*

- Students must use the MacBook Air case provided by the school for their computers.
- Students will exercise reasonable care of the 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.
- The MacBook Air must be carried and transported correctly. The 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 for bringing their computer to school each school day.

### *Loaner Computers*

- If a student's school-issued device is malfunctioning or in need of repair, they 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 those that are publicly accessible.

- Students may not utilize proxy servers, VPNs, etc to avoid network security settings.
- Students are not permitted to use the school network for online purchases or orders.

#### *File Sharing*

- File sharing is prohibited on school computers or networks unless a specific assignment is given by a faculty member that requires 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 remove any inappropriate content from the computer.

#### *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 log in 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 the 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 44 for the signature page.

Diocese of Charlotte Catholic Schools  
*PHOTO/VIDEO RELEASE FORM 2025 - 2026*  
(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 44 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 44 for the signature page.

**CHRIST THE KING CATHOLIC HIGH SCHOOL**  
**ACKNOWLEDGEMENT OF RECEIPT OF SCHOOL POLICIES**

Please initial each area

	Parent Initials	Student Initials
2025-2026 Parent/Student Handbook	_____	_____
Acceptable Use Policy	_____	_____
Photo/Video Release	_____	_____
Diocesan Drug & Alcohol Statement	_____	_____

You have received an email with forms that require your demographic and contact information to be updated. Please complete them as soon as possible. All Medical Forms can be found at <https://www.ctkchs.org/parents>. The Medication Authorization Form must be completed annually – it 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: \_\_\_\_\_