



CHRIST THE KING CATHOLIC HIGH SCHOOL

FAMILY HANDBOOK

2026–2027 ACADEMIC YEAR

Believe. Think. Serve.

In the Name of Christ the King

Crede. Cogita. Servi.

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President: Shaileen Riginos
Principal: Mark Tolcher
Chaplain: Fr. John Cuppett
Assistant Principal: Susan Bukowski
Assistant Principal: Brian Keenan
Published September 2026

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.

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.

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I. Mission & Identity

Mission Statement

Students at Christ the King Catholic High School are challenged to believe sincerely, think critically, 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.”**

See Honor Code and the Honor Council under Conduct & Discipline and Virtue Formation for how Honor Code violations are addressed.

MISSION & CATHOLIC IDENTITY

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 and justice 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.

Statement Regarding All Forms of Harassment

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 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.

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.

See also: The definitions of Bullying/Harassment, Cyberbullying, and Sexual Harassment, along with the reporting procedure, are addressed in Harassment under Safety & Serious Violations in Conduct & Discipline and Virtue Formation.

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.

WELCOME

Welcome from Diocesan Leadership



Pursue Excellence. Grow in Faith. Transform the World.

1123 South Church Street, Charlotte, NC 28203

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

On behalf of our pastors, heads of school, principals, faculty, and staff, welcome to a new school year in our Catholic schools. We are grateful for the trust you place in us and for the privilege of walking alongside your family as your children grow in faith, virtue, wisdom, and excellence.

Catholic education is a remarkable gift because it forms the whole person. Our schools exist not only to prepare students for the next grade, the next school, or the next stage of life, but to help them become the young men and women God created them to be. We want our students to pursue excellence of intellect, heart, and soul, with salvation as the ultimate goal.

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 brothers and sisters. This is the crux of Catholic identity and why our expectations and way of doing things are rooted in defined Church teaching. This is why we push one another to live virtuously and to keep growing, even when that call seems countercultural 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 no matter your background or where you came from, in our schools you are cared for as a unique and wonderful individual created in the image and likeness of God. Your talents, experiences, and background make up the richness of our greater Universal Church, and in communion together, we seek to change the world for the better.

As we begin this new year, I am grateful for our parents, pastors, educators, and school leaders who make this mission possible. Thank you for partnering with us in the formation of your children. May God bless you and your family in the year ahead.

In Christ,

Gregory P. Monroe, Ph.D.
Superintendent of Catholic Schools
Diocese of Charlotte

[Link to family covenant agreement](#)

Administration and Staff

President	Shaileen Riginos
Principal	Mark Tolcher
Chaplain	Reverend John Cuppett
Assistant Principal	Brian Keenan
Assistant Principal	Susan Bukowski
Athletic Director	Jennifer Tuschong
Assistant Athletic Director	Connor Doyle
Director of Advancement	Nicole Seeling
Business Manager	Kim Mastrone
Coordinator of Campus Ministry	Kierra Cox
Information Technology Coordinator	Zach Blankenbaker
Director of Guidance	Todd Porter
Guidance and Counseling	Erin Banks
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
Receptionist	Shannon Holleran
Athletic Administrative Assistant	Kristen O'Malley
Advancement Data & Alumni Coordinator	Nicole Bowman

COMMUNITY EXPECTATIONS

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.

Parental Responsibility

Faculty, staff, and administration make every effort to be available to parents and legal guardians. Because our first responsibility during school hours is the safety and instruction of students, please schedule appointments in advance with the appropriate person rather than expecting an immediate meeting; walk-ins cannot always be accommodated outside of an emergency.

A parent or legal guardian who behaves in a verbally aggressive or belligerent manner will be asked to leave campus and may return only after scheduling a new appointment.

Tuition does not cover the full cost of a Christ the King education. Parents are expected, not simply encouraged, to invest their time, talent, and treasure, including through volunteer support, in the life of the school.

Parents are partners in our mission. Conduct that undermines confidence in the administration or faculty, disrupts the functioning of the school day, or slanders, libels, or disparages staff, whether in person, in writing, or through electronic communication and social media, may result in the student's separation from the school community.

Parent/Guardian Concerns Escalation Process

Christ the King is committed to clear, respectful, and solution-oriented communication with families, consistent with the shared expectations of the Catholic School Family Covenant Agreement. Parents and students are expected to use the school's established communications channels when questions or concerns arise and to follow the outlined process for resolution, beginning with the teacher or staff member directly involved. Concerns should not be discussed in public or informal forums; instead, families are encouraged to work collaboratively with the school so matters may be addressed accurately and promptly. Questions about these guidelines or concerns related to school matters, including online or anonymous commentary, should be directed to the President or Principal. Detailed expectations and procedures are outlined in the School Communications Guidelines.

Summary of the Diocese of Charlotte Catholic Schools School Communication Guidelines

Christ the King publishes School Communication Guidelines as an addendum to the Diocese of Charlotte Catholic School Family Covenant Agreement, reinforcing the use of official communication channels, setting expectations for appropriate communication, and promoting respectful resolution of concerns.

Official Communication Channels

- In-person or virtual meetings
- Email from administrators, staff, and teachers
- Email to the school's President's Advisory Council
- Communication applications or approved forums such as FinalSite, Google, or PlusPortals
- School newsletters
- School websites (ctkchs.org)
- Official social media channels (Instagram @ctkgram, Facebook @ctkhigh)

Official group-based channels, such as FinalSite, PlusPortals, and official social media, must be clearly identified as official representations of Christ the King Catholic High School, and their moderators follow the Catholic Schools Office Guidelines for Moderating Official Communication.

Concern Escalation Sequence

Families should direct concerns to the lowest possible level first, to ensure an equitable solution. If a given contact does not resolve the concern, it proceeds to the next contact in the applicable sequence below.

Educational Program	Facilities	Personnel, Operations & Programs
1. Student/Parent	1. Principal	1. Person with whom there is a concern
2. Teacher	2. President	2. Principal
3. Principal/Assistant Principal	3. Diocesan Director of Facilities	3. President
4. President	4. Assistant Superintendent/Superintendent of Schools	4. Assistant Superintendent/Superintendent of Schools
5. Assistant Superintendent/Superintendent of Schools	5. Chancellor of the Diocese	5. Chancellor of the Diocese
6. Chancellor of the Diocese	6. Bishop	6. Bishop
7. Bishop		

Generally, individual student, personnel, or curriculum concerns are not within the purview of the President's Advisory Council.

Non-Affiliated Social Media and Anonymous Commentary

Non-affiliated and community-managed social media groups and pages are not appropriate forums for airing complaints, grievances, or sensitive issues regarding fellow families, teachers, administrators, or Christ the King. Such groups must not represent themselves as official school channels, must not use the school's name, logos, mascots, or branding, must clearly identify themselves as unaffiliated with the school, and must meet diocesan expectations for conduct and communication. Families are expected to exercise prudent judgment about participating in such spaces and should not share school information, concerns, or internal matters where membership extends beyond the current school community.

Online comments or posts made anonymously, or through accounts that cannot reasonably be connected to a member of the school community, will not be treated as official communication and do not allow concerns to be investigated or resolved appropriately. Promulgating anonymous or unverified accusations regarding students, families, employees, or the school community is inconsistent with the Handbook Code of Conduct and the Family Covenant Agreement, and may result in disciplinary action when attributable to a member of the school community.

Parents acknowledge this policy annually through the enrollment agreement. Questions about the full policy may be directed to Shaileen Riginos, President, or Mark Tolcher, Principal.



II. Academic Life

The pursuit of truth is itself an act of faith. Christ the King students are called to the virtue of Studiousness: a disciplined love of learning, ordered toward wisdom rather than mere achievement, so that academic excellence becomes one more way our students believe sincerely and think critically in service of others.

ADMISSIONS & ENROLLMENT

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 current MACS students.
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. Non-participating Catholics attending any MACS school.
8. 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.

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 any school property in their possession and pay for any damages to that property.

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.

ACADEMIC PROGRESSION

Course Placement

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.

Course Registration/Scheduling

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.

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.

Courses Failed

Any student failing a required subject for a semester must enroll in a Christ the King Catholic High School-approved remediation 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. If a student fails more than 2.0 credits in a school year, they will not be allowed to continue their education at Christ the King and will be required to withdraw and go to another institution.

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.

GRADING & ASSESSMENT

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

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.

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.

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.

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 will lose their exam exemption due to an In-House Suspension (IHS) or Out-of-School Suspension (OSS), Saturday School, 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

Planned Absences

Vacations and trips taken during school days are strongly discouraged. The school calendar is issued in advance and families are expected to plan accordingly. If circumstances require that a student be absent from school due to travel, the parent must inform the school no less than seven (7) days in advance. Students must communicate with their teachers prior to planned absence, and make arrangements with teachers to get assignments for planned absences. It is preferable that work be turned in before the absence, but all assignments are due the day of return. NO tests/quizzes will be given in advance of absence. It is the discretion of the teacher to provide work in advance or during the planned absence.

Unplanned Absences

Unexcused: Students receive a zero on any assessments missed.

Excused: Students have the same number of days as the absence to make up the missing work. For example, a student absent 2 days has 2 days upon return to complete missing work and assessments.

General Guidelines

- Students must communicate with teachers prior to absences whenever possible.
- All make-up work is the student's responsibility.
- For short-term absences (4 days or less), make-up work is due within a time frame equal to the days missed. If not completed, a zero will be recorded.
- Students should coordinate missing assessments directly with their teacher. If no other opportunity exists, the teacher will schedule the assessment on a Monday or Wednesday afternoon with the after-school testing coordinator.
- No extensions will be given for assignments assigned more than a week before the absence.
- For partial-day absences, students must arrange with teachers to complete missed work by the next school day.
- Extended excused absences or extenuating circumstances will be handled case by case.

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.

ACADEMIC ELIGIBILITY

Academic Eligibility for Co-Curricular Activities

Student academic eligibility for all co-curricular activities will be monitored every two weeks. If any athlete is failing a class then they will be required to attend a weekly study hall in order to support their grades.

At the end of each quarter, if a student fails a class, then they will be ineligible to participate in extracurricular activities for up to two weeks. Administration reserves the right to declare ineligibility based on a comprehensive list of academic inputs.

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. Any student who has mandatory summer school may not participate in summer workouts or practices until summer school is completed and transcript is turned in to their guidance counselor.

STUDENT SUPPORT

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 RECORDS

Records

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.

Consistent with Diocesan policy, school records pertaining to the individual student are to be used only for the promotion of the welfare of the student 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 student or student'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.

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.

ATTENDANCE

Attendance Policies and Procedures

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 instructional 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.

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 8:00 AM.

Credit may 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 explicit 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 \$25.00. If a student does not attend the scheduled Saturday school, they will automatically be given an OSS or ISS.
- If a student accumulates six 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, notification must be submitted in writing by the parent or guardian within 48 hours of the day of the absence to the CTK Front Desk.
- After 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 require parent notification to the school and verification of a doctor's note upon return to school. Regularly scheduled medical appointments require the approval of the school's administration.

- Students are permitted up to three (3) college visit days during the junior year and three (3) college visit days during the senior year. These visits are intended for tours, admissions events, interviews, or other activities directly related to evaluating a prospective college.
- Participation in college showcases, athletic recruiting events, camps, or similar programs is not automatically excused and requires prior administrative approval.
- Attendance at a family member's funeral, family wedding's or other Sacraments of the Church. Documentation of the event must be provided to administration.
- 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 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 a tardy slip. Likewise, students are expected to arrive at class on time. The excused tardy policy is consistent with the aforementioned excused absence policy.

Any student who has three 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 \$25.00. Students accumulating more than six tardies will be required to serve detention for every subsequent tardy. At 10 unexcused tardies, students will be given ISS or OSS.

Early Dismissal

Requests for early dismissals must be submitted using the online attendance form by a parent by the beginning of the school day. Parents will be required to complete the online form prior to their student leaving campus.

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. 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.

ACADEMIC RECOGNITION

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 3.9 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.



III. Student Life

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.

STUDENT LEADERSHIP

Leadership Positions

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.

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.

CLUBS & ACTIVITIES

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.

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.

SERVICE & FORMATION

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.

DRESS & APPEARANCE

Uniform Policy

Our dress code prepares students for professional life, reduces peer-driven anxiety, and invites them to practice the virtues of Prudence, Modesty, and Obedience. As disciples of Christ, we reject external vanity and ensure our outward appearance supports, rather than distracts from, our community's pursuit of holiness.

We affirm our faith in the splendor of humanity through the revealed truth that God created us male and female. Because our clothing is an outward expression of reverence for this design, all attire and grooming must strictly reflect the student's God-given biological sex.

Standard Dress Policy Enforcement

Infractions: Improperly dressed students will be issued a verbal or written warning by a teacher or administrator. Subsequent compliance failures during uniform inspections result in a detention.

Remediation: Students must change into provided alternative attire (if available) or call home for a replacement. If the infraction cannot be resolved, the student will be withheld from class for the remainder of the day.

School Dress Guidelines

Universal Footwear, Outerwear, and Event Rules

The following regulations apply to all students at all times, including uniform days, dress-down days, and school activities.

Footwear & Headwear

- Permitted: Clean dress shoes, semi-dress shoes, or tennis shoes in good condition. (Girls' heels must not exceed 3 inches).
- Prohibited: Crocs, Hey Dudes, Uggs, Yeezy Foam Runners, flip-flops, strapless shoes, sandals without an ankle strap, athletic sandals, bedroom slippers, hiking boots, combat boots, dress boots above the shin, or platform/high heels exceeding 3 inches.
- Hats: Headwear of any kind is prohibited inside the building.

Outerwear & Building Comfort

- **Standard Days:** Only approved Lands' End sweaters, pullovers, or CTK Uniform Apparel Store fleece and quarter-zips displaying the CTK logo may be worn. They must be layered over an approved Lands' End collared uniform polo.
- **Friday Spirit Days:** Approved CTK hoodies or school outerwear may be worn on Fridays only.
- **Senior Privilege:** Seniors may wear a crew-neck sweatshirt or collared polo featuring a college logo throughout the entire academic year.
- **Heavy Gear:** Winter-weight jackets and blankets are strictly prohibited in classrooms and must be stored in student lockers.

Dress Down Days

Dress Down Days: These are earned privileges. Attire must feature clean, un-ripped jeans, pants, or shorts (no fringe or tears). Clothing may not be overly tight, low-cut, revealing, or display the midriff. Regular undergarments are required. No athletic shorts, yoga pants, or sweatpants are allowed unless explicitly authorized by the administration.

Boys' Uniform Requirements**Uniform Attire**

- **Polos:** Lands' End rapid-dry polo (available in navy blue, white, cobalt, or gray) featuring the CTK logo. Shirts must remain completely tucked in throughout the entire school day.
- **Pants & Shorts:** Approved Lands' End uniform bottoms. Shorts must be appropriately fitted and sit no higher than 3 inches above the knee.
- **Belts:** Mandatory at all times. Must be a solid color (black, brown, tan, navy, white) or a woven design.
- **Mass Dress:** Boys must wear uniform pants. Shorts are strictly prohibited on Mass days.
- **PE Class:** Any CTK spirit top paired with solid-colored blue, black, or gray shorts of an appropriate length.

Hair & Grooming

- **Hairstyles:** Must be neat, clean, well-trimmed, and be of the respective student's natural hair color. Unconventional cuts, dramatic variations in length between the sides and back, Mohawks, mullets, ponytails, man-buns, or highlights are prohibited. Hair length must remain above the eyebrows, above the earlobe, and tapered above the top of the collar.
- **Shaving:** Faces must be clean-shaven. Sideburns must not extend past the bottom of the earlobe. Students arriving unshaven will be required to shave on campus or be sent home.
- **Body Ornamentation:** Nail polish, earrings, studs, and facial piercings are prohibited at all times (including dress-down days). Covering piercings with Band-Aids is prohibited unless accompanied by a formal medical doctor's note.

Boys' Dress Down Guidelines

See also: The handbook's dress-down rules are universal for all students. See Dress Down Days under School Dress Guidelines above.

Girls' Uniform Requirements

Uniform Attire

- Polos: Lands' End rapid-dry polo (available in navy blue, white, cobalt, or gray) featuring the CTK logo. Polos do not need to be tucked in, but midriff and back areas must remain fully covered during all movement.
- Skirts & Skorts: Approved navy blue Lands' End skirts or skorts (CTK logo not required). Hemlines must be no higher than 3 inches above the knee. Modifying or cutting uniform pieces is strictly prohibited.
- Leggings/Tights: Solid navy blue, black, or gray tights are permitted under skirts or skorts. Yoga pants, athletic leggings, or similar materials are prohibited.
- Mass Dress: Girls may wear approved uniform pants, skirts, or skorts alongside standard CTK polos or approved outerwear.
- PE Class: Any CTK spirit top paired with solid blue, black, or gray shorts of an appropriate length. Tank tops and crop tops are prohibited.

Hair & Grooming

- Hairstyles: Must be clean and of the student's natural hair color. Radical cuts, unconventional styles, and unnatural colors are prohibited.
- Body Ornamentation: Girls may wear up to two piercings per ear lobe. Gauges, cartilage studs, and facial piercings of any kind are strictly prohibited at all times.

Girls' Dress Down Guidelines

See also: The handbook's dress-down rules are universal for all students. See Dress Down Days under School Dress Guidelines above.

SPECIAL EVENT ATTIRE

Holiday/Special Event Dress Guidelines

Holiday Costumes & Field Trips: Themed attire must never make political statements, promote agendas contrary to the Catholic Faith, or display overtly offensive or derogatory messaging.

Controversial and Political Statements

CTK fosters critical thinking and respectful discourse within the classroom under faculty guidance. However, to preserve campus unity, students may not wear clothing, hats, patches, masks, or accessories that promote political

candidates, controversial social/political groups, make inflammatory/derogatory statements, or oppose Catholic Magisterial teaching.

Pastoral Exception: The administration remains the final arbiter of campus attire. Items welcoming the "City of God"—such as Pro-Life shirts worn for the March for Life in Washington, D.C.—are warmly permitted.



IV. Conduct, Discipline & Virtue Formation

Discipline at Christ the King seeks not merely punishment but formation. The purpose of discipline is to foster virtue, restore relationships, promote responsibility, and support students in becoming disciples of Christ.

At Christ the King Catholic High School, we hold high expectations for student behavior because we believe in our students' capacity for holiness. We strive to cultivate a vibrant Catholic culture where authentic manners and profound respect—rooted in the sacred dignity of the human person made in the image and likeness of God—are the daily norm.

Therefore, we expect our students to take primary ownership of their personal formation by practicing the virtues of Temperance (self-discipline) and Prudence (wise decision-making). At all times, students are called to conduct themselves as living witnesses to the Gospel, ensuring their actions bring credit to themselves, honor to their families, and glory to Christ the King.

Any behavior that disrupts the communal learning environment or brings disrepute to the school community compromises this collective mission and will be met with disciplinary action. In our commitment to restorative justice, Christ the King promises to administer all disciplinary consequences with pastoral charity, justice, and wisdom, ensuring a healthy, safe, and grace-filled environment where every student can thrive.

HONOR CODE & HONOR COUNCIL

Student Honor Code and Honor Council

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.

ACADEMIC INTEGRITY AND ORIGINAL WORK

The pursuit of truth demands honesty. A student who submits work that is not their own does not merely violate a school rule — they deceive themselves, their teachers, and their community, and they forfeit the growth that comes from genuine intellectual effort. CTK students are called to take full ownership of their academic work as an expression of the virtues of Honesty and Studiousness.

Students at Christ the King Catholic High School are required to submit only their own original work on all assignments, assessments, and projects unless a teacher explicitly authorizes collaboration. The following are violations of the CTK Honor Code and constitute academic dishonesty:

- Plagiarism: Presenting the words, ideas, data, or creative work of another person — whether from a published source, a website, another student, or any other origin — as one’s own, without proper attribution.
- Unauthorized Use of Artificial Intelligence (AI): Using AI-generated content (including but not limited to tools such as ChatGPT, Gemini, Copilot, or similar platforms) to produce, complete, or substantially alter any portion of an assignment or assessment without the explicit prior approval of the supervising teacher. AI tools may only be used in ways expressly permitted by the teacher for a specific assignment.
- Cheating: Copying another student’s work, sharing answers during an assessment, or using unauthorized materials during any examination or assignment.
- Fabrication: Inventing or falsifying data, sources, citations, or any other academic information.

Teachers may establish additional guidelines for AI use within their individual courses. When in doubt, students are expected to ask their teacher before using any external tool or resource.

Violations of this policy are subject to review by the Honor Council and may result in consequences up to and including a failing grade on the assignment, course failure, or further disciplinary action as determined by the administration.

DISCIPLINE POLICIES

Minor Disciplinary Infractions: The 3-2-1 Ladder

For minor offenses, Christ the King utilizes a progressive referral tracking system designed to cultivate Temperance and self-governance.

Administrative Protocols

- Documentation: After receiving initial staff warnings, subsequent infractions result in a formal discipline referral. The issuing party must fill out a referral form for documentation and verbally inform the student.
- Discretionary Clause: The administration reserves the right to bypass the ladder and issue immediate detentions or more severe consequences for critical offenses. These include academic integrity violations, property destruction, disrespect to any person on campus, leaving class or campus without permission, or being sent out of a classroom.

The Referral & Consequence Ladder

- 3rd Referral: Results in an automatic 1-Hour Detention.
- 5th Referral: Results in a Second 1-Hour Detention.
- 6th Referral: Results in mandatory Saturday School.
- 7+ Referrals: Handled with escalating severity, including In-School Suspension (ISS) or Out-of-School Suspension (OSS).

Detention Logistics & Compliance

- Scheduling: Detentions last exactly one hour and are coordinated through the Assistant Principal's office on Wednesdays or Thursdays.
- Failure to Appear: Missing a scheduled detention without prior administrative approval results in an automatic second detention.
- Activity Restriction: Students are strictly prohibited from participating in or attending any extracurricular or athletic events on the day of their detention. Privileges resume the following day.

The Two Minor Infraction Categories

The 3-2-1 escalation ladder tracks offenses across two distinct tracks:

1. Dress Code Track: Triggered by any combination of three personnel referrals. Repeated violators will be prohibited from attending classes until they are in full uniform compliance. Unshaven male students will be required to shave on campus after their parent or guardian is notified.
2. General Discipline Track: Covers disruptive student classroom behavior and any parking infractions.

Major Disciplinary Infractions

A student may be directly referred for a Major Discipline Infraction if an offense is severe, or if the student fails to show moral improvement after multiple minor tracking notices.

Consequences: Major infractions result in Saturday School, In-School Suspension (ISS), or the more grievous Out-of-School Suspension (OSS).

Disciplinary Probation: A formal "Probationary Letter" detailing specific behavioral guidelines may be sent to the student and parent/legal guardian. Breaking the terms of this academic or behavioral probation may result in immediate expulsion.

Senior Penalty: Any senior serving an ISS or OSS at any point during their senior year loses all senior exam exemptions.

Suspension (In School Suspension (ISS) and Out of School Suspension (OSS))

When a student seriously violates the rights of the school community, a temporary suspension from the formal learning environment becomes necessary to restore communal order.

Immediate Action Items

- Notification: Parents will be notified immediately to arrange the suspension details. A formal parent conference may be required.
- Event Ban: Suspended students (ISS or OSS) are completely barred from participating in or attending all school-sponsored functions, whether on or off campus, for the duration of the suspension.
- Leadership Forfeiture: Any student holding a school leadership position who receives a suspension will be immediately removed from office.
- Subsequent Violations: Once a student is suspended, any subsequent serious violation of school rules may result in expulsion.

Academic Work During Suspension

Students must complete all academic assignments missed during their suspension.

- On-Time Submission: If work is satisfactorily completed and turned in on the assigned due date or the exact day of return, it will be marked as "exempt" in the gradebook and will not penalize the student's average.
- Late Submission: Work not submitted on the assigned due date will be recorded as a zero.

Expulsion

Choosing to belong to the Christ the King community requires an interior commitment to align with the moral philosophy outlined in this handbook. If a student's behavior on or off campus contradicts these shared values or disrupts the sacred learning environment of others, the privilege of enrollment may be permanently revoked.

Process and Authority

- Investigation: Serious violations prompting potential expulsion are determined by the administration. The student will remain on OSS while the administration reviews the details of the case.
- Notification: The student and parents will be formally notified of the infraction and the recommendation for expulsion. The student may submit any new, previously unrevealed information for consideration.
- Final Determination: While expulsion is a local administrative decision, the Principal will formally consult with the Diocesan Superintendent or Assistant Superintendent before rendering a final verdict.

Post-Dismissal Campus Restrictions

- Standard Dismissal: Students who experience a disciplinary dismissal are strictly prohibited from entering the school campus or attending any CTK-sponsored events. Future administrative meetings on campus require a pre-scheduled appointment, and the student must be accompanied by a parent or guardian.
- Forced Withdrawal: Students who are asked not to return or are granted a forced withdrawal may only participate in or attend school events at the absolute discretion of the school administration.

TECHNOLOGY USE**Acceptable Computer Use**

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.

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

See also: See the Cell Phones and Personal Electronic Devices policy under Authority to Search below.

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.

Acceptable Use Policy

***See also:** The full Acceptable Use Policy (Required Use and Internet Safety Policy) has been moved to Forms & Acknowledgments at the end of this handbook, along with the other signature-required forms.*

Social Media & Digital Communication Policy

***See also:** The Social Media & Digital Communication Policy, covering personal and official social media conduct, has been added to Forms & Acknowledgments at the end of this handbook, along with the other signature-required forms.*

SAFETY & SERIOUS VIOLATIONS

Alcohol and Drugs

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.

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 2:55 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/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.

See also: *Vandalism specific to school-owned technology and networks is also addressed in the Acceptable Use Policy under Forms & Acknowledgments.*

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.

Harassment

See also: *The rationale and statement of commitment underlying this policy appear under Statement Regarding All Forms of Harassment in Community Expectations under Mission & Identity.*

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.



V. Services, Operations & Safety

A safe campus is a work of charity and Prudence: the practical wisdom to order our common life so that every student, faculty, and staff member can pursue truth and virtue without fear. These policies exist to protect the whole community, not to burden it.

HEALTH SERVICES

Health Room

CTK is staffed with one full-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.

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.

CAMPUS OPERATIONS

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.

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.

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.

STUDENT PROPERTY

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.

Personal Property

The school is not responsible for students' personal property. Students should not leave backpacks or other personal items in common areas, including bathrooms.

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.

PARENT ORGANIZATIONS & COMMUNICATION

President's Advisory Committee

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.

Parent/Guardian Concerns Escalation Process

See also: See *Parent/Guardian Concerns Escalation Process under Community Expectations in Mission & Identity*, which also includes a summary of the *Diocesan School Communication Guidelines*.



VI. Forms & Acknowledgments

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
- Social Media & Digital Communication Policy
- Photo/Video Release
- Drug and Alcohol Statement
- Acknowledgment of Receipt of School Policies

Acceptable Use Policy

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 Acceptable Use Policy.

TECHNOLOGY AND VIRTUE

Technology is a gift to be used in service of truth, learning, and the common good. As members of the Christ the King community, students are called to exercise this gift through the virtues of Prudence, Honesty, and Charity, using school-provided devices and accounts thoughtfully, truthfully, and in service to others.

This Acceptable Use Policy is not merely a list of rules; it is an expression of our commitment to forming young men and women of integrity who understand that our actions, whether alone, in class, or online, reflect our character and our faith. We entrust students with these powerful tools, and in turn we expect them to honor that trust by using technology in pursuit of truth, in support of learning, and in service of our community.

NO EXPECTATION OF PRIVACY

All electronic communications, files, and activities conducted on school-owned devices, accounts, or networks are subject to monitoring and review by school personnel at any time, without prior notice. Students have no expectation of privacy on school-provided technology. The school reserves the right to access, review, and examine any files, messages, or data stored on or transmitted through school resources. This may include email or accounts accessed through school networks or devices.

Students should 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 or information that has been synced.

Students must make MacBooks available for inspection by an administrator or teacher upon request.

PROHIBITED CONTENT AND COPYRIGHT

Students may not store, transmit, download, display, or distribute content that is inappropriate or in violation of copyright law on any school-owned device, account, or network.

Inappropriate content includes, but is not limited to: pornographic or sexually explicit material, obscene or offensive language, depictions of violence, weapons, drugs, alcohol, or gang-related imagery. Inappropriate content may not be stored on school devices, used as screensavers or wallpaper, or transmitted through school accounts or networks.

Students must follow all applicable copyright laws. Music, images, video, software, and other media may only be downloaded, copied, or distributed with legal permission. Commercial software, shareware, and freeware may not be installed or transmitted without prior approval from the IT Coordinator. Reposting or forwarding another person's communications or creative work without their prior consent is also prohibited.

Violations may result in removal of the content by school personnel, loss of technology privileges, and further disciplinary action.

E-MAIL AND OTHER COMMUNICATIONS

- Every student is issued a CTK email account under the ctkchs.net domain.
- Students are responsible for checking their CTK account at least once each school day and are responsible for reading and knowing the content of school communications
- CTK 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.
- Only school-related attachments should be sent on the CTK 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 or account except for their own.
- No inappropriate messaging is allowed, including obscene, derogatory, offensive, inflammatory, or harassing content or language.
- If a student becomes aware of any inappropriate computer use by another user, he or she should inform the administration immediately.
- Students should exercise caution when sharing personal information. Do not publicly share private information about yourself or others.
- Please reference the CTK Social Media Policy if using social media that could be construed as representative of CTK.

GOOGLE WORKSPACE FOR EDUCATION AND OTHER SOFTWARE

Christ the King Catholic High School provides students with accounts through Google Workspace for Education, which includes school email (@ctkchs.net), Google Drive, and other collaborative tools. These accounts are managed and monitored by CTK and remain the property of the school. Google's privacy practices and data handling for education accounts differ from consumer Google accounts; detailed information about Google's education data practices is available from the IT Coordinator. By signing this AUP, parents and guardians consent to their student's participation in Google Workspace for Education.

Christ the King Catholic High School may also provide students with accounts through other school-authorized platforms and tools, which may include learning management systems, educational applications, and AI-assisted learning tools. Like Google Workspace, these accounts are managed and monitored by CTK and remain the property of the school. Each platform's data and privacy practices may differ; parents and guardians with questions about any specific tool should contact the IT Coordinator. By signing this AUP, parents and guardians consent to their student's use of all school-authorized software and accounts.

CYBERBULLYING AND OFF-CAMPUS ACCOUNTABILITY

Cyberbullying is the use of electronic communication — including but not limited to email, text, social media, gaming platforms, or other digital means — to bully, intimidate, threaten, or demean another person in an intimidating or threatening manner.

Christ the King students represent the school community at all times. Cyberbullying, harassment, or online conduct that disrupts the school community, harms fellow students, or violates the principles of charity that guide our mission may be subject to school disciplinary action even when conducted off-campus or on personal devices. Students who become aware of cyberbullying must report it immediately to a school administrator, counselor, or teacher. For more information, see the Harassment Policy in the Student Handbook.

MEDIA AND FILES

- During class, the use of headphones is permitted only with the permission of the supervising teacher and in the manner prescribed by the 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 remote 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.
- The school reserves the right to remove any audio, video, or other files from its computers.

GAMES AND GAMING

No game may be played over the school network or on a school device during school hours except as directed by the supervising teacher.

No games that include inappropriate content are permitted on school devices.

MACBOOK AIR

- Students are responsible for maintaining the physical integrity of the school's hardware in their possession.
- 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.
- Students are responsible for bringing their computer to school each school day.
- Students should take reasonable precautions to prevent theft or loss of their device. The MacBook Air should never be left unattended in a public space or unsecured vehicle. If a device is lost or stolen, the student or family may be responsible for the cost of replacement.
- Functional damage to the Macbook Air must be reported to the IT Coordinator as soon as possible.
- The student or family may be responsible for the cost of cosmetic damage sustained by the device while in the student's possession when the device is returned to CTK.

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 or replacement computers will only 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.

UNAUTHORIZED SOFTWARE INSTALLATION

Students are prohibited from installing any software, applications, browser extensions, plugins, or other programs on the CTK-issued MacBook Air without prior approval from the IT Coordinator.

The IT Coordinator may remove any software from school devices at any time without advance notice. Students who install unauthorized software without permission may be subject to a reimaging fee and may face disciplinary action. Proper stewardship of school resources includes respecting the security and integrity of devices entrusted to your care.

ACCEPTABLE USE OF THE INTERNET AND NETWORK

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:

- violating copyright laws
- reposting (forwarding) another person's communications without the author's prior consent
- 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 IT Coordinator

Students may 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.

Students must not attempt to access any server or network other than those that are publicly accessible.

Students are not permitted to use the school network for online purchases or orders.

SECURITY

Attempts to log in to a system as any other user will result in disciplinary action. If you identify a security problem, you must notify the IT Coordinator immediately.

Students must not share passwords to any school accounts.

Students may not use another student's computer without permission. Students are responsible for any files or activities conducted on their own computers.

Students may not interfere with the proper functioning of computer hardware or software, including settings that permit school personnel to monitor the computer.

Do not delete any files or folders you do not recognize or did not create.

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 another party. 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

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

POLICY REVIEW

Updates to this policy may be made at any time consistent with the Living Document policy outlined in the Student Handbook. The most current version of the AUP governs all student use of school-provided technology and accounts. Families will be notified of significant changes to this policy.

Agreement/Signatures Required

Please see the Acknowledgment of Receipt of School Policies form at the end of this section for the signature page.

Social Media & Digital Communication Policy

For Students, Athletes, Coaches, Parents, and Club Moderators

Who You Are Online Matters

You are a Crusader, online and off. Every post, comment, message, and share is an extension of your character and a reflection of this community. This policy exists not to restrict you, but to challenge you to be online who you are in person.

Before you post anything, ask three questions: Is it true? Is it kind? Would I be proud of this? If the answer to any is no, don't post it.

The Virtue Standard

Virtue	What It Looks Like Online
Prudence	Think before you post. Consider the impact.
Justice	Respect every person's dignity and reputation.
Fortitude	Walk away from harmful content. Speak up when someone needs help.
Temperance	Use digital tools in the right measure. Know when to put the phone down.

What Is Never Acceptable

The following behaviors violate CTK policy and may result in removal from athletic teams, clubs, or school programs, regardless of whether they occur on a personal or school account:

- Cyberbullying: harassment, mockery, or intimidation of any person.
- Sexting: sending, receiving, or forwarding sexual content (may also be a criminal offense).
- Sharing without consent: posting images or information about others without permission.
- Targeting officials or opponents: negative or mocking posts about referees, opposing teams, or players.
- Defamation: making false statements that damage someone's reputation.
- Harmful trends: participating in challenges or content that demeans or endangers others.
- Misrepresenting CTK: fake accounts, impersonation, or spreading false information about the school.
- Retaliation: using social media against anyone who has reported a concern.

Key Reminders

Private is not permanent. Every message can be screenshotted and shared. If you wouldn't say it in front of the whole school, don't say it in a group chat.

You represent CTK. When you identify as a Crusader online, in your bio, your posts, or your team affiliation, you are representing this school, its mission, and every person in it.

The opponent is not the enemy. Respect opponents, officials, and other schools online, before, during, and after competition. Crusaders compete with grace.

Your digital footprint is permanent. Colleges, employers, and scholarship committees search your name. Build a presence you will be proud of in ten years.

Social media affects your well-being. If social media is causing you anxiety, comparison, or harm, tell someone. You are worth more than your follower count.

Official Accounts & Team Platforms

All official CTK accounts, including athletic teams, clubs, and organizations, must be registered with the school and managed by at least two staff members. Students may contribute content under direct adult supervision, but may not serve as sole administrators or hold account passwords.

All group chats and team communication platforms must be registered, audited quarterly, and managed by a coach or staff member, not a student.

If You See Something

If you witness cyberbullying, threatening content, or anything that concerns you involving a CTK student, you are expected to act.

- Report it to a coach, teacher, counselor, or administrator.
- Contact the Athletic Director, Jennifer Tuschong, at jtuschong@ctkchs.net.
- Contact the Principal, Mark Tolcher, at mtolcher@ctkchs.net.

You are never required to engage with harmful content. Walking away and telling someone is always the right call.

Agreement/Signatures Required

Please see the Acknowledgment of Receipt of School Policies form at the end of this section for the signature page.

The full Social Media & Digital Communication Policy is available at ctkchs.org and in the CTK Advancement Office. This policy is reviewed annually.

Drug and Alcohol Statement

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 the Acknowledgment of Receipt of School Policies form at the end of this section for the signature page.

Photo/Video Release

Photo/Video Release Form 2026 – 2027

(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 the Acknowledgment of Receipt of School Policies form at the end of this section for the signature page.

Acknowledgment of Receipt

Christ the King Catholic High School

Acknowledgement of Receipt of School Policies

Please initial each area	Parent Initials	Student Initials
2026-2027 Parent/Student Handbook		
Acceptable Use Policy		
Social Media & Digital Communication Policy		
Diocesan Drug & Alcohol Statement		
Photo/Video Release		

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 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: _____



VII. Appendix

BELL SCHEDULE

Monday, Friday & Tuesday

Monday & Friday (45-Minute Classes)

PERIOD	LUNCH 1	LUNCH 2
Advisory	7:45 – 7:50	
A	7:55 – 8:40	
B	8:45 – 9:30	
C	9:35 – 10:20	
D	10:25 – 11:10	
Lunch / E	Lunch 1 · 11:15–11:35	E · 11:15–12:00
Lunch / E	E · 11:40–12:25	Lunch 2 · 12:05–12:25
F	12:30 – 1:15	
G	1:20 – 2:05	
H	2:10 – 2:55	

Tuesday (40-Minute Classes)

PERIOD	LUNCH 1	LUNCH 2
Advisory Check-in	7:45 – 7:50	
A	7:55 – 8:35	
B	8:40 – 9:20	
C	9:25 – 10:05	
D	10:10 – 10:50	
Lunch / Advisory	Lunch 1 · 10:55–11:15	Advisory · 10:55–11:30
Lunch / Advisory	Advisory · 11:20–11:55	Lunch 2 · 11:35–11:55
E	12:00 – 12:40	
F	12:45 – 1:25	
G	1:30 – 2:10	
H	2:15 – 2:55	

Wednesday & Thursday

Block Day (standard) and 1st Week (Mass / School-Wide Event), shown side by side.

Block Day (90-Minute Classes)

PERIOD	TIME
A/B	7:45 – 9:15
C/D	9:20 – 10:50
Lunch 1 / Advisory / Clubs	10:55 – 11:15
Lunch 2 / Advisory / Clubs	11:25 – 11:45
E/F	11:50 – 1:20
G/H	1:25 – 2:55

1st Week – Mass / School-Wide Event (70-Minute Classes)

PERIOD	TIME
A/B	7:45 – 8:55
C/D	9:00 – 10:10
Mass / School Event	10:20 – 11:20
Lunch 1 / Advisory	11:30 – 11:55
Lunch 2 / Advisory	12:00 – 12:25
E/F	12:30 – 1:40
G/H	1:45 – 2:55

Supplemental Info

Weekly club/advisory rotation and monthly faculty meeting rotation.

Club & Advisory Rotation

WEEK	WED	THU
Week 1	Mass / Activity (Advisory)	Mass / Activity (Advisory)
Week 2	SGA Subgroups (Full Subcommittees)	Clubs
Week 3	Large SGA Committee Meetings	Advisory
Week 4	SGA Officers (Committee Leaders)	Clubs

Faculty Meeting Rotation (Tuesdays)

WEEK	MEETING TYPE
Week 1	Faculty
Week 2	Grade Level
Week 3	Faculty
Week 4	Departments

The Educational Leadership Team will meet on the first Wednesday of each month.

Clubs can opt to meet before or after school according to the Club Moderators' availability and preference.

An ordered day is an act of stewardship. A clear, consistent daily rhythm protects instructional time, gives every class its due, and helps students grow in Temperance and Diligence: the small, daily discipline that supports a life of faith and learning.