



# **CHRIST THE KING CATHOLIC HIGH SCHOOL 2019-2020 SCHOOL YEAR**

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**Assistant Principal:** Marissa Vandenberg

**Dean of Students:** Susan Bukowski

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

# TABLE OF CONTENTS

<b>Mission Statement &amp; Administrative Staff</b> .....	5
<b>Student Services</b> .....	6
<input type="checkbox"/> Non-Discrimination Policy	
<input type="checkbox"/> Student Performance Responsibilities	
<input type="checkbox"/> Learning Support Program	
<b>Academic Policies</b> .....	7
<input type="checkbox"/> Admissions Policy	
<input type="checkbox"/> Re-Admission Policy	
<input type="checkbox"/> Courses Failed	
<input type="checkbox"/> Academic Promotion	
<input type="checkbox"/> College Applications, Transcripts, and Recommendations	
<input type="checkbox"/> Examinations	
<input type="checkbox"/> Senior Exam Exemption Policy	
<input type="checkbox"/> Make-Up Work	
<input type="checkbox"/> Academic Eligibility for Extracurricular Activities	
<input type="checkbox"/> Grading Scale	
<input type="checkbox"/> National Honor Society	
<input type="checkbox"/> Faculty/Staff Selection Committees	
<input type="checkbox"/> Records	
<input type="checkbox"/> Grade Disputes	
<input type="checkbox"/> Schedule Changes	
<input type="checkbox"/> Placement in Future Courses	
<b>Attendance Policies and Procedures</b> .....	13
<input type="checkbox"/> Attendance	
<input type="checkbox"/> Absences	
<input type="checkbox"/> Tardies	
<input type="checkbox"/> Early Dismissal of Students	
<input type="checkbox"/> College Days	
<input type="checkbox"/> Participation	
<input type="checkbox"/> Withdrawal/Transfers	
<b>Discipline Policies and Procedures</b> .....	15
<input type="checkbox"/> Minor Disciplinary Infractions	
<input type="checkbox"/> Disciplinary Infraction Notices & Detention	
<input type="checkbox"/> Major Disciplinary Infractions	
<input type="checkbox"/> Suspension	
<input type="checkbox"/> Expulsion	
<input type="checkbox"/> Honor Code and Honor Council	
<input type="checkbox"/> Alcohol and Drugs	
<input type="checkbox"/> Smoking/Tobacco Products	
<input type="checkbox"/> Authority to Search	
<input type="checkbox"/> Property Damage, Theft, and/or Vandalism	
<input type="checkbox"/> Hazing/Intimidation	
<input type="checkbox"/> Items Banned	

<b>Electronic Usage</b> .....	20
<input type="checkbox"/> Acceptable Computer Use	
<input type="checkbox"/> Computer Use and Social Networking Sites	
<input type="checkbox"/> Cell Phones	
<input type="checkbox"/> Headphones	
<b>Uniform Policy</b> .....	22
<input type="checkbox"/> Standard Dress Policy	
<input type="checkbox"/> Freshman, Sophomore, and Junior Boys Uniform Policy	
<input type="checkbox"/> Freshman, Sophomore, and Junior Boys Assembly Dress	
<input type="checkbox"/> Freshman, Sophomore, and Junior Girls Uniform Policy	
<input type="checkbox"/> Freshman, Sophomore, and Junior Girls Assembly Dress	
<input type="checkbox"/> Senior Dress Code	
<input type="checkbox"/> Senior Boys Acceptable Dress	
<input type="checkbox"/> Senior Girls Acceptable Dress	
<input type="checkbox"/> Optional Special Event Dress for Athletics and Fine Arts Participation	
<input type="checkbox"/> Dress Down Days for All Students	
<input type="checkbox"/> General Guidelines for Dress Down Days	
<input type="checkbox"/> General Guidelines for Holiday or Special Event Dress Day	
<b>Student Leadership</b> .....	27
<input type="checkbox"/> Leadership Positions	
<input type="checkbox"/> Clubs	
<input type="checkbox"/> Service Hours	
<b>General Policies</b> .....	28
<input type="checkbox"/> Field Trips	
<input type="checkbox"/> Immunization	
<input type="checkbox"/> Lockers	
<input type="checkbox"/> Medication	
<input type="checkbox"/> Parking Privileges	
<input type="checkbox"/> Personal Property	
<input type="checkbox"/> Residence of Students	
<input type="checkbox"/> School Responsibility	
<input type="checkbox"/> Closed Campus	
<input type="checkbox"/> Visitors	
<input type="checkbox"/> Harassment	
<b>Parent Information</b> .....	31
<input type="checkbox"/> Principal's Advisory Committee (PAC)	
<input type="checkbox"/> Parent Teacher Organization (PTO)	
<input type="checkbox"/> Athletic Association	
<input type="checkbox"/> Parental Responsibility	
<input type="checkbox"/> Parent/Legal Guardian Concerns - Escalation Process	
<input type="checkbox"/> Grading	
<input type="checkbox"/> All Visitors	
<b>Forms Section</b> .....	34
<input type="checkbox"/> Receipt of 2020-2021 Handbook	
<input type="checkbox"/> Uniform Policy for Freshman, Sophomore, and Junior Boys	
<input type="checkbox"/> Uniform Policy for Freshman, Sophomore, and Junior Girls	

- Senior Boys Dress Code
- Senior Girls Dress Code
- Acceptable Use Policy
- Diocese of Charlotte School Drug and Alcohol Statement
- Diocese of Charlotte Medication Authorization
- Diocese of Charlotte Student Health Record



## **MISSION STATEMENT**

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

## **BELIEFS**

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

## **STUDENT HONOR CODE**

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

## **SCHOOL COLORS AND MASCOT**

The school colors are royal blue and silver; the mascot is the Crusader.

## **ADMINISTRATION AND STAFF**

Principal.....	Carl A. Semmler
Assistant Principal.....	Marissa Vandenberg
Dean of Students.....	Susan Bukowski
Athletic Director.....	Phil Harrington
Administrative Assistant.....	Erin Pettersen
School Secretary.....	Clare Caprariello
Informational Technology Coordinator.....	Zach Blankenbaker
Learning Support.....	
Receptionist.....	Shannon Holleran
Facilities Maintenance.....	Steve Italiano
Guidance and Counseling.....	Emily McMullin
Guidance and Counseling.....	Melissa Streiff
School Nurse.....	Stephanie Miller

# **STUDENT SERVICES**

## **NON-DISCRIMINATION POLICY**

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

The Diocese affirms its commitment to minister to the handicapped. Students who are handicapped in any way will be accepted if the school program and educational facilities are able to effectively meet the needs of the student.

## **STUDENT PERFORMANCE RESPONSIBILITIES**

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

## **LEARNING SUPPORT PROGRAM**

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

# **ACADEMIC POLICIES**

## **ADMISSIONS POLICY**

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

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

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

## **RE-ADMISSION POLICY**

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

### **Voluntary Withdrawal**

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

### **Disciplinary Dismissal**

- 1) Forced Withdrawal – Students who have been forced to withdraw because of

disciplinary reasons may reapply after 365 days providing there is sufficient evidence that the reason for the disciplinary action has been corrected. 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**

- 1) Students who have failed out of school and satisfactorily improved their academic performance at another school of equal caliber will be considered for re-admittance subject to the decision of the school administration.
  - Parents whose children have been denied readmission may appeal in writing to the Superintendent.
  - With the exception of students leaving for financial or medical reasons, all students seeking readmission will be placed on an existing waiting list behind those Catholic students on the list.
  - This policy is intended to provide guidelines for the school administration and recognizes that there will be, from time to time, administrative decisions required.

### **COURSES FAILED**

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

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

### **ACADEMIC PROMOTION**

Upon the successful completion (all assignments and exams completed; earning a passing overall course average) of all of the courses in a student's schedule a student will gain academic promotion into the next class (Sophomore, Junior, Senior). This is in addition to having a satisfactory disciplinary record and fulfilling all financial obligations. Students who fail two or less courses will be required to enter into an approved credit recovery program or course (summer school). Students who fail more

than two courses will not be academically promoted and be asked to succeed in another academic institution. In rare cases administrative exceptions may be made.

### **COLLEGE APPLICATIONS, TRANSCRIPTS, and RECOMMENDATIONS**

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

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

### **EXAMINATIONS**

A student with an unexcused absence will not be allowed to make-up an examination and will receive a zero (0) for the examination grade. All make-up examinations must be completed as soon as possible, after the student has received course materials and instructions from the teacher. This is traditionally within three days after returning to school. Any teacher workday following exams will be counted as a regular make-up day and will be considered as one of the three days. It is not educationally prudent to make-up an exam during a teaching period, as this causes an additional absence from instruction.

### **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 85.5 in the third quarter and at least 85.5 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 85.5 in first quarter and 85.5 in the second quarter in the respective course. Seniors may lose exemptions due to suspension, being absent from a particular class more than six times, and/or incurring more than ten tardies from all classes (inclusive of advisory) cumulative in a semester. Note: in AP courses there are no exemptions from the AP exam.

### **MAKE-UP WORK**

All make-up work is the responsibility of the student. All make-up work for short-term (4 days or less) absences should be completed within an amount of time equal to the days missed upon their return to school. For example, if you had 2 absences then you will have 2 days to complete your missing work. If the work is not completed, a failing grade will be recorded. *No extensions should be expected for assignments that were assigned more than a week before the absence.* If a student is absent for only part of the day, the student must make immediate arrangements with his/her teachers to complete any missed work in a timely fashion. Extended absences will be handled individually.

### ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Student academic eligibility for all extra-curricular activities (athletics are included in this category) will be monitored at each mid-quarter and end-of-quarter grade posting. A student who is earning less than a “C” average (72.5) in any two courses or an “F” in any one course at the time of any of these reviews will be required to demonstrate an improvement in his/her grade within a two week period. To demonstrate improvement, a student will be required to attend tutoring or extra help sessions with a CTK teacher, with the National Honor Society tutors, or with another tutor approved by the principal. It is the student’s responsibility to attend these sessions and notify his/her advisor of their activities. The student must attend multiple sessions each week. Each session must be documented with dates and times, signed by the teacher, student tutor, or other approved tutor. The student must return the prior week’s sheet to his/her advisory on the Monday advisory session. These tutoring sessions must continue until acceptable grades are posted at either the mid-quarter or end of quarter posting. If a student fails to show grade improvement in each subject of difficulty or begins to fail (earn an F) any one subject, he/she will be removed from the extra-curricular activity or team. Note, the student is not expected to increase their overall average in the course of difficulty to a C within two weeks, rather demonstrate improvement. Improvement may be measured by increase in grades on assignments, quizzes and exams; an observed increased seriousness in classroom activities; and/or a dedication to extra help/tutoring sessions. Absences, tardiness and disciplinary infractions are not a sign of improvement. Students must also continue to maintain a minimum GPA of 2.0, or “C” average in order to participate in extracurricular activities generally.

- *Please note that it is not the teacher who has removed the student from the activity; it is the student’s performance that has impacted the student him/herself. If a student has been removed from an extracurricular activity, the administration will determine if and when the student will be able to again participate in the extracurricular activity.*

### GRADING SCALE

The following numerical equivalent scale is used for all courses:

100-97	96-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-68	67-66	65	>65
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.33	4	3.7	3.3	3	2.7	2.3	2	1.7	1.3	1	.7	0

### NATIONAL HONOR SOCIETY

In order to be selected for the National Honor Society, students must be in grade 11 or 12; have completed at least one semester at CTK; have a 3.90 cumulative weighted

grade point average or higher; and demonstrate excellence in leadership, service, character, and citizenship.

- ❖ To meet the minimum requirements for leadership, a student must hold an elected or appointed office or be active in two or more organizations, athletic teams or clubs .
- ❖ To meet the minimum requirement for service, a student must be involved in at least one on-campus or off-campus service project each year. Additionally, students are expected to put service to others above self-interest.
- ❖ Character is based on the qualities of integrity, cooperation, courtesy, industry, determination, and concern for others. Students are expected to uphold the principles of honor and morality both inside and outside of school.
- ❖ Students who have failed any class are not eligible for membership.
- ❖ Students who have been assigned an in-school or out-of-school suspension during their sophomore, junior, and/or senior high school years may not be eligible for membership, based upon the nature and scope of the actual suspension. The general severity of the suspension along with the improvements the student has made may be shared by the administration with the faculty moderators.
- ❖ The decision of the faculty team surrounding admittance is NOT subject to overturn by the principal. If an appeal is requested, the principal will ensure that due process is followed; however, the review will be completed by the faculty team. The appeal process will only consider NEW evidence, which was not submitted prior, or evidence that the application guidelines were not followed properly.

### **FACULTY/STAFF SELECTION COMMITTEES**

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

### **RECORDS**

“As provided in the regulations of the Department of Education, the accuracy, privacy, and confidentiality of all student records shall be preserved in accordance with Section

438 of the General Education Act of the Family Educational Rights and Privacy Act of 1974, PL 93-3801" (Diocese of Charlotte Board of Education Policy 5140).

School records pertaining to the individual pupil are to be used only for the promotion of the welfare of the pupil and are not to be made available to any outside person or agency, unless it is clear that such person or agency will use the records to the advantage of the pupil or pupil's family or unless such outside individual or agency has a legal right of access to the records. Copies of the academic record may be obtained only by personal contact or upon written request and written permission of the student (18 years of age and older) and/or the student's parents.

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

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

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

### **GRADE DISPUTES**

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

### **SCHEDULE CHANGES**

Registration for courses is final.

Only for necessary academic reasons may advisors authorize schedule changes during the designated drop/add period. The advisor will require written parental permission. During the course of a school year after academic evaluation has been made by the teacher, schedule changes sometimes become necessary. If a student is granted permission to drop a course after the designated two-week (13 school days) drop/add period, the student will receive a grade of "W". The process of appealing a course placement after the drop/add period has ended has three levels:

**First**, seek the consent of the current teacher and also the teacher of the new course.

**Second**, a parent may seek the consent of the same two teachers.

**Third**, a parent may seek the consent of the administration, only after the first two levels have been exhausted. Permission is only needed on any one of the three levels to drop the course and obtain the "W".

Note: Students may *not* change courses based upon teacher preference.

### **PLACEMENT IN FUTURE COURSES**

A student is placed in a course with a difficulty level based upon his/her past performance, the recommendation of the current teacher, the advice of the advisor and guidance counselor. We strongly recommend that parents and guardians give our recommendation serious consideration. We do wish to consider the opinions of the parents and guardians. Should a parent ask the administration to overturn the school's recommendation and succeed in this appeal, the student will not be allowed to withdraw from the recommended course.

## **ATTENDANCE POLICIES AND PROCEDURES**

### ***Rationale***

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

### **ATTENDANCE**

Attendance is defined as being in school, on time, and where one is supposed to be for the duration of the school day.

### **ABSENCES**

- A student may not be absent the day *prior* to a dance or extracurricular activity and still attend the event if the absence is on a Friday and the event is on a Saturday.
- A student must be at school for the equivalent of 5 consecutive periods to receive daily attendance credit.
- Parents will be notified once their son/daughter has accumulated 5 absences.

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

The safety of all members of our community is important to us. As such, attendance is taken in each class period. Students may not leave the school without the proper permissions. Our automated system will call the first contact number provided by the student's parents if a student is not present for advisory. Administration is to be notified of any unusual or irregular absences.

Student absence from semester examinations will require approval of administration in order for the exam to be rescheduled or made up. Except for illness, all requests to reschedule should be approved two weeks prior to the first day of exams. Medical absences from a semester examination will require a doctor's note or the exam grade will result in a zero.

### **TARDIES**

Students are required to arrive at school on time and be in their advisory by 7:45 AM. Students arriving after 7:45 AM are recorded as tardy. Students arriving after 7:45 AM must report to the front desk for an admission slip. Likewise, students are expected to arrive to class on time. Four (4) minutes are allowed for class changes. Tardies will only be excused if a student was meeting with a faculty member or administrator and arrives to class with a CTK late slip.

Any student who is tardy (arriving to school and/or to any class period) more than 10 times within a semester will be required to serve detention after the tenth tardy and at the time of any subsequent tardies within the semester.

A student who is tardy to school fifteen (15) in a semester will lose on-campus parking privileges for the remainder of the semester.

### **EARLY DISMISSAL OF STUDENTS**

Requests for early dismissals must be presented in writing, signed by a parent or legal guardian, and given to the front desk before the student's first class. The student will be

issued a pass by the front desk, which will record the time of the dismissal. This pass must be shown to the teacher whose class the student leaves. In rare cases of emergency we will accept an email from a parent or guardian provided that it is sent from the official email listed on our student record files.

### **COLLEGE DAYS**

CTK has a college visit program that spans through freshman and senior years. In addition, seniors are given three days to visit the colleges of their choice; these days are not counted as absences. One of them may be taken during the junior year, if desired, and the other two during the senior year, or all three may be taken during the senior year. These days may not be taken for any reason other than visiting a college.

A college day request form must be filled out and signed by a parent or legal guardian, student, teachers, and principal or assistant principal or dean and returned to the office three days in advance of the scheduled college day. The deadline for taking a college day during the senior year is May 15. A separate college day form must be filled out and **signed and stamped** by the college official on the day of the visit. This form must be returned to the office the day the student returns to school.

### **PARTICIPATION**

Students who are absent from school may not participate in extracurricular activities and athletics on that day or the day following if that day is on a Friday. Students who leave school early for special appointments must be in school for at least 5 periods in order to participate in extracurricular activities and athletics on that day or the day following if that day is on a Friday.

### **WITHDRAWALS/TRANSFERS**

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

## **DISCIPLINE POLICIES AND PROCEDURES**

### ***Rationale***

*Christ the King Catholic High School has high expectations for behavior for all of its students. We strive to maintain a Catholic culture where manners and respect rooted in the dignity of the human person are the norm. We, therefore, expect that discipline will be primarily the responsibility of the student. At all times, students should behave in a manner that will be a credit to themselves, their family, and the school. Students shall refrain from any behavior disruptive to school routine and shall refrain from possessing or using any articles considered hazardous to the safety of others.*

*Students in any way bringing disrepute to the school will be subject to*

*disciplinary action.*

### **MINOR DISCIPLINARY INFRACTIONS**

Should a student need discipline, individual faculty members will be the initial disciplinary authority in the school. Any student who, in the opinion of a faculty or staff member, violates class or school rules is liable for disciplinary action. The student may be verbally corrected at the time of the incident and may be asked to discuss the situation with the faculty member later in the day. At times a teacher may ask the student to remain after school or at lunch to make up for the disruption to the class. If the student is not able to remain after school on the day of the incident, they should make arrangements to remain after school the following day. The teacher may also find it helpful to contact the student's parents directly to discuss the situation. Teachers may complete a "Disciplinary Infraction Notice" and submit it to the Dean.

- **NOTE:** A teacher may send a student to the Dean's office immediately if the teacher believes this action is necessary to maintain good order in the school.
- Students sent from class will go directly to the Dean's office.

### **DISCIPLINARY INFRACTION NOTICES & DETENTION**

If a teacher submits a "Disciplinary Infraction Notice," the Dean may assign consequences as the Dean deems appropriate. If the Dean assigns a student detention, the student will serve a one-hour detention after school. If a student fails to show up for a detention, they will serve an additional detention.

- **NOTE:** On the day a student serves detention, that student will not be able to participate in any extracurricular or sports activities.

### **MAJOR DISCIPLINARY INFRACTIONS**

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

Students with any disciplinary infractions will not be able to participate in *any* extracurricular or athletic events while they serve either a detention, **ISS** or **OSS**. If a student serves a detention or **ISS** they may resume their extracurricular activities the day following their detention or suspension. If a student serves an **OSS** the student may resume extracurricular activities one day after the completion of their suspension.

## **SUSPENSION**

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

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

- Parents will be notified immediately and arrangements will be made regarding the suspension.
- A conference with the parents may be required.
- A student is suspended with an **ISS** or **OSS** for a designated length of time. During that time, the student may not be allowed to participate in or attend any school-sponsored function, on or off campus.
- During the suspension, the student will be required to do all the schoolwork that he/she is missing.
- A senior student may lose the privilege to any examination exemptions for the school year.
- Any student who holds a school office and is suspended may be removed from office.
- Once a student is suspended, any serious violation of the school rules or regulations may lead to expulsion.

## **EXPULSION**

### ***Rationale***

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

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

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

## **HONOR CODE AND THE HONOR COUNCIL**

### ***Rationale***

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

In order to help maintain a culture of honor, the CTK community has decided to have an honor council. Any student who is suspected of lying, stealing, cheating, plagiarizing, or of failing to report a violation against the Honor Code will be subject to a hearing before the Honor Council to determine whether or not an infraction has occurred. If a student is found guilty of violating the Honor Code, the Honor Council will propose an appropriate punishment to the Dean of Students.

All electronic course review sites must be approved by the course specific CTK instructor. The Honor Council prohibits the use of any unapproved electronic course review site. Any approved electronic course review site that is not utilized for the sole purpose of review will be considered unethical. Specifically, if the site is used to share answers with other Crusaders or/and locate answers without showing how the answers were derived; the said use will be considered unethical. These sites include but are not limited to: Slader, Wolfram/Alpha, Photomath, HomeworkMarket, Jiskha, Fact Monster, WebMath, and RefDesk.

If you are unclear about how whether or not your action will constitute an academic infraction, then please consult a teacher or staff member before you proceed.

## **ALCOHOL AND DRUGS**

### ***Rationale***

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

The school recognizes all federal, state, and local laws with regard to alcoholic beverages and drugs. The school will not tolerate the use of prohibited drugs or the use of alcoholic beverages by any student on the school campus or at school-sponsored events off-campus. Any student apprehended using alcohol and/or drugs, in possession of alcohol and/or drugs, or under the influence of alcohol and/or drugs will be

suspended or expelled. Any student caught selling or buying alcohol and/or drugs on campus or at school-sponsored events off-campus will be asked to leave Christ the King Catholic High School. Selling alcohol and/or drugs to fellow CTK students off campus reflect the pattern of bad behavior or leadership role in bad behavior that is referred to in italics on the previous page on suspension and expulsion and may result the according response from the school.

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 PRODUCTS**

Students are not permitted to possess, smoke, or use any type of tobacco products on campus or at school-sponsored events. This includes e-cigarettes, vapes, or other similar products. Parents will be notified and students will be given suspension for smoking, possessing, or using any type of tobacco products on campus or school sponsored events off-campus. Repeated possession or use will result in suspension/expulsion. The buying and selling of such products will result in a minimum penalty of an **OSS** and Disciplinary Probation. In certain instances it may result in expulsion.

### **AUTHORITY TO SEARCH**

**Lockers and Desks:** A student's locker and desk are the property of the school. The Administration has the authority to search a student's locker or desk at any time.

**School Laptops:** A student's school laptop is the property of the school. The Administration has the authority to search a student's school laptop at any time. Random inspections of laptops may also take place.

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

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

**Cell Phones and Personal Electronic Devices:** Students who bring personal electronic devices on campus relinquish any right to privacy.

- The school administration reserves the right to involve legal authorities in a search. If a prohibited item is found, the student may be subject to arrest,

suspension, and/or expulsion.

- Any prohibited devices that become visible will be confiscated by a faculty member and submitted to the administration. If asked, the student will be required to submit the device's password, in order that the administration may determine if inappropriate content is contained on the device. If a student refuses to submit the password, the device will be held by the administration until the parent/guardian comes to the school. At this time a joint review may take place.

### **PROPERTY DAMAGE, THEFT, AND/OR VANDALISM**

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

### **HAZING/INTIMIDATION**

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

### **ITEMS BANNED**

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

## **ELECTRONIC USAGE**

### ***Rationale***

*We believe that technology is a tool to be utilized for educational excellence, which may free up time for better social human interactions. As such computers are primarily utilized for intellectual purposes. In keeping with our mission statement when computers*

*are used for purposes of diversion it is expected that the sites visited will be those who foster higher order thinking skills and wholesome moral values.*

### **ACCEPTABLE COMPUTER USE**

Students at Christ the King are privileged to have, on loan, the use of MacBook Air laptops. These computers are to be used as helpful tools in pursuit of truth. The complete Acceptable Computer Use policy may be found in the Forms Section at the end of this handbook. Please read this policy carefully and return the signed agreement form to your advisor. Please note that computers are not to be used during advisory or during lunch.

Faculty, Staff, and students may **never** be photographed, audio recorded, video recorded or live streamed without the explicit consent of the faculty/staff member or student except for the purposes of Yearbook; CTK promotional materials; or CTK officially sanctioned school events. If a student requires the “recording of class” due to an injury or accommodation, he/she should speak to the Learning Support Teacher, who will consult with an Administrator.

### **COMPUTER USE AND SOCIAL NETWORKING SITES**

Student behavior is expected to conform to values consistent with Catholic faith, both inside and outside the school setting, including computer use and participation in social networking sites such as, but not limited to Instagram, Snapchat, You Tube, Twitter and Facebook.

In accordance with this policy:

Any computer use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the School administration, is inappropriate, crude, vulgar, or a violation of any of the Code of Conduct stated throughout the handbook, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

Any computer use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the School administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

### **CELL PHONES**

Cell phones are not to be used during the school day without permission from faculty or staff and will be taken from the students if seen during the regular school day.

- The first offense will result in a half hour of detention.
- The second offense will result in one hour of detention.
- Each offense thereafter, detention hours will be assigned, and a parent will be

required to come to school to pick up the cell phone.

### **HEADPHONES**

Headphones may be used in classrooms only with teacher approval. In common areas, headphones may be worn with one ear exposed. This is to allow students to be able to hear directions in the event of an emergency.

**Please see the Acceptable Use Policy for a complete list of policies regarding computer use at CTK.**

## **UNIFORM POLICY**

### ***Rationale***

*Our dress code not only prepares students for a future as professionals, but also greatly reduces peer pressure and stress. This allows a young person to channel his/her creative energies into their CTK academics and activities. In addition, as disciples of Christ, we are not called to be deliberate sources of distraction and temptation to our neighbors. As such, modesty should be considered in our selecting our clothing choices.*

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

### **STANDARD DRESS POLICY**

If a student is improperly dressed he/she will be given alternate attire to wear, if available. He/she may also call home in order to have appropriate attire brought to school. If the aforementioned solutions are not successful, a student may be asked to stay out of class for the day. Students will be issued a warning about uniform infractions from a teacher or administrator. This warning may be verbal or written. If a student is given a uniform violation in advisory and does not make the necessary changes to his/her attire, then a second reminder of the same uniform infraction on the same day from any other employee may result in detention. Uniform inspection days will be held during advisory periods. Failure to be in proper uniform during such inspections will result in a detention. We appreciate the great majority of parents who partner with us in enforcing our standards. Notwithstanding this reality, all students are expected to follow the dress code regardless of a parent/guardian's opinion about the need for a dress code.

### **FRESHMAN, SOPHOMORE, AND JUNIOR BOYS UNIFORM**

- ❖ Approved Lands' End collared shirts required at all times and must be worn under sweatshirts, sweaters, and approved jackets.
- ❖ All shirts must remain tucked-in throughout the day.
- ❖ Only approved Lands' End khaki slacks or shorts or gray slacks with the CTK logo may be worn.
- ❖ Belts are not optional. All belts must be a solid color of black, brown, tan, navy, white, or woven.
- ❖ Dress, semi-dress, or tennis shoes are permitted. No flip-flops, strapless shoes, athletic sandals, bedroom slippers, or hiking boots.
- ❖ Only approved outerwear options listed on the CTK website may be worn.
- ❖ No denim or winter-weight jackets or blankets may be worn inside the building. Please store these in your lockers.
- ❖ Hair must be neat and well trimmed. No hairstyle may extend below the ear lobe on the sides and must be tapered to no longer than the top of the collar in the back. No ponytails are allowed. Unconventional cuts, colors, and styles are not acceptable. If the length of the front of the hair causes a visual impediment towards learning, a hair trim may be requested.
- ❖ Faces must be clean-shaven. Sideburns are not to extend further than the bottom of the ear.
- ❖ Earrings, studs, or facial piercings are not permitted at any time during the school day; this includes on casual dress days.

### **FRESHMAN, SOPHOMORE, AND JUNIOR BOYS ASSEMBLY DRESS**

*Assembly Dress is required at all school masses and occasionally for a speaker or special program.*

- ❖ Dress shirt and tie
- ❖ Dress slacks and belt (No denim allowed)
- ❖ Dress shoes & socks
- ❖ Suit jacket or sport coat. (No denim allowed)

Boys may remove their jackets during class but must wear their tie, in the appropriate manner, for the remainder of the day. No sweatshirts may be worn with assembly dress.

### **FRESHMAN, SOPHOMORE, AND JUNIOR GIRLS UNIFORM**

- ★ Approved Lands' End collared shirts are required at all times and must be worn under sweatshirts, sweaters, and approved jackets. (dress shirts, blouses, polos, etc.)
- ★ No area of the midriff or back should be exposed at any time.
- ★ Only approved Lands' End khaki slacks or skirts with the CTK logo may be worn.
- ★ The skirt length may not be more than 3" above the knee. (If unsure of the length

of your skirt, you may use a 3" square Post It note to measure.) Immodest clothing (clothing that is too tight or too revealing), bare midriffs, lack of proper undergarments, or visible undergarments is not permitted.

- ★ Dress, semi-dress, or tennis shoes are permitted. No flip-flops, sandals without an ankle strap, bedroom slippers, strapless shoes, athletic sandals, hiking boots, combat boots, dress boots above the shin, or any type of shoe with a platform or heel.
- ★ Tights must be blue, black, or gray and a solid color. No yoga pants, shorts, or similar attire may be worn under skirts.
- ★ All fleece or sweatshirts (spirit wear) must be approved and must display the Christ the King or Crusaders logo.
- ★ No denim or winter weight jackets or blankets may be worn inside the building. Please store these in your lockers.
- ★ Hair must be clean; radical haircuts/styles or colors are not permitted.
- ★ Facial piercings are not permitted at any time; this includes on casual dress days. Girls may have one piercing per ear. Gauges are not permitted.

### **FRESHMAN, SOPHOMORE, AND JUNIOR GIRLS ASSEMBLY DRESS**

*Assembly Dress is required at all school masses and occasionally for a speaker or special program.*

- ★ Skirts or dresses are to be of modest length, should not be overly tight, and without exaggerated cuts or slits. No denim or colored denim. The skirt length may not be more than 3" above the knee, even when wearing leggings or tights. (If unsure of the length of your skirt, you may use a 3" square Post It note to measure.)
- ★ Skirt and blouse or dress pants and blouse. (No denim permitted.)
- ★ Dresses (No strapless, spaghetti strap, or halter styles permitted.)
- ★ Dress shoes (no platform shoes, heels above 3", sneakers, flip flops or sandals without ankle straps)
- ★ No sweatshirts may be worn with assembly dress.

### **SENIOR DRESS CODE**

Written by CTK Class of 2019 and approved by CTK Administration

*"As seniors, we are only a few short years away from interviews, internships, and the beginning of our professional careers. As young professionals it is important that we begin to dress properly. This policy calls for everyone to exercise good judgment and an understanding that this is not only a privilege but our responsibility as seniors to uphold the uniform standards. The following lists are not intended to be all inclusive, but rather to help you make appropriate dress decisions. Please make sure you dress modestly and professionally, including no worn, frayed, or wrinkled clothing."*

*It is important to note that this policy was drafted by a group of students and **not** the administration. We students want to see this privilege and tradition passed down to future classes and so we ask for your cooperation. Thanks.*

### **SENIOR BOYS ACCEPTABLE DRESS**

#### **Acceptable Tops:**

- ❖ Button down shirts - clean, no wrinkles, and must be tucked in
- ❖ Golf shirts - clean, no wrinkles, and must be tucked in
- ❖ Collared shirts - clean; no wrinkles, and must be tucked in

#### **Unacceptable Tops:**

- ❖ Casual T-shirts
- ❖ Any novelty tees

#### **Acceptable Bottoms:**

- ❖ Professional solid colored shorts or pants with neutral colored belt.
- **NOTE:** When wearing pants or shorts, shirts must be tucked in and worn with a modest belt.

#### **Unacceptable Bottoms:**

- ❖ No tight or short shorts (3 inches above knee)
- ❖ No gym shorts, sweatpants, cargo shorts, or jeans of any color allowed.

#### **Outerwear**

- ❖ School quarter zips, sweaters, or other nice quarter zips. No sweatshirts or jackets. Only approved Crusader outerwear is allowed on Fridays.

#### **Boys' Shoes**

- ❖ Boat shoes or dress shoes and *dress* sneakers are allowed.
- ❖ No construction, combat boots, athletic tennis shoes, or sneakers.

### **SENIOR GIRLS ACCEPTABLE DRESS**

#### **Acceptable Tops:**

- ★ Professional shirts, blouses, or sweaters are within guidelines.

#### **Unacceptable Tops:**

Shirts that are:

- ★ too tight
- ★ too revealing
- ★ too sheer
- ★ low cut
- ★ no novelty tees
- ★ shoulders less than 3-fingers width

**Acceptable Bottoms:**

- ★ skirts of appropriate length: no higher than 3" above the knee
- ★ chino/dress pants
- ★ flowy pants
- ★ maxi skirts

**Unacceptable Bottoms:**

- ★ blue jeans or any other colored jeans or skirts
- ★ shorts
- ★ sweatpants/yoga pants
- ★ any clothing that is too form-fitting, revealing, sheer, or with a high slit

**Outerwear**

- ❖ School quarter zips, sweaters, or other nice quarter zips. No sweatshirts or jackets. Only approved Crusader outerwear is allowed on Fridays.

**Girls' Shoes**

- ★ All shoes need a backstrap
- ★ No knee-high boots
- ★ Heels may not be higher than 3 inches

**OPTIONAL SPECIAL EVENT DRESS FOR  
ATHLETICS AND FINE ARTS PARTICIPATION**

At times throughout the year, students will participate in special events such as an athletic game or a fine arts event. On these days, students who plan to participate in the event have an optional uniform top they may wear. This option comes in two forms:

- ❖ Professional, white button down shirt, tucked in (boys should wear their shirt with a navy or royal blue tie)
- ❖ Art or Sport polo offered through an approved CTK uniform provider

Note: Only students participating in an athletic game or arts event should wear either of the above options. If an event takes place over the weekend, students may wear the Special Event Dress to school on a Friday. Coaches and moderators will determine which option their participants should wear.

**DRESS DOWN DAYS FOR ALL STUDENTS**

Occasionally, students may have the option of a "Dress Down Day." These days are a privilege for students and guidelines for a given "Dress Down Day" may be provided over school announcements or via email. If no specific guidelines are provided for the dress down days, students should reference the *SENIOR UNIFORM OPTION* for guidelines on appropriate dress.

**GENERAL GUIDELINES FOR DRESS DOWN DAYS**

- ❖ All shoes must have backstraps
- ❖ Pants, shorts, or skirts may not be ripped or torn
- ❖ Shirts/pants may not be too tight, too low, too revealing or display midriff
- ❖ No athletic apparel (ex: athletic shorts)
- ❖ There may be no images or language that act in opposition to the Catholic faith or make controversial political statements
- ❖ Hats are not permitted

### **GENERAL GUIDELINES FOR HOLIDAY OR SPECIAL EVENT DRESS DAYS**

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

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

## **STUDENT LEADERSHIP**

### **Rationale**

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

### **LEADERSHIP POSITION**

Students holding elected offices of the student body, clubs, classes, etc. are responsible for consistently conducting themselves in a manner reflective of their office and of the Catholic values upheld by the CTK community. Any student whose behavior results in suspension may be removed from office. Also, if a student fails one or more courses for any marking period during the school year, and holds an office level position within the student body, club, class, etc., that student may be asked to take a hiatus from their duties if it is deemed necessary in order for them to succeed academically.

### **CLUBS**

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

### **SERVICE HOURS**

Service hours are expected as part of the educational experience at Christ the King Catholic High School. It should be noted that the school will be moving towards mandatory service hours for the 2020-2021 academic year. As such, this year there will

be updates and communications about the importance of service.

## **GENERAL POLICIES**

### **FIELD TRIPS**

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

### **IMMUNIZATION**

Immunization records must be presented upon registration to school. The North Carolina immunization requirements for school attendance are available in the registration material and/or from the school nurse.

No religious exemptions are accepted for required immunizations.

### **LOCKERS**

Lockers are the property of the school and are subject to be opened for inspection at any time. Students are responsible for the upkeep of their lockers for the entire school year. The school is not responsible for a student's personal property.

### **MEDICATION**

Medications given during school hours by school personnel should be kept to a minimum. Every effort should be made so that medications can be given at home before and/or after school. Medications will be given to students that need medication to sustain attendance, students that have chronic health problems, or students with a special need.

The Mecklenburg Area Catholic School Board has adopted a medication administration policy to insure students safely receive medications dispensed by school personnel. All medications taken during school hours require written authorization and original containers.

- To receive prescription medicines that are scheduled for more than 2 weeks will require Medication Authorization Form A completed and signed by a physician. All prescription medications accompanied by Form A must be submitted to school by the parent or legal guardian only.
- To receive short-term prescription medications (1 day to 2 weeks) use Form B.
- To receive over-the-counter medications, parents need to write complete instructions for dispensing and sign the instructions. This should be turned into the office upon arrival to school and will be administered by school personnel.
- Forms A and B are available in the school office.

### **PARKING PRIVILEGES**

Parking is a privilege, not a right. Students may lose parking privileges if the administration determines that students lack the responsibility required for this

privilege. Students must display the current and appropriate parking pass in their vehicles. This pass requires an annual parking fee. Failure to display the pass or remit the fee will result in denial of parking privileges.

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 class periods.

### **PERSONAL PROPERTY**

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

### **RESIDENCE OF STUDENTS**

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

### **SCHOOL RESPONSIBILITY**

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

### **CLOSED CAMPUS**

CTK is a closed campus and students may not leave campus for lunch or any other reason without the written permission of a parent or legal guardian. During lunch, students are permitted in the common areas, the picnic area, or in classrooms when teachers are present. **Students may not be in a classroom if there is not a teacher present for any reason.** Violations may result in afternoon detention. Students must be off-campus by 4:00 PM unless they are staying for a school sponsored event or activity ***with adult supervision.***

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

### **VISITORS**

A student requesting to bring a visitor to school must have his/her parents complete a Visitor Request Form that can be obtained from the office. This completed form must be signed by the principal/assistant principal/dean and then returned to the front desk one day prior to the visit. Visitors will only be allowed to visit during lunch and then must leave campus.

## **STATEMENT REGARDING HARASSMENT AND SEXUAL HARASSMENT**

### ***Rationale***

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

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

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

Harassment shall be defined as any repeated behavior that causes undue trouble, worry or torment. Any pattern of bias comments or intimidating action based upon a person's differences shall be deemed harassment. Harassment is intended to include, but not be limited to, racial, ethnic, religious, and sexual slurs. The deciding factor is the hurtful feeling that a particular phrase, gesture, or behavior evokes in the individual on the receiving end or those witnessing it. The offended party is encouraged to express their lack of comfort with the actions, in order to enlighten the other person as to their own perspective. Note: some actions of harassment are blatant in nature. As such, one blatant offense, is the sole discretion of the administration, may be construed as harassment.

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

Physical sexual harassment is any uninvited sexually oriented physical act.

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

**Reporting Procedure:**

Any student who believes he/she has been the victim of and/or has witnessed any form of harassment should report the conduct to one of the following persons: Dean, guidance counselor and/or school chaplain.

## **PARENT INFORMATION**

### **PRINCIPAL'S ADVISORY COMMITTEE (PAC)**

The Principal's Advisory Committee is an auxiliary group made up of CTK parents and advisors who assist the 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. 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 total volunteer and financial support for the school's interscholastic sports program. All CTK parents are automatically members of the Athletic Association and are encouraged to take part in its activities. Its members serve the school through various fundraising projects and by volunteering to work at interscholastic sports events.

### **PARENTAL RESPONSIBILITY**

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

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

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

Parents/guardians should be aware that tuition does not cover the total cost of educating each child. The generous support of our volunteers enhance our programs.

Parents are not only encouraged, but also expected, to invest their time, talent, and treasure in support of Christ the King Catholic High School.

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

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

### **PARENT/GUARDIAN CONCERNS – ESCALATION PROCESS**

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

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

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

### **GRADING**

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

### **ALL VISITORS**

All visitors must show photo ID at the front door upon entering the building. 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.

FORMS SECTION



**CHRIST THE KING CATHOLIC HIGH SCHOOL  
RECEIPT OF 2019-2020 HANDBOOK**

Parents and Students: Please sign and return this form to your advisor. Your signature indicates that you have read the student handbook and agree to abide by all of the policies contained therein.

---

(Printed Student Name)

---

(Student Signature & Date)

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(Printed Parent Name)

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(Parent Signature & Date)

## **UNIFORM POLICY FOR FRESHMAN, SOPHOMORE AND JUNIOR BOYS**

### **STANDARD DRESS POLICY**

*Our dress code not only prepares students for a future as professionals, but also greatly reduces peer pressure and stress. This allows a young person to channel his/her creative energies into their CTK academics and activities.*

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

If a student is improperly dressed he/she will be given alternate attire to wear, if available. He/she may also call home in order to have appropriate attire brought to school. If the aforementioned solutions are not successful, a student may be asked to stay out of class for the day. Students will be issued a warning about uniform infractions from a teacher or administrator. This warning may be verbal or written. If a student is given a uniform violation in advisory and does not make the necessary changes to his/her attire, then a second reminder of the same uniform infraction on the same day from any other employee may result in detention. Uniform inspection days will be held during advisory periods. Failure to be in proper uniform during such inspections will result in a detention. We appreciate the great majority of parents who partner with us in enforcing our standards. Notwithstanding this reality, all students are expected to follow the dress code regardless of a parent/guardian's opinion about the need for a dress code.

### **FRESHMAN, SOPHOMORE, AND JUNIOR BOYS UNIFORM**

- ❖ Approved Lands' End collared shirts required at all times and must be worn under sweatshirts, sweaters, and approved jackets.
- ❖ All shirts must remain tucked-in throughout the day.
- ❖ Only approved Lands' End khaki slacks or shorts or gray slacks with the CTK logo may be worn.
- ❖ Belts are not optional. All belts must be a solid color of black, brown, tan, navy, white, or woven.
- ❖ Dress, semi-dress, or tennis shoes are permitted. No flip-flops, strapless shoes, athletic sandals, bedroom slippers, or hiking boots.
- ❖ Only approved outerwear options listed on the CTK website may be worn.
- ❖ No denim or winter-weight jackets or blankets may be worn inside the building. Please store these in your lockers.
- ❖ Hair must be neat and well trimmed. No hairstyle may extend below the ear lobe on the sides and must be tapered to no longer than the top of the collar in the back. No ponytails are allowed. Unconventional cuts, colors, and styles are not acceptable. If the length of the front of the hair causes a visual impediment towards learning, a hair trim may be requested.
- ❖ Faces must be clean-shaven. Sideburns are not to extend further than the bottom of the ear.
- ❖ Earrings, studs, or facial piercings are not permitted at any time during the school day; this includes on casual dress days.

### **FRESHMAN, SOPHOMORE, AND JUNIOR BOYS ASSEMBLY DRESS**

*Assembly Dress is required at all school Masses and occasionally for a speaker or special program.*

- ❖ Dress shirt and tie
- ❖ Dress slacks and belt (No denim allowed)
- ❖ Dress shoes & socks
- ❖ Suit jacket or sport coat. (No denim allowed)

Boys may remove their jackets during class but must wear their tie, in the appropriate manner, for the remainder of the day. No sweatshirts may be worn with assembly dress.

### **OPTIONAL SPECIAL EVENT DRESS FOR ATHLETICS AND FINE ARTS PARTICIPATION**

At times throughout the year, students will participate in special events such as an athletic game or a fine arts event. On these days, students who plan to participate in the event have an optional uniform top they may wear. This option comes in two forms:

- ❖ Professional, white button down shirt, tucked in (boys should wear their shirt with a navy or royal blue tie)
- ❖ Art or Sport polo offered through an approved CTK uniform provider

Note: Only students participating in an athletic game or arts event should wear either of the above options. If an event takes place over the weekend, students may wear the Special Event Dress to school on a Friday. Coaches and moderators will determine which option their participants should wear.

### **DRESS DOWN DAYS FOR ALL STUDENTS**

Occasionally, students may have the option of a "Dress Down Day." These days are a privilege for students and guidelines for a given "Dress Down Day" may be provided over school announcements or via email. If no specific guidelines are provided for the dress down days, students should reference the *SENIOR UNIFORM OPTION* for guidelines on appropriate dress.

### **GENERAL GUIDELINES FOR DRESS DOWN DAYS**

- ❖ All shoes must have backstraps
- ❖ Pants, shorts, or skirts may not be ripped or torn
- ❖ Shirts/pants may not be too tight, too low, too revealing or display midriff
- ❖ No athletic apparel (ex: athletic shorts)
- ❖ There may be no images or language that act in opposition to the Catholic faith or make controversial political statements
- ❖ Hats are not permitted

### **GENERAL GUIDELINES FOR HOLIDAY OR SPECIAL EVENT DRESS DAYS**

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

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

I have read, understand, and will fully comply with the 2019-2020 CTK CHS Uniform Policies.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_ GRADE: \_\_\_\_\_

## **UNIFORM POLICY FOR FRESHMAN, SOPHOMORE AND JUNIOR GIRLS**

### **STANDARD DRESS POLICY**

*Our dress code not only prepares students for a future as professionals, but also greatly reduces peer pressure and stress. This allows a young person to channel his/her creative energies into their CTK academics and activities.*

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

If a student is improperly dressed he/she will be given alternate attire to wear, if available. He/she may also call home in order to have appropriate attire brought to school. If the aforementioned solutions are not successful, a student may be asked to stay out of class for the day. Students will be issued a warning about uniform infractions from a teacher or administrator. This warning may be verbal or written. If a student is given a uniform violation in advisory and does not make the necessary changes to his/her attire, then a second reminder of the same uniform infraction on the same day from any other employee may result in detention. Uniform inspection days will be held during advisory periods. Failure to be in proper uniform during such inspections will result in a detention. We appreciate the great majority of parents who partner with us in enforcing our standards. Notwithstanding this reality, all students are expected to follow the dress code regardless of a parent/guardian's opinion about the need for a dress code.

### **FRESHMAN, SOPHOMORE, AND JUNIOR GIRLS UNIFORM**

- ★ Approved Lands' End collared shirts are required at all times and must be worn under sweatshirts, sweaters, and approved jackets. (dress shirts, blouses, polos, etc.)
- ★ No area of the midriff or back should be exposed at any time.
- ★ Only approved Lands' End khaki slacks or skirts with the CTK logo may be worn.
- ★ The skirt length may not be more than 3". (If unsure of the length of your skirt, you may use a 3" square Post It note to measure.) Immodest clothing (clothing that is too tight or too revealing), bare midriffs, lack of proper undergarments, or visible undergarments is not permitted.
- ★ Dress, semi-dress, or tennis shoes are permitted. No flip-flops, sandals without an ankle strap, bedroom slippers, strapless shoes, athletic sandals, hiking boots, combat boots, dress boots above the shin, or any type of shoe with a platform or heel.
- ★ Tights must be blue, black, or gray and a solid color. No yoga pants, shorts, or similar attire may be worn under skirts.
- ★ All fleece or sweatshirts (spirit wear) must be approved and must display the Christ the King or Crusaders logo.
- ★ No denim or winter weight jackets or blankets may be worn inside the building. Please store these in your lockers.
- ★ Hair must be clean; radical haircuts/styles or colors are not permitted.
- ★ Facial piercings are not permitted at any time; this includes on casual dress days. Girls may have one piercing per ear. Gauges are not permitted.

### **FRESHMAN, SOPHOMORE, AND JUNIOR GIRLS ASSEMBLY DRESS**

*Assembly Dress is required at all school Masses and occasionally for a speaker or special program.*

- ★ Skirts or dresses are to be of modest length, should not be overly tight, and without exaggerated cuts or slits. No denim or colored denim. The skirt length may not be more than 3" above the

knee, even when wearing leggings or tights. (If unsure of the length of your skirt, you may use a 3" square Post It note to measure.)

- ★ Skirt and blouse or dress pants and blouse. (No denim permitted.)
- ★ Dresses (No strapless, spaghetti strap, or halter styles permitted.)
- ★ Dress shoes (no platform shoes, heels above 3", sneakers, flip flops or sandals without ankle straps)
- ★ No sweatshirts may be worn with assembly dress.

### **OPTIONAL SPECIAL EVENT DRESS FOR ATHLETICS AND FINE ARTS PARTICIPATION**

At times throughout the year, students will participate in special events such as an athletic game or a fine arts event. On these days, students who plan to participate in the event have an optional uniform top they may wear. This option comes in two forms:

- ❖ Professional, white button down shirt, tucked in (boys should wear their shirt with a navy or royal blue tie)
- ❖ Art or Sport polo offered through an approved CTK uniform provider

Note: Only students participating in an athletic game or arts event should wear either of the above options. If an event takes place over the weekend, students may wear the Special Event Dress to school on a Friday. Coaches and moderators will determine which option their participants should wear.

### **DRESS DOWN DAYS FOR ALL STUDENTS**

Occasionally, students may have the option of a "Dress Down Day." These days are a privilege for students and guidelines for a given "Dress Down Day" may be provided over school announcements or via email. If no specific guidelines are provided for the dress down days, students should reference the *SENIOR UNIFORM OPTION* for guidelines on appropriate dress.

### **GENERAL GUIDELINES FOR DRESS DOWN DAYS**

- ❖ All shoes must have backstraps
- ❖ Pants, shorts, or skirts may not be ripped or torn
- ❖ Shirts/pants may not be too tight, too low, too revealing or display midriff
- ❖ No athletic apparel (ex: athletic shorts)
- ❖ There may be no images or language that act in opposition to the Catholic faith or make controversial political statements
- ❖ Hats are not permitted

### **GENERAL GUIDELINES FOR HOLIDAY OR SPECIAL EVENT DRESS DAYS**

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

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

I have read, understand, and will fully comply with the 2019-2020 CTK CHS Uniform Policies.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_ GRADE: \_\_\_\_\_

# **SENIOR BOYS DRESS CODE**

## **SENIOR DRESS POLICY WRITTEN BY THE CTK CLASS OF 2019 AND APPROVED BY THE CTK ADMINISTRATION**

*"As seniors, we are only a few short years away from interviews, internships, and the beginning of our professional careers. As young professionals it is important that we begin to dress properly. This policy calls for everyone to exercise good judgment and an understanding that this is not only a privilege but our responsibility as seniors to uphold the uniform standards. The following lists are not intended to be all inclusive, but rather to help you make appropriate dress decisions. Please make sure you dress modestly and professionally, including no worn, frayed, or wrinkled clothing."*

*It is important to note that this policy was drafted by a group of students and **not** the administration. We students want to see this privilege and tradition passed down to future classes and so we ask for your cooperation. Thanks.*

## **SENIOR BOYS ACCEPTABLE DRESS**

### **Acceptable Tops:**

- ❖ Button down shirts - clean, no wrinkles, and must be tucked in
- ❖ Golf shirts - clean, no wrinkles, and must be tucked in
- ❖ Collared shirts - clean; no wrinkles, and must be tucked in

### **Unacceptable Tops:**

- ❖ Casual T-shirts
- ❖ Any novelty tees

### **Acceptable Bottoms:**

- ❖ Professional solid colored shorts or pants with neutral colored belt.
- **NOTE:** When wearing pants or shorts, shirts must be tucked in and worn with a modest belt.

### **Unacceptable Bottoms:**

- ❖ No tight or short shorts (3 inches above knee)
- ❖ No gym shorts, sweatpants, cargo shorts, or jeans of any color allowed.

### **Outerwear**

- ❖ School quarter zips, sweaters, or other nice quarter zips. No sweatshirts or jackets. Only approved Crusader outerwear is allowed on Fridays.

### **Boys' Shoes**

- ❖ Boat shoes or dress shoes and *dress* sneakers are allowed.
- ❖ No construction, combat boots, athletic tennis shoes, or sneakers.

## **GENERAL GUIDELINES FOR DRESS DOWN DAYS**

- ❖ All shoes must have backstraps
- ❖ Pants, shorts, or skirts may not be ripped or torn
- ❖ Shirts/pants may not be too tight, too low, too revealing or display midriff
- ❖ No athletic apparel (ex: athletic shorts)
- ❖ There may be no images or language that act in opposition to the Catholic faith or make controversial political statements
- ❖ Hats are not permitted

**GENERAL GUIDELINES FOR HOLIDAY OR SPECIAL EVENT DRESS DAYS**

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

guidelines will be followed:

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

I have read, understand, and will fully comply with the 2019-2020 Senior Boys Dress Code.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_ GRADE: \_\_\_\_\_

# **SENIOR GIRLS DRESS CODE**

## **SENIOR DRESS POLICY WRITTEN BY THE CTK CLASS OF 2019 AND APPROVED BY THE CTK ADMINISTRATION**

*"As seniors, we are only a few short years away from interviews, internships, and the beginning of our professional careers. As young professionals it is important that we begin to dress properly. This policy calls for everyone to exercise good judgment and an understanding that this is not only a privilege but our responsibility as seniors to uphold the uniform standards. The following lists are not intended to be all inclusive, but rather to help you make appropriate dress decisions. Please make sure you dress modestly and professionally, including no worn, frayed, or wrinkled clothing."*

*It is important to note that this policy was drafted by a group of students and **not** the administration. We students want to see this privilege and tradition passed down to future classes and so we ask for your cooperation. Thanks.*

## **SENIOR GIRLS ACCEPTABLE DRESS**

### **Acceptable Tops:**

- ★ Professional shirts, blouses, or sweaters are within guidelines.

### **Unacceptable Tops:**

Shirts that are:

- ★ too tight
- ★ too revealing
- ★ too sheer
- ★ low cut
- ★ no novelty tees
- ★ shoulders less than 3-fingers width

### **Acceptable Bottoms:**

- ★ skirts of appropriate length: no higher than 3" above the knee
- ★ chino/dress pants
- ★ flowy pants
- ★ maxi skirts

### **Unacceptable Bottoms:**

- ★ blue jeans or any other colored jeans or skirts
- ★ shorts
- ★ sweatpants/yoga pants
- ★ any clothing that is too form-fitting, revealing, sheer, or with a high slit

### **Outerwear**

- ❖ School quarter zips, sweaters, or other nice quarter zips. No sweatshirts or jackets. Only approved Crusader outerwear is allowed on Fridays.

### **Girls' Shoes**

- ★ All shoes need a backstrap
- ★ No knee-high boots
- ★ Heels may not be higher than 3 inches

**GENERAL GUIDELINES FOR DRESS DOWN DAYS**

- ❖ All shoes must have backstraps
- ❖ Pants, shorts, or skirts may not be ripped or torn
- ❖ Shirts/pants may not be too tight, too low, too revealing or display midriff
- ❖ No athletic apparel (ex: athletic shorts) Students have asked me about sweatpants and/or athletic shorts.
- ❖ There may be no images or language that act in opposition to the Catholic faith or make controversial political statements
- ❖ Hats are not permitted

**GENERAL GUIDELINES FOR HOLIDAY OR SPECIAL EVENT DRESS DAYS**

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

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

I have read, understand, and will fully comply with the 2019-2020 Senior Girls Dress Code.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_ GRADE: \_\_\_\_\_

## **Acceptable Use Policy**

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

### **Purpose**

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

### **Terms of the RUP**

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

- Keep passwords private. Do not share passwords or attempt to discover passwords of other users.
- Make MAC available for inspection by an administrator or teacher upon request.
- Any messages or files sent, received, stored, accessed, transferred, or downloaded on school-owned technology are *NOT* private.
- Use appropriate language in all communications, avoiding profanity, obscenity, offensive and/or inflammatory language.
- Report to responsible school personnel (administrator, counselor, or teacher) any incident of cyberbullying.
- Observe rules of netiquette while conducting oneself in a responsible, ethical and polite manner.
- Exercise caution when sharing personal information. Do not publicly list private information of yourself or others.
- Follow copyright laws and will only download or import music, files, software, pictures, movies, or other media with legal permission.
- Back-up data/files regularly.
- Do not interfere with the proper functioning of computer hardware or software, including settings that permit school personnel to monitor the computer.
- Do not attempt to override, bypass, or otherwise change the content filtering software. This includes, but is not limited to, use of proxy servers, hotspots, VPN or similar connections. During school hours, only use of CTK wifi connection is permitted for network or internet access. All other connections will be considered an attempt to bypass our content filtering system and will result in disciplinary action.
- Do not sync personal devices (iPhone, Android, tablet, etc) to school-owned MacBook Air. Once smart device data is synced to the CTK-issued MacBook Air, there is no expectation of privacy related to the files which have been synced.

### **E-mail specific policies**

- Every student will be issued a school email account under the @ctkchs.net domain.
- Students are responsible for checking the @ctkchs.net account *at least once each school day*. School-related messages sent from administration will utilize the @ctkchs.net account. Students are expected to read those informational emails.
- @ctkchs.net accounts are for school related activities, including PlusPortals, Naviance, 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 address to any retail or social media website, company, or third party without permission from a faculty member.
- If you access personal email accounts on a school owned devices or networks, there is no expectation of privacy.
- Only school related attachments should be sent on the @ctkchs.net account.
- Chain letters of any kind are prohibited. A chain letter is one that asks you to pass along information to another via forwarding the email.
- Sending spam is prohibited. Spam is defined as a bulk message sent to people who otherwise would not choose to receive it.
- Use of published email addresses belonging to the student body, faculty, staff, and families to distribute chain letters or spam is prohibited.
- Students are prohibited from accessing any email account except for their own
- No inappropriate email is allowed including obscene, derogatory, or harassing messages.
- If a student becomes aware of any inappropriate computer use of another user, he or she should inform the administration immediately.

#### **Audio and Video**

- During class, use of headphones is permitted only with the permission of the supervising teacher.
- Use of the CTK-issued MacBook Air to watch movies, television shows, or videos, such as HBOGo, Netflix, Amazon Video, YouTube, and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with permission of all parties being recorded.
- Any recorded audio or video may not be posted in a public location, such as YouTube or Vimeo without written permission of all parties.
- Video messaging through Facetime, Skype, Google+ Hangouts, etc. is prohibited during the school day unless directed to do so by the supervising teacher.

#### **Games and Gaming**

- The school reserves the right to remove any program, including games, from a school computer if it is seen as inappropriate or impeding the educational purpose of the computer.
- No game played over the school network is permitted. This includes P2P or server client games such as Call of Duty, Steam, and internet games where you compete against others.
- No game including violence, adult content, or inappropriate language, is permitted on the CTK-issued MacBook Air.

#### **Music**

- The school reserves the right to remove any music from a school computer if it is seen as inappropriate or impeding the educational purpose of the computer.

#### **MacBook Air**

- Students must use the MacBook Air case provided by the school for their computers. Use of the case is required and is not an option.
- Student will exercise reasonable care of device and charger including but not limited to: not eating or drinking while using the device, being cautious of headphones or pens/pencils before closing the computer lid, avoiding tossing a bag carrying the computer, etc.

- MacBook Air must be carried and transported correctly. Computer lid should be closed when the computer is in motion.
- No stickers should be applied directly to the MacBook Air. (Stickers may be applied to the case of the MacBook Air.) Stickers must be removed before the laptop is returned to CTK or a \$60 fee may be assessed.
- Computer should be shut down and restarted at least once a week following the proper sequence: Apple Logo at Restart. The computer power button should never be held down to shut down the device. Doing so will eventually result in hard drive failure and loss of your data.
- Device will accompany students to school each school day.

### **Loaner Computers**

- In the event that a student's school-issued device is malfunctioning or in need of repair, the student should notify the school's IT Coordinator immediately.
- Loaner computers will be issued to students in the event that their school-issued device is malfunctioning or out for repair. Under no other circumstances will a loaner computer be issued to a student.
- All school policies for the MacBook Air apply to loaner devices.
- Students should not store any personal information on a loaner device and make sure to return the device in the same condition in which it was issued.

### **Network Access**

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

### **File Sharing**

- File sharing involves sharing of files between computers, as in P2P games or airdrop.
- File sharing is prohibited using school computers or networks unless a specific assignment is given by a faculty member that calls for file sharing, such as group work on a Google Doc.
- No file sharing software is to be downloaded to the CTK-issued MacBook Air. Examples of file sharing software are: Shareaza, BitTorrent, Kazaa, Bearshare, and Limewire. If file-sharing software is found on your computer, a \$25 reimaging fee will be assessed.

### **Deleting Files**

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

### **Photos, Screensavers, and Wallpapers**

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

### **Acceptable Use of the Internet**

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

utilizing the Internet for commercial purposes, seeking unauthorized access to any resource (hacking into other computers or files on the Internet or network), downloading, copying, installing or transmitting commercial software, shareware or freeware without permission from the school's designated computer specialist, and/or providing political or campaign information.

**Privileges**

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

**Security**

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

**Vandalism**

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

**Agreement/Signatures Required**

As the parent/legal guardian, my signature indicates that I have read and understand this Required Use Policy, and give my permission for my child to have access to the described electronic resources.

Parent/Legal Guardian (please print): \_\_\_\_\_

**Parent/Legal Guardian Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

As the student, my signature indicates that I have read and understand this Required Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

Terms and Conditions: This RUP is valid through August 21, 2020.

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.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

DIOCESE OF CHARLOTTE

MEDICATION AUTHORIZATION

This form must be completed in full by the **physician** and signed by the parent/guardian and physician in order for any **prescription** or **non-prescription** medication to be administered at school. **Please print neatly.**

Student's Name: Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Weight \_\_\_\_\_ Allergies \_\_\_\_\_

**Non-Prescription (Over-the-Counter) Medication**

Check the medication the student may be given:

	Yes	No	Dosage	Reason/Side Effects/Comments
Tylenol or generic	_____	_____	_____	_____
Advil or generic	_____	_____	_____	_____
Sudafed PE	_____	_____	_____	_____
Antacids (Tums)	_____	_____	_____	_____
Throat Lozenges	_____	_____	_____	_____
Antibiotic Ointment	_____	_____	_____	_____
Cortisone Cream	_____	_____	_____	_____
Benadryl Cream	_____	_____	_____	_____
Other:	_____	_____	_____	_____

Date Medications to begin: \_\_\_\_\_ Date Medications to end: \_\_\_\_\_

**Prescription Medication**

Medication: \_\_\_\_\_ Reason for medication: \_\_\_\_\_  
Dosage: \_\_\_\_\_ Time: \_\_\_\_\_  
Side Effects: \_\_\_\_\_  
Date medication to begin: \_\_\_\_\_ Date medication to end: \_\_\_\_\_

-----  
Medication: \_\_\_\_\_ Reason for medication: \_\_\_\_\_  
Dosage: \_\_\_\_\_ Time: \_\_\_\_\_  
Side Effects: \_\_\_\_\_  
Date medication to begin: \_\_\_\_\_ Date medication to end: \_\_\_\_\_

-----  
Medication: \_\_\_\_\_ Reason for medication: \_\_\_\_\_  
Dosage: \_\_\_\_\_ Time: \_\_\_\_\_  
Side Effects: \_\_\_\_\_  
Date medication to begin: \_\_\_\_\_ Date medication to end: \_\_\_\_\_

***THE BACK OF THIS FORM MUST BE COMPLETED WITH PARENT AND PHYSICIAN SIGNATURE***

**DIOCESE OF CHARLOTTE  
STUDENT HEALTH RECORD**

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

NAME(LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_ BIRTH DATE \_\_\_\_\_ SEX \_\_\_\_\_

FATHER AND MOTHER (MAIDEN NAME) OR GUARDIAN \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**RECORD OF IMMUNIZATION (Enter date of EACH dose - Mo/Day/Year)**

DTaP	POLIO	MEASLES	Hib	HEPATITIS B	HPV
#1	#1	#1	#1	#1	#1
#2	#2	#2	#2	#2	#2
#3	#3	MUMPS	#3	#3	#3
#4	#4	#1	#4	HEPATITIS A	MENINGITIS
#5	MMR	#2	VARICELLA	#1	#1
Tdap	#1	RUBELLA	#1	#2	
#1	#2	#1	#2		
#2					

STATE LAW REQUIRES MINIMUM DOSES FOR EACH VACCINE (SEE REVERSE)

NOTE: Exemptions from NC State Immunization Law require that a statement must be on file in student's permanent record. Exemptions must meet requirements of the law. Medical \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ BP \_\_\_\_\_ LAB REPORT \_\_\_\_\_

VISUAL ACUITY (R) \_\_\_\_\_ (L) \_\_\_\_\_ W/O GLASSES/CONTACTS

HEARING PASS \_\_\_\_\_ FAIL \_\_\_\_\_

PHYSICAL EXAM	NORMAL	ABNORMAL	PHYSICIAN'S COMMENTS
NUTRITION			
SKIN AND SCALP			
ENT			
TEETH			
EYES			
HEART			
LUNGS			
ABDOMEN			
ORTHOPEDIC			
NEURO			

CHECK BOX	PRESENT	ABSENT	PHYSICIAN'S COMMENTS
EMOTIONAL/MENTAL BEHAVIOR PROBLEM			
PHYSICAL HANDICAP-LIMITS ACTIVITY			
RESTRICTION NEEDED			
ENCOURAGE PARTICIPATION			
OTHER HANDICAP/DISABILITY:			
SEIZURES			
ALLERGIES			
ON MEDICATION (SPECIFY)			
FOLLOW-UP RECOMMENDED			

Cleared - I certify that I have examined the above named student and that such exam reveals no condition that would prevent this student from participating in interscholastic sports or physical education classes.

Not cleared. If student not qualified, list reasons. \_\_\_\_\_

DATE of EXAM \_\_\_\_\_ PHYSICIAN'S SIGNATURE \_\_\_\_\_

Physician's Address \_\_\_\_\_

