



CHRIST THE KING CATHOLIC HIGH SCHOOL

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The administration reserves the right to make changes or additions
to this handbook at any time. (7/17/2018)

Christ the King Catholic High School

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**CHRIST THE KING CATHOLIC HIGH SCHOOL
STUDENT HANDBOOK
2018-2019**

Realizing that every situation cannot be anticipated, the Christ the King Catholic High School administration, Mecklenburg Area Catholic Schools, and the Diocese of Charlotte reserve the right to determine consequences for actions and behavior not included in this handbook.

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

1. 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.
2. We believe prayer, worship, and reflection are essential elements that foster spiritual and moral development of our students, faculty, and staff.
3. We believe in cultivating a supportive, healthy, and challenging environment that recognizes the dignity, needs, and diversity of all individuals.
4. We believe academic excellence is a priority as teachers set high expectations of performance while providing appropriate resources and academic challenges.
5. 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.....	Dawn Bonen-Clark
Receptionist.....	Shannon Holleran
Facilities Maintenance.....	Steve Italiano
College Guidance Counseling/Grade Advisement.....	Lisa Daily
Guidance and Counseling.....	Emily McMullin
School Nurse.....	Denise Imhoff

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:

1. Voluntary Withdrawal
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
2. Disciplinary Dismissal
 - a. Forced Withdrawal – Students who have been forced to withdraw because of disciplinary reasons may re-apply after 365 days, providing there is sufficient evidence that the reason for the disciplinary action has been corrected. Such students, if readmitted, would be on a probationary basis; that is, subject to immediate expulsion from the school with the first major infraction of school rules.

- b. Expulsion – Students who have been expelled will not be allowed to re-apply to CTK at any time.
3. Students Who Have Failed Out of School - Students who have failed out of school and satisfactorily improved their academic performance at another school of equal caliber will be considered for re-admittance subject to the decision of the school administration.

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 pass it 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 the failing grade 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. Therefore there will be three exam make-up periods each week. They will take place on Tuesday mornings at 7am, Wednesdays during period E and on Thursday afternoons at 3pm. This schedule is subject to change at the discretion of the administration. Students, in rare instances may make up exams during other times, at the discretion of the teacher.

Seniors may be exempt from only the second semester final examinations in any full year course, if they earn a grade of at least 8.5 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 will lose exemptions due to suspension or excessive tardiness or absences. Note: in AP courses there is no exemption 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. 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

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 weeks 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 of an overall 2.0, or “C” average in order to participate in extra curricular 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 extra-curricular activity, the administration will determine if and when the student will be able to participate in the extra-curricular activity again.

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 10, 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 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 principles of honors 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 are not eligible for membership.

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 know 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 to 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 to parents and students. 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. The first level is to 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."

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

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

The school discourages students being absent from class. Teacher contact time is essential for successful student learning. Only those absences that arise from necessity will be excused with a note. An excused absence is granted for personal illness or serious family emergencies. The administration does not condone student loss of class time due to personal holidays or appointments.

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. Students may also be required to serve recovery time for excessive absences or unexcused absences.

The administration and the teachers must share the responsibility for pupil accounting. It is the responsibility of advisors to accurately report attendance daily. Our automated system will call the first contact number provided by the student's parents. 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 for reschedule should be approved two weeks prior to the first exam day. Medical absences from a semester examination will require a doctor's note.

Truancy resulting in an unexcused absence and disciplinary action including, but not limited to, loss of exam exemptions and suspension.

A student will earn a full day's attendance if they are present for at least 5 class periods or half of the school day if there is an adjusted schedule. If a student is not present for at least half of the school day or 5 classes, they will not be able to participate in extracurricular activities and athletics on that day or the following if the day absent falls on a Friday.

TARDIES

Students are required to arrive at school on time and be in their advisory by 7:45 a.m. Students arriving after 7:45 a.m. are recorded as tardy. Students arriving after 7:45 a.m. 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 change. Students arriving late to class must have a written excuse from the person detaining them. All other

tardies to class will be unexcused.

Any student who is tardy five (5) times within a quarter will be required to serve detention after the fifth tardy and at the time of any subsequent tardies within the quarter.

Any senior who is tardy more than five (5) times in any one semester will lose all exam exemptions for the semester.

A student who is tardy to school more than fifteen (15) times for the year will lose on-campus parking privilege for the remainder of the school year.

EARLY DISMISSAL OF STUDENTS

Requests for early dismissals must be presented in writing, signed by a parent or guardian, and given to the front desk before the student's first class. Failure to follow this procedure may result in an unexcused absence from a class or classes. The student will be issued a pass by the front desk, which will record the time of the excused dismissal. This pass must be shown to the teacher whose class the student leaves.

COLLEGE DAYS

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 the parents, student, teachers, and principal/assistant principal 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 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 extra curricular activities and athletics on that day. Students who leave school early for special appointments must be in school for at least 5 periods in order to participate in extra curricular activities and athletics on that day.

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 any possible damages to the equipment.

DISCIPLINE POLICIES AND PROCEDURES

CTK DISCIPLINE PHILOSOPHY

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.

Should a student need discipline, individual faculty members will be the primary 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 also fill out a "Disciplinary Infraction Notice" and submit it to the principal/assistant principal. NOTE: A teacher may send a student to the principal or assistant principal 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 principal's office.

DISCIPLINARY INFRACTION NOTICES & DETENTION

A teacher may give a student a "Disciplinary Infraction Notice" when the teacher observes the student violating one of the infractions listed on the notice. The teacher will give this notice directly to the principal/assistant principal, who will see that the student receives the notice and is dealt with appropriately. If the principal/assistant principal assigns detention, the student will serve detention after school or during the next school day. After three minor infractions, parents will be contacted by the administration. If a student fails to show up for a detention, they will serve an additional detention.

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. The principal/assistant principal will assess the incident/situation and usually will assign multiple detention hours to be served. More serious major disciplinary infractions may

result in “in school suspensions” or “out of school suspension.” Out of school suspensions are considered more grievous. Additionally, a "Warning from the Principal" letter may result from the student’s failure to follow school rules. This warning letter may involve disciplinary probation. Breaking the terms of disciplinary probation may result in expulsion.

Students with major disciplinary infractions will not be able to participate in extracurricular or athletic events while they serve either an “in school suspension” or “out of school suspension.” If a student serves an “in school suspension,” they may resume their extracurricular activities the day following their suspension. If a student serves an “out of school suspension,” the student may resume extracurricular activities one day after the completion of their suspension.

SUSPENSION/EXPULSION

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:

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

If a student's presence becomes disruptive to the learning environment, suspension/expulsion may occur. A student's inappropriate behavior on campus or at off-campus school activities may lead to expulsion. Serious violations and expulsion will be determined by the administration. In cases of possible expulsion a student is to remain on out of school suspension 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 final decisions.

Students who experience any type of disciplinary dismissal may not attend events on the campus. Any future administrative meetings on the campus will require a prior

appointment and the accompaniment of a parent/guardian.

HONOR CODE & HONOR COUNCIL

The CTK Honor Code is this: “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,” and so our focus on the Decalogue is intended to help us all become the men and women that God wishes us to become. Indeed, 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 principal.

ALCOHOL AND DRUGS

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 the campus or at school-sponsored events off-campus will be asked to leave Christ the King Catholic High School.

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

AUTHORITY TO SEARCH

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

School Laptops: The principal or designee has the authority to search a student's school laptop at any time. A student's school laptop is the property of the school. Random inspection of laptops may take place.

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

Automobiles: The principal or designee 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.

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.

Cell Phones and Personal Electronic Devices: Students who bring personal electronic devices on campus relinquish any right to privacy. 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, AND/OR VANDALISM

If an individual is responsible for damages to school property due to improper behavior or to 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 of students or CTK faculty/staff in any form is not permitted. Violators will be disciplined according to the seriousness of the offense; such discipline 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.

ACCEPTABLE COMPUTER USE

Students at Christ the King are privileged to have the use of MacBook Air laptops, on loan from CTK. 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 agreement form that accompanies it to your advisor. Please note that computers are not to be used during advisory, and during lunch, computers may be used only in the Quiet Room for homework purposes. Students may never log onto any wireless or cellular data network other than the network approved by the school.

Faculty and Staff may never be photographed, audio recorded, video recorded or live streamed without the explicit consent of the faculty/staff member. 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 the classroom only with teacher approval. In common areas, headphones may only be used with one ear exposed. This is to allow students to be able to hear directions in the event of an emergency. Students may not travel throughout the hallways wearing headphones.

OFF-LIMIT AREAS

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.

CTK is a closed campus. During lunch, students are permitted in the common areas, the picnic area, or in classrooms where teachers are present. Violations may result in

afternoon detention. Students are not permitted on campus after 4PM without designated adult supervision.

SMOKING/TOBACCO PRODUCTS

Students are not permitted to possess, smoke, or use any type of tobacco product on campus or at school-sponsored events. This includes e-cigarettes or similar products. Parents will be notified and students will be given in-school suspension for smoking or using any other type of tobacco products. Students will receive detention for possession of tobacco products and parents will be notified. Repeated possession or use will result in suspension/expulsion. The buying and selling of such products will result in a minimum penalty of Out of School Suspension and Disciplinary Probation. In some instances it may result in removal from the school.

UNIFORM POLICY

STANDARD DRESS POLICY

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. Having a 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 funnel his/her creative energies into their activities here at CTK.

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. A second reminder about a uniform infraction from any other employee may result in detention. Uniform inspection days will be held during advisory periods on a random basis. 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, students are expected to follow the dress code regardless of a parent/guardian's opinion about the need for a dress code.

FRESHMEN, SOPHOMORE, & JUNIOR UNIFORM REQUIREMENTS

Boys:

- Approved Lands' End collared shirts required at all times. (dress shirts, polos, etc.).
- All shirts must remain tucked in throughout the day.
- Only approved Lands' End khaki slacks or shorts or gray slacks may be worn.
- Belt (solid colors 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.

- All fleece or sweatshirts (spirit wear) must be approved and must display some form/style of the Christ the King or Crusaders logo.
- A uniform shirt must be worn under sweatshirts, sweaters, and approved jackets.
- No denim or winter-weight jackets may be worn inside the building.
- Hair must be neat and well trimmed. No hairstyle may extend below the ear lobe on the side 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 piercing are not permitted at any time during the school day; this includes on casual dress days.

Girls:

- Approved Lands' End collared shirts are required at all times. (dress shirts, blouses, polos, etc.)
- No area of the midriff or back should be exposed at any time.
- Only Lands' End khaki slacks or approved Lands' End skirt may be worn.
 - The skirt length may not be more than 2" above the top of the knee.
- Immodest clothing (clothing too tight), bare midriffs, lack of proper undergarments, or visible undergarments will not be tolerated.
- Belt
- 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 some form/style of the Christ the King or Crusaders logo.
- No denim or winter weight jackets may be worn inside the building.
- Hair must be clean; radical haircuts/styles or colors are not permitted.
- Facial piercings are not permitted at any time during the school day; this includes on casual dress days. Girls are to display only one piercing per ear. Gauges are not permitted.

Assembly Dress is required at all-school Masses. Occasionally, assembly dress may be required for a speaker or program.

Boys:

- Dress shirt and tie
- Dress slacks and belt
- Dress shoes & socks
- Suit jacket or sport coat.

Boys may remove their jackets during class but must wear the tie, in the appropriate

manner, for the remainder of the day. No sweatshirts may be worn with assembly dress. No denim.

Girls: 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 2” above the knee, even when wearing leggings or tights.)

- Skirt & blouse or dress pants & blouse. (No denim or colored denim permitted.)
- Dress-no collar required (No strapless, spaghetti strap, or halter style 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 UNIFORM OPTIONS

(written in the words of CTK Students 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.

Girls

Acceptable Bottoms:

Skirts (of appropriate length and cut), chino/dress pants, flowy pants, and maxi skirts are acceptable.

Unacceptable Bottoms:

Blue jeans or any other colored jeans or skirts, shorts, sweatpants/yoga pants, or anything too form-fitting, sheer, or with a high slit are not acceptable.

Acceptable Tops:

Professional shirts, blouses, or sweaters are within guidelines.

Unacceptable Tops:

Shirts that show midriff, shoulders (less than 3 finger width), are low cut, or sheer are not allowed. In addition, no novelty tees.

Dresses and skirts:

Consider length (no more than 3 inches above the knee -- think post it note) and modesty when wearing these pieces of clothing.

Boys

Acceptable Tops:

Button down shirts, golf shirts, or other collared shirts (tucked in)

Unacceptable Tops:

Casual T-shirts, or any novelty tees.

Acceptable Bottoms:

Professional solid colored shorts or pants with neutral colored belt.

Unacceptable Bottoms:

No tight or short shorts (3 inches above knee), 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. All approved crusader outerwear is allowed on Fridays.

Shoes

Girls: all shoes need a backstrap, no knee-high boots, and heels may not be higher than 3 inches.

Boys: Boat shoes or dress shoes are allowed.

No construction, combat boots, tennis shoes, or sneakers.

By signing this, you are agreeing to abide by the guidelines of this policy and understand that if abused, this privilege may be taken away or you may receive further repercussions.

Lastly, 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.

When wearing pants or shorts, all students must have their shirt tucked in and wear a modest belt.

OPTIONAL SPECIAL EVENT DRESS:

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- wear with 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:

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 e-mail. If no specific guidelines are provided for the dress down days, students should reference the SENIOR UNIFORM OPTION for guidelines on appropriate dress.

STUDENT LEADERSHIP

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 will be removed from office. Also, if a student fails one or more courses for any marking period during the school year, he/she may not run for or hold an office of the student body, club, class, etc. until the next marking period, provided that the student is in compliance regarding the passing of courses.

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.

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 assigned to students, are the property of the school, and are subject to be opened for inspection at any time. Students are responsible for the upkeep of the lockers that they borrow for the year. The school may not be held 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.

To receive prescription medicines that are scheduled for more than 2 weeks will require a completed Medication Authorization Form A, signed by a physician.

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. For long-term prescription medications (2 weeks to 1 year) use of Form A is required. For short-term prescription medications (1 day to 2 weeks) use Form B. Forms A and B are available in the school office. For over-the-counter medications, parents are to write complete instructions for dispensing and sign the instructions. All prescription medications accompanied by a Form A must be submitted to school by the parent or guardian only. All other medications are to be turned into the office upon arrival to school and are to be administered by school personnel.

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 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 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 any 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.

STATEMENT REGARDING HARASSMENT AND SEXUAL HARASSMENT

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 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, in the sole discretion of the administration, may be construed as harassment.

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.

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 or has witnessed any form of harassment should report the conduct to one of the following persons: guidance counselor, school administrator and/or school chaplain.

STUDENT 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, and then returned to the front desk one day prior to the visit. Visitors will only be allowed to visit during lunch.

PARENT INFORMATION

SCHOOL ORGANIZATIONS

Principal's Advisory Committee: The Principal's Advisory Committee (PAC) 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: The Parent Teacher Organization (PTO) 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 without the permission of the main office.

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

If a parent/guardian is acting in a verbally aggressive or belligerent manner, he/she will be asked to vacate the school and return the following day, 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 voluntary efforts 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 present photo ID at the front door upon entering the building. No CTK student is permitted to open any school door for any visitor, as a safety precaution. Prospective students who wish to shadow one or our current students may do so after setting us 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 2018-2019 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)

(Printed Parent Name)

(Parent Signature & Date)

Required 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 reserve the right to determine consequences for actions and behavior not included in this Required Use Policy.

Terms of the RUP

Our CTK Student will adhere to these guidelines each time the CTK-issued MacBook Air is used off campus and/or school:

- Will keep passwords private and will not attempt to discover passwords of other users.
- Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any internet location. Files stored and information accessed, downloaded or transferred on school-owned technology are not private.
- Will use appropriate language in all communications, avoiding profanity, obscenity and offensive or inflammatory language.
- Will report to responsible school personnel (administrator, counselor, or teacher) any incident of cyberbullying.
- Will observe rules of netiquette while conducting oneself in a responsible, ethical and polite manner.
- Will not publicly list private information and will exercise caution when sharing personal information.
- Will follow copyright laws and will only download or import music, files, software, or widgets, with legal permission.
- Will back up data/files regularly.
- Will not interfere with computer hardware or software, including settings that permit school personnel to monitor your computer while you are on campus.
- Will not attempt to override, bypass, or otherwise change the internet content filtering software, sonicwall. This includes, but is not limited to, use of proxy servers, hotspots, or use of TWCWiFi or similar connections. During school hours, only CTK wifi connection is permitted. All other connections will be considered an attempt to bypass our content filtering system and is subject to disciplinary action.
- Will not sync personal smart 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 asked to check 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 text books, 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 faculty member.
- Students will not set up personal email accounts on school owned devices.
- 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.
- 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 student body, faculty, staff, and families to distribute chain letters or spam is prohibited.
- Students are prohibited from accessing anyone else's email account.
- 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 at the discretion of the supervising teacher.
- Use of the CTK-issued MacBook Air to watch movies, subscription television such as HBOGo, Netflix, Amazon Video 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 game 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

- Student 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: avoiding food and drink while using the device, being cautious of headphones or pens/pencils before closing the computer lid, avoiding tossing a bag carrying the computer, etc.
- Device 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.)
- 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 computer. Doing so will eventually result in hard drive failure and loss of your data.
- Device will accompany student 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 circumstance 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. This includes the school guest network.
- Students may not utilize proxy servers, bit torrents, 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 on campus and off campus 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. Even when not actively sharing files, the download of the software creates a file sharing connection. 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

As the parent/guardian, my signature indicates 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/Guardian (please print): _____

Parent/Guardian Signature: _____

Date: _____

As the student, my signature indicates 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 June 30, 2018.

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 effect 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 or students, may result in the expulsion 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 _____