



CHRIST THE KING

Catholic Elementary/Junior High School

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STUDENT HANDBOOK

2017 2018

Welcome to Christ The King!

Welcome to the Christ The King School community! We hope that the information in this handbook will help to familiarize you with our school.

CTK provides students with an innovative and vibrant learning environment. Our staff members have been carefully chosen for their excellence in teaching, their commitment to Catholic education, their energy, and their enthusiasm. We are extremely excited about the great things happening in our school and we hope you will be too!

At CTK, we strive to maintain close communication with our families to serve the needs of our students. We look forward to your presence and contributions in making your child's educational experience at CTK School productive, rewarding, and memorable.

Phebe Switzer – Principal

Sean Gregg– Assistant Principal

Sonia Mangieri – Assistant Principal

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PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to Christ The King School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook is a resource for your family regarding information about the daily aspects of life at Christ The King School. While this information cannot answer all questions, we hope it will be useful.

Best wishes for a successful year. We're glad you chose CTK where we encourage students to "Learn, Love, Lead and Hope."

SCHOOL MISSION STATEMENT

The mission of Christ The King school is to provide a Catholic Education that inspires students to learn, love, lead and hope.

SCHOOL VISION STATEMENT

Inspiring minds and building leaders through Christ The King.

SCHOOL LOGO



SCHOOL MASCOT



ACCESS TO BUILDING

School entry doors are open for student access to the building at 8:25 AM each day. Students are expected to enter and exit the building through their designated doors. Students who arrive at school before the first bell are to wait in the back of the school yard.

Parents who drop their children off prior to 8:15 AM are asked to wait with them outside until supervision begins. Siblings must plan to meet at the entrance door of the youngest child outside the school at the end of the day.

ACCIDENTS

First aid will be given to a student who is injured on the premises or the school grounds. In the case of a severe accident, if a parent cannot be reached, we will notify the Emergency Contact person indicated on the Student Registration form.

ACTIVITIES

CTK is a very busy school in terms of activities and events that extend learning and build community. Please read the monthly newsletter and notes home for further details.

Whole School

Religious Celebrations

As a Catholic school, we mark important events in the school and liturgical calendar in celebration. We have an excellent relationship with St. Dominic Parish; we will celebrate mass there when possible. At other times, we will use the school chapel, gym or have classroom-based celebrations.

Meet the Teacher/Curriculum Evening

Each September, we invite Christ The King parents to our annual Meet the Teacher and Curriculum Evening. This is an opportunity for families to meet their children's teachers and learn a little bit about what students will be learning over the course of the year.

Spirit Days

Each month, CTK students take part in Spirit Days that involve events and/or dress-up days. Spirit Days are fun and a great way to build our school community.

Elementary

There are several events and activities that are specific to our elementary. Grade six students take part in AMA patrols and grade five students serve as lunch monitors for younger students. Christ The King students also look forward to many field trips and activities over the course of the year.

Junior High

Inter-School Athletics

Christ The King is a member of the inter-school athletic program. Our school teams play several games with other junior high schools in the Edmonton Catholic School District. Our teams include boys and girls badminton, basketball, slow pitch, soccer, track and field and volleyball. CTK students also take part in the ECSD Cross Country Run each September.

Student Leadership Team

Our Student Leadership Team organizes many different activities for junior high students throughout the school year.

Junior Achievement

Each year, our junior high students take part in a Junior Achievement activity that extends learning in the social studies curriculum. Sessions may be on or off-site.

Clubs and Activities

CTK junior high students participate in a variety of activities, such as Spirit Days. They also have opportunities to be involved in a variety of clubs.

ALLERGY AWARE

We have several students at our school with life-threatening allergies to peanuts and nut products. In some cases, these allergies are so severe that just a trace of, or even the smell of peanuts or nut products, could send the child into anaphylactic shock. If this happens, the child's throat tightens and swells and he or she may stop breathing. This type of severe allergic reaction can be fatal. Although we cannot absolutely guarantee that students will not come into contact with peanut or nut products, we do wish to limit the chances of such an occurrence. Please help us by checking the labels, packages and ingredients of all foods your children bring to school. Please don't let your children bring any foods to school that contain even trace amounts of peanut or nut products. To keep our students as safe as possible, students who bring peanut or nut products to school will be required to eat in a segregated area.

CAPITAL HEALTH

Capital Health works with schools and community agencies to provide a range of coordinated health and support services for school aged children and their families. Our common goal is to build on the health and education potential of students by providing nursing, rehabilitation, speech/language, occupational therapy and dental services in schools. If you have any concerns about your child's health, please talk to Community Health Services, School Health Team at the Northgate Health Center, 780-342-2800.

CHANGE OF ADDRESS/PHONE NUMBERS

In case of an emergency, it is very important that the school has accurate contact information for our parents. Please advise the school of any changes in your personal information or phone numbers – including home and work.

CLASS INTERRUPTIONS

To assist the students in their learning, we are asking that when parents come in during the day to drop off lunches, mitts, etc. they drop them off at the office. We will ensure that your child receives the item(s). We want to minimize distractions for our students.

CLOSED CAMPUS

Students are not allowed to leave school property during the lunch break. All students must remain in the school to eat their lunch in their designated area. Students may go on the school grounds for the remainder of the lunch hour, however, under no circumstances are they allowed off school property. The **only exception** to this is for students who live within close walking distance of the school who have their parent's written permission to go home for lunch on file in the office.

COMPLEMENTARY COURSES FOR JUNIOR HIGH

Complementary courses offered at Christ The King School include courses in fine and performing arts, languages, career and technology foundations. To allow students as much choice as possible in building their programs, complementary courses are semester based. This means that students have a wider variety of choice in terms of the courses they take.

Complementary courses are offered based on demand. For example, if a large number of students request art, more than one class of art will be offered. If a complementary course has low interest, that course will not be offered that semester.

CORRESPONDENCE (EMAIL, SWIFT & NEWSLETTERS)

At Christ The King we make every effort to keep parents informed. Important information that needs to be sent out immediately is sent to parents via email and/or telephone calls via our SWIFT messaging system. We make every effort to keep email communication from school administration to a minimum. Teachers often communicate with parents via email as well. Please help us by ensuring that we have current email addresses.

The school newsletter is posted on our school website on the last day of every month and a notice is sent to parents via email.

CURRICULUM HANDBOOKS AND CURRICULUM SUMMARIES

Curriculum summaries, which include information about content taught in each grade and subject area, are available on the Alberta Education website:

<http://www.learnalberta.ca/content/mychildslearning/index.html>

DRESS/GROOMING

Christ The King is a Catholic school and we expect that student dress will reflect the values of our faith in terms of respecting the dignity of the person. To this end, student dress should be modest and in good taste. It should never distract from school activities or be a hazard to the student's safety or the safety of others. For our students, school is their "work" place, and we encourage them to dress accordingly. Logos on clothing should have appropriate language and design. Students should dress in a manner appropriate with educational goals and activities. As a rule, clothing should always cover a student's back, midsection, rear end and cleavage. Specific guidelines are outlined by teachers and reviewed regularly.

They include, but are not limited to:

- Tank tops must have a shoulder seam that is at least three fingers wide.
- Underwear should never be visible.
- Dresses and shorts must be longer than the student's extended fingers when their hand is held at their side.

The following is not allowed:

- Sweatpants with slogans across the rear
- Muscle shirts/spaghetti straps
- Shirts that reveal underwear or midsections
- Shoes that create marks on the floor, are unsafe or inappropriate
- Wearing caps, sunglasses, bandannas or hats inside the school building

Students who wear inappropriate clothing to school may be asked to change or phone home to have suitable clothing brought to them.

EMERGENCY EVACUATION

There are many situations, such as a major gas leak or a fire, that could potentially lead to the evacuation of the school building. In the event of an evacuation, students and staff would relocate to No Frills (403 McConachie Way NW). We would then begin our emergency telephone/email contact with parents to arrange for pick-up and dismissal of children. We practice fire drill, lock down and shelter-in-place procedures in September and at other times during the school year so that children will know procedures to follow in the event of an emergency.

FIELD TRIPS

Field trips, tours and out-of-town excursions are school-planned enrichment activities that complement the curriculum. Students are expected to participate in field trips. Each teacher is responsible for the organization of the field trips taken by the class. Parents will be informed in advance of the date and nature of the field trip and costs involved. Before each field trip, parents will be asked to read and sign a field trip permission form. A note from a parent does not constitute permission to attend a field trip. Without the school-issued permission form signed and returned to school, students will not be allowed to participate in the field trip.

HOMEWORK

Homework is an extension of the student's daily activities. The amount of time each student will spend doing homework may vary per grade, ability and study habits. Many studies conclude that regularly assigned homework leads to immediate higher academic achievement, as well as to improved study skills and attitudes. Students and parents are advised to look online daily for homework and assessment updates.

We use the following as a guideline for maximum time spent on homework (for example):

Grade 1 – 10 minutes

Grade 3 – 30 minutes

Grade 6 – 60 minutes

Grade 7 – 70 minutes

Grade 9 – 90 minutes

Some of the purposes of homework are:

1. to complete assignments that the student has been unable to finish at school.
2. to complete “Catch-up” work that may be assigned by the teacher if the student has been absent from school.
3. if a student is having trouble with certain concepts or skills, the teacher may assign additional homework towards overcoming these deficiencies.
4. to pursue further study of a subject at home.
5. to assist students in budgeting their time.
6. to help students develop self-reliance and good study habits.
7. to enable parents to see their child’s progress.
8. to develop research strategies.
9. to strengthen the ties between home and school, particularly when parents can help with assignments in some ways.

There are many ways parents can help with homework, including:

1. providing a quiet, regular place of work.
2. helping the student organize his or her time for assignments.
3. being the “audience” for reading practice, spelling or math drills.
4. checking PowerSchool regularly.

The support and interest of parents has a great influence on student attitudes towards homework. If you have questions regarding the assignments your child is bringing home, please talk to their teacher.

HOMEROOM

Each student is assigned to a homeroom teacher. Elementary students remain with homeroom teachers for most of the school day. Junior high and grade 6 students begin the morning in their Block 1 class, where attendance is taken and recorded. In junior high, attendance is taken in each class. Junior high students are assigned a homeroom. The homeroom teacher takes a special interest in his or her students and helps to build a feeling of community and understanding within the class.

HOURS OF OPERATION

SCHOOL HOURS (Grades 1-9):

Monday, Tuesday, Wednesday and Friday		
AM	8:25 12:00 Noon	Classes begin Lunch
PM	12:40 3:00	Classes begin Dismissal

THURSDAY DISMISSAL IS AT 11:47AM

100 Voices & KINDERGARTEN HOURS:

Monday, Tuesday, Wednesday and Friday		
AM	8:25 11:25	Classes begin Dismissal
PM	12:00 3:00	Classes begin Dismissal

NO THURSDAY CLASSES FOR AM & PM

As well, to provide for early dismissal before major holidays, the Thursday before Christmas Holidays, Spring Break and Summer Holidays will be a full day of instruction for students. The Friday before the holiday will be a short day with dismissal at 11:47 pm.

Information regarding Hours of Operation is accurate at the time of printing, but could be subject to minor changes.

ILLNESS

Good health is necessary for effective learning. To prevent the spread of infection, if your child is ill, we request that you keep him or her at home until he or she is no longer infectious. Students who become ill during the day are to go directly to their teacher. Our policy is to get students who are ill home as soon as possible. Our practice is to call parents and ask them to pick the student up or give the student permission to go home. Students who are absent due to illness for three days or more may be asked to provide a note from a medical doctor upon their return.

INCLEMENT WEATHER

During Inclement weather, a green card is displayed on the front door meaning the students are welcome to enter the school and wait quietly in the entrance way until the bell rings. If a red card is displayed, the students are required to stay outdoors until the first bell. If the weather is inclement during first recess or over the noon hour, students will be kept indoors. At such times, an indoor activity will be in effect for all grades. Inclement weather includes:

1. The temperature and wind chill are -20C or colder.
2. There is continuous rainfall.
3. The day is extremely windy.

Students are expected to come to school with appropriate clothing for cold/wet weather conditions (e.g. toques, mitts, scarves and boots in cold weather).

INCLUSIVE EDUCATION

At CTK, students with special learning needs have access to a learning coach. The learning coach works with teachers and parents to develop appropriate programming for students and may aid within the classroom setting on an occasional basis. We utilize school-based resources and access outside agencies and supports when necessary.

INTERNET

Students are required to have parental permission before being able to access the Internet. Students are expected to follow the guidelines set out in the ECSD Acceptable Use Policy. Unacceptable use of the Internet and/or electronic device may result in the loss of the privilege.

LATES AND ABSENCES – PHONE HOME PROGRAM

Consistent and regular attendance is essential to being a successful student and for getting the most out of each student's education. Whenever possible, parents are asked to schedule medical, dental or other appointments after school or on early dismissal days so that students do not miss valuable instructional time. Parents/Guardians are asked to phone the school whenever a student is going to be absent. Messages may be left on the answering machine through the night or early morning. Our automated phone system will telephone the student's home or parent's place of employment if we do not hear from the parent. Students who must leave the school prior to the end of the normal school day must sign out at the office prior to leaving the school. Parents are asked to telephone the school to let us know when students will be leaving school early. Students reporting late for school must register in the office before proceeding to class. Note: Students who are habitually late or absent may be reported to the Attendance Board.

LEARNING COMMONS

CTK has an excellent Learning Commons available for student use. Students at CTK participate in the Library Lending Plan with the understanding that all borrowed materials will be returned in a satisfactory condition. It is expected that students will pay replacement costs for lost or damaged materials.

LITURGICAL CELEBRATIONS

Several religious and other celebrations are held during the year. Celebrations may be school-wide, division-wide, or within individual classrooms. Please check the monthly calendar for dates and times. Parents are most welcome to attend our liturgical celebrations! All students follow a religion program approved by the Canadian Conference of Catholic Bishops.

LOCKERS

Lockers are issued to junior high and grade 6 students. Students are responsible for appropriate care and maintenance of their locker. The cost of locker repairs necessitated by inappropriate student use will be charged to the student who is assigned to the locker. The privilege of having a locker may be revoked in the event of irresponsible behaviour. Since lockers are the property of the school, an administrator or board agent may search them, without notice, at any time. If this becomes necessary, the student will be notified accordingly. Combination locks are provided by the school. These locks must remain on student lockers. Students are advised not to share their locker combinations with anyone. Friends change and our secrets travel with them! Should the combination to a student lock become compromised, students are asked to see the assistant principal for junior high to arrange to trade their lock in for a new one. Students will return the lock each June to their homeroom teacher. Damaged or lost locks will cost the student \$5.

LOCKER BREAKS

The academic schedule is arranged so that junior high and grade 6 students can access their locker between each class. Students are not permitted to take backpacks with them to classes. Backpacks are often quite heavy and they can become tripping hazards when they are placed in aisles or under desks. Students travelling off site to other venues, with the permission of their teacher, may take backpacks with them.

LOST AND FOUND

Please label all items of clothing (jackets, shoes, boots, etc.) with your child's name. This will facilitate the return of misplaced items. Unidentified clothing articles will be placed in the school's lost and found box. We encourage students and parents to check this box frequently. Smaller items such as keys or jewelry are normally kept in the office. Unclaimed articles are donated periodically to a charitable organization during the school year.

LUNCH HOUR FACILITIES/RULES

All students are welcome to enjoy the privilege of eating lunch at school. All students will eat lunch in their homeroom classroom. We do not have microwaves available for student use. Therefore, parents are asked NOT to send microwaveable items to school with students.

During lunch, students are expected to:

1. remain seated.
2. clean up after themselves.
3. follow directions from supervisors.

Students are expected to conduct themselves appropriately during the lunch hour. Failure to do so may result in loss of the privilege or the students doing service work around the school. Students in grades 1 – 6 will go outside for the second half of their lunch time. Once grades 6 – 9 students have finished eating lunch, a supervising teacher will dismiss them. The remainder of the lunch period can be spent participating in informal games or various club activities in the gym, working in the learning commons or going outside. Students are not to be loitering in hallways or washrooms during this time.

MEDICATION TO STUDENTS

Students who require the school to administer medication must have a *Request for Administration of Medication at School* form completed by a doctor and returned to school. These forms are available through the school office. Upon receipt of this form, the school will administer the medication per the doctor's prescription, provide safe, limited access storage and shall keep a record of each student receiving medication.

Medical Alert

If your child has a condition that would require special medical attention, please complete the *Medical Alert* form as accurately as possible. Complete and return it to the school as indicated each year. It is important that you keep the staff informed of any changes in your child's medical status.

MESSAGES TO STUDENTS

Please ensure that your child(ren) are aware of after school arrangements before coming to school. Except in the case of emergencies, we are unable to interrupt classes. We can pass along messages at the end of the day.

PARENTAL CONCERNS

Edmonton Catholic Schools and CTK are committed to working cooperatively with the parents of our students. We recognize at times there may be differences in understanding, interpretation and opinion. The District has a protocol for addressing classroom and school concerns.

All parties in a conflict situation must recognize and respect the protocol, and more specifically, the principle of "first contact." This means that the person who has the concern, has a responsibility to begin addressing the concern directly with the person with whom they have the concern before taking their concern elsewhere. Based on the principle of "first contact," parents must address concerns directly with teachers before raising these concerns with the school administration or Catholic Education Services staff, when their concerns are regarding their child's teacher, program, and/or program support.

PERSONAL PROPERTY

Students are responsible for all personal property. All personal items should be clearly marked with the student's name. Outside clothing and footwear are to be kept in assigned student lockers. Money and other valuables found on the school premises are to be turned into the homeroom teacher. Students should never leave money and valuables unattended. We suggest that expensive articles and treasures be kept at home.

Students who bring electronic devices do so at their own risk. The school cannot be responsible for damage or loss and **we do not investigate** if these items go missing. Please see the "Student Owned Devices Policy" for more information.

POWERSCHOOL

We believe it is imperative that parents be well informed regarding their child's academic progress. PowerSchool is available for parents of students in ECSD. Parents of junior high students may login to the Power School portal to view their child's class assignments, grading information, report cards, attendance and scheduling information. Parents of elementary students may view their child's attendance and report card information. This program allows parents to easily communicate with teachers via e-mail or receive automatic notification of unexcused absences, missing assignments, or failing grades. PowerSchool also allows parents to pay fees online. Once we have registration documents, including email addresses, we will provide parents with a username and password to access the system.

PRIVILEGES

The general conduct of students reflects their character and will determine the privilege to be involved in extra-curricular and co-curricular activities. Students who behave inappropriately may be denied participation in school teams, field trips or other activities. Decisions on such involvement are determined by administration.

PROGRAM OF STUDIES

Students follow the Alberta Education Program of Studies in all grades and subject areas.

PROPERTY TAXES

Please review your tax notice to ensure your support is assigned to Edmonton Catholic Schools. If there is any error or doubt, please call City Hall at 780-496-5090.

REGISTRATION PROCESS

We welcome new students to our school and we are currently accepting registrations for the 2017-2018 school year in pre-kindergarten through grade nine.

Students registering for 100 Voices must be 3 years old on or before September 30th of the year they are registering in or 4 years old by March 1st of the year they are registering in. Students registering for kindergarten must be 5 years old on or before March 1st of their Kindergarten year.

In keeping with ECSD policy, registrations are accepted in the following order:

1. Resident (Catholic) students within Christ The King boundary.
2. Resident (Catholic) students residing outside the Christ The King boundary.
3. Non-Catholic students in boundary area currently enrolled in Edmonton Catholic Schools and who have the recommendation of their principal that they will be allowed to continue to the next level of their educational program in the district.
4. Non-resident students residing within the boundary area.
5. Non-resident students residing outside the boundary area.

Registrations are not complete until we have received all required documents. These include:

- ECSD Registration Form
- Birth certificate
- Proof of Residency (Alberta id)
- Landed immigrant certificate (if applicable)

SCHOOL COUNCIL

School Councils are collective associations of parents, principals, staff, and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community, thereby enhancing student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school. The School Council Executive was elected in May.

SCHOOL DOOR TIMES AND ENTRY REMINDER

Morning outside supervision begins at 8:15 a.m. and all doors to the school will remain locked until the bell rings at 8:25. For the safety of your children, they are not expected to arrive at school before 8:15. Before school and at the recess breaks, all students are to remain outside until the bell rings. We ask parents who escort their children to school to have their children also wait outside with the rest of their class.

SCHOOL GROUND EXPECTATIONS

Students are expected to:

- use school equipment appropriately and safely.
- play safe games that will not harm or potentially endanger themselves or others.
- stay in designated areas.
- stay on school property.
- show consideration for others.
- attempt to solve problems peacefully, using respectful and safe strategies, involving staff where appropriate.

SCHOOL NEWSLETTERS

Our school newsletter and monthly calendars are published online on the last day of each month. A notice is sent to parents via SWIFT when the newsletter has been posted. The newsletter contains important information regarding school activities and community events. It is one of our prime instruments for keeping parents informed about school activities. Please watch for it and keep it as a handy reference. Paper copies of the newsletter are

available for those parents who do not have access to the Internet. Please let us know if you require a paper copy of the school newsletter.

SCHOOL SPIRIT

School spirit is alive at Christ The King, where students and staff come together to celebrate through a variety of special events, sports and community activities including field trips, grade level retreats, activity days, fun days and school spirit days. Students at Christ The King are invited to participate in a variety of activities such as inter-school athletics, the Student Leadership Team, clubs and more!

STUDENT PROGRESS REPORTS

Report cards are available for viewing through PowerSchool at regular reporting periods. More information will be sent through our school newsletter.

STUDENT RECORDS

Student records of attendance, achievement, program, special services, promotion and vital statistics are kept by the school. These records are maintained in strictest confidence to respect the “worth and dignity” of each student. Parents/Guardians have a right to be informed as to the content of the educational record and to receive an interpretation, when necessary, of such records by qualified school staff. You may obtain access to your child’s record through an administrator. All procedures are in keeping with the Freedom of Information and Protection of Privacy Act. Student surnames may be changed on student records only if the parent or guardian presents evidence to the school that the name has been changed legally, e.g. a new birth certificate and/or a statement from a lawyer.

SUPPLEMENTAL EDUCATIONAL FEES

Supplemental Educational Fees have been set for each level and will be in effect as of September 2017. These fees offset the cost of mandatory, non-curricular or co-curricular activities and resources that enhance the educational experience. Schools may also charge complementary course fees, as well as individual user fees for specialized pieces of equipment or resources, field trips, and for activities or resources that are optional for the student. Additional information regarding school and program fees for the upcoming school year is posted in PowerSchool and on the CTK website.

SUPPLY LISTS

Supply Lists for the upcoming school year are posted to our website in April of each school year. Supplies may be purchased through local stores or ordered online through School Start. Information about School Start is posted on our website.

TELEPHONE USE

Students are permitted to use the office telephone for emergencies or illness only. Students are asked to communicate in a courteous manner and to keep telephone calls short so others can use the telephone as well. Cell phones may only be used inside the building if a teacher gives permission for their use.

TESTING

In September, students in grade three write Student Learning Assessments. Grade six and nine students write Provincial Achievement Tests in June. Throughout the year, students in different grades write standardized tests including CCAT (Canadian Cognitive Abilities Test) and CTBS (Canadian Test of Basic Skills). Parents are welcome to review their child’s scores with the principal or the designate. Notice of when these tests are being written is included in the monthly newsletter.

VACATIONS/EXTENDED ABSENCES

21st century classrooms are dynamic learning environments that are fluid and constantly changing. Work assigned is often project-based and is designed to promote critical thinking and a deeper level of student engagement. Worksheets and paper packages of student work are increasingly rare in today’s classrooms, since research shows that they do little to promote higher level thinking skills or achievement. Because our learning environments are

so dynamic, it can be very difficult for teachers to put together packages for students who will be away for an extended period. Consequently, we recommend that families avoid booking vacation time during the school year. If that is not possible, or if student must be away for truly important events or family emergencies, then parents are asked to contact the teacher to find out what general topics of study will be examined while the student is away. The student will be expected to read applicable textbook chapters and monitor work and material being posted to Google classroom, with the understanding that the student will likely have work to make up when he or she returns to school.

Note: It is the responsibility of the student to see each of his or her teachers to find out what work was missed during an absence and to complete all missed work, assignments and/or exams.

VISITORS

Parents and visitors are required to report to the office before contacting students or teachers. Visitors are asked to sign in and to wear a visitor tag. This helps us to maintain a safe and secure environment for our students. Students are asked to report the presence of strangers to the principal or staff. If you wish to meet with a teacher, please make prior arrangements via email.

VOLUNTEERS

Volunteers are welcome at our school. We gratefully acknowledge the support, time, and commitment from our school community. Volunteers are asked to sign in at the office and wear a visitor tag.

Note: Volunteers who work with students in situations where no staff member is present, such as coaching sports teams or transporting students, must complete both a police information check and an Intervention Record Check.

SCHOOL POLICIES

ACADEMIC HONESTY POLICY

Academic honesty is an important component of educational programming at all levels. We expect all students to complete their school work to the best of their ability and to demonstrate integrity and honesty by completing their work themselves. Students are also expected to value the attitudes and skills of being a principled communicator in all learning and assessment. Students who deliberately attempt to gain advantage in marks through dishonest practices such as cheating or plagiarism will resubmit the work they neglected to complete themselves. If students engage in dishonest practices on more than one occasion, a comment referring to the student's academic dishonesty will be added to the student's report card.

At CTK, our definitions of malpractice are as follows:

- plagiarism: this is defined as the representation of the ideas or work of another person as the [student's] own.
- collusion: this is defined as supporting malpractice by another [student], as in allowing one's work to be copied or submitted for assessment by another.
- duplication of work: this is defined as the presentation of the same work for different assessment components.
- any other behaviour that gains an unfair advantage for a [student] or that affects the results of another [student].

Roles and Responsibilities

The student is ultimately responsible for ensuring that all work submitted is authentic, with the work or ideas of others fully and correctly acknowledged.

Teachers and school administration must ensure that all students:

- understand what constitutes academic honesty, an authentic piece of work and intellectual property.
- receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources.
- understand what constitutes malpractice (particularly plagiarism).
- know the consequences of being found guilty of malpractice.

It is the responsibility of each teacher to confirm that, to the best of his or her knowledge, all student work is the authentic work of each student. Teachers are also expected to support and act on the school's policy on good academic practice and provide students with advice whenever necessary. In this respect teachers, must act as good role models for the students.

STUDENT CONDUCT POLICY

STATEMENT OF PURPOSE

At Christ The King, we aim to create a welcoming, caring, respectful and safe learning environment that honours our call to work together in faith, love, and hope. We celebrate our accomplishments and we believe that each person brings gifts, talents and interests to our community to develop and share.

GENERAL EXPECTATIONS

In keeping with requirements set out in both the Alberta Education Act and the Alberta Human Rights Act, we neither condone nor accept discrimination of any kind. This includes discrimination based on an individual's race, colour, ancestry, place of origin, religious beliefs, gender, physical disability, mental disability, marital status, family status, source of income or sexual orientation.

The Student Conduct Policy is reviewed on an annual basis by parents, students and school staff and is revised as necessary in response to feedback from the parties listed above. Expectations of students and school policies are outlined at the beginning of the school year and are regularly reviewed with students. The Student Conduct Policy is posted on the school website.

RESPONSIBILITIES OF MEMBERS OF OUR SCHOOL COMMUNITY

All members of our school community - students, parents and staff - are expected to model and promote behaviour that contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Parents and school staff have the responsibility to help students meet their responsibilities.

Student Responsibilities:

- attend school regularly and punctually,
- be ready to learn and actively engage in and diligently pursue the student's education,
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- respect the rights of others in the school,
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether it occurs within the school building, during the school day or by electronic means,
- comply with the rules of the school and the policies of the board,
- co-operate with everyone authorized by the board to provide education programs and other services,
- be accountable to the student's teachers and other school staff for the student's conduct, and
- positively contribute to the student's school and community.

-Alberta Education Act, Section 31

Parent Responsibilities:

- act as the primary guide and decision-maker with respect to the child's education,
- take an active role in the child's educational success, including assisting the child in complying with section 12 of the School Act,
- ensure that the child attends school regularly,
- ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment, in keeping with section 16.2 of the School Act,
- co-operate and collaborate with school staff to support the delivery of specialized supports and services to the child,
- encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- engage in the child's school community.

-Alberta School Act, Section 32

Staff Responsibilities Include:

- educate students by fulfilling the mandate of the Alberta Education curriculum and our Catholic faith.
- deliver appropriate educational programming that meets the needs of all students and enables them to be successful.
- encourage, foster and advance collaborative, positive and respectful relationships with students, parents, colleagues.
- model mutual respect, Catholic values and conduct that contributes to a welcoming, caring, respectful and safe learning environment.
- discipline consistently, maintaining dignity and respect.
- administer consequences for inappropriate and/or unacceptable behaviours.
- maintain open communication, be accountable and provide assurances to students and parents regarding student learning outcomes.
- review conduct policy with students.
- communicate classroom expectations.
- recognize diversity and individual differences.
- respect confidentiality.
- provide supports, as appropriate, for individuals impacted by inappropriate behaviour or discrimination. Supports could include meeting with STAY personnel, Family School Liaison Social Workers, Emotional Behaviour Specialists, or others on an as needed basis.

ACCEPTABLE BEHAVIOURS

We know that most students behave appropriately most of the time. We also believe that people perform better when they know what is expected of them. Christ The King is committed to providing students with a school environment that is both safe and conducive to learning. We are dedicated to teaching students appropriate behaviour towards themselves and others. We expect students to behave in an acceptable manner, which does not interfere with the learning or behaviour of others. Students are to conduct themselves in a manner that is respectful.

Students Can Contribute to Creating a Positive Learning Environment by:

- smiling at peers and adults in our school.
- speaking to their friends about their behaviour (in a nice way) when they are not contributing to a welcoming, caring, respectful and safe environment.
- greeting visitors to their classroom or school.
- being friendly and helpful towards students that are new to the school and others.
- sitting with someone who is alone at lunch, inviting someone to join games or sit with their group outside, or working together to complete a project.
- keeping our school and school grounds clean and tidy.
- coming to school/class on time and as prepared as possible.
- treating everyone with respect even if they don't agree with their beliefs and/or values.
- having empathy for others.
- following classroom and school expectations so everyone can learn.
- not engaging in behaviour such as put downs or snickers when questions are asked in class – no one should feel afraid or nervous about coming to school.
 - Excerpted from The Society for Safe and Caring Schools and Communities, *Series on Alberta's Education Act*, November 2014

Parents Can Help Students Meet Their Responsibilities by:

- modelling kindness.
- paying attention to how they talk about other children and the school in front of their children.
- taking responsibility for their mistakes.
- reporting any problems at school to the teacher as soon as they can. Problems are easier to solve when they haven't been going on for a long time. The best place to start is with their child's teacher. If parents are not satisfied with the results of this conversation, the next step would be to make an appointment to speak with their child's principal.
- modelling peaceful problem solving when you have a conflict.
 - Excerpted from The Society for Safe and Caring Schools and Communities,
 - *Series on Alberta's Education Act*, November 2014

Other Ways Parents Can Contribute to a Welcoming, Caring, Respectful and Safe Learning Environment is by:

- speaking respectfully to and about school staff.
- speaking positively about the school, staff, other students and their families in front of their child.
- making appointments to ensure the person they want to speak with has sufficient time to have a focused conversation. Drop off and pick up times are not ideal for parents or for the teacher.
- communicating with the teacher or other school staff – e.g. positive notes or emails to their child's teacher and/or other school staff, positive comments when parents drop off or pick up their child.
 - Excerpted from The Society for Safe and Caring Schools and Communities,
 - *Series on Alberta's Education Act*, November 2014

GENERAL EXPECTATIONS FOR BEHAVIOUR

At CTK, we are dedicated to learning in a welcoming, caring, respectful and safe learning environment. **Anything that interferes with teaching or learning is not allowed.** This includes inappropriate dress, gum-chewing, head gear, sunglasses, inappropriate use of electronic devices or games, behaviour that conflicts with our district responsible use agreement, and physical contact between students. School-wide expectations are communicated to our students by teachers in classroom discussions, by school administration in assemblies, during morning announcements, through the school newsletter and through our school website. We have set behavioural guidelines for the school and have asked each teacher to set programs and procedures designed to maximize student learning and responsibility. Since each teacher has a different style, specific expectations and procedures will vary from class to class.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

We concentrate on positive behaviour and attitudes; however, there are times when a student has difficulty recognizing their responsibility as a student. In such cases, we have outlined several possible consequences for behaviour, whether the behaviour occurs within the school building, during the school day or by electronic means. When a student behaves inappropriately, they can expect that the staff member present (teacher, administrator, teacher assistant, support staff) will take the most appropriate action. One or more of the following can be expected to occur:

- Verbal reprimand
- Restriction of privileges and activities
- Noon hour detention of student
- Parental involvement
- Parent-student conference with school staff
- Verbal or written apology by student
- Problem solving, monitoring or reviewing behaviour expectations
- Replacement or repair of damaged property
- Temporary exclusion of student from class
- Bus suspension for students riding the bus
- In-school suspension
- Out of school suspension
- Referral to Attendance Board
- Behaviour contract
- Involvement of outside agencies
- Involvement of Police
- Expulsion
- Record of incident retained in PowerSchool

In dealing with inappropriate behaviour, consequences are fair, but not always equal. Several factors are considered, when dealing with inappropriate behaviour. As might be expected, the more serious the behaviour, the more severe the consequence. The nature and circumstances of the incident, as well as frequency of misbehaviour, and unique student attributes such as age, maturity and the individual circumstances of the student are also considered.

UNACCEPTABLE BEHAVIOUR

Unacceptable behaviour could result in a suspension from school under Section 24 of the School Act. The following are considered major forms of misbehaviour and will be dealt with severely, whether they occur within the school building, during the school day or by electronic means.

Bullying/Cyberbullying

Bullying can be defined as:

Repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation.

Bullying can take different forms:

Physical – pushing, hitting

Verbal – name calling, threats, put-downs

Emotional/Social – exclusion, rumors, extortion of money or possessions, intimidation

Cyber – using the computer or other technology to harass or threaten

Bullying is not a normal part of growing up and it does not build character. No one should have to put up with bullying. Bullying is a learned behaviour – children and youth often learn bullying behaviour when they either experience being bullied or see it happening to others.

Bullying is different from conflict. Conflict is defined as a disagreement or struggle over opposing beliefs, needs, feelings or actions and is a normal part of life. From time to time everyone has conflicts with friends, family, teachers, co-workers. It is important to learn how to resolve conflict peacefully and recognize the difference between conflict and bullying.

Students are expected to report bullying behaviour as soon as they can after seeing it or experiencing it. Students may do this by telling an adult in the school. Students who are uncomfortable with coming forward to school personnel are encouraged to talk with parents or friends, who could then assist them in notifying the school about bullying.

Bullying or cyberbullying of students could result in an immediate suspension from school. As well, the police may become involved in the investigation of bullying incidents. Bullying is defined in law as “the **repeated** intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse.” Any person who repeatedly bullies a minor (under the age of 18) in a public place could be subject to a \$250 fine.

Defiance

Any act of defiance, that is, refusing to comply with a reasonable request from a staff member, can result in an immediate suspension.

Physical / Verbal Abuse or Harassment

Physical abuse of any type to anyone will result in an immediate in school or out of school suspension. Verbal intimidation or harassment will also result in an immediate suspension. At CTK, there is no such thing as “play fighting” – and therefore this will not be considered an acceptable excuse for physical contact with another student. Police may be involved if this is deemed to be appropriate by school administration.

IMPORTANT NOTE: Students who choose to watch or encourage other students in a physical fight might also be suspended from class or school. The fact that they have an audience encourages those students who are fighting to continue the conflict, as they do not want to “lose face” in front of their peers. Thus, the spectators are viewed by school administration as being a major contributing factor to the continuation of the fighting, and they will be treated accordingly.

Improper or Profane Language

The use or display of improper or profane language could result in an in school or out of school suspension from school. Students who use profane language in addressing a teacher will be suspended from class or school.

Vandalism or Willful Damage to School Property

Vandalism or willful damage to school property will result in an immediate suspension and/or service within the school community* depending on the circumstances. Students will be expected to pay fully for any damages caused deliberately or through carelessness.

*Service within the school community occurs when a student is assigned to do work to assist any of the adults in the school (i.e.: teachers, custodians, support staff). This is for a specific number of hours in a specified period.

Theft

Theft of property, either from the school or from another person is strictly prohibited and will result in an in school or out of school suspension. Restoration of the stolen property is mandatory. In some instances, cases of theft are referred to the police.

Illegal Drugs or Substances

Possession or use of illegal drugs or substances on school property or in sight of school property will result in an immediate suspension and may lead to expulsion from the school. In cases of drug use, the police will be involved in the investigation and charges could be laid.

Behaviour Dangerous to Self or Others

Students who engage in reckless or dangerous behaviour will be given an in school or out of school suspension. If appropriate, the police will also be involved in the investigation.

Weapons

Possession of a weapon or presentation of any object meant to threaten or intimidate will result in an immediate in school or out of school suspension. Any weapons brought to school will be confiscated and turned over to the police. Police may be involved if this is deemed to be appropriate by school administration.

IMPORTANT NOTE: This rule also applies to toy knives and guns. Simulated weapons will be treated in the same fashion as real weapons. They have no place in a school environment.

Repeated Violation of General Expectations

Repeated violation of general expectations or a continual disregard of classroom rules will result in an out-of-school suspension.

STUDENT-OWNED DEVICES POLICY

CTK believes in providing students with an educational environment that will engage and empower them as 21st century learners. To this end, students are permitted to use student-owned devices on our wireless network under the following conditions:

- Only students who have a signed acceptable use form allowing them to use the Internet can access the network.
- Students are accountable for their behaviour and activity while using our wireless network.
- Students are responsible for the security and safety of their own devices.
- The school is not responsible for lost, stolen or damaged items.
- The school will not provide technical support for student-owned devices.
- Failure to follow the procedures for using student-owned devices or the network could result in a loss of privilege, confiscation of the device, or other sanctions, depending on the circumstances.
- Students are encouraged to use a device other than a telephone to access the network and complete work in a more efficient manner.
- Owning a device is not a requirement. It is not necessary for students to buy or use any devices.

Essential Agreements

- The use of personal devices and the wireless network is for class time and under teacher direction and supervision only.
- The use of the network and personal devices is for educational use only, not for social use.
- Devices must be fully powered prior to using them at school to avoid loss of time, management issues and overloading of electrical outlets.
- Sharing of devices is only permitted if students are working together. Students should not allow other students to use their personal devices.
- Use of cameras and videos is permitted under teacher supervision only. No school pictures or videos of any kind may be posted on any social media or personal sites.
- Teachers will review netiquette with students.
- Teachers have the right to determine how, when and to what extent student-owned devices may be used in their classrooms.
- Teachers and administrators have the right to “search” the device if they have reason to believe that the device has been used inappropriately.
- Student devices will work from the “Cloud” and will follow the same internet safety precautions and sites as if they were wired in the lab. In other words, sites like “Facebook” will not be available for student use while at school.
- NO – TEXTING, GAMING OR SOCIAL NETWORKING OF ANY KIND.

