

STUDENT HANDBOOK

2024/2025



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.

Kelly Laxdal– Principal
Elizabeth Evaristo – Assistant Principal
Jesse Diachuk– Assistant Principal
Delia de Sousa– Assistant Principal

ACCESS TO BUILDING

School entry doors are open for students access to the building at 8:38 AM. 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 by their designated doors.

Parents who drop their children off prior to 8:38 AM are asked to wait with them outside until supervision begins. Siblings should 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 information sent home through SWIFT for further details.

School Faith Life

As a Catholic school, we mark important events in the school and liturgical calendar in celebration. Our affiliated parish is St. Dominic Savio Parish; and we partner with the pastoral team to facilitate this relationship.

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.

ALBERTA HEALTH SERVICES

Alberta Health Services works with schools and community agencies to provide a range of coordinated health and support services for school-aged children and their families. If you have any concerns about your child's health, please talk to your school Learning Coach, Community Health Services, School Health Team at the Northeast Community Health Center, 587-735-8879 EXT. 4

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 do not let your children bring any food to school that contains 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 an area away from their classmates.

CELL PHONES

- Students are required to leave cell phones and ear buds secured in their lockers while at school.
- Students are not permitted to use their cell phones or ear buds at any time during the day.

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. The school will not accept deliveries for students from food delivery services such as Skip the Dishes, Door Dash, etc.

CLOSED CAMPUS

Students are not allowed to leave school property during the school day. 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 parents' written permission to go home for lunch on file in the office.

COMPLEMENTARY COURSES FOR JUNIOR HIGH

There are many complementary courses offered at Christ the King School for Junior High students. These courses are offered at an additional cost. Complementary courses include Career and Technology Foundations, Flex, and Targeted Academic Seminars.

CORRESPONDENCE (EMAIL & SCHOOL MESSANGER)

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 school messaging system. We make every effort to keep email communication from school administration to a minimum. Teachers often communicate with parents in a variety of different ways. Please help us by ensuring that we have current email addresses. Information is always being emailed out.

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/mychildsllearning/index.html>

STANDARDS OF STUDENT DRESS

Philosophy

In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a **Standards of Student Dress** for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing **Standards of Student Dress** is to empower students to make appropriate choices.

Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document.

Students who do not meet the **Standards of Student Dress** will be required by the school principal or their designate to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.

Student dress must maintain personal safety and the safety of the school community. Students are not permitted to wear articles of clothing, jewelry or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.

- 1-6 outdoor shoes/footwear **must** be removed upon entry to the building and indoor shoes worn in school. For optimal safety, students are to wear running shoes within the school.
- Junior High students are required to wear appropriate footwear for optimal activity and movement.
 - Running shoes and CTK t-shirt are required in physical education class. No gum in PE class.
- Students must wear clothing to allow for optimal activity and movement.

*Courses or activities may require specific attire for safety or curriculum purposes (i.e.: CTF/CTS, PE, science labs, field trips)

Students at Christ the King School **may** wear, as long as they are in alignment with this standard's philosophy:

- Headwear that is specifically required for religious observance (i.e., hijab, yarmulke, turban) or for medical reasons in consultation with the principal.
- Hats and other headwear that allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Clothing with logos or text on it that is positive in nature, respectful, and implies or encourages a healthy lifestyle/choice for children and youth.

Students at Christ the King School **may not** wear:

- Articles of clothing, jewelry or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.
- Articles of clothing that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status.
- Articles of clothing with words or text that depict or imply hate, violence, profanity, drugs/drug use, alcohol/alcohol use, sexual activity, or criminal activity.
- Clothing that reveals underwear, undergarments or midsections are not acceptable.
- Student dress must maintain personal safety and the safety of the school community.

Students who have not met the standard, as outlined above, will be addressed in the following manner:

- At the first possible opportunity for a private conversation, the staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. Care will be taken to avoid "shaming" or statements of bias.
- The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:
 - Wearing another article of their own clothing which they have at school that is in alignment with the standard.
 - Borrowing an article of clothing from a friend that is in alignment with the standard.
 - Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard. If the parent is unable to bring alternate clothing, CTK clothing may be supplied.

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, lockdown, 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 or a verbal consent 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 in their child's google classroom 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 profound influence on student attitudes towards homework. If you have questions regarding the assignments your child is bringing home, please talk to his/her teacher.

HOURS OF OPERATION

Elementary Div 1		Elementary Div 2	Junior High
First Bell - 8:38am (Thurs - 8:39 am)			First Bell - 8:38am (Thurs - 8:39 am)
8:43 am - 10:45 am <i>Thursday:</i> <i>8:44 am - 10:45 am</i>	8:43 am - 10:30 am <i>Thursday:</i> <i>8:44 am - 10:30 am</i>		8:44 am - 12:06 pm <i>Thursday:</i> <i>8:44 am - 12:15 pm</i>
10:45 am - 11:00 am RECESS	10:30 am - 10:45 am RECESS		
11:00 am - 12:06 pm <i>Thursday:</i> <i>11:00 am - 12:15 pm</i>	10:30 am - 12:06 pm <i>Thursday:</i> <i>10:45 am - 12:15 pm</i>		
12:06 pm - 12:25 pm LUNCH (GR 4, 5,7, 8, 9) RECESS (Gr 1, 2, 3, 6)			
12:25 pm - 12:44 pm LUNCH (Gr 1, 2, 3, 6) RECESS (GR 4, 5,7, 8, 9)			
12:44 pm - 3:20 pm	12:44 pm - 3:20 pm	12:44 pm - 3:20 pm	

Also, to provide for early dismissal before major holidays, the Thursday before Christmas Holidays and Spring Break will be a full day of instruction for students. The Friday before the holiday will be a short day with dismissal at 12:15 PM.

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

HOMEROOM

Each student from 1 – Gr. 9 is assigned to a homeroom teacher. 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. Elementary students remain with homeroom teachers for most of the school day. Junior high students begin the morning in their Block 1 class, where attendance is taken and recorded. For these students, attendance is also taken at the beginning of subsequent blocks/classes throughout the day.

ID BADGES

All staff and junior high students are required to wear ID badges while in the school. This will allow everyone to identify individuals who are, and are not, supposed to be in the building.

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

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. Continuous rainfall or lightning.
3. Air Quality.
4. Extreme wind.

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

INCLUSIVE EDUCATION

At CTK, students with special learning needs have access to learning support. The multi-disciplinary team 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 devices 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 be signed out by a parent/guardian 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.

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. 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.

Students must use a school provided combination lock. Students are advised not to share their locker combinations with anyone. Should the combination of a student lock become compromised, students are asked to see an assistant principal for junior high to arrange to trade their lock in for a new one.

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 elementary students will eat lunch in their homeroom classroom. Junior High students will eat lunch in the gym. 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 and monitors.

Students are not allowed to order food through delivery services (i.e. Skip the Dishes and other services)

Students are expected to conduct themselves appropriately during the lunch hour. Failure to do so may result in appropriate consequences. 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 as 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. If you need to contact your child, please contact the office as all cell phones will be kept in lockers at all times during the school day.

OUTDOOR LEARNING

Teachers may instruct their classes outside from time to time. This may happen throughout the year in all seasons. The Division's inclement weather protocols will be followed. We ask that you dress your child appropriately for the weather of the day should their class go outside.

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 Division 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 are not allowed to bring personal items to school.

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 all students may login to the Power School portal to view their child's class assignments, assessment, report cards, attendance, and scheduling 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.

Electronic Report cards are available for viewing through PowerSchool at regular reporting periods. Throughout the year information will be sent home at the appropriate time. Report Cards are available for parent view in June.

PRIVILEGES

The general conduct of students reflects their character and will determine the privilege to be involved in extracurricular 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.

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 will provide messaging regarding upcoming school council meetings via Swift.

SCHOOL DOOR TIMES AND ENTRY REMINDER

Morning outside supervision begins at 8:30 a.m. and all doors to the school will remain locked until the bell rings at 8:38. For the safety of your children, they are not expected to arrive at school before 8:30. 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 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 interschool athletics, the Student Leadership Team, clubs and more!

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 are reviewed annually. 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 on our website in the spring of each school year. Supplies may be purchased through local stores or ordered online through Write-On Stationary.

TELEPHONE USE

Students are permitted to use the office telephone as well as the classroom telephone under the teacher’s direction.

TESTING

Grade 6 and 9 students write Provincial Achievement Tests in May/June. Grade 7 and 8 students write District Common Summative Assessments in September and June. Throughout the year, students in different grades write standardized tests. 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 calendar.

VACATIONS/EXTENDED ABSENCES

Our 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. Because our learning environments are so dynamic, teachers will not be putting 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,

the student will be expected to monitor work and material being posted in their 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 field trips with small groups, must complete both a police 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 schoolwork 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.

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 Academic dishonesty (particularly plagiarism).
- know the consequences of being found guilty of academic dishonesty.

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.

CODE OF CONDUCT

1. Purpose of Student Code of Conduct

To establish and maintain a welcoming, caring, respectful, and safe learning environment for all students and school staff. We believe that we are unique and worthy individuals, and God calls each of us to work together in love, hope and courage in our school community.

Our conduct policy aligns with the Education Act. It is reviewed and adjusted annually by staff, parents at School Council meetings, and students. It is then reviewed with students at the beginning of the school year. Students can report bullying to any staff member, at any time, through the communication of their choice (conversation, meeting, note, email) and know that staff member will communicate it to administration.

2. Alberta Human Rights Act & Canadian Charter of Rights and Freedoms

We affirm that the rights set out in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members within Christ the King Elementary/Junior High School. We affirm that pursuant to the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

3. Acceptable and Unacceptable Behavior

At the beginning of each school year, each classroom teacher, together with their students, will develop a list of acceptable/unacceptable behaviors and consequences. These expectations and consequences will be communicated to all parents and guardians at the first reporting period, will be online for all parents, and in the student handbook.

Failing to comply with section 31 of the Education Act may be grounds for suspension or expulsion under sections 36 & 37 of the Education Act.

Some examples of acceptable behaviors that reflect these responsibilities include:

- Respect yourself and the rights of others in the school
- Refrain from, report and refuse to tolerate bullying or bullying behavior, even if it happens outside of the school or school hours, or electronically. Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school. Students can inform any staff member by meeting, note or email.
- Be ready to learn and actively engage in and diligently pursue your education.
- Know and comply with the rules of your school.
- Contribute positively to your school and your community.

Some examples of unacceptable behaviors include:

- Behaviors that interfere with the learning of others and/or school environment or that create unsafe conditions
- Act of bullying, harassment, or intimidation
- Physical violence
- Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern
- Illegal activity such as:
 - possession of a weapon (real or pretend)
 - theft or damage to property
 - possession of drugs and/or alcohol

Restorative Justice Cycle in Our School:

- 1. Incident Identification:** When an incident occurs that does not meet our Student Code of Conduct or disrupts our safe learning environment, it is identified and reported promptly.
- 2. Reporting and Documentation:** The incident is reported to a teacher, counselor, or administrator, and relevant details are documented to ensure accuracy and fairness.
- 3. Engagement and Dialogue:** All parties involved are engaged in a restorative dialogue, where they can express their perspectives, feelings, and needs related to the incident.
- 4. Accountability and Understanding:** The student responsible for not meeting our standard of conduct takes responsibility for their actions and gains an understanding of how their behavior conflicts with our school's values and expectations.
- 5. Restorative Action Plan:** A plan is developed collaboratively, focusing on repairing harm, promoting personal growth, and restoring relationships. It may include education, mediation, community service, and supportive interventions.
- 6. Implementation and Review:** The restorative action plan is put into action, monitored, and regularly reviewed to assess progress and make any necessary adjustments.
- 7. Reflection and Growth:** The student reflects on their behavior, its impact on others, and their personal growth throughout the process, fostering self-awareness and empathy.
- 8. Reintegration and Reconnection:** Once the restorative action plan is successfully completed, efforts are made to reintegrate the student into the school community positively and inclusively.
- 9. Preventative Measures:** Our school focuses on preventing incidents through clear expectations, education on appropriate behavior, collaboration among students, parents, and staff, and celebrating success.
- 10. Supportive Interventions:** For minor breaches of conduct, we provide supportive interventions that address individual student needs, such as communication, behavioral strategies, logical consequences, and recognition of positive conduct.
- 11. Corrective Interventions:** Severe breaches of conduct are addressed through fair and consistent disciplinary procedures, considering Catholic social justice principles and involving additional support if necessary.

Our school values restorative justice as a way to learn, grow, and create a safe and respectful community. *Together, we can make a positive difference.*

Consequences for major offences may include:

- 1. In-School Suspension**
 - Students are placed in a quiet working area to complete assigned work.
 - Students lose lunchroom, recess, and extracurricular privileges during this suspension.
- 2. Out-of-School Suspension**
 - One to five days at home.
 - Meeting/discussion with students and parents before reinstatement
 - Meeting with school counselor to support and educate child.
- 3. Out-of-School Suspension (Greater than five days).**
 - Severe breach of conduct will be suspended in accordance with Section 36 & 37 of the Education Act.
 - Division personnel (School Operation Services) involved prior to reinstatement or expulsion.

Section 32 Education Act – Parent Responsibilities

A parent, as a partner in education, has the responsibility to:

- act as the primary guide and decision-maker with respect to the child's education
- take an active role in the child's education success, including assisting the child in complying with Section 31
- ensure that the child attends school regularly
- ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment
- encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school

STUDENT-OWNED DEVICES POLICY

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

- Only students who have signed responsible use agreements 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 Chromebooks.
- The school is not responsible for lost, stolen or damaged items.
- The school will not provide technical support for student-owned Chromebooks.
- Failure to follow the procedures for using student-owned Chromebooks or the network could result in a loss of privilege, confiscation of the device, or other sanctions, depending on the circumstances.
- Owning a Chromebook 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.
- Use of cameras, videos and audio recording is permitted under teacher supervision only. No school pictures, videos or audio recording 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.
- ECSD has the right to track all activity on the ECSD network; there is no expectation of privacy.
- 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, social media sites such as Instagram and Snapchat will not be available for student use while at school.
- NO – TEXTING, GAMING OR SOCIAL NETWORKING OF ANY KIND.

Awareness Statement:

Please complete and confirm through email with your child’s homeroom teacher once you have read and reviewed this handbook.

Student Signature

Parent/Guardian Signature

Date

NOTES

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings on the page.