



Christ the King School

Student Handbook

Administrator's Welcome

Welcome to Christ The King Junior/Senior High School. We are very honoured and excited to welcome you to Christ the King School. As we begin each school year, our vision as an administrative team is to continue to provide opportunities for students to reach their potential within a Christ-centered Catholic community. As a staff we are committed to the total well being of all students in a safe, caring and non-threatening environment.

This student handbook has been assembled to clarify, for parents and students, the programs and expectations here at Christ The King School. It is also designed to assist students in developing organizational and self-management skills.

We are looking forward to working with each of you. Have a great year – “Learning and Growing in Christ!”

Yours in Catholic Education,

Mr. Heck
Principal

Ms. Rantucci
Vice Principal

Mission Statement

“We are a Christ-centered Catholic Community committed to providing the highest quality education for our students. Through service, caring and love we strive to create an environment of respect and understanding in which everyone can grow.”

School History

Christ The King Jr./Sr. High opened in 1988 as part of St. Benedict’s School in Leduc. It moved to the present building in 1990. The building’s exterior design is in the shape of a dove to symbolize the Holy Spirit. The feast day of Christ The King is on the third Sunday in November.

2024-2025 Bell Times

For Regular Student Days

Warning Bell: 8:40am
Block A: 8:45 am to 10:13 am
Block B: 10:17 am to 11:40 am
Lunch: 11:40 am to 12:25 pm (Warning Bell at 12:25)
Block C: 12:30 pm to 1:53 pm
Block D: 1:57 pm to 3:20 pm

Flex Days - Tuesday and Thursday

Warning Bell: 8:40am
Block A: 8:45 am to 10:05 am
Flex 10:07 am to 10:43 am
Block B: 10:47 am to 12:00 pm
Lunch: 12:00 pm to 12:45pm (Warning Bell at 12:45 pm)
Block C: 12:50 pm to 2:03 pm
Block D: 2:07 pm to 3:20 pm

Student Services

At Christ The King School, our approach is to encourage the development of a mature, Christ-like, self-disciplined individual who is a responsible, contributing member of the school and the community. The following services are available to all students at Christ The King through Student Services:

- Educational Counselling: To enable students to adopt a perspective that places high priority on planning their educational futures.
- Personal Counselling: To assist students to develop a positive outlook that promotes meaningful interaction with others.
- Career Counselling: To assist students and parents by providing developmentally appropriate programs and career planning information that assists students with the school to work transition.
- Information and Referral: Post-secondary schools, scholarship opportunities, health and lifestyle issues, agencies and services referral.

High School Commencement Participation Policy

The requirements indicated in this handbook are the minimum requirements for a student to attain an Alberta High School Diploma. For more information about High School Diploma requirements, specific post-secondary program requirements and course change requests, please contact the Student Services office.

The school recognizes the significance of high school graduation and it also appreciates the importance of a formal celebration for students who are leaving at the end of their grade 12 year. Since diploma examinations make it impossible to have a student's final standing by the end of June, a commencement ceremony will be held to mark the departure of those students who are 'on track' to fulfill the requirements. To be eligible to participate in the commencement ceremony, a student must satisfy the following criteria:

1. The student must be in a position to qualify for an Alberta High School Diploma by the end of June.
2. The student must be in good standing within the school as defined by school and division policy.

A final list of commencement participants will be prepared in the spring of 2025.

High School Course Change Requests

Course changes are subject to parent, staff and administrative approval. Deadlines for course changes are generally by the third Friday in September and in February.

Spare periods (Senior High)

Grade 10 students should carry full programs with no spare periods. Depending on their individual progress and post-secondary requirements, grade 11 and grade 12 students may have 1 and 2 blocks respectively for spare periods. Students on spare are to go to the student common area adjacent or leave the school grounds. The Common Area may be used for group study or quiet socializing. Students on spare periods are asked to stay out of the hallways during class time. Please note that spares for high school students are granted based on a student's ability to use them responsibly. In the event that students on spares show that they require assistance to help meet their academic requirements, they will be assigned to a specific supervised area.

STAR Catholic Outreach School

STAR Catholic Outreach has a close partnership with Christ the King School. The Outreach offers senior high programming using a self-directed, alternate delivery approach within a faith filled learning community. We reach out to those students whose needs may not be met in the more traditional education model. Christ the King students must be referred by school administration or Student Services in order to take courses at the Outreach. We also provide Off-campus education (Work Experience, the Registered Apprenticeship Program, Green Certificate Program) and Dual credit program opportunities to CTK students. For more information, visit our website: or.star catholic.ab.ca or call 780-980- 0955.

Expectations

Student code of conduct

At Christ The King we strive to guide students to make appropriate choices in using and developing their God-given gifts of self-management, cooperation and respect. Christ the King student code of conduct is based on the Provincial Education Act and St. Thomas Aquinas Roman Catholic School Division policies

Section 31 of the Province of Alberta's *Education Act* states that a student has the responsibility to:

The student will:

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

Sections 36 and 37 of the education Act deal with student suspensions and expulsions.

In addition to the school act, Students at Christ the King will:

- Behave in a Christian and courteous manner that reflects an attitude of respect and value for others.
- Interact cooperatively in a non-threatening manner. This includes inappropriate physical contact and communication through electronic devices.
- Respect the rights of others to learn and study in a safe and disciplined environment.
- Avoid the use of profane, foul or abusive language.
- Adhere to the rules of the school (this includes electronic devices).
- Be accountable to all staff members for their conduct on the school premises, on field trips and in the community.
- Be mindful of the physical appearance and cleanliness of school property and be intolerant of vandalism.
- Be responsible for damaging school property.

While it is not possible to reasonably foresee all grounds for disciplinary action, clear examples of unacceptable behaviour that could lead to disciplinary action

- Discrimination in any form as defined in the Alberta Human Rights Act;
- Conduct deemed to be inappropriate physical intimacy;
- Conduct deemed to be bullying and/or cyberbullying;
- Conduct deemed to be harassment or sexual harassment;
- Assaulting another person;
- Damage to property, including personal possessions of staff or other students;
- Abuse of the Division computer network, the internet, email or any electronic privileges;
- Possession of a weapon or weapon replica while on school property that is dangerous or has the appearance of being dangerous to students and/or staff;
- Displaying or brandishing a weapon or weapon-replica in a threatening or intimidating manner;
- Any possession, use, or act of exhibiting the effects of the influence of any of the following prohibited substances, regardless of the student's age (i.e., 18+) in school and on school/Division property or at school/Division related events or onsite or offsite activities:
 1. Illicit (illegal) substances as defined in the Controlled Substances Act of Canada;
 2. Tobacco products (including vapour or e-cigarettes);
 3. Cannabis products (including derivatives);
 4. Alcohol;
- Conduct that displays an attitude of willful, blatant or repeated refusal to comply with school rules or the reasonable direction of any school staff member.

Disciplinary Action

Discipline refers to specific corrective learning – and not punishment – that is intended to build foundational behaviours and habits of mind that will actively contribute to an individual's well-being and success. Learning shall be the foundation and primary consideration of any disciplinary action.

Classroom Code of Conduct

To support their academic success, all students are expected to do the following:

- Attend all classes and arrive at the classroom before the bell signaling the start of class. Students are dismissed by the classroom teacher and not by the bells or intercom requests.
- Bring required materials to each class: pens or pencils, texts, notebooks, completed homework assignments, a change of clothes and proper footwear for Physical Education and any other materials as requested by the classroom teacher.
- Students must have non-marking soled running shoes for Physical Education classes.
- Complete all classwork and homework to your potential and have it available when it is due.
- Respect the rights of others. Student behaviour should never affect the ability of the teacher to teach or the student's ability to learn.
- Work hard, be conscientious and develop your God-given gifts for the benefit of all!

Attendance

Regular attendance and punctuality is often directly related to success at school.

The Alberta School Act is very specific in determining the rare circumstances when missing school may occur for unavoidable and excusable reasons:

- A religious holiday;
- A work of mercy such as attending to the serious illness or death of a family member or friend;
- Extended illness as indicated by a note from an attending physician;
- Medical or other professional appointments that cannot be scheduled outside of school time;
- Extra-curricular and co-curricular events that are approved by the School Division through school policy
- Civic duty representing the City of Leduc, the Province of Alberta or the Country of Canada.

The school will remain open when busses are not running with classes in session. Information on the cancellation of bus service or classes can be found on the Division website: starcatholic.ab.ca.

Student/Parent Responsibilities

Please follow these guidelines if you will not be in attendance or late:

- Parents are asked to contact the school by phone (780-986-6859) or by email (ctk.attendance@starcatholic.ab.ca). An answering machine will record a message left outside regular office hours (8:00 a.m. - 4:00 p.m.). If we do not receive such a call, then we will be expecting your child at school. Your quick phone call enables us to notify the teachers of the absence.
- When possible, obtain materials and make arrangements with teachers for missed work or evaluations prior to the absence. Teachers need to be given a reasonable amount of time to accommodate these requests.
- When advance notice is not possible, students are to make arrangements with teachers immediately upon their return to school to pick up and complete assigned work. At the teacher's discretion, the student may need to make up missed instructional time.
- Holidays during regular instructional time places great stress on students and is strongly discouraged at CTK.
- Students are expected to attend any co-curricular field trips planned for their grade or class.

Interventions for chronic absenteeism or tardiness can include: detention, removal from class, placement in an alternative program or a referral to the Division Attendance Officer.

Student dress and appearance

At Christ the King School 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 that are in this document. **The safety, dignity and respect of all students and staff are always our first priority.**

Students at Christ the King School must wear:

- Clothing that fully covers bras (excluding straps) and underwear, buttocks and chest.
- Clothing that covers the majority of back and sides
- Majority of midriff (front and back) should be covered
- Appropriate shoes and footwear that adhere to courses or activities that may require specific attire for safety or curriculum purposes (i.e. CTF, PE, science labs, field trips)

Students at Christ the King School must not wear:

- Clothing that exposes undergarments, buttocks, and chest
- Hoods (that are not required for religious observance). This is for the safety of all of our students.
- Clothing that is offensive and/or discriminatory towards others based on age, religion, gender, identity, race, ability and socio-economic status. This includes written words, misspelled words, graphics, and pictures.
- Clothing with words, text or symbols that depict or imply hate, violence, profanity, drugs, alcohol, sexual activity or criminal activity

Students who do not meet the standard as outlined above will be addressed in the following manner:

- At the first possible opportunity for private conversation, the staff member who has identified the issue will speak to the student about the concern in a manner that respects the privacy and dignity of the student. Care will be taken to avoid shaming or statements of bias. **The student's self respect and dignity shall always be prioritized.**
- The student will be presented with alternative dress options that align more closely to the standard and will be expected to wear this for the remainder of the school day such as:
 1. Wearing another article of clothing that is in alignment with the standard
 2. Contact a parent or guardian to bring in an article of clothing that is in alignment of the standard
 3. Borrowing an article of clothing from a friend that is in alignment with the standard

Repeat Offenses:

- Students that repeatedly fail to adhere to the school's dress code policy will meet with the school administration, parents may be notified, and steps will be taken to help support the student in complying with the *Student Dress Requirements and Expectations*. **The student's safety, respect and dignity shall always be prioritized.**

School Bus

The school bus is considered an extension of the classroom, and therefore, classroom conduct is to be observed at all times. Only those students with a valid pass can ride on the bus. The bus driver is responsible for the safety of the students on their bus and must receive the respect, consideration and cooperation of each student.

Any misbehaviour that jeopardizes bus safety, is disrespectful or is distracting to the driver can result in a bus misconduct report. Consequences for receiving reports can lead to a suspension or expulsion from the bus.

Personal Use Devices (New)

All cell phones, smartwatches, headphones, earbuds, Meta Smart Glasses and Apple Glasses are NOT permitted to be on their person during class/instructional time. These policies are outlined below. Exceptions will be made for students who require a device for medical reasons. This should be communicated with the office.

STAR Catholic will be managing access to its Bring Your Own Device (BYOD) network. Students with Chromebooks and laptops will be able to register for WIFI access on our network in order to facilitate learning. When allowed or required by the classroom teacher, students will be allowed to access their laptop or Chromebook.

Christ the King Classroom Policies:

- To maintain a focused and engaging learning environment, students are not permitted to have personal electronic devices such as cellphones, smartwatches, earbuds, headphones, Meta Smart Glasses and Apple Glasses on their person during instructional time, transition time or during spares.
- Students will keep their personal electronic devices in the student's locker, or in an area in the classroom designated by the teacher.
- Students will be permitted to use personal electronic devices before school (up to the 8:40 am warning bell) during lunch (up to the afternoon warning bell) and after school. While on spare in the common area, students may use their laptops or Chromebooks only provided they are signed onto the BYOD network. Students on spare may use their Personal use devices provided they are in the Common area and the student has signed an agreement in the office.
- Students must bring their own personal calculators to class. Personal electronic devices will not be allowed to be used as a calculator.
- Physical education classes at any location will be considered a classroom space.
- PUD's will not be allowed on field trips.

Restorative action:

First offense: If a staff member observes a student using their personal device in the classrooms, hallways or bathrooms during unauthorized times, the student device will be taken to the office. The student will have the cell phone returned at the next permitted use time.

Second Offense: The student device will be given to the office and confiscated for the day. The device will be returned at the end of the day. The office will contact the parent/guardian.

Third Offense: The student device will be confiscated and given to the office. The office will contact the parent/guardian who will be required to come and get the device at the end of the day or at a mutually agreed time by the administration.

Further repeat offenses may be treated as willful defiance by school administration, as per Education Act Section 31; Student Responsibilities

- f) comply with the rules of the school and the policies of the board,
- g) cooperate with everyone authorized by the board to provide education programs and other services,
- h) be accountable to the student's teachers and other school staff for the student's conduct
- i) positively contribute to the student's school and community.

Note: Digital Citizenship practice should be used in all situations of electronic device use. This includes asking permission of staff or students to take pictures or video.

Co-curricular and Extra-curricular Field Trips

Students are to comply with school policy especially when they are representing themselves, the school, the staff, their fellow students and their parents while traveling off-campus. Students who require staff intervention during a field trip indicate that they require more supervision and their parents may be required as chaperones for subsequent field trips.

Extra-Curricular Activities

Students are encouraged to participate in the many activities offered at CTK. In order to earn the privilege of participating in an extra-curricular activity, the responsibilities of home and the academic and behavioural requirements of school must be met. Students who are absent due to illness or are inexcusably absent from school during the school day (or serving a suspension) may not be permitted to participate in an after school extra-curricular activity.

Homework

One factor that has a very high correlation to student success is the completion of homework. Students are to properly complete all assigned homework for the date and time that the homework is due. We encourage students to review their notes and texts on a consistent and continual basis. Students should use a calendar (electronic or paper) or personal agenda to keep track of assignments and due dates.

Faculty Advisor

Christ the King School is part of the Alberta Education High School Redesign Pilot Project. One of the key goals of the program is to build **meaningful relationships**. Faculty Advisor is the vehicle for this goal to be met at Christ the King. Students will be assigned an FA (Faculty Advisor) and will meet with that teacher to discuss key information related to CTK, to build a relationship with an adult in the building, to assign and sign up for Flex blocks, and to learn how they can access resources at CTK related to academic, personal, and career counseling.

Classroom Fluidity

Christ the King School values a collective responsibility to ensure that all students achieve and achieve at high levels. At times throughout the year, **students may have several different teachers for a specific course** based on academic and classroom needs. For example, in order to meet each learner's individual needs, teachers may adjust student/teacher groupings in order to support or enhance the learning and development of certain curricular objectives or skills. Essentially, it allows students the opportunity to work with different peers and receive instruction from another teacher to further reinforce their learning.

Personal Learning Time (FLEX)

Students will have PLT (Personal Learning Time) on scheduled days throughout the year. Students may receive re-instruction from their teacher, be asked to work in a small group for, have an opportunity for enrichment or to listen to a guest speaker, or to participate in student club activities. **Attendance is taken in FLEX** and attendance is mandatory. Students must remain at the school for this class.

School Cleanliness

Willingly contribute to the cleanliness of school property by placing all garbage and recyclable material in the proper bins provided throughout the school. Everyone shares in the responsibility for a clean building so please show initiative to help clean a specific area even when you are not directly responsible for its condition.

Lunch Hour – Open Campus

Christ The King has an open campus policy for all our students.

Our Neighbours

It is important that students respect the privacy and property of our neighbours. Students are not to smoke, loiter or litter in the walkways connecting Christ The King School property with the surrounding neighbourhood. Although Sr. High students are allowed to leave school property during the day, all students are prohibited from loitering in the surrounding neighbourhood.

Student Transportation

Student parking is restricted to the west parking lot. Please park in the designated places. Parking is not permitted directly beside the walkway on the west side of the school to allow clear access to the fire lane for emergency vehicles. Students are not to gather in the parking lot during school hours. Parking privileges may be revoked subject to violations of parking lot policy or unsafe driving practices. In the interest of student safety, students are encouraged to leave their skateboards, scooters and rollerblades at home. If using these items for transportation to and from school they cannot be used on school property and they are to be stored in lockers. Students bringing bicycles to school are required to keep them locked throughout the school day in the bike racks provided.

Lockers

Students are tenants of a locker space and are responsible for the appearance and care of their lockers. A locker is only to be occupied by the student to whom it was assigned. Students are expected to keep their locker clean and are not to write or post any inappropriate material in or on their lockers. For the security purposes keep your combination private. At any time, school administration may deem it necessary to open a student's locker and conduct a search of its contents. Student permission is not required to do so. Students are encouraged to bring their

own lock for Phys. Ed. class; however this lock must be removed at the end of class with belongings returned to the hallway locker.

Property

Please take the necessary steps to secure your materials and never leave your materials unattended. Ask permission before borrowing an item from a classmate or staff member and please return what you borrow. Respect the property of others. If you find belongings of another person, take immediate steps to ask for assistance in finding the rightful owner. Found items can be placed in the Lost and Found or turned into the office.

Supervision and Student Use of School Facilities

Student access to rooms in the building is subject to the availability of a teacher for supervision; therefore, students cannot presume that they are entitled to gymnasium, computer lab or classroom use without the authorization and supervision of a teacher.

Students should be arriving at the school no earlier than 8:00 a.m. or with the first bus arrival time. Students should be departing the school as soon as possible after dismissal unless participating in a staff-supervised activity. After school, students should vacate school property as soon as possible. Students are allowed to stay in the Common Area only until 4:00pm. Students must get their supplies from their locker then remain in the common area for their extra-curricular activity to start or for pick-up.

Emergency situations

Emergency situations in the school are extremely rare, but should they occur we will respond in a manner that ensures the safety of students and staff, while respecting the rights of those involved. Emergency evacuations and lockdowns are practiced so students can respond effectively if required to do so.

Health issues

At Christ The King we are sensitive to health issues such as: allergies, mobility difficulties, influenza etc. In order to provide a safe and productive environment for individuals with health issues please ensure that the office is made aware and practical steps will be taken to address the concern. When required, these steps will be communicated to our community through announcements, posters, newsletters and our website. For students unable to participate in a class (e.g. P.E.) due to a health difficulty, parents or guardians will be required to contact the teacher or school office to make alternate arrangements and to indicate when the student is to be expected back participating.

Food and Drink

Water in water bottles is permitted in the classrooms. Any other beverages require approval from the teacher in the room. Students are not to eat in the classrooms unless prior permission has been granted by the teacher (e.g. a special class event). There is no food or drink (with the exception of water) permitted in the library. The school vending machines are only to be accessed during break times. Food delivery services (such as SKIP and Uber Eats) will not be delivered to classrooms and will be held in the office until lunchtime or the end of the day.

Washroom Use

To avoid disruptions to class time, students are encouraged to access the washroom during breaks or at lunch time. Students with medical issues or other concerns relating to washroom use should privately communicate or have their parents communicate this information to their teacher.

Visitors

We encourage and invite parents to visit the school on a regular basis. Please check in at the office upon arrival. Students are not allowed to have visitors from other schools on school property during the lunch hour or throughout the school day. Unwelcome visitors will be asked to leave and legal interventions may be applied as outlined in the Alberta Education Act.

Parent Involvement

Parents are the most influential educators in the lives of children. As such, parents have the responsibility to model positive beliefs and attitudes and to support the school in the following ways:

- Instill values and ethics that will allow their children to develop a set of standards that reflect the presence of Christ in our world.
- Expect good manners, consideration, responsibility, personal hygiene and courtesy from your children.
- Encourage respect for staff, fellow students and school property.
- Teach children that their education is their responsibility and that we as parents and teachers are there for guidance and support when they need help.
- Support school activities and decisions.
- Keep the staff informed and communicate respectfully with the school.
- Ensure that your child comes to school well rested and prepared to learn each and every day.
- Work with the staff so that our student expectations at school will complement your expectations at home.
- Expect your child to review schoolwork and/or complete homework each and every night in an environment conducive to learning.
- Encourage your child to do their best at all times and celebrate success.

Communication

At Christ The King we recognize the importance of open and effective communication. Information from the school is communicated through our weekly updates, our website ctk.staratholic.ab.ca , via our phone message system and our message board which sits outside the front of the school. Email is an excellent way to increase communication between the school and home. Staff members' email addresses can be found on our website under "Contact Us". Please inform the school of any changes in your contact information throughout the year.

Student progress is reported twice throughout the year. There are also four scheduled parent-teacher interviews as indicated on the student calendar accessed at our home website. Parents are asked to book interviews through our link on our school website. Marks can be accessed throughout the year on our website through PowerSchool.

Please do not hesitate to initiate contact with the school to discuss any concerns, suggestions or ideas.

Concluding Remarks

The guidelines and expectations within this handbook exist at Christ The King School to assure the best possibility of success for all students. If you notice that others in the school are acting in a manner that compromises your values, jeopardizes your success or puts the safety and well being of others at risk, please tell those people to stop. Other avenues to remedy this situation would be to inform the counselor, any of our staff members and/or your parents immediately.

We hope that you pursue your studies and continue on your journey to become men and women of God with honesty, integrity and enthusiasm. The staff wishes you a blessed and successful school year and we hope you take pride in being a part of the Christ The King community.

God Bless